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NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday, December 9, 2013 at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. November 25, 2013
4. Public Hearings
 - a. PUD CONCEPT PLAN – BOULDER PONDS. The Planning Commission will hold a public hearing to consider an application from Amaris Company, LLC for a PUD Concept Plan for a development that will include 93 single family lots, one 64-unit multi-family building, and a commercial area for property located north of Hudson Boulevard and immediately east of the Eagle Point Business Park.
5. Business Items
 - a. PLANNING COMMISSION ANNUAL REPORT. The Planning Commission is being asked to review a draft annual report concerning the Planning Commission's and Planning Department's activities in 2013.
 - b. PLANNING COMMISSION 2014 WORK PLAN. The Planning Commission will consider a draft plan of work for 2014.
 - c. 2014 MEETING SCHEDULE. The Planning Commission is asked to approve the Planning Commission meeting schedule for 2014.
6. Updates
 - a. City Council Updates – December 3, 2013 meeting:
 - i. *Approved* – Conditional Use Permit and PUD Amendment for Northeast Metro 916 Intermediate School District
 - ii. *Denied* – Comprehensive Plan Amendment and Zoning Map Amendment for 10689 60TH Street.
 - iii. *Approved* – Driveway Ordinance amendments
 - iv. *No Action* – RAD-ALT Moratorium. The City Council has directed the Planning Commission to consider a Comprehensive Plan Amendment to change an existing RAD-ALT parcel back to RAD.

b. Staff Updates

i. Upcoming Meetings:

- December 23, 2013 - CANCELED
- January 13, 2013
- January 27, 2013

ii. Planning Commission Terms. Staff will discuss the current status of Commissioner terms.

c. Commission Concerns

7. Adjourn



**City of Lake Elmo
Planning Commission Meeting
Minutes of November 25, 2013**

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

COMMISSIONERS PRESENT: Williams, Lundgren, Dorschner, Yocum, Dodson, Kreimer, Morreale and Larson;

COMMISSIONERS ABSENT: Haggard; and

STAFF PRESENT: Community Development Director Klatt and City Planner Johnson.

Introductions:

Chairman Williams introduced and welcomed Sara Yocum as the newest member of the Planning Commission. She will fill the position as 2nd Alternate.

Approve Agenda:

The Planning Commission accepted the agenda as presented.

Approve Minutes: November 13, 2013

M/S/P: Dorschner/Lundgren, move to accept the minutes of November 13, 2013 as amended, **Vote: 5-0, Motion Carried**, with Kreimer and Morreale not voting.

Public Hearings – Conditional Use Permit and PUD Amendment – 33.029.21.42.0013.

Before Klatt began his formal presentation, Chairman Williams asked about the Findings of Fact Worksheet. Dorschner asked if this worksheet would be included in the Planning Commission Agenda Packet. Klatt noted that it could be included in the future if the Planning Commission found it useful. Williams suggested discussing the document at the end of the meeting.

Klatt formally presented the CUP and PUD Amendment request to the Planning Commission. He identified the applicant as Northeast Metro 916 Intermediate School District. They are proposing to build a school intended to serve children with behavior and other developmental disorders, such as Autism. Regarding the background of the request, he explained the general PUD process, noting that the Eagle Point Business Park has Concept and Preliminary approvals in place. When an applicant wants to come forward to develop a specific site, they must pursue Final development approval. The

916 School District will ultimately need to obtain final development approval for the school plans to move forward. For the time being, they are only seeking land use approval by bringing forward a Conditional Use Permit request, as schools are a conditional use in the City's Business Park zoning district. In addition, the applicants propose to amend the Eagle Point PUD itself to include schools as a conditional use.

Moving forward, Klatt explained that the applicant will need to seek Final Plat and Final Development Approval to move forward with the construction of the school. He also noted that they will need to submit detailed plans including elevations, landscaping, signage, lighting, storm water management, grading, utilities, etc. These plans would be required in order to move the application forward.

As schools are exempt from property taxes, Klatt also noted that some communities have required schools to submit a Service Agreement in order to pay for public services provided to the school, such as police and fire protection.

Klatt then discussed the proposed site plan of the school. He noted that the site plan may be modified when the applicants seek Final Plat and Development approval.

Finally, Klatt noted that Staff is recommending approval of the CUP and PUD Amendment with 8 conditions that are outlined in the Staff Report.

Dodson asked if the action should be split into two separate motions. He noted that there may be other uses the Planning Commission wanted to add. Klatt noted that if the Planning commission wanted to add other uses, it would need to be brought back as a public hearing is required.

Larson asked about Northeast Metro Intermediate School District 916 and how it is different than ISD 834. Klatt noted that the applicants are in attendance and can provide better explanation of District 916's services.

Kreimer asked how the proposed building factors into the City's tracking of REC units. Klatt stated that the REC units are calculated at the time of the building permit. This project would be similar or higher than a light industrial building.

Morreale asked about the number of students at the facility. Klatt stated that the applicants could answer any specific questions about operations. Morreale also asked about the parkland dedication. Klatt noted that the school would likely pay a Commercial rate of parkland dedication as opposed to a land dedication.

Dodson asked why Oulot A was platted as an outlot vs. a buildable lot. Klatt noted that when the Business Park was first platted, not all of it was going to be built on right away. Those projects that were ready to be developed were platted, and the remaining land

was platted as outlots. Now that prospective users for the land are present, the applicants must plat the site as part of final development approval.

Dorschner asked if the Staff has done any analysis about the loss of property taxes by approving the school in this location. Klatt explained that using a rough estimate of the value of the proposed building and the land, he noted that the annual revenue could total up to \$230,000.

Williams asked about other service agreements. Klatt noted that these agreements are specific to services provided by the City, such as fire, police, snow plowing, road maintenance, etc.

Dan Naidicz, Director of Special Education for Intermediate School District 916, spoke about the educational services of 916. There are 11 member districts that contract with District 916. They are one of 3 intermediate public school districts and they serve the east side of the metro. He noted that special education services provided by 916 are for students whose special needs are not well accounted for at normal public schools. He stated that 916 developed a facilities plan, resulting in the need to expand space. He noted that they are currently building a facility in Blaine and hope to build a future facility in Lake Elmo. They anticipate serving 80-120 students at this facility.

Lundgren asked what level 4 disability entails. Mr. Naidicz noted that level 4 means that the students are not integrated into the normal student population.

Dorschner asked why the applicants looked to Lake Elmo for a site. He also asked if any coordination with the Stillwater School District was possible to collaborate on facilities and services. Naidicz noted that the member school districts often refer students when their special education programs are filled out. Regarding the location question, Kristine Carr noted that it was important to select a site that was easily accessed for all the member districts in the area. Looking at different sites, the site in the Eagle Point Business Park was the best site in terms of transporting students from the surrounding member districts.

Dodson asked if the storm water ponds presented an attractive nuisance. The engineer stated that the ponds are natural infiltration basins. Naidicz noted that they take the safety of their kids very serious and this would not be a problem. Dodson also asked about the transportation. A large percent of the kids come from outside the community by bus from their home school districts. They estimate 20 buses in the morning and 20 buses in the evening. City Planner Johnson stated that the Washington County transportation planner reviewed the request and did not have any concerns.

Kreimer asked about the expansion areas on the site plan. Steve Erickson, BWBR, noted that the expansion areas represent possible additional classroom space.

Erickson noted that the applicants have met with South Washington Watershed District and they are confident that they will be able to meet SWWD's rules.

Williams asked about the Service Agreement. Kristine Carr noted that the service agreement is meant to directly pay for the public services that the school requires. Williams asked what happens after year 10 of the agreement. Ms. Carr stated that the school district and City will renegotiate at year 10.

Public Hearing opened at 7:58pm.

Kathy Tucci, Bremer Bank, noted that she would like to ensure that the access points allow for safe and efficient traffic flow on Eagle Point Blvd. She is concerned that the proposed access point may conflict with the Bremer entrance. In addition, she asked if the school would be opened up to K-12. She noted that serving older student may be problematic.

Mr. Erickson noted that the access points were intended to not cause any circulations issues.

Public Hearing closed at 8:05pm.

Williams noted that he is concerned about the tax issue. The Eagle Point Business Park is the premier commercial site in Lake Elmo. He noted that the area is expected to be a major generator of tax revenue. Dodson stated that he respects Williams' concern, but asked why this land has not yet been developed if it is the premier commercial site in Lake Elmo. Dorschner stated that he agrees with Chairman Williams. He doesn't know if this site is appropriate for a public use.

Kreimer agrees with Williams and Dorschner. He thinks that we should know what the REC requirements will be from the Met Council. Kreimer has a hard time giving up this land to Public Facility when the facility will not serve our own students.

Larson asked what our requirements are for regional planning. Johnson stated that there are no regional mandates for public facilities. Johnson also stated that REC units for schools are high. Erickson stated that the REC count is even higher for this facility than a regular school, as the fixture requirements for their students are higher.

Morreale thinks there are better sites to the east that might be better for traffic management and growth.

Lundgren asked about the Blaine facility. Kristine Carr described the area surrounding the Blaine facility. It is also located near a business park in Blaine, in addition to agricultural and residential areas.

M/S/P: Larson/Dodson, move to recommend approval of the Conditional Use Permit at 36.029.21.42.0013 and PUD Amendment for the Eagle Point Business Park with the conditions outlined in the Staff Report, **Vote: 2-5, Motion Fails**, with Williams, Lundgren, Kreimer, Dorschner and Morreale voting no.

Dodson supports the motion.

Williams stated he does not support the motion due to the lost tax revenue. Dorschner agrees with Williams and feels that it serves the greater community and not Lake Elmo.

Klatt provided further background regarding the Staff Recommendation and that the financial component should be negotiated at a later date with the city Council. He stated that reviewing the proposed land use should be the heart of the analysis.

Dorschner stated the proposed CUP fails to meet finding #9 of the required findings for CUPs. Lundgren added she feels that the CUP fails to meet the character of the area, finding #3.

M/S/P: Dorschner/Lundgren, move to recommend denial of the request to amend the Eagle Point Business Park to allow schools as a conditional use in the business park, **Vote 5-2. Motion Carried**, with Dodson and Larson voting no.

M/S/P: Williams/Dodson, move to amend the motion to state that Condition #8 as presented in the Staff Report is too vague to ensure that the City will be adequately compensated, **Vote: 6-1, Motion Carried**.

Klatt recommended passing an advisory motion to state which areas of the application the Commission thought do not meet the CUP standards. Dorschner stated that he feels that this is not necessary as they already highlighted items #3 and #9 in the discussion.

Public Hearing – Comprehensive Plan Amendment and Zoning Map Amendment – 10689 60th Street North.

Johnson presented information regarding an application for a Comprehensive Plan amendment and Zoning Map amendment for property at 10689 60th street to rezone the property from Rural Residential to Commercial. The request is intended to bring zoning of the property into compliance with the existing use of the property, which is a trade shop (landscaping business). More specifically, the subject property is the home base for 3 landscaping businesses. A trade shop is not a permitted use in the Rural Residential zone. The property is just less than 10 acres and has direct driveway access to Trunk Highway 36. The property is part of the Rural Planning Area according to the Comprehensive Plan, and the surrounding uses are agriculture, an open space development and 2 churches. Staff is recommending denial based on a number of

factors. First, staff does not feel that the request is consistent with the intent of the Comprehensive Plan. Second, rezoning this site would be consistent with a Spot Zoning action because it is not consistent with the Comprehensive Plan and is not compatible with the zoning of the surrounding properties. Finally, the site does not have adequate public facilities to be rezoned to Commercial. More specifically, the direct access to TH-36 represents a hazard to public safety and poor access management.

Brian Meyers, owner of Oak Meadows Landscaping spoke regarding access and characteristics of the property. He also spoke about surrounding properties.

Lundgren asked how many employees work on the site. Myers responded that he has 10 employees.

Dodson asked how long they have been on the site. Myers responded that they have operated there approximately 3 years.

Kreimer asked about what is happening with the house. Myers responded that they have a renter living in the house and there is a fully functioning septic. The employees use portable facilities.

Public Hearing opened at 9:24pm

Keith Bergman, 5833 Lake Elmo Ave. N., noted that the Bergmann family supports more Commercial zoning in the community, as well as more Commercial zoning along TH-36. However, he notes that he does not support this request due to concerns related to spot zoning. He also notes that the land owner has not taken good care of the property. They purchased the property as residential property and have paid taxes as such. They chose to covertly operate a business and turned the property into a mess. Over the years, the Bergmann's have had to deal with the dumping of asphalt and concrete debris on their adjoining property. If they are rezoned, anyone along 36 could illegally start a business and then when discovered, just ask to be rezoned to commercial.

Public Hearing closed at 9:28pm.

Dorschner stated he supports businesses such as these in rural areas. However, he notes that he is concerned about how this business has operated covertly, as well as the Spot Zoning issue.

M/S/P: Williams/Lundgren, move to recommend denial of the Comprehensive Plan and Zoning Map Amendment request based upon the findings outlined in the Staff Report, as amended by the Planning Commission, **Vote: 7-0, Motion Carried.**

Updates and Concerns

Council Updates

1. Design Guidelines and Standards Manual – Approved on 11/19/13.
2. Design Review Ordinance – Approved on 11/19/13.

Staff Updates

1. Upcoming Meetings
 - a. December 9, 2013
 - b. December 23, 2013 – Cancelled
 - c. January 13, 2014 (tentative)

Commission Concerns

Williams noted that he is not pleased with Staff presenting the “Findings of Fact” worksheet at the last minute. He would have liked staff to include it in the packet so that they could review it. Klatt noted that it was intended as a tool to support the drafting of findings.

Larson felt that the worksheet was very helpful and it came in handy as a summary tool.

Dorschner feels that it is useful, but shares the concern about it being handed out on the fly. He would like to see the worksheet in the packet so that they can use it as they are reviewing the materials.

Dodson would like to see the formality at the end of the worksheet removed.

Kreimer thinks it is a good tool and would like to see it used more as a tool and not signed and submitted.

Klatt stated that Council only gets draft minutes so this is another tool to better communicate the recommendation of the Planning Commission to the Council.

Meeting adjourned at 9:46pm

Respectfully submitted,

Nick Johnson
City Planner



PLANNING COMMISSION
DATE: 12/09/13
AGENDA ITEM: 4A – PUBLIC HEARING
CASE # 2013-29

ITEM: Boulder Ponds Planned Unit Development (PUD) – Concept Plan

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Kyle Klatt, Community Development Director
Jack Griffin, City Engineer
Mike Bouthilet, Public Works Superintendent
Greg Malmquist, Fire Chief
Rick Chase, Building Official
Matt Moore, South Washington Watershed District

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to hold a public hearing for a request from Amaris Company LLC for a residential Planned Unit Development Concept Plan with 93 single family residential homes and a 64-unit multifamily dwelling to be located on approximately 58 acres immediately east of the Eagle Point Business Park and within the City's I-94 Corridor Planning Area. Staff is recommending approval of the PUD Concept Plan with 11 conditions of approval as listed in the Staff Report.

GENERAL INFORMATION

Applicant: Amaris Company, LLC, P.O. Box 10811, White Bear Lake, MN 55110

Property Owners: Louis Damiani Trust, c/o Security Bank & Trust Co., William C. Kuhlmann,
2202 11th Street East, Glencoe, MN 55336

Tim Montgomery, 6211 Upper 51st Street North, Oakdale, MN 55128

Location: Part of Section 34 in Lake Elmo, north of I-94 and Hudson Boulevard, south of Stonegate residential subdivision, and east of Eagle Point Business Park. PINs: 34.029.21.33.0001; 34.029.21.32.0001; 34.029.21.33.0002.

Request: Application for Concept Plan approval of a Planned Unit Development (PUD) containing 93 single family homes and a 64-unit senior housing multi-family residential building to be named Boulder Ponds of Lake Elmo.

Existing Land Use and Zoning: Agricultural land with one single family home (9120 Hudson Blvd. N.). Current Zoning: RT – Rural Transitional Zoning District; Proposed Zoning: LDR and MDR PUD

Surrounding Land Use and Zoning: North: Residential Estates subdivision (Stonegate) – RE zoning and Park (Stonegate Park) – PF zoning;
West: Offices (Eagle Point Town Office Park) – BP zoning;

South: Retail Trade (Lampert Lumber) – C zoning and Sales and Storage Lots (Cranky Ape) – C zoning; and
 East: future proposed Lennar urban low density residential subdivision (Savona) – current zoning: RT, future zoning: LDR.

Comprehensive Plan: Urban Low Density Residential (2.5 – 4 units per acre), Urban Medium Density Residential (4.5 – 7 units per acre), and Commercial.

History: Applicants are participating in the Section 34 Utility Project under a Statute 429 area-wide assessment. The utility project is expected to be completed in December of 2013.

Deadline for Action: Application Complete – 11/7/13
 60 Day Deadline – 1/6/14
 Extension Letter Mailed – No
 120 Day Deadline – 3/7/13

Applicable Regulations: Chapter 153 – Subdivision Regulations
 Article 10 – Urban Residential Districts (§154.450)
 Article 16 – Planned Unit Development (§154.800)

REQUEST DETAILS

The City of Lake Elmo has received an application from Amaris Company, LLC for a Planned Unit Development (PUD) Concept Plan on approximately 58 acres of land located within the I-94 Corridor Planning Area. The Concept Plan includes 93 single family homes on the northern and central portion of the site, as well as a proposed 64-unit senior housing multi-family residential building. In addition, the Concept Plan includes vacant land along the Hudson Blvd that is planned for future Commercial land uses per the City's Comprehensive Plan. It is the applicant's intention to plat the Commercial areas as outlots until Commercial users are identified. The proposed PUD, to be called Boulder Ponds of Lake Elmo, would be located on property currently owned by the Louis Damiani Trust, currently managed by Security Bank & Trust Co., and Mr. Tim Montgomery.

The Concept Plan has been developed in response to the City's adopted Comprehensive Plan for the I-94 Corridor, which guide the applicant's land as a mix of Urban Low Density Residential – LDR, Urban Medium Density Residential – MDR and Commercial. The plan incorporates 93 single family lots, most of which are designed with a width of approximately 65 feet. The majority (76) of the single family lots are located north of the future minor collector road, 5th Street, whereas 17 single family lots are located south of the minor collector. In addition, the 64-unit senior housing multi-family building is also located south of the minor collector road adjacent to the areas that are guided for future Commercial land uses.

As opposed to following the City's normal subdivision procedures, the applicants have determined that a planned development approach offers the best method to achieve their development vision for their property. The purpose of the City's PUD ordinance is to provide flexibility in development and zoning standards for large parcels under unified control with the goal of achieving higher quality development. More specifically, the General Concept Plan phase of the PUD procedure allows the applicant to submit a general plan to the City demonstrating his or her basic intent of the development, including general density ranges, location of residential and nonresidential land uses, and location of streets, paths and open space. The purpose of approving the Concept Plan is to

provide the applicant with conceptual approval related to the requested flexibilities or variations from the City Zoning and Subdivision Ordinances, or other City standards, before incurring substantial costs related to submitting a full Preliminary Plat application. In terms of procedure, the planned development path is similar to the normal subdivision process in that Preliminary and Final PUD Plan approvals must follow parallel track to Preliminary and Final Plat. However, one critical difference between the planned development process and standard subdivision process is that the PUD Concept Plan phase requires a public hearing and the approval of the City Council.

Alternatively, the Sketch Plan review phase, the first step in the standard subdivision process, does not require a public hearing and City approval. The reason that the PUD Concept Plan requires a public hearing and City approval is due to the requested flexibility and variation from the City's standard zoning and subdivision procedures. Regarding variation from the City's Zoning Ordinance and Comprehensive Plan, the applicants have requested minor flexibility in a couple of areas, hence justifying the planned development approach. The requested variances or flexibilities will be further discussed and analyzed in the Planning and Zoning section of the Staff Report.

The Boulder Ponds Concept Plan also includes a significant portion of the proposed 5th Street minor collector road as planned in the City's Transportation Plan. Once completed, the minor collector road will serve as the primary access for the Boulder Ponds planned development. The segment of the minor collector road included in the Concept Plan is part of the 1st phase of the 5th Street collector road, from Inwood Avenue (CSAH 13) to Keats Avenue (CSAH 19). Eventually, the 5th Street minor collector road is planned to serve the entire I-94 Corridor from west to east (Inwood Ave. to Manning Ave.). As shown in the Concept Plan, the design of the minor collector road as part of the Boulder Ponds development is consistent with the City's specifications for this roadway segment. The applicant has provided for a 120-foot wide right-of-way, which will provide sufficient room for the construction of a parkway with turning lanes, 10-foot bituminous trail, sidewalk, trees, lighting, and other design elements as planned by the City. It should also be noted that the applicants and other interested landowners in the area have recently met with City staff to discuss the possibility of petitioning the City for a 429 area-wide assessment project to complete the 5th Street minor collector road from Keats Ave. (CSAH 19) to the western boundary of the Boulder Pond project next year. Finally, to achieve the desired vision of development for their project, as well as address difficult grade issues on the site, the applicants are proposing to move the alignment of the minor collector road to the south. The applicants are currently working with the adjacent property owners to the east, US Homes Corp. (Lennar Homes) and DPS-Lake Elmo LLC (Dale Properties), to come to terms on an agreed alignment of the 5th Street minor collector road. The proposed alignment of the minor collector road will be further discussed in the Review and Analysis section of the Staff Report.

In terms of utilities, the applicants are currently participating in the Section 34 Utility Project, which is extending sewer and water throughout Stage 1 of the I-94 Corridor Planning Area. With the improvements associated with the Section 34 project, the applicants will have access to both sewer and water from the south (Hudson Blvd.) and west (Eagle Point Business Park). Currently, sewer and water service are being provided by the City of Oakdale via a Joint Services Agreement. There is currently enough capacity in the Oakdale system to provide sewer and water service to the Boulder Ponds development. As the build-out of the Stage 1 Area of the I-94 Corridor progresses, the City will need to transition water services to the Lake Elmo municipal water system via the Inwood Ave Trunk Watermain Extension Project, as well as transition sewer flows to the Met Council W.O.N.E interceptor station along Hudson Blvd. The City will work with the applicants to plan for adequate utility infrastructure with the submission of the PUD Preliminary Plan and Preliminary Plat.

Other major features of the proposed planned development include outlot areas that will provide for open space, trails, and storm water management throughout the development area. The development

also incorporates a buffer/greenway area along the northern boundary of the plat adjacent to an existing RE – Residential Estates subdivision as required in the City’s Comprehensive Plan. All outlots that are planned for park land or storm water use will be deeded to the City, while the future home owner’s association will retain ownership of the remaining outlots.

Regarding next steps, the applicant is proposing to bring forward a Preliminary Plan and Preliminary Plat application upon approval of the Concept Plan. Per the PUD Ordinance, the final approval of the proposed planned unit development will result in a zoning change to a specific PUD zoning district, with specific requirements and standards that are specific to the development. If the application moves forward, the change in the base zoning (LDR, MDR, C) of the property would occur at the time of Preliminary Plan approval, and the final PUD zoning with approved flexibility that is specific to the development would be established at Final Plan approval.

PLANNING AND ZONING ISSUES

The Boulder Ponds site is guided for Urban Low Density Residential, Urban Medium Density Residential and Commercial land uses in the City’s Comprehensive Plan. The Density Analysis sheet within the Boulder Ponds Concept Plan delineates the low density, medium density and commercial areas respectively within the proposed planned development. The realignment of the 5th Street minor collector road to the south allows the applicant to maximize the single family residential area to the north, creating a larger distinct single family neighborhood as opposed to having the parcels bisected in half by the collector road.

Regarding the design of the planned development, the single family residential area to the north of the minor collector street is defined by one curvilinear residential through street that allows for ease of travel through the neighborhood. The remaining portions of the single family neighborhood are served by three cul-de-sacs, none exceeding 500 feet in length. Also, the applicants are proposing to include several landscaped medians and islands within the proposed City streets, the highlights of which are three medians in the middle of the single family neighborhood. In relation to the lots and blocks, the arrangement follow a curvilinear pattern, which allows the vast majority of the lots to back up to common open space of some form. The northern portion of the single family area north of the minor collector street also contains the 100’ greenbelt buffer between the new growth areas and the Stonegate residential estates subdivision as guided by the City’s Comprehensive Plan. The greenbelt buffer contains a trail that connects to the trail provided by the Lennar urban low density subdivision to the east and connects with the trail within the 5th Street corridor to the west. This area is also the location of a power line easement owned by Xcel Energy. On the southern half of the minor collector road, a local street connects the medium density residential commercial areas from 5th Street to Hudson Boulevard. South of the collector road, the plan include one small area of 17 single family lots, as well as a 64-unit multi-family building intended for senior housing. Regarding the commercial areas (approximately 9 acres) to the south of the medium density residential area, it is the applicant’s intention to plat these areas as outlots until prospective users are identified.

For pedestrian circulation and recreation, sidewalks and trails are planned throughout the Boulder Ponds planned development. Consistent with City Design Standards, the applicants have included sidewalks to be installed on at least one side of all streets. Also, the greenbelt buffer trail included on the northern portion of the site is consistent with the guidance of the Comprehensive Plan. In addition to the internal trails and sidewalks that are proposed by the developer, the 5th Street Corridor include a 10-foot bituminous trail on the north side of the road and a six-foot sidewalk on the south

side. The internal trails and sidewalks provide good circulation to the 5th Street trail, which is intended to provide a regional transportation and recreation purpose.

Regarding the single family lots within the Boulder Ponds Concept Plan, the vast majority of the lots meet the minimum size requirements for the City's Urban Low Density Residential – LDR zoning district. The minimum lot size per the City's LDR zoning district is 8,000 square feet, and the minimum lot width at building setback line is 60'. Of the 93 single family lots, all but five lots (Lot 59, 69, 72, 73 and 75) meet or exceed the minimum lot size of 8,000 square feet as required under LDR zoning. Overall, the average single family lot size in the planned development is approximately 10,495 square feet. In addition, the vast majority of the single family lots meet or exceed the minimum 60' lot width. The applicants have noted that allowing for minor flexibility in lot area and width is one of the key reasons for proceeding with a planned development. Also pertaining to the single family residential lots, the applicants are requesting that the City consider reduced side yard and front yard setbacks to accommodate the unique design of the single family residential portion of the planned development. Reduced setbacks allow for greater clustering, which promotes high levels of open space. According to §154.802.E-F, planned developments may allow for reduced setbacks and reductions in area and width of individual lots. It is Staff's understanding that the applicants are seeking to allow 5' side yard setbacks on both sides of the principal structure. In addition, the applicants may be seeking reduced front yard setbacks. Any reductions in front yard setback must be approved with the understanding that adequate separation is provided between parking areas (driveways) and sidewalks, so that any potential obstacles, such as parked vehicles or trailers, do not encroach on residential sidewalks. Overall, reductions in all residential lot sizes and setbacks must be clearly identified, reviewed and approved at time of PUD Preliminary Plan phase.

Also related to single family lots, the applicants have included five residential lots that are partially or almost entirely on a small triangular piece of property owned by Dale Properties. The applicants are proposing to acquire this land from Dale Properties in order to facilitate the platting of these five additional lots and realign the minor collector road to the south. Dale Properties has submitted a letter (Attachment #5) indicating that general agreement has been reached on the land acquisition. For the purposes of the Concept Plan, the applicants have "ghost platted" the five lots, Lots 14-18 on the PUD Lot Areas sheet, with the intention of acquiring the land prior to Preliminary Plat submission. If these lots are to be included in the PUD Preliminary Plan and Preliminary Plat, the applicants must submit evidence demonstrating control or consent of this area being included in the plat. If this is not possible, plans must be revised accordingly.

Regarding the proposed multi-family residential building, the applicant has noted that it is likely intended for a senior living facility. Given that the application is currently at Concept Plan phase, it is not required that significant detail be provided. However, it should be noted that within the Urban Medium Density Residential – MDR zoning district, multi-family dwellings are considered a conditional use. At the time of Final Plat and PUD Final Plan approval for the phase that includes the 64-unit multi-family dwelling, the applicant will be required to apply for a Conditional Use Permit (CUP). Further review of the multi-family dwelling should occur at the time of review for the required CUP.

On the topic of housing density, the applicants have submitted a density analysis worksheet to present the gross densities associated with the low density and medium density areas. Due to the fact that the minor collector road has been moved to the south, the proposed Boulder Ponds planned development would include more single family residential development than is currently planned for in the Comprehensive Plan. However, it is important to note that per the Comp Plan, the 5th Street

minor collector road serves as the boundary between low density and medium density areas in the Stage 1 Area (Inwood Ave. to Keats Ave.) of the I-94 Corridor. The gross density of the single family area to the north of the collector road, which is approximately 28.5 acres, is calculated to be 2.66 units per acre. The medium density area, which is approximately 10.1 acres, contains 81 residential units (17 single family, 64 multi-family), resulting in a gross density of 7.98 units per acre. It should be noted that this density figure is slightly higher than what is guided by the Comprehensive Plan. However, given that the proposed development is a PUD, and that the amount of land guided for medium density residential development on these parcels by the Comprehensive Plan is much greater, Staff has determined that the proposed Concept Plan meets the spirit and intent of the Comprehensive Plan. To explain Staff's reasoning for this determination in another way, the proposed Concept Plan decreases the amount of total land guided for medium density development by over 20 acres by moving the collector road south. The slight increase in density above the allowed range per the Comp Plan is balanced by the significant reduction in the amount of land guided medium density. To put it in simple terms, by using the low end of gross density ranges in the Comp Plan, these parcels were guided to have 195 total residential units (not accounting for road right-of-way), whereas the proposed PUD Concept Plan includes 157 total units. Overall, the proposed PUD Concept Plan is consistent with the intent of the land use and density requirements as guided by the City's Comprehensive Plan.

In terms of parkland dedication requirements, the Subdivision Ordinance requires that 10% of the land in urban residential districts to be dedicated for park purposes. Alternatively, fees may be submitted to the City in lieu of land dedication at a rate equal to the market value of the land. It is at the discretion of the City Council how parkland/fees are accepted to meet this requirement. The Boulder Ponds site is approximately 58 acres in size. Therefore, under the approach of a pure land dedication, the applicants would be required to dedicate approximately 5.8 acres of land for parkland purposes. In the application narrative, the applicants note that within the proposed Plan Concept Plan, 11.8 acres are devoted as park space. However, it must be noted that to be accepted as parkland for dedication purposes, the land must be able to serve an active recreation purpose. In addition, if linear land dedications are accepted, a trail that provides effective connectivity in the community must be provided and constructed. Also, it should be noted that the City cannot accept land that is subject to private easement for public parkland dedication. This consideration relates to the location of the Xcel Energy power line easement in the greenbelt buffer area in the northern portion of the site. It is the recommendation of Staff that further discussions be had with the applicants regarding which areas are eligible for parkland dedication. Greater clarity regarding parkland dedication requirements and eligibility should be reached in advance of Preliminary Plat.

Regarding available or future park facilities, the applicants are proposing to continue the greenbelt/buffer trail along the northern portion of the property. This trail provides connections to the 5th Street regional trail and Stonegate Park from the east. Given its proximity, it makes logical sense that Stonegate Park, in addition to other City parks, will serve the future residents of the Boulder Ponds planned development. It is recommended by Staff that the City works with the applicants and property owners to the west of Stonegate Park, Azure Properties, to investigate possible expansions or improvements to Stonegate Park. In addition Staff will work with the Park Commission to evaluate if any additional facilities or programs should be offered at Stonegate Park. Evaluating the facilities and programming of Stonegate Park should inform future planning or expansion efforts.

REVIEW AND ANALYSIS

City Staff has reviewed the proposed Boulder Ponds PUD Concept Plan, which has gone through multiple iterations in advance of the formal application being accepted as complete by the City. During the course of these reviews, several of the issues and concerns that were previously raised by Staff have been addressed by the applicant with updated submission documents. However, it is important to note that there are other elements of the plan that still require additional attention in advance of a PUD Preliminary Plan and Preliminary Plat submittal. In general, the proposed plan will meet all applicable City requirements for PUD Concept Plan approval, and any deficiencies or additional work that is needed is noted for the purpose of inclusion in the review record. In addition there are several things happening in and around the Boulder Ponds planned development that will have an impact on the project, including the possible petition for a 429 area-wide assessment project to construct the 5th Street minor collector road, as well as the final alignment of said road. Given that some of these efforts are still underway, Staff recognizes that some minor modifications may be necessary from PUD Concept Plan phase to PUD Preliminary Plan phase.

The City has received a detailed list of comments from the City Engineer, in addition to general comments by the South Washington Watershed District, all of which are attached for consideration by the Commission.

In addition to the general comments that have been provided in the preceding sections of this report, Staff would like the Planning Commission to consider the issues and comments related to the following discussion areas as well:

- ***Comprehensive Plan.*** The proposed subdivision is consistent with the Lake Elmo Comprehensive Plan for this area and with the densities that were approved as part of this plan. The gross densities for the development generally are consistent with the ranges allowed for the urban low density and urban medium density land use categories. Other aspects of the Comprehensive Plan relate to the Boulder Ponds PUD Concept Plan as follows:
 - ***Transportation.*** The City's transportation plan calls for the construction of a minor collector road that will connect the eastern and western portions of the I-94 Corridor. Staff views this road as a critical piece of the transportation infrastructure that is needed to serve the densities that have been planned for this area. The applicant has incorporated the right-of-way at the width necessary to construct the minor collector as part of its PUD Concept Plan.
 - ***Parks.*** The greenbelt trail provided on the northern portion of the site is consistent with the City's Land Use Plan in the Comprehensive Plan. In addition, the City's Park Plan in the Comprehensive Plan does not identify this area as a future location of a neighborhood park due to its proximity to Stonegate Park.
 - ***Water.*** Water will eventually be provided to this area via a future extension of the municipal system along Inwood Avenue. The Boulder Ponds planned development will be able to be served under the City's current agreement with the City of Oakdale until the Inwood watermain extension is completed.
 - ***Sanitary Sewer.*** The Boulder Ponds planned development will be required to connect to the sewer main being constructed as part of the Section 34 area wide assessment project. In this case, all of the property owners that are planned to be served by sanitary sewer have petitioned the City to construct the required sewer and water mains to serve the area.

- **Phasing.** The Boulder Ponds planned development is located within the Stage 1 phasing area for the I-94 Corridor and therefore the proposed development is consistent with the City's anticipated phasing of growth.
- **Zoning.** The proposed base zoning for the Boulder Ponds site will be split between the Urban Low Density Residential – LDR, the Urban Medium Density Residential – MDR, and Commercial – C zoning districts. However, approval of PUD Final Plan will result in a zoning change to a specific PUD Zoning District, recording all of the permitted variations, such as minimum lot size and setbacks, from the Zoning requirements of the base zoning district.
- **Subdivision Requirements.** The City's Subdivision Ordinance includes a fairly lengthy list of standards that must be met by all new subdivisions, and include requirements for blocks, lots, easements, erosion and sediment control, drainage systems, monuments, sanitary sewer and water facilities, streets, and other aspects of the plans. The City will work with the applicant to ensure that all standards specified in the Subdivision Ordinance are met, or that the appropriate variation is requested through the PUD Preliminary Plan.
- **Concept Phasing.** The applicants have also submitted a Concept Phasing Plan, indicating how they intend to proceed with construction and build-out of the proposed planned development. As proposed by the applicants, the Phasing Plan indicates that Phase I includes construction of the access road to Hudson Blvd. and the southern portion of the northern single family residential area. Phase II includes construction of the medium density residential area. Finally, Phase III includes the construction of the remaining single family area in the northern portion of the site, as well the 5th Street minor collector road. Staff is recommending that the Phasing Plan be revised so that all public infrastructure is constructed adjacent to any areas being platted. More specifically, the minor collector road should be constructed adjacent to any areas of residential homes that are being platted. It is critical that the city ensures that all public improvements needed to serve development in the I-94 Corridor are installed as growth occurs.
- **Infrastructure.** The developer will be required to construct all streets, sewer, water, storm water ponds, and other infrastructure necessary to serve the development. Storm water facilities should be platted as outlots and deeded to the city for maintenance purposes. Adequate access to storm water facilities must be provided.
- **Tree Preservation and Protection.** Based upon the existing tree cover of the site, it is possible that the applicant may not be required to complete a Tree Preservation Plan. If the applicant can demonstrate that significant trees on the site will not be negatively impacted by development activity, they would be allowed to submit a Woodland Evaluation Report in lieu of a Tree Preservation Plan.
- **Green Belt/Buffer.** The Comprehensive Plan identifies an area north of the Boulder Ponds planned development and south of the Stonegate subdivision as a green belt/buffer space with a minimum width of 100 feet. In the case of the subject property, this area is also the location for a significant power line easement held by Xcel Energy. As proposed in the PUD Concept Plan, the applicant is utilizing this space for the continuation of trail corridor from the east. Design of the greenbelt trail is consistent with City planning efforts to date. Staff believes that that green belt/buffer requirements of the Comprehensive Plan have been met by the applicant.

- ***Streets and Transportation.*** The proposed street system has been designed to comply with all applicable subdivision requirements and City engineering standards, with the exception of the requested variance as noted in the City Engineer’s report. Staff does have some concerns related to the landscape medians and island in term of acceptable turning radii, emergency vehicle access, snow removal, general maintenance, and safe turning movements. More specifically, the central intersection of the northern single family area contains three large medians/island that present difficult turning movements and safety concerns related to limited turning radii, potential limited visibility due to plantings, and, in multiple instances, direct driveway access that intersects with this unique central intersection. The applicant will be directed to provide significant geometric detail of these areas and work with staff to ensure that all islands and medians allows for safe travel movements and efficient maintenance. Finally, further clarification must be provided regarding proposed plantings in these medians/islands, as well as the responsible party for the maintenance of these plantings.
- ***5th Street Alignment and Design.*** Staff has the following comments regarding the proposed alignment of the 5th Street minor collector road and design:
 - The applicants have proposed to relocate the alignment of the 5th Street minor collector road to the south in order to maximize the potential for a single family neighborhood to the north, as well as mitigate difficult grade issues that exist on the site. From meeting with the applicants on multiple occasions regarding the proposed alignment of the minor collector road, staff has found the existing grade challenges to be accurate, and the alignment proposed in the Concept Plan to work in the context of meeting Municipal State Aid (MSA) road design requirements. To make the proposed alignment feasible, the applicants are working with the property owners to the east, Lennar and Dale Properties, to negotiate realigning the road to the south. All indications that the City has received indicate that general agreement has been reached, and the realignment will move forward. Evidence of these negotiations is documented in Attachment #5, a letter from Mr. Alan Dale of Dale Properties.
 - In addition to the eastern alignment, the applicants have also been working with Bremer Bank regarding the alignment of the minor collector road in the northwestern portion of the site. As proposed, the 5th Street right-of-way would encroach on the Bremer Bank property, and the road would encroach ever so slightly on the very northeast corner of the Bremer property. It is the City’s understanding that discussion regarding the alignment of the collector in the northwest corner are moving forward in a positive direction. As a condition of seeking PUD Preliminary Plan and Preliminary Plat approval, Staff is recommending that both alignment areas, the northwestern and eastern alignments, are resolved or agreed upon by all interested parties in advance of future application submittals.
 - Regarding the proposed alignment of the collector road, as well as the alignment of the local access road connecting Hudson Blvd., the properties to the south and east (Cranky Ape and Lampert Lumber) of the subject property do not currently have access provided. It is Staff’s recommendation that right-of-way be platted to these adjacent parcels in a location that is acceptable to the City Engineer.
 - Finally, as part of the PUD Preliminary Plan and Preliminary Plat application submission, Staff is requesting that the plans for 5th Street include all design elements as requested by the City, including the street trees, landscaping, lighting, median plantings, and other elements as proposed by the Damon Farber design work.

- ***Sidewalks and Trails.*** As noted in the City Engineer’s report, there are several instances where sidewalks and trails are located within either private outlots or on individual residential single family lots. The Subdivision Ordinance requires that all front property lines include 10’ drainage and utility easements. The placement of sidewalks within these easements would impact the City’s ability to use these easements for utility or maintenance purposes. In addition, having the sidewalks located on private property hinders the City’s ability to maintain these public improvements. Also, it is important to maintain appropriate clear zones for all sidewalks and trails. Staff is recommending that all sidewalks and trails be located in City right-of-way.
- ***City Engineer Review.*** The City Engineer has provided the Planning Department with a detailed comment letter dated November 20, 2013 as a summary of his PUD Concept Plan review. Staff has incorporated the more significant issues identified by the Engineer as part of the recommended conditions of approval, and has also included a general condition that all issues identified by the City Engineer must be addressed by the applicant prior to approval of a the PUD Preliminary Plan and Preliminary Plat. The Engineer does note that the proposed Concept Plan complies with the City’s standards, with one exception related to base material of City streets.
- ***Watershed Districts.*** The project area lies within the South Washington Watershed District. Comments have been provided (Attachment #4) by the SWWD Engineer, Matt Moore.
- ***Environmental Review.*** Based upon the proposed scope of the Concept Plan, the City does not believe that the planned development will individually trigger further environmental review.

Based on the above Staff Report and analysis, Staff is recommending approval of the Boulder Ponds PUD Concept Plan with multiple conditions intended to address future considerations related to the submission of a PUD Preliminary Plan and Preliminary Plat application. The recommended conditions are as follows:

Recommended Conditions of Approval:

- 1) The applicant must obtain permission and consent from the adjoining property owner, Bremer Bank, related to the right-of-way and alignment of the 5th Street minor collector road in the northwest corner of the site. The final alignment must be determined prior to the submittal of PUD Preliminary Plan and Preliminary Plat applications.
- 2) The applicant must resolve the alignment of the 5th Street minor collector road in the southeast portion of the site with adjoining property owners, specifically Lennar and Dale Properties. The final alignment must be determined prior to the submittal of PUD Preliminary Plan and Preliminary Plat applications.
- 3) Access must be provided to the adjacent parcels owned by Star River Holdings LLC (Cranky Ape) and Lampert Yards Inc (Lampert Lumber) via either the 5th Street minor collector road or the access road to Hudson Boulevard. The access location must meet the approval of the City Engineer.
- 4) The applicant must acquire additional land in the eastern portion of the site to plat single family residential Lots 14-18 as part of the Preliminary Plat application, or revise their plan accordingly.

- 5) Request for flexibilities related to lot size, width, setbacks and all other requirements per the City's Zoning Ordinance or Design Standards must be clarified and documented as part of the PUD Preliminary Plan and Preliminary Plat submission.
- 6) The applicant must revise the Phasing Plan to accommodate the construction of all public infrastructure adjacent to any proposed areas to be platted within said phase per the City Engineer's report dated November 20, 2013.
- 7) All street and median geometrics must accommodate emergency vehicle access and maintenance. Applicants must demonstrate acceptable turning radii for all uniquely shaped landscape medians and cul-de-sacs.
- 8) All sidewalks must be located in dedicated public right-of-way. All trails must be located within dedicated right-of-way, City parkland, or a 30-foot wide dedicated easement at a minimum.
- 9) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the appropriate watershed district prior to the commencement of any grading or development activity on the site.
- 10) Any land under which public trails are located will be accepted as park land provided the developer constructs said trails as part of the public improvements for the subdivision, and the land is located outside of any restrictive easements.
- 11) The applicant shall observe all comments and recommendations from the City Engineer documented on the Engineer's report dated November 20, 2013.

DRAFT FINDINGS

Staff is recommending that the Planning Commission consider the following findings with regards to the proposed Boulder Ponds Concept Plan:

- 1) That the Boulder Ponds PUD Concept Plan is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
- 2) That the Boulder Ponds PUD Concept Plan complies with the general intent of the City's Urban Low Density Residential and Urban Medium Density Residential zoning districts.
- 3) That the Boulder Ponds PUD Concept Plan complies with the City's Subdivision Ordinance.
- 4) That the Boulder Ponds PUD complies with the City's PUD Ordinance.
- 5) That the Boulder Ponds PUD Concept Plan is consistent with the City's engineering standards with one exception as noted by the City Engineer in his review comments to the City dated November 20, 2013.

RECCOMENDATION:

Staff recommends that the Planning Commission recommend approval of the Boulder Ponds PUD Concept Plan with the 11 conditions of approval as listed in the Staff Report. Suggested motion:

“Move to recommend approval of the Boulder Ponds PUD Concept Plan with the findings of fact and conditions of approval as drafted in the Staff Report.”

ATTACHMENTS:

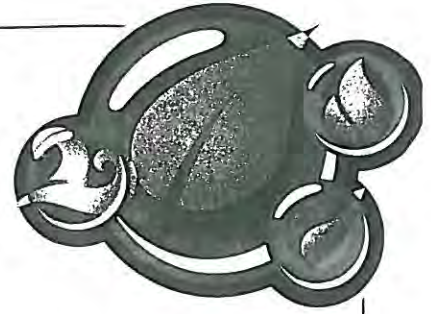
- 1. Boulder Ponds PUD Concept Plan & Attached Materials
- 2. Location Map
- 3. City Engineer' Report
- 4. South Washington Watershed District Review Letter
- 5. 5th Street Alignment Letter, Dale Properties

ORDER OF BUSINESS:

- IntroductionPlanning Staff
- Report by StaffPlanning Staff
- Questions from the Commission..... Chair & Commission Members
- Open the Public HearingChair
- Close the Public Hearing.....Chair
- Discussion by the Commission Chair & Commission Members
- Action by the Commission..... Chair & Commission Members

AMARIS COMPANY

P.O. BOX 10695 | WHITE BEAR LAKE, MN 55110



October 7, 2013

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

Nick Johnson
City Planner
3800 Laverne Avenue
Lake Elmo, MN 55042



Reference: Master Plan PUD
Boulder Ponds

Dear Kyle & Nick,

Please find the enclosed revised Master Plan PUD submission for Boulder Ponds. The updated documents dated 10-04-2013 are enclosed and include:

1. Density Analysis
2. Color Master Plan PUD
3. Variances & Sections
4. PUD Lot Areas
5. Phasing Plan

if you have any question or need any further information to progress this application, please call or email myself or Dean Robbins at 651-303-7208 and email sonnyrobbins101@yahoo.com

Sincerely,

Raymond Pruban
Chief Manager
651-248-3631
rpruban@amariscompany.com



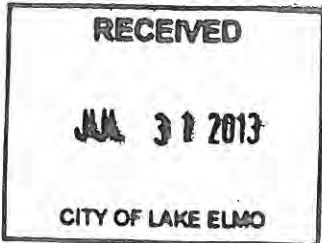
651.426.0584



WWW.AMARISCOMPANY.COM



651.426.0585



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: AMARIS COMPANY, LLC P.O. Box 10811 WHITE BEAR LAKE MN 55111
(Name) (Mailing Address) (Zip)

TELEPHONES: 651-426-0584 651-248-3631 651-426-0585
(Home) (Work) (Mobile) (Fax)

FEE OWNER: TIM MONTGOMERY 6211 UPPER 51st N OAKDALE MN 55128
LOUIS CAMMILLI TRUST c/o SECURITY BANK TRUST CO. 2202 11th St E CLARK MN 55331
(Name) (Mailing Address) (Zip)

TELEPHONES: TIM MONTGOMERY 612-201-5616
WILLIAM KUHLMANN (TRUSTEE) 952-239-2297
(Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description): 9120 HUDSON RD
LAKE ELMO MN
(SEE ATTACHED LEGAL)

DETAILED REASON FOR REQUEST: PUD MASTER PLAN APPROVAL

*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] 7/25/2013
Signature of Applicant Date

X [Signature] 7/28/13
Signature of Applicant Date
Security Bank & Trust Company, trustee
X [Signature], Senior Vice President

That part of the East Half of the Northwest Quarter of the Southwest Quarter
and the West Half of the West Half of the Southwest Quarter of Section 34,
Township 29, Range 21, Washington County, Minnesota, lying north of the north
line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT 82-43.

PUD Development Submission Requirements

PUD Planned Unit Development Stage

1 General Information

- a** The landowner's name and address and his/her interest in the subject property.

1/3rd Owner Tim Montgomery
6211 Upper 51st St N
Oakdale, MN 55128
Cell (612) 701-5616
ccnmont@yahoo.com

2/3rd Owner Louis Camani Trust
c/o Security Bank & Trust Co
Willam C Kuhlmann
Cell (952) 239-2297
bill@securitybanks-trust.com
2202 11th Street East
Glencoe, MN 55336

- b** The applicant's name and address if different from the landowner

Amaris Company, LLC
P O Box 10811
White Bear Lake, MN 55110
2593 Lake ave
White Bear Township, MN 55110
Raymond Pruban
rpruban@amariscompany.com
Office 651-426-0584
Office Fax 651-426-0585
Cell 651-248-3631

- c** The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including but not limited to attorney, land planner, engineering and surveyor

Rick Harrison
Site Planner
Rick Harrison Site Design
Office 763-595-0055
rharrison@performanceplanningsystem.com

Dean Robbins
Civil Engineer
Evolution Engineering
Cell 651-303-7208
sonnyrobbins101@yahoo.com

Paul Brandt
Soils Scientist & Wetlands Specialist
Soils Company
(651) 260-3783
pjbrandt1@yahoo.com

Jason Rud
land Surveyor
E.G. Rud and Sons Land Surveying
Work (651) 361-8200
jrud@egrud.com

Mitchel Cookas/John Hink
Hydrology & Storm Water Analysis/Engineering
Solution Blue INC
Office (651)294-0038
jhink@solutionblue.com
mcookas@solutionblue.com

Charlie Devine
Real Estate Professional Advisor
Remax Specialsits
Cell 612-220-0140
devinec@icloud.com

2 Present Status

- a** The address and legal description of the property.

That part of the East Half of the Northwest Quarter of the Southwest Quarter and the West Half of the West Half of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota, lying north of the north line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT 82-43.

- b** The existing zoning classification and present use of the subject property and all lands within 350' of the subject property.

1) The existing zoning classification of the subject property is low density residential, medium density residential and commercial. 2) The existing zoning classification of the property to the northern boundary is "Residential Estate". 3) The existing zoning classification of the property to the western boundary is "Business Park". 4) The existing zoning classification of the property to the southern boundary is "N/A" (Hudson Road with Interstate Hwy 94). 5) The existing zoning classification of the property to the east boundary is low density, medium and commercial.

- c** A map depicting the existing development of the subject property and all land within 350' of the subject property and showing the location of existing streets, property lines, easements, water mains, and storm and sanitary sewers, with invert elevations on and within 100' of the subject property. See Survey
- d** Site conditions: Where deemed necessary by the City, graphic reproductions of the existing site conditions at a scale of (1) inch equals one hundred (100) feet shall be submitted and contain the following:
 - i** Contours (min 5' intervals) See Survey
 - ii** Location, type and extent of tree cover. Discuss
The site is primarily cleared. There are some trees on property lines that have not yet been located by the surveyor.
 - iii** Slope analysis Discuss
In our understanding of steep slopes, there are no steep slopes on the site that would require a slope analysis.
 - iv** Location and extent of water bodies, wetlands, streams and flood plains within 300' of the subject property. See Survey
- e** A written statement generally describing the proposed PUD and showing its relationship to the City Comprehensive Plan.

The Cities Comprehensive plan shows a mixture of Low density residential, medium density residential and commercial. The initial comp plan shows a majority of the property as being medium density housing demarcated by the 5th Street collector road. Due to the grades of the site, the pipeline and the requirements of the MSA collector road (5th Street), it became obvious from an engineering standpoint that 5th Street needed to be moved to the south and west edges of the property. The PUD Plan then integrates the low density single family lots (65' wide) into one neighborhood north and east of 5th Street. The medium density area south of 5th Street then integrates the (65' wide) lots with a senior housing development. The PUD Plan is one that meets the intent of the ordinance for overall density, yet offers an upscale feeling .

- f** Schematic drawing of the proposed development concept, including but not limited to the general location of major circulation elements, public and common open space, residential and other land uses. See PUD Plan
- g** Proposed design features related to proposed streets, showing right-of-way widths, typical cross-sections, and areas other than streets including but not limited to pedestrian ways, utility easements and storm water facilities. See Sketches
- h** Statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed approximate allocations of land use expressed in acres and as a percent of the total project area, which shall include at least the following:

i Area devoted to residential use by building type.

<u>Lot Type</u>	<u>SQ FT</u>	<u>Acres</u>	<u>%</u>
65' Single Family (N of 5th)	1,241,454	28.500	48.90%
65' Single Family (S of 5th)	311,048	7.141	12.25%
Senior Housing	130,960	3.006	5.16%
Commercial Propety	390,141	8.956	15.37%

ii Area devoted to common open space.

<u>Description</u>	<u>SQ FT</u>	<u>Acres</u>	
Park Space	514,367	11.808	20.26%
Ponds Outside Commercial	66,993	1.538	2.64%
Wetlands	16,912	0.388	0.67%
5th Street ROW	178,873	4.106	7.05%
Internal ROW	187,844	4.312	7.40%
ROW South of Collector	124,453	2.857	4.90%

iii Area devoted to public open space and public amenities.

<u>Description</u>	<u>SQ FT</u>	<u>Acres</u>	
Regional Ope/Park Space	402,737	9.246	15.86%
6' Wide Trails	22,292	0.512	Counted In Parks
5' Wide Meandering Walks	26,729	0.614	Counted In Parks

iv Approximate area devoted to, and number of, off-street parking and loading spaces and related access.

Each dwelling unit offers a minimum of two car garges (and some three) and a minimum of two cars to park outside in the driveways. The residential streets are all 28' curb to curb allowing for on street parking along the interior local roads. The commercial parking will provided as part of the site plan submitted when purchased and built by a commercial developer. At tis time, the PUD Plan does not antcipate any variances with regards to commercial parking requirements.

<u>Lot Type</u>	<u>Driveway</u>	<u>Units</u>	<u>Per Unit</u>
Single Family Driveways	57,603	93	619.39
Senior Parking	26,329	64	411.39

v Approximate area, and floor area, devoted to commercial uses.
The commercial area is being platted as outlots at this time. The total of the outlots is 8.988 acres. When the outlots are eventually sold the commercial developer will provide a site plan at that time for consideration and approval.

vi Approximate area, and floor area, devoted to industrial or office use.

None

- i** When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a preliminary schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage and overall chronology of development to be followed from stage to stage. See Phasing Plan
- j** The City may excuse an applicant from submitting any specific item of information or document required in this stage which it finds to be unnecessary to the consideration of the specific proposal. ??
- k** The City may require the submission of any additional information or documentation which it may find necessary or appropriate to full consideration of the proposed PUD. ??



1" = 200 feet



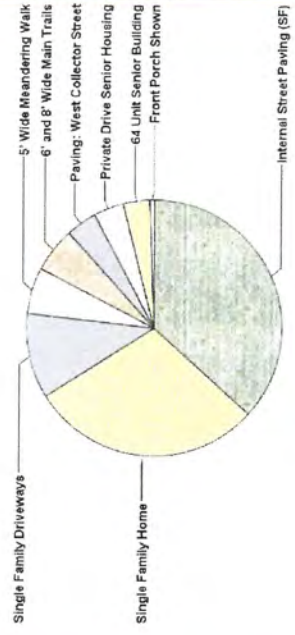
Areas Compared To Site (78.2%)



Site Area: 2,564,910 ft² (58.8822 acres)

Multi-Family Area	5.1%	130,680 ft ²	(3.0060 acres)
Commercial	15.3%	391,621 ft ²	(8.9881 acres)
Park - Public Open Space	20.1%	516,602 ft ²	(11.8556 acres)
Remaining Site	23.8%	598,151 ft ²	(13.6334 acres)
65' Wide Single Family Lot	37.7%	967,956 ft ²	(22.2217 acres)

Area Chart



Total Area: 690,588 ft² (15.8537 acres)

Front Porch Shown	0.6%	4,342 ft ²	(0.0997 acres)
64 Unit Senior Building	3.4%	23,574 ft ²	(0.5412 acres)
Private Drive Senior Housing	3.8%	26,329 ft ²	(0.6044 acres)
Paving: West Collector Street	3.9%	26,951 ft ²	(0.6187 acres)
6' and 8' Wide Main Trails	5.7%	39,195 ft ²	(0.8998 acres)
5' Wide Meandering Walk	5.7%	39,656 ft ²	(0.9104 acres)
Single Family Driveways	10.8%	74,606 ft ²	(1.7127 acres)
Single Family Home	29.5%	203,397 ft ²	(4.6694 acres)
Internal Street Paving (SF)	36.6%	252,538 ft ²	(5.7975 acres)



152,517 ft²
(3.501299 acres)

239,005 ft²
(5.486794 acres)

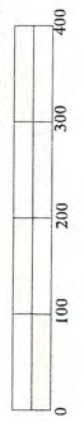
HUDSON BOULEVARD

INTERSTATE HIGHWAY 94

Boulder Ponds

of Lake Elmo, MN

Total Number of lots 93
Average Lot Size 10,408 sq.ft.
Minimum lot Size 7,200 sq.ft.



Rick Harrison Site Design Studio

8832 7th Ave. North
Golden Valley, MN 55427
www.rhsdplanning.com

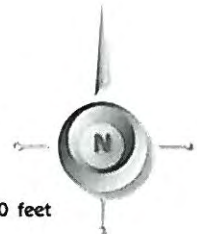


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Density Analysis

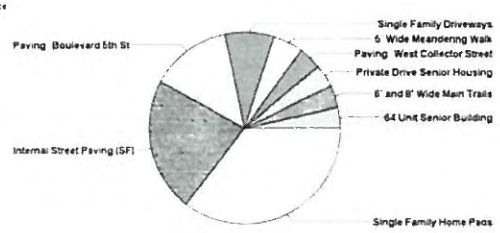
3RD ADDITION

EAGLE POINT TOWN OFFICE PARK



Buffer	123,285.88 SQ FT	(20.1%)
Low Density	1,241,453.69 SQ FT	2.66 Units Per Acre
External ROW	341,171.81 SQ FT	
Medium Density	442,007.85 SQ FT	7.98 Units Per Acre
Commercial Right	237,740.70 SQ FT	5.45 Acres
Commercial Left	152,399.63 SQ FT	3.49

Area Chart



Total Area: 683,522 ft² (15.6915 acres)

64 Unit Senior Building	3.4%	23,374 ft ²	(0.5417 acres)
6' and 8' Wide Main Trails	3.7%	25,174 ft ²	(0.5779 acres)
Private Drive Senior Housing	1.5%	76,325 ft ²	(0.6081 acres)
Paving West Collector Street	3.9%	76,951 ft ²	(0.6181 acres)
5' Wide Meandering Walk	5.0%	34,249 ft ²	(0.7847 acres)
Single Family Driveways	8.4%	57,603 ft ²	(1.3274 acres)
Paving Boulevard 5th St	13.7%	93,798 ft ²	(2.1513 acres)
Internal Street Paving (85')	22.5%	154,048 ft ²	(3.5364 acres)
Single Family Home Pads	35.4%	241,800 ft ²	(5.5510 acres)



Boulder Ponds of Lake Elmo, MN

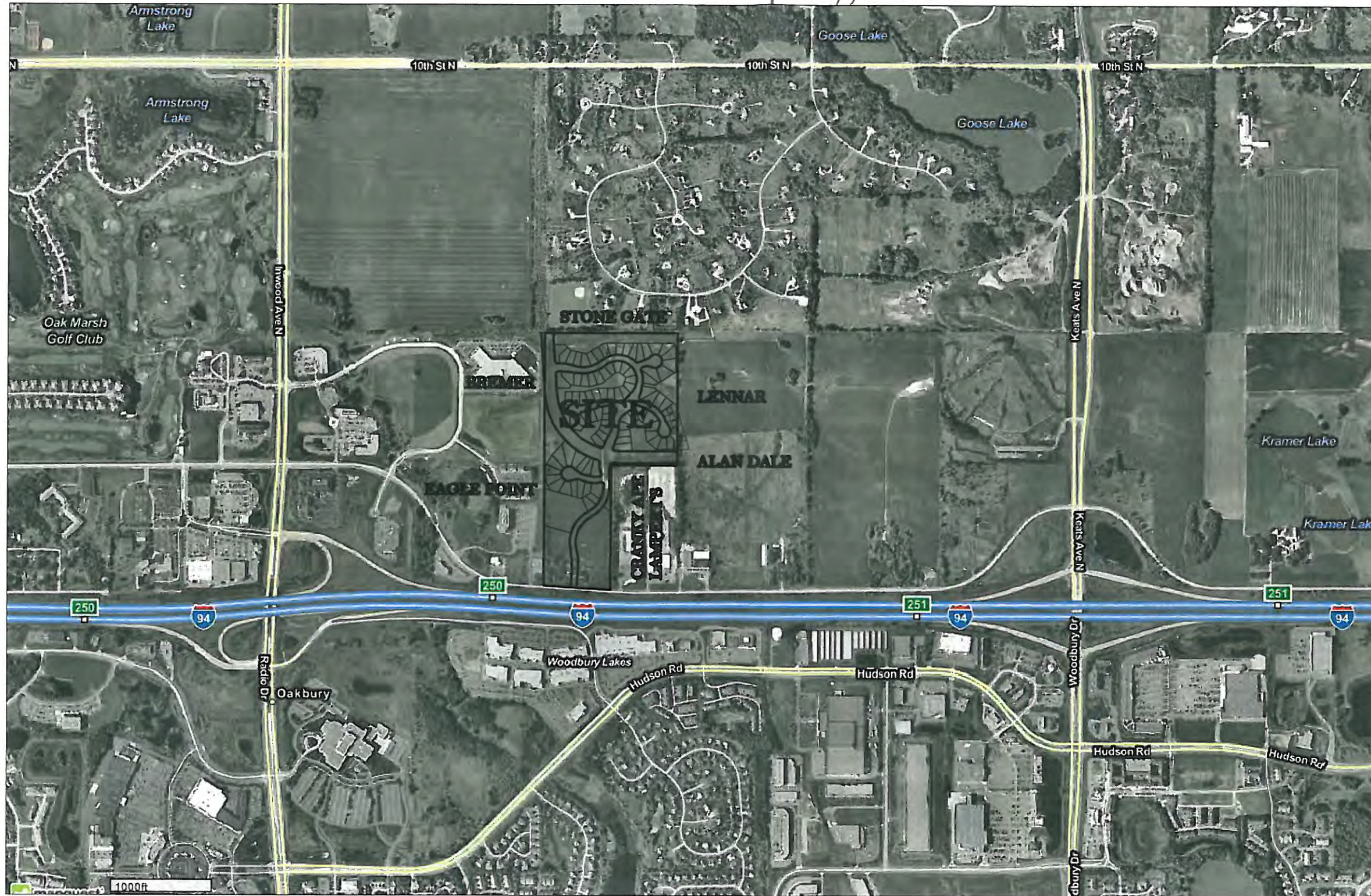
Total Number of lots	93
Average Lot Size	10,489 sq.ft.
Minimum Lot Size	7,200 sq.ft.

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 8832 7th Ave North
 Golden Valley, MN 55427
www.rhsdplanning.com

LandMentor
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WILDERNESS LIVES

Boulder Ponds of Lake Elmo - Concept P.U.D. for Amaris Company, LLC



SHEET INDEX

1. Title Sheet
2. Variances & Sections
3. Lot Areas
4. Phasing
5. 5th Street w/Contours (Boulder Ponds)
6. 5th Street w/Contours (Bremer & Park)
7. 5th Street w/Contours (West to Inwood)
8. 5th Street w/o Contours (Boulder Ponds)
9. 5th Street w/o Contours (Bremer & Park)
10. 5th Street w/o Contours (West to Inwood)

Boulder Ponds of Lake Elmo

Location Map



Developer - Amaris Company, LLC
Engineer - Evolution Engineering
Planner - Rick Harrison Design Studio

Evolution
ENGINEERING

16790 2nd Street North
Lakeland Shores, MN 55043
Phone: 651-303-7208
E-mail: sonnyrobbins101@yahoo.com

Certification:
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the Law of the State of Minnesota.

Name _____ Reg. Number _____

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		11. -
		12. -
		13. -
DATE: 7-26-13		14. -

CLIENT NAME
Amaris Company, LLC

SHEET
Title Sheet

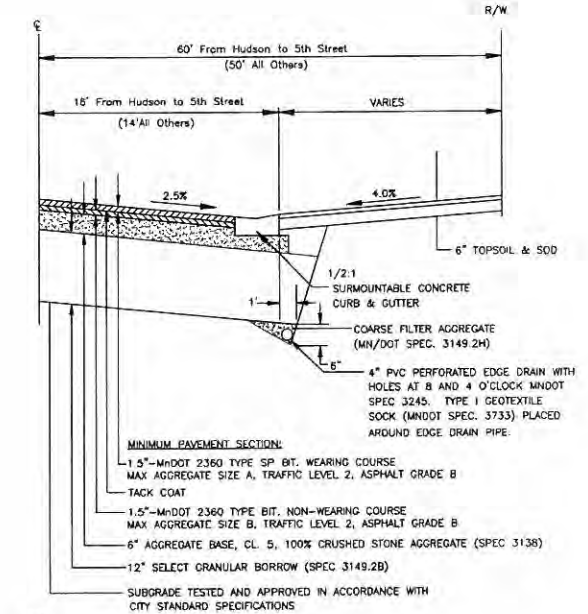
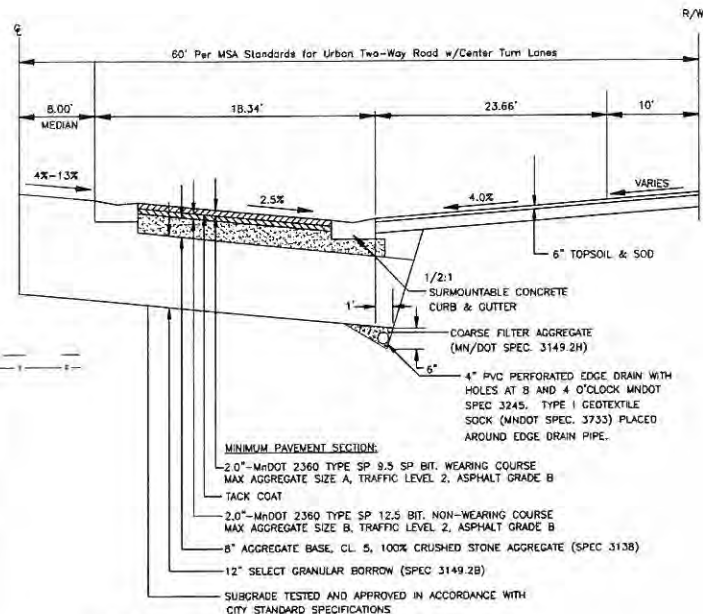
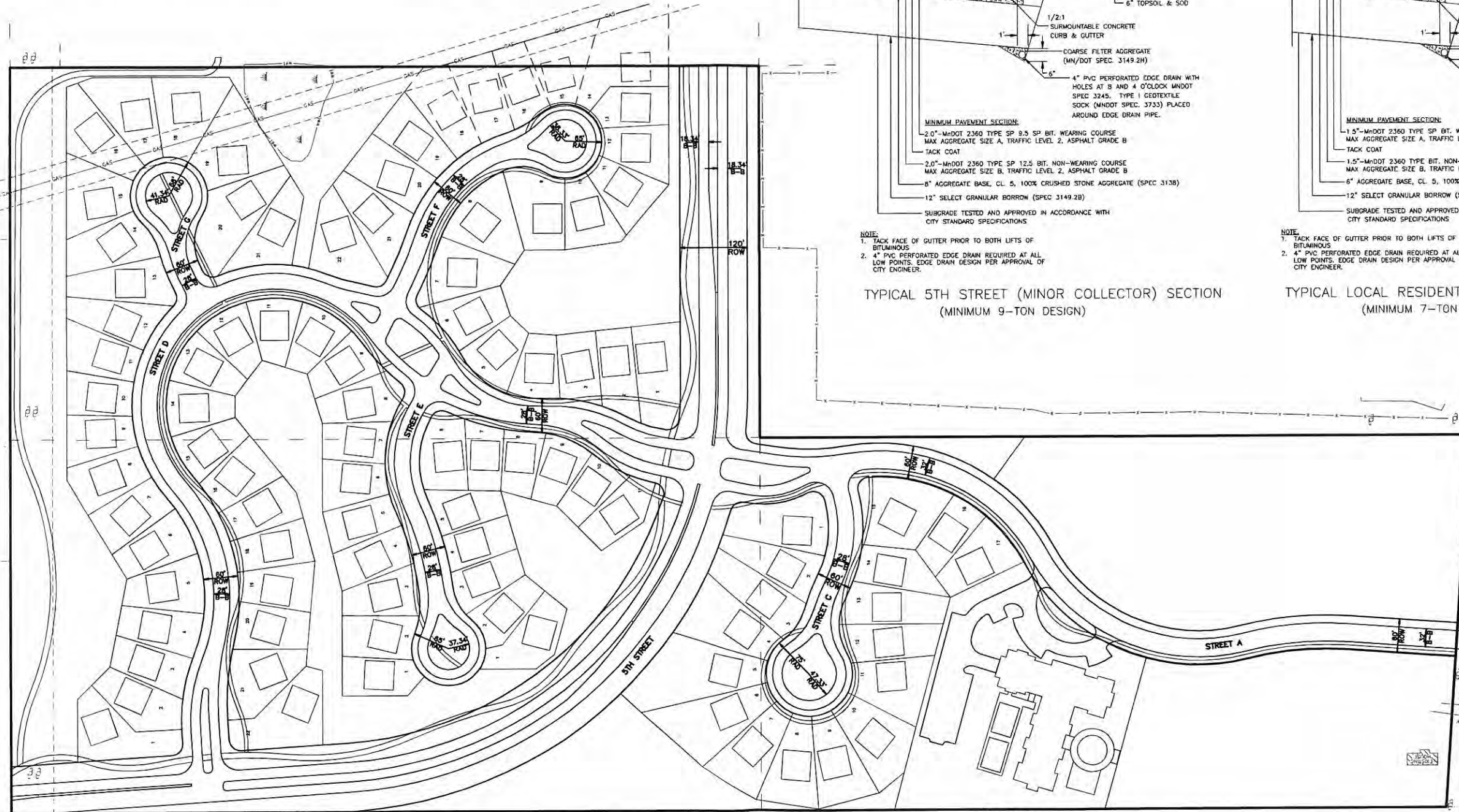
SHEET NO.
1 of 10

VARIANCES REQUESTS:

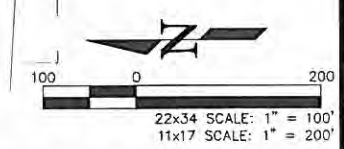
- LOT SIZE VARIANCES PER EXHIBIT - PUD LOT AREAS
- SIDE YARD SETBACK 5' MIN. WITH 10' AVERAGE DUE TO LOT SHAPING AND COVING.
- FRONT YARD SETBACK 20' MIN.
- 12" OF SELECT GRANULAR ONLY IN AREAS WHERE IT IS NEEDED TO BRIDGE OVER UNSUITABLE SUBGRADE FOR RESIDENTIAL STREETS.

LEGEND

- BOUNDARY LINE
- RIGHT-OF-WAY
- BACK OF CURB
- PROPERTY LINE
- BITUMINOUS PATH
- CONCRETE WALK
- BUILDING PAD
- SENIOR HOUSING
- FUTURE LOTS



NOTE:
All single family lots are 65' at min. setback.



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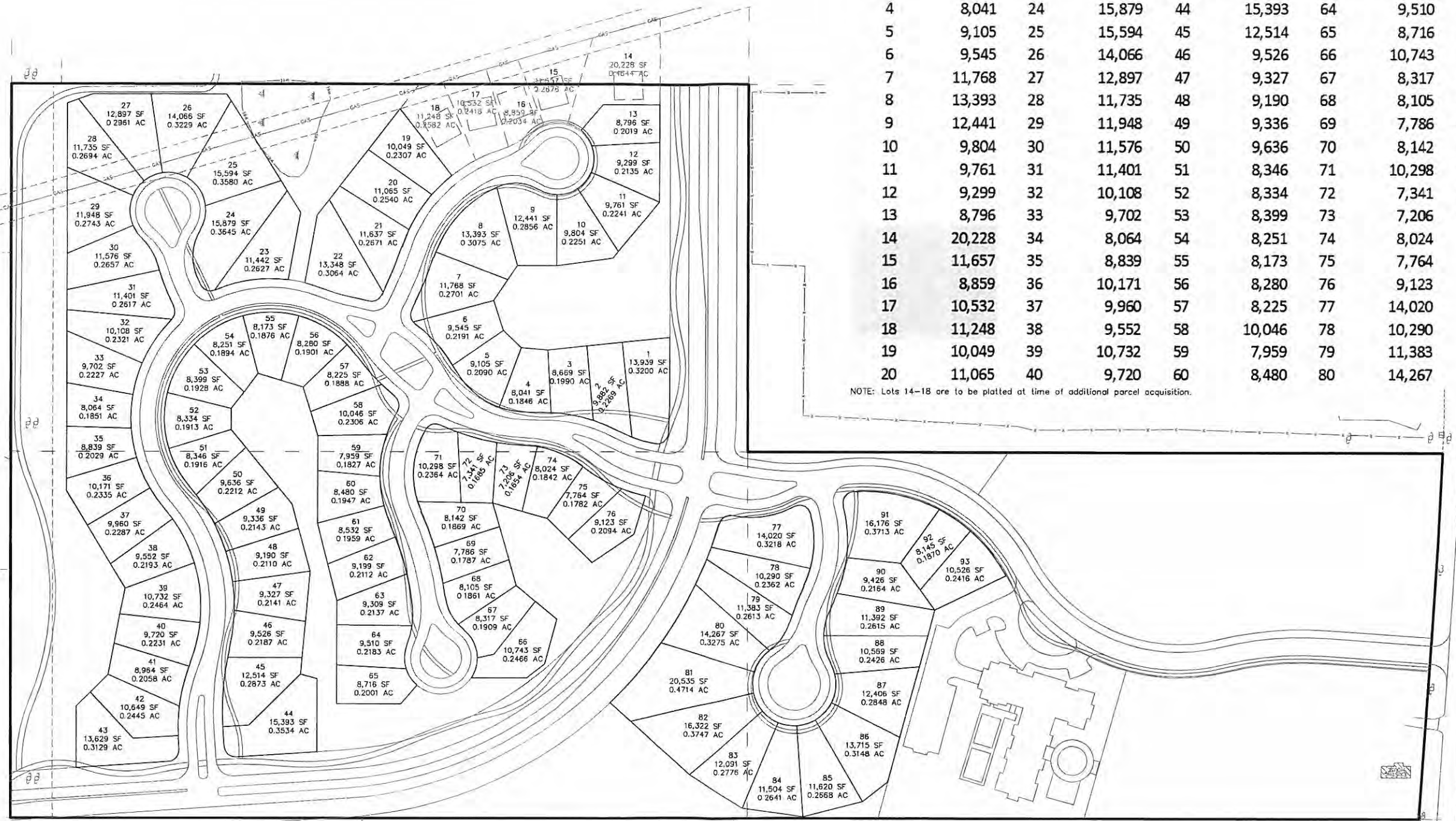
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CLIENT NAME
Amaris Company, LLC

SHEET
Variations & Sections

SHEET NO.
2 of 10

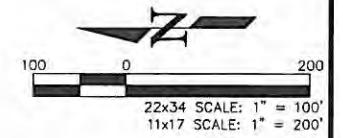


Lot #	Area (SF)	Lot #	Area (SF)	Lot #	Area (SF)	Lot #	Area (SF)	Lot #	Area (SF)
1	13,939	21	11,637	41	8,964	61	8,532	81	20,535
2	9,882	22	13,348	42	10,649	62	9,199	82	16,322
3	8,669	23	11,442	43	13,629	63	9,309	83	12,091
4	8,041	24	15,879	44	15,393	64	9,510	84	11,504
5	9,105	25	15,594	45	12,514	65	8,716	85	11,620
6	9,545	26	14,066	46	9,526	66	10,743	86	13,715
7	11,768	27	12,897	47	9,327	67	8,317	87	12,406
8	13,393	28	11,735	48	9,190	68	8,105	88	10,569
9	12,441	29	11,948	49	9,336	69	7,786	89	11,392
10	9,804	30	11,576	50	9,636	70	8,142	90	9,426
11	9,761	31	11,401	51	8,346	71	10,298	91	16,176
12	9,299	32	10,108	52	8,334	72	7,341	92	8,145
13	8,796	33	9,702	53	8,399	73	7,206	93	10,526
14	20,228	34	8,064	54	8,251	74	8,024		
15	11,657	35	8,839	55	8,173	75	7,764		
16	8,859	36	10,171	56	8,280	76	9,123		
17	10,532	37	9,960	57	8,225	77	14,020		
18	11,248	38	9,552	58	10,046	78	10,290		
19	10,049	39	10,732	59	7,959	79	11,383		
20	11,065	40	9,720	60	8,480	80	14,267		

NOTE: Lots 14-18 are to be platted at time of additional parcel acquisition.

HUDSON BOULEVARD

NOTE:
All single family lots are 65' at min. setback.



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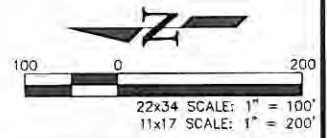
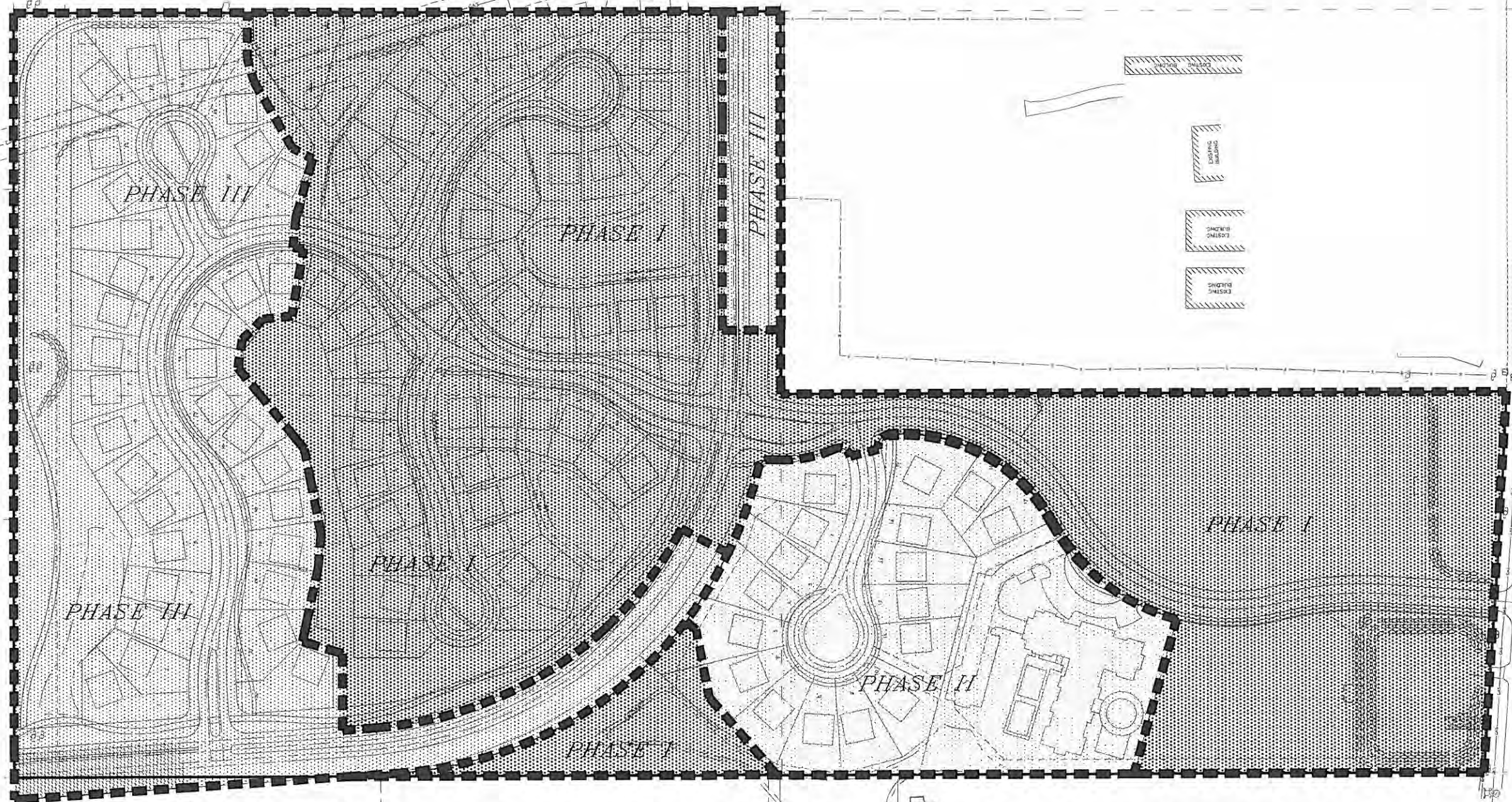
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CLIENT NAME
Amaris Company, LLC

SHEET
PUD Lot Areas

SHEET NO.
3 of 10

- LEGEND**
- ■ ■ PHASE BOUNDARY
 - ▨ PHASE I
 - ▤ PHASE II
 - PHASE III



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CLIENT NAME
Amaris Company, LLC

SHEET
Concept Phasing

SHEET NO.
4 of 10



100 0 200
 22x34 SCALE: 1" = 100'
 11x17 SCALE: 1" = 200'

Evolution
 ENGINEERING

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	5. -	13 -
	6. -	14 -
	7. -	

CLIENT NAME
 Amaris Company, LLC

SHEET
 5th Street Alignment to Inwood

SHEET NO.
 5 of 10



Boulder Ponds of Lake Elmo



Evolution
ENGINEERING

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CLIENT NAME
Amaris Company, LLC

SHEET
5th Street Alignment to Inwood

SHEET NO.
6 of 10



Boulder Ponds of Lake Elmo

Evolution
ENGINEERING

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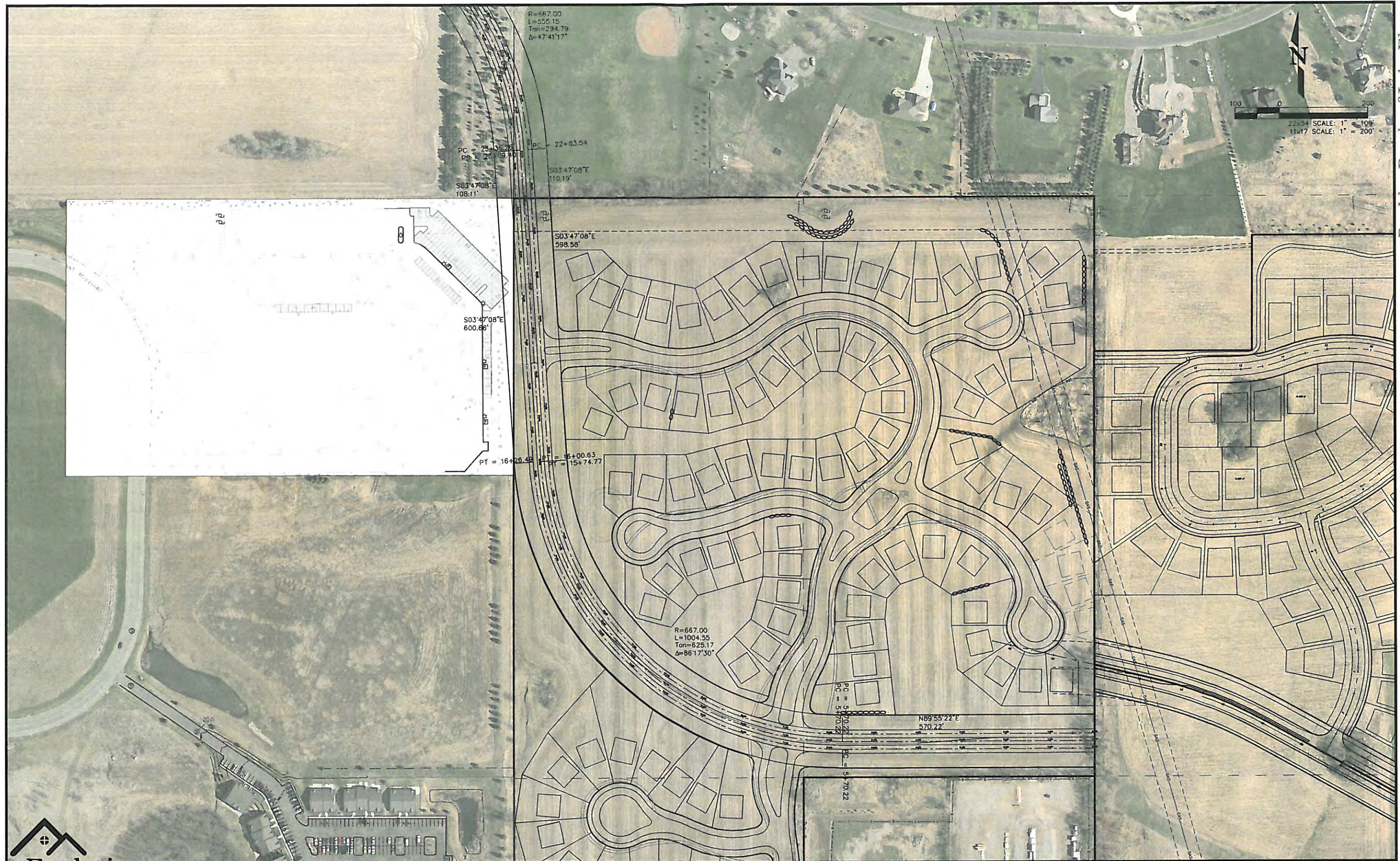
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CLIENT NAME
Amaris Company, LLC

SHEET
5th Street Alignment to Inwood

SHEET NO.
7 of 10



R=667.00
L=556.15
Tan=294.79
Δ=47°41'17"

PC = 22+83.54
PE = 22+83.54
S03°47'08"E
110.19'
S03°47'08"E
108.11'

S03°47'08"E
598.58'

S03°47'08"E
600.66'

PT = 16+26.48
PT = 16+00.63
PT = 15+74.77

R=667.00
L=1004.55
Tan=625.17
Δ=86°17'30"

PC = 5+70.22
PE = 5+70.22

N89°55'22"E
570.22'

PC = 5+70.22
PE = 5+70.22

Evolution
ENGINEERING

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CLIENT NAME
Amaris Company, LLC

SHEET
5th Street Alignment to Inwood

SHEET NO.
8 of 10



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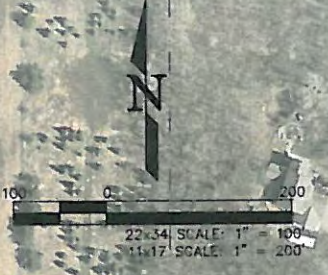
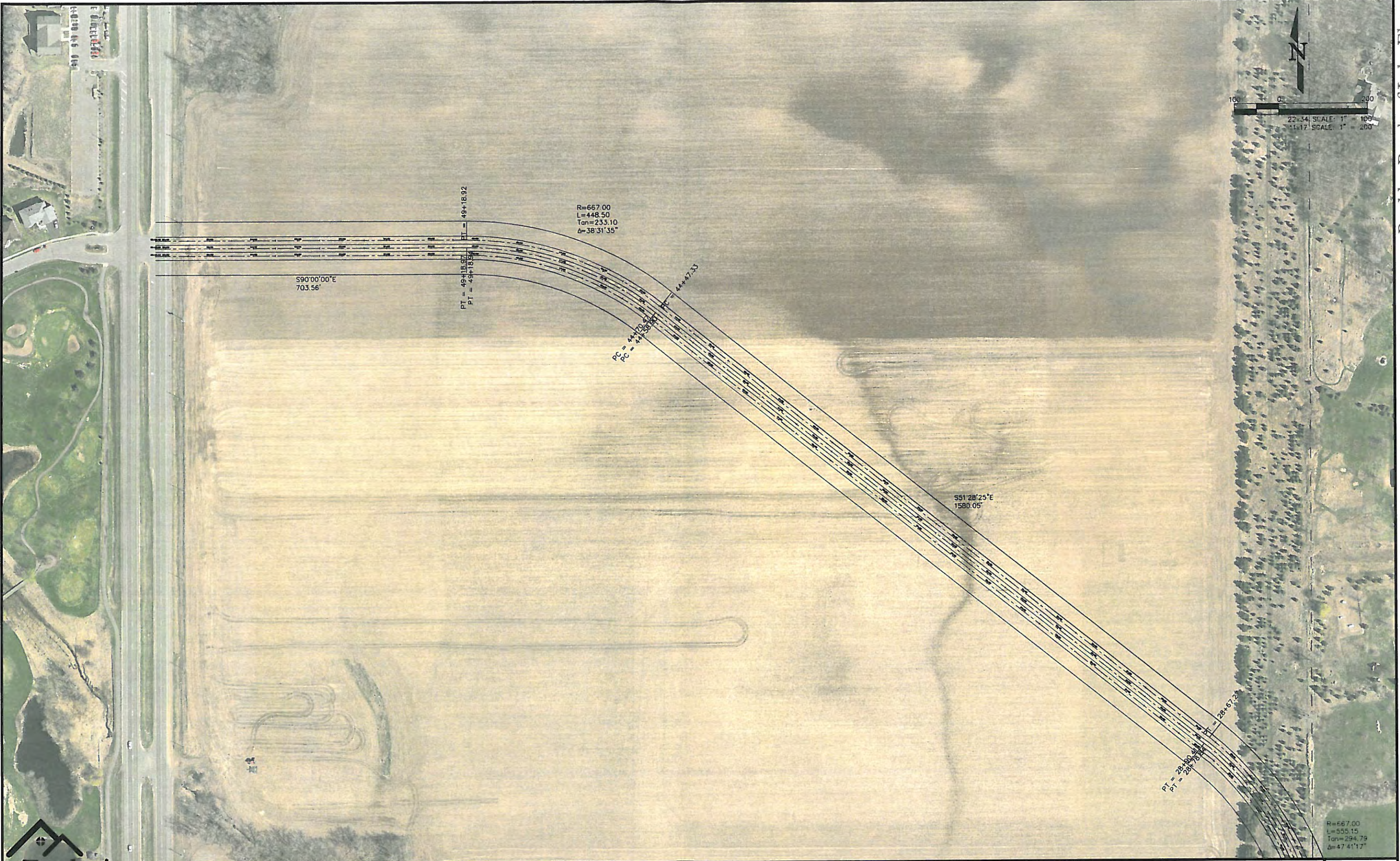
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CLIENT NAME
Amaris Company, LLC

SHEET
5th Street Alignment to Inwood

SHEET NO.
9 of 10



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ENGINEERING

18790 2nd Street, North
Lakeland Shores, MN 55043
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E-mail: sonnyrobbins101@yahoo.com

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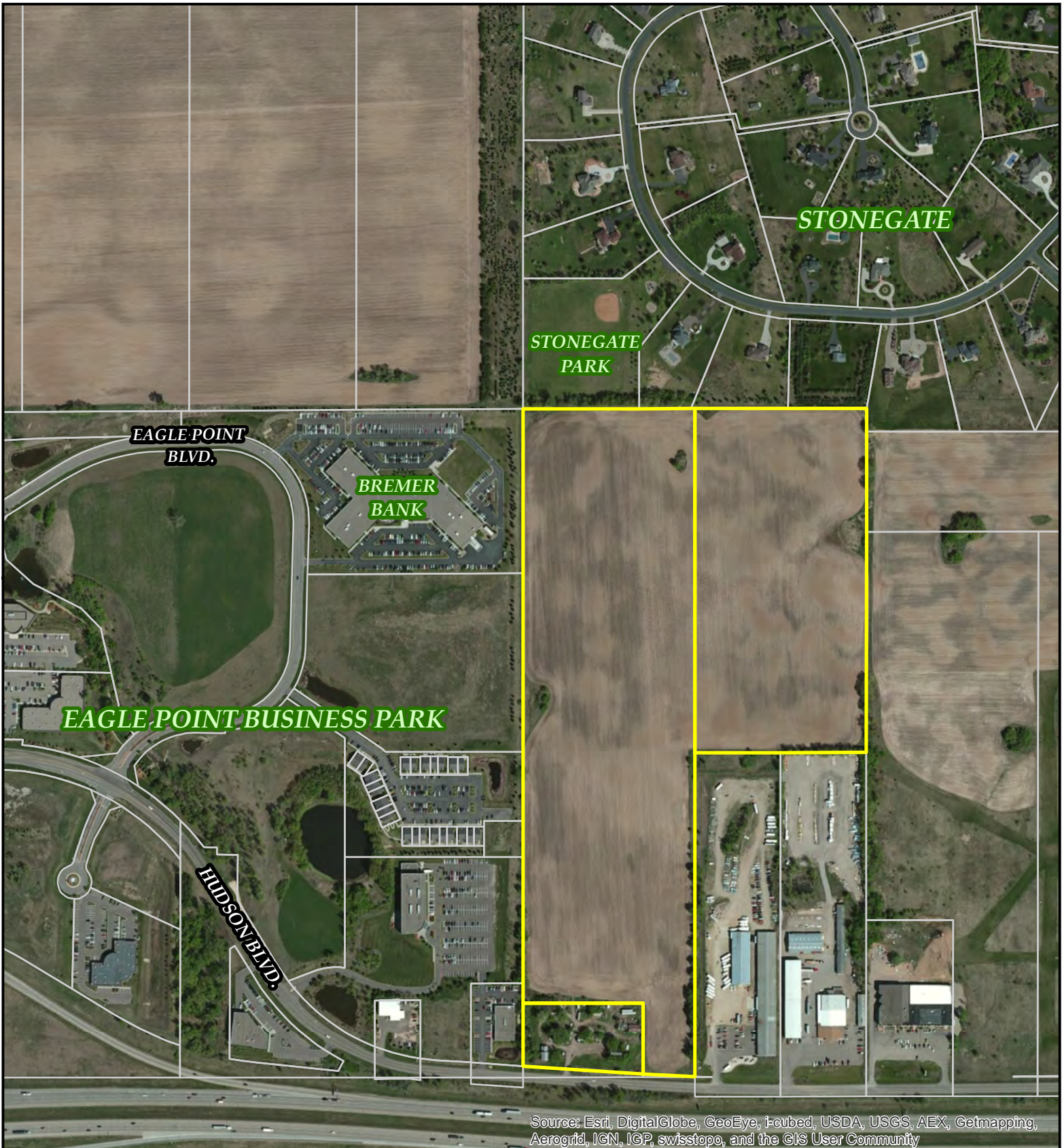
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CLIENT NAME
Amaris Company, LLC

SHEET
5th Street Alignment to Inwood


SHEET NO.
10 of 10

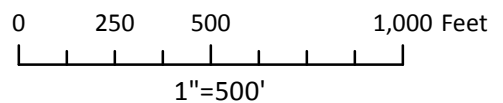


Location Map: Boulder Ponds PUD



Data Source: Washington County, MN
12-4-2013

 Boulder Ponds Site



MEMORANDUM

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempski, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4285

Date: November 20, 2013

To: Kyle Klatt, Planning Director
Cc: Nick Johnson, City Planner
From: Jack Griffin, P.E., City Engineer
Re: Bolder Ponds
Concept Plat Review

We have reviewed the above referenced Concept Plan submittal that we received on November 18, 2013 consisting of the following documentation prepared by Evolution Engineering:

- Concept PUD Plans dated November 7, 2013.
- 5th Street Alignment Bremer Parking Impacts dated November 7, 2013.

STATUS/FINDINGS: No specific approvals are intended from this review. The comments below have been provided for the purpose to facilitate direction and guidance for both City staff and the applicant; as well as highlight potential issues and concerns as the applicant prepares for preliminary plat submittal.

VARIANCE REQUEST:

- The applicant is requesting a variance from the city street pavement section to ONLY require a 12-inch select granular subbase in areas with unsuitable in-situ materials. It is strongly recommended that all new city streets be constructed in strict accordance with the minimum engineering design standards manual to ensure that the city streets provide the intended useful service life of the asset. The purpose of the standard section requirements is to keep the asset from premature failure and avoid the cost burden that would fall upon the general tax payer of Lake Elmo.
- Side yard setback of 5 feet. Any allowance to deviate from the side yard setback should be conditioned upon proof of an acceptable drainage plan, with drainage NOT passing along that side of the structure.
- Front yard setback of 20 feet. Any allowance to deviate from the front yard setback should be conditioned upon ensuring a minimum distance of 25 feet between the garage door and any sidewalk or trail along the street to keep vehicles parked in the driveway from obstructing the pedestrian thoroughway.

STREET SECTIONS:

- The applicant is proposing a roadway configuration that is generally acceptable and in accordance with city standard requirements.
- Primary and secondary access appears adequate for the site. The proposed access along Hudson Boulevard will require further review to determine access spacing and sight lines.
- Detailed grades and sight lines will require further review to ensure the intersection design and configuration of 5th Street North and the new "STREET A" meet acceptable MSA standards.
- Typical sections for each road will be reviewed in further detail as part of the preliminary plat. Issues for staff to consider in greater detail include:
 - Sidewalk and trail placement and requirements. Sidewalks and trails must remain within the R/W.

- Street geometrics varying from the city standard will require significant geometric detail from the applicant, as part of the preliminary plat, to verify acceptable use for maintenance and emergency services. This includes intersection and cul-de-sac details.

CONCEPT PHASING:

- The concept phasing must be revised to accommodate the construction of all public infrastructures adjacent to any proposed areas to be platted within said phase. For example, the northeast segment of 5th Street connecting to the Lennar development must be constructed together with the lots platted adjacent and to the north of this street. The segment of 5th Street along the southeast side of the Bremer bank property should also be constructed at the same time that the lots adjacent to the segment are platted (also Phase 1 according to this plan).

5TH STREET ALIGNMENT: 5th Street seeks to become the backbone of future development along the I94 corridor, essentially becoming the primary access in and out of the future neighborhoods. The street is required for the sole purpose to support the growth and development within the corridor. The quality of the street and its connections are critically important. The purpose of the proposed street standards are to 1) improve the function and appearance of the street, 2) encourage pedestrian and bicycle use, and 3) reduce the potential for speeding.

- The plan indicates a minimum 120 foot R/W as required.
- The proposed 2-lane collector parkway street (5th Street) design and geometrics must meet all Municipal State Aid design standards for urban streets (8820.9936) for ADT > 10,000; 40 mph design speed; and must be consistent with the detailed parkway cross section installed throughout the remaining corridor segments.
- The proposed alignment appears to be consistent with this design intent. However, the proposed plan indicates impacts to adjacent properties. Permission to impose these impacts will be required as needed.
- Access spacing to 5th Street is allowed at 1/8 mile intervals for non-continuous local streets, at ¼ mile intervals for continuous local streets and collector streets, and at ½ mile intervals for streets with higher classification.
- Additional streetscape amenities are required along 5th Street consistent with the remaining corridor segments and the preliminary design that was provided to the city by Damon Farber. 5th Street Amenities include:
 - North side off-road bituminous trail, minimum 10 foot width with 5 foot clear zone.
 - South side concrete sidewalk, minimum 6 foot width with 2 foot clear zone.
 - Landscaping elements including: Center landscape median [combination perennial/shrub beds + sod + median trees]. Center median lined with 2 ft. wide concrete ribbon curb. Boulevard trees [boulevard trees, deciduous trees at 2.5" caliper in. minimum + ornamental trees at 1.5" caliper in. minimum. Tree spacing at 75 feet on both sides. Special concrete in median [pavers or color concrete at end caps of median]. Landscape Berms, 3 to 5 feet in height, between residential property and street R/W. Site Irrigation.
 - Theming Elements including: Street Lights -25 ft. poles at 250 ft. spacing [Xcel Energy - 'Evans' Lamp]. Ornamental Street Lights – 15 ft. poles at intersections [Xcel Energy - 'Acorn' Lamp]. Banner Poles at primary gateway intersections. White post & rail fencing along important arterial streets.

RESIDENTIAL STREETS

- The plan indicates all residential streets being constructed to a 28 foot width from back of curb to back of curb. Surmountable concrete curb and gutter shall be installed in single family residential areas and B618 curb in commercial and multi-family areas.
- The plan indicates a minimum 60 foot R/W as required.
- Ten (10) utility easements are required on either side of the right-of-way.
- Five (5) foot sidewalks must be provided along all continuous residential streets and along other streets as may be required for connectivity.

- All street intersections must be at 90 degrees and maintain 100 feet of tangent with maximum slopes of 2% for first 100 feet.
- Residential maximum longitudinal grade is 8% with no sidewalks, 6% where there are sidewalks.
- The plan indicates minimum diameter cul-de-sac's at 90 feet with minimum 120 foot right-of-ways.
- Landscape median geometrics must accommodate maintenance and emergency vehicle access. Applicants must demonstrate acceptable turning radii for all unique shaped center landscape medians at cul-de-sacs.

MUNICIPAL WATER AND SANITARY SEWER SERVICE

- The applicant is responsible to extend the municipal water and sanitary sewer service into the development site at developers cost. The city's practice has been to reimburse the developer for oversize costs for pipe sizes over 8-inch diameter. Both municipal water supply and sanitary sewer service will be available along Hudson Blvd.
- The subject property is a participant in the SECTION 34 Water and Sewer Utility Improvement project. Water and sewer are being extended to the property through a city led project with the costs to be assessed against the property. Water and sewer service will be available to the site in December 2013.
- A connecting trunk watermain is identified in the city comp plan along the northern part of the property, extending from the Lennar development to the east, across the subject property and connecting to the Eagle Point Business Park or Azur property. Details may be determined as part of the preliminary plat submittal.
- WATERMAIN DETAILS FOR PRELIMINARY PLAT
 - Watermain distribution lines will need to be looped wherever reasonably possible. Maximum length of for a watermain dead end is 600 feet.
 - Hydrant and valve placement will be made per city standards and as laid out by city staff.
 - Curb stops to be placed to edge of right-of-way.
 - Location of watermain in street [North or West side].
- SANITARY SEWER DETAILS FOR PRELIMINARY PLAT
 - Manhole and appurtenances shall be installed per city standards.
 - Location of sewer main in street [Centerline].

STORMWATER MANAGEMENT

- The proposed development resides within the South Washington Watershed District (SWWD). City staff recommends early planning/coordination meetings with the watershed district to clearly understand development requirements, including rate and volume control.
- The design of the storm water management systems must be compliant with the requirements of the applicable watershed district and the City of Lake Elmo. The City of Lake Elmo maintains engineering design standards intended to ensure an efficient and cost effective stormwater management system for both operation and maintenance purposes.
- The storm water facilities must be platted as Outlots and deeded to the city for maintenance purposes.
- Maintenance access roads must be provided for the storm water facilities including easements.
- Location of storm sewer main in street [South or East side].

EXISTING CONDITIONS DATA:

- Existing conditions of the proposed site was not fully provided as part of the submittal. Some information is apparent from the aerial drawings and contour mapping, however, the applicant should be required to identify all exiting utilities, utility owners, pipe material and sizes, pipe invert data, easements and right-of-ways clearly identified, and identifying the normal and high water levels for existing low areas including wetland and floodplain boundaries.
- The plans do not show the existence of a Lot within the proposed plat boundaries [PID 3402921330002]. Removal and remediation of this site will need to be addressed as a condition of preliminary plat.

GENERAL PLAN AND SPECIFICATION PREPARATION COMMENTS:

- When preparing preliminary plat, final plat and construction plans, the applicant should reference the engineering design standards manual and strictly follow the plan preparation and design requirements. Plan sheets, plan scales, line types and legends, sections, details, profiles, existing conditions and proposed improvements shall all be prepared consistent with these requirements. Line types cannot be repeated.
- Plan details shall be inserted on the details page as provided by the city with no edits, unless specifically allowed by the city engineer.
- Plan notes shall be placed on the appropriate plan sheet as provided by the city with no edits, unless specifically allowed by the city engineer.
- City standard specifications shall be inserted within the specification manual unedited. Specification edits shall be called out on separate specification sections as special provisions.

From: [Moore, Matt](#)
To: [Nick Johnson](#)
Cc: [Loomis, John](#)
Subject: RE: December Land Use Review
Date: Tuesday, December 03, 2013 12:17:51 PM

Nick:

A quick comment, they will have to apply for a watershed district permit for stormwater design and they have submitted a Wetland Conservation Act delineation, however the application was deemed incomplete and will need to be re-submitted in the spring.

Let us know if you have any questions.

Thank you.

Matt Moore

Administrator

South Washington Watershed District

2302 Tower Drive

Woodbury, MN 55125

Phone: 651-714-3729

Fax: 651-714-3721

Cell: 651-249-7096

mmoore@ci.woodbury.mn.us <BLOCKED::mailto:mmoore@ci.woodbury.mn.us>

www.swwdmn.org <BLOCKED::http://www.swwdmn.org>

From: Nick Johnson [<mailto:NJohnson@lakeelmo.org>]
Sent: Friday, November 29, 2013 11:32 AM
To: Moore, Matt; 'Jack Griffin'; Mike Bouthilet; Greg Malmquist
Cc: Kyle Klatt; 'Ann Pung-Terwedo'; Dean Zuleger
Subject: December Land Use Review

Please find attached a Land Use Review for the December 9th Lake Elmo Planning Commission. Hard copies will be mailed today. Let me know if you have any questions.

Take care,



A Development Company

6007 Culligan Way
Minnetonka, MN 55345
phone 952.288.2200
fax 952.473.2206
www.stonehenge-usa.com

November 1, 2013

Nick Johnson
City Planner
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Reference: 5th Street Road Alignment
Dale Properties, Lennar, Amaris

Dear Nick,

This letter is to inform the City of Lake Elmo that Dale Properties, Lennar and Amaris Company are working collaboratively on the realignment of 5th Street consistent with the needs and requirements of Dale Properties, Lennar and Amaris. We have reached a general understanding on the realignment and the Dale Properties sale of the raw land remnant parcel moving north of 5th street to Lennar and Amaris.

We are working out the details, with our attorneys, for the land sale and road alignment culminating in a purchase and sale agreement. When the agreement is finalized and all parties are signatory, I will cooperate with signing the necessary applications that are required by the City of Lake Elmo related to this matter.

If you have any questions, please contact me.

Sincerely,

Alan Dale



Planning Commission
Date: 12/9/13
Annual Report
Item: 5a

ITEM: Planning Commission 2013 Annual Report

SUBMITTED BY: Kyle Klatt, Director of Planning

REVIEWED BY: Nick Johnson, City Planner
Rick Chase, Building Official

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to review an annual report that has been prepared by Staff to summarize the activities of the Planning Commission and Planning Department in 2013. This report focuses on the larger activities and projects undertaken during the year, and will include some statistical information pertaining to the City's planning activities. The Planning Commission is asked to review the plan, provide any comments or suggestions, and to submit the document to the City Council.

RECOMMENDATION:

Staff recommends that the Planning Commission review the annual report and adopt a motion to recommend submission of the report to the City Council.

ORDER OF BUSINESS:

- IntroductionKyle Klatt, Director of Planning
- Report by staff.....Kyle Klatt, Director of Planning
- Questions/Comments from the Planning CommissionPlanning Commission

ATTACHMENTS:

- 2013 Annual Report



2013 Community Development Department Annual Report

I. Annual Summary

The Lake Elmo Community Development Department is submitting its annual report for consideration by the City Council and Planning Commission. 2013 marked a year of transition for the City as much of the workload for the Planning Commission and Planning Department focused on preparing for future growth and development. As a result of these planning efforts, the City saw its first major preliminary plat in seven years in the Savona Subdivision, which also represents the City's first sewered residential development. These planning efforts have also led to the project currently underway to extend sanitary sewer service into the Village, a project that has been in the works for over a decade.

The most important accomplishment for the Planning Commission in 2013 has been the completion of two major updates to the Lake Elmo Comprehensive Plan. Specifically, the City Council was able to implement the I-94 Corridor Land Use Plan and Housing Chapter updates upon approval of these plan amendments by the Metropolitan Council. Early in the year, the Planning Commission also recommended an amendment concerning the Village Planning Area that was also adopted by the City Council. The Village Plan is expected to be approved by the Metropolitan Council on December, which will signify the end of a very long process to create a unified vision for the Village.

While working on these major updates to the Comprehensive Plan, the City also approved an amendment to the waste water chapter of the plan that brought this section into conformance with the land use chapter revisions. In addition, the City undertook a joint project with the City of Oakdale to bring sanitary sewer service to a small number of lots on the western shore of Lake Olson. The waste water plan was further revised to identify a future sewer service area in this portion of the community.

In order to implement the newly updated Comprehensive Plan, the Planning Commission has been working on significant amendments to the Zoning Ordinance. Rather than tackling this work as one large project, the Commission has been reviewing and recommending code amendments on a section by section basis. This has allowed the Commission to focus on smaller segments of the Code while keeping existing regulations in place. In 2013, the City Council adopted 14 such amendments ranging in size and scope from a driveway ordinance to a new Village mixed use district. The Zoning Map was also updated in 2013 to incorporate the transitional zoning that will facilitate the rezoning of parcels guided for future sewered development. The 2014 work plan will include the additional amendments that must be drafted to complete the Zoning Ordinance update project.

In preparing for future growth and development, one of the critical projects that was undertaken during the year was the creation of a design standards and guidelines manual. The approved manual replaces the City's outdated zoning design standards. With assistance from the City's Communications Coordinator, the Planning Department has produced a document that should provide potential developers with a clear and concise description of the City's vision for new commercial, mixed-use, and multi-family housing projects. Additionally, the City partnered with Damon Farber Associates to prepare a community Theming report that will help guide the appearance of public right-of-way and other public lands. This document is being shared with all future developers in the City to further clarify the City's expectations concerning the expected character of new developments.

Throughout the year, the Planning Department has spent a large amount of time preparing for new development, both in terms of meeting with potential developers to discuss the City's review and application process and working on various applications. The City received three subdivision sketch plans in 2013, and based on recent discussions with potential developers, Staff expects that there will be a minimum of five more such reviews over the course of the next several months. Furthermore, based on the reviews conducted in 2013, there will be at least five major residential projects under construction in 2014 with the potential for new commercial development on the horizon as well.

Towards the end of 2013, the Planning Commission was able to direct some of its attention to the City's rural planning areas, which have not been subject to any significant discussion since before the 2005 Comprehensive Plan update. These areas are seen as critical to helping maintain the open space character of the City well into the future, especially with the changes that will be occurring with the new sewer development areas.

Consistent with the theme of change in 2013, the City successfully negotiated an amendment to the Memorandum of Understanding between the City and the Metropolitan Council. With the release of the preliminary 2040 forecast numbers from the Met Council (with numbers much lower than the 2030 forecast amounts), the City also expects to continue working with the Met Council at a quantitative easing of the City's REC unit mandates. Based on conversations and meetings with the Met Council that were conducted in 2013, it appears that the elimination of the MOU in its entirety is not out of the realm of possibility for 2014.

On a staffing level, the Community Development Department added a Planning Program Assistant in 2013 who has provided much needed clerical and administrative support to the entire department. The Building Official continues to make substantial progress at improving the City's Building Inspection department by implementing a consistent application and review process for builders and by developing a series of work books for specific permits. The City's code enforcement activities saw a significant increase in the number of cases that were not only investigated, but also resolved by the Building Official.

II. Annual Review: Major Projects

Major accomplishments for the Community Development Department in 2013 include the following projects:

Comprehensive Plan Updates. The City completed work on several significant updates to the Comprehensive Plan in 2013, including:

- *I-94 Land Use Plan and Housing Chapter.* These elements of the plan were adopted in late 2012 by the City Council, but authorized for implementation by the Met Council in early 2013. The final adoption for these land use plan amendments have allowed several projects within the I-94 Corridor planning area to begin moving forward.
- *Village Planning Area.* The Village Area amendment to the Land Use Chapter was approved by the City Council in the first half of 2013, but due to airport zoning issues and updates needed to other portions of the Comprehensive Plan, the final review has only recently been completed by the Met Council. This plan is expected to be approved on December 11, 2013 and can then be implemented by the City Council.
- *Waste Water Chapter.* The City was required to update the Water Water section of the Comprehensive Plan before the Met Council was able to complete its review of the Village Land Use Plan. An updated plan was approved by the City and forwarded to the Met Council to consider during its review of the Village Plan.
- *Olson Lake Trail Sewer Area Amendment.* The City created a new sewer service area comprised of approximately 15 properties along the western shoreline of Lake Olson that will be served via a joint project with the City of Oakdale. The project is being viewed as a pilot project for potential future cooperation between Oakdale and Lake Elmo to address sewer issues in the Tri-Lakes area.

Metropolitan Council – MOU. The City successfully negotiated an amendment to the 2005 Memorandum of Understanding between the City of Lake Elmo and Met Council that implemented the previous flexibility that was granted to account for the housing downturn that began around 2007. The update MOU now reflects the City's population and household growth forecasts that were adopted as part of the I-94 Land Use Plan update. The City received preliminary 2040 forecast numbers from the Met Council, and has drafted a response to the forecast that will guide future conversations on this subject.

Design Standards and Guidelines Manual. The City Council adopted a Design Guidelines and Standards Manual that will be used to guide new commercial, mixed-use, and multi-family housing developments throughout the community. This manual

was completed after a lengthy public review process and involved the coordination and cooperation of several City departments.

Land Use Applications. Through the support of the Planning Commission, the Community Development Department worked on 40 land use applications/projects in 2013, including but not limited to amendments to the Comprehensive Plan, conditional use permits, zoning text amendments, and variances. The most common application processed were zoning text amendments, most of which were directly related to the larger Zoning Ordinance Update project. The City reviewed the first major subdivision to be submitted in seven years.

Building Permits. The City of Lake Elmo processed 306 building permits, not including plumbing and mechanical permits, in 2013. The number of permits issued in the past year is very consistent with amount of building activity over the past 5 years. In terms of new single family homes, the City has issued permits for 32 new homes in 2013 to date, which represents the highest number in almost 10 years . With the addition of 32 single family homes and demolition of four homes, the City experienced a net increase of 28 dwelling units.

Staffing. Over the course of the year, the City of Lake Elmo added one new position to the Community Development Department. The new employee is Joan Ziertman, filling the role of Planning Program Assistant. With this full-time addition to Staff, the City is better positioned to handle the expected growth in the coming years.

Airport Zoning. Planning Staff conducted a series of meeting with the Metropolitan Airport Commission, MnDOT Aeronautics Division, Metropolitan Council, Washington County, and impacted land owners to begin the process of drafting an airport zoning ordinance. This process led to some minor modifications to the Village Comprehensive Plan amendment in order to account for the existing runway safety zones. The Planning Department has established a goal to have an airport zoning ordinance adopted in 2014.

Railroad Crossing Study. The Planning Department conducted a meeting with the Union Pacific Railroad to begin the process of created a new railroad crossing for the Village Parkway roadway.

Comprehensive Planning Workgroups. With the completion of major updated to the Comprehensive Plan in 2013, the I-94 and Village Planning Work Groups stopped meeting in 2013.

Lake Elmo Theming Manual. Upon completion of a public input process led by Damon Farber Associates (and attended by members of the Village Planning Work Group and Planning Commission), the City Council adopted a Theming Manual for Lake Elmo. Whereas design guidelines are intended for the private realm, the Theming project is geared towards the public spaces of the community, such as roads and public gathering spaces. The final document is comprised of a 'Kit of Parts' that includes various color palettes, site amenities, and other designs that are reflective of the Lake Elmo theme.

Form Based Codes. The Planning Commission discussed the benefits and drawbacks of adopting a form-based code and directed Staff to begin work on such a code amendment. Staff met with two planning firms to consider the process and steps necessary to implement a form-based code.

Permit Works Implementation. The City installed and began using a new software program called Permit Works to track building permits. The new system allows permit to be issued through the electronic system and can be accessed by all employees within the department. This software has helped create a substantial improvement in Staff efficiency by improving access to and reporting of building permit information.

Savona EAW. The Lennar residential subdivision (Savona) was large enough that it required a mandatory Environmental Assessment Worksheet. Although the document was prepared by the developer's consultants, City Staff was involved in the processing and review of the document.

Village Sewer Policy. Through the efforts of the City Administrator, the City Council adopted a sewer policy for existing septic systems within the Village Planning area. This policy, which was reviewed and accepted by Washington County, provides flexibility for property owners whose treatment systems are unable to meet current county septic requirements. This relief will be important for ensuring a smooth transition to public sanitary sewer when it is made available to Village property owners.

Rural Area Discussion. The Planning Commission began discussing the future of the City's rural development areas. The adoption of the 2040 regional development forecast by the Met Council is seen as a crucial next step in determining the appropriate level of development within these areas. The rural area discussion will be a major component of the Commission's 2014 plan of work.

Park Planning Review. Planning Staff reviewed several subdivision sketch plans with the Park Commission in order to solicit their feedback concerning new parks and trails in the community.

Trail Planning. The Planning Department assisted the Park Commission Trail Subcommittee in its work to identify a preferred trail alignment that will connect portions of Lake Elmo to the Stillwater Area High School and to the trail system in adjacent communities.

Buberl/Nass Detachment. Staff continued to provide support in the City's efforts to appeal the decision to detach property in the northeast portion of the City to Stillwater Township. To date, the City has been unsuccessful in overturning this decision.

Subdivision Files and Records. With the recent acquisition of a large format plotter and scanner, Staff has been able to create electronic scans of all subdivisions within the City. This work has resulted in a substantial time savings for all City Staff that can now access every plat in the City from their desks. The scanning of older address and project files is expected to continue into 2014.

Policy Success Loops. The Community Development Department has created a policy document that has been used to improve (and measure the success of) the City's application completeness reviews. Staff will be looking to make similar improvements to other aspects of the land use review and approval process.

Creation of Escrow Fee System. The City Council adopted a new fee schedule in 2013 that requires the submission of an escrow deposit for larger land use applications. Staff has started tracking its time against certain projects in 2013, and this time is now being reimbursed by developers.

Gateway Corridor Technical Committee. Staff continues to participate as part of the Gateway Corridor Technical Advisory Committee. The committee has begun working on the required environmental analysis and review of alternatives for this process.

Annual State Planning Conference. The Community Development Director and City Planner attended the State Planning Conference in Rochester, MN in September of this year. The theme for the conference was Operation Plan: Prioritizing Community Vitals.

City Code Amendments. In 2013 the Planning Commission reviewed 14 major City Code Amendments, including the following (and all of which were adopted by the City Council):

- LDR District Standards Amendment
- Tree Preservation and Protection Ordinance
- Rural Development Districts
- I-94 and Rural Transitional Zoning Map Amendments
- Parking Standards
- Village Mixed Use District
- Specific Development Standards
- Sign Ordinance Update
- Administrative and Enforcement
- Fence Ordinance
- Landscape Requirements
- Design Review Ordinance Amendments
- Driveway Ordinance
- Subdivision Ordinance Amendments (Public Land Dedication)

Land Use Applications. In 2013, Staff processed nine (9) land use applications, including the following:

- Valley Branch Watershed District CUP – Raleigh Creek Culvert Removal

- Country Sun Farms Interim Use Permit Renewal and Amendment
- Sketch Plan Review:
 - Hammes Estates Subdivision
 - Ryland Homes (Landucci Property) Subdivision
- Savona Preliminary Plat
- Boulder Ponds PUD Concept Plan
- Comprehensive Plan Amendments:
 - Olson Lake Trail Sewer Service Area
 - Landucci Property (Ryland Homes)
 - Dietrich/Reider Property (Pratt Homes)
 - 10689 60th Street North
- Minor Subdivision/Lot Line Adjustments:
 - Christ Lutheran Church Minor Subdivision
 - Lennar Lot Line Adjustment
 - Boyle (32nd Street) Lot Line Adjustment
- Northeast Metro 916 Intermediate School District PUD Amendment and CUP

Board of Adjustment Actions . Planning Staff processed four (4) variances in 2012:

- Lot Area Variance – Christ Lutheran Church
- Building Setback Variance: Brink – Olson Lake Trail
- Holding Tank Variance: Brink – Olson Lake Trail
- Lot Size Variance: Dworak – Hill Trail North
- Sign Size Variance: Lake Elmo Event Center

III. Statistical Information

A. Planning Commission Meetings

1. Regular Meetings: 22
2. Workshop Meetings: 1
3. Public Hearings: 33

B. Planning and Zoning Permits

2013 Planning and Zoning Applications					
Planning Applications	Approved	Denied	Pending	Amended	Total
Comprehensive Plan Amendments	5	1			6
Zoning Map Amendments	1	1			2
Zoning Text Amendments	14				14
City Code Amendments			1		1
Conditional Use Permits	2				2
Interim Use Permits				1	1
Sketch Plans	2*				2
Concept Plans			1		1
Preliminary Plats	1				1
Final Plats					0
Minor Subdivisions	2				2
Lot Line Adjustments	2				2
Variances	5				5
Vacations					0
Sign Permits	8				8
Appeals					0
Other	1				1

*Sketch Plan reviews do not require formal action by the City.

C. Building Permits: 5-Year Summary

Building Permits Issued (by type): 5-Year Summary								
Year	SF Dwellings - Remodel/Repair	Demo	Manufactured Homes	Multi-Family	Commercial/Ind Remodel/Repair	New Commercial	Single Family	Total
2009	338	4	12	0	32	0	29	415
2010	265	10	6	0	20	0	26	327
2011	320	2	0	0	24	0	24	370
2012	250	3	8	0	19	0	31	311
2013	254	4	0	0	16	0	32	306
Total Units	1427	23	26	0	111	0	142	1729
Average	285.4	4.6	5.2	0	22.2	0	28.4	345.8

D. Housing Starts: 5-Year Summary

Housing Starts in Lake Elmo: 5-Year Summary					
Year	Single Family	Multi-Family	Manufactured Homes	Dwellings Demolished	Net Increase in Dwelling Units
2009	29	0	9	4	34
2010	26	0	1	8	19
2011	24	0	0	0	24
2012	29	0	8	3	34
2013	32	0	0	4	28
Total Units	140	0	18	19	139
Average	28	0	3.6	3.8	27.8

Respectfully Submitted,

Kyle Klatt
 Planning Director



ITEM: Proposed 2014 Planning Commission Meeting Schedule

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Kyle Klatt, Community Development Director

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to consider the attached proposed schedule of meetings for 2014. The schedule follows the established pattern of meeting on the 2nd and 4th Monday of each month with one exception due to the observance of a holiday.

RECOMMENDATION:

Staff recommends that the Planning Commission review and accept the proposed 2014 Meeting Schedule with the following action:

“Move to accept the 2014 Planning Commission Meeting Schedule”

ORDER OF BUSINESS:

- Introduction Kyle Klatt, Community Development Director
- Report by staff..... Kyle Klatt, Community Development Director
- Questions/Comments from the Planning CommissionPlanning Commission

ATTACHMENTS:

- 2014 Planning Commission Meeting Schedule

City of Lake Elmo Planning Commission

2014 Meeting Schedule

Date	Day
1/13/2014	Monday
1/27/2014	Monday
2/10/2014	Monday
2/24/2014	Monday
3/10/2014	Monday
3/24/2014	Monday
4/14/2014	Monday
4/28/2014	Monday
5/12/2014	Monday
5/28/2014*	Wednesday
6/9/2014	Monday
6/23/2014	Monday
7/14/2014	Monday
7/28/2014	Monday
8/11/2014	Monday
8/25/2014	Monday
9/8/2014	Monday
9/22/2014	Monday
10/13/2014	Monday
10/27/2014	Monday
11/10/2014	Monday
11/24/2014	Monday
12/8/2014	Monday

*Meeting moved from 5/26 to 5/28 due to the City's observance of Memorial Day