



City of Lake Elmo

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Lake Elmo, Minnesota 55042

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NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday, November 26, 2007, at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. October 22, 2007
4. Public Hearings:
 - a. ZONING CODE TEXT AMENDMENT: An ordinance to allow horses as an interim permitted use in the PF zoning district for religious institutions.
 - b. Draft CIP for 2008 - 2012
5. Business Items:
 - a. Neighborhood Conservation District (NC)
 - b. Ordinance 97-180 Accessory Buildings
 - c. Site Plan Review: City Hall Annex
 - d. Draft Park Plan
6. Informational Items:
 - a. City Council Updates
 - i. November 20 – None.
7. Adjourn

**City of Lake Elmo
Planning Commission Meeting
Minutes of October 22, 2007**

Chairman Ptacek called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Armstrong, Deziel, Helwig, Lyzenga, McGinnis (7:03), Pelletier, Ptacek, Roth, Schneider, and Van Zandt. STAFF PRESENT: Senior Planner Gozola and Planner Matzek.

Agenda

M/S/P, Deziel/Van Zandt, to approve the agenda as presented. Vote: 9:0.

Minutes – September 24, 2007

Commissioner Helwig asked that his name be added to the list of commissioners present.

M/S/P, Helwig/Schneider, to approve the minutes as amended. Vote: 6:0. Abstained: Lyzenga, Pelletier, and Helwig.

McGinnis arrived at 7:03 p.m.

Public Hearings:

Variance – 8186 Hill Trail North

Planner Matzek provided the Planning Commission with background on the application and explained the request for the 20-foot lakeshore setback variance for the proposed replacement septic site. She said both the septic designer and the City's building inspector have reviewed the design and find that the proposal is appropriate given the limitations on the site.

William Rust, Rust Architecture

The applicant's representative Mr. Rust spoke in favor of the application explaining that two certified septic inspectors have reviewed the proposal and neither identified any reason for concern.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:10 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:10 P.M.

Commissioner Helwig noted that the system was elevated well above the lake and asked where the secondary site was located.

Planner Matzek indicated that the building official identified this as an existing non-conforming lot which is not required to identify a secondary site as it is pre-existing and is not new construction.

M/S/P, Armstrong/Schneider, to recommend approval subject to staff conditions. Vote: 9:0.

Conditional Use Permit – Common Ground Church

Senior Planner Gozola said this was actually an amendment to a Special Use Permit, which is an old mechanism no longer included in city code. He provided the Planning Commission with background on the application and explained the request to allow horses on the site for a year-round Hoof Prints ministry. He stated that the property is guided for Agriculture in the Comprehensive Plan and part of the parcel is currently being used for farming, but the zoning of the property is Public Facilities. Senior Planner Gozola said that staff is recommending denial.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:34 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:34 P.M.

Commissioner Deziel said it would not be difficult to treat this differently than neighboring lands. The horses would still need to meet the requirements as anywhere else in the city.

Senior Planner Gozola said that if the commission disagrees with staff and would like to interpret code broadly to include this use, it would be important to look at what is listed in the PF zoning district and feel comfortable saying that it is an allowed use or to change code to include language specifically allowing the use.

M/S/P, Helwig/Roth, to recommend denial of the application. Vote: 7:2.

M/S/P, Armstrong/Pelletier, to recommend the council direct staff to look at working on the PF zoning district to allow the stabling of horses. Vote: 8:1.

Interim Use Ordinance

Senior Planner Gozola provided the Planning Commission with information on the interim use permit tool and associated consent agreement template. The proposed ordinance was based on feedback received from the October 10th meeting. The proposed ordinance includes Non-Agricultural Low Impact Uses as an interim use in the HD-A-BP zoning district with a proposed increase of maximum size percentage of ten percent and a proposed increase of impervious surface of five percent.

Commissioner Schneider expressed concern that the percentages proposed allowed a high amount of actual land to be impervious.

Senior Planner Gozola said the proposed percentages were drafts that could be discussed and altered. He said that his interpretation would include storm water ponds, berms, and

landscaping in calculation of the ten percent and the five percent would be only impervious surface areas such as gravel and buildings.

Commissioner Armstrong said he had made a copy of the original Non-Agricultural Low Impact Use code and passed it out to the commission.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 8:13 P.M.

Terry Emerson, 2204 Legion Ln Cir N

Mr. Emerson stated that he is worried a future interpretation of code may change in the future and would request that the impervious surface percentage would be increased to six percent. He said that the bus company is at 6.6 trips per acre per day and would ask if that number could be increased to eight. He also stated that he signs four year leases with the bus company, so he is concerned if the IUP could be taken away after two years as proposed. He said his land would not be developed for ten years, so it would not make sense for him to come in every two years.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 8:18 P.M.

Commissioner Armstrong said there is a discrepancy between existing staff's interpretation of the code and how the three applications under that code were handled. He said they did not want to put a cap on the 'good' things like screening by adding it into the four percent. He suggested wording the IUP to increase the allowed area from four to five percent. The amendment he is proposing does not provide further rights to property owners than what was given to the original three applicants.

Senior Planner Gozola said one of the reasons he wrote the IUP the way he did was to not impact the existing CUPs. He said that he recommends gravel be included in the impervious surface definition as it does create runoff.

M/S/P, Helwig/Schneider, move to include Commissioner Armstrong's proposed language in the IUP. Vote: 6:2:1. Pelletier abstained. Roth voted against because he thought the commission could have kept working with the language.

Chairman Ptacek called a break at 8:57 p.m. and brought the commission back at 9:04 p.m. Commissioner Roth left.

Senior Planner Gozola asked for direction on the interim use permit tool.

M/S/P, Armstrong/Deziel, move to recommend approval of section one as written, approval of section two with an amendment to paragraph E, and direct staff to publicly notice a change in wording for the non-agricultural low impact uses as a CUP. Vote: 9:0.

Impervious Surface Coverage

Senior Planner Gozola said that due to a change in the review process of building permit applications, it was identified that the current city code allowing ten percent of impervious surface coverage per lot in OP developments has not been followed in a number of developments. He proposed three options for suggested text to address the non-conformities. He also suggested definitions for impervious surface and building footprint.

Commissioner Lyzenga said she does not see this as the city's issue and an increase in percentage would be like a reward to developers.

Commissioner Deziel said the issue could be brought on by the homeowner widening their driveway or adding a sidewalk.

Commissioner Armstrong said allowing twenty percent on each lot would still have a ten percent overall impervious surface because fifty percent of the development is open space.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 9:25 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 9:25 p.m.

M/S/P, Pelletier/Ptacek, move to recommend option two and the additions of the two definitions proposed. Vote:8:1. Commissioner Lyzenga voted against the motion because she is opposed to anything that would encourage builders to build larger homes.

City Code Renumbering Ordinance

Senior Planner Gozola said that because the existing code is difficult for staff and residents to utilize, a recodified code has been prepared which would integrate previously approved changes. He said nothing in the code has been changed in the process.

Commissioner Armstrong said he would like to see it before the commission approves it.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 9:36 PM.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 9:36 P.M.

M/S/P, Armstrong/Helwig, motion to table the item so the commission may review an electronic copy provided by staff. Vote: 7:2.

Informational Items

Senior Planner Gozola said that the Whistling Valley Final Plat was approved at the October 16th Council meeting. He said a presentation of information on the infrastructure from I-94 to 30th Street was given at the October 16th Council meeting and on October 18th at the OakLand Junior High School.

Adjourned at 9:44 p.m.

Respectfully submitted,

Kelli Matzek
Planner

Planning Commission
Date: 11/26/07
Public hearing
Item: 4a

ITEM: Hold a public hearing to consider an ordinance to allow the keeping of horses as an interim use in the public facilities zoning district.

REQUESTED BY: City Council & Planning Commission

SUBMITTED BY: Ben Gozola, Senior Planner

REVIEWED BY: Susan Hoyt, City Administrator
Kelli Matzek, Assistant City Planner

SUMMARY AND ACTION REQUESTED:

The planning commission is asked to hold a public hearing to discuss a draft ordinance to allow horses as an interim use in conjunction with approved churches. The ordinance has come forward at the request of the planning commission and City Council in response to a recent church request to allow the keeping of horses. Staff's recommended ordinance suggests conditions for interim horses intended to ensure they will be compatible with the subject land and adjacent properties.

ADDITIONAL INFORMATION:

Public Facility parcels (and associated churches) can be located anywhere in the City, so it is important to consider what criteria must be met to ensure applications for horses are appropriate. Staff is recommending the following conditions based on existing regulations governing domestic farm animals:

- Require that adjacent property be zoned in a manner that allows horses and farming.
- Limiting an interim horse use to a "pasture" facility and prohibiting feedlots which require adherence to a more stringent set of regulations.
- Require proof of adequate off-site stables to provide shelter and care for the horses during non-pasturable times of the year.
- Require the applicant to substantiate that all horse and livestock conditions spelled out in code are met.

RECOMMENDATION:

Staff is recommending approval of the proposed ordinance to make horses an interim use in conjunction with approved churches. However, the commission is asked to identify any needed changes or additional criteria prior to the ordinance being sent to the City Council for consideration.

ORDER OF BUSINESS:

- Introduction..... Ben Gozola, Senior Planner
- Report by staff Ben Gozola, Senior Planner
- Questions from the Commission Chair & Commission Members
- Open the Public HearingChair
- Close the Public Hearing.....Chair
- Call for a motion Chair Facilitates
- Discussion of Commission on the motion Chair Facilitates
- Action by the Planning Commission..... Chair & Commission Members

ATTACHMENTS (1):

1. Detailed staff report outlining the basis for staff's recommended ordinance.
2. Proposed Ordinance to make horses an interim use in conjunction with approved churches.

City of Lake Elmo Planning Department

**Ordinance to Allow the Keeping of Horses as an Interim Use
in the Public Facilities Zoning District for Approved Churches**

To: Planning Commission

From: Ben Gozola, City Planner

Meeting Date: 11-26-07

Introductory Information

***Ordinance
Intent:***

The intent of this ordinance is to allow approved churches to request an interim use permit to allow the pasturing of horses provided their property meets certain conditions. The ordinance has come forward at the request of the planning commission and City Council in response to a recent church request to allow the keeping of horses. Staff has not prepared the attached ordinance with that particular case in mind, and instead has approached the issue assuming all properties may one day be zoned PF. Given that approach, staff has suggested conditions for interim horses intended to ensure they will be compatible both on the subject land and with adjacent properties.

***Issues to
Consider:***

Public Facility parcels (and associated churches) can be located anywhere in the City, so it is important to consider what criteria must be met to ensure applications for horses are appropriate. One way to accomplish this task is to examine the existing regulations governing horses. For example:

- By code, “cattle, hogs, horses, bees, turkeys, geese, sheep, goats, chickens, and other such animals commonly kept for commercial food producing purposes” are defined as *domestic farm animals*. Accordingly, these animals are allowed within districts that allow farming (i.e. the Agricultural and Rural Residential zoning districts). Accordingly, staff would suggest a condition requiring that adjacent property be zoned in a manner that allows horses and farming.
- All regulations imposed by the Minnesota Pollution Control Agency relating to keeping of livestock constitute the minimum safeguards necessary to prevent pollution of public water or the creation of a health hazard. Under MnPCA rules, regulations increase as you move from pasture land to a feedlot, and adherence to the stricter requirements will likely require greater investment (which is more akin to a permanent rather than interim use). Accordingly, staff would suggest limiting an interim horse use to a “pasture” facility and prohibit feedlots which require adherence to a more stringent set of regulations.

- Code includes miscellaneous sections dealing with either livestock or horses that the City would not want to miss when reviewing an interim use permit application. Simply adding a requirement that proof be provided that all such regulations are met will be a reminder to the applicant and staff that other areas of code apply beyond the IUP and interim horse criteria.

Not stated in current code but equally important is to ensure that these types of facilities can adequately care for the animals proposed for the site. Given that staff is proposing limiting these operations to pasture facilities, we would also suggest that proof of adequate off-site stables is provided for non-pasturable times of the year.

Code Interpretation:

Since being introduced to this issue, it is our impression that Lake Elmo staff may have historically read code section 300.13 subd 15 (D) in a manner that would allow horses on any parcel greater than five (5) acres in size. The language in question reads as follows:

300.13 Subd 15

D. Hazards and Nuisances

On parcels of less than forty (40) acres which are not part of a larger crop producing commercial agricultural farm, the keeping of horses, cattle, or other grazing animals on a site with less than two (2) acres of exiting grazable land per animal is, by this section, declared to be a nuisance. Horses may be kept on any parcel larger than five (5) acres. No other domestic farm animals, livestock or commercial kennels shall be placed on any site of less than ten (10) acres.

If our impression is correct, current staff disagrees with that interpretation as the section is not intended to define *allowed uses* given its title of “Hazards and Nuisances.” A reasonable reading of 300.13 subd 15(D) is that the City has established certain thresholds at which livestock will be considered a nuisance. The thresholds are as follows:

- On parcels of less than 40 acres not associated with a large commercial farm, a minimum of two (2) grazable acres per animal is required.
- Horses must be kept on parcels larger than five (5) acres.
- Other domestic farm animals, livestock, and commercial kennels must be on sites greater than 10 acres in size.

While this interpretation doesn’t play directly into the writing of the interim horse ordinance, it is important to clarify at this time to ensure future staff understands the basis under which the proposed regulations were written.

Conclusion:

Attached to this report is staff's proposed Ordinance to make horses an interim permitted use for approved Churches in the PF zoning district. The commission is asked to review the ordinance and determine if additional criteria or other changes are necessary.

**Commission
Options:**

The Planning Commission has the following options:

- A) Recommend approval of the proposed ordinance to make horses an interim permitted use in the PF zoning district;
- B) Recommend staff make changes to the proposed ordinance.

As this is a city driven process, there is no 60 day deadline.

cc: Pastor Mark Anderson, Applicant

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE TO ALLOW HORSES AS AN INTERIM PERMITTED USE
ASSOCIATED WITH CHURCHES IN THE PUBLIC FACILITIES ZONING
DISTRICT

Section 1. The City Council of the City of Lake Elmo hereby ordains that Section 300.07 subdivision 4(M) is hereby amended to read as follows:

Section 300.07 subd. 4(M)(1) is restated and incorporated herein unchanged.

Subd 2. Uses allowed by conditional use permit:

In addition to the specific standards and criteria which may be cited below for respective uses, each application shall be evaluated based on the standards and criteria set forth in Chapter 300.06 of the Lake Elmo City Code. Uses allowed herein that are in existence within the city at the effective date of this Ordinance may continue such use as a permitted use. The following uses are conditionally permitted in the PF Zoning District:

Subdivision 2(a) is restated and incorporated herein unchanged.

Subdivision 2(b) is restated and incorporated herein unchanged.

Subdivision 2(c) is restated and incorporated herein unchanged.

Subdivision 2(d) is restated and incorporated herein unchanged.

Subdivision 2(e) is restated and incorporated herein unchanged.

Subdivision 2(f) is restated and incorporated herein unchanged.

Subd 3. Uses allowed by interim use permit:

a) The keeping of horses in conjunction with approved Churches provided that:

1. The keeping of horses does not constitute a feedlot per Minnesota Rules.
2. The property is directly adjacent to only Agricultural (A) and Rural Residential (RR) zoned properties that are not developed as open space preservation subdivisions. Roadways shall be considered an adequate buffer.

3. Proof of adequate off-site stabling facilities is provided to accommodate the horses during non-pasturable times of the year.

4. Evidence is provided to show adherence to all livestock and horse regulations in Lake Elmo City code.

Current Section 300.07 subd. 4(M)(3) and its subdivisions are restated and incorporated herein as Section 300.07 subd. 4(M)(4).

Current Section 300.07 subd. 4(M)(4) and its subdivisions are restated and incorporated herein as Section 300.07 subd. 4(M)(5).

Current Section 300.07 subd. 4(M)(5) and its subdivisions are restated and incorporated herein as Section 300.07 subd. 4(M)(6).

Section 2. Adoption Date

This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

This Ordinance No. ____ was adopted on this ____ day of _____, 20____, by a vote of __ Ayes and __ Nays.

Mayor Dean Johnston

ATTEST:

Susan Hoyt
Administrator

This Ordinance No. _____ was published on the ____ day of _____, 2007.

ITEM: Capital Improvement Plan 2008-2012
SUBMITTED BY: Tom Bouthilet, Finance Director
REVIEWED BY: Susan Hoyt, City Administrator

SUMMARY AND ACTION REQUESTED: The Planning Commission is being asked to conduct a Public Hearing and develop a recommendation to the City Council for the 2008-2012 Capital Improvement Plan (CIP). In 2008, the city will undertake a comprehensive financial planning process which will address future budgeting and capital needs for the city. This approach will provide the city with a CIP that identifies where the revenue for projects will be planned to come from to pay for the projects that are included in the five year CIP. This will make the future CIP a realistic planning document rather than a list of needs with no identified revenue sources or potential tax impacts included.

The planning commission's role is to determine if the activities are consistent with the comprehensive plan. The 2008 CIP includes planning for the Village, which includes a possible sewer for 2009 (depending upon developer commitment and market conditions). This is consistent with the comprehensive plan. The park projects are consistent with the park plan.

This Capital Improvement plan was developed with input from all staff department supervisors, Finance Director and the City Administrator. The Park's Commission reviewed and recommended approval of the parks improvement section at its November 19th meeting.

RECOMMENDATION: Recommend approval of the 2008-2012 Capital Improvement plan and forward to the City Council.

SUGGESTED ORDER OF BUSINESS:

Introduction	Tom Bouthilet, Finance Director
Staff report	Tom Bouthilet, Finance Director
Questions from Commission	Chair & Commission Members
Open Public Hearing	Chair
Close Public Hearing	Chair
Call for a motion	Chair Facilitates
Discussion	Chair Facilitates
Action by the Planning Commission	Chair & Commission Members

ATTACHMENT: Capital Improvement Plan 2008-2012

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CITY OF LAKE ELMO

Capital Aquisition Summary Report

Department	CAPITAL EQUIPMENT (410)														
	2008			2009			2010			2011			2012		
	Revenue	Expense	Balance	Revenue	Expense	Balance	Revenue	Expense	Balance	Revenue	Expense	Balance	Revenue	Expense	Balance
Administration	57,000	103,000	13,920	26,000	0	39,920	28,000	0	67,920	28,000	0	95,920	28,000	0	123,920
Village Planning	50,000	50,000	0	675,000	25,000	650,000	0	0	650,000	75,000	0	725,000	0	0	725,000
Building Dept	0	0	45,125	12,000	16,000	41,125	12,000	0	53,125	12,000	0	65,125	12,000	19,000	58,125
Fire-Equipment	0	65,919	0	40,000	853,000	-813,000	40,000	43,000	-816,000	40,000	0	-776,000	40,000	0	-736,000
Public Works - Equip.	0	87,000	169,176	75,000	167,000	77,176	75,000	0	152,176	75,000	210,000	17,176	75,000	13,000	79,176
Parks - Equipment	0	40,000	37,347	30,000	0	67,347	40,000	15,000	92,347	40,000	50,000	82,347	40,000	0	122,347
Total	107,000	345,919	265,568	858,000	1,061,000	62,568	195,000	58,000	199,568	270,000	260,000	209,568	195,000	32,000	372,568
Parks Acquisition Summary Report (404)															
Parks-Acquisitions (404)	0	256,000	45,220	70,000	116,000	-780	70,000	56,000	13,220	70,000	66,000	17,220	70,000	66,000	-780
Infrastructure Reserve	118,000	0	118,000	225,000	939,482	-596,482	225,000	585,058	-956,540	225,000	125,000	-856,540	225,000	125,000	-756,540
MSA Street Construction (402)															
MSA Street Construction	17,721	0	484,172	0	910,000	-425,828	0	514,500	-940,328	0	369,600	-1,309,928	0	0	-1,309,928
Water Enterprise Capital Fund (601)															
Water Enterprise Capital	26,500	50,000	1,501,317	26,500	50,000	1,477,817	26,500	50,000	1,454,317	26,500	50,000	1,430,817	26,500	50,000	1,407,317
Sewer Enterprise Capital Fund (602)															
Sewer Enterprise Capital	0	0	80,728	4,000,000	4,000,000	80,728	0	0	80,728	0	275,000	-194,272	0	0	-194,272
Surface Water Enterprise Capital Fund (603)															
Surface Water Enterprise	25,000	0	-42,188	0	0	-42,188	0	0	-42,188	0	60,000	-102,188	0	0	-102,188

CITY OF LAKE ELMO
 Capital Improvement Plan 2008 - 2012
 Park Acquisition

Account: 404	2008	2009	2010	2011	2012	Comments
FUND BALANCE	301,220	45,220	-780	13,220	17,220	
Parks Dedication		70,000	70,000	70,000	70,000	
Total Additions	0	70,000	70,000	70,000	70,000	
DeMontreville Park						
Pavillion		30,000				
Resurface Basketball Court				5,000		
Heights Park						
Park Development	25,000					
Lake Jane Hillis Park						
Off Leash Dog Park			5,000			
Lions Park						
Tennis Court					12,000	
Replace Shelter Roof	4,000					
Pebble Park						
Tennis Court Resurface	18,000					
Convert Ballfield		20,000				
Reid Park						
Parking Lot	20,000					
Playground Equipment	5,000					
Sanctuary						
Master Plan		5,000				
Future Amenities	1,000	1,000	1,000	1,000	1,000	
Stonegate Park						
Parking Lot				10,000		Squaring off edges of existing parking lot.
Land Trust						
Sunfish Lake Park	10,000					
Post, Barrier & Gate for Parking Lot		10,000				
Tablyn Park						
Mill & Overlay Park Lot & Driveway	15,000					
Tennis Court Overlay					25,000	
Tana Ridge						
Landscape & Benches	5,000					
VFW Park						
Ballfield Improvements	3,000					
Trail Improvements	150,000	50,000	50,000	50,000	50,000	
Signage	15,000					
Total Expenses	256,000	116,000	56,000	66,000	88,000	
FUND BALANCE	45,220	-780	13,220	17,220	-780	

**CITY OF LAKE ELMO
Capital Improvement Plan 2008 - 2012**

**Sewer Enterprise Account
(Will be revised with Ehlers and Engineering information)**

Account: 602	2008	2009	2010	2011	2012	Comments
FUND BALANCE	80,728	80,728	80,728	80,728	-194,272	
Bond I-94 to 30th St. Trunks		4,000,000				
SAC fees in Village		TBD	TBD	TBD	TBD	If developers ready to go and commit financially (Village)
Bond for trunks south of 10th St.						
SAC Fees South of 10th St.						Determine financing mechanism to use for sewer south of 10th Street Timing of Trunk and SAC to be determined
Total Additions	0	4,000,000	0	0	0	
Village						
I-94 to 30th Street Trunk		4,000,000				If developers ready to go and commit to financially supporting the trunk (see I-94 to 30th capital project)
New Development						
-Trunks			TBD	TBD	TBD	For first phase of new development - will depend if development is ready to go
Existing Village						
-Trunks						Timing of trunks & laterals to existing Village will be determined by future Councils;
-Laterals						existin housing units (194) must be sewerd by December, 2030
South of Tenth Street						
				275,000		Trunk sewer study for South of Tenth Street
Total Expenses	0	4,000,000	0	275,000	0	
FUND BALANCE	80,728	80,728	80,728	-194,272	-194,272	

Planning Commission
Date: 11/26/07
Not a Public hearing
Item: 5a

ITEM: Roundtable discussion on past efforts to address zoning within areas guided for Neighborhood Conservation District in the Comprehensive Plan

REQUESTED BY: Planning Commission

SUBMITTED BY: Ben Gozola, Senior Planner

REVIEWED BY: Susan Hoyt, City Administrator
Kelli Matzek, Planner

SUMMARY AND ACTION REQUESTED:

At the 11/14/07 Planning Commission meeting, staff was asked to return with information on past efforts to address zoning updates for parcels guided "Neighborhood Conservation" (NC) in the comprehensive plan. Attached you will find minutes from past meetings at which this topic was discussed, staff reports covering the issue, and other miscellaneous information. The Planning Commission is asked to review this documentation, and to provide staff with direction on how to proceed from this point. For our part, staff will also be reviewing this information and will be prepared to offer up suggested avenues to proceed. Time constraints due to current workload and the Thanksgiving holiday prevented staff from doing any further analysis prior to our packet deadline.

ADDITIONAL INFORMATION:

- None

RECOMMENDATION:

Staff is recommending the planning commission review the provided documentation in order to have a discussion on how to proceed with creating NC zoning standards.

ORDER OF BUSINESS:

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

ATTACHMENTS (8):

1. List of variances in Lake Elmo 2003-2007
2. November 13, 2006 Planning Commission Minutes

3. July 31, 2006 Planning Commission Minutes
4. July 10, 2006 Planning Commission Minutes
5. July 10, 2006 Staff Memo
6. Proposed NC (Neighborhood Conservation) Zoning District text
7. October 25, 2004 Staff Memo
8. State Statute regarding non-conforming structures

VARIANCES (2003 – 2007)

Highlighted applications are guided as NC in the Comprehensive Plan

Res. 07-060 (9/4)	OHW, side yd	Mencke	8838 Lake Jane Tr
Res. 07-097 (6/19)	OHW, front	Frederick	8186 Hill Tr N
Res. 07-036 (2/19)	min lot size, septic	Dufresne	8901 31 st St N
Res. 07-037 (4/17)	lot width	Herron	3250 Lake View Tric Ave
Res. 07-032 (4/17)	off site septic	Bush/Haines	xxxx Kibruike Ave
Res. 07-018 (2/21)	Septic	Anderson	1225 31 st St N
Res. 07-009 (6/8)	septic	Frederick	8186 Hill Tr N

Res. 06-092		Bergman	11459 60 th St.
Res. 06-086		C&C North America	
Res. 06-082	Septic Drainfield	Swanson	8320 Hidden Bay Tr
Res. 06-070 (7/18)		Lake Elmo Inn Event Center	
Res. 06-058 (6/20)	Street, side yd	Hamerly	9429 Jane Rd N
Res. 06-042 (5/2)	height of side walls	Rockpoint Church	
Res. 06-041 (5/16)	Front yd/min lot size		8009 Hill Tr N
Res. 06-028 (3/21) D	Septic	Scharrer	7049 Hill Tr N
Res. 06-024 (3/6) D	OHW, min lot area	Hane	8160 Hill Tr N
Res. 06-017 (2/1)	OHW	Hammann	4773 Olson Dr Tr

Res. 05-137 (12/20) D	OHW, side yd, min lot	Hutson	10941 32 nd St
Res. 05-110 (10/8)	OHW	Fazzone	3148 Hill Tr N
Res. 05-087 (8/16)	min lot area	Hardy	31 st St N
Res. 05-061 (6/21)	Architectural standards	Public Works	
Res. 05-025 (3/15)		Brookman's 3 rd Division	
Res. 05-020 (3/1)	Septic, OHW	Gibson	8784 Lake Jane Tr

Res. 04-591 (7/19/19)	min lot area	Tager	31 st St
Res. 04-068 (6/15) D	Side Yd	Brookman	3385 Lake Elmo Ave
Res. 04-081 (3/21)	side yd	Pirce	8384 Stillwater Blvd
Res. 04-059 (2/20)	OHW	Olsen	2225 Legion Ln
Res. 04-054 (2/06)	sign size	Abrahamson	8051 Hill Tr N
Res. 04-048 (5/18)	side, front yd	Isachsen	8077 St
Res. 04-042 (5/18) D	Septic	Webster	3604 Layton Ave N
Res. 04-040 (5/4)		Whistling Valley First	
Res. 04-025 (4/20)	side, front yd	Eisele	11094 35 th St N
Res. 04-009 (4/20)	OHW	Reed	8126 Hill Tr N

Res. 03-096 (12/2)		River Valley Christian Church	
Res. 03-094 (11/18)	OHW	Johnson	8048 Hill Tr
Res. 03-039 (3/6)	OHW	Gustafson	8120 Hill Tr N
Res. 03-030 (3/1)	OHW	Kustelny	8095 Hill Tr N
Res. 03-005 (1/1)	front yd	Standsen	10920 32 nd St

Res. 03-003 (1/7) Variance to permitted signs Hilpisch & Pechan

**City of Lake Elmo
Planning Commission Meeting
Minutes of November 13, 2006**

Chairman Helwig called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Van Zandt, Deziel, Schneider, Roth, McGinnis, Pelletier, Ptacek, Fliflet, and Armstrong (7:02 p.m.). STAFF PRESENT: Planner Dillerud, Assistant Planner Matzek, and Recording Secretary. ALSO PRESENT: Councilmember Johnson.

Agenda

M/S/P, Van Zandt/Roth to accept the Agenda as presented. Vote: 9:0.

Minutes

M/S/P, Roth/Pelletier to accept the Minutes of September 11, 2006 as presented. Vote: 9:0.

Zoning Ordinance

The Planner introduced draft zoning district regulations for Public Facilities, Business Park, and Neighborhood Conservation. There are very few proposed changes proposed to PF and BP.

Public Facilities

The Commission suggested amending PF to exclude site certified regional sewer from the maximum wastewater generation requirement. The Commission agreed.

Business Park

A list of uses in chart form was presented and it was similar to that created by Lane Kendig when performance zoning was discussed as an option earlier in the year. The Planner said it seemed sensible to use for most zoning districts because there is a great deal of duplication. If the Planner can deal with all the exceptions in a reasonable fashion, he said he would like to use the chart.

Architectural Standards have been removed along with Lighting from the individual districts because they are now covered elsewhere.

Neighborhood Conservation

The Planner said the locations of the proposed district are existing areas currently zoned R-1 as well as the Carriage Station neighborhood. Few parcels do not currently have a structure on them.

The purpose of this district is to conserve what exists, and not to increase house sizes, setbacks, densities, etc. The neighborhoods that would fall in this zoning district have a wide variety of characteristics, even from each other.

Commissioner Pelletier asked if the proposed lot size of 18,500 is a good average for lots in those neighborhoods. The Planner agreed it was.

Building Setback from Property Lines should say, "Adjacency averaged, whichever is less." The Commission agreed.

M/S/P, Armstrong/Van Zandt to delete the septic and water supply portion of the table because the purpose of this district is to eliminate non-conformities and that provision creates further

non-conformities. Vote: 9:0.

The Commission suggested adding the text "Minimum of 18,500 square feet" for lot size within the table. Commissioner Armstrong suggested adjacency averaging the minimum lot size of 18,500 square feet and it should only apply to lots of record. Also, that should be stated elsewhere in that district as well as in the table. Lots are not buildable without adequate wastewater treatment.

M/S/P, Roth/Van Zandt to recommend approval of the revised zoning district for Neighborhood Conservation. Vote: 9:0.

M/S/P, Roth/Deziel to recommend approval of the revised zoning district for Business Park. Vote: 9:0.

M/S/P, Roth/Deziel to recommend approval of the revised zoning district for Public Facilities. Vote: 9:0.

Zoning Map

The Planner said our task is not to worry what zoning exists today. Our only goal is to match our Zoning Map to our Land Use Plan within the Comprehensive Plan.

Definitions

The Assistant Planner reviewed definitions. She distributed an ordinance defining Agriculture and Farm, Rural. Automobile Detailing Shop can be removed. The Commission questioned the need for a separate definition of major and minor Automobile Repair. The Assistant Planner said it offers gradients of intensity to reflect gradients of uses. The Commissioners questioned why we are adding definitions for uses we don't have because it causes confusion. They suggested it should occur with the use first and then have a definition. The Assistant Planner said it is something that could be looked at soon.

Commissioner Armstrong said our code should stand alone and definitions should not wag the dog. Without direct follow-through, it is not a good idea to add those definitions prematurely.

The Planner said that just because it is listed in the definitions does not mean it is allowed.

M/S/P, Roth/Armstrong, to put back into the definitions, the old automobile repair definition and remove the new minor and major definitions for auto repair. Vote: 7:2, Nay: Deziel/Armstrong.

M/S/P, Roth/Fliflet, to only include definitions for words that are in the code and to exclude any definition that is not already in the code. Vote: 7:2, Nay: Van Zandt/Ptacek.

Commissioner Fliflet recommended changing bed and breakfast stays to 14 days.

It was suggested to delete one of the definitions for "Building."

Commissioner Armstrong would like to keep the existing definition of "Club." He suggested combining the two definitions, keeping the long definition and deleting the short definition, or rename the short one "Lodge."

Staff was asked to look at the definitions of "Day Spa" and "Therapeutic Massage" to identify

Neighborhood Conservation Zoning District (NC)

The Planner explained that on smaller lots, the code should address appearances, surface water runoff (impervious), and wastewater solutions. He asked the commission's preference for an lot area averaging system for each neighborhood, or whether to abandon that strategy and go to performance with at least the three noted criteria. In the case of shoreland lots, the DNR Commissioner has the right to approve alternative standards in accordance with MN Rule 7080.

Mayor Johnston said that when the 50th Street Reconstruction was done there were about 15 lots that were unbuildable; he clarified that some percentage could become buildable within this scenario.

The Planner said that in the City's current code allowable percentage of impervious surface varies from the OP standard of 10%, to the Shoreland standard of 15% or 6,000 square feet, the R-1 standard of 25%, and the BP standard of 75%.

M/S/P, Armstrong/Ptacek to direct staff to pursue performance standards in the NC District and to provide guidance for what those standards should be, including Floor Area Ratios, impervious surfaces, and septic systems. Vote: 7:0.

Adjourn at 8:03 p.m.

Respectfully submitted,


Kimberly Anez
Recording Secretary

APPROVED: 08/14/06

- Wireless Telecommunication Tower Permit: 150.110 – 150.126 (General Provisions)
- Amateur Radio Tower Antenna 150.155 – 150.160 (General Provisions)
- Public Property/R-O-W Right-of-Way Management Permits (Chapter 94)
- Excavation and Grading Permits - 151.017 (Building Reg.)
- Manufactured Home Park – 151 (Building Reg.)
- Swimming pools
- Lighting

Vote: 6:0.

Zoning Ordinance – Neighborhood Conservation

The Planner presented a handout presenting a concept for Neighborhood Conservation and how shoreland should be addressed. This Code could be designed so we could request a commissioner of the DNR to accept an alternate approach to shoreland. He asked the commissioners to review the handout and be ready to discuss it at the next meeting.

Zoning Ordinance Extra Meeting Schedule

The Commissioners accepted the additional meeting schedule, and all the extra meetings will begin at 6:30 p.m.

City Council Update

The Planner said the Council approved the Final Plat of HOA 2ND ADDITION and Development Agreement and HIDDEN MEADOWS 2ND ADDITION and Development Agreement.

The meeting adjourned at 8:39 p.m.

Respectfully submitted,



Kimberly Anez
Recording Secretary

MEMO
(July 10, 2006)

To: Lake Elmo Planning Commission

From: Chuck Dillerud

Subject: Defining the NC (Neighborhood Conservation) Zoning District(s)

As we look at drafting the standards for the zoning districts that will correspond to the Land Use Plan classifications, perhaps the two most difficult challenges will be the VR (Village) and NC (Neighborhood Conservation) districts. The Village Area consulting planners have been tasked by the City Council with the development of design standards that will be applicable to the VR areas (the undeveloped portions of the Village Area). The Commission's challenge will be the NC standards.

As we initially address the subject we should be cognizant of the language contained in the Comprehensive Plan regarding NC land use:

NC (Neighborhood Conservation)

This land use classification applies only to lands that have been platted as conventional subdivisions prior to the 2006 adoption of this Land Use Plan. This classification is not assigned to any other lands within the City in the future. The zoning districts corresponding to the NC classification are R-1 and R-2 (Carriage Station Subdivision only).

Note that the Comp Plan has already assigned two zoning districts (as opposed to land use classifications) to NC. If we are to follow the Comp Plan we must define standards for two zoning districts: R-1 and R-2, with R-2 applying to the Carriage Station neighborhood only.

The prevailing consideration in creating the NC land use class was to regulate the historically platted neighborhoods in a manner that preserves the existing neighborhood character rather than imposing "suburban" standards with the idea that, over time, the neighborhoods are intended to take on a suburban face. One critical outcome of this zoning consideration should be a significant reduction in the numbers of zoning variance applications. Two important additional factors influence how we approach NC areas:

1. Much of the NC classed area of the City is also subject to Shoreland Overlay standards. While the City has not been rigorous in applying those standards in non-riparian situations, technically those standards should be applied within 1,000 feet of any OHW. As we have said in the past State Rules regarding Shoreland Regulation permit a local government to request the DNR Commissioner to approve "Alternative Management Standards". One of the circumstances under which such alternative standards may be proposed is "where shorelands have been

developed with an assortment of urban land uses for many years and much of the development does not meet the standards in parts 6120.2500 to 6120.3900.” The Rules seem to imply that certain among of “horse trading” between local governments and DNR is possible. Lake Elmo may not have too many horses to trade in this case. Three physical factors appear to be of greatest importance to DNR:

- a. The appearance of the land side property as viewed from the water body. The less the structures or man made land improvements are seen, the better.
 - b. The surface water drainage contribution of the land side property to the lake. The less the property surface drains to the lake the better.
 - c. Wastewater treatment in close proximity to water bodies.
2. Lot Size as it relates to wastewater treatment capabilities is not only a DNR concern, but a local concern as well. Lot area of at least 1.5 acres (as current R-1 and Shoreland Overlay require) appears to be the accepted minimum area necessary to provide sufficient septic drain field infiltration. That was in 1980 or before. Wastewater treatment technologies in 2006 offer alternatives to the conventional septic tank/drainfield that will function (with even better treatment than the conventional means) on much smaller land areas. In addition, there remains an option to cluster waste treatment from several smaller parcels onto a remote parcel – as with the 201 systems.

Based on the foregoing, and other related standards issues, staff suggests the following policy/strategy in drafting the zoning districts responsive to the NC land use classification:

- The Purpose and Intent” section should clearly state that the district standards are designed to preserve the historic character of neighborhoods developed under different regulations or no regulations at all. Also that it is not the intent to, by zoning regulation, change the basic character of the neighborhood.
- Minimum lot area should not be some arbitrary number, but rather governed by maximum allowable impervious surface, Floor Area Ratio (to avoid site stacking – vertical) and effective long term waste water treatment capability – Performance Standards.
- Structure setbacks probably need to be addressed from at least two perspectives:
1.) Front and rear setback as a function of neighboring properties on either side;
2.) Side setbacks related to the location of adjacent structures – perhaps an aggregate number to be applied to either side of the lot.
- Since so much of the NC classified property is also within the Shoreland Overlay, those standards need to be adjusted to correspond – and a Commissioner waiver applied for. New mandatory standards as to structure appearance from the water body (which could be difficult), and strict standards regarding directing surface water away from the water body could be offered to the DNR (along with the alternative wastewater treatment) as mitigation measures for reduced quantitative standards.

Should the Commission agree with (or another) strategy for structuring the NC zoning districts, staff will provide draft text for the next scheduled Commission meeting.

NC (Neighborhood Conservation) Zoning District.

1. Purpose

The purpose of the NC zoning district is the preservation, restoration and enhancement of neighborhoods within the City that have been developed over time responsive to earlier or nonexistent zoning standards of the City or East Oakdale Township. The goal of NC zoning is the retention of the existing physical environment of these pre-existing neighborhoods with a minimum of zoning non-conformities created by NC district standards, as well as to regulate "in-fill" development/redevelopment in those pre-existing neighborhoods. It is not the intent or purpose to apply the NC district standards to platting of undeveloped lands, or the division of existing tax parcels to create additional buildable tax parcels.

2. Permitted Uses

a. One family detached dwellings;

3. Accessory Uses.

a. Uses which are customarily accessory and clearly incidental and subordinate to permitted uses;

b. Home occupations.

3. Minimum District Requirements.

<u>NC Zoning District</u>	
<u>Minimum Lot Size</u>	<u>18,500 square feet, or adjacency averaged, whichever is less</u>
<u>Lot Width</u>	<u>75 feet at front yard setback line, or adjacency averaged, whichever is less</u>
<u>Building setback from property lines</u>	
<u>Front:</u>	<u>30 Feet, or adjacency averaged, whichever is less</u>
<u>Side (Interior):</u>	<u>10 Feet</u>
<u>Side (Corner):</u>	<u>25 Feet, or adjacency averaged, whichever is less</u>
<u>Rear:</u>	<u>40 Feet</u>
<u>Arterial Street:</u>	<u>50 Feet, or adjacency averaged, whichever is less</u>
<u>Primary Building Height</u>	<u>35 Feet</u>
<u>Accessory Structures Height</u>	<u>14 feet</u>
<u>Maximum Impervious Surface Coverage</u>	<u>25%</u>
<u>Maximum Floor Area Ratio</u>	<u>0.25</u>



MEMO

(October 20, 2004 for the Meeting of October 25, 2004)

To: Lake Elmo Planning Commission

From: Chuck Dillerud

Subject: Old Platting Areas – Neighborhood Conservation District

Earlier this month the City Council concurred with the Planning Commission recommendation to deny the variance to reconstruct a garage in the Old Village at the existing (essentially) zero side setback. Following that action the Council directed staff to immediately begin drafting Zoning Ordinance modifications that would specifically address the unique (historic) development pattern in the Old Village that has resulted in variance actions over the years – the result of applying a “model” zoning ordinance that was really designed for contemporary suburban design. Of course, the same problem occurs regularly in other neighborhoods of the City where development pre-dates the current (or even previous) zoning ordinance(s).

As the Commission may recall, the draft of our new zoning ordinance does address this problem; and, proposes a solution by the creation of Neighborhood Conservation Districts. Exactly when I can get back to seriously working with the overall new zoning ordinance is today difficult to predict. With the Old Village Plan issues (including City Government Buildings) at the forefront, together with on-going Comp Plan discussions (and soon more drafting work, it appears) it is not timely – nor, perhaps prudent – to invest time in the overall ordinance right now.

That said, we could “clip” the Neighborhood Conservation portions of the new ordinance draft, and focus our efforts there in response to the Council’s recent direction. To that end I have attached copies of the pertinent portions of the draft new zoning ordinance – even though all but the newest commissioners have complete copies of the draft already. That which I have attached addresses the Neighborhood Conservation District concept from three perspectives:

1. Definition and Purpose (Section 2.306).
2. Tables of quantitative standards (Tables 4.110A, 4.111B, and 4.211A) – not settled on as to factors/ratios.
3. Non-conformities – particularly the strategy for cataloging existing non-conformities and legally making those non-conformities “conforming” by use of the Special Use Permit.

The intent of #1 is obvious, but may need some adjustments. The intent of #2 appears to be application to “new” circumstances – in-fill construction – but, would also apply to any new structures proposed for existing lots (like house additions or garages). The intent

of #3 appears to be to address circumstances like the latest variance in the Old Village (Brookman). Had Mr. Brookman previously received a Special Use Permit for his non-conforming garage setback, that setback would have been legally conforming, and no variance would have been required to reconstruct the garage in the same location.

I do not see how the Special Use Permit approach will solve all of our problems, however. While we may have a replacement/reconstruction issue that violates setbacks from time-to-time (which the Special Use Permit process would address), it is far more common for a property owner to be building a new structure, or adding to an existing structure and thereby runs into the variance to setbacks issue. For that to be accomplished without variances the standards of the tables in #2 need to be addressed directly – specifically Table 4.211A.

The values depicted in Table 4.211A for even the densest NC district are little different than those found in our present R-1 zoning district – no help. It has been previously suggested that an alternative strategy might be to inventory lot areas and setbacks that today exist in the intended Neighborhood Conservation Districts, and set the minimum standards for those districts some place near the minimums observed in the field. The inventory could be a daunting task, but surely possible with our GIS and aerial photos.

Another strategy might be to adopt the standards Kendig suggests for new “Lot Line” or “City House” development depicted by Figure 4.211C and Table 4.211C, as the standards for one or all of the Neighborhood Conservation Districts. It is my understanding that the purpose in providing such standards was to accommodate new Old Village housing. If so, these standards should be equally applicable to existing Old Village housing – and that of the several similar neighborhoods in the City. Note, however, that any existing neighborhood subject to Shoreland standards (much of the Tri-Lakes and even a portion of the Old Village) must comply with those more aggressive standards since they are dictated by State Rules – at least as to minimum lot area, minimum lot width and OHW setback. (also attached)

At this point all I intend by this Memo is for the Commission to begin discussion on how to address the Council’s direction regarding modified zoning standards for the old platting areas of the City. Perhaps we can narrow the alternatives, and focus on that strategy unless new problems arise.

462.357, Minnesota Statutes 2007

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462.357 OFFICIAL CONTROLS: ZONING ORDINANCE.

Subdivision 1. **Authority for zoning.** For the purpose of promoting the public health, safety, morals, and general welfare, a municipality may by ordinance regulate on the earth's surface, in the air space above the surface, and in subsurface areas, the location, height, width, bulk, type of foundation, number of stories, size of buildings and other structures, the percentage of lot which may be occupied, the size of yards and other open spaces, the density and distribution of population, the uses of buildings and structures for trade, industry, residence, recreation, public activities, or other purposes, and the uses of land for trade, industry, residence, recreation, agriculture, forestry, soil conservation, water supply conservation, conservation of shorelands, as defined in sections 103F.201 to 103F.221, access to direct sunlight for solar energy systems as defined in section 216C.06, flood control or other purposes, and may establish standards and procedures regulating such uses. To accomplish these purposes, official controls may include provision for purchase of development rights by the governing body in the form of conservation easements under chapter 84C in areas where the governing body considers preservation desirable and the transfer of development rights from those areas to areas the governing body considers more appropriate for development. No regulation may prohibit earth sheltered construction as defined in section 216C.06, subdivision 14, relocated residential buildings, or manufactured homes built in conformance with sections 327.31 to 327.35 that comply with all other zoning ordinances promulgated pursuant to this section. The regulations may divide the surface, above surface, and subsurface areas of the municipality into districts or zones of suitable numbers, shape, and area. The regulations shall be uniform for each class or kind of buildings, structures, or land and for each class or kind of use throughout such district, but the regulations in one district may differ from those in other districts. The ordinance embodying these regulations shall be known as the zoning ordinance and shall consist of text and maps. A city may by ordinance extend the application of its zoning regulations to unincorporated territory located within two miles of its limits in any direction, but not in a county or town which has adopted zoning regulations; provided that where two or more noncontiguous municipalities have boundaries less than four miles apart, each is authorized to control the zoning of land on its side of a line equidistant between the two noncontiguous municipalities unless a town or county in the affected area has adopted zoning regulations. Any city may thereafter enforce such regulations in the area to the same extent as if such property were situated within its corporate limits, until the county or town board adopts a comprehensive zoning regulation which includes the area.

Subd. 1a. **Certain zoning ordinances.** A municipality must not enact, amend, or enforce a zoning ordinance that has the effect of altering the existing density, lot-size requirements, or manufactured home setback requirements in any manufactured home park constructed before January 1, 1995, if the manufactured home park, when constructed, complied with the then existing density, lot-size and setback requirements.

Subd. 1b. **Conditional uses.** A manufactured home park, as defined in section 327.14, subdivision 3, is a conditional use in a zoning district that allows the construction or placement of a building used or intended to be used by two or more families.

Subd. 1c. **Amortization prohibited.** Except as otherwise provided in this subdivision, a

municipality must not enact, amend, or enforce an ordinance providing for the elimination or termination of a use by amortization which use was lawful at the time of its inception. This subdivision does not apply to adults-only bookstores, adults-only theaters, or similar adults-only businesses, as defined by ordinance.

Subd. 1d. **Nuisance.** Subdivision 1c does not prohibit a municipality from enforcing an ordinance providing for the prevention or abatement of nuisances, as defined in section 561.01, or eliminating a use determined to be a public nuisance, as defined in section 617.81, subdivision 2, paragraph (a), clauses (1) to (9), without payment of compensation.

Subd. 1e. **Nonconformities.** (a) Any nonconformity, including the lawful use or occupation of land or premises existing at the time of the adoption of an additional control under this chapter, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:

(1) the nonconformity or occupancy is discontinued for a period of more than one year; or
(2) any nonconforming use is destroyed by fire or other peril to the extent of greater than 50 percent of its market value, and no building permit has been applied for within 180 days of when the property is damaged. In this case, a municipality may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property.

(b) Any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy. A municipality may, by ordinance, permit an expansion or impose upon nonconformities reasonable regulations to prevent and abate nuisances and to protect the public health, welfare, or safety. This subdivision does not prohibit a municipality from enforcing an ordinance that applies to adults-only bookstores, adults-only theaters, or similar adults-only businesses, as defined by ordinance.

(c) Notwithstanding paragraph (a), a municipality shall regulate the repair, replacement, maintenance, improvement, or expansion of nonconforming uses and structures in floodplain areas to the extent necessary to maintain eligibility in the National Flood Insurance Program and not increase flood damage potential or increase the degree of obstruction to flood flows in the floodway.

Planning Commission
Date: 11/26/07
Not a public hearing
Item: 5b

ITEM: Update on a 2006 Ordinance to address accessory building regulations

REQUESTED BY: City Council & Planning Commission

SUBMITTED BY: Ben Gozola, Senior Planner

REVIEWED BY: Susan Hoyt, City Administrator
Kelli Matzek, Assistant City Planner

SUMMARY AND ACTION REQUESTED:

What are you asked to do? No action is needed. This item is simply intended to provide an update on the history of an ordinance considered in 2006, and staff's intent to bring the matter to the City Council in early December.

History of the ordinance to address accessory building regulations:

- In June of 2006, an issue was raised about how to correctly interpret accessory structure regulations for nonconforming parcels in excess of ten acres within the Agricultural (A) zoning district. Specifically, the commission was asked to interpret whether the two allowable buildings were capped at 2000 square feet total, or whether the 2000 square foot maximum applied to the individual buildings. At that time, the commission recommended the maximum applied to the individual buildings.
- On August 15th, 2006, the City Council concurred with the planning commission recommendation and directed the City Attorney to draft amended ordinance language that would clarify the zoning ordinance terms consistently with the intended interpretation.
- On October 3rd, 2006, the City Attorney presented options for Council consideration. Staff was then directed to proceed with a zoning ordinance amendment on the draft language.
- On October 23rd, 2006, the planning commission held a public hearing on the proposed language and recommended it be approved.
- The recommended ordinance was never forwarded to the City Council ostensibly due to comprehensive plan issues and staff turnover. The issue only recently came to our attention after a building permit was denied based on the square footage of an existing outbuilding.

Why is this before the commission? Simply to remind the commission of their past recommendation, and to ask whether anything has changed in the previous year that may impact this course of action. Assuming nothing has changed, staff intends to forward the recommendation onto the City Council in December for consideration.

ADDITIONAL INFORMATION:

The current code language in section 300.13 (subd 4) is as follows:

Maximum Number and Size of Accessory Buildings	
Agricultural (Non-conforming)	
Up to 10 acres	Two buildings with a total area not to exceed 1,000 square feet
Over 10 but less than a nominal 40 acres	Two buildings with a total area not to exceed 2,000 square feet

Based on this existing language, a non-conforming parcel in excess of 10 acres is allowed to have two outbuildings, but the combined square footage of both structures cannot exceed 2,000 square feet.

The proposed changes (recommended by the planning commission on October 23, 2006) are as follows:

Maximum Number and Size of Accessory Buildings	
Agricultural (Non-conforming)	
Up to 10 acres	Two <u>(2)</u> buildings with a <u>combined total</u> -area not to exceed <u>1,000 two-thousand (2,000)</u> square feet
Over 10 but less than a nominal 40 acres	Two <u>(2)</u> buildings <u>and the area of each building with a total area</u> not to exceed <u>two-thousand (2,000)</u> square feet

Additionally, the City attorney is recommending some minor grammatical changes to this same section to make other requirements easier to understand. All proposed changes are reflected on the attached ordinance.

RECOMMENDATION:

None. Unless the planning commission has concerns, staff will forward this ordinance and the old planning commission recommendation to the City Council in early December for consideration.

ORDER OF BUSINESS:

- Introduction..... Ben Gozola, Senior Planner
- Report by staff Ben Gozola, Senior Planner
- Questions from the Commission Chair & Commission Members

ATTACHMENTS (1):

1. Ordinance to address accessory building regulations as recommended by the planning commission on October 23, 2006.

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE RELATING TO ACCESSORY BUILDINGS

The Lake Elmo City Council hereby ordains that Section 300.13 Subd. 4 of the Lake Elmo City Code is amended to read as follows:

Subd. 4 Number/Size of Accessory Buildings. The maximum number and size of accessory buildings permitted in each zoning district shall be as follows, provided that no accessory buildings shall be constructed unless there is adequate room for any required secondary drain field site.

NUMBER/SIZE OF ACCESSORY BUILDINGS	
Agricultural	There shall be no limit on the size or number of accessory buildings so long as the parcel is a nominal forty (40) acres or more, and buildings are agricultural business as defined in 300.13 Subd 3(A)(5)
Agricultural (Non-conforming)	
Up to ten (10) acres	Two (2) buildings with a <u>combined total</u> area not to exceed one thousand (1,000) <u>two thousand (2,000)</u> square feet.
Over ten (10) acres but less than forty (40) acres	Two (2) buildings <u>and the area of each building with a total area</u> not to exceed two thousand (2,000) square feet.
Rural Residential	
Up to ten (10) acres	One (1) two thousand (2,000) square feet detached building; in addition to an attached garage
Over ten (10) acres but less than fifteen (15) acres	One (1) two thousand five hundred (2,500) square feet detached building; in addition to an attached garage
Over fifteen (15) acres to 20 acres	One (1) three thousand (3,000) square feet detached building; in addition to an attached garage
Residential - R1, RED and OP	
Over Five Thousand (5,000) square feet to 1 acre <u>but less than one (1) acre</u>	A combined area of one thousand two hundred (1,200) square feet for attached and detached accessory structures or residential garage; the size of the footprint of the detached structure shall not exceed the size of the footprint of the primary structure
From One (1) acre to two (2) acres	One (1) one thousand two hundred (1,200) square feet detached residential garage or building in addition to an attached garage
Over two (2) acres	One (1) one thousand three hundred (1,300) square feet detached residential garage or building in addition to an attached garage

ADOPTION DATE:

This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

This Ordinance No. ___ was adopted on this ____ day of _____, 20____, by a vote of ___ Ayes and ___ Nays.

Mayor Dean Johnston

ATTEST:

Susan Hoyt
City Administrator

This Ordinance No. ____ was published on the ____ day of _____, 20____.

Planning Commission
Date: 11/26/07
Not a Public hearing
Item: 5c

ITEM: Site plan review for the proposed replacement City Hall annex
REQUESTED BY: Susan Hoyt, City Administrator
SUBMITTED BY: Ben Gozola, Senior Planner
REVIEWED BY: Susan Hoyt, City Administrator
Kelli Matzek, Assistant City Planner

SUMMARY AND ACTION REQUESTED:

The planning commission is asked to conduct a site plan review for the proposed replacement annex to City Hall. The new annex is needed to provide additional room at City Hall for conducting day-to-day business. The existing council chamber is currently the only meeting area in City Hall. Problems this creates include:

- When the chambers are already occupied, additional meetings must be held in the lobby or in a small office with no room for seating;
- Time spent preparing non-meeting areas for meetings takes away staff time from other important city business.
- No room for yearly auditors who need to set up for weeks at a time in City Hall to complete their business.
- No office space for consultants working on site.
- No space to accommodate a patrol officer on site (as desired by the sheriff deputy) to improve public safety communication and customer service.
- No lunch space for city hall workers.

While the new annex cannot address all of the existing space problems at City Hall, it will go a long way to address the most pressing problems. Taking this approach will also provide additional time for the city to explore future space needs given planned growth over the next twenty years.

The site plan review process is required for all non-residential construction in Lake Elmo. No public hearing is required, but the planning commission is required to review the plans and make recommendations for improving the proposed site layout in an effort to eliminate potential conflicts or problems with surrounding properties. The application will also be reviewed by the City Council prior to a permit being issued.

ADDITIONAL INFORMATION:

- The proposed annex has an exterior footprint of 56' 4" x 23' 10".
- The annex would include two offices, two designated meeting areas, and a small bathroom. The facility would be ADA compliant.
- The annex is proposed to be oriented east/west in a conforming location within the City's existing parking lot.

- By code, parking requirements for City Hall are one (1) space for every 250 square feet of office space. Based on the total square footage of the existing City Hall and the new annex (4400 sq ft), a total of 18 spaces are required. Use of the existing parking area for the new annex will not create a nonconformity to the required parking (24 spaces currently exist).
- The estimated cost of \$49,850 for the annex results in a required \$997 worth of landscaping in conjunction with the building permit. The attached plans indicate how this landscaping will be completed around the new annex. TKDA has prepared the landscaping plan and confirms it meets all city requirements.
- Traffic flows to and from the site will not change as a result of the additional office and meeting space.
- The City Hall property, with the addition of the new annex, will still be conforming to the 39.5% maximum impervious surface requirement.
- The new annex is considered to be an addition to the existing use on the property, and therefore will be sided with wood and painted brown to match the existing City Hall building.

RECOMMENDATION:

Staff is recommending approval of the proposed site plan to replace the existing City Hall annex.

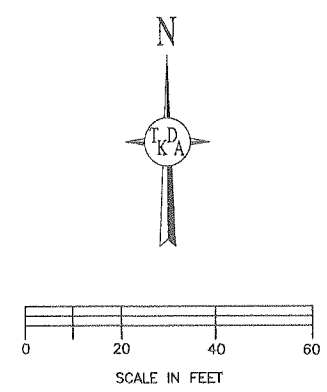
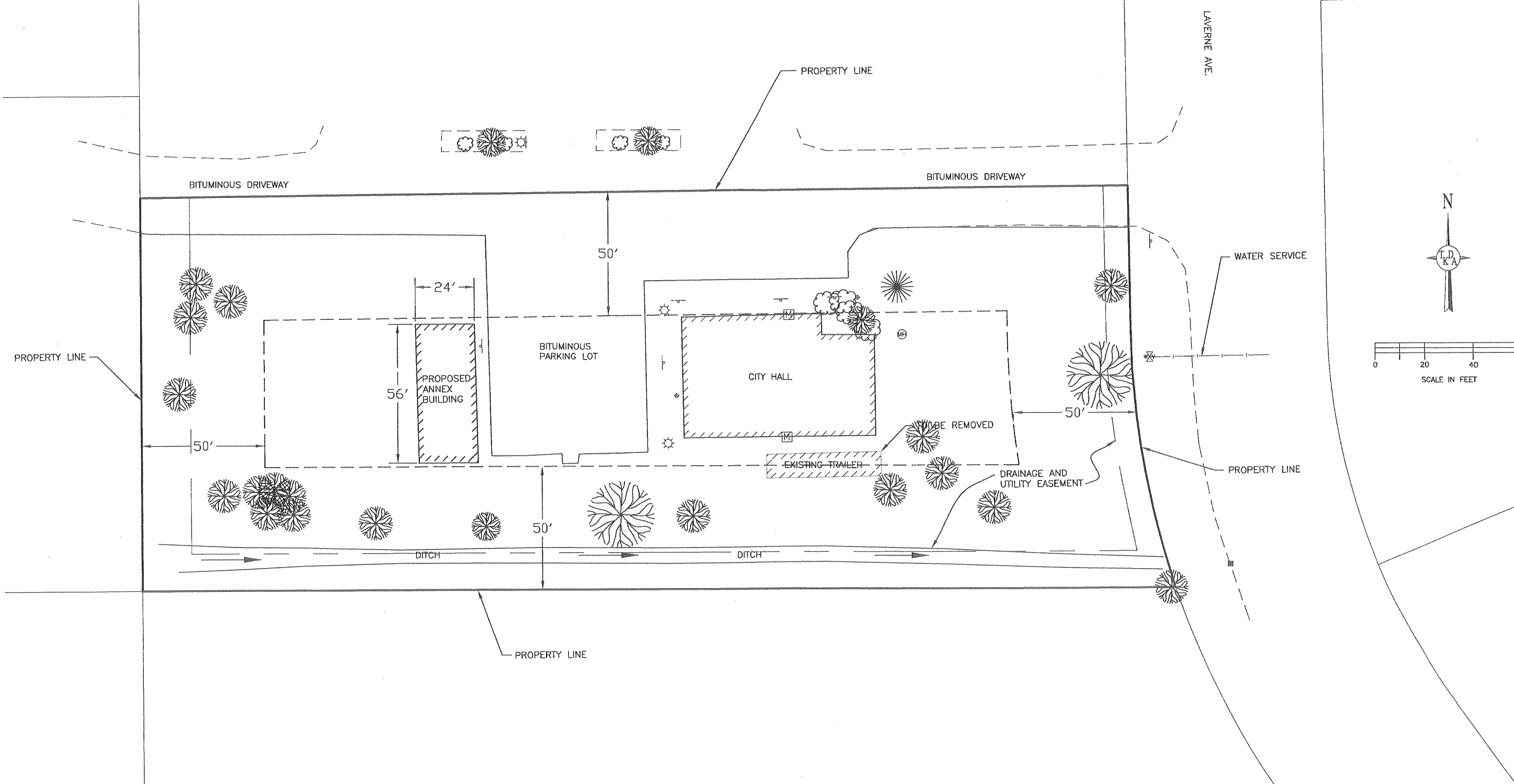
ORDER OF BUSINESS:

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

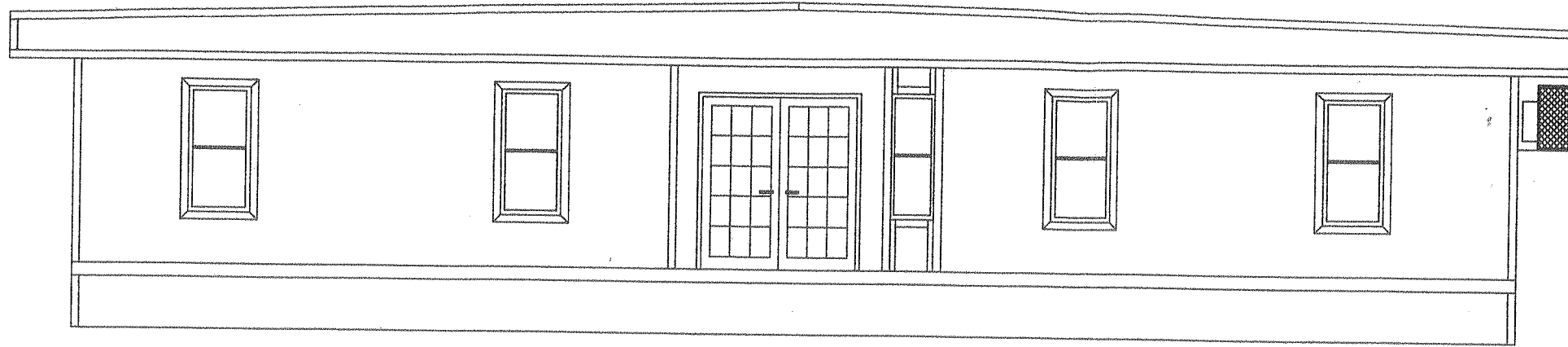
ATTACHMENTS (4):

1. Certified survey of City Hall showing the proposed annex location and required landscaping.
2. Exterior building elevations for the proposed annex.
3. Interior floor plan for the proposed annex.
4. Detailed parking analysis for City Hall.

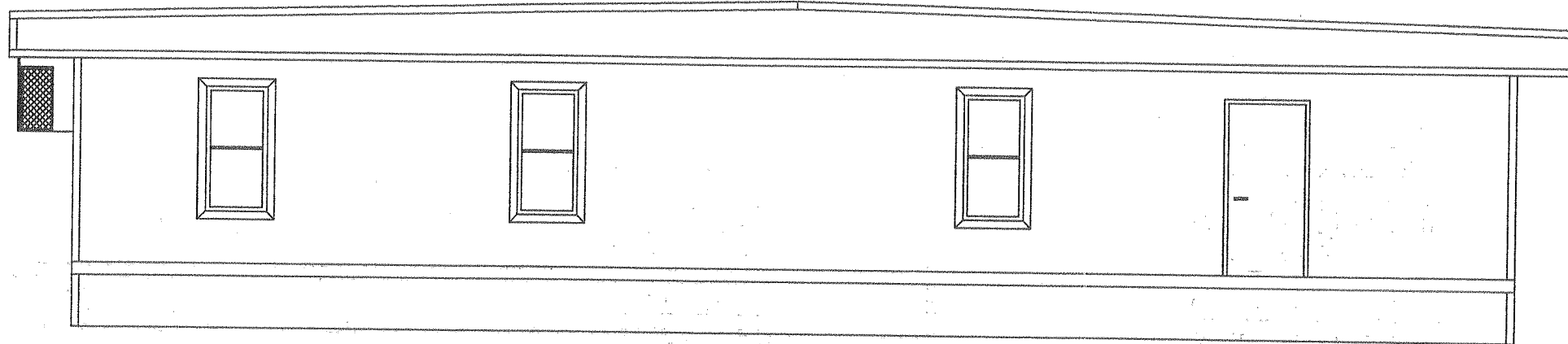
- IMPERVIOUS SURFACE AREA**
- TOTAL PROPERTY AREA = 65324 SF
 - BITUMINOUS AREA = 13842 SF
 - BUILDING AREA (2) = 5000 SF
 - TOTAL IMPERVIOUS = 18842 SF
 - % IMPERVIOUS = 28.8%



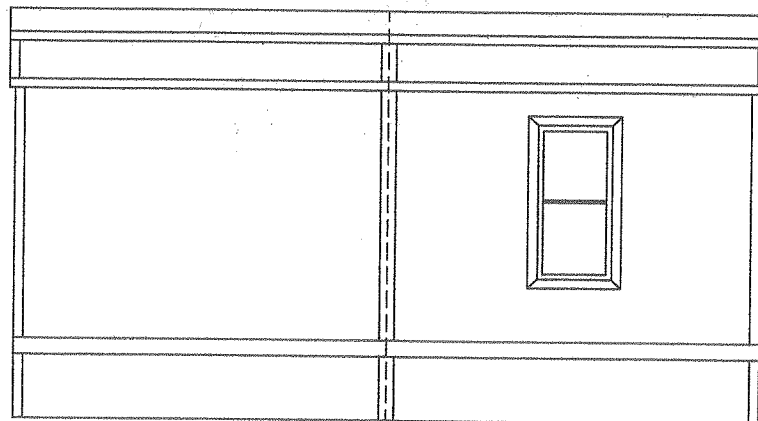
Proj. Date: 11/21/2007
 Drawing Name: K:\proj\lake\elmo\13818000\dwg\05\0504\SitePlan.dwg
 Author: tkda\jgarcia, tkda\lrvy



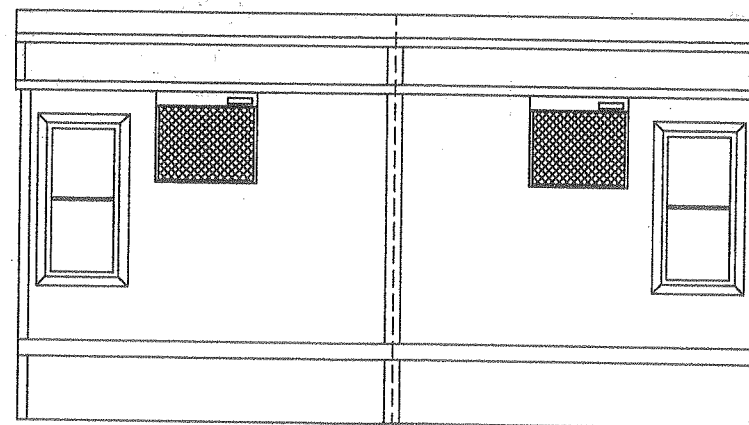
FRONT ELEVATION



REAR ELEVATION



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION

ROOF TRUSS
 LIVE LOAD - 40 P.S.F.
 DEAD LOAD - 7 P.S.F.

FLOOR
 LIVE LOAD - 50 P.S.F.
 DEAD LOAD - 10 P.S.F.

WIND SPEED
 90 M.P.H.

WIND LOADS
 HORIZONTAL - 18.8 P.S.F.
 VERTICAL (UPLIFT) - 31.7 P.S.F.

CONSTRUCTION TYPE
 IBC - V-B UBC - V-N
 BOCA - 5B

USE GROUP CLASSIFICATION
 B

OCCUPANT LOAD
 13 PERSONS

SEISMIC DESIGN CATEGORY
 D

SEISMIC ZONE
 3

EFFECTIVE PEAK VELOCITY-RELATED
 ACCELERATION COEFFICIENT (A_v)
 0.30

STATE OF ILLINOIS

CODES & REGULATIONS

1984 BOCA NATIONAL BUILDING CODE
 1998 ILLINOIS PLUMBING CODE
 1984 BOCA NATIONAL MECHANICAL CODE
 1984 NATIONAL ELECTRICAL CODE
 1983 CABO MODEL ENERGY CODE

STATE OF IOWA

CODES & REGULATIONS

1994 UNIFORM BUILDING CODE
 1995 UNIFORM PLUMBING CODE
 1984 UNIFORM MECHANICAL CODE
 1996 NATIONAL ELECTRICAL CODE
 IOWA AMENDMENTS TO ABOVE

STATE OF MINNESOTA

CODES & REGULATIONS

2000 INTERNATIONAL BUILDING CODE W/
 STATE AMENDMENTS
 STATE PLUMBING CODE
 2000 INTERNATIONAL MECHANICAL CODE W/
 STATE AMENDMENTS
 2002 NATIONAL ELECTRICAL CODE W/
 STATE AMENDMENTS
 STATE ENERGY CODE

STATE OF MISSOURI

CODES & REGULATIONS

2000 INTERNATIONAL BUILDING CODE
 2000 INTERNATIONAL PLUMBING CODE
 2000 INTERNATIONAL MECHANICAL CODE
 1999 NATIONAL ELECTRICAL CODE
 1989 CABO MODEL ENERGY CODE

STATE OF WISCONSIN

CODES & REGULATIONS

WISCONSIN UNIFORM BUILDING CODE
 1996 NATIONAL ELECTRICAL CODE

OPTION NOTES:

CUSTOMER/DEALER MAY NOT SELECT ANY OPTION WHICH MAY COMPROMISE CODE COMPLIANCE.
 - MODEL MAY BE MANUFACTURED AS A SHELL (NO INTERIOR PARTITIONS - COLUMNS ONLY).
 - INTERIOR PARTITIONS ARE RE-LOCATABLE (COLUMNS TO REMAIN).
 - FLOOR PLAN MAY BE MIRRORED.
 - HITCH LOCATION IS OPTIONAL.
 - DOOR, WINDOW, ELECTRICAL & MECHANICAL EQUIPMENT QUANTITY MAY VARY (NOT TO EXCEED LOAD CENTER AMPERAGE).
 - DOOR, WINDOW, ELECTRICAL & MECHANICAL EQUIPMENT LOCATIONS MAY VARY.

ELEVATION NOTES:

SEE CROSS-SECTION FOR METHOD OF ROOF VENTILATION.
 HANDICAP RAMP(S), STAIR(S), AND HANDRAILS ARE SITE INSTALLED, DESIGNED BY OTHERS, AND SUBJECT TO LOCAL JURISDICTION.
 FOUNDATION ENCLOSURE (WHEN PROVIDED) MUST HAVE 1 SQUARE FOOT NET VENT AREA PER 1/150TH OF THE FLOOR AREA, AND AN 18"x 24" MINIMUM CRAWLSPACE ACCESS, SITE INSTALLED BY OTHERS, SUBJECT TO LOCAL JURISDICTION.

GENERAL NOTES:

ALL NOTES PERTAINING TO "IN-FIELD, ON-SITE OR BY BUILDER" SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THESE PLANS MUST NOT BE SCALED FOR DIMENSIONAL REFERENCE. ALL DIMENSION LINES AND NOTES SUPERCEDE ANY SUCH REFERENCES.

STATE INSIGNIA, DATA PLATE AND THIRD PARTY LABELS SHALL BE MOUNTED ON THE ELECTRICAL SERVICE PANEL COVER.

Unit # 609619-620

FOREST RIVER **Premiere Structures**
 2801 OAKLAND AVENUE
 ELKHART, INDIANA 46517
 (574) 522-4011

RAYMOND L. ENFIELD, R.A.
 363 S. ELKHART AV.
 ELKHART, IN 46516

CUSTOMER: GE CAPITAL MODULAR SPACE

CONTACT:

MODEL: 2460 DESIGNER

SCALE: 1/4"=1'-0"

DRAWN BY: SCOTT

DATE: 10-11-02

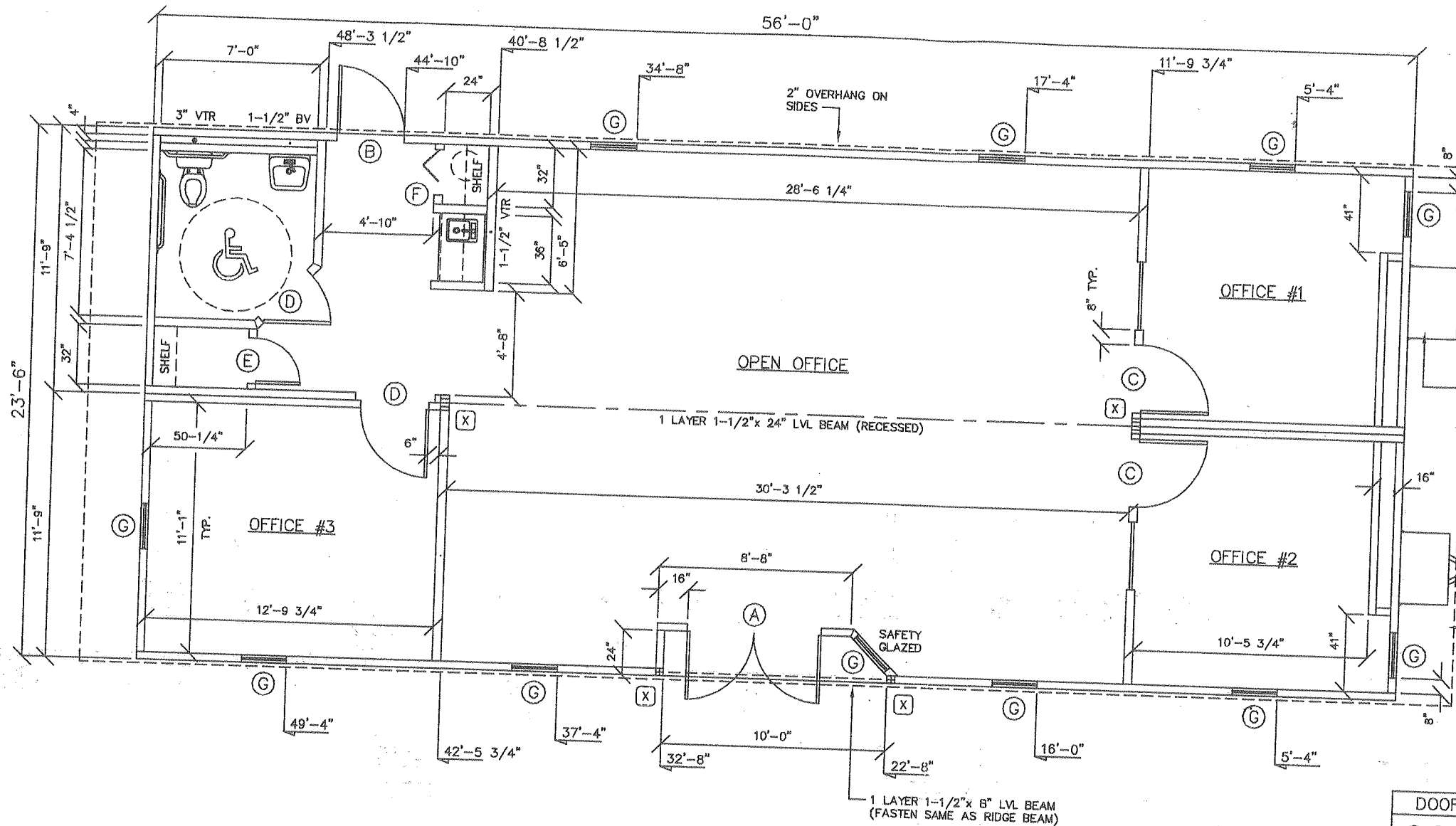
REVISED:

SER. #: 444302A1B

DWG. NO: GED2460A

SHEET

1 OF 6



NOTE:
 A FIRE SEPARATION DISTANCE OF AT LEAST 10 FEET MUST BE MAINTAINED FROM PROPERTY LINES.
 A SEPARATION OF 20 FEET MUST BE MAINTAINED FOR MULTIPLE BUILDINGS ON THE SAME PROPERTY, ASSUMING PROPERTY LINE BETWEEN STRUCTURES.

MODULE 'A'
 MARVAIR MODEL: AVE36ACA15N (OR EQUAL)
 3 TON AIR CONDITIONER W/ 15 KW HEAT STRIP, 1060 CFM @ .15 IWC ESP, 240 V., 1Ø. HVAC UNIT PROVIDED W/ FRESH AIR INTAKE (TYP. 2)
 30" OVERHANG ON ENDS ONLY

MODULE 'B'
 INSTALL ACCESS PANEL(S) IN MANSARD SOFFIT W/ STAINLESS STEEL HARDWARE FOR HVAC SERVICE/MAINTENANCE (TYP.)

COLUMN STRAPPING SCHEDULE

X - (2) 2x4 STUD GRADE SPF EACH HALF
 Y - (2) 2x4 STUD GRADE SPF THIS HALF
 Z - (3) 2x4 STUD GRADE SPF EACH HALF

1. ALL COLUMN STUDS SHALL BE GLUE/NAILED TOGETHER. PVA GLUE W/ 100% COVERAGE SHALL BE USED.
 2. INSTALL (1) STEEL STRAP AT EACH STUD OF EACH COLUMN.

NOTE:
 CUSTOMER/DEALER ASSUMES RESPONSIBILITY FOR SITE INSTALLED DRINKING FOUNTAIN AND SERVICE SINK, SUBJECT TO LOCAL JURISDICTION APPROVAL.

DOOR & WINDOW SCHEDULE:

(A) 7280 INS. STEEL EXTERIOR DOOR, 15-LITE FRENCH (SAFETY GLAZED)
 (B) 3680 INS. STEEL EXTERIOR DOOR, BLANK
 (C) 3680 WOOD HOLLOW CORE INTERIOR DOOR, 15-LITE FRENCH (SAFETY GLAZED) W/ 3680 FIXED PANEL, 15-LITE FRENCH (SAFETY GLAZED) (PAINTED)
 (D) 3680 WOOD HOLLOW CORE INTERIOR DOOR (PAINTED)
 (E) 2480 WOOD HOLLOW CORE INTERIOR DOOR (PAINTED)
 (F) 2480 WOOD BI-FOLD INTERIOR DOOR (PAINTED)
 (G) 2453 VINYL VERTICAL SLIDER WINDOW W/ SCREEN, D.I.G.

NOTE: TOP OF WINDOWS TO BE 80" AFF

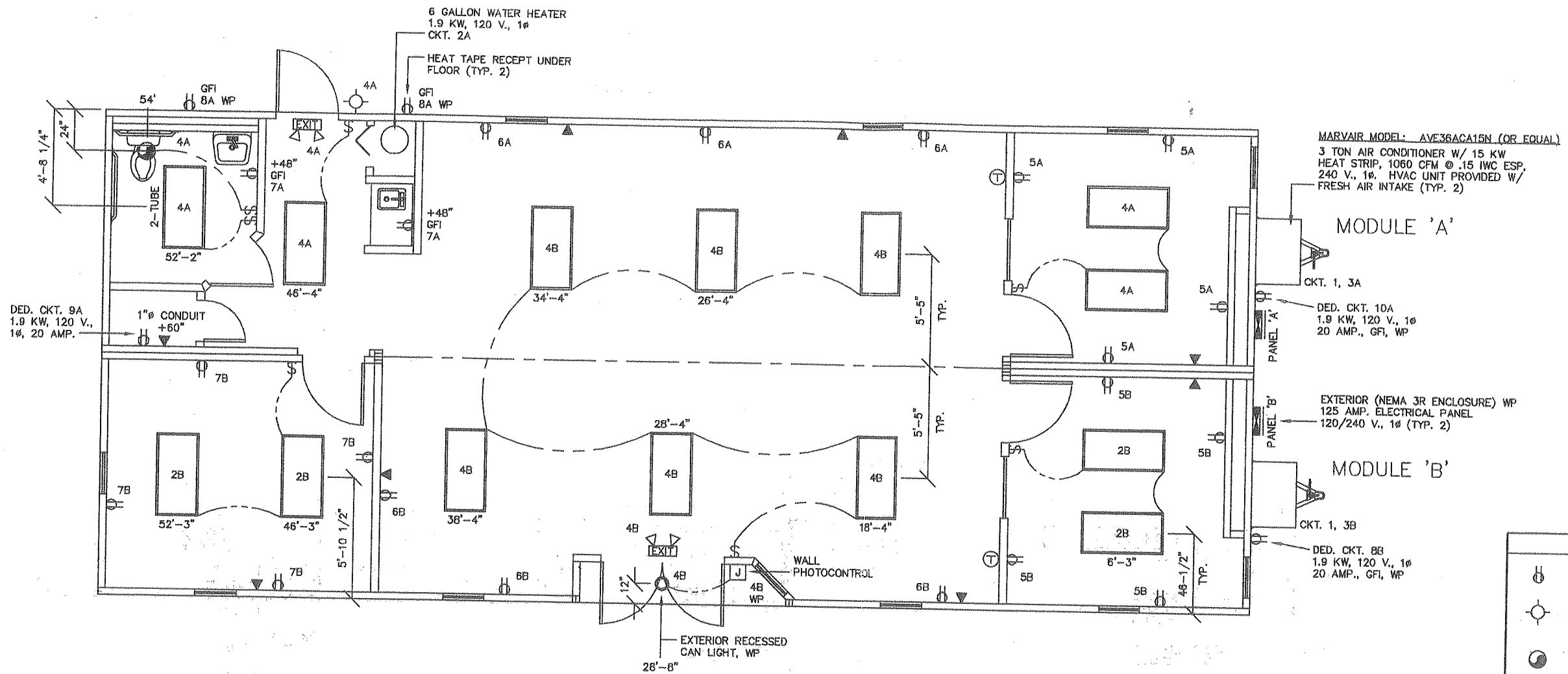
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 ELKHART, IN 46516

CUSTOMER: GE CAPITAL MODULAR SPACE
 CONTACT:
 MODEL: 2460 DESIGNER
 SCALE: 1/4"=1'-0" DRAWN BY: SCOTT

DATE: 10-10-02
 REVISED: 12-20-02
 SER. #:
 DWG. NO: GED2460B

SHEET
 2 OF 6



MARVAIR MODEL: AVE36ACA15N (OR EQUAL)
 3 TON AIR CONDITIONER W/ 15 KW
 HEAT STRIP, 1060 CFM @ .15 IWC ESP,
 240 V., 1Ø. HVAC UNIT PROVIDED W/
 FRESH AIR INTAKE (TYP. 2)

MODULE 'A'

MODULE 'B'

SYMBOLS	
	DUPLEX RECEPTACLE, 120 V.
	INCANDESCENT LIGHT W/ PHOTO-CELL & 60 WATT. MIN. BULB, WP
	EXHAUST FAN, 75 CFM. MIN., CEILING MOUNT
	75 CFM MIN. EXHAUST FAN W/ 60 WATT LIGHT CEILING MOUNT
	10"x 10" ADJUSTABLE SUPPLY AIR REGISTER
	14"x 14" CEILING RETURN AIR GRILLE
	4"x 10" FLOOR RETURN AIR GRILLE
	THERMOSTAT
	FLUORESCENT FIXTURE W/ (2) 34 WATT BULBS
	DIFFUSED (T-GRID) FLUORESCENT FIXTURE W/ (4) 34 WATT BULBS
	LIGHTED EXIT SIGN W/ BATTERY BACK-UP
	JUNCTION BOX
	TELEPHONE JACK
	SWITCH & 3 WAY SWITCH
	EXIT/EMERGENCY LIGHT W/ BATTERY BACK-UP
	EXTERIOR REMOTE HEAD EMERGENCY LIGHT

ELECTRICAL SCHEDULE			
CIRCUIT	NOMENCLATURE	BREAKER (AMPS.)	WIRE (CU.)
1, 3A	HVAC	SIZE PER MFR. SPECS.	
2A	WATER HEATER	20 A (1P)	12-2 NM
4A	LIGHTING	15 A	12-2 NM
5-8A	RECEPTACLES	15 A	12-2 NM
9, 10A	DED. CKTS.	20 A	12-2 NM

ELECTRICAL PANEL SIZING		
DESCRIPTION	PANEL 'A'	KVA
GENERAL LIGHTING		
.0035 KW/SF x 317 SF x 1.25 =	1.4	
11 RECEPTS AT 180 VA/1000 =	2.0	
WTR. HTR. AT 1.9 KW x 1.25 =	2.4	
FAN AT 0.3 KW x 1.25 =	0.4	
HVAC	15.6	
2 DED. CKTS. AT 1.9 KW x 1.25 =	4.8	
TOTAL 26.6 KW		
TOTAL/240 x 1000 =	110.8 AMPS	
INSTALL 125 AMP PANEL		
120/240 V., 1 PHASE		

ELECTRICAL SCHEDULE			
CIRCUIT	NOMENCLATURE	BREAKER (AMPS.)	WIRE (CU.)
1, 3B	HVAC	SIZE PER MFR. SPECS.	
-	WATER HEATER	30 A (2P)	10-3 NM
2, 4B	LIGHTING	15 A	12-2 NM
5-7B	RECEPTACLES	15 A	12-2 NM
8B	DED. CKT.	20 A	12-2 NM

ELECTRICAL PANEL SIZING		
DESCRIPTION	PANEL 'B'	KVA
GENERAL LIGHTING		
.0035 KW/SF x 999 SF x 1.25 =	4.4	
11 RECEPTS AT 180 VA/1000 =	2.0	
WATER HEATER AT 6.5 KW =	-	
FAN AT 0.3 KW x 1.25 =	-	
HVAC	15.6	
DED. CKT. AT 1.9 KW x 1.25 =	2.4	
TOTAL 24.4 KW		
TOTAL/240 x 1000 =	101.7 AMPS	
INSTALL 125 AMP PANEL		
120/240 V., 1 PHASE		

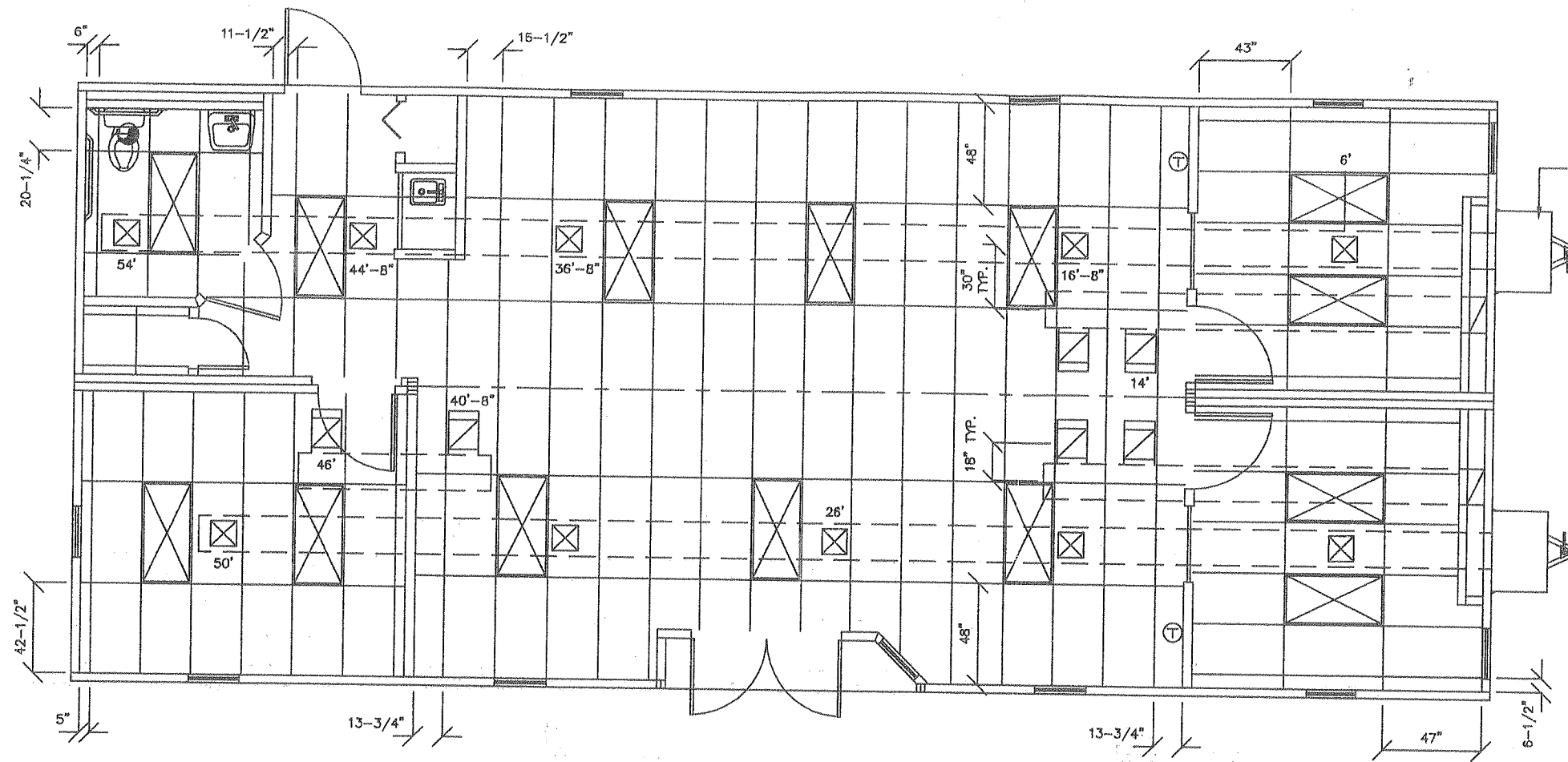
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 ELKHART, IN 46516

CUSTOMER: GE CAPITAL MODULAR SPACE
 CONTACT:
 MODEL: 2460 DESIGNER
 SCALE: 1/4"=1'-0" DRAWN BY: SCOTT

DATE: 10-10-02
 REVISED: 12-20-02
 SER. #:
 DWG. NO: GED2460C

SHEET
 3 OF 6



MARVAIR MODEL: AVE3BACA15N (OR EQUAL)
 3 TON AIR CONDITIONER W/ 15 KW
 HEAT STRIP, 1060 CFM @ .15 IWC ESP,
 240 V., 1ϕ. HVAC UNIT PROVIDED W/
 FRESH AIR INTAKE (TYP. 2)

MODULE 'A'

MODULE 'B'

DUCT NOTES:

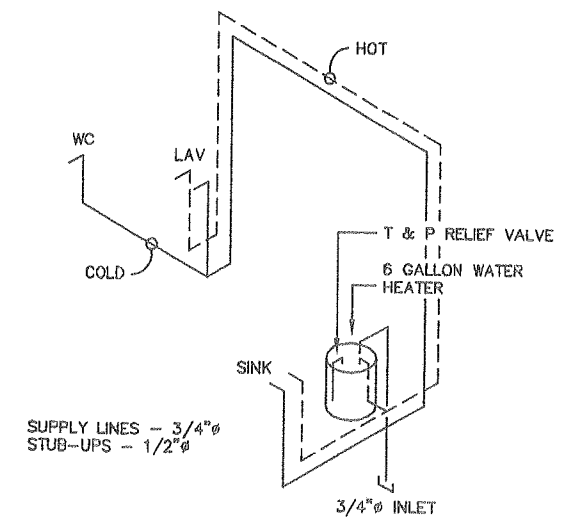
OVERHEAD SUPPLY & RETURN AIR DUCTS
 SHALL BE FIBERGLASS DUCT BOARD,
 UL LISTED CLASS 1. SIZE: 17" x 7" O.D.

PLUMBING NOTES:

1. ALL FIXTURES AND DIMENSIONS SHALL CONFORM TO ADA GUIDELINES.
2. FLOOR DRAIN SHALL HAVE A REMOVABLE STRAINER. (IF APPLICABLE)
3. ALL VENT PIPE EXTENSIONS SHALL EXTEND NO LESS THAN 12" ABOVE THE ROOF.
4. ALL VENT EXTENSIONS THRU THE ROOF SHALL BE 3" IN DIAMETER STARTING NO LESS THAN 12" BELOW THE ROOF.
5. A 2" AIR GAP SHALL EXIST BETWEEN THE T & P RELIEF VALVE DRAIN AND THE FLOOR DRAIN. FLOOR DRAIN SHALL BE PROPERLY TRAPPED & VENTED PER SECTION 890.137D & 890.1230(d). (IF APPLICABLE)
6. ALL PIPING SHALL BE SUPPORTED AT 4' O.C. MAXIMUM W/ APPROVED HANGERS.
7. WATER SUPPLY SYSTEM SHALL BE PROVIDED W/ AIR CHAMBERS OR APPROVED MECHANICAL DEVICES OR WATER HAMMER ARRESTORS. INSTALL IN ACCORDANCE W/ SECTION 890.1210.
8. SELF-CLOSING LAVATORY FAUCETS SHALL BE INSTALLED.
9. LAVATORY FAUCET(S) SHALL BE PROVIDED W/ AN AUTOMATIC SAFETY WATER MIXING DEVICE OR A THERMOSTATIC MIXING VALVE AT THE WATER HEATER PER SECTION 890.680. (IF APPLICABLE)
10. SHOWER VALVE(S) SHALL BE PROVIDED W/ AN AUTOMATIC SAFETY WATER MIXING DEVICE OR A THERMOSTATIC MIXING VALVE AT THE WATER HEATER PER SECTION 890.690. (IF APPLICABLE)
11. HOSE BIBB(S) SHALL BE PROVIDED W/ AN ATMOSPHERIC VACUUM BREAKER PER SECTION 890.1140. (IF APPLICABLE)

NOTE:

RUN SUPPLY LINES OVERHEAD. LOCATE BETWEEN BOTTOM OF TRUSS BOTTOM CHORD & TOP OF SUSPENDED CEILING. INSULATE LINES W/ FOAM WRAP (OR EQUAL)



SUPPLY RISERS

SCALE: NONE

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 ELKHART, IN 46516

CUSTOMER: GE CAPITAL MODULAR SPACE

CONTACT:

MODEL: 2460 DESIGNER

SCALE: 1/4"=1'-0"

DRAWN BY: SCOTT

DATE: 10-10-02

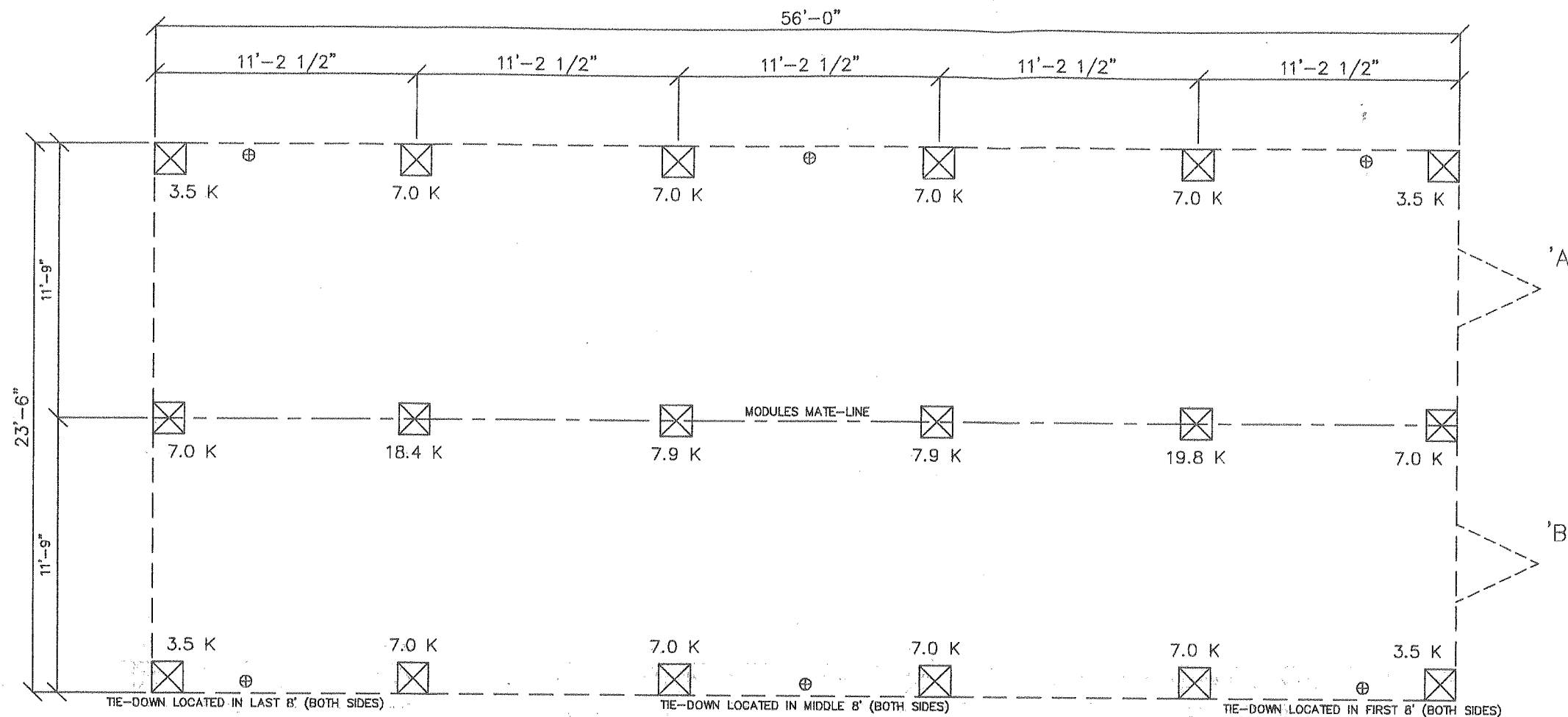
REVISED: 12-20-02

SER. #:

DWG. NO: GED2460D

SHEET

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FOUNDATION NOTES:

1. THIS IS A SUGGESTED PLAN ONLY. FOUNDATION TO BE DESIGNED BY A PROFESSIONAL ENGINEER AND/OR REGISTERED ARCHITECT PER LOCAL SOIL AND CLIMATIC CONDITIONS. PREMIERE STRUCTURES, A DIVISION OF FOREST RIVER, INC., ASSUMES NO RESPONSIBILITY FOR ACTUAL FOUNDATION DESIGN AND/OR CONSTRUCTION.
2. ALL FOUNDATION CONSTRUCTION, MATERIALS AND INSTALLATION SHALL BE IN ACCORDANCE W/ ALL APPLICABLE STATE AND LOCAL CODES.
3. TIE-DOWN STRAPS TO BE 1-1/4" x .035" GALVANIZED STEEL QQS-7B1-H, TYPE 1, FINISH B, GRADE 1. TIE-DOWN STRAPS AND CONNECTING HARDWARE TO HAVE 4,725# MINIMUM ULTIMATE CAPACITY.
4. GROUND ANCHORS SHALL HAVE 6,200# MINIMUM ULTIMATE CAPACITY AND SHALL BE INSTALLED IN ACCORDANCE W/ THE MANUFACTURER'S SPECIFICATIONS.
5. REQUIREMENTS FOR GRAVITY UPLIFT & RESISTANCE TO OVERTURNING SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER OR ARCHITECT. ADDITIONAL TIE-DOWNS ABOVE THE MINIMUM SUPPLIED (IF ANY) ARE THE RESPONSIBILITY OF THE DEALER AND/OR OWNER.
6. ALL PIERS SHALL BE CONSTRUCTED OF 8"x 8"x 16" CONCRETE MASONRY UNITS. FOOTINGS SHALL EXTEND TO BELOW THE DEPTH OF THE FROST LINE FOR THE LOCALITY.
7. CENTER LINE OF EACH PIER MUST BE LOCATED DIRECTLY BELOW THE I-BEAM CENTER LINE.
8. SHADED PIERS REQUIRE ADDITIONAL BLOCKING TO BOTTOM OF FLOOR JOISTS.
9. PIERS IN AXLE AREA(S) MAY REQUIRE REMOVAL OF FRAME RUNNING GEAR.

DWV SYSTEM SLOPES:

- 3" - 1/4" PER FOOT
- 2" - 1/4" PER FOOT
- 1-1/2" - 1/4" PER FOOT

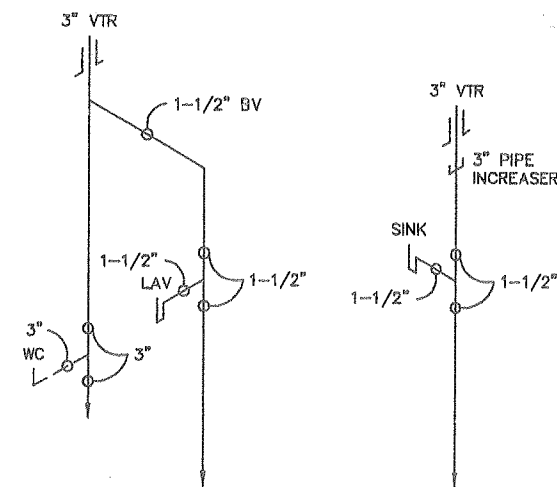
DISTANCE OF FIXTURE TRAP FROM VENT

- LAVATORY ... 12 INCHES
- SINK ... 12 INCHES
- WATER CLOSET ... 3 FEET

FIELD INSTALLED PLUMBING NOTE:

1. DWV LINES SHALL BE STUBBED APPROXIMATELY 6" BELOW FLOOR ONLY. SITE CONNECTIONS SHALL BE PERFORMED BY A LICENSED ILLINOIS PLUMBER. DIRECTIONAL FITTINGS SHALL BE INSTALLED IN ACCORDANCE W/ SECTION 890.1580 OF THE ILLINOIS PLUMBING CODE.
2. EXPOSED SUPPLY LINES, INCLUDING THOSE UNABLE TO BE CONNECTED IN THE FACTORY, SHALL BE TRACED W/ HEAT TAPE (HEAT TAPE PROVIDED & INSTALLED BY OTHERS).

FITTINGS FOR CHANGE IN DIRECTION NOTES:
 USE A LONG SWEEP OR A COMBINATION WYE & EIGHTH BEND FOR HORIZONTAL TO VERTICAL, VERTICAL TO HORIZONTAL OR HORIZONTAL TO HORIZONTAL CHANGE IN DIRECTION.
 USE A SANITARY TEE FOR HORIZONTAL TO VERTICAL CHANGE IN DIRECTION ONLY.



DWV RISERS
SCALE: NONE

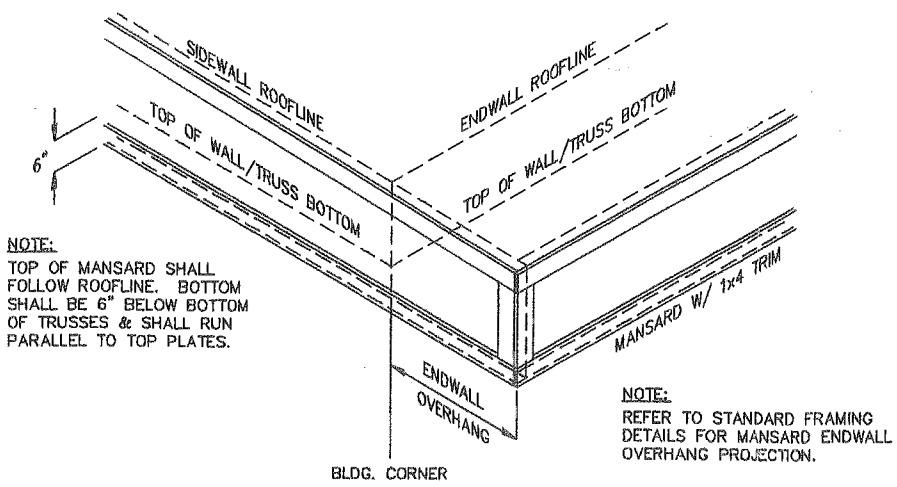
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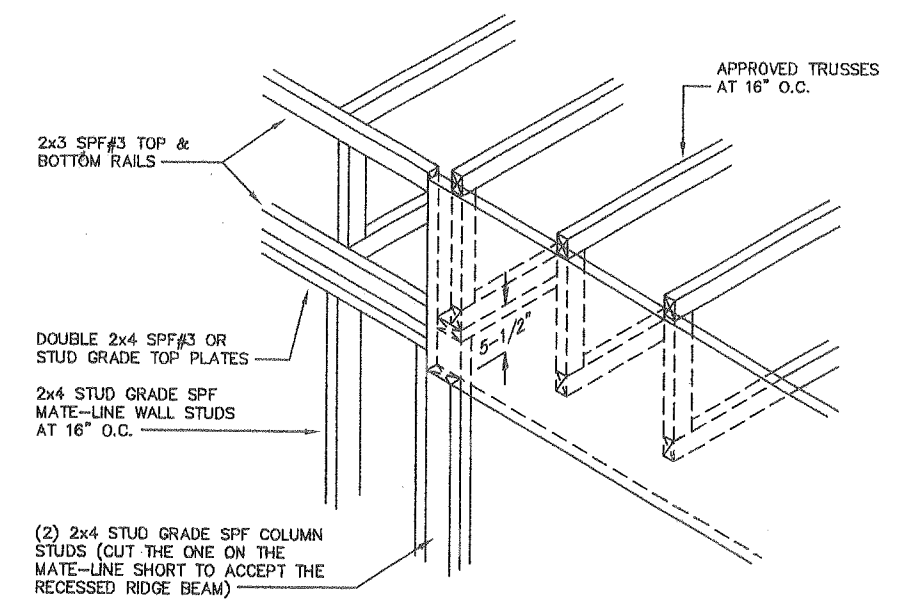
CUSTOMER: GE CAPITAL MODULAR SPACE
 CONTACT:
 MODEL: 2460 DESIGNER
 SCALE: NONE DRAWN BY: SCOTT

DATE: 10-11-02
 REVISED:
 SER. #:
 DWG. NO: GED2460E

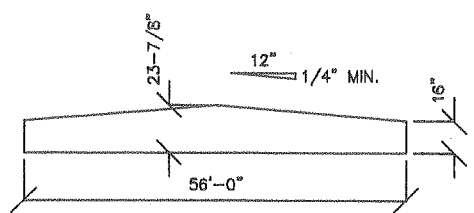
SHEET
 5 of 6



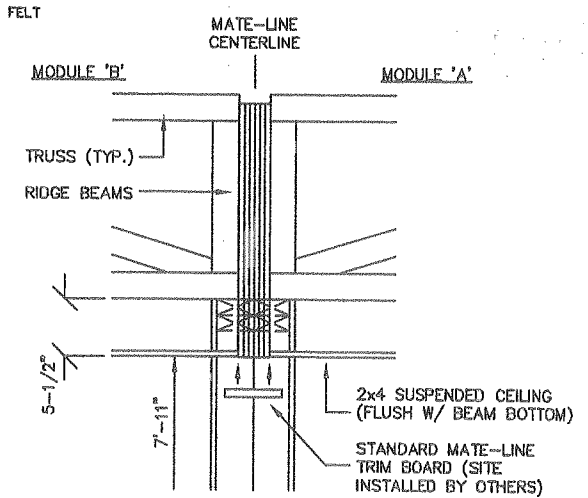
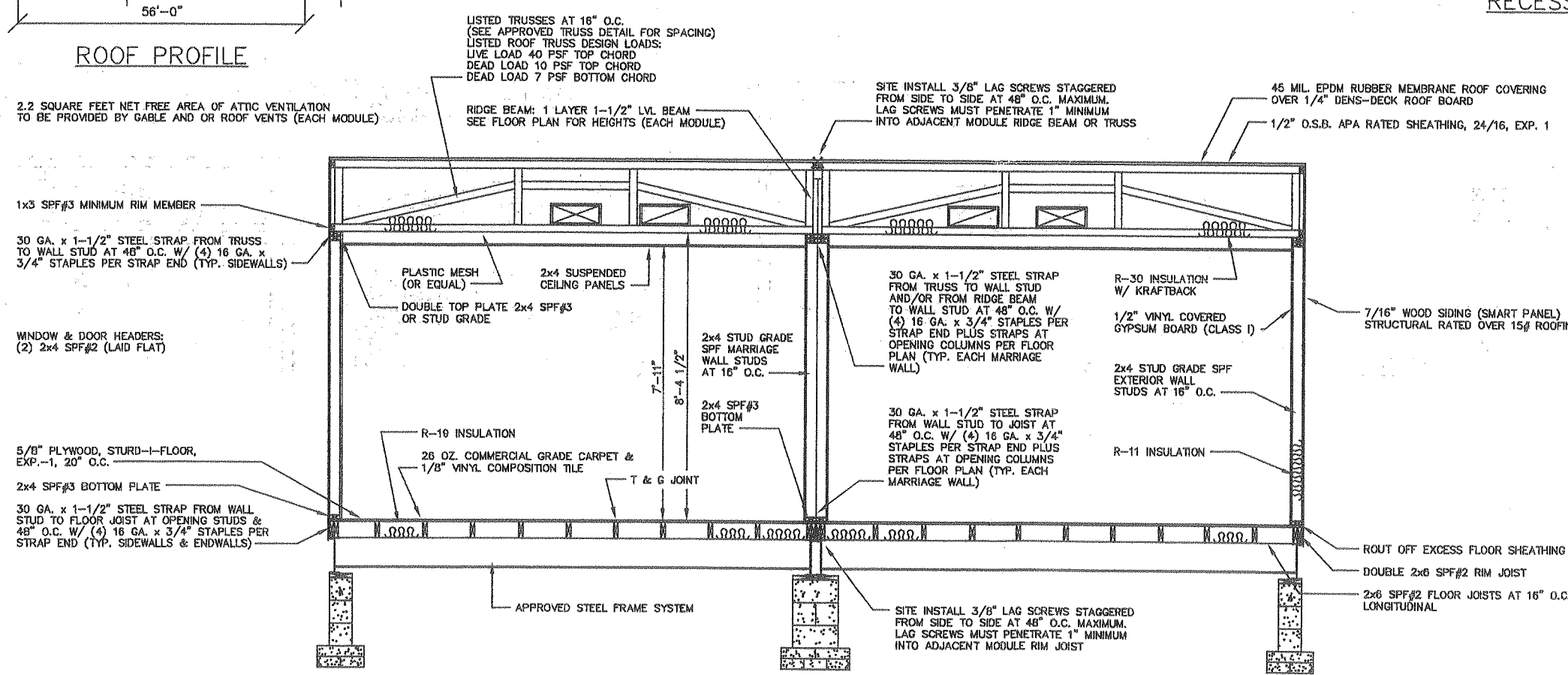
MANSARD DETAIL
SCALE: NONE - VIEW: ISOMETRIC



RECESSED (DROPPED) RIDGE BEAM DETAIL
SCALE: NONE - VIEW: ISOMETRIC



ROOF PROFILE



SUSPENDED CEILING AT RIDGE BEAM W/ MATE-LINE TRIM DETAIL
SCALE: NONE - VIEW: ELEVATION

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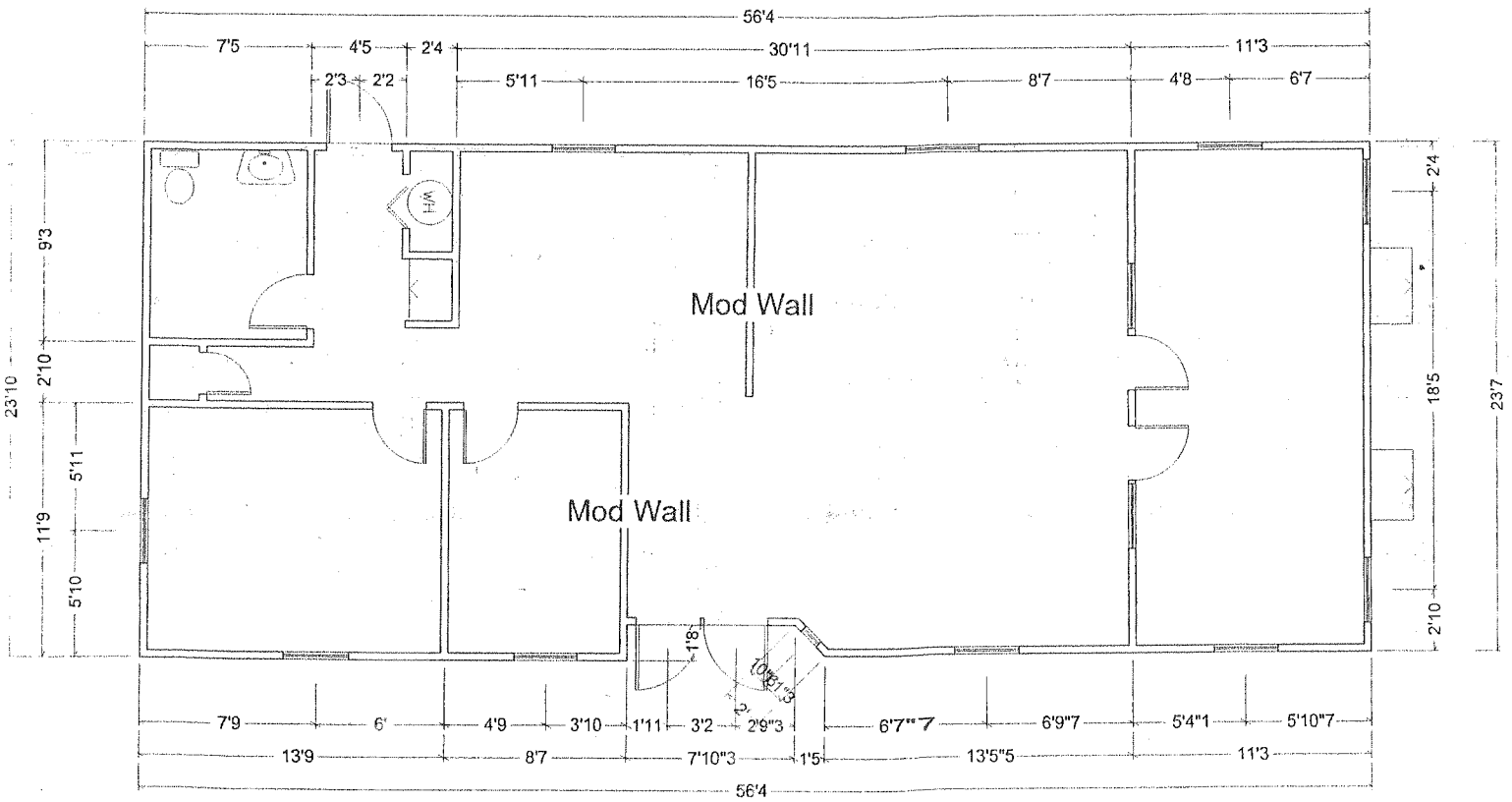
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CUSTOMER: GE CAPITAL MODULAR SPACE	
CONTACT:	
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SHEET
6 OF 6

24' X 56' Designer



Unit 609619-620

November 14, 2007

PARKING ANALYSIS FOR CITY HALL ANNEX

CITY HALL

The plan shows city hall at a total of 3,200 square feet.

City code requires 1 space for every 250 sq. feet of office in local government part of the code. (see attached)

This would be 12.8 spaces for city hall if we counted the entire building as office space, but it is not counted as such because the council chambers are counted as secondary space since it is not housing people all day. (Similar to the gym in a school facility).

ANNEX

The trailer has an additional 384 square feet of office space and a total space of 1,344 square feet. Using the 1,344 square feet, is 5.4 spaces of parking for the annex. (will likely be set off of the parking lot due to setback requirements)

SUMMARY

City hall total sq. footage = 3200 square feet / 250 feet = **12.8** parking spaces (including the council chambers as office, which it is not and does not have to count)

Using the measured office area of city hall as the actual parking requirement, 1200 square feet, the city hall will require 5 parking spaces (1,200 / 250 sq. feet = **4.8 spaces**).

Annex total sq. footage = 1,344 square feet / 250 = **5.4** parking spaces

12.8 plus 5.4 = **18.2** TOTAL spaces required under the most conservative definition of office space for this area and **10.2 spaces available under the city hall office only scenario.**)

25 total spaces available in city hall area (2 are accessible).

FINANCIAL INFORMATION

Purchase of everything expected to be	\$ 49,850
Additional preparation	\$10,975
estimate including return of trailer	
for a total of	<u>\$60,825</u>
Annual savings from lease termination on trailer =	(-) 3,828
Net total cost =	\$ 56,997

Electricity /heat estimated at \$50 to \$100 per month
(current trailer \$35 to \$50/month)

Planning Commission
Date: 11/26/07
Not a Public hearing
Item: 5d

ITEM: Informational Item – Draft Park Plan

SUBMITTED BY: Kelli Matzek, Planner

REVIEWED BY: Ben Gozola, Senior Planner

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to review the draft Comprehensive Park Plan in preparation of the **December 10th** meeting. A presentation by the park consultants and a public hearing is scheduled for the December 10th Planning Commission meeting.

At this time, this is an informational item. The draft Park Plan is being provided to allow the commission ample time to review the sizeable document.

ADDITIONAL INFORMATION:

- The Park Commission and the park consultants have been working to update the 1990 Comprehensive Park Plan.

RECOMMENDATION:

Staff is recommending the Planning Commission review the provided draft Comprehensive Park Plan over the next few weeks in order to have a discussion and form a recommendation on the document on December 10th.

ORDER OF BUSINESS:

- Introduction Kelli Matzek, Planner
- Report by staff Kelli Matzek, Planner
- Questions from the Commission Chair & Commission Members

ATTACHMENTS (1):

1. Draft Park Plan



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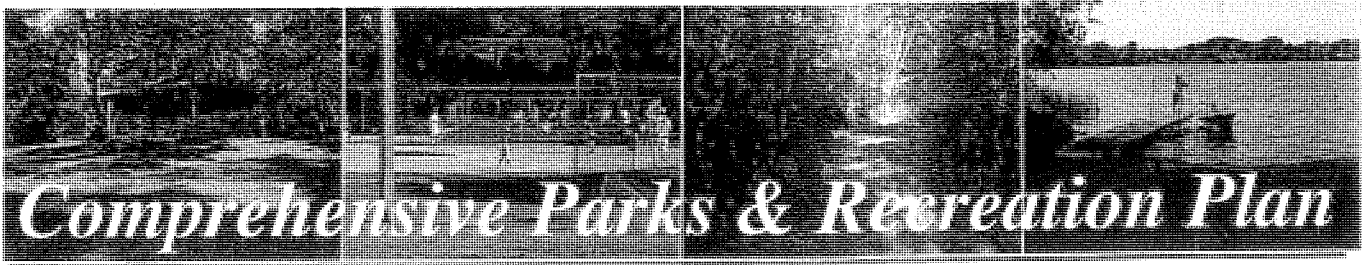
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PART ONE: INTRODUCTION

Purpose of the Plan

Park and recreation planning needs to be integrated with City Planning. Park planning will enhance the quality of life in our Community, will help to protect the City's natural environment, and will serve to meet the recreation needs of Lake Elmo citizens. Parks do have a significant value as a community resource, and they are an essential element of the community. The recreational facilities in the City of Lake Elmo add to the unique rural character of the community, and help to foster civic pride.

This *Comprehensive Parks & Recreation Plan* constitutes a vision for the City of Lake Elmo's park system and is meant to guide city policymakers over the period 2007 to 2030.

In preparing this comprehensive plan, the Parks Commission of the City of Lake Elmo established a set of overarching principles to guide the development of our city's parks:

Park System Principles

- a. The park system shall showcase, preserve, and respect our city's natural resources, and the location of our natural resources shall guide the placement and uses of our parks.
- b. Parks shall be located so that all current and prospective neighborhoods have a local park where practical and appropriate.
- c. City parks shall be connected to each other and to prominent destinations within and outside of the city through a system of trails as iterated in the *2006 Comprehensive Trail Guide Plan*.
- d. A significant park shall be located at the heart of Lake Elmo and serve as a community gathering place and landmark.
- e. The park system shall serve a diversity of interests and accommodate a wide range of abilities for citizens of all ages. The parks system shall support and foster a diverse range of activities, including sports, arts, music, festivals, informal and formal gatherings, picnicking, nature appreciation, and other activities.
- f. The park system shall be easily accessible to the general public.
- g. Dedicated park land shall not be used for non-recreational or non-conserving purposes.

Planning Process

This *Comprehensive Parks & Recreational Plan* was initiated to update Lake Elmo's previously-developed Park Plan written in 1990. The need for the update was prompted by the completion of the *2030 Lake Elmo Comprehensive Plan* in 2008, the adoption in 2006 of the *Comprehensive Trail Guide Plan* for the City of Lake Elmo, the significant growth in the city's park system since 1990, and the anticipated rapid growth in the city's population between 2006 and 2030.

The City of Lake Elmo Parks Commission collaborated with consultants from TKDA over an eight-month period to update this plan. A public open house was held in February 2007 as the draft plan neared completion. Maps showing the draft recommendations and the park system principles were displayed, and the public was invited to offer comments and ask questions. Oral and written comments were conveyed to members of the Parks Commission and professional staff attending the meeting. A public hearing before the Lake Elmo Planning Commission was held on December 10, 2007.

The *Comprehensive Parks and Recreation Plan* was adopted by the Lake Elmo City Council on January #, 2008.

Parameters of this Report

There are extensive private park and recreational facilities in the City of Lake Elmo, including Tartan Park. Because these areas are private and therefore not open to the general public, they cannot by definition be regarded as resources which the citizens of Lake Elmo can reliably use, and consideration of these parks and facilities cannot be productively integrated into long-range civic planning relating to the city's parks.



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PART TWO: SETTING

Existing Parks Inventory

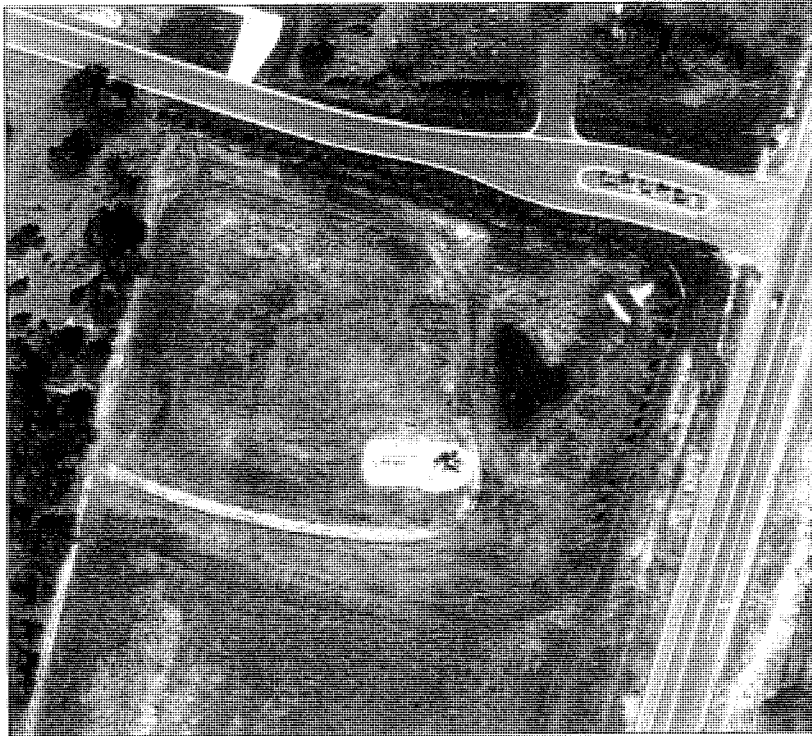
Today, the Lake Elmo parks system supports organized sports, casual play, relaxation, hiking, cross-country skiing, horseback riding, picnicking, nature appreciation, and a variety of other outdoor activities. The system also serves as informal gathering places for Lake Elmo's residents. While all parks share the common purpose of providing quality recreation facilities and open spaces for the Lake Elmo community, each park within the system is unique in terms of its history, setting, character, and use.

The Parks Commission compiled a parks inventory that describes the current parks system. This inventory of our city's current parks serves as a useful baseline from which to consider the community's future park needs. For planning purposes, all parks in Lake Elmo are defined in terms of their overall role in the park system, service area and location, size, level of service, and the nature of their facilities. Explanations regarding these classifications can be found on page ~~XX~~.

Map 1 ("Lake Elmo Existing Park System") illustrates the location of the city's current parks:

Carriage Station Park

Carriage Station Park is located along Stillwater Boulevard North / Highway 5 in the northeast corner of Lake Elmo. Facilities for this neighborhood park include a playground, paved trail, basketball court and an excellent sledding hill.



Classification: Neighborhood Park

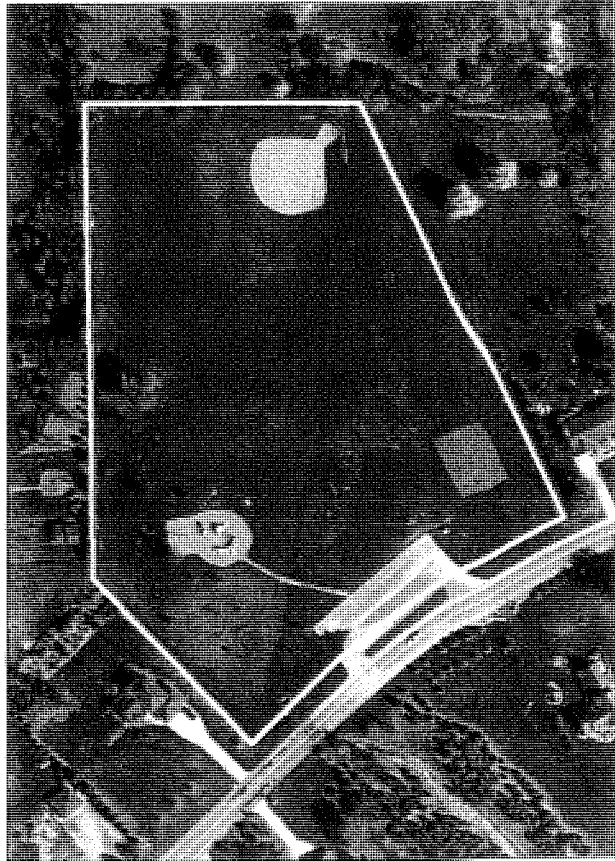
Location: Marquess Trail North and Stillwater Boulevard North / Highway 5

Size: 3 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
	trail – walking (paved) picnic table	playground sledding hill basketball court	no off-street parking

DeMontreville Park

DeMontreville Park, located in the northwest corner of Lake Elmo near the Gateway Trail and the DeMontreville Wildlife Area, is an active recreation park. It complements the DeMontreville Wildlife Area with its softball field, basketball court and large open area that is perfect for group activities and picnicking.



Classification: Neighborhood Park

Location: 5700 Highlands Trail North

Size: 6.3 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
	picnicking	playground basketball court volleyball court softball field soccer field football field	off-street parking restrooms - portable/seasonal

DeMontreville Wildlife Area

DeMontreville Wildlife Area serves as Lake Elmo's access to the Gateway State Trail. Located in the northwest corner of Lake Elmo, the partly-wooded park is home to a large pond and a beautiful creek. This park is a popular destination for hikers and those who choose to enjoy this area for cross-country skiing, walking a pet, or communing with nature.

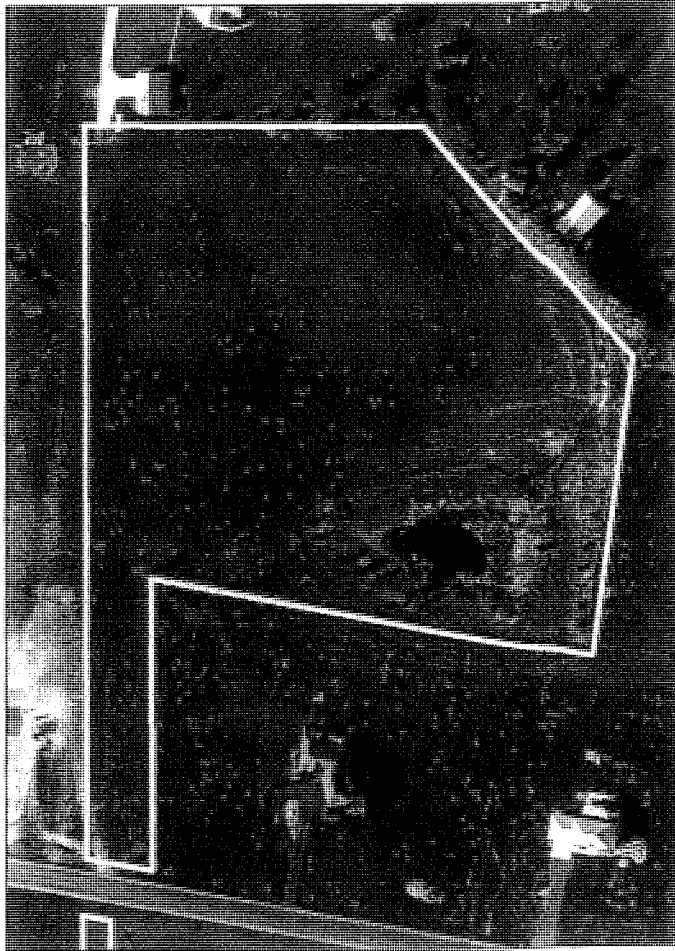


Classification: Community Park
Location: 7950 DeMontreville Trail North
Size: 24 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural parkland lakes/pond natural resource area creek	walking, jogging canoeing flora/fauna identification quiet/solitude	sliding hill biking/skiing trails	no off-street parking restrooms - portable/seasonal

Heights Park

Heights Park is an undeveloped park located in west-central Lake Elmo. The park features a grove of trees and a natural pond.



Classification: Neighborhood Park

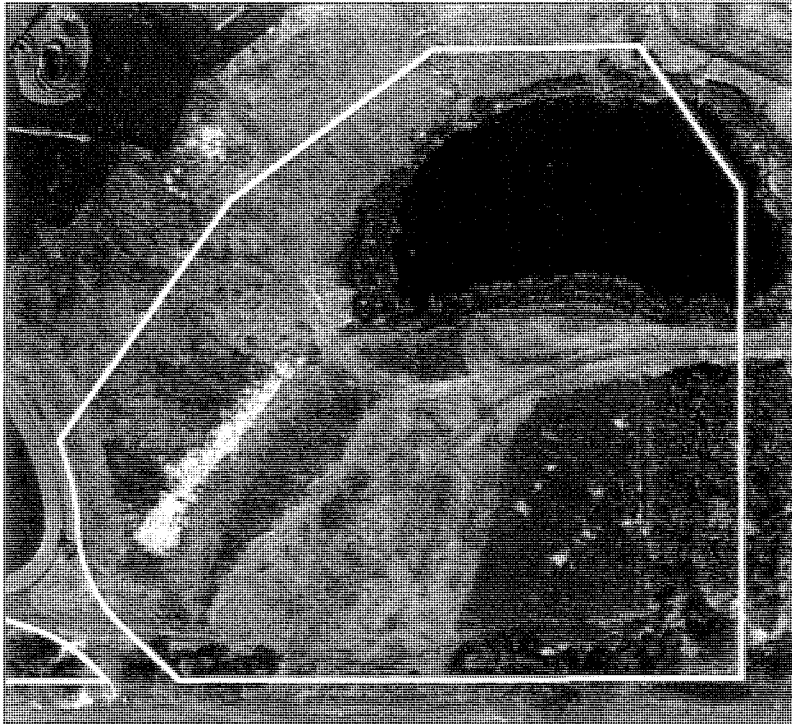
Location: 14th Street and Lake Elmo

Size: 5 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
lakes/pond natural resource area			

Heritage Park

Heritage Park is 8 acres of undeveloped land located south of Reid Park on the shores of a large pond. With lots of cover along the shoreline, this is a pleasant place for walking and enjoying nature.



Classification: Neighborhood Park

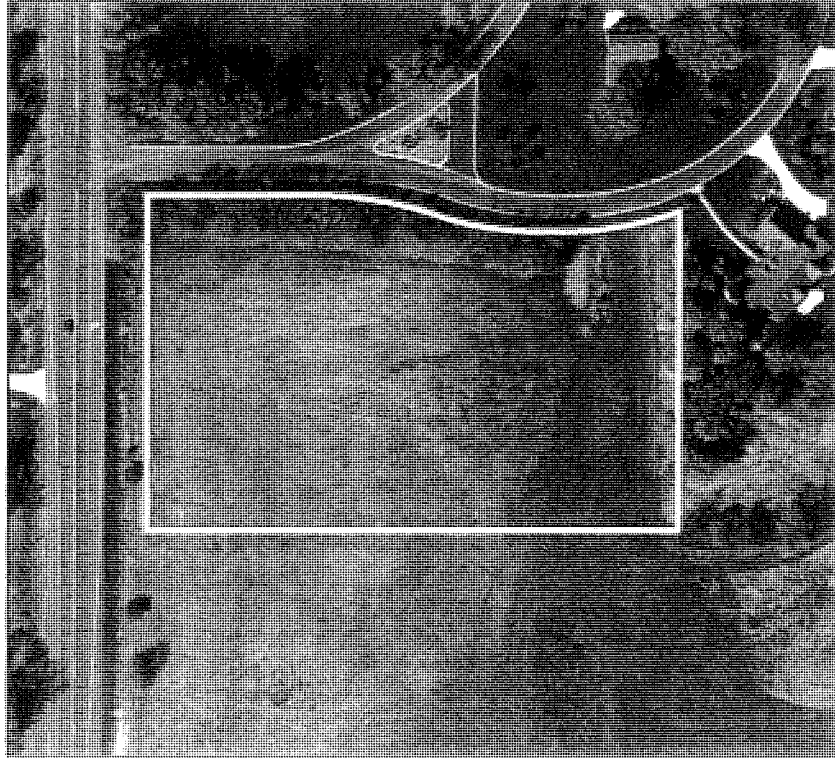
Location: 2700 Block of Lisbon Avenue

Size: 8 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
lakes/pond	picnicking		

Homestead Park

Homestead Park is an undeveloped neighborhood park in southeastern Lake Elmo.



Classification: Neighborhood Park

Location: 14th Street and Lake Elmo Avenue

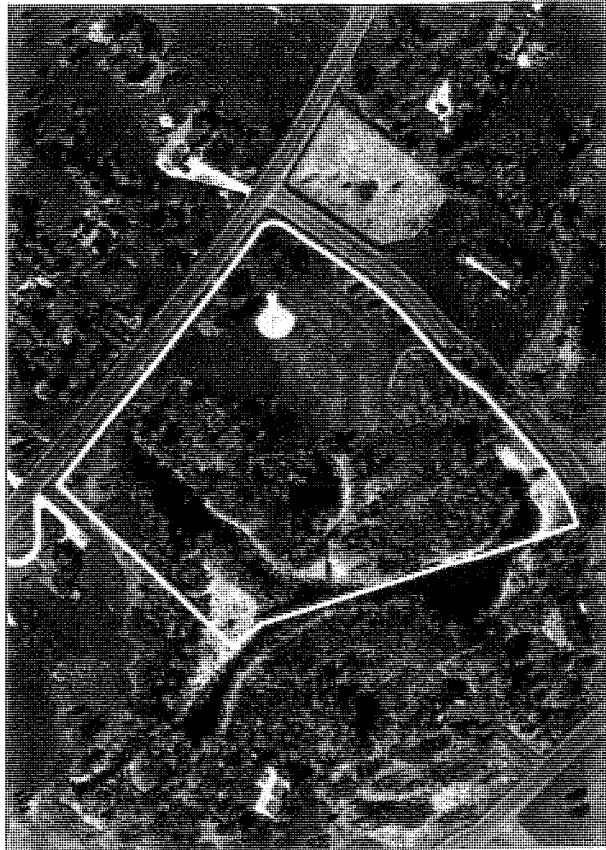
Size: 3 acres

Parks Inventory:

Natural Features	Passive Uses	Active Uses	Other Facilities
lakes/pond	picnicking		

Kleis Park

Named after the Kleis family, who settled this area better than a century ago, Kleis Park is a lovely neighborhood park located in northwest Lake Elmo. The park features a large open area with a softball field and enough room for football and soccer. A beautiful highlight of the park is a well-shaded children's play area and a small woods with ancient oak trees and trails for a casual woodland stroll.



Classification: Neighborhood Park

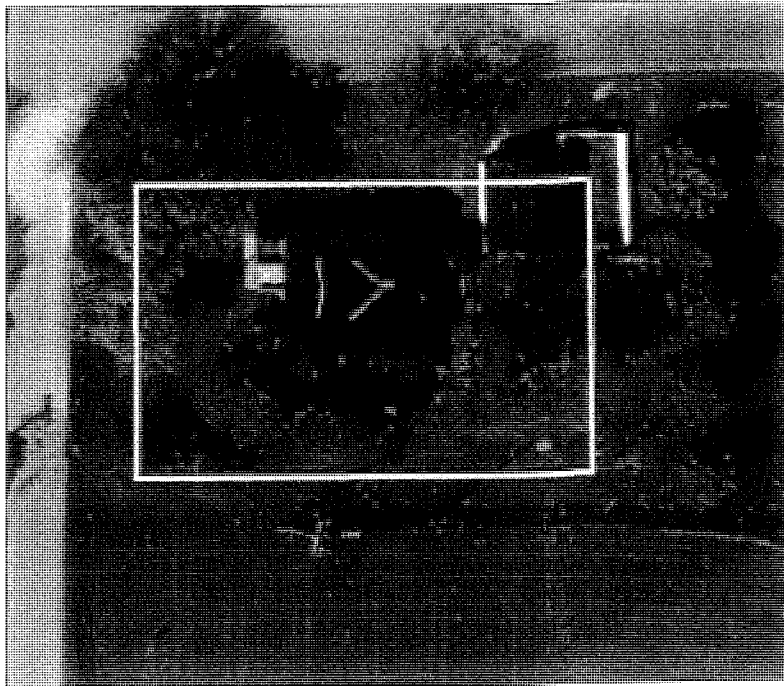
Location: 5285 Jamaca Boulevard

Size: 8 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural parkland lake/pond natural resource area	picnicking walk, jogging	Playground softball field soccer field football field biking/skiing trails	no off-street parking grills restrooms - portable

Lake Elmo Center for the Arts Park

Lake Elmo Center for the Arts is an arts center located in a former house just north of the Lions' Park left-field fence. This facility is dependent upon street parking, but parking for both Lions Park and VFW Park is close at hand.



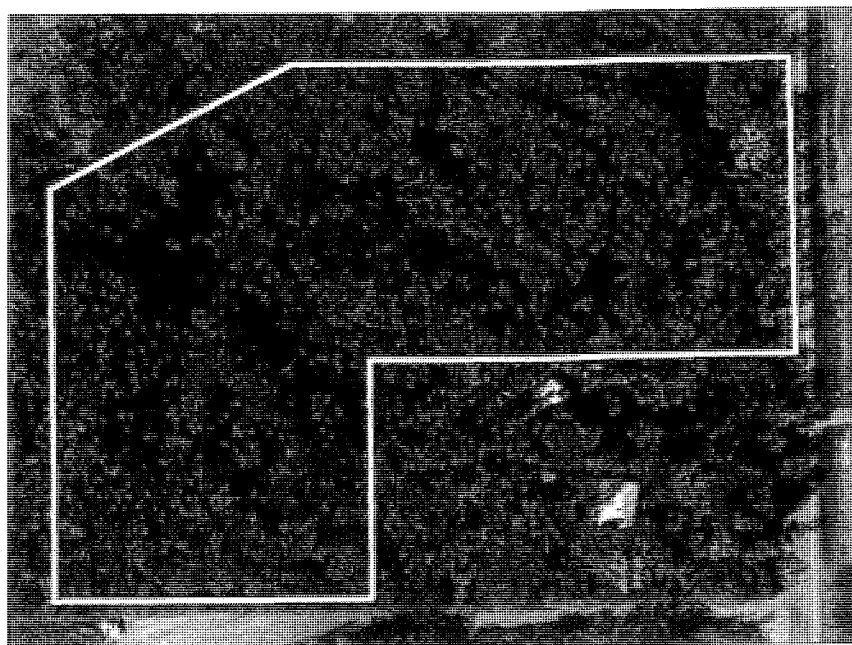
Classification: Arts Center

Location: 3585 Laverne Avenue North

Size: City Lot

Lake Jane Hills Park

Lake Jane Hills is an undeveloped park parcel acquired as future park space. These 3.7 acres are wooded with a gently rolling landscape. At this time there is no public parking for access to this property.



Classification: Neighborhood Park

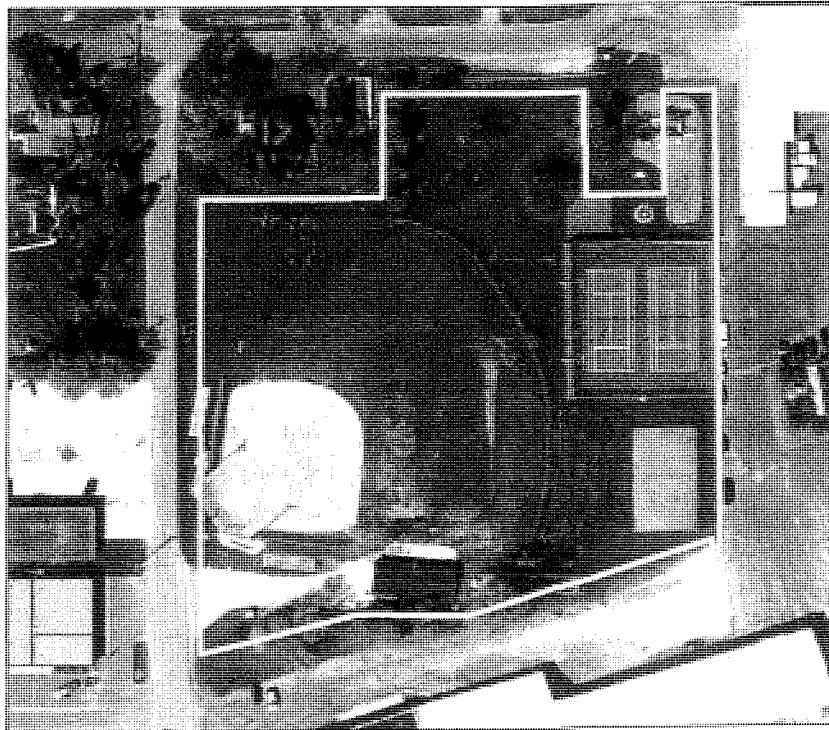
Location: Near Jamaca Avenue North and 42nd Street

Size: 3.7 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural parkland			

Lions Park

Lions Park is a fully developed park located in the heart of the "Old Village" of Lake Elmo. Shelter facilities make Lions Park a good meeting place for group activities. Each August, Lions Park is the site of the annual city celebration, *Huff-n-Puff Days*.



Classification: Special Use Park

Location: 3525 Laverne Avenue North

Size: 3 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
	picnicking	playground lighted baseball field lighted tennis courts basketball court volleyball court horseshoes hockey/ice skating rink badminton	off-street parking concession restrooms - permanent water fountain warming house bleachers shelters

Pebble Park

Pebble Park, located on the west city line, was once a 3M gravel pit. The rim of the pit offers an unpaved parking area nestled among a playground, tennis courts, a basketball court, and an ice rink during the winter season. The bottom of the pit is now a ball field. The south and northeast ends of the park features a rolling wooded terrain with sets of easily accessible trails.



Classification: Neighborhood Park

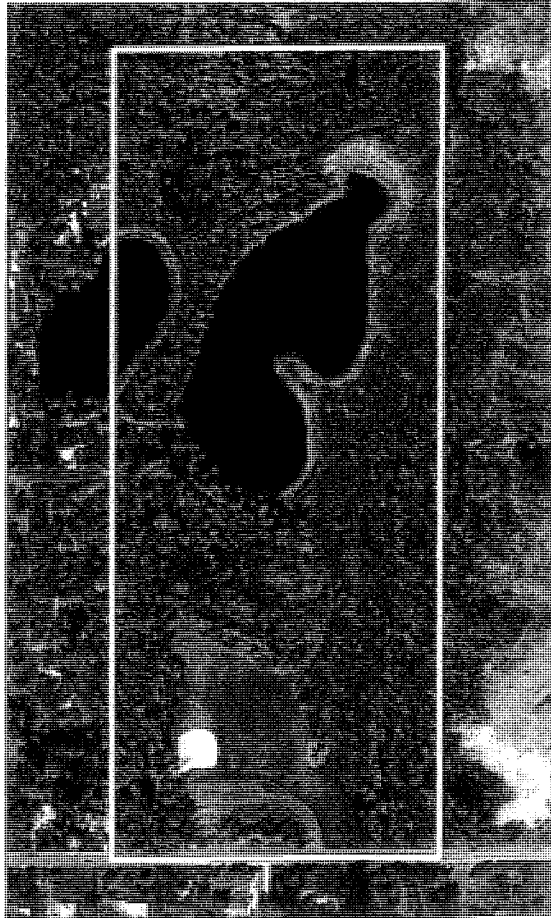
Location: 8160 Lake Jane Trail North

Size: 17 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural parkland natural resource area	picnicking trails - walking, jogging	playground lighted tennis courts basketball court volleyball court softball field ice skating rink sliding hill trails - mountain bike	off-street parking restrooms - portable water fountain

Reid Park

This land was once part of the Reid family farm and now contains a softball field with two play areas and a bike/walking path that winds through a wooded area and around a pond. Reid Park is one of the parks used during the city's annual *Huff-n-Puff Days*.



Classification: Neighborhood Park

Location: 11430 - 30th Street North

Size: 30 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural parkland lake/pond natural resource area	picnicking trails - walking, jogging flora/fauna identification quiet, solitude	playground softball field soccer field football field trails - bike	off-street parking restrooms - portable

Ridge Park

This is a neighborhood park located in west-central Lake Elmo. With 24 acres, it is evenly divided between open space with a softball field and playground, and a wooded area with an unpaved walking trail.



Classification: Neighborhood Park

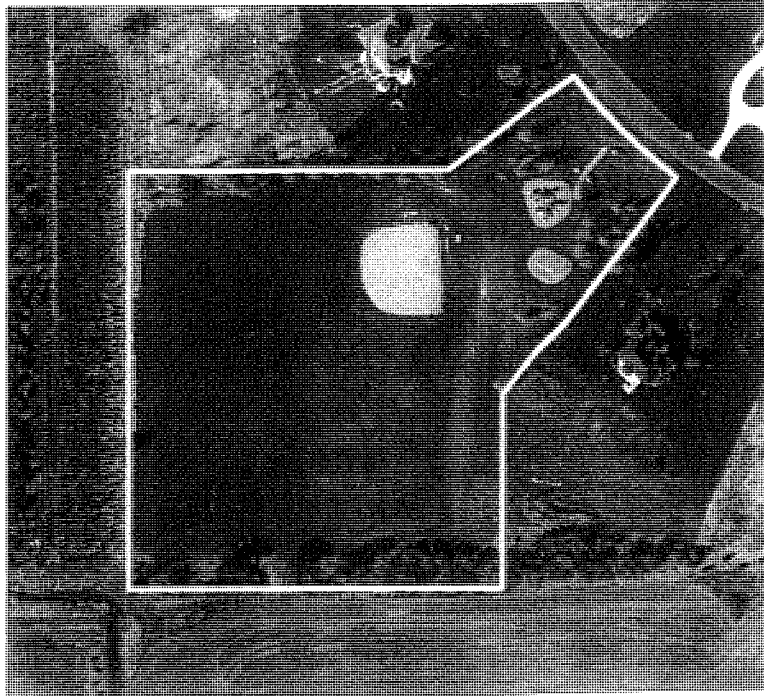
Location: 15th Street and Inwood Avenue

Size: 24 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
natural resource area	picnicking trails - walking, jogging	playground softball field volleyball court basketball court	no off-street parking

Stonegate Park

Stonegate Park is a neighborhood park located in southwestern Lake Elmo.



Classification: Neighborhood Park

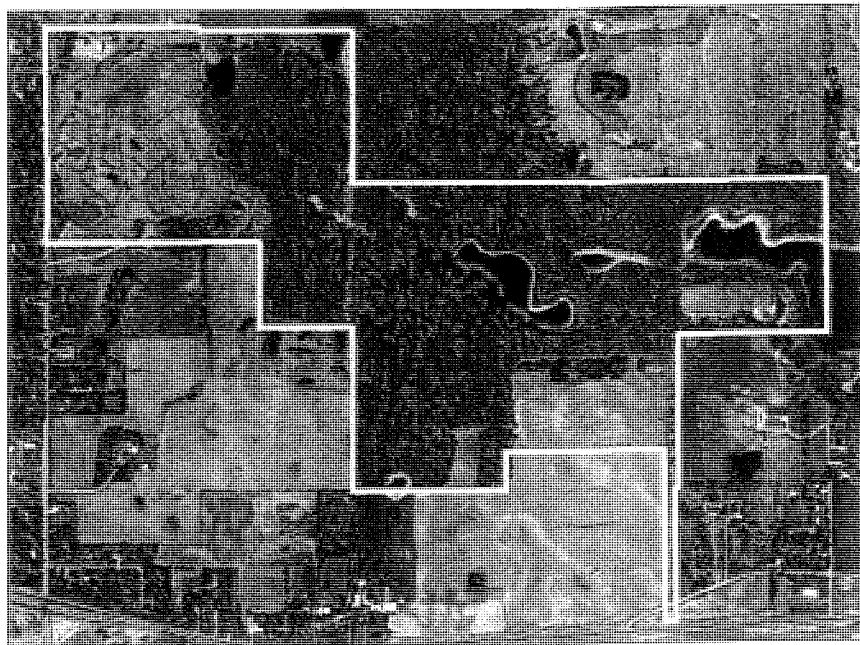
Location: 750 Jasmine

Size: 5 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
	picnicking	playground football field softball field soccer field	no off-street parking

Sunfish Lake Park

Sunfish Lake Park is considered by many to be the crown jewel of the Lake Elmo park system – an important symbol of the quiet, rural character Lake Elmo. The first European settlement in Lake Elmo was located near this park, and it is here where the assembly met that created the township we now know as the City of Lake Elmo. This park’s unspoiled rolling landscape is the same today as it was for the first settlers: a well-preserved oak forest with gentle ridges separating ponds that showcase both landscape and a lush wildlife habitat. Spanning almost 300 acres near the geographic center of the city, this park provides an important public access to Sunfish Lake.



Classification: Community Park

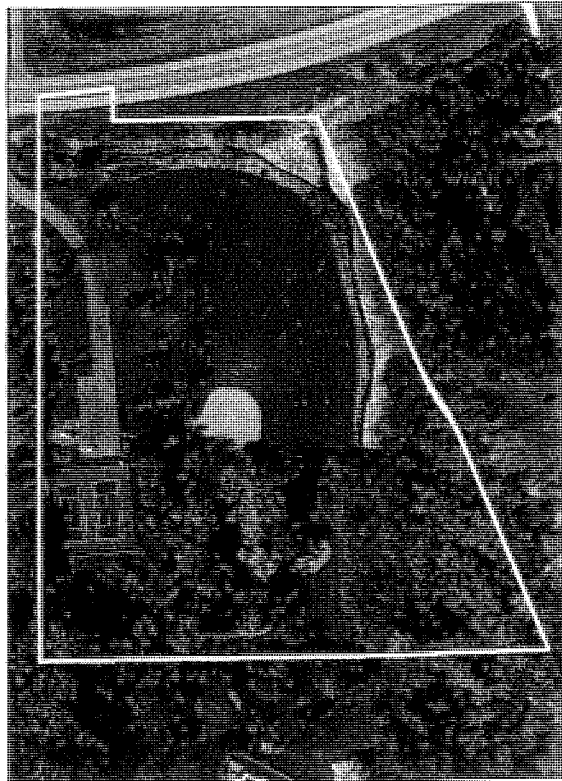
Location: 10000 Stillwater Lane North

Size: 284 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
lakes/ponds natural parkland natural resource area	picnicking walking, jogging canoeing flora/fauna identification quiet/solitude	sliding hill cross country skiing horseback riding	off-street parking restrooms - portable

Tablyn Park

At Tablyn Park, located along a gully, high ground features a paved parking area and tennis courts with a connecting paved trail. The trail leads one on a gentle switchback past the tennis courts down to the gully. Here the trail passes by a picnic area, a playground and the softball field. A wooden stairway connects the field with the parking area located at the top of the hill. In winter, one of Lake Elmo's most popular sledding hills can be found here.



Classification: Neighborhood Park

Location: 8735 Stillwater Boulevard North

Size: 8 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
	picnicking trails - walking, jogging, biking	playground lighted tennis courts basketball court softball field soccer field sledding hill football field	off-street parking grills restrooms - portable

Tana Ridge Park

Tana Ridge Park is a neighborhood park located between two housing developments in northeastern Lake Elmo. It is home to a softball field, soccer fields, and a playground.



Classification: Neighborhood Park

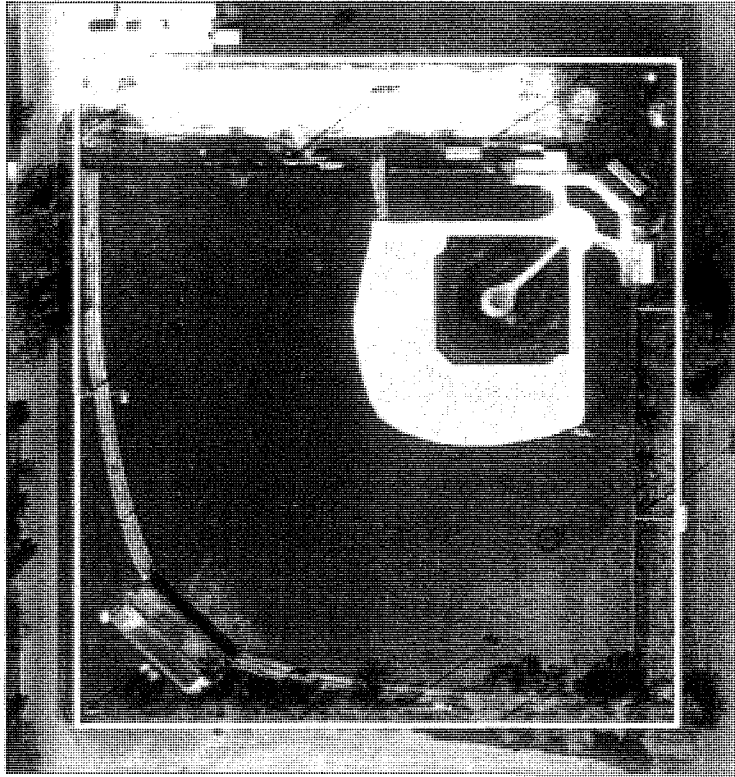
Location: 4525 Lily Avenue

Size: 5 acres

Natural Features	Passive Uses	Active Uses	Other Facilities
	trails - hiking, biking picnic table	playground soccer field softball field	no off-street parking

VFW Park

VFW Park contains Lake Elmo's only lighted baseball field and is used extensively by little leagues.

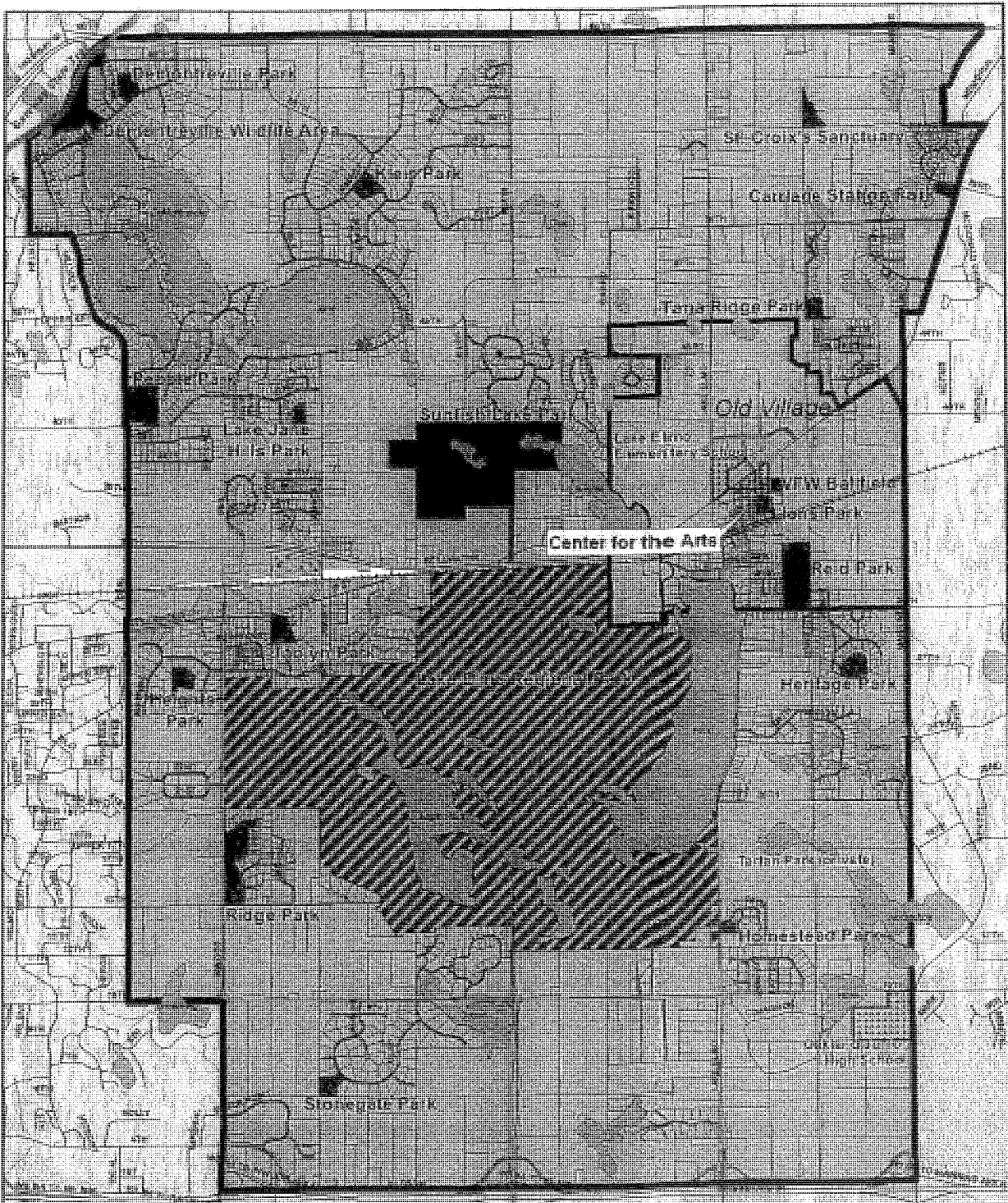


Classification: Special Use Park

Location: 3675 Layton Avenue

Size: 3 acres

Natural Features	Passive	Active	Other Facilities
		lighted baseball field lighted tennis courts	no off-street parking restrooms - seasonal bleachers concessions



MAP 1. LAKE ELMO EXISTING PARK SYSTEM

JANUARY 2011



- Neighborhood Park
- Mini Park
- Community Park
- Regional Park
- Special Use Park
- School
- DNR Boat Launch



Demographic Assessment: Park Users Between 2006 and 2030

POPULATION

The Land Use Plan

The *Lake Elmo Comprehensive Plan Chapter III, the Land Use Plan*, guides where and how future growth will occur in Lake Elmo. Preserving its rural character, maintaining the Village area as the focal point of the City, and preparing for forecasted growth are key points within the *Land Use Plan*. The *Land Use Plan* provides the basis for understanding future demand for parks and future opportunities for the park system.

Population Forecasts

For park planning purposes, the *Land Use Plan* can be described as featuring three areas within Lake Elmo having differing future development patterns: the Village area, the area south of 10th Street, and the remainder of Lake Elmo. The *Plan* envisions for the Village area a wide mix of land uses and housing types, organized in a compact pattern of streets and blocks. The area south of 10th Street is largely classified as Future Sewered Development, in preparation for future regional sewer service. In the near term, most of this area will remain rural. As regional sewer availability expands, the majority of the area south of 10th Street may be developed at more urban residential densities. Future residential development within the remainder of Lake Elmo will occur in a way consistent with rural land use patterns; (at a relatively lesser density as a strategy for preserving Lake Elmo's rural character).

The forecasted 2030 population of Lake Elmo is summarized in the land use staging plan within the *Comprehensive Plan's Land Use Plan*. The staging plan reports a total of 8,727 households and a total of 24,000 persons in Lake Elmo by 2030. The *Park Plan* uses these assumptions to plan for the 2030 park system and responds to the guidance provided in the *Land Use Plan* as to how the population will be distributed throughout three general areas of the City - the Village area, the area south of 10th Street, and the rural area north of 10th Street and outside of the Village area.

Table No. 1 summarizes the forecasted number of households and population envisioned in the *Land Use Plan*. The household distribution described in the *Land Use Plan* can generally be assigned to the three geographic areas: Village Area, South of 10th Street, and unsewered (north of 10th Street and outside of the Village Area).

**Table No. 1:
2030 Household and Population Forecasts by Area**

	2010 Households	2010 Population	2020 Households	2020 Population	2030 Households	2030 Population
Old Village	515	1,416	600	1,740	1,100	3,025
South of 10th Street	-	-	2,400	6,960	4,100	11,275
*Unsewered	3,104	8,536	3,324	9,640	3,527	9,700
TOTAL	3,619	9,952	6,324	18,403	8,727	24,000

*north of 10th Street and outside the Village Area

2005 and 2006 Population Estimates

The Metropolitan Council estimates that Lake Elmo's population in 2005 was 7,966 persons. The forecasts show an average growth of 450 persons per year between 2005 and 2010. Therefore, the *Park Plan* assumes that the population of Lake Elmo in 2006 (the base year for the *Park Plan*) to be 8,416 persons.

AGE

Recreation and Age Association

A parks system provides for recreation and enjoyment of open space - activities that appeal to all age groups. Still, certain park activities are associated with certain age groups. Active recreation facilities, such as soccer fields and playgrounds, are usually favored by younger people. Passive recreation, such as picnicking, walking, or fishing, is generally associated with older people.

The Minnesota Department of Natural Resources' *2004 Minnesota Outdoor Recreation Participation Survey* examined the association of recreation activities by adult age groups. The survey found a strong and moderate association between younger adults and active recreation, including such activities as ice skating/hockey outdoors, sledding, inline skating, downhill skiing/snowboarding, and outdoor court sports (volleyball, basketball, tennis, horseshoes). Older aged adults are found to have strong and moderate association with activities such as nature observation and photography, visiting nature centers, visiting historic or cultural sites, and walking/hiking. The survey associated people in their middle ages with snowshoeing, cross country skiing, and horseback riding. Many activities, especially water-related activities such as swimming, wading, and boating, appear to be universally enjoyed by adults of all ages in Minnesota. Of particular note to Lake Elmo is the survey finding that adults age 35 to 44 have the highest per capita hours spent on outdoor recreation than any other adult age group.

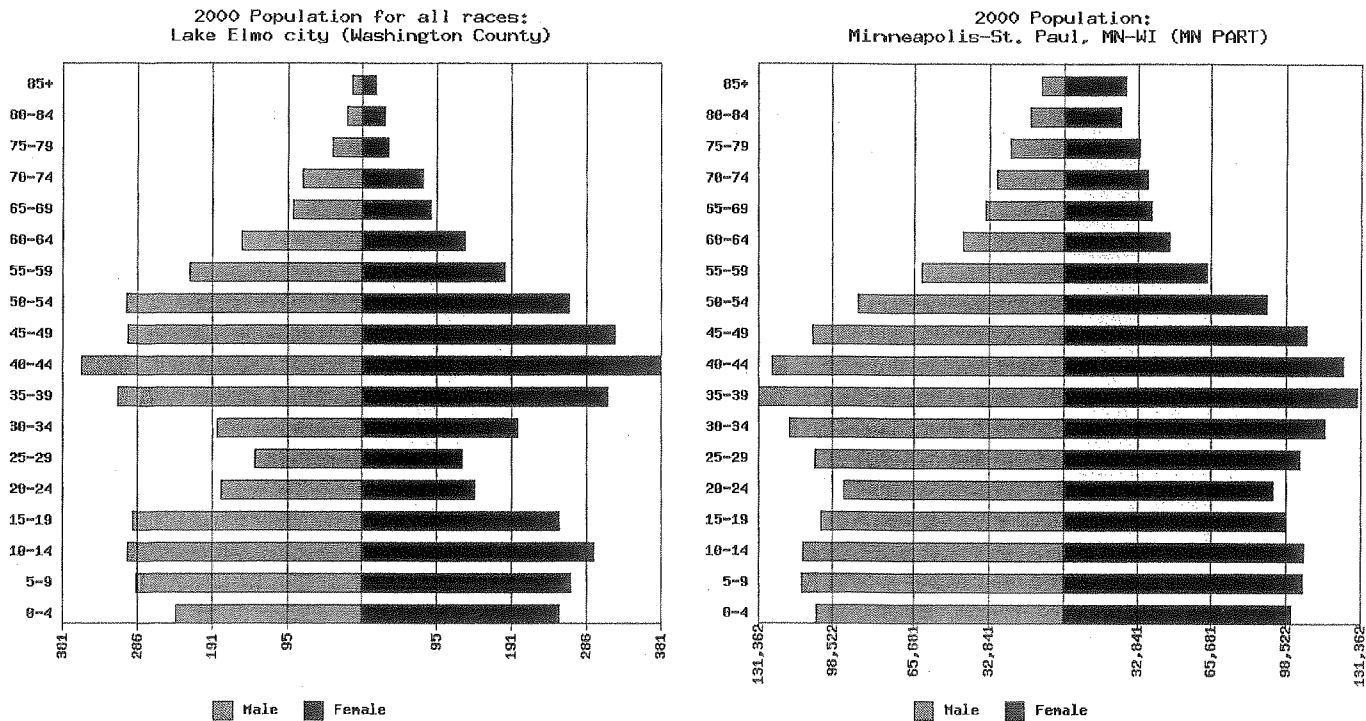
Lake Elmo Age Distribution

The United States 2000 Census provides a baseline for understanding Lake Elmo's age distribution. Lake Elmo's age distribution in comparison to the age distribution within the Twin Cities overall provides a point of consideration for how Lake Elmo's park system will serve the community over the next 25 years.

Lake Elmo has proportionally more school-age youth (ages 5 to 19) than the Twin Cities in general and has about the same proportion of children younger than 5 years old as the Twin Cities. Using the Twin Cities as a basis for comparison, Lake Elmo has an above average number of children and youth. Youth are associated with high levels of park usage, especially active recreation opportunities. Corresponding to this school-age population is a greater-than-average number of adults in the age groups 35 to 44 and 45 to 54. The Department of Natural Resources survey discovery that 35 to 44 year olds spent more hours on outdoor recreation than any other adult age group highlights the potential for a stronger demand for outdoor recreation in Lake Elmo than in other Twin Cities communities.

Lake Elmo has fewer young adults and seniors compared to the Twin Cities overall. The 2000 Lake Elmo population age groups of 20- to 24-year-olds (4.7% of total population) and 25- to 34-year-olds (9.4%) are less prevalent than in the Twin Cities as a whole, where these age groups respectively made up 6.5% and 15.5% of the population. Lake Elmo's population age 75 and up is noticeably less than this age group's presence in the Twin Cities. These trends are visible in the 2000 population pyramids for Lake Elmo and for the Twin Cities.

**Figure No. 1:
Lake Elmo and Twin Cities Population Pyramids**



Source: Minnesota Demographic Center

**Table No. 2:
Lake Elmo and Twin Cities Age Groups
as a Percent of Total Population, Year 2000**

Age Group	Percent Lake Elmo Population	Percent Twin Cities (Minneapolis -St. Paul, MN-WI MSA)
Under 5 years	7.1	7.2
5 to 9 years	8.0	7.6
10 to 14 years	8.7	7.6
15 to 19 years	7.9	7.0
20 to 24 years	4.7	6.5
25 to 34 years	9.4	15.5
35 to 44 years	19.8	17.8
45 to 54 years	17.3	13.7
55 to 59 years	5.9	4.4
60 to 64 years	4.2	3.2
65 to 74 years	4.8	4.9
75 to 84 years	1.8	3.4
85 years and over	.4	1.3

Source: United States Census Bureau, Census 2000

As Lake Elmo's population increases, the population will tend to grow proportionate to its age composition today. The cost of land and the appeal of Lake Elmo will continue to attract households that are financially well-established, more so than first-time home buyers. These households will likely be headed by adults in their prime earning years, usually in their 30s and older but before retirement age. However, changes in land use patterns as described in the *Land Use Plan* will bring a greater variety of housing types to Lake Elmo which may be attractive to empty nesters and young adults. In the near-term, the parks system will continue to largely adults in their mid-30s through 50s and their children. In the longer-term, the park system may increasingly serve adults in their 20s to early 30s as well as empty nesters and seniors.

DEMOGRAPHIC ASSESSMENT SUMMARY

The Lake Elmo *Land Use Plan* provides a framework for identifying future park needs. The forecasted population growth and the *Land Use Plan's* guidance for development are the basis for planning expansion of the park system. Overall, Lake Elmo's population is forecasted to be approximately 24,000 people by 2030, with greater population densities in the Village Area and in the area south of 10th Street than in the rest of Lake Elmo. Planning for parks that serve residents within local neighborhoods requires consideration of these different development patterns.

Lake Elmo's parks system will continue to predominantly serve adults in their mid 30s through 50s and their children. Research shows that of all adult age groups in Minnesota, adults age 35 to 44 spend the most time at outdoor recreation activities. This age group made up nearly 20% of Lake Elmo's population in 2000, so planning for the recreational needs of these adults is an important consideration. As change occurs in development patterns in the Village Area and south of 10th Street, the parks system may increasingly serve adults in their 20s to early 30s as well as empty nesters and seniors as a greater variety of housing types become available.

Natural Resources

POLICIES FOR NATURAL RESOURCE PRESERVATION

1. City of Lake Elmo Policies

The Lake Elmo Parks Commission established the principal that preservation of the natural environment is a very high priority within the parks system:

Lake Elmo Park Plan Principal a.) The parks system shall showcase, preserve, and respect natural resources. Natural resources shall guide the locations and uses of parks.

The interrelationship of parks and long-term responsible environmental stewardship is also recognized by the *Lake Elmo Comprehensive Plan*, which gives guidance for environmental protection within its city-wide planning policy (Chapter 1):

Lake Elmo 2030 Comprehensive Plan Environmental Protection Policy: The City will evaluate available options to increase the long-term viability of its park system in an environmentally sensitive manner.

2. State of Minnesota Policies

The State of Minnesota's outdoor recreation policy guidance document also emphasizes natural resource conservation through park planning. Minnesota's *2003 - 2008 State Comprehensive Outdoor Recreation Plan (SCORP)* establishes priorities for state decision-makers, guides investment of federal funds, and serves as a tool for local decision-makers.

State of Minnesota SCORP guiding principle: encouraging a better, highly integrated outdoor system that balances recreation and protection of natural and cultural resources.

The second guiding principle is to strengthen the awareness of the connection between outdoor recreation and good health. These guiding principles are the foundation for seven priorities within the SCORP. Many of the priorities resonate with Lake Elmo's commitment to natural resource conservation. The state uses the priorities listed in the SCORP to evaluate funding requests and to guide investment of federal funds.

The SCORP's priorities that are especially relevant to Lake Elmo's park system are:

Protect and restore the natural resource base on which outdoor recreation depends - Minnesota's lakes, rivers, streams, wetlands, grasslands and forests.

In areas of rapid population growth, reserve prime recreation lands, such as shoreland and significant natural areas, ahead of development and provide recreation facilities such as parks, trails, and water accesses.

Expand nature-based outdoor recreation experiences for youth living in urban areas through "near-by" access to the natural world that allows for frequent and unstructured play and exploration.

The Minnesota Department of Natural Resources' Metro Conservation Corridors program, created in 1998, seeks to protect endangered natural resources in the Twin Cities Metropolitan Area. It has identified a network of land across the Twin Cities, part of which is located within Lake Elmo. In an effort to promote conservation in the areas designated as the conservation corridor the program works with organizations, local governments, agencies and land owners to build a natural habitat network that protects and improves the health of native vegetation, fish and wildlife. Sunfish Lake Park and Lake Elmo Regional Park are part of the network identified by the program, as is the corridor of land that connects them. Identifying how Lake Elmo's park system principles coincide with state plans may uncover opportunities for partnership and suggest areas in which the city can collaborate with the state to enhance its parks system.

LAKE ELMO'S NATURAL RESOURCES

The location of Lake Elmo's natural resources and the character of the land were key factors in identifying search areas for future park land. The Parks Commission used maps depicting natural resources to identify features that could be included in future park sites. Bodies of water and wetlands were identified as areas of high importance and included forested shoreland on Lake Elmo, shoreland on Goose Lake, shoreland on Clear Lake, shoreland on Kramer Lake, and steep shoreland north of 50th Street. A forested area off of the northern portion of Lake Elmo Avenue was also highlighted. This information informed recommended locations for future parks.

In many cases, the *Park Plan* utilizes a body of water as the focal point of a search area while in another case, a relatively flat parcel of land was identified as a search area for athletic fields. Maps 2 through 6 depict Lake Elmo's wetlands, topography, land cover, and significant natural resources as identified by the Department of Natural Resources. This information was considered alongside Lake Elmo's *Comprehensive Plan* land use and zoning maps.

Wetlands

Wetlands provide a rich habitat for wildlife, including birds, mammals, fish, and amphibians, and contribute as well to maintaining the quality of our city's water. Wetlands within parks can be a focal point for nature appreciation. Map 2 shows data from the National Wetlands Inventory.

Topography

Contour lines at ten-foot intervals describe slopes and flat lands, views and drainageways. Naturally flat areas are conducive to formal or informal playfields and gardens. Highpoints within parks are opportunities for benches or picnic tables overlooking views below. Slopes may provide for sledding or for natural amphitheaters. Undulating terrain or drainage ways create interest for trails. Playgrounds nestled into a lower area create a sense of safety and separation from nearby streets or homes. See Map 3.

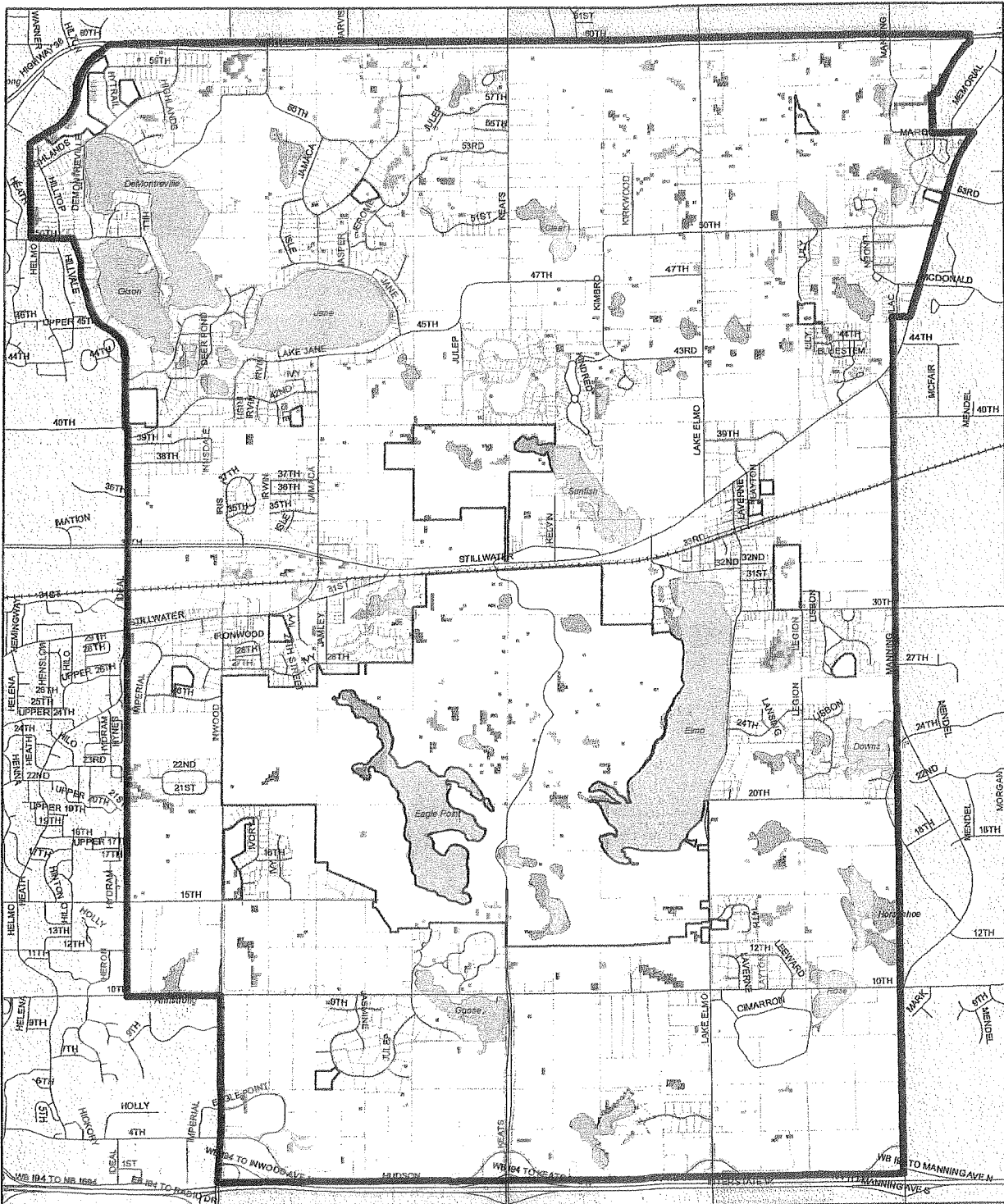
Land Cover

Land cover refers to vegetation, water, rock, and human-made surfaces on the land (Map 4). Examples of common land cover in Lake Elmo are agricultural crops, short grass (lawns), forests, woods, and water. Impervious surfaces are also land covers and include pavement, rock, buildings, or gravel which prevent water from infiltrating into the soil below. Woods, forests, waters, and tall grasslands are groundcovers that provide native plants and a richer biodiversity. The condition and features of these natural resources will be assessed as new parks are located within the park search

areas. The land cover data used for the park planning process was created from interpretation of aerial photography and is available from the Metropolitan Council. The Minnesota Department of Natural Resources is developing the *Minnesota Land Cover Classification System (MLCCS)* which uses on-the-ground field work to describe land cover. This field work has not yet been conducted in Lake Elmo. When the data does become available, it will be a tool available to the Parks Commission in further identifying noteworthy natural resources.

Department of Natural Resources Regionally Significant Ecological Areas/Metro Conservation Corridors

Regionally Significant Ecological Areas (RSEA) are identified by the Minnesota Department of Natural Resources (Maps 5 and 6). Sunfish Lake Park, Olson Lake, and the Lake Elmo Regional Park Reserve contain RSEAs. RSEAs are places where intact native plant communities and/or native animal habitat are found. They provide habitat for game and non-game animals, biological diversity, groundwater recharge, and improved water quality. Lake Elmo's RSEAs are identified as part of the network that makes up the Metro Conservation Corridors. The area identified as a Conservation Corridor within Lake Elmo is part of a larger system of habitat. The DNR's recognition of Lake Elmo's natural resources indicates that these lands are of environmental importance. Within Lake Elmo's park system, these areas present opportunities for stewardship that preserves and improves the natural environment.



MAP 2. WETLANDS

SOURCE: METROPOLITAN COUNCIL DIGITAL ATLAS


1

Mile

JANUARY 2007

Bogs	Inland shallow fresh marshes	Shrub swamps
Inland deep fresh marshes	Municipal/Industrial ponds	Wooded Swamps
Inland fresh meadows	Riverine (flowing water) wetlands	Public Parks
Inland open fresh water	Seasonally flooded basins or flats	






MAP 4. LAND COVER


SOURCE: METROPOLITAN COUNCIL DIGITAL ATLAS

0 0.5 1

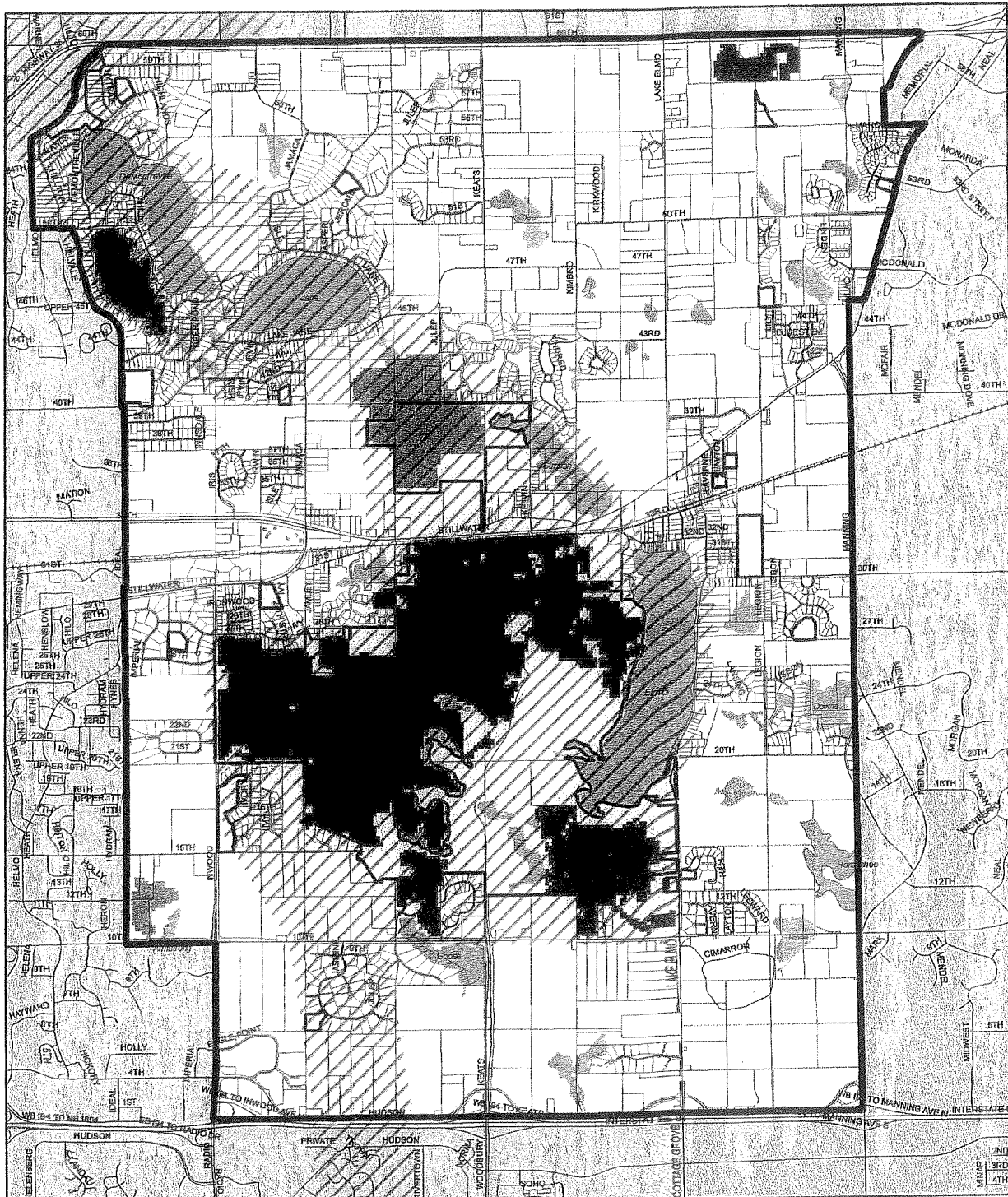
Miles



ANNUALY 2007



0 - 10% Imperviousness	Agricultural Land	Wetland Shrubland	Barren Ground (Bad Flat)
11 - 25% Imperviousness	Maintained Tall Grasslands (MLOCS Derived)	Tall Grasslands (MLOCS Derived)	Water
26 - 50% Imperviousness	Maintained Tall Grasslands (Satellite)	Wetland Emergent	Polunine Open Water (Wetlands)
51 - 75% Imperviousness	Forest	Dry Tall Grasslands (MLOCS Derived)	Public Parks
76 - 100% Imperviousness	Wetland Forest	Tall Grasslands (Satellite)	
Bleed Grass (Leaky Golf Course)	Shrubland	Barren Ground (Rock Outcrop)	






MAP 5. NATURAL RESOURCE DNR PRIORITIES



SOURCE: MINNESOTA DEPARTMENT OF NATURAL RESOURCES

JANUARY 2007

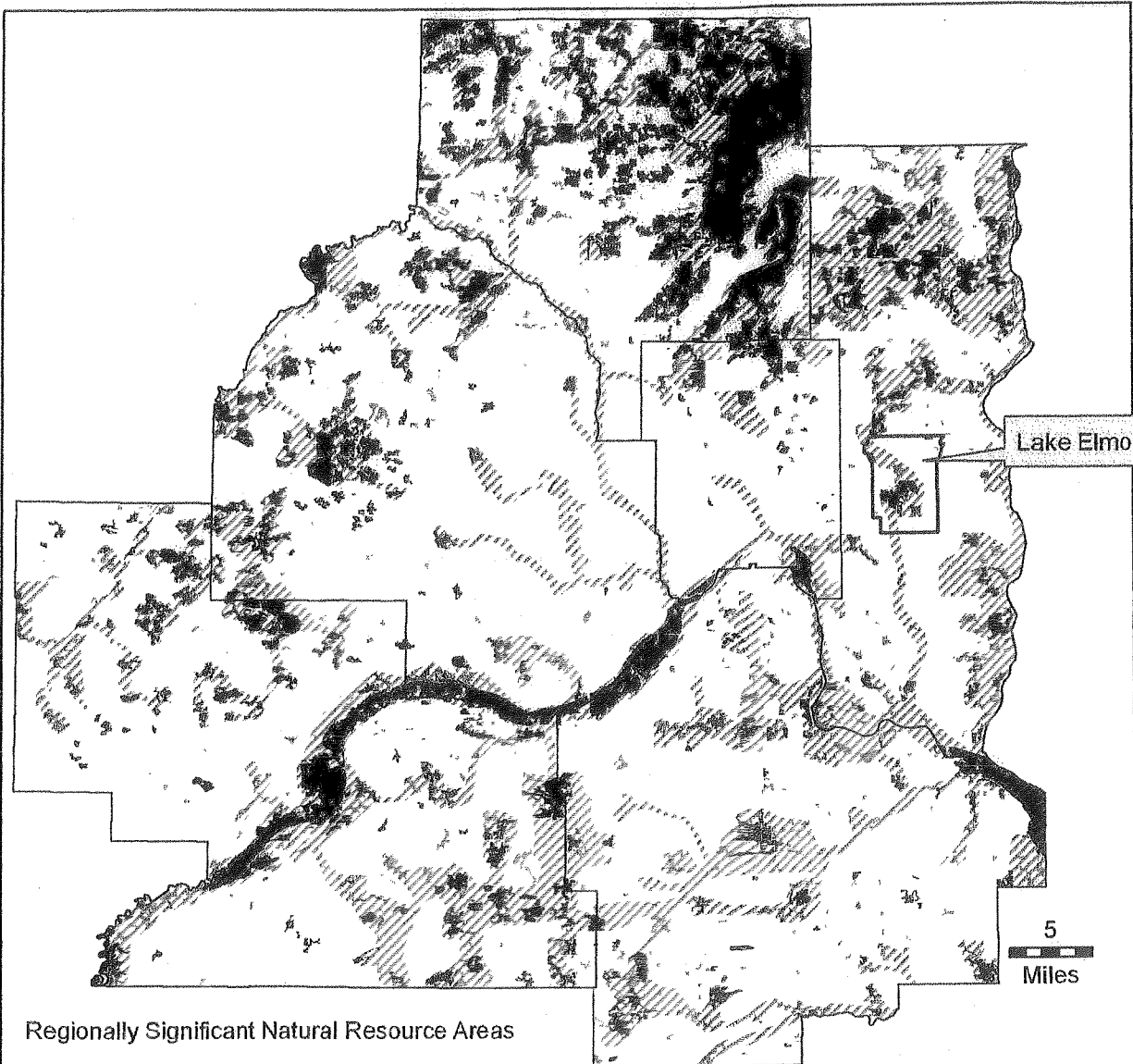


DNR Regionally Significant Ecological Areas

-  Moderate
-  High
-  Outstanding

-  Metro Conservation Corridors
-  Public Parks





Regionally Significant Natural Resource Areas

This is an analysis of regionally significant Terrestrial and Wetland Ecological Areas in the seven county metropolitan area. A model was used to identify the areas and generate scores. The scores are determined by examining important ecological attributes including size, shape, cover type diversity, and adjacent land use. The results represent a probability that the modeled conditions exist in any given area.

Metro Conservation Corridors

The purpose of the DNR's Metro Conservation Corridors project is to build a successful habitat network, protecting and improving the health of native vegetation, fish and wildlife species. The project works with organizations, local government, agencies and land owners. The areas identified on the map are the priority corridors.



MAP 6. TWIN CITIES NATURAL RESOURCE DNR PRIORITIES

SOURCE: MINNESOTA DEPARTMENT OF NATURAL RESOURCES



JANUARY 2007

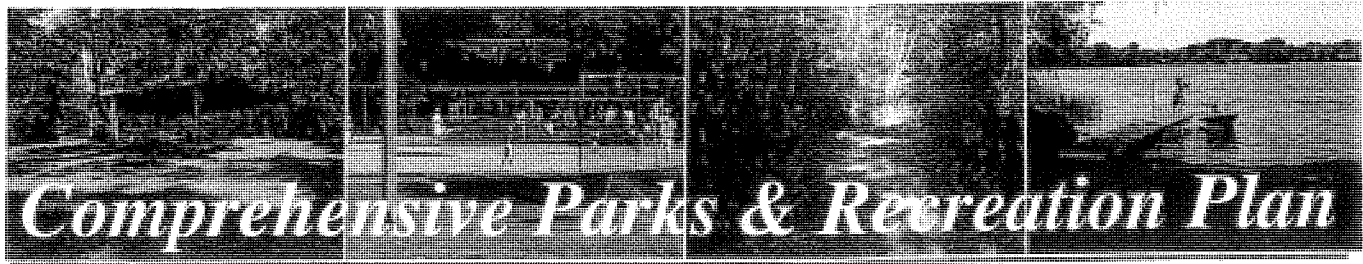


DNR Reg. Significant Ecological Areas Metro Conservation Corridors

- Moderate
- High
- Outstanding

- Metro Conservation Corridors

See www.dnr.state.mn.us for more information.



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PART THREE: PARK SYSTEM PLAN

Parks Classification System and Park Standards

INTRODUCTION

A classification system identifying the types of parks that make up the system is a valuable planning tool. Such a system provides the common language needed to describe and differentiate park lands and the variety of purposes that parks serve. The standards within the parks classification system are not a substitute for park master planning when new park land is obtained or when major capital improvements are proposed within a park. Rather, the park classification system and associated standards are general park development parameters and a starting place for master planning.

The Lake Elmo parks classification system established in the *2020 Comprehensive Plan* was refined based on the classification system established by the National Recreation and Park Association (NRPA).

The Lake Elmo parks classification system updated through 2030 consists of the following park types:

- * Neighborhood Park
- * Community Park
- * Mini Park
- * Special Use Park
- * Community Sports Complex
- * Natural Resource Areas
- * Greenways

OVERVIEW OF STANDARDS

Each type of park within the parks classification system consists of a set of standards generated from the Park System Principles and incorporate analysis of existing Lake Elmo parks and current park planning practices. Standards focus on the purpose of the park, service area and location, size, level of service, key facilities, and a facilities menu that offers a range of recreation facility options. Natural Resource Areas and Regional Park types have additional policies to address considerations unique to these park types.

Purpose

Each park type within the system has a unique purpose. The purpose defines the needs that the park type meets and its defining characteristics.

Service Area and Location

“Service area” is a measurement of the area within Lake Elmo that is expected to receive the primary benefits of a park.

Size

A minimum area, in acres, is a standard to allow adequate room for the facilities and open spaces that make up a park. Size standards are based upon an evaluation of Lake Elmo’s existing parks and on NRPA guidance.

Level-of-Service

“Levels-of-service” standards are ratios that describe adequate park facilities for a community. For park types, the ratio is expressed as the number of park acres per 1,000 persons. Park planning practices regarding level-of-service have shifted recently. Since the 1930s, the NRPA had published national level-of-service standards, most recently in 1983. In 1996, the NRPA changed this practice and published guidance for local communities to develop level-of-service standards that reflect local interests, needs, and realities.

Level-of-service provides a point of comparison in understanding how parks meet the needs of a population. The new guidelines from NRPA specify that not all park types will have a level-of-service policy. For example, park land that is used to protect natural resources must accommodate the unique natural resource base, not the human population served by the natural resource. This park plan provides a level-of-service standard for neighborhood parks, community parks, and community sports complex athletic fields.

The Lake Elmo level-of-service standard recommended in this plan for **neighborhood park land** is 11 acres per 1,000 people. The 2006 existing neighborhood park level-of-service is 16 acres per 1,000 persons. However, a few of Lake Elmo's neighborhood parks are larger than the rest (Reid Park, Ridge Park, and Pebble Park). These parks have land area that is part of Lake Elmo's natural resource base in addition to areas used for active recreation. The natural resources are an important element of the park system, but their land area need not be counted in determining a level-of-service standard, which represents a minimum land area needed. The area in natural resources would be in addition to the minimum standard. The *Park Plan* uses the median size of all neighborhood parks - 6 acres - to estimate a 2006 Level of Service of 11 acres per 1,000.

The Lake Elmo level-of-service standard recommended for **community park land** is 15 acres per 1,000 persons. This standard is based on discussion of the need for a community gathering place in the heart of Lake Elmo. The *Park Plan* assumes that one community park within the Village Area will meet this need. The standard of 15 acres per 1,000 persons produces a need for 360 acres using 2030 population forecasts. Given that Lake Elmo today has 305 acres of community park land in Sunfish Lake Park and Demontreville Wildlife Area, an additional 55 acres would allow for planning a significant community park in the heart of Lake Elmo.

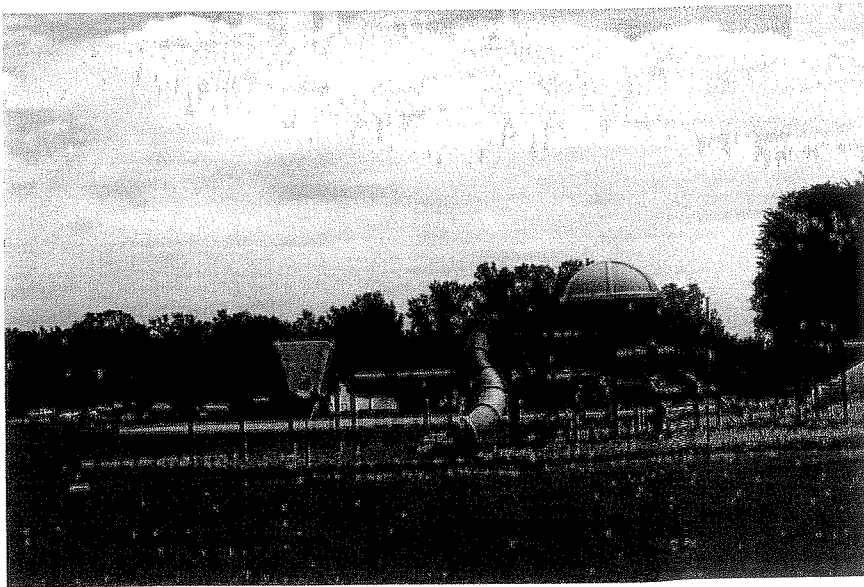
Level-of-service is a helpful policy tool in defining the park demand generated by growth and development. For example, with a neighborhood park level-of-service standard of 11 acres per 1,000 persons, the city may demonstrate that a new subdivision with an expected population of 200 will generate demand for 2.2 acres of neighborhood park land. Level-of-service measures may be factored into park dedication requirements.

Key Facilities and Facilities Menu

Key Facilities are park facilities that are included in each park. The facilities menu represents a range of options of suitable facilities from which to choose during park master planning. The facility standards are based on input gathered through a *Recreation Preference Menu* filled out by Lake Elmo officials and residents, and through guidance provided by NRPA. The *Recreation Preference Menu* explored perceptions about Lake Elmo's park system and recreation needs. It was not a survey, but a way to summarize the Parks Commission's sense of community interests and needs. A summary of preference menu responses is located in the Appendix.

It is important to note that a park is not intended to have all of the facilities listed in the facilities menu. Rather, the facilities menu is a starting point for the park master plan. The facilities chosen for each park will depend on the park's unique characteristics and natural features.

Different types of facilities are appropriate for passive or active parkland. Some parks, especially many neighborhood parks, will provide both active and passive spaces. Passive parkland typically has minimal improvements and little construction of facilities, and the landscape is in a more natural state. Examples of passive facilities include trails, picnic grounds, benches, fishing piers, and natural waterfront. Active parklands are spaces that are more heavily programmed, such as athletic fields, playgrounds, and courts. A mixture of passive and active recreation facilities within the system are important to serve all age groups, interests, and abilities.



Play structure at Lake Elmo Elementary School

Neighborhood Park

- Purpose**
- Recreational and social focus of a neighborhood and the basic unit of the park system.
 - Facilities will serve younger children, youth, and adults.
 - Within walking distance, where practical.
-

- Service Area and Location**
- Preferred service area is a quarter-mile to half-mile distance.
 - A service area of a quarter-mile is preferred for neighborhoods with more urban residential densities.
-

- Size**
- Minimum size is 3 acres.
 - Preferred size is 5 to 10 acres.
 - Parks may be larger if combined with natural resource areas.
 - Guidelines for area needed for each athletic facility type are:
 - 3 to 4 acres per multi-purpose playing field
 - 10,000 square feet per multi-use court
-

- Level-of-Service**
- 11 acres per 1,000 persons.
-

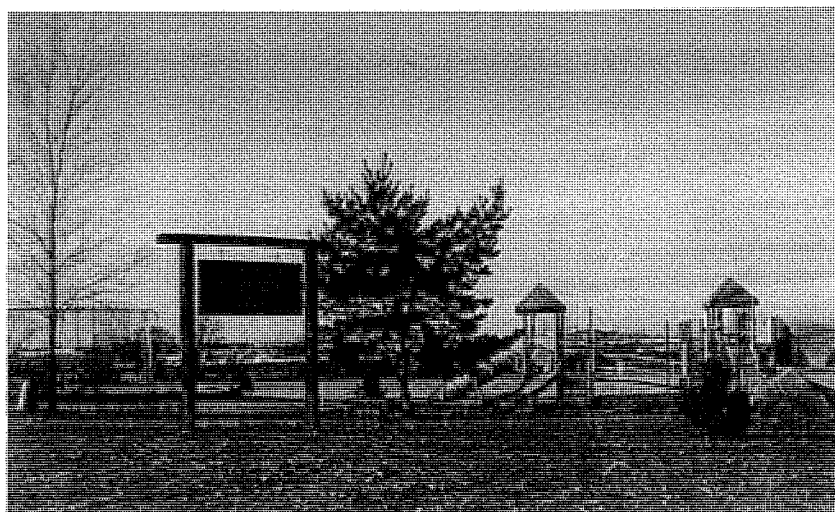
- Key Facilities**
- Portable toilet, park identification sign(s)
 - Passive parkland: picnic/sitting areas
 - Active parkland: playground, multi-purpose playing field (unlit), multi-purpose court (unlit)
-

- Facilities Menu**
- Passive parkland: gardens, natural resource areas, water features, paths, trail connections.
 - Active parkland: ice skating rink, sledding hill.
-



Lake Elmo Neighborhood Parks (2006)

Neighborhood Parks	Acres	Active/Passive Parklands
Carriage Station	3.0	Active and Passive
Demontreville	6.3	Active and Passive
Heights	5.0	(undeveloped)
Heritage	8.0	Passive
Homestead	3.0	(undeveloped)
Kleis	8.0	Active and Passive
Lake Jane	3.7	(undeveloped)
Lions	3.0	Active and Passive
Pebble	17.0	Active and Passive
Reid	30.0	Active and Passive
Ridge	24.0	Active and Passive
St. Croix's Sanctuary	6.4	Active and Passive
Stonegate	5.0	Active and Passive
Tablyn	9.0	Active and Passive
Tana Ridge	5.0	Active and Passive
Total	136.4	

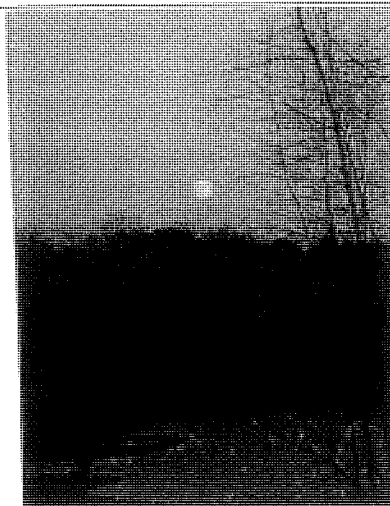
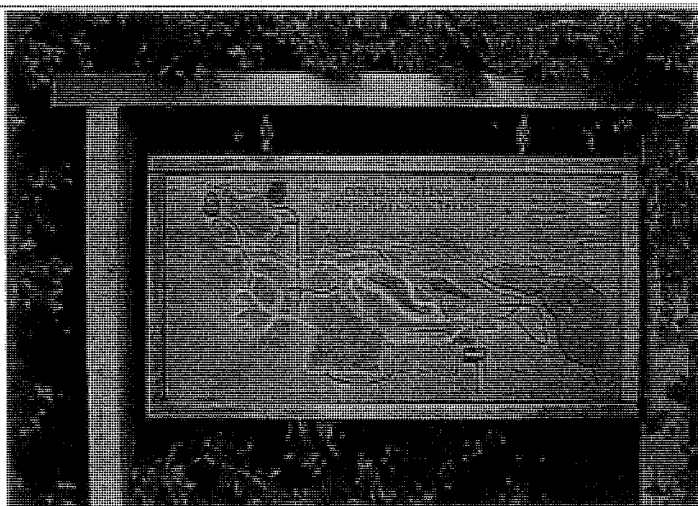


Community Park

Purpose	<ul style="list-style-type: none"> ○ Serves recreational and open-space needs for residents living throughout the city. ○ Preserves unique landscapes and open spaces. ○ Provides community gathering places and locations for group activities that would be too large for a neighborhood park.
Service Area and Location	<ul style="list-style-type: none"> ○ Service Area is city-wide. ○ An additional community park will be located within the Village Area.
Size	<ul style="list-style-type: none"> ○ Minimum size is 20 acres.
Level-of-Service	<ul style="list-style-type: none"> ○ 15 acres per 1,000 persons.
Key Facilities	<ul style="list-style-type: none"> ○ Park identification sign, portable or permanent bathroom, off-street parking spaces
Facilities Menu	<ul style="list-style-type: none"> ○ Passive parkland: natural resource areas, picnic and sitting areas, gardens, water features, shore fishing, boat launch, swimming beach, natural and cultural interpretation, paths, trail connections, park shelter ○ Active parkland: ice skating rink, skate park, disc golf course, sledding hill, shared parking arrangements

Lake Elmo Community Parks (2006)

Community Parks	Acres	Active/Passive Parklands
Sunfish Lake	284	Passive
Demontreville Wildlife Area	24	Passive
Total	308	



Mini Park

Purpose

- Serves a concentrated population or preserves a unique point of interest.
- Mini parks may be developed to augment the parks system for a concentrated population, such as a senior housing development, a shopping area, or an office complex.
- Mini parks are used to preserve a unique natural, historic, cultural or recreational point of interest that cannot otherwise be preserved within another park type.

Service Area and Location

- For mini parks serving a concentrated population, service area is a quarter-mile distance or less.
- For mini parks preserving a unique point of interest, service area is city-wide.

Size

- Less than three acres.

Facilities Menu

- Mini parks are customized for the use of the concentrated population or for the preservation of the unique feature. Mini parks typically do not require off-street parking area dedicated only for park users. Facilities may include sitting areas, scenic overlooks, signage for park interpretation, small playground.
-

Special Use Park

Purpose	<ul style="list-style-type: none"> ○ Single-purpose use, for recreation facilities that are not integrated into community parks or neighborhood parks. ○ User fees may be established in some cases for special use parks.
Service Area and Location	<ul style="list-style-type: none"> ○ Service Area is city-wide. ○ Special use parks are serviced by arterial or collector streets.
Size	<ul style="list-style-type: none"> ○ Dependant on the use; no minimum or maximum.
Key Facilities	<ul style="list-style-type: none"> ○ Sitting areas, off-street parking, portable or permanent bathroom.
Facilities Menu	<ul style="list-style-type: none"> ○ Specialized facilities dependant on the use. ○ Examples of uses that may be suitable for a special use park: arts center, lit ball field, water park, off-leash dog park, ornamental garden, skate park, community-wide playground/creative play area, golf course.

Lake Elmo Special Use Parks (2006)

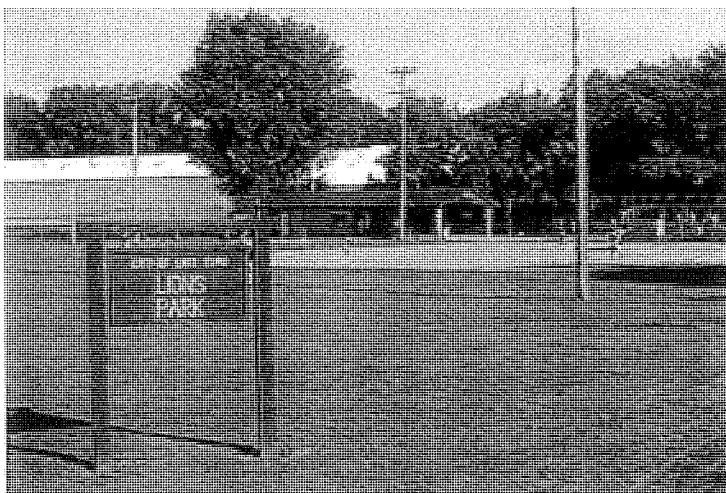
Special Use Parks	Acres
VFW	3.0
Arts Center	0.2
Total	3.2

Community Sports Complex

Purpose	<ul style="list-style-type: none">○ Consolidated athletic fields for programmed use.○ A sports complex will be built with involvement from user groups, associations, or organizations to ensure that it is developed based on user demand and meets the specific needs of users.○ User fees may be established.
Service Area and Location	<ul style="list-style-type: none">○ Service area is city-wide.○ A sports complex is serviced by arterial or collector streets.
Size	<ul style="list-style-type: none">○ 20 acres minimum contiguous park land.○ Guidelines for area needed for each athletic facility type are:<ul style="list-style-type: none">● 3 to 4 acres per baseball/softball diamond● 2 to 3 acres per soccer/football field● 7,200 square feet per tennis court● 6,000 square feet per basketball court
Level-of-Service	<ul style="list-style-type: none">○ 1 baseball/softball diamond per 3,000 population○ 1 football/soccer field per 5,000 population
Key Facilities	<ul style="list-style-type: none">○ Off street parking, permanent bathroom facilities, field lighting, paths, running water/drinking fountains.
Facilities Menu	<ul style="list-style-type: none">○ Based on user demand, the sports complex may include, but is not limited to: fields for soccer/football/other field sports; diamonds for baseball/softball; courts for tennis/basketball/volleyball/other court sports; ice rinks.

Lake Elmo Sports Complex (2006)

VFW Park and Lions Park provide two lit softball/baseball fields for programmed sports.



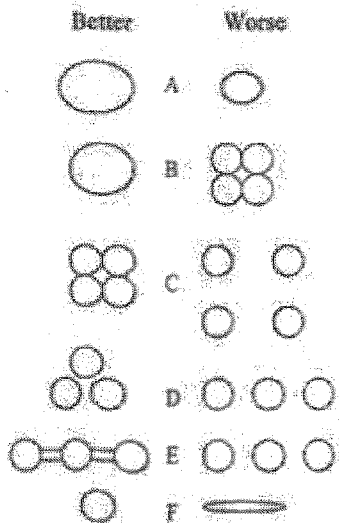
Lions Park

Natural Resource Areas

Purpose	<ul style="list-style-type: none"> ○ Showcase, preserve, respect, and restore significant natural resources. ○ Provide aesthetic variety.
Service Area and Location	<ul style="list-style-type: none"> ○ It is preferred that natural resources areas are integrated into neighborhood parks, community parks, mini parks and greenways to facilitate appreciation of natural resource areas by park users, and so that other park land may buffer natural resource areas. Natural resource areas may also be stand-alone elements of the park system. ○ Location of natural resource areas is dependent on the landscape and its natural resource potential. ○ Service area is city-wide.
Size	<ul style="list-style-type: none"> ○ Variable, depending on the natural resources and landscape.
Additional Policies	<ul style="list-style-type: none"> ○ Natural resources inform park design. ○ Passive recreational use of natural resource areas is provided for through marked trails and viewing areas. ○ Natural resource areas provide for wildlife habitat. Areas are consolidated, contiguous, and connected where feasible. ○ Native plantings are used in natural resource areas to restore prairie, savannah, woodlands, forests, wetlands, and lakes.

Lake Elmo Natural Resource Areas (2006)

Natural Resource Areas are located within Sunfish Lake Park, Demontreville Wildlife Area, Reid Park, Kleis Park, Pebble Park, Lake Jane Hills Park, Ridge Park, Heritage Park, Homestead Park, and Heights Park.



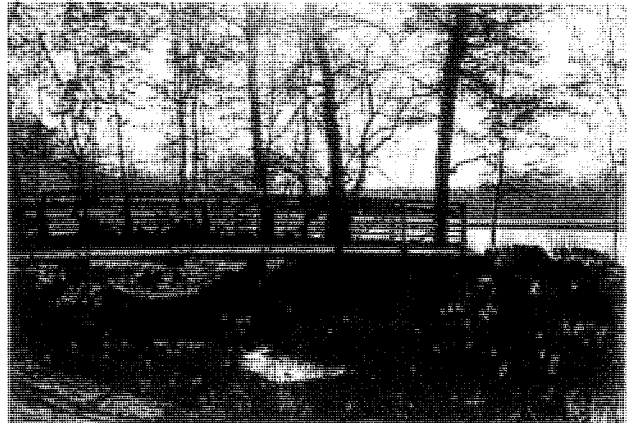
This diagram identifies preferred layouts of natural resource areas. Example A is showing that a larger contiguous area is better than a smaller contiguous area. Example C shows that smaller individual areas would be better if they were close together or adjacent rather than spread apart.

Design Principles for wildlife habitat within Natural Resource Areas.

From *Drafting a Conservation Blueprint: A Practitioner's Guide to Planning for Biodiversity*. Jonathan V. Higgins, Earl C. Saxon, Craig R. Groves, Michael W. Beck.

Greenways

Purpose	<ul style="list-style-type: none">○ Corridors that tie park system components together.
Service Area and Location	<ul style="list-style-type: none">○ Service area is city-wide.○ Greenways are integrated with the trail system.
Size	<ul style="list-style-type: none">○ Minimum of 50 feet wide (25 feet wide in constrained conditions).○ 75 to 100 feet wide is optimal.
Additional Policies	<ul style="list-style-type: none">○ Greenways are multi-purposed. The functions of greenways include:<ul style="list-style-type: none">● increase vegetation along trails and paths,● periodically widen off-road trails to create rest areas and overlooks,● provide corridors for wildlife movement, linking habitat,● buffer between land uses.○ Greenways are primarily developed along corridors that are also identified for off road trails.



Many existing trails in Lake Elmo show the possible characteristics that a Greenway would possess.

Regional Park

Purpose Recognition of the Regional Park

Description Lake Elmo Regional Park Reserve is a 2,165-acre park within the City of Lake Elmo, operated by Washington County and is part of the Metropolitan Regional Park System.

Additional Policies

- Washington County shall be the implementing agency responsible for acquisition, development, operation, and maintenance of the Lake Elmo Regional Park Reserve.
- The city will participate in the master planning and development process for regional park projects that will have an impact on Lake Elmo.
- The city will oppose any use of the Regional Park Reserve for non-recreational purposes.

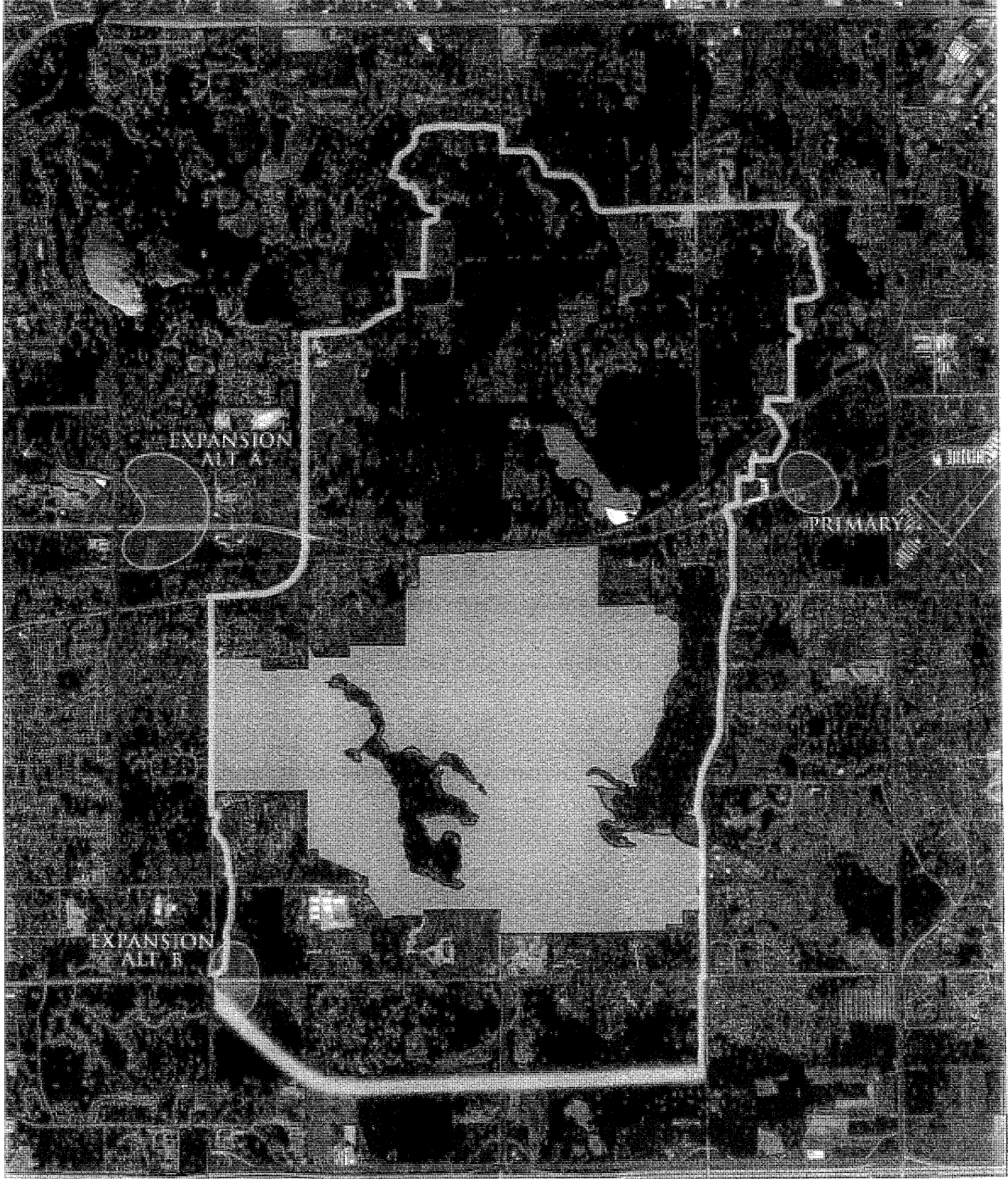
Recommendations for Additional Parks

The *Park Plan* recommends adding to the Lake Elmo parks system thirteen (13) neighborhood parks, one community park, one to two community sports complexes, two special use parks, and a greenway. The recommendations are illustrated on Map 7, 2030 *Park System Plan*.

Recommendations for additional park land were created from a synthesis of the park system principles, demographic analysis, existing and planned land use patterns, existing and proposed trails, park service areas, level-of-service (LOS) guidelines, and natural resources data. The *Park Plan* identifies search areas for the proposed additional park land. The search areas are intended to offer the city guidance as to where to obtain additional park land while allowing for flexibility as the potential for each park is evaluated on a case by case basis. ***The exact locations of the parks will be determined as the city obtains parkland and as opportunities arise.***

Neighborhood park search areas were identified after review of service area and the LOS guideline of 11 parkland acres per 1,000 population. Mapping of the quarter-mile and the half-mile service areas of existing and already-planned neighborhood parks highlights the parts of the city that are not served by neighborhood parks (Map 8, Neighborhood Park Service Areas). The LOS guideline applied to the 2030 population forecasts results in an additional 128 acres of neighborhood parkland needed, to be concentrated in the area south of 10th Street. Proposed neighborhood parks and the greenway combine to meet local park needs in this area. Specific search areas for neighborhood parks were further refined with respect to natural resources, centrality, access, and barriers (Map 9, Neighborhood Park Search Areas).

Other recommended park search areas are park types that serve the entire Lake Elmo community (community parks, community sports complexes, and special use parks). The location of each search area for these parks was chosen based upon the purpose of the park and the features offered by each locale. The search areas are illustrated on Map 10, Other Park Search Areas. The proposed Greenway is shown on Map 11.



MAP 7. 2030 PARK SYSTEM PLAN



FEBRUARY 2007

EXISTING PARKS

- NEIGHBORHOOD PARK
- COMMUNITY PARK
- SPECIAL USE PARK
- GATEWAY STATE TRAIL
- REGIONAL PARK
- SCHOOL
- CNR BOAT LAUNCH

PROPOSED PARKS SEARCH AREAS

- NEIGHBORHOOD PARK
- COMMUNITY PARK
- GREENWAY
- SPORTS COMPLEX
- WASHINGTON COUNTY GREENWAY
- SPECIAL USE PARK



NEIGHBORHOOD PARK SEARCH AREAS

Search areas are noted on Map 8, Neighborhood Park Search Areas, and described below.

North-Central Lake Elmo

Map 8 shows four proposed neighborhood park search areas within north-central Lake Elmo, the land area bound by Highway 5 and the City's north, west and east boundaries. Of the four search areas, a neighborhood park located within Search Area B is of greatest importance to the system. This search area location could best serve the north-central neighborhoods if the city were not able to establish parks in Search Area A or Search Area C. A body of water and a major east-west connecting piece of the trail system are key elements of Search Area B. Yet, the importance of parks in Search Area A, Search Area C and Search Area D should not be overlooked, as they would provide recreational facilities within walking distance of more neighborhoods in the north-central area.

Search Area A. Located a quarter to half-mile south of Highway 36 between Keats and Lake Elmo Avenue, Search Area A features a relatively level area suitable for playfield space to the north. Hills to the south, marshes, and forests provide points of interest for passive park facilities or for playgrounds. Search Area A connects to a spur of Lake Elmo's proposed trail system.

Search Area B. Search Area B encompasses much of Clear Lake, north of 47th Street and east of Keats Avenue. Search Area B connects to the proposed trail system and greenway loop. The western portion of Clear Lake is developed while the east shore is part of larger tracts of land where there may be greater opportunities for park land acquisition. The northern part of the search area has more varied topography with woods and grasslands, creating a potential point of interest for nature appreciation and resource protection. The land closer to 47th Street is flat and offers an opportunity to create a playfield area. A trail and pier are examples of facilities that would allow for passive recreation along the water. The *Plan* recommends that the park be large enough to combine the features offered by the shore as well as the more level area. The recommended size for a neighborhood park is five to ten acres; in Search Area B, the *Plan* recommends a **park of ten acres or more** to include areas of natural resource preservation.

Search Area C. Search Area C is located north of the curve where 45th and 47th streets connect. The search area is contiguous to the northern edge of the Metro Conservation Corridor running across Lake Elmo and so has the potential to contribute its natural habitat to the larger Corridor system. The land within the search area is relatively high and flat. A neighborhood park within Search Area C would be intended to meet the recreation needs of neighborhoods north of Sunfish Lake Park and families living along the southeast shore of Lake Jane. Because the land here is level, a full-size

playfield and multi-purpose courts would be appropriate. Special attention to landscaping and habitat restoration would be needed, as forests, woods, or tall grasslands are not found in this location.

Search Area D. A neighborhood park within Search Area D would provide active recreation facilities to residents living south of Sunfish Lake Park and along Highway 5. This neighborhood park would be relatively small -- three to five acres -- to provide active recreation facilities such as a playground. Significant passive recreation facilities are not necessary here, owing to the proximity of Sunfish Lake Park.

South of Tenth Street

The majority of the recommended additional neighborhood parks are located south of 10th Street in order to prepare for future sewer development in that area. The *Park Plan* recommends seven (7) neighborhood parks in this area. The neighborhood park search areas are organized around a segment of the proposed greenway that would run east-west south of 10th Street. The greenway would be linear parkland with a trail that would connect with the adjacent neighborhood parks. This segment of the greenway would knit together the immediate neighborhoods, the local neighborhood parks, and connect to the greater greenway loop, which would further link the area south of 10th Street to the northern parts of the City. The proposed neighborhood parks and greenway south of 10th Street would integrate approximately 100 acres of parkland into the future neighborhoods of the area.

Search Area E. Search Area E is southeast of 10th Street and Irwood Avenue. It is relatively flat and currently used for agricultural purposes. There are not wetlands or trees in the area, so playfields and courts would be an appropriate option. Picnic tables, benches, and walking paths in the park would also serve employees from the business district just south of here. The Search Area is along the proposed trail system and would connect to the greenway as it turned northward.

Search Area F. Located north of the I-94 frontage road where the proposed trail system has a spur to the north, Search Area F is contiguous with the Metro Conservation Corridor. The land has rolling hills and drainageways. Like Stonegate Park to the west, the search area has the potential for long views. Search Area F is located so that it would be connected to the proposed southern trail spur to the greenway.



Search Area G. Search Area G is focused on the southeast shore of Goose Lake. Once the gravel quarry that is currently operating in this location completes its operations, there may be an opportunity to design a neighborhood park as part of the reclamation plan. Trail connections from the existing trail through Stonegate Park, and the proposed trail along the west side of Keats Avenue, will allow this park to serve neighborhoods to the west and south. The park may also connect these trails with the proposed greenway.

Search Area H. Because of the high volume of traffic on Keats Avenue in this area, a formal crossing to connect the neighborhoods to the east to the proposed neighborhood park in Search Area G is not recommended. Search Area H would serve the active recreation needs of neighborhoods located east of Keats Avenue and north of the proposed greenway.

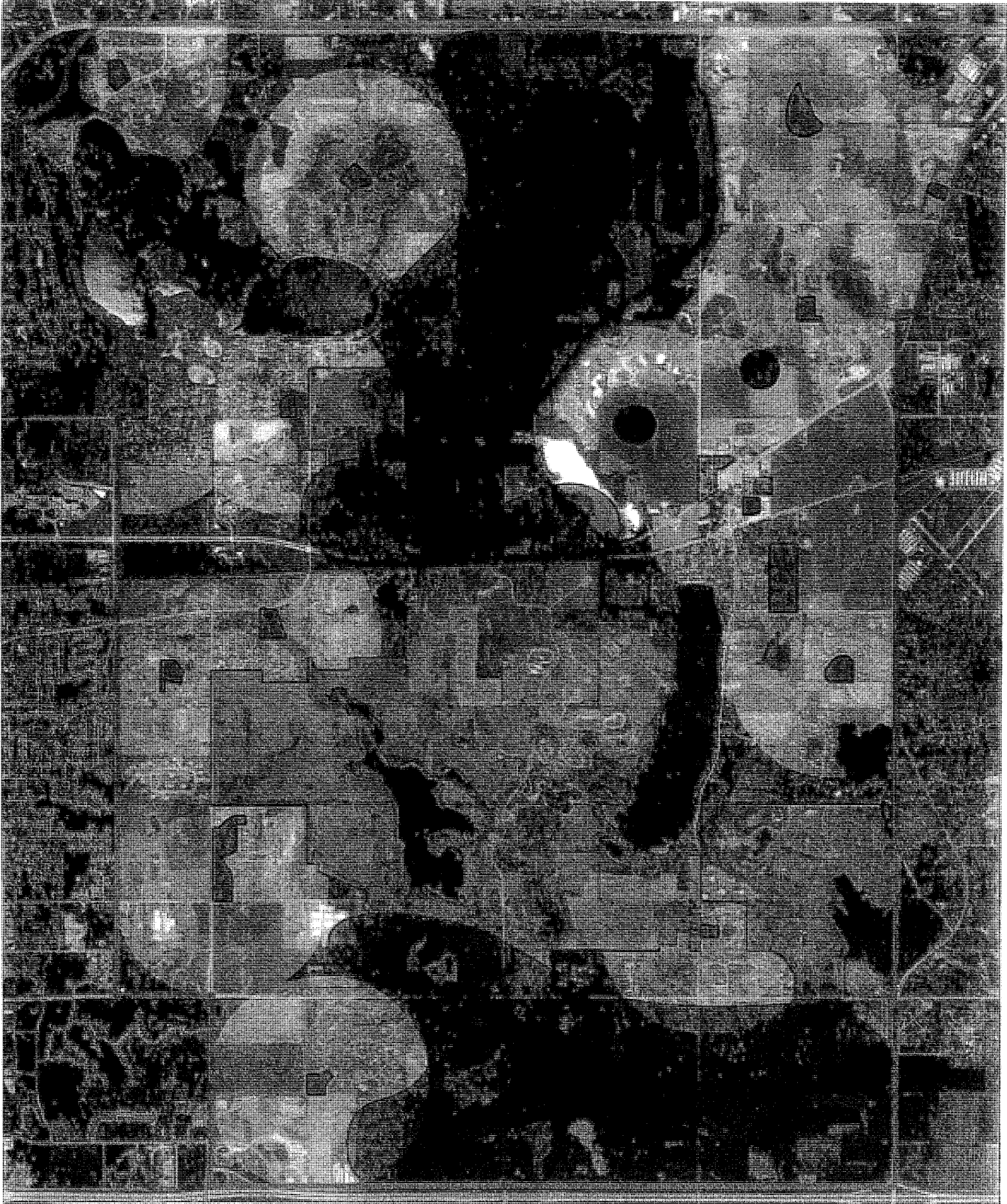
Search Area I. The body of water located north of the I-94 frontage road between Keats Avenue and Lake Elmo Avenue is the central feature for Search Area I. Wetland grasses stretching along the shore, along with some hills, would serve as a visually compelling location for a trail along the water. The proposed park would be accessible both from the proposed trail along the frontage road and from the greenway. This park would have a focus primarily on passive recreation. An informal open area, rather than an athletic field, would be most appropriate for this park.

Search Area J. Search Area J would serve neighborhoods west of Lake Elmo Avenue. The area contains a small forest that could contribute to the park's character. Parkland in this area would be relatively flat and could include a multi-purpose athletic field and multi-purpose court that could serve the more active recreational needs that would not be met by the park in Search Area I.

Search Area K. Search Area K is located east of Lake Elmo Avenue and south of the Cimarron community. A wetland is present in the search area and presents an opportunity for an attractive focal point within the park. The park would be embraced by the greenway's linear open space and be a destination for business park employees as well as serving neighbors to the south and in the Cimarron community to the north.

Village Area

The *Village Area Master Plan* is being developed by the City of Lake Elmo concurrently with the *Park Plan*. The recommendations within the draft master plan include two neighborhood parks, identified in the plan as West and North parks. These locations are identified on the Neighborhood Parks Search Area map.

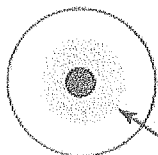


MAP 8. NEIGHBORHOOD PARKS SERVICE AREAS



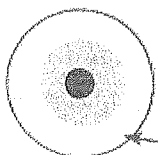
CITY OF
**LAKE
ELMO**

FEBRUARY 2007



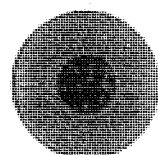
EXISTING
NEIGHBORHOOD
PARKS

1/4 MILE SERVICE AREA



CURRENTLY
PROPOSED
NEIGHBORHOOD
PARKS

1/2 MILE SERVICE AREA



UNSERVED
AREAS

TKDA
2400 E. 14TH ST. • SUITE 100 • LAKELAND, TX 75043



MAP 9. NEIGHBORHOOD PARK SEARCH AREAS



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ENGINEERS • ARCHITECTS • PLANNERS

COMMUNITY PARK SEARCH AREA

This plan calls for the creation of one additional community park, addressing one of the key principles by which this plan has been developed: *A significant park shall be located at the heart of Lake Elmo and serve as a community gathering place and landmark.* This park, which would likely emerge as the heart of Lake Elmo and the most important gathering place in the entire community, would feature gentle walking paths, grassy open space, flower beds and decorative plantings, mature trees and ponds and streams, park benches and a playground, picnic areas, and perhaps a band shell for summer concerts. Spanning approximately 20 acres in the Village Area (not including bodies of water), this community park should be located close to senior housing and should provide ample opportunity for organized flower clubs and other civic groups to contribute to the quiet beauty of the park. It should also serve as a place for city celebrations, ice cream socials, a farmer's market, and other activities that will bring the people of Lake Elmo together. The community park search area is located north of the railroad tracks and south of Highway 5, as shown on Map 10, *Other Parks Search Areas.*

SPECIAL USE PARK SEARCH AREAS

The *Park Plan* recommends two special use parks: a public access to the city's namesake lake and a civic square outside of the proposed City Hall.

The access to the waterbody of Lake Elmo is envisioned as passive parkland that may accommodate a fishing dock or a canoe rack, but not motor boats or a swim beach. The search area identified on the *Other Parks Search Area* map is on the southeast shore of Lake Elmo. A different location may be sought if the southeast location should prove to be infeasible or if a preferred alternative is found.



The city is currently considering options for locating a new City Hall. The *Village Area Master Plan* identifies a site south of Highway 5 and closer to the center of the Village Area than its current location shows a civic square outside of City Hall. A civic square would serve Village Area residents, employees, and visitors as a meeting place, an opportunity for fresh air over lunch, and as a location for community events.

COMMUNITY SPORTS COMPLEX SEARCH AREAS

This plan recommends the construction of one or perhaps two community sports complexes. The first priority sports complex search area is within the Village Area, southwest of the community park search area. There are two alternative search areas for the potential second sports complex: alternative A is located near Ideal Avenue and Highway 5, while alternative B is located east of Inwood Avenue at 10th Street.

The recommendation for two sports complexes was generated using a level of service (LOS) guideline for athletic fields and baseball diamonds. Using an LOS of 'one diamond per 3,000 persons' and 'one athletic field per 5,000 persons,' a total of eight diamonds and five athletic fields would be needed by citywide by 2030. This plan recommends that these facilities be constructed in two locations, and that the second location be developed after usage of the first sports complex demonstrates that these LOS standards are fitting for Lake Elmo.

Today, the Lake Elmo park system has two lighted baseball/softball diamonds that serve programmed athletics programs. With the 2006 population estimated at approximately 8,000, the LOS of one baseball/softball diamond per 3,000 indicates a need for 2.6 diamonds in 2006. In 2030, Lake Elmo's population of 24,000 would suggest the need for a total of eight diamonds. An LOS of 'one diamond

per 3,000' falls within the range of national guidelines and local research findings and reflects the apparent demand for diamonds today.

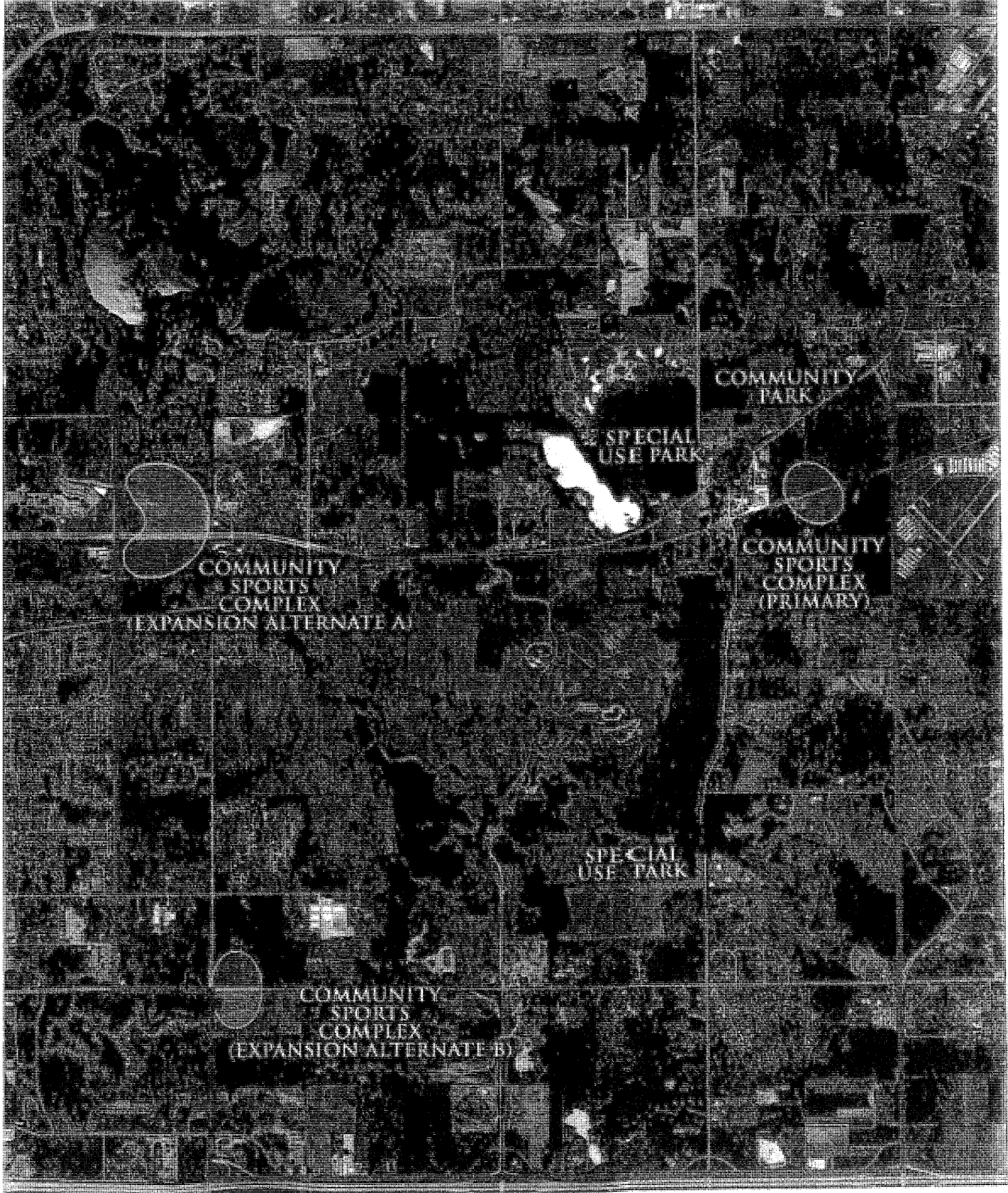
The sports complex soccer/football field LOS guideline for Lake Elmo is 'one field per 5,000 persons.' Currently the Lake Elmo park system does not have any lighted soccer/football fields or any park with multiple fields in one location. National and local comparisons illustrate that soccer/football field LOS guidelines range between 25% to 50% less than LOS guidelines for softball/baseball diamonds. The LOS guideline of 'one field per 5,000' proportionally follows this trend. Using this guideline, in 2006 Lake Elmo currently has a deficit of 1.6 soccer/football fields, and in 2030 would need a total of 4.8 sports complex soccer fields. See the Appendix for information about comparable national and local LOS guidelines for athletic fields.

For the Village Area Sports Complex, this plan recommends the development of three soccer/football fields and three baseball/softball fields on approximately 20 acres. These fields would bring athletic competition to the center of the community and reinforce the Village Area as the center of the community. The lighted diamonds at Lions Park and VFW Park would continue to be used to meet Lake Elmo's needs for highly programmed playfields. Therefore, the combination of the Village Area Sports Complex, Lions Park and VFW Park would offer five baseball/softball diamonds and three soccer fields. Using the LOS guidelines, these fields would serve 15,000 people, a population that Lake Elmo is predicted to reach approaching the year 2020.




As Lake Elmo's population approaches 15,000, the programmed usage of the fields at the Village Area Sports Complex, Lions Park and VFW Park needs to be evaluated, and the LOS guidelines adjusted accordingly. If it is found that the fields cannot meet the demand of the expected 2030 population of 24,000 people, then the second sports complex at Inwood Avenue and 10th Street or at Highway 5 would be developed. If the LOS of one baseball/softball diamond per 3,000 and one soccer/football field per 5,000 is maintained, then an additional three diamonds and two fields would be needed at the second sports complex location to serve a population of 24,000.

NATURAL RESOURCE AREAS AND MINI PARKS

This plan does not note search areas for natural resource areas and mini parks. These types of park lands are to be added to the system as a way to serve the community where other types of parks are not meeting recreation or natural resource protection needs. The locations of these types of parks will respond to unique opportunities as they arise.



MAP 10. OTHER PARK SEARCH AREAS

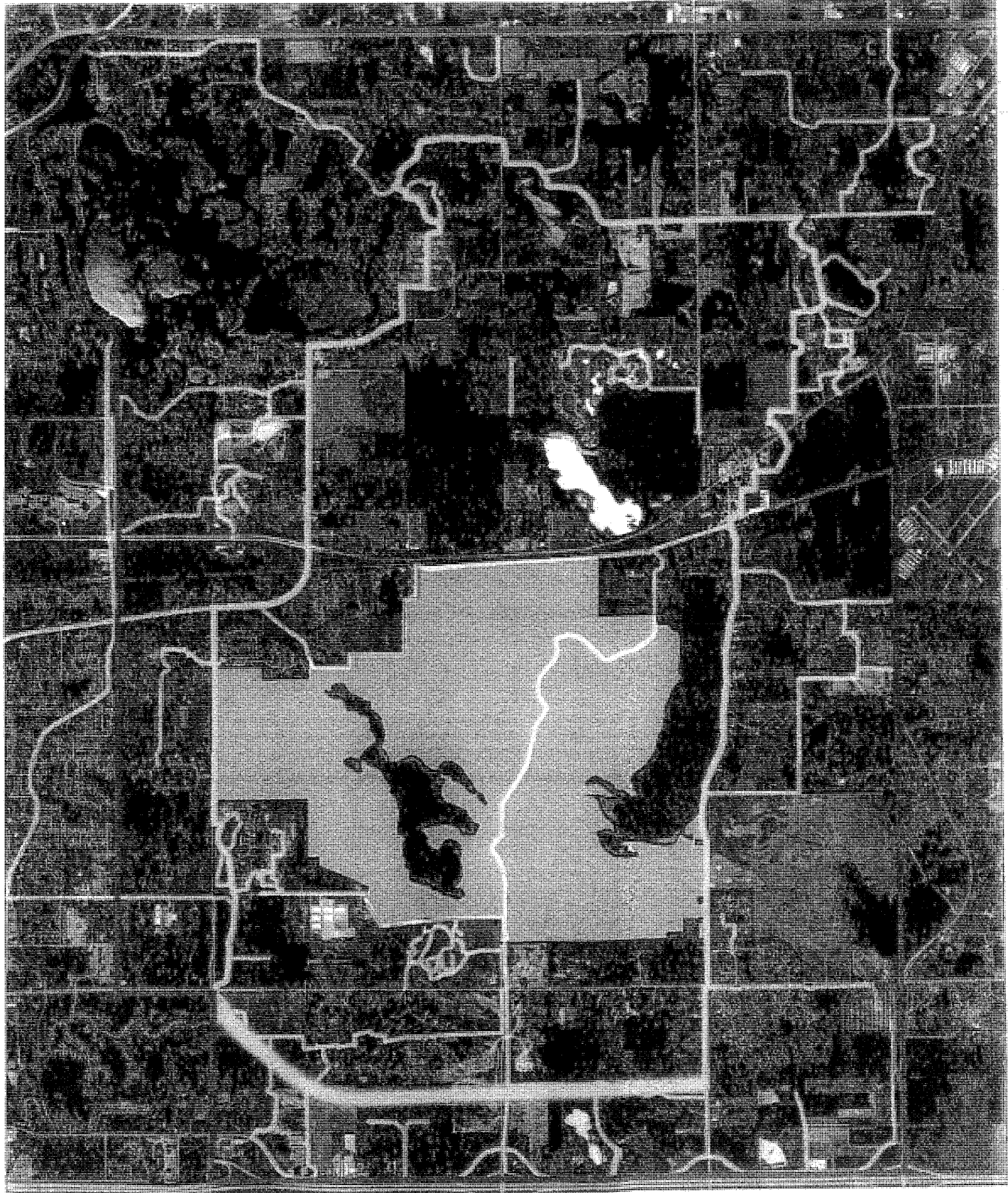
-  COMMUNITY PARK
-  COMMUNITY SPORTS COMPLEX
-  SPECIAL USE PARK





GREENWAY

This plan recommends a greenway loop that fully utilizes trails proposed by the *Comprehensive Trail Plan*. During the development of the *Park Plan*, discussion at Parks Commission meetings focused on the need to enhance connectivity within the park system. The greenway along with the trail system would provide for a highly connected park system and build new connections among the rural and future urban parts of the city. The greenway would also provide additional park land to serve local neighborhoods in the immediate area. The level of service guideline for neighborhood parks is 11 acres per 1,000 people. South of 10th Street, the linear parkland that would comprise the parkway would contribute to the park land needed in this more densely-populated area of the city.

The greenway loop would make good use of existing and proposed trails to create a unique route through the city. Where the trails have not yet been developed and where there is space for additional parkland acquisition, the greenway could expand in width to allow for more significant landscaping, trees, and resting places. A recommended minimum width for the greenway is 25 feet, although it would be optimal to construct it at 50 to 100 feet wide so that it could include more natural settings and/or park amenities within the corridor. Conservation subdivisions with open space abutting the greenway would provide users access to views of natural and rural landscapes.



MAP 11. GREENWAY

-  - GREENWAY
-  - TRAIL SYSTEM



FEBRUARY 2007

TKDA
 TRANSPORTATION ARCHITECTURE PLANNING

POLICIES FOR SUNFISH LAKE PARK

Sunfish Lake Park is considered the crown jewel of Lake Elmo's park system. This 284-acre park has rolling hills, forests, and wetlands. Its mulched and mowed trail system provides a shady hiking area and a challenging natural terrain for cross-country skiers. Sunfish Lake Park is recognized by the Department of Natural Resources as a "Regionally Significant Ecological Area" and is a central feature of the Metro Conservation Corridor running across Lake Elmo. This plan classifies Sunfish Lake Park as a community park, designates it as passive parkland, and recognizes it as a natural resource area within the Parks Classification System.



Sunfish Lake Park

In 1973, the Nature Conservancy developed a representative catalog of the woods of Sunfish Lake Park, calling it, "probably the best upland forest in the County and unique in the area because of the unusually high diversity of the fauna and especially the flora." In 1994, the Minnesota Department of Natural Resources also created such a catalog, calling it, "a fairly high quality native forest, including two records of rare species (Blanding's Turtle and Red-shouldered Hawk) that occur in the vicinity, and a remnant of an important natural community that was once more widespread in the state."

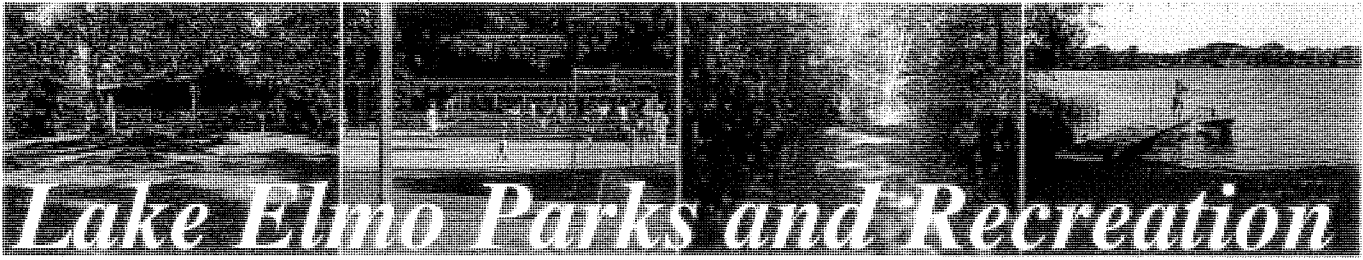
To ensure that Sunfish Lake Park continues to serve future generations as an ecological treasure and as a place for nature-based recreation experiences, the Parks Commission is working with the Minnesota Land Trust to create a conservation easement for Sunfish Lake Park. A factor to consider in creating the conservation easement is the type of park uses that the easement will allow or restrict. One area of the park - a field currently used for agricultural purposes at the southern end of the park near the entrance road - was deemed critical to the long-term conservation of Sunfish Lake Park, and the Parks Commission emphasized that all plans relating to the development of the park must include strategies for conserving the open area of the park as critical habitat.

The following policy statements were generated through Parks Commission discussion. They provide guidance for decisions that affect Sunfish Lake Park and specifically the field within the park.

1. The Park is a unique natural oasis within the Lake Elmo park system, and all future development within the Park should be pursued in a way that fosters only quiet, low-impact uses that are protective and sustaining of a natural environment that the citizens of Lake Elmo hope to bequeath to future generations.
2. The southernmost, non-wooded area of Sunfish Lake Park is an integral part of the Park and should be developed in ways that are consistent with the overall vision for Sunfish Lake Park as a whole. No future development should be pursued in this section that does not speak directly to or enhance the overall vision of Sunfish Lake Park as a natural oasis. Nor should this open area be used for non-park purposes or for organized sports and recreation that require significant allotment of land, the construction of large facilities, or outdoor lighting that does not conform to Lake Elmo's Dark Skies practices.
3. Consistent with the designation by the Minnesota Department of Natural Resources of a corridor of land encompassing all of Sunfish Lake Park as well as large areas surrounding the Park on all sides as "Regionally Significant Ecological Areas," all future development within the Park as well as in those adjoining areas should be significantly informed by a need to protect natural resources,

habitat, and flyways, and the City should explore the *possibility* – as land becomes available for purchase -- of extending the southern borders of the Park to Highway 5 as a strategy for creating a contiguous natural wildlife corridor between Sunfish Lake Park and the Lake Elmo Park Reserve.

4. The entrance to Sunfish Lake Park shall provide a calming landscape that prepares those entering the park for a nature-based experience.
5. Sunfish Lake Park's natural resources shall be preserved and enhanced to act as a wildlife habitat corridor. The corridor shall link Sunfish Lake Park's habitat with that of the Lake Elmo Regional Park Reserve.
6. Recreation facilities shall be low-impact and in harmony with the quiet and natural qualities of Sunfish Lake Park.



PART FOUR: RECREATION PROGRAMMING 4-1
Recreation Programming Offered..... 4-1
Approach 4-2
Strategies 4-4

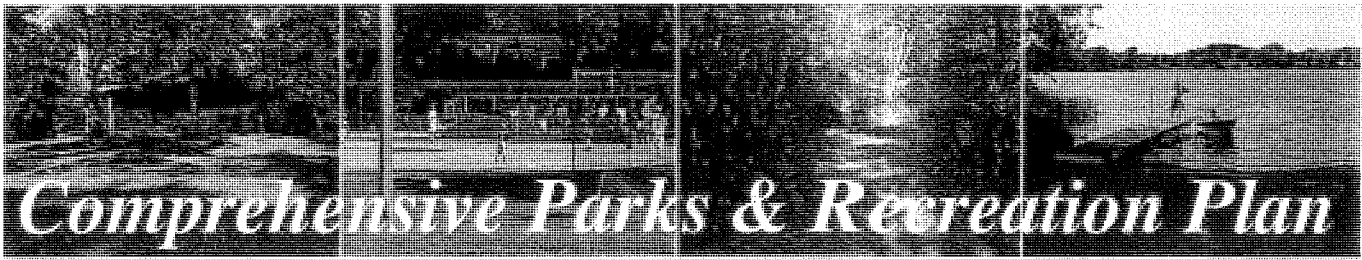


PART FOUR: RECREATION PROGRAMMING

Recreation Programming Offered

Today, Lake Elmo residents have access to recreation programs offered by area agencies and organizations. The City does not offer its own programming at this time. Programming available to the community is summarized below. In addition, a YMCA may be constructed within Lake Elmo's Village Area. The YMCA would be another local source of recreational programming available to the community.

<i>Organization</i>	<i>Programming</i>	<i>Population Served</i>
Stillwater Area Schools District 834 Community Education	Early Childhood Family Education Community Theatre Aquatics Special Olympics Adult athletic leagues Adult enrichment/classes Youth Adventure Club Youth enrichment/classes Youth athletic teams and clubs	The Stillwater school district covers the majority of Lake Elmo's land area. Designed for various ages: early childhood/family, youth and adults.
North Saint Paul- Maplewood-Oakdale Schools District 622 Community Education	Early Childhood Family Education Aquatics Adult enrichment/classes Youth enrichment/classes Classes and support for disabled adults Childcare for school-age youth Senior programs	District 622 includes the southeast edge of Lake Elmo. Designed for various ages: early childhood/family, youth, adults, seniors.
Mahtomedi Public Schools District 832 Community Education	Early Childhood Family Education Adult and Senior enrichment/classes Band instruction Youth enrichment/classes Youth athletics	District 832 includes the northeast corner of Lake Elmo. Designed for various ages: early childhood/family, youth, adults, seniors.
Saint Croix Valley Athletic Association	Baseball Softball Soccer Football Basketball Wrestling	School-age youth in Saint Croix Valley communities



<i>Organization</i>	<i>Programming</i>	<i>Population Served</i>
Saint Croix Soccer Club	Soccer	School-age youth in Saint Croix Valley communities
Washington County 4-H University of Minnesota Extension	Citizenship/service Agriculture/Animals Technology Arts	Washington County school-age youth
Lake Elmo Regional Arts Center	Clay Painting Computer graphics Poetry workshops	All ages: separate classes for children and adults

Approach

With a number of recreation program providers serving the Lake Elmo community, the City does not administer any recreation programming currently. The city is considering ways to increase collaborative efforts with area program providers and will continue to assess if the community would benefit from city-offered programs. In the *Recreation Preference Menu* conducted at the beginning of the planning process, it was expressed that the currently-offered activities -- pre-school programs, youth day camps, youth sports, youth instructional, adult sports, and adult instructional programming -- adequately serves the community.

In considering if and how the city might offer programs in the future, a small benchmark study was conducted to understand how other communities with long-established recreation programs are operating. The benchmark study considered Apple Valley, Inver Grove Heights, and Woodbury. The three cities chosen have larger populations than that of Lake Elmo -- ranging from 33,000 to 55,000 people -- and provide examples of extensive recreation program offerings. The consultants asked a series of questions in telephone conversations with senior parks and recreation staff from each city. The summary of the benchmark community findings is within the Appendix.



These cities' experiences in recreational programming demonstrate a number of common themes that offer guidance to Lake Elmo as it considers the possibility of offering future recreation programming in the future.

✱ ***Collaboration with other providers.***

In Apple Valley, youth athletic organizations run most of the sports programs, with the city supplying the fields and providing assistance with coordinating field availability. Apple Valley Recreation Supervisors attend monthly meetings with the organizations to help coordinate their efforts.

Inver Grove Heights has a Community Center jointly owned by the city and school district. The city collaborates with athletic associations and surrounding municipalities to offer field trip programs.

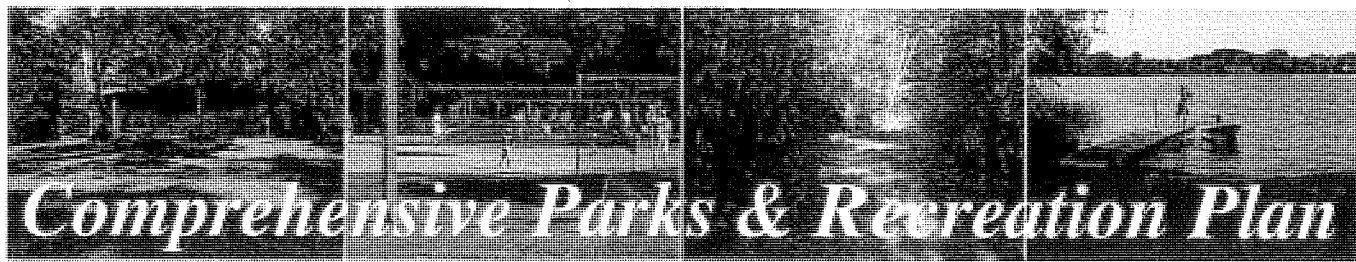
Woodbury provides facilities/fields and scheduling for associations and organizations running youth leagues. The City Parks and Recreation Department coordinates with the YMCA, local cooperative housing, community education, and others to avoid duplication of effort.

✱ ***Balance between recreational programming that responds to public demand and programs that make the best use of existing facilities.***

Demand from the public initially compelled Apple Valley to begin providing recreational programming and staff support. Now, recreation supervisors stay current on new trends and offer suggestions to the public to see if there is interest in new programs. Their approach to recreational programming has clearly gone from one that was initially *reactive* to one that is much more *proactive*. Inver Grove Heights, for its part, offers programming based on local demand and also tries new ideas generated by staff. For example, due to a previously successful family skating program, a seasonal "Skating with Santa" event is now held every year. Woodbury's programming is designed to make use of the park system's existing facilities and to respond to community interest.

✱ ***Full-time, as well as part-time and seasonal staff, develop, coordinate, and implement programs.***

Professional staff, with the help of volunteers, are needed for extensive recreational programs. The number of full-time staff in our sample cities range from 4 to 7.5 positions in each Park and Recreation Department. On a staff-person-per-population basis, these cities have approximately one staff person per 7,400 to 9,800 persons.



Strategies

The following strategies suggest how Lake Elmo may want to enhance its collaboration with organizations in support of creative recreational programming and offer benchmarks for evaluating when (and if) to the city should develop city-administered recreational programs:

NEAR-TERM STRATEGIES

These strategies would be pursued in advance of offering city-administered programs:

1. Continue to offer organizations and agencies opportunities to use city play fields and support the scheduling of these facilities.
2. Offer organizations and agencies opportunities to meet with the city and/or each other to share information about their common needs and to explore the feasibility of developing collaborative programming.
3. Evaluate the level of interest among Lake Elmo citizens in hosting community recreation special events and evaluate the degree to which citizens are willing to volunteer to assist at these events.
4. Assist organizations and agencies to promote programs through the city newsletter, website, cable, and other venues.
5. As citizens and community groups express interest in new or improved programming, advise agencies and organizations of community interests.

LONG-TERM STRATEGIES

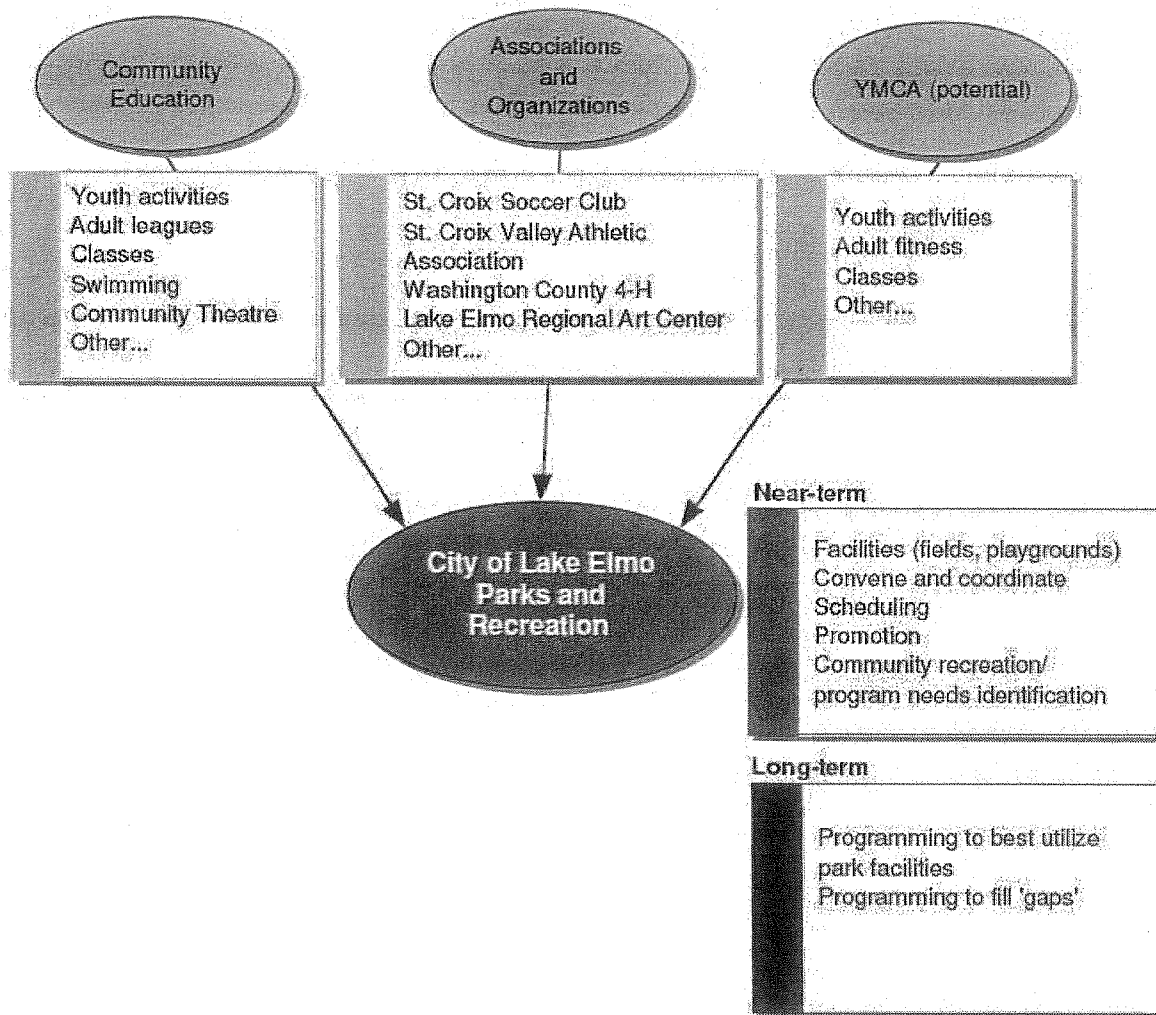
These strategies would be pursued if interest in city-administered recreational program grows in the future. Recreation staff would work with the city to develop and implement programs:



Comprehensive Parks & Recreation Plan

1. Create programs that generate additional park usage where facilities are underutilized. Active park spaces which are underutilized can appear uninteresting or unsafe, reducing their attractiveness and further lessening park usage. Park programming could play a significant role in activating and enlivening targeted parks.
2. Create programs to serve needs not being met or needs that complement programs offered by agencies and organizations. Through communications with agencies and organizations, it may become apparent that additional recreation programs are needed.

**Figure No. 2:
Lake Elmo Recreation Programming Strategies**





PART FIVE: IMPLEMENTATION.....5-1

PART FIVE: IMPLEMENTATION

Park Planning

1. The Parks Commission shall make recommendations to the City Council on plans and policies governing the location, design, maintenance, and public use of parks.
2. In order to seek opinions and diverse recreational interests, the City Council shall appoint residents to the Lake Elmo Parks Commission who have various backgrounds.
3. Park planning will include public participation, and a forum will be provided for open discussion of issues to ensure early and continuing public participation in park planning.
4. The park system principles outlined in this report should be used to guide decision-making:
 - a. The park system shall showcase, preserve, and respect our city's natural resources. Natural resources shall guide the locations and uses of parks.
 - b. City parks shall be located so that all neighborhoods have a local park where practical and appropriate.
 - c. Parks shall connect to each other and to destinations by trails.
 - d. A significant park shall be located at the heart of Lake Elmo and serve as a community gathering place and landmark.
 - e. The park system shall serve a diversity of interests and abilities for citizens of all ages. The park system shall support and foster a diverse range of positive activities and community interaction, including sports, arts, music, festivals, informal and formal gatherings, picnicking, nature appreciation, and other park activities.
 - f. The park system shall be easily accessible to the general public.
 - g. Dedicated park land shall not be used for non-recreational or non-conserving purposes.
5. Lake Elmo's demographic makeup and associated changes in recreational facility needs should be periodically evaluated.
6. Information about Lake Elmo's natural landscape should continue to be used to guide the location and design of future parks.

Park Acquisition and Development

1. The parks classification system and park standards should be used as a guide when developing new parks or planning improvements to existing parks. The park standards should be periodically updated so that parks are developed in a consistent manner throughout the community while maintaining flexibility to highlight the unique attributes of each park.
2. Additional park land should be obtained through purchase, parkland dedication, donation, land exchange, or easement.
3. The city should explore grants or partnerships for natural resource stewardship and park development. Potential resources include the Department of Natural Resources Metro Conservation Corridors program, Federal Land and Water Conservation Funds through the DNR, DNR Fishing Pier Grants, DNR Natural and Scenic Area Grants, Washington County's conservation bond funds, Minnesota Land Trust, and the Washington Conservation District.
4. The City should periodically evaluate park dedication requirements for subdivisions. Today, the Lake Elmo's park dedication requirement is:

Zoning District	Maximum Percent Land Dedication
R-1, R-2, R-3, R-4	10%
RE	7%
R-R, Ag	4%
GB, LB, HB, BP, CB	3%
R-R, Ag with OP Conditional Use Permit	7%

Park Maintenance

1. The city should maintain clean, orderly, safe, and attractive parklands and recreational facilities within city budgetary limits.
2. The city should develop comprehensive maintenance and management plans for active and passive parkland.
3. To ensure a quality recreational experience for park users, the city should have a Parks and Recreation Department to manage its facilities.

Recreational Programming

1. The City should communicate with organizations, agencies, and other entities that provide recreational programming for Lake Elmo residents to explore possibilities for collaboration and coordination.



PART SIX: APPENDIX	6-1
<i>For Further Information.....</i>	<i>6-1</i>
<i>Tabulated Recreation Preference Menu.....</i>	<i>6-2</i>
<i>Benchmarking Study Summary.....</i>	<i>6-5</i>
<i>Level of Service Methodology.....</i>	<i>6-8</i>

PART SIX: APPENDIX

For Further Information

NATIONAL RECREATION AND PARK ASSOCIATION

<http://www.nrpa.org/>

Recreation, Park and Open Space Standards and Guidelines, 1983.

Park, Recreation, Open Space and Greenway Guidelines, 1996.

TRUST FOR PUBLIC LAND

<http://www.tpl.org/>

The Excellent City Park System: What Makes it Great and How to Get There, 2003.

Center for City Park Excellence Annual Survey

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

<http://www.dnr.state.mn.us/>

2004 Minnesota Outdoor Recreation Participation Survey

State Comprehensive Outdoor Recreation Plan (SCORP)

Metro Conservation Corridors Program

Regionally Significant Ecological Areas

Grant programs

Tabulated Recreation Preference Menu

Recreational Activity	Is respondent interest High, Medium or Low?			Are facilities Adequate, in Surplus, or in Deficit for park users today?		
	High	Medium	Low	Surplus	Adequate	Deficit
Playgrounds	18	9	12	5	28	4
Natural areas – wildlife and nature observation	23	17	2	6	28	7
Picnic grounds – tables and grills	9	22	11	4	27	8
Nature, history and culture interpretation	8	13	22	7	22	9
Swimming beach	9	11	23	7	16	12
Lake access and boat launch	12	16	16	7	20	11
Shore fishing areas	11	7	24	5	20	11
Campgrounds	5	10	26	8	30	4
Gardens	10	16	17	6	17	15
Indoor programming space	6	14	22	6	15	13
Off-leash dog areas	11	7	26	5	13	16
Sledding hill	16	13	14	4	20	14
Swimming pool	14	8	22	4	15	18
Skate park	1	9	32	6	10	16
Disc golf	4	5	34	5	13	15
Downhill ski areas	7	8	28	5	16	11
Golf course	6	9	28	12	17	3
Athletic fields: Baseball/Softball	15	15	13	5	18	13
Athletic fields: Soccer/Football/other field games	13	14	16	5	16	14
Skating and hockey rinks	12	16	15	5	18	14
Tennis courts	6	16	19	6	24	6
Volleyball courts	3	11	29	4	20	10
Basketball courts	6	17	19	3	18	13
Other:						

Tabulated Recreation Preference Menu (Continued...)

Park Facilities	Is respondent interest High, Medium or Low?			Are facilities Adequate, in Surplus, or in Deficit for park users today?		
	High	Medium	Low	Surplus	Adequate	Deficit
Restrooms	17	8	14	5	28	6
Portable toilet	16	11	14	5	29	5
Running water	14	10	15	4	21	12
Shelter	11	18	10	4	22	11
Warming house	9	17	15	4	20	10
Park building	6	15	18	4	21	9
Parking	16	18	5	6	28	6
Other:						

Recreational Programming <i>*The City of Lake Elmo does not currently offer Recreational Programming*</i>	Is respondent interest in City-offered Rec. Programming High, Medium or Low?			Is currently available programming (offered by associations or others) Adequate, in Surplus, or in Deficit for park users today?		
	High	Medium	Low	Surplus	Adequate	Deficit
Pre-school activities	7	3	28	4	16	7
Youth day camps	7	7	23	4	15	9
Youth sports	8	3	24	4	20	4
Ⓞ Baseball	9	5	23	4	21	4
ⓧ Softball	7	5	24	4	19	4
Ⓢ Soccer	9	5	23	4	20	4
Ⓛ Football	8	6	23	4	18	6
Ⓕ Hockey	9	4	24	4	18	6
Ⓣ Tennis	5	7	24	4	17	5
Ⓥ Volleyball	4	7	25	4	17	5
Ⓛ Basketball	8	7	22	3	19	6
Other:						
Youth Instructional (dance, martial arts, arts and crafts, etc.)	3	8	24	3	8	8
Adult Sports	1	5	25	3	16	4
Ⓞ Baseball	1	9	25	4	19	4
ⓧ Softball	4	7	25	4	17	5
Ⓢ Soccer		5	29	4	18	4
Ⓛ Football		4	31	4	18	4
Ⓕ Hockey	1	8	27	4	19	4
Ⓣ Tennis	1	8	25	4	18	6
Ⓥ Volleyball	2	7	26	4	19	4
Ⓛ Basketball	3	7	25	3	18	5
Other:						
Adult Instructional (fitness classes, dance, martial arts, etc.)	8	12	13	3	12	10

The Recreation Activity Menu included an "Other" category for respondents to fill in additional activities, interests, and comments. Below is a summary of the information that was written in the "Other" category. Some of these comments address items that were listed in the menu (such as campgrounds) as well as items that were not (such as fishing boat rentals).

Activities and Park Facilities, Indicated High Interest:

Water Park
Fishing Boat Rental
Cross-Country Skiing
Trails (2)
Dog Beach
Off-leash dog area
Trees and Native Grasses
Natural Areas
Interpretive Center
Swimming Beach: indicated high interest, but not on Lake Elmo.

Comments Regarding Adequacy of Facilities:

Campgrounds: indicated adequate due to Lake Elmo Regional Park.
Athletic fields, skating/hockey, and tennis: indicated adequate facilities.
Various facilities: indicated adequate/more than adequate due to Lake Elmo Regional Park.
Skating and hockey rinks: increase maintenance of existing facilities.
Park building: indicated not needed.

Comments Regarding Deficit of Facilities:

Lake Elmo's boat launch: improvements needed.
Trails: need to implement a plan for trails.
Restrooms and Parking: needs vary from park to park.
Parking: fields are adequate but need more parking.
Full Court basketball and tennis courts: need facilities.

Recreational Programming Interest:

Youth Gymnastics: indicated high interest.
Youth Wrestling, Gymnastics, Swimming: indicated low interest.
Adults Pick-up Games: indicated medium interest.
Adults Racquetball: indicated Medium interest.
Youth and Adult Instructional: More needs beginning to be met. Central space with low fees would be used.
There is a lack of programs for youth.
The City of Lake Elmo does not have to duplicate existing facilities or programs.
Not interested in City-offered programs.
The school districts and athletic groups provide for current and future needs.

Benchmarking Study Summary

APPLE VALLEY

2005 population estimate:	48,988 people
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Current acres of city park land:	500 Acres of neighborhood parks +/- 400 Acres of community parks +/-
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Recreational program offerings:	City began offering recreation programming in the mid- to late sixties.
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Youth athletic organizations run most of the sports programs, with the city supplying the fields and providing help with coordinating field availability. Recreation supervisors attend monthly meetings with the organizations to help coordinate their efforts.

Most popular adult programs are volleyball (2,000 participants) and softball (1,500 to 2,000 participants)

Most popular youth programs are soccer & then baseball/softball.

Demand from the public was the initial factor for the city to provide recreational programming and staff. Now, recreation supervisors stay current on new trends and offer suggestions to the public to see if there is interest in new programs. It has gone from an initial reactive position to a more proactive position.

They started with providing playing fields, then developed a couple of community centers and staff. They now have 102 athletic fields within their park system.

There are 5 full time recreation supervisors in the Parks and Recreation Department.

Sports complex:	The City has 3 sports complexes, with potential for a fourth one in the future. The number of fields was determined from a combination of demand from the public and by referring to national standards. There is always pressure for more fields from the public, but there is also a realistic limit to land and resources available. The sports complexes serve families beyond the limits of the city, primarily following the school district boundaries which spill over into adjacent communities.
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Approximate level of service:

Baseball/softball: 1/3,000

Football/soccer: 1/3,000

Advice:	Get ahead of the curve in acquiring land and providing facilities before development occurs making it more difficult and expensive.
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INVER GROVE HEIGHTS

2005 population estimate:	33,195 people
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Current acres of city park land:	884 acres
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Recreational program offerings:	The city has offered recreation programming since the 1970s. It began as a sports-based program but has since branched out to a wide variety of programming types. In 2006 the Parks and Recreation department had four full time staff.
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Inver Grove Heights has a Community Center jointly owned by the city and school district. The city works with the athletic associations and collaborates with surrounding municipalities to jointly offer trips.

The most popular city programs are programs for pre-schoolers and family events. Sports programs, both instructional and leagues, are also popular. The city offers programming based on local demand and also tries new ideas generated by staff. For example, due to a previously successful family skating, a seasonal "Skating with Santa" event is now held. One consideration is to offer a variety of activities, from more intensive with a more substantial fee to programming that is free.

For level of service standards, *The Inver Grove Heights 2020 Park Plan* has guidelines of 3 acres per 1,000 people for neighborhood parks and 5 acres per 1,000 for community parks.

Sports complex:	Inver Grove Heights has Rich Valley Athletic Complex. The complex has 6 softball fields, 3 baseball fields, and 4 soccer fields. It was built by the city with financial commitments from the athletic associations. The soccer fields are the most heavily used while the softball and baseball fields are used less often. If the space were to be redesigned, more soccer fields and fewer diamonds would better serve the community's needs. Lighted fields allow for fewer fields because of the increase in hours in which they can be programmed.
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Approximate Level of Service:

Baseball/softball: 1/3,700

Football/soccer: 1/8,300

Advice:	Partnering with other organizations is important. Do not be disheartened by failures in establishing recreation programming. It takes a few years for a program to get off the ground.
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WOODBURY

2005 population estimate: 55,341 people

Current acres of city park land: 2,895 acres

Recreational program offerings: The city offers adult programs, youth programs, special events, performing arts, supervised warming houses, facility rentals (buildings, shelters, fields), volunteer programs, collaborative programming with Woodbury Arts Connection, Woodbury Athletic Association, Woodbury Youth Athletic League, Woodbury Area Hockey, and Woodbury High School clubs.

The city provides facilities/fields and scheduling to associations and organizations running youth leagues. City Parks and Recreation Department coordinates with the YMCA, local cooperative housing, Community Education and others to avoid duplication.

City programming is designed to make use of the park system's existing facilities and to respond to community interest.

There are 7.5 full-time staff in the recreation division of the Parks and Recreation Department. There are 30.5 full-time staff in the entire department.

Woodbury does not use a level of service standard for park land. The city did its park plan in the mid-1980s and has been following it as a guide for park land needs.

Sports complex: The city has a sports complex that primarily serves city residents. The Bielenberg Sports Complex has 8 softball/baseball fields, 6 soccer/football fields, indoor ice arena with 2 sheets of ice, field house, track, trails, sand volleyball, and picnic area.

Approximate Level of Service:

Baseball/softball: 1/6,900

Football/soccer: 1/9,200

Advice: If starting a recreation program, begin by programming the facilities already in the system, such as playgrounds or warming house.

Level of Service Methodology

EXISTING LEVEL OF SERVICE

Lake Elmo 2005 Population Estimate:		7,966
Forecasted Growth 2005 to 2010 is 450 additional persons per year		
Lake Elmo 2006 Population Estimate:		8,416
Parks Classification	2006 Acres of Existing Park Land	Existing Level of Service, Acres per 1,000
COMMUNITY PARK	308	36.6
NEIGHBORHOOD PARK	136.4	16.2

NEIGHBORHOOD PARKS

	2030 population	Acres, 11 acres per 1000 persons	Acres, existing parks	Acres needed by 2030
Village Area	3,025	33	33	0
South of 10th Street	11,275	124	5	119
North of 10th/Outside VA	9,700	107	98.4	8
TOTAL	24,000	264	136.4	127.6

11 acres per 1000 is derived from using the median of all existing neighborhood parks, which is approximately 6.3 acres, times 15, the total number of neighborhood parks. $6.3 \times 15 = 94.5$ acres. This adjustment is to address outlier neighborhood parks with large acreage.

$94.5 \text{ acres} / 8.416 = 11 \text{ acres per } 1000.$

8.416 is the 2006 population estimate divided by 1000.

COMMUNITY PARKS

2006 population	24,000
2030 population	8,416
acres, existing parks	305
Acres, 15 acres per 1000	360 acres
Acres needed by 2030	55 acres

Level of Service for Sports Complex Fields

The level of service (LOS) guidelines for fields and diamonds were developed in comparison to the LOS provided by local data, NPRA national guidelines, and national data collected by the Trust for Public Land. The Preference Menu, which indicated a deficit in athletic fields, was also considered.

The National Recreation and Parks Association LOS (last published in 1983) for baseball and softball diamonds, and soccer and football fields are:

- * Baseball diamond: 1 per 5,000 population
- * Softball diamond: 1 per 5,000 population
- * Soccer field: 1 per 10,000 population
- * Football field: 1 per 20,000 population

Based on a 2005 survey of 65 U.S. cities conducted by the Trust for Public Land Center for City Park Excellent, the LOS for baseball diamonds and soccer fields are:

- * Baseball diamond: 1 per 6,300 population (average LOS)
- * Baseball diamond: 1 per 1,900 population (greatest LOS)
- * Soccer field: 1 per 12,500 population (average LOS)
- * Soccer field: 1 per 2,600 population (greatest LOS)

The existing Lake Elmo LOS for lit baseball/softball diamonds provided in Lions Park and VFW Park are:

- * Baseball/softball diamond: 1 per 4,200 population

It should be noted that Lake Elmo youth, through the Saint Croix Valley Athletic Association and the St. Croix Soccer Club, have access to the Lucy Winton Bell Athletic Fields located in West Lakeland Township. This facility has 4 baseball/softball diamonds, 8 soccer fields, and 3 football fields. Today these fields are meeting the needs of Lake Elmo residents to some extent and will likely continue to serve some of the demand for fields by Lake Elmo residents.