

3800 Laverne Avenue North  
Lake Elmo, MN 55042

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## **NOTICE OF MEETING**

The City of Lake Elmo  
Planning Commission will conduct a meeting on  
**Monday November 26, 2018**  
**at 7:00 p.m.**  
**AGENDA**

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
  - a. October 22, 2018
4. Public Hearings
  - a. FINAL PLAT AND PUD PLANS AND EASEMENT VACATION. A request by Royal Development, Inc., 941 Hillwind Rd NE Ste 301 Fridley, MN 55432, on behalf of H.C. Golf Land, LLC. has submitted an application to Final Plat Phase 3 of the development known as The Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition and a request for an Easement Vacation for the property located at 11455 20<sup>th</sup> St N. Lake Elmo, MN 55042. The Final Plat will consist of 34 single family lots and 33 Villa lots for a total of 67 residential lots on about 103 acres. The requested easement vacation falls over existing Outlot T. PID #25.029.21.22.0001 & 25.029.21.31.0041.
5. Business Items
  - a. FINAL PLAT. A request by Joe Bush of J.P. Bush Homes, 1820 Quinlan Ave. Lakeland, MN 55043, on behalf of James McLeod has submitted an application to Final Plat property located at 11580 30<sup>th</sup> St. N. Lake Elmo, MN 55042. The proposal consists of final platting 10 single family lots on 5.9 acres of land and will be known as Wyndham Village. PID #13.029.21.43.0001.
  - b. Proposed amendments to Chapter 32 as it relates to the Planning Commission.
6. Communications
  - a. City Council Updates – November 7, 2018
    - a. 7962 Hill Trail Variance – Both passed
    - b. 9843 & 9829 Whistling Valley Road Easement Vacation - passed
    - c. Cedar Pet Clinic CUP Amendment - withdrawn
    - d. Bentley Village Sketch Plan Review
  - b. City Council Updates – November 20, 2018
    - a. None
  - c. Staff Updates
    - a. Upcoming Meetings:
      - December 10, 2018
7. Adjourn

\*\*\*Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.



**City of Lake Elmo  
Planning Commission Meeting  
Minutes of October 22, 2018**

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

**COMMISSIONERS PRESENT:** Dodson, Dorschner, Weeks, Hartley, Lundquist, Pearce

**COMMISSIONERS ABSENT:** Kreimer and Johnson

**STAFF PRESENT:** City Planner Prchal, Consulting Planner Haskamp and City Administrator Handt

**Approve Agenda:**

M/S/P: Hartley/Lundquist, move to approve the agenda as presented, ***Vote: 6-0, motion carried unanimously.***

**Approve Minutes:** October 10, 2018

M/S/P: Dorschner/Hartley, move to approve the October 10, 2018 Minutes as presented, ***Vote: 3-0, motion carried, with 3 members abstaining that were not present.***

**Public Hearing – Variance 7962 Hill Trail**

Prchal started his presentation regarding the variance at 7962 Hill Trail N. This variance request is for an increased impervious surface of 16.5% when 15% is allowed. The variance also includes a request for a driveway width of 30 ft. when 26 ft. is allowed.

The applicant is looking to increase the upper driveway and walkway by 307 sq. ft. and the lower driveway by 436 sq. ft. Engineering reviewed the application and suggested a requirement that the driveway drain primarily to the private yard areas either north or south of the driveway. There are 4 criteria that the applicant needs to meet in regards to a variance. Practical difficulties, unique circumstances, character of locality and adjacent properties and traffic.

Staff feels that the argument is met for practical difficulties both for the driveway width and the impervious surface. As far as unique circumstances, staff does not feel that this criteria is met for the additional impervious surface. Staff feels that the property owner created this issue because the home that was constructed was built to the maximum

allowed. Staff feels that the criteria of character of the locality and adjacent properties and traffic is met as this would not be out of character or cause traffic issues for the driveway and impervious.

Lundquist asked about the driveway that was for the previous house and why the applicant wouldn't just abandon that one. Prchal stated that the applicant uses that driveway to access the rear garage.

Dodson asked why the City would care about the width of the driveway if it doesn't directly access the city road. Prchal stated that the right of way technically extends to the boundary of the front yard.

Pearce asked if there was any concern from the neighbors about the driveway expansion. Prchal stated that he has not heard from any of the neighbors.

Dodson asked if there is a location for a backup drainfield. Prchal stated that he did not review that. Dodson wanted to be sure that space is not being taken up for the required secondary drainfield.

Dorschner is wondering if the bump out on the lower garage is not done, would the impervious percentage be met. Prchal stated that it would not as the applicant is already at 14.8% which doesn't leave much.

Handt stated that there are still some areas of the older driveway that is still gravel and there might be some opportunities to use pervious pavers and not exceed the 15%.

Tom Burns, 7962 Hill Trail N, stated the original property had a large circular driveway that went all the way around the house and to a shed that was on the property. Burns believes that the impervious that was on this property previously was probably equal to what they are proposing. Burns stated when they were designing the home and driveways, it looked fine on paper, but the reality is that it doesn't work.

Dodson is wondering how close the southern driveway is to the lot line. Prchal confirmed that it is non-compliant to city standards. Dodson asked if this would be the time to require that driveway to be brought into compliance and move it further north. Prchal stated that it could be done through conditions, but there is no part of that driveway being changed.

Public Hearing opened at 7:25 pm

Brenda Taylor sent a letter that she has no issue with this variance.

Public Hearing closed at 7:26 pm

Pearce doesn't see an issue with this as it backs up to a private drive. Dodson is generally supportive of it, but is a little concerned with eliminating pervious surface by a lake. The fact that the lot to the south of this one is unbuildable, makes it a little easier to average out the impervious.

Burns stated that granting the variance for widening the driveway without granting the variance for the impervious surface, won't help him. Burns is unable to widen the driveway without going over impervious.

Dorschner stated that it is his understanding that it could be widened and they could use class 5 or something on it. Prchal stated that gravel driveways still count as impervious. Prchal stated that the Planning Commission could allow the wider driveway, but require mitigation in another area.

Hartley stated that the additions to the lower pad is the majority of the increase of impervious surface.

Handt stated that the unique circumstances requirement of the variance states that the plight of the landowner is due to circumstances unique to the property not created by the landowner. Handt pointed out that this property is over an acre and was developed by the party asking for the variance.

Weeks stated that it appears that the property owner created their own hardship because of how they developed the land.

Burns stated that he was the general contractor on the project. They worked with an architect on the design of the house and did not know the impervious was an issue until after they had spent a significant amount of money designing the home. Burns stated that the neighbor to the North did changes to their home within the last 2 years and they are at around 26% impervious. Burns does not understand what is different between that property and his.

Handt stated that she did look at those properties and they are significantly smaller lots. The City had a history in the shoreland of 6000 square feet of impervious. On smaller lots, that equates to a higher percentage. This lot is over an acre, so the 6000 square feet is way less than the 15%. Handt stated that each situation needs to be looked at independently and it needs to meet the variance criteria.

Dodson asked why we would penalize a property owner that made a mistake. Handt stated that variances should be unique and special and not the norm and must meet the variance criteria. Handt stated that maybe there is some middle ground that can be reached or the Planning Commission can come up with an argument to support the variance. Handt stated that it isn't uncommon for the City to ask for some type of mitigation elsewhere on the property with pervious pavers or a raingarden.

Dorschner doesn't feel that he can support the rear pad. Dorschner has a similar situation on his own property where he has to drive across his lawn to park his boat. Dorschner feels that with the safety considerations of the road, he could support the driveway variance.

Lundquist stated that she has been on the Planning Commission for 3 years and does not remember any of those homes. Lundquist stated that there was something recently approved that required the applicant to tear out pavers that were there to get below the impervious. Lundquist wondered if there was anything that could be removed to accommodate for this. Burns stated that the only impervious surfaces are the driveways. Burns is willing to explore a raingarden or other options.

Pearce doesn't have a problem with what the applicant is trying to do, but doesn't feel it is for the Planning Commission to come up with the hardship.

Dodson stated that he doesn't feel that there is a hardship because this applicant is the one that built the house. Burns stated that when they purchased the property and started looking at building the home, they were not aware of the 15% rule.

M/S/P: Dorschner/Dodson, move to recommend approval of the request for an expanded driveway width, subject to conditions of approval as recommended by staff, ***Vote: 6-0, motion carried unanimously.***

#### **Public Hearing – Conditional Use Permit Amendment Cedar Pet Clinic**

Prchal started his presentation regarding a conditional use permit amendment for 11051 Stillwater Blvd., Cedar Pet Clinic. This is for a CUP amendment to allow an expansion of the parking lot as well as a 1400 square foot addition to the building to better serve the needs of their clients.

The applicant has put together a plan that meets the development standards for the use. The application also meets the parking lot and parking requirements. The proposal does not show that screening has been provided along the eastern property line to comply with a more intense use butting up to a less intense use. This will be a condition of approval. This property is in the VMX district and is subject to the Lake Elmo design standards. Most of the standards are met with the exception of the lighting. A condition of approval will be that lighting be provided for entryways, parking lot, etc.

Lundquist asked if Washington County has reviewed the increased traffic of this area. Prchal stated that the application was sent to Washington County for review. Handt stated that in her conversations with the County, County road 14 is probably not going to be looked at for improvements for another decade.

Prchal stated that another condition of approval is that the landscaping plan be accepted by the landscape architect. There needs to be more information provided regarding how many trees are currently on the site and how many need to be planted.

Tim Knutson, BDH and Young, architect for project talked about the lighting around the building for illumination. Knutson stated that the sign at the road will remain the same and they will work with staff regarding the landscaping. Knutson stated that once the project is approved by City Council, they will go to the watershed for permitting and will have a better plan at that time.

Dr. John Bailee, Cedar Pet Clinic, stated that their previous location was 50 feet from the closest neighbor and there have never been complaints regarding barking dogs. The Clinic does not board dogs overnight. They will keep sick animals overnight, but those are usually not the barking dogs. Much of the practice is cats, birds and small animals. Bailee stated that they have used features such as smaller rooms that restrict the noise and they are expanding away from the housing. Dr. Bailee stated that they have been in business in Lake Elmo for more than 20 years and would like to remain, but they have outgrown the space. The expansion is critical to the business which currently has 3 full time doctors.

Public Hearing opened at 8:14 pm

No one spoke and there was no written correspondence

Public Hearing closed at 8:14 pm

Lundquist stated that her only concern is the traffic on County 14 and the traffic from the elementary school. Hartley stated that realistically, this business does not generate much volume of traffic.

Dodson thinks that the condition regarding disposal of animals and animal parts is unnecessary as they would be regulated by state and federal law. Handt pointed out that they are, but if the business is found not to be following those rules, having that as a condition makes it easier for the City to revoke the CUP.

M/S/P: Lundquist/Hartley, move to recommend approval of the Cedar Pet Clinic Conditional Use Permit Amendment with recommended findings and conditions of approval as drafted by staff, **Vote: 6-0, motion carried unanimously.**

### **Business Item – Subdivision Sketch Plan Bentley Village**

Haskamp started her presentation regarding the sketch plan proposal for 239 attached townhomes on 34.621 acres. There will be no formal action on this request, but the

Planning Commission is being asked to provide feedback. The density for this development is 6.9 units per acre across the entire development.

There are 2 access points proposed with this sketch plan that would line up with 5<sup>th</sup> Street. There is also a North/South roadway proposed that will create a connection when future development occurs. The development will provide a trail that will connect to the trail to the north of 5<sup>th</sup> Street. The developer will need to demonstrate how the utilities will fit in the 50 foot right of way that is proposed. Each of the buildings have between 4 and 6 attached units which fits into the code.

There is an existing park in the Savona neighborhood which would fulfill the need for a park in this area. There might be a desire or need for a pocket park or private gathering space. If Pulte moves forward, a zoning map amendment will be required depending on the timing of the application. With the Preliminary Plat and Supplemental Plan set, Engineering and Landscape plans will need to be submitted.

Hartley asked how the 50 foot street width would be resolved. Haskamp stated that if the sketch plan process is completed, the applicant would need to demonstrate that the City standards can be met in the 50 foot right of way to the satisfaction of the City Engineer. If they can't be met, the applicant could also ask for a variance through the preliminary plat process.

Handt stated that the paved part of the street will meet the standard. It comes down to if there are trails, sidewalks and boulevard trees, how it would work.

Dorschner asked if the 2040 Comprehensive Plan moves the upper density to 8 units per acres, could they come back and ask for that, or at what point would they be locked in to the 6.9 units that are proposed. Haskamp stated that once preliminary plat application is made, they would be locked in to what they applied for.

Dodson asked when the City would shift to the 2040 plan. Haskamp stated that the 2040 plan should be adopted by the end of the year.

Paul Hoyer, Pulte Homes, provided a presentation regarding the development. The design approach avoids displaying garages to the perimeter and includes varied building orientation to add interest. There is open space at future roadway and key locations. There are gathering places for social interaction. The types of private amenities are yet to be determined. There is more market research needed. This development will have an HOA which will maintain the exteriors, do snow removal and lawn and irrigation maintenance. These homes will serve a variety of demographics and offers a variety of different amenity choices.

Pearce is wondering about the connection to Hudson Blvd. as he is concerned about the increased traffic on 5<sup>th</sup> Street. Pearce is pleased with the multiple entrances. Haskamp

stated that part of the application process and engineer comments is to get a better understanding on how many trips per day this development would generate and the phasing of the project to determine what improvements would be needed.

Dorschner asked if this product was similar to the Lennar townhomes. Hoyer stated that the product that they build is a three story product and the Lennar townhomes are a two story product. The Pulte product attracts the more traditional townhome buyer, more singles and couples. The three story townhomes do not attract the empty nesters with all of the steps. Dorschner stated that one of the issues in the Savona neighborhood is parking. The streets are narrow and the driveways are short. If a homeowner has guests there is a parking issue and in the winter there is a problem with snow. Hoyer stated that they are proposing public streets which are wider and there would be parking on one side of the street.

Dodson stated that looking at the plan and the clustering of buildings, he thinks there will still be a problem with parking. Hoyer stated that there are parking areas within each driveway and they are also planning a parking lot in a central location with the amenity center. Dodson likes the trail going by the swimming pool and would like to see more of that throughout the neighborhood. Hoyer stated that at the sketch plan level they have not put that much detail into it yet, but he does like trails.

Weeks stated that there is a city easement from 5<sup>th</sup> Street going north and leading right into Savona Park. Weeks stated that if people are going to cross 5<sup>th</sup> Street to get to Savona Park, there should be enough light and possibly a cross walk. Pearce stated that he doesn't see a need for a park, but possibly a tot lot for the young kids if the demographic supports it.

Weeks pointed out that there is also a trail along Keats Ave that leads right into the Lake Ridge Crossing Park. There is quite a bit of park space in this area. The Savona Park and Lake Ridge Crossing Park are each 2 acres, there is the Stonegate Park and Inwood has about 12 acres of open space, plus all of the trails which are considered part of the park system.

Dorschner thinks the lay out of the plan is too parallel to 5<sup>th</sup> street and would like to see something that would give more character to it.

Pearce lives in Savona and the feedback he is getting from the neighbors is positive. Dodson agrees with Dorschner about the parallel look to the plan, but feels it will be necessary to keep the density, which might keep the cost lower.

Dorschner is wondering about the cul-de-sacs at both ends of the property and why that is not looped. Hoyer stated that it is to accommodate the storm water ponds. Hoyer also stated that people like to live on cul-de-sacs and it gives a variety of lots.



**City Council Updates – October 16, 2018**

1. Four Corners Developer Agreement - passed

**Staff Updates**

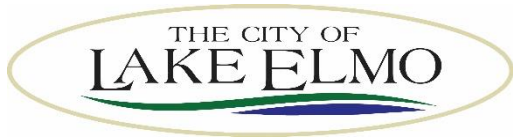
1. Upcoming Meetings
  - a. November 14, 2018 (Wed)
  - b. November 26, 2018

Meeting adjourned at 9:18 pm

Respectfully submitted,

Joan Ziertman  
Planning Program Assistant

DRAFT



**STAFF REPORT**

DATE: 11/21/2018

**REGULAR**

ITEM #: 4a

**MOTION**

**TO:** Planning Commission

**FROM:** Jennifer Haskamp, Consulting Planner

**AGENDA ITEM:** Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and Planned Unit Development (PUD) Plans and Easement Vacation

**REVIEWED BY:** Ken Roberts, Planning Director  
Jack Griffin, City Engineer

**BACKGROUND:**

The Planning Commission is being asked to consider a request by H.C. Golf Land, LLC for approval of the Final Plat and final PUD plans for the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition. Per Zoning Code Section 154.808, Procedures for Processing a Planned Unit Development, the Planning Commission is required at this time to review and comment on whether the plans and supporting data are adequate for review and final approval. The Planning Commission is asked to hold a public hearing, report its findings, and make recommendations to the City Council. The Final Plat for the 3<sup>rd</sup> Addition includes 67 residential lots for development of 33 single-family villa style townhomes and 34 traditional single-family detached homes.

**ISSUE BEFORE COMMISSION:**

To determine if the proposed Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition is consistent with the approved Preliminary Plat and that the relevant conditions to the 3<sup>rd</sup> Addition have been completed.

**REVIEW/ANALYSIS:**

*Applicant and Owner:* H.C. Golf Land, LLC

*Location:* Outlot T, Royal Golf Club at Lake Elmo, PID# 25.029.21.22.0001, and Outlot J, Royal Golf Club at Lake Elmo, PID #25.029.21.31.0041.

*Request:* Application for Final Plat and PUD Plans to approve 67 residential lots and easement vacation

*Existing Land Use:* Vacant Outlot; Current Zoning: GCC – Golf Course Community

*Surrounding Land Use:* North – Rural Single Family (RS) and Rural Residential (RR), South – The Homestead (OP – Open Space), East – Golf Course (GCC – Golf Course Community),

*Comprehensive Plan:* GCC – Golf Course Community

*History:* Preliminary Plat and PUD Plans approval was granted on June 6, 2017 by Resolution 2017-047. Final Plat and PUD Plans for 1<sup>st</sup> Addition was granted on September 5, 2017 by Resolution 2017-093. Final Plat and PUD Plans for 2<sup>nd</sup> Addition was granted on July 3, 2018 by Resolution 2018-070.

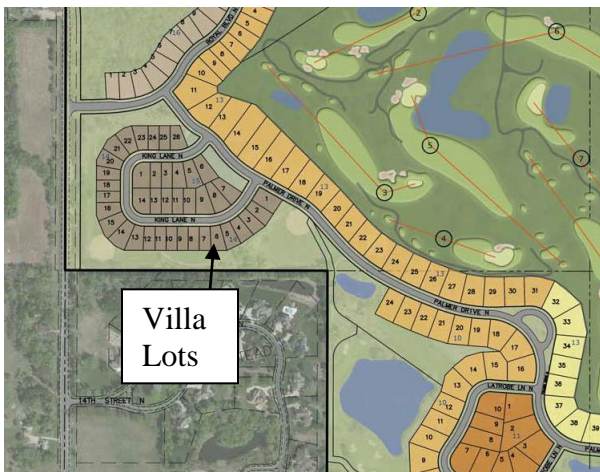
*Deadline for Action:* Application Complete – 10/16/18  
60 Day Deadline – 12/14/18  
Extension Letter Mailed – No  
120 Day Deadline – NA

*Applicable Regulations:* Chapter 153 – Subdivision Regulations  
Article 10 – Urban Residential Districts (GCC)  
§150.270 Storm Water, Erosion, and Sediment Control

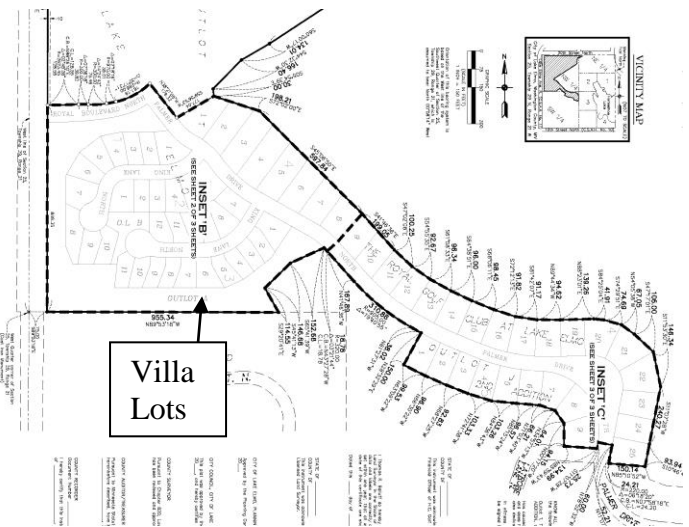
### FINAL PLAT AND PUD PLANS

**Consistency with Preliminary Plat.** The proposed lot sizes, widths, and proposed impervious surface are generally consistent with that of preliminary plat. The only change is the modification of Kings Lane which was shown as a loop road in the Preliminary Plat, and is now proposed as two cul-de-sacs in the Final Plat. As a result of the conversion to two cul-de-sacs, forty original villa lots fronting Kings Lane have been reduced to 33 villa lots. General circulation is maintained in the broader development with through-traffic along Palmer Drive.

**Previous Preliminary Plat**



**Updated Final Plat**



**PUD Flexibility.** The development was afforded the following flexibility through preliminary approval:

- a. Setbacks:

**Royal Golf Club at Lake Elmo Setbacks**

	100 Ft. Wide Lots	80-90 Ft. Wide Lots	55-65 Ft. Wide Lots
Front	30 ft.	30 ft.	20 ft. for side loaded garages, or 25'
Side	10 ft.	10 ft.	10ft. house/5ft. garage or 7.5 ft./7.5 ft.
Corner Side	15 ft.	15 ft.	15 ft.
Rear	30 ft.	30 ft.	20 ft.

- b. **Maximum Impervious Coverage:** The maximum impervious coverage for 55-65' wide lots shall be 50%. All other lots shall have a maximum impervious coverage of 40%.
- c. **Lot Sizes:** The minimum lot size for Villa lots (55-65' wide) in the development shall be 6,600 sq. ft.
- d. **Attached Garages:** That attached garages shall not exceed 1,300 sq. ft. in area at the ground floor level except by conditional use permit. The width of the visible garage door area when closed shall not exceed 60% of the principal building façade (including garage) fronting on the primary street.
- e. **Subdivision Identification Signs:** the Royal Golf Club at Lake Elmo residential subdivision shall be allowed up to a maximum of 4 subdivision identification signs, including the identification sign for the golf course entrance, not to exceed 24 sq. feet in sign area each, located no closer than 10 feet to any public right-of-way. In addition, neighborhood identification markers (pillars) shall be permitted to be no larger than 2 ft. x 2 ft. to identify the development logo and the name of the neighborhood. Additional subdivision signs should be considered for a subdivision of this size.
- f. All other requirements for the City's GCC – Golf Course Community zoning district will apply, including the allowed uses and other site and development standards.
- g. That the proposed street names within the development are generally consistent with the City's Street Naming Policy except for Annika Drive.

**Lot Sizes and Widths.** The smallest lot size of this addition is 7,621 square feet, with the largest lot size at 25,251 square feet. The smallest lot width is 57.1 feet and the largest lot width is 131.1 feet.

**Density.** The total area of the 3<sup>rd</sup> Addition is 103.70 acres. This total includes 20.56 acres of single-family residential lots, 6.62 acres of residential right-of-way, 4.75 acres of wetland, and 76.53 acres of outlots. Residential Density is therefore calculated as  $103.70 - 4.75 \text{ Wetland} = 98.95 / 67 \text{ units} = 1.48 \text{ units per acre}$  for the 3<sup>rd</sup> Addition.

**Outlots.** An explanation of ownership and purpose of the outlots is below.

- Outlot A will be owned by the HOA to be used for drainage and utility easement, landscaping, and open space purposes, and future residential development.
- Outlot B will be owned by the HOA. A drainage and utility easement will be over all of Outlot B.
- Outlot C will be owned by the HOA to be used for drainage and utility easement, landscaping, and open space purposes.

**Parkland Dedication.** As approved with the Preliminary Plat, the developer is required to dedicate 8.8 acres of land or pay a cash contribution of \$611,457.00 for the entire preliminary plat area (291 lots) and dedicate a total of 8,085 lineal feet of trails with a 30-foot wide corridor, less a 5,010 foot buffer encroachment. For this phase, the developer will be required to pay a cash contribution of \$140,834.00, calculated as follows: 67 lots at \$2,101.00 per lot.

A 30-foot-wide trail corridor was required to be dedicated to the City centered on public trails in the development and the value of the dedicated land was to be credited toward any fees in lieu of parkland dedication. The 3<sup>rd</sup> Addition does not include the trail corridor location, and therefore no reduction or credit is provided within this phase.

Construction of a play structure near the HOA fitness center was a condition of the 2<sup>nd</sup> Addition Final Plat, which was originally required to be completed prior to the 3<sup>rd</sup> Addition Final Plat. The developer asked the City in July 2018 to change this condition of approval to delay the installation of the required play structure until the construction of the 3<sup>rd</sup> Addition as it was not practical and potentially unsafe to install it during the construction of the 2<sup>nd</sup> Addition. The city approved a revised condition that the developer install the play structure in Outlot D of the 2<sup>nd</sup> Addition before the city releases building permits for the 3<sup>rd</sup> Addition.

**Landscaping.** The developer has provided landscaping plans for the 3<sup>rd</sup> Addition, which are attached hereto. The City's Landscape Architect has reviewed the landscape plans and has recommended approval with the condition of adjusting the location of trees noted on sheet L4 that will overlap proposed buildings and drive locations when mature.

It should be noted that the City approved an amendment to the Royal Golf Development Agreement which allowed the total number of trees in the development to be reduced from 3,800 warranted trees to 2,912 warranted trees, provided that the developer plant a minimum of two trees per villa lot and four trees per single-family traditional home lots. Further, the developer would reduce the number of trees required to be planted within the entire subdivision from 2,912 to 1,943 provided that the developer pay a park dedication

fee of \$500.00 per 2.5-caliper-inch tree in lieu of planting the difference of 969 trees. With this provision, the developer will be required to pay the City a cash contribution of \$111,552 which is that proportion of trees associated within the 3<sup>rd</sup> Addition Final Plat. The calculation to determine the associated 3<sup>rd</sup> Addition Final Plat fee is as follows: [(\$500 X 969 2.5-caliper inch trees reduced within the entire preliminary plat area) / 291 Single Family Lots within all phases of the Subdivision X 67 Lots within the 3<sup>rd</sup> Addition]

**Street Design.** As shown on the 3<sup>rd</sup> Addition Final Plat the Applicant has proposed to reconfigure the ‘loop’ road and instead develop two cul-de-sacs to serve the lots within the 3<sup>rd</sup> Addition. Both cul-de-sacs as shown meet the City’s ordinance requirements for cul-de-sac length, required right-of-way and cul-de-sac terminus. This change is generally consistent with the lot types shown on the Preliminary Plat and the cul-de-sacs do not change the character of the Plat.

**Street Naming.** The City amended its Street Naming Policy at the April 17, 2018, removing the provision that if appropriate, names with the same theme (i.e. flowers, nature) are permitted for naming streets in an entire subdivision. While the proposed street names of Royal Golf Club at Lake Elmo do not fit the City’s now amended street naming policy, they are consistent with 1<sup>st</sup> Addition in that they are “golf-themed.” While the names have already been approved through the Preliminary Plat process, it was a condition of approval that the Final Plat include street names as approved by Council.

**Engineering Comments.** The City Engineer review memo dated November 19, 2018 is attached to this report for your review and consideration.

**Fire Chief and Building Official Comments.** The application has been reviewed by the Fire Chief and Building Official, and they have provided no additional comments.

**Preliminary Plat Conditions.** The following explains how Preliminary Plat conditions have been met (Staff comments italicized and bold).

1. That cross-access easements be recorded between the owner of the golf course/golf club and the HOA to permit HOA and resident access to the future fitness center, clubhouse and other amenities by the HOA residents over the clubhouse entrance drive and parking lot and trails. ***Comment: This easement has been granted.***
2. Any expansion to the Royal Golf Club clubhouse or intensification of its use shall require a conditional use permit. ***Comment: The lot on which the clubhouse is situated was platted with 1<sup>st</sup> Addition, and this condition does not apply to 3<sup>rd</sup> Addition.***
3. That there shall be no encroachments to drainage and utility easements on residential lots other than those reviewed and approved by the City Engineer and upon execution of an easement encroachment agreement. ***Comment: No encroachments are proposed or shown on the Final Plat. Staff has included this as a recommended condition of approval.***
4. That the developer prepares an exhibit that clearly identifies the proposed setbacks for specific lots within the development. ***Comment: The developer has provided an exhibit which outlines setbacks within the development. The developer has been granted PUD flexibility which allows a 30 ft. setback on the***

***100 and 80-90 ft. lots and a 20 ft. setback on the 55-65 ft. lots; 10 ft. side yard setback on the 100 and 80-90 ft. lots and a 7.5 ft./7.5 ft. setback on the 55-65 ft. lots; a corner yard setback of 15 ft. on all lots; and a 30 ft. setback on the 100 and 80-90 ft. lots and a 20 ft. setback on the 55-65 ft. lots. This condition has been met.***

5. Prior to the execution of a Final Plat for any phase of the development by City officials, the Developer shall enter into a Developer's Agreement for that phase acceptable to the City Attorney and approved by the City Council that delineates who is responsible for the design, construction, and payment of the required improvements with financial guarantees therefore. ***A development agreement will be prepared by Staff and approved by both the developer and City Council.***
6. Each phase of the Royal Golf Club at Lake Elmo shall be incorporated into the Common Interest Agreement concerning management of the common areas and establish a homeowner's association which shall be submitted in final form to the Planning Director before any building permit may be issued for any structure in any phase of the development. Said agreement shall comply with Minnesota Statutes 515B-103, and specifically the provisions concerning the transfer of control to the future property owners. The HOA documents shall include required maintenance of wetland buffers. ***The Common Interest Agreement will need to be updated to include Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition and approved by the City Attorney prior to recording of the Final Plat.***
7. That the HOA documents include architectural requirements that require 4-sided architecture and garages facing the public right-of-ways to have windows and/or other architectural features. ***Consistent with the 1<sup>st</sup> Addition and 2<sup>nd</sup> Addition, the 3<sup>rd</sup> Addition of Royal Golf Club at Lake Elmo shall be added into the HOA documents that establish the architectural standards consistent with this condition. The Applicant shall furnish this language to the City Staff for review prior to any building permit being issued for the 3<sup>rd</sup> Addition.***
8. The applicant shall enter into a landscape license and maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space for each platted phase of the development. ***This has been added as a recommended condition of approval of the 3<sup>rd</sup> Addition Final Plat.***
9. That the HOA be responsible for the maintenance of all landscape walls that cross residential property lines or publicly owned Outlots or rights-of-way and that the walls be contained within a landscape easement. ***As shown on the Landscape Plans, there are no retaining walls proposed as part of the 3<sup>rd</sup> Addition.***
10. The developer shall provide for an HOA owned and maintained children's play structure or other similar improvement near the HOA fitness center as discussed by the developer during the PUD concept review. ***The 2<sup>nd</sup> Addition Final Plat required that the play structure near the HOA fitness center be installed prior to***

*the application for the 3<sup>rd</sup> Addition Final Plat. As noted above, the developer as not yet installed the required play structure and so staff is recommending the City require the developer install the play structure in Outlot D of the 2<sup>nd</sup> Addition before the release of building permits in the 3<sup>rd</sup> Addition. This is consistent with the revised condition of approval approved by the city earlier this year.*

11. That a fee in lieu of park land dedication be paid to the City based upon an appraisal by an appraiser to be chosen by the City and paid for by the developer. Also, that a 30 ft. wide trail corridor be dedicated to the City centered on public trails in the development and that the value of the dedicated land be credited toward any fees in lieu of parkland dedication. The park land dedication shall not include wetlands, wetland buffer area, and no credit will be given for land beyond the 30 ft. centered on public trails. And lastly, that the cost of constructing any public trails within the dedicated park land be credited towards any fees in lieu of park dedication. *The portion of park land dedication fee due for the 3<sup>rd</sup> Additional Final Plat has been calculated and added as a proposed condition of approval. As stated in previous sections of this report, there is no portion of the 30-foot wide trail corridor in this phase and therefore no credit to the fee is due.*
12. That a trail phasing plan be submitted by the developer to be approved by City Staff and that the public trails be constructed within each phase prior to building permits being issued for that phase of development. *This condition has not yet been met as the developer has not paved the required trail. City staff agreed to allow the developer to pave the trail in spring to help ensure a better finish rather than having the developer install the trail this fall as it was cold and wet – making a proper installation of the pavement difficult.*
13. That a 10' wide trail segment be provided from Palmer Drive (on preliminary plans) to the east edge of the plat within the County Right-of-Way. *This condition has been met.*
14. That the Tree Preservation Plans and Preliminary Landscape Plans be updated to comply with the City's tree preservation requirements and the City's landscape requirements for review and approval by the City prior to recording the Final Plat. *The developer has submitted updated Tree Preservation and Preliminary Landscape Plans approved by the City. Additional comments from the City's Landscape Architect specific to the 3<sup>rd</sup> Addition are attached to this report.*
15. The developer consider woodland management and pollinator friendly native seeding in lieu of some required tree preservation replacement tree requirements as recommended by the City's Landscape Architect. *The developer requested and the City approved a Development Agreement amendment which no longer requires that trees planted within single family lots be warrantied. This reduced the number of trees required within the development from 3,800 to 2,900. The developer also submitted, and the City approved a preliminary landscape plan which further reduces the number of trees within the development from 2,900 to*



***1,943. The developer will be required to pay a park land dedication fee of \$500 per 2.5 caliper inch tree not planted within each addition, totaling \$478,500 for the entire development. The portion of park land dedication fee associated with the 3<sup>rd</sup> Addition is calculated and included as a condition of the 3<sup>rd</sup> Addition Final Plat.***

16. All changes and modifications to the plans requested by the City Engineer in the Engineer's report dated, March 8, 2017 and June 1, 2017 shall be incorporated into the preliminary plat and PUD plans. ***The developer has submitted updated preliminary plat and PUD plans that have been approved by the City.***
17. The Preliminary Plat approval is conditioned upon the applicant meeting all City standards and design requirements unless specifically addressed otherwise in this resolution. ***It is a recommended condition of Final Plat approval that the developer meet all City standards and design requirements.***
18. The developer shall comply with all comments identified within the Washington County letter dated March 6, 2017, including providing an additional 17 feet of right-of-way along 10th Street N. and constructing turn lane improvements meeting Washington County standards at the developer's sole expense. ***It is a recommended condition of Final Plat approval that the developer comply with these comments. This condition does not apply to the 3<sup>rd</sup> Addition.***
19. That the preliminary PUD Plans be approved by Valley Branch Watershed District and that evidence be provided that all conditions attached to a Valley Branch Watershed District permit be provided prior to the commencement of any grading activity on the site. ***The preliminary PUD Plans were approved by the Valley Branch Watershed District, and grading activity on the site has already commenced.***
20. That open space within the shorelands of the residential development be protected with a conservation easement and that conservation easements be provided for review by the City Attorney and to be executed prior to Final Plat approval. ***It is a recommended condition of Final Plat approval that the developer provide these easements on Outlots H, F, E, B, D, C, A, L are all within the shoreland. None of the identified outlots from the Preliminary Plat are located within the 3<sup>rd</sup> Addition Final Plat; therefore this condition does not apply to the 3<sup>rd</sup> Addition Final Plat approval.***
21. That golf carts shall be prohibited on city streets and city trails unless specifically allowed by City Ordinance. ***The City approved an ordinance which allows golf carts on local streets through the adoption of Ordinance 08-209 on May 15, 2018.***
22. Prior to the issuance of building permits all wetland buffers shall be delineated and identified via staking or signage that is acceptable to the City. ***This is a recommended condition of Final Plat approval.***

23. The applicant must provide the city a letter of approval to perform the proposed work in the gas pipeline easement within the development area as a condition of preliminary plat approval. ***This condition is not applicable to 3<sup>rd</sup> Addition.***
24. Prior to the construction of any subdivision identification signs or neighborhood markers within the development, the developer shall submit sign plans for review and obtain a sign permit from the Planning Department. ***This is a recommended condition of Final Plat approval.***
25. That the preliminary plat be updated to include street names that are consistent with the City's street naming ordinance and approved by the City Council. ***This condition is met; see approved street naming conventions above.***
26. The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act and shall acquire the needed permits from the appropriate watershed districts prior to the commencement of any grading or development activity on the site. ***This is a recommended condition of Final Plat approval.***
27. The developer shall enter into a separate grading agreement with the City prior to the commencement of any grading activity in advance of Final Plat and PUD plan approval. The City Engineer shall review any grading plan that is submitted in advance of a Final Plat and said plan shall document extent of any proposed grading on the site. ***This condition has been met.***
28. The developer shall submit a revised preliminary plat and plans meeting all conditions of approval. All of the above conditions shall be met prior to the City accepting an application for Final Plat. ***This condition has been met.***
29. That approval of the preliminary plat be contingent on Street D access to 10<sup>th</sup> Street. ***This condition has been met and does not apply to the 3<sup>rd</sup> Addition.***
30. That the Royal Golf Club development will not have street lights except at street intersections and cul-de-sacs. ***This is a recommended condition of Final Plat approval.***
31. That the developer work with the adjacent property owners to get an agreement in place for screening and that it be incorporated into the final landscape plans. ***The developer has had landscape plans approved by the Homestead neighborhood, and the submitted landscape plans for Final Plat are consistent with this approved landscape plan.***
32. That the developer address the Public Works Director's concerns as they pertain to the lift station designs as identified in a Public Works memorandum dated 5/19/2017. ***This condition has been met.***
33. That a \$1,000,000 donation to the Parks fund will be made with the phase of development when the former Tartan Park ballfields are no longer able to be used by the City. ***Development of the 3<sup>rd</sup> Addition affects the ballfields at former***

*Tartan Park, therefore this requirement is added as a condition of Final Plat approval for the 3<sup>rd</sup> Addition. The developer will be required to make this donation to the City at the time the ballfields become unusable by the City (this includes storage of construction material, etc.) and before the City releases the final plat for recording.*

**Recommended Findings.** Staff recommends the following findings:

1. That all the requirements of City Code Sections 153.07 and 154.759 related to Final Plat and Final PUD Plans have been met by the Applicant.
2. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans are generally consistent with Preliminary Plat and PUD Plans approved by the City of Lake Elmo on June 6, 2017.
3. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans are consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
4. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans generally comply with the City's GCC - Golf Course Community zoning districts as modified by the PUD regulations.
5. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat PUD Plans comply with the City's subdivision ordinance.
6. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans comply with the City's Planned Unit Development Regulations.
7. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans comply with the City's Engineering Standards, except where noted in the review memorandum from the City Engineer dated November 19, 2018 and modified by PUD regulations.
8. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans generally comply with other City zoning ordinances, shoreland, and erosion and sediment control, except as noted in this staff report and review memorandum from the City Engineer dated November 19, 2018.
9. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans generally comply with the City's landscaping and tree preservation ordinances, providing some flexibility to the Applicant to allow for woodland management and pollinator friendly native seeding in lieu of some required tree replacement in order to avoid possible detriment caused by over planting.
10. That the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans achieve multiple identified objectives for planned developments within Lake Elmo.
11. That the proposed Final Plat and PUD Plans are for the 3<sup>rd</sup> Addition of 67 single family residential units of a 291-unit total residential golf course community Planned Unit Development on 103.7 acres of land (of 231 acres total) located on the former 3M Tartan Park properties.

12. That the Final Plat and PUD Plans will be located on property legally described on the attached Exhibit “A”.
13. That there has been significant public testimony that 20th Street is already dangerous without the additional traffic and that the City and developer need to explore ways to make the road safer.
14. That the proposed PUD will allow a more flexible, creative, and efficient approach to the use of the land, and will specifically relate to existing zoning district standards in the following manner (with exceptions as noted):

a. Setbacks:

**i. Royal Golf Club at Lake Elmo Setbacks**

15.	16. 100 Ft. Wide Lots	17. 80-90 Ft. Wide Lots	18. 55-65 Ft. Wide Lots
19. Front	20. 30 ft.	21. 30 ft.	22. 20 ft. for side loaded garages, or 25’
23. Side	24. 10 ft.	25. 10 ft.	26. 10ft. house/5ft. garage or 7.5 ft./7.5 ft.
27. Corner Side	28. 15 ft.	29. 15 ft.	30. 15 ft.
31. Rear	32. 30 ft.	33. 30 ft.	34. 20 ft.

- a. Maximum Impervious Coverage: The maximum impervious coverage for 55-65’ wide lots shall be 50%. All other lots shall have a maximum impervious coverage of 40%.
- b. Lot Sizes: The minimum lot size for Villa lots (55-65’ wide) in the development shall be 6,600 sq. ft.
- c. Attached Garages: That attached garages shall not exceed 1,300 sq. ft. in area at the ground floor level except by conditional use permit. The width of the visible garage door area when closed shall not exceed 60% of the principal building façade (including garage) fronting on the primary street.
- d. Subdivision Identification Signs: The Royal Golf Club at Lake Elmo residential subdivision shall be allowed up to a maximum of 4 subdivision identification signs, including the identification sign for the golf course entrance, not to exceed 24 sq. feet in sign area each, located no closer than 10 feet to any public right-of-way. In addition, neighborhood identification markers (pillars) shall be permitted to be no larger than 2 ft. x 2 ft. to identify

the development logo and the name of the neighborhood. Additional subdivision signs should be considered for a subdivision of this size.

- i. *Staff Note:* If the developer requests a change to this, a variance should be requested.
- e. All other requirements for the City's GCC – Golf Course Community zoning district will apply, including the allowed uses and other site and development standards.
- f. That the proposed street names within the development are generally consistent with the City's Street Naming Policy as amended April 17, 2018.
- g. The developer has not yet constructed an HOA-owned and maintained play structure as required by the original condition of approval of the 2<sup>nd</sup> Addition Final Plat.

**Recommended Conditions of Approval.** Staff recommends the following conditions of approval:

1. That there shall be no encroachments to drainage and utility easements on residential lots other than those reviewed and approved by the City Engineer and upon execution of an easement encroachment agreement.
2. Prior to the execution of Final Plat, the Developer shall enter into a Developer's Agreement acceptable to the City Attorney and approved by the City Council that delineates who is responsible for the design, construction, and payment of the required improvements with financial guarantees therefore.
3. The Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition shall be incorporated into the Common Interest Agreement concerning management of the common areas and establish a homeowner's association (HOA) which shall be submitted in final form to the Planning Director before any building permit may be issued for any structure in any phase of the development. Said agreement shall comply with Minnesota Statutes 515B-103 and specifically the provisions concerning the transfer of control to the future property owners. The HOA documents shall include required maintenance of wetland buffers.
4. That the HOA documents include architectural requirements that require four-sided architecture and garages facing the public rights-of-way to have windows and/or other architectural features.
5. The applicant shall enter into a landscape license and maintenance agreement with the City that clarifies the individuals or entities responsible for landscaping.
6. The developer shall provide evidence of an HOA owned and maintained children's play structure or other similar improvement has been constructed within Outlot D of the 2<sup>nd</sup> Addition before the release of building permits for the 3<sup>rd</sup> Addition.
7. That a fee in lieu of park land dedication be paid to the City based upon an appraisal by an appraiser to be chosen by the City and paid for by the developer.
8. That the developer pay a parkland dedication fee equal to \$500 per 2.5 caliper inch required in lieu of some required tree preservation replacement tree requirements,

totaling **\$111,552.00** in lieu of planting the required number of trees required. This fee was calculated as follows: \$500.00 multiplied by 969 2.5-caliper inch tree not planted within the entire subdivision, divided by 291 single family lots within the entire subdivision, multiplied by 67 single family lots within the 3<sup>rd</sup> Addition.

9. All changes and modifications to the plans requested by the City Engineer in the Engineer's review memo dated November 19, 2018 shall be incorporated into the Final Plat and PUD Plans. The Applicant should note the requirements for VBWD permits for temporary storm water management.
10. The Final Plat and PUD Plans approval is conditioned upon the applicant meeting all City standards and design requirements unless specifically addressed otherwise in this resolution.
11. Prior to the City issuing building permits, all wetland buffers shall be delineated and identified via staking or signage that is acceptable to the City.
12. Prior to the construction of any subdivision identification signs or neighborhood markers within the development, the developer shall submit sign plans for review and obtain a sign permit from the Planning Department. Any amendments to the finding regarding signs indicated in this Resolution shall be subject to a PUD amendment or variance.
13. That the Final Plat include street names as approved by Council.
14. The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act and shall acquire the needed permits from the appropriate watershed districts prior to the commencement of any grading or development activity on the site.
15. That the Royal Golf Club development will not have street lights except at street intersections and cul-de-sacs.
16. That the developer make a \$1,000,000 donation to the City Parks fund when construction of the 3<sup>rd</sup> Addition prohibits use of the former Tartan Park ballfields, including construction materials storage and before the city releases the 3<sup>rd</sup> Addition final plat for recording.
17. The location and spacing of the trees that overlap the buildings and on edge of driveway when shown at mature diameter is adjusted and resubmitted on a revised landscape plan, per the Landscape Review memo, dated November 8, 2018.
18. The developer shall pave the unfinished trail in the 2<sup>nd</sup> Addition as soon as favorable conditions are available in the spring of 2019. The City may choose to not release building permits for the 3<sup>rd</sup> Addition in the spring of 2019 if the developer has not completed the required trail paving in a timely manner.

### **EASEMENT VACATION**

**Reason.** The Applicant is requesting an easement vacation over Outlot T of Royal Golf Club at Lake Elmo. These drainage and utility easements were dedicated to the City with the Final Plat. This outlot will be re-platted with the 3<sup>rd</sup> Addition. In order to avoid "stacking easements" and to keep the title clean for future owners/users of the parcels, the

Applicant is requesting that the easements be vacated with dedication of new easements. Outlot T will be dedicated right-of-way, residential lots, and become Outlot C for wetland and future development of the 4<sup>th</sup> Addition.

**Recommended Condition of Approval.** Staff is recommending approval, subject to the following condition of approval:

1. New easements on Outlot T as requested by the City Engineer and Public Works Director shall be recorded with the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat.

**RECOMMENDATION:**

Staff recommends that the Planning Commission recommend approval of the Royal Golf Club at Lake Elmo 3<sup>rd</sup> Addition Final Plat and PUD Plans, as well as the easement vacation request, based on the findings of fact and conditions outlined in the Staff Report.

*“Move to recommend approval of the Royal Golf Club at Lake Elmo 3rd Addition Final Plat and PUD Plans based on the findings of fact and conditions outlined in the Staff Report.”*

*“Move to recommend approval of the easement vacation request to vacate existing drainage and utility easements over Outlot T, subject to conditions of approval.”*

**ORDER OF BUSINESS:**

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

**ATTACHMENTS:**

1. Final Plat Application and Narrative – October 15, 2018
2. 3<sup>rd</sup> Addition Final Plat
3. City Engineer’s Review Memo – November 19, 2018
4. 3<sup>rd</sup> Addition Landscaping Plans
5. Landscape Architect’s Review – November 8, 2018
6. Easement Vacation Application – October 16, 2018

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
LU File #: \_\_\_\_\_



651-747-3900  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

### FINAL PLAT APPLICATION

Applicant: Royal Development, Inc.  
Address: 941 Hillwind Rd NE STE 301 Fridley, MN 55432  
Phone #: 651-505-9079  
Email Address: afurlong@royalclubmn.com

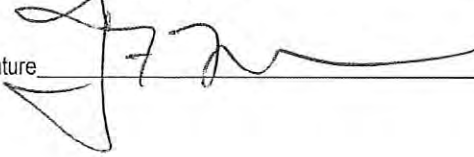
Fee Owner: H.C. Golf Land, LLC.  
Address: 941 Hillwind Rd NE STE 301 Fridley, MN 55432  
Phone #: 651-505-9079  
Email Address: afurlong@royalclubmn.com

Property Location (Address): 11455 20th Street N Lake Elmo, MN 55042  
Complete (long) Legal Description: See Attached  
\_\_\_\_\_  
PID#: See Attached

General information of proposed subdivision: Residential development of a golf course community with 291 homes. See narrative for further details  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning Ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant:  Date: 10-16-18

Fee Owner Signature:  Date: 10-16-18





October 15, 2018

Mr. Ben Prchal

Director of Planning City of Lake Elmo

3800 Laverne Ave. N. Lake Elmo, MN 55042

Re: Final Plat/P.U.D. Narrative -The Royal Golf Club at Lake Elmo

Dear Mr. Prchal,

H.C. Golf Land, LLC and Royal Development, Inc. is pleased to submit herewith our application for final plat and planned unit development approval for Phase III at The Royal Club at Lake Elmo. H.C. Golf Land and Royal Development would like to extend their sincere thanks to the City of Lake Elmo, its City Council, its Advisory Committees and its staff and consultants for their direction, cooperation and assistance in moving the RGC to this juncture. The following narrative will set out the basic elements of the plat, address those information items requested in the application forms and those items which will need collaboration between us as we move this plat to final acceptance.

**Owner**

H.C. Golf Land, LLC is the current fee owner of the underlying property (Outlot T of The Royal Golf Club at Lake Elmo and Outlot J, The Royal Golf Club at Lake Elmo 2<sup>nd</sup> Addition). As soon as the final plat is recorded H.C. Golf Land, LLC will retain ownership of Outlot C of the 3<sup>rd</sup> Addition and transfer fee ownership of the lots/blocks to Royal Development, Inc., with Outlots A and B being transferred to the homeowner's association or the City, as the City directs. Based on this current ownership and intended immediate transfer, the "Applicant" under the application is Royal Development, Inc. and the "Owner" is H.C. Golf Land, LLC. All additional documents should be prepared under the Royal Development, Inc. name as it is the developer and will be fulfilling the obligations as set forth in those agreements.



### **Existing Zoning**

The property has been zoned GCC (Golf Course Community) by the City of Lake Elmo.

### **Plat Area/Ownership/Description**

The property is owned by H.C. Golf Land, LLC and is comprised of two parcels whose current P.I.D. 's and legal descriptions are attached hereto as Exhibit "A". The property has been divided into lots, blocks and outlots for the development of our Phase III, with additional outlots reserved for future phases of development.

**Residential** -Contained in Blocks 1, 2, 3, 4, and 5 are 67 residential home site lots consisting of 34 traditional single family detached lots and 33 -"Villa" lots for detached single-family townhomes which will have Villa Association -maintained lawns and exteriors as further noted below.

**Outlets** -The final plat contains three outlots designated as Outlets A, B and C.

### **Residential Setbacks**

The setbacks for the residential lots are consistent with the approved preliminary plat.

### **Dedicated Rights of Way**

Within the plat, RGC is dedicating rights of way to the public in the amount of 288,324 SF for our new residential streets.

### **Density**

Consistent with the approved preliminary plat, the net residential density of all phases of The Royal Club is calculated as 291 approved units and 187 net residential acres yielding a density of 1.56 units/net acre.

### **Development Phasing**

We are proposing to develop RGC in four phases with the current 67 lots denoted as Phase III.



### **Development Schedule**

Site grading for Phase III will commence Fall of 2018 or Spring of 2019. As to the golf facilities, we have finished the reconstruction of the 18-hole championship golf course, the practice range, short course, and renovations of the old 3M clubhouse. The clubhouse has been fully renovated for both golf and as an event venue.

### **Trail Phasing**

Consistent with preliminary plat, RGC will be constructing and dedicating well over 10,000 lineal feet of paved trail throughout the entire development.

### **Community Impacts**

Because of the size, complexity and scope of The Royal Club at Lake Elmo, the project triggered the need to complete an Environmental Assessment Worksheet (EAW) to review the impacts to traffic, public facilities, public safety and environmental issues. The EAW was completed in October of 2016 for public review. At its January 17, 2017 meeting, the City Council adopted Resolution 2017-007 issuing a negative declaration on any further environmental study and accepting the findings of fact on the EAW. We believe community impacts have been fully reviewed. Additionally, all wetlands on the property have been dealt with pursuant to Wetland Conservation Act and VBWD rules and regulations and all activities thereon have received appropriate permits.

### **Phase III Streets and Utilities**

Phase III street and utility construction will service the Phase III residential lots.

### **Home Styles**

The Royal Golf Club community will feature a wide variety of high quality, custom-built homes in a variety of complimentary styles.

### **Declarations of Protective Covenants**

Because of the variety of home styles and privately held common areas at RGC, we have created a Master Homeowners Association ("MHOA") whose membership includes all



#### **THE ROYAL CLUB**

residential lots in Phases I and II and will include all residential Phase III lots and all future phase residential lots. Its responsibilities will include such things as maintenance of private trails/ common area landscaping, open space and entry signage in addition to the maintenance of the future fitness/recreation center and the maintenance of property line-crossing retaining walls. The MHOA declaration will also contain the architectural standards consistent with preliminary plat conditions. Sub associations for the Villa Home (Villa HOA'S) neighborhoods have been or will be formed depending on the villa builder's practices. These Villa HOA's will have responsibility for lawn/driveway and open space maintenance and the maintenance of the Villa home exteriors to assure a consistency in neighborhood appearance.

Lastly, the MHOA will assume all architectural review responsibilities upon turnover of the MHOA from developer control to resident control consistent with the terms of Minnesota statutes.

#### **Landscape**

As a part of the Phase III development agreement, RGC and the City will enter into an agreement wherein RGC assumes planting responsibilities for trees required by the City as proposed in the landscape plan.

#### **Park Fees**

The development portion of RGC is 231.25 acres with a net buildable are of 186.92 acres. The appraised value of this property, as determined by an appraisal commissioned by the city, is \$8,000,000. Per City of Lake Elmo policy, a park dedication of 10.0% or fee in lieu of land dedication of 10% of the value is required with development. RGC and the city jointly have decided to not have city-owned parks within the development, thus obligating RGC for cash payments totaling \$800,000.00 over the span of the development phases. RGC will receive credit against each phase's park fee for constructing trails and appurtenant items such as turf establishment, retaining walls and ADA pedestrian ramps along with the dedication of the land for a 30- foot wide trail corridor. The RGC will provide the city with support calculations to determine the actual cash fee in Phase III to be paid with this application and in future phases as those phases are platted.



**THE ROYAL CLUB**

**Conservation/Ponding Maintenance Agreement**

RGC and the City have determined that there will be no storm water ponding facilities constructed in Phase III. In future phases should City outlots lie within shoreland districts, conservation easements will be entered into.

**Easement Vacation**

We are proposing to vacate the existing drainage and utility easements, as created and dedicated on the original Royal Golf Club at Lake Elmo plat (1<sup>st</sup> Addition), lying over Outlot T (see attached for details).

With our 3<sup>rd</sup> Addition submittal, we will be re-platting this Outlot, and, in doing so, will be recreating new drainage and utility easements over the new parcels. The easement vacation is needed to avoid creating and 'stacking' easements on top of easements. The new easements will be the same size (or larger in some cases) as the vacated easements. Thus, the City does not lose any drainage and utility easement areas. We also need to do this to keep the title clean for future owners/users of the parcels.



Our pledge to the City is to create a premium golf community with a national reputation of which all of Lake Elmo will be proud. We stand prepared to provide you with any further items you deem necessary as the development agreement and PUD take form and as we move forward with development activity.

Sincerely,

The Royal Golf Club at Lake Elmo

By: H.C. Golf Land, LLC

By:

Its:

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Permit #: \_\_\_\_\_



651-747-3900  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

### LAND USE APPLICATION

- Comprehensive Plan  Zoning District Amend  Zoning Text Amend  Variance\*(see below)  Zoning Appeal
- Conditional Use Permit (C.U.P.)  Flood Plain C.U.P.  Interim Use Permit (I.U.P.)  Excavating/Grading
- Lot Line Adjustment  Minor Subdivision  Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan  PUD Preliminary Plan  PUD Final Plan  Wireless Communications  Easement Vacation

Applicant: Royal Development Inc.  
Address: 941 Hillwind Rd NW, STE 301 Fridley MN 55432  
Phone # 651-505-9079  
Email Address: afurlong@royalclubmn.com

Fee Owner: H.C. Golf Land, LLC.  
Address: 11074 Radisson Rd Blaine MN 55449  
Phone # 651-505-9079  
Email Address: afurlong@royalclubmn.com

Property Location (Address): 11455 20th Street N Lake Elmo MN 55042  
(Complete (long) Legal Description): See Attached

PID#: See Attached

Detailed Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

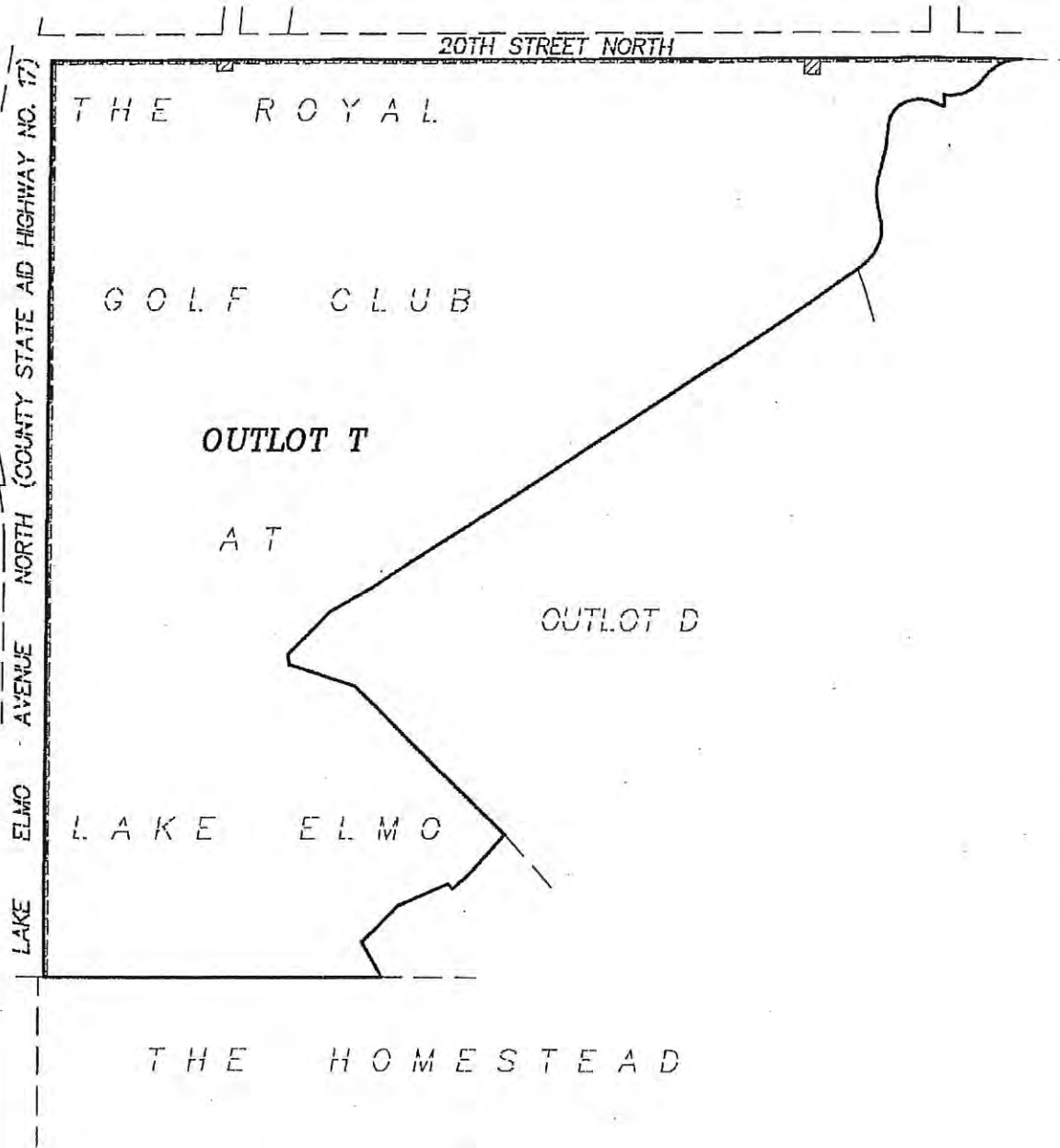
\*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant:  Date: 10-16-18

Signature of fee owner:  Date: 10-16-18

# Drainage and Utility Easement Vacation Sketch



**DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION:**

All of the drainage and utility easements, as created and dedicated over, under, and across Outlot T, THE ROYAL GOLF AT LAKE ELMO, according to the recorded plat thereof, Washington County, Minnesota.

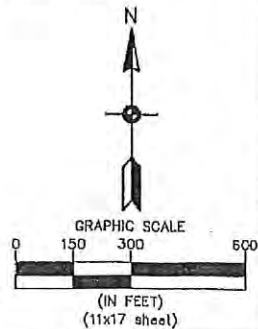
Sold vacation area contains ±55,570 sq. ft.

**Carlson  
McCain**

ENVIRONMENTAL • ENGINEERING • SURVEYING  
3090 Pheasant Ridge Drive NE,  
Suite 100, Blaine, MN 55449  
Phone: 763-489-7900 Fax: 763-489-7959



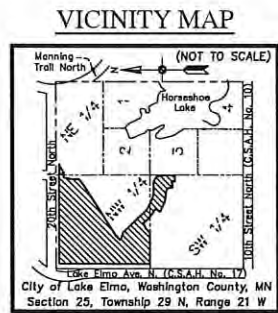
Drainage and Utility Easement Vacation Area



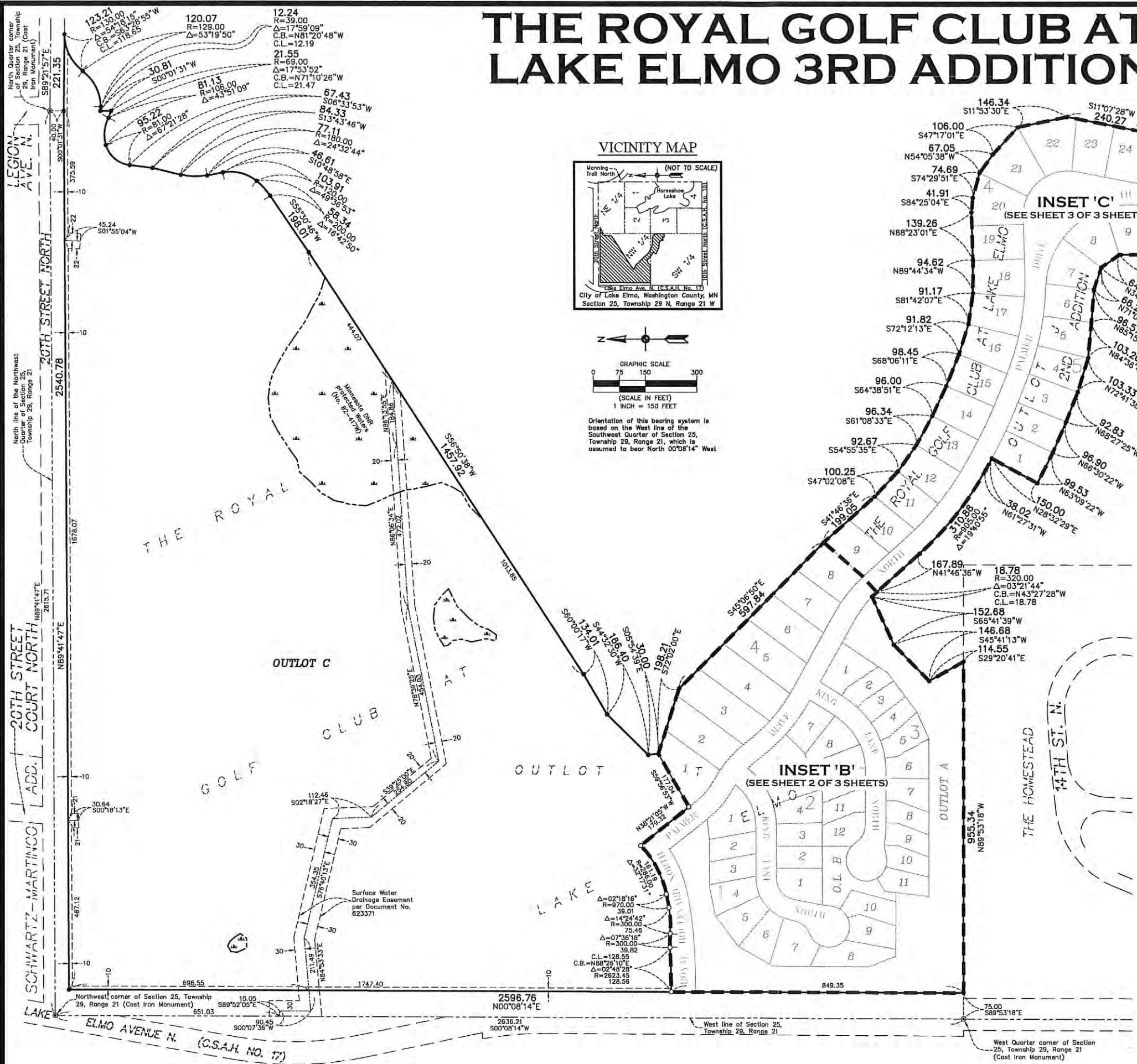
Case Date: 10/21/03 File: 80336.dwg Plot Date: 10/21/03 Plot Size: 11x17 Plot Scale: 1"=100' Plot Path: \\server\plotters\royal\plot.dwg Job: 80336.dwg



# THE ROYAL GOLF CLUB AT LAKE ELMO 3RD ADDITION



- Denotes found Washington County Section Corner Monument, as noted
- Denotes found 5/8 inch by 14 inch Rebar marked with license number 40361
- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361
- ▬ Denotes existing wetland, delineated by Kjbhaug Environmental Services Company in 2016



KNOW ALL BY THESE PRESENTS: That H.C. Golf Land, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Washington, State of Minnesota, to wit:

Outlot T, THE ROYAL GOLF CLUB AT LAKE ELMO, and Outlot J, THE ROYAL GOLF CLUB AT LAKE ELMO 2ND ADDITION, according to the recorded plats thereof, Washington County, Minnesota

Has caused the same to be surveyed and platted as THE ROYAL GOLF CLUB AT LAKE ELMO 3RD ADDITION and does hereby dedicate to the public for public use forever the public ways, as shown on this plat and also dedicates the easements created by this plat for drainage and utility purposes only.

In witness whereof said H.C. Golf Land, LLC, a Minnesota limited liability company, has caused these presents to be signed by Joel T. LeVahn, Chief Financial Officer, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

H.C. GOLF LAND, LLC

By: \_\_\_\_\_  
Joel T. LeVahn, Chief Financial Officer

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by Joel T. LeVahn, Chief Financial Officer of H.C. Golf Land, LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Printed)

Notary Public, \_\_\_\_\_  
My commission expires \_\_\_\_\_

I, Thomas R. Balluff do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been set, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by Thomas R. Balluff, Licensed Land Surveyor.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Printed)

Notary Public, \_\_\_\_\_  
My commission expires \_\_\_\_\_

CITY OF LAKE ELMO, PLANNING COMMISSION

Approved by the Planning Commission of the City of Lake Elmo, Minnesota, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed: \_\_\_\_\_ Chair  
Signed: \_\_\_\_\_ Secretary

CITY COUNCIL, CITY OF LAKE ELMO, MINNESOTA

This plat was approved by the City Council of the City of Lake Elmo, Minnesota, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

Signed: \_\_\_\_\_ Mayor  
Signed: \_\_\_\_\_ Clerk

COUNTY SURVEYOR

Pursuant to Chapter 820, Laws of Minnesota, 1971, and in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By: \_\_\_\_\_  
Washington County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9 and Section 272.12, taxes payable in the year 20\_\_\_\_ on the real estate hereinbefore described, have been paid; and there are no delinquent taxes, and transfer has been entered on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By: \_\_\_\_\_  
Washington County Auditor/Treasurer

By: \_\_\_\_\_  
Deputy

COUNTY RECORDER

Document Number \_\_\_\_\_

I hereby certify that this instrument was recorded in the Office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly recorded in Washington County Records.

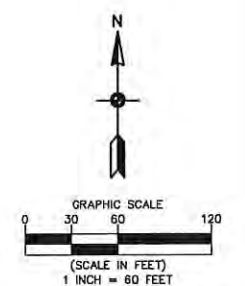
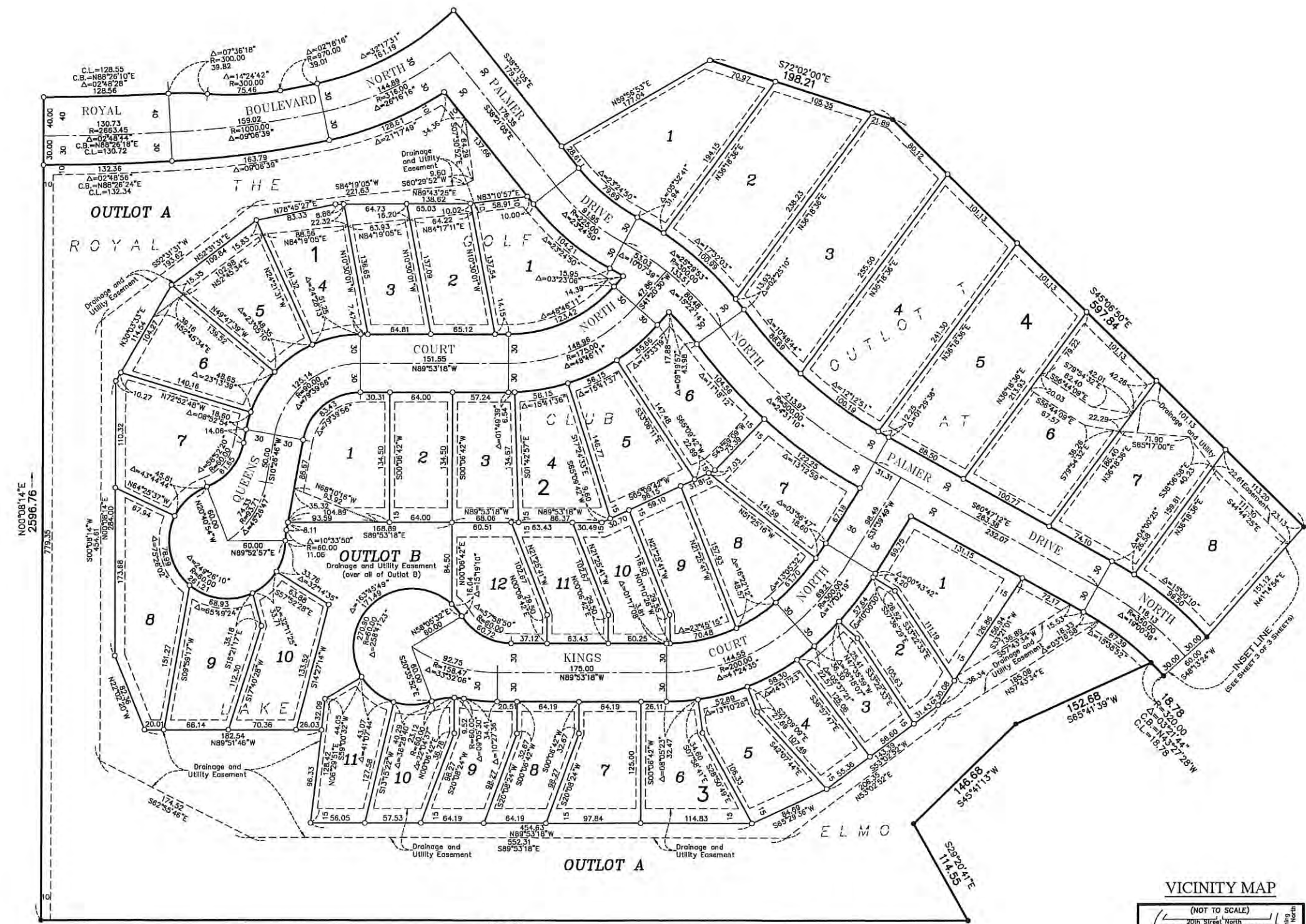
By: \_\_\_\_\_  
Washington County Recorder

By: \_\_\_\_\_  
Deputy



# THE ROYAL GOLF CLUB AT LAKE ELMO 3RD ADDITION

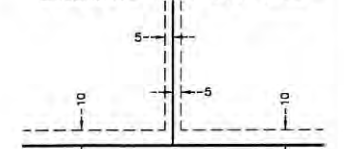
INSET 'B'



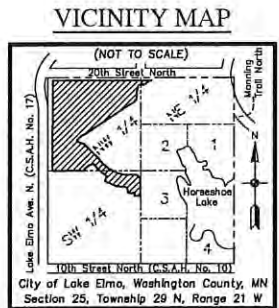
Orientation of this bearing system is based on the West line of the Southwest Quarter of Section 25, Township 29, Range 21, which is assumed to bear North 00°08'14" West

- Denotes found 5/8 inch by 14 inch Rebar, marked with license number 40361
- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.

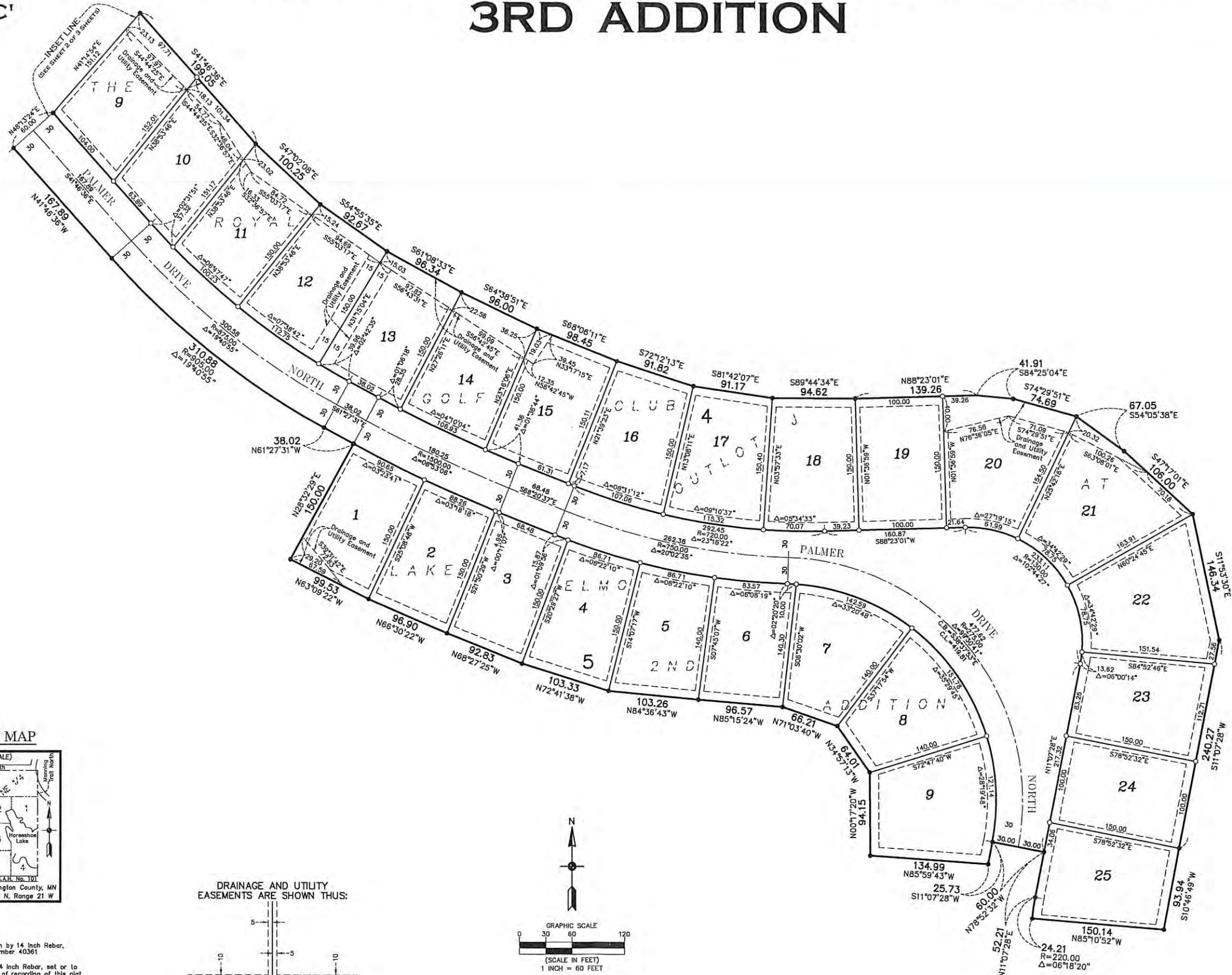


955.34  
N89°53'18"W

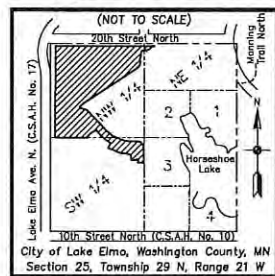


# THE ROYAL GOLF CLUB AT LAKE ELMO 3RD ADDITION

INSET 'C'

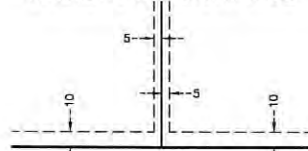


### VICINITY MAP

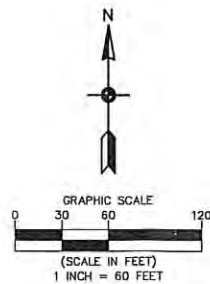


- Denotes found 5/8 inch by 14 inch Rebar, marked with license number 40361
- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plot and marked with license number 40361

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plot.



Orientation of this bearing system is based on the West line of the Southwest Quarter of Section 25, Township 29, Range 21, which is assumed to bear North 00°08'14" West

# MEMORANDUM

# FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261  
Jack Griffin, P.E. 651.300.4264  
Ryan Stempski, P.E. 651.300.4267  
Chad Isakson, P.E. 651.300.4283

Date: November 19, 2018

---

To: Ben Prchal, City Planner  
Ken Roberts, Planning Director  
Cc: Chad Isakson, P.E., Assistant City Engineer  
From: Jack Griffin, P.E., City Engineer  
Re: Royal Golf Club 3rd Addition – Final Plat  
Engineering Review Comments

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An engineering review has been completed for the Royal Golf Club 3rd Addition. Final Plat/Final Construction Plans were received on October 31, 2018. The submittal consisted of the following documentation:

- Royal Golf Club 3rd Addition Final Plat, Sheets 1-3, not dated, prepared by Carlson McCain.
- Royal Golf Club 3rd Addition Narrative, dated October 15, 2018.
- Royal Golf Club 3rd Addition Construction Plans, Sheets 1-24, dated October 5, 2018.
- Royal Golf Club 3rd Addition Grading Plans, Sheets 1-21, dated October 3, 2018.
- Royal Golf Club 3rd Addition Landscape Plans, L1-L7, dated October 9, 2018, by Pioneer Engineering.
- Royal Golf Club 3rd Addition Specifications, dated October 5, 2018.

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**STATUS/FINDINGS:** Engineering review comments have been provided in two separate memos; one for Final Plat approval, and one to assist with the completion of the final Construction Plans. Please see the following review comments relating to the Final Plat application.

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## FINAL PLAT: ROYAL GOLF CLUB 3RD ADDITION

- Outlots A, B and C ownership have been shown on the final grading and construction plans as developer or HOA owned as applicable. There are no Outlots to be dedicated to the City as part of this Phase.
- Drainage and utility easements have been provided on the Final Plat and grading plans over all, or a portion, of Outlots A and B as required. Drainage and utility easements for Outlot A has been shown on the street and utility plans as required. The drainage and utility easement for Outlot B must be added to the street and utility plans.
- The Plat must be revised to include a 10-foot drainage and utility easement over Outlot C, adjacent to the north right-of-way line for Royal Boulevard and adjacent to the east right-of-way line for Palmer Drive.
- All off-site easements as required by the City Engineer and Public Works Director to complete any off-site improvements or to provide drainage and utility maintenance access must be provided in the City standard form of easement agreement and signed by all parties prior to the release of the Final Plat for recording. The following off-site easements (golf course property) must be verified as existing or provided to the City.
  - Drainage and utility easements over the Golf Course adjacent to the rear yards of Lots 7-14, Block 4.
  - Drainage and utility easements over the Golf Course adjacent to the rear yards of Lots 22-25, Block 4.
- The applicant has proposed temporary stormwater management provisions for the Royal Golf Club 3rd Addition which will be removed and replaced with future development phases that will meet the storm water management provisions approved with the Preliminary Plat.

- The Final Plat application narrative is silent regarding the plan to use a temporary storm water management system. The narrative should be revised to fully address the temporary storm water management phasing, maintenance, and replacement. As proposed, it is unknown how the next development phase will be constructed without interruption of the temporary system.
- The temporary storm sewer and sediment basin must be relocated in a manner that allows the temporary storm water management to remain operational until the permanent storm water management system is operational.
- Final Plat approval must be contingent upon the applicant obtaining a VBWD permit for the temporary storm water management provisions. Any plan changes made to obtain the VBWD permit must be resubmitted for City review and approval.
- A City variance may be required to approve the Final Plat as the temporary storm water management system does not meet all provisions of the City storm water ordinances (e.g. volume control).
- Additional drainage and utility easements must be provided over the temporary storm sewer system and temporary sediment basins located on Outlot C.
- Additional development security provisions should be considered to address the temporary storm water management system and phasing.
- Final Construction Plans and Specifications must be prepared in accordance with the City Engineering Design Standards Manual dated March 2017, using City details, plan notes and specifications and meeting City Engineering Design Guidelines.
- Final Construction Plans and Specifications must be revised in accordance with the Construction Plan engineering review memorandum dated November 19, 2018.
- All easements as requested by the City Engineer and Public Works department shall be documented on the Final Plat prior to the release of the Final Plat for recording.
- The Final Plat shall not be recorded until final construction plan approval is granted.
- No construction for Royal Golf Club 3rd Addition may begin until the applicant has received City Engineer approval for the Final Construction Plans; the applicant has obtained and submitted to the City all applicable permits, easements and permissions needed for the project; and a preconstruction meeting has been held by the City's engineering department.



#### STROM SEWER PLANS

- Sheet 10. Revise storm sewer pipe size to meet City minimum 15-inch pipe from CBMH-274 to CBMH-273.
- Sheet 10. Revise storm sewer pipe size to meet City minimum 15-inch pipe from CBMH-271A to CBMH-271.
- Sheet 11. Revise storm sewer pipe size to meet City minimum 15-inch pipe from CBMH-281 to CBMH-280.
- Sheet 13. Revise storm sewer pipe size to meet City minimum 15-inch pipe from CBMH-240 to CBMH-239.

#### STREET PLANS

- Sheets 14-17. Add K-value for all vertical curves. Revise curves as necessary to meet minimum City standards.
- Sheet 15. Revise street grades along Palmer Drive. The City minimum 0.5% grade is used for back to back grade runs with no vertical curve at the break. Increase each grade and add vertical curve.

#### SIGN / PAVEMENT MARKING / LIGHTING PLAN

- Sheet 18. Remove one light pole from the Palmer Drive eyebrow and relocate the second light pole to the middle of the two eyebrow intersections.
- Sheet 18. Add no parking signs to the interior of the Palmer Drive eye brow (3-signs).
- Sheet 18. Add no parking signs to the sign schedule.
- Sheet 19. Add no parking signs to the Kings Court and Queens Court cul-de-sacs (3-signs each).
- Sheet 19. Add a stop bar at the intersection of Lake Elmo Avenue and Royal Boulevard.

#### DETAILS/TYPICAL SECTIONS

- Sheet 24. Typical Street Sections. Remove references to "saw and seal". Revise bituminous mix to Type C. The City practice has changed to require Type C bituminous wear course and eliminate saw & seal.
- Sheet 24. Typical Street Section: Royal Boulevard entrance. Add "RTL" to designate the right turn lane.
- Sheet 24. Bituminous Access Road. Revise minimum grades to 4% on each side of access road.

#### LANDSCAPE PLAN:

- Remove all trees from the interior of all pond maintenance benches. The Landscape Plans must be revised to accommodate maintenance access to all storm water and to avoid placement of trees within the BMP.
- The landscape plans must be revised to show all underground utilities including water/sewer lot services and revised to ensure trees maintain 10-foot minimum offset from all utilities.



Responsive partner.  
Exceptional outcomes.

**To:** Ben Prchal, City of Lake Elmo Planner  
**From:** Lucius Jonett, Wenck Landscape Architect  
**Date:** November 8, 2018  
**Subject:** City of Lake Elmo Landscape Plan Review  
Royal Golf Club – 3<sup>rd</sup> Addition, Review #1

### **Submittals**

- Royal Golf Club 3<sup>rd</sup> Addition Final Plat, draft not signed
- Royal Golf Club 3<sup>rd</sup> Addition Civil Site Plans, dated 10/05/2018, received 10/31/2018.
- Royal Golf Club 3<sup>rd</sup> Addition Landscape Plans, dated 10/09/2018, received 10/31/2018.

**Location:** Area between 10th Street and 20<sup>th</sup> Streets, east of Lake Elmo Avenue and west of Manning Trail on the former 3M Tartan Park properties.

**Land Use Category:** Residential golf course community Planned Unit Development on 428.06 acres and will include 291 single-family residential lots, a lot for the clubhouse and facilities, and golf course.

**Surrounding Land Use Concerns:** As required in the resolution of approval, there is a requirement that the developer work with the adjacent property owners (Homestead Development) to get an agreement in place for screening and that it be incorporated into the final landscape plans.

**Special Landscape Provisions in addition to Zoning Code:** The Royal Golf Club Development and the City agreed that the number of trees required to be planted within the development for tree replacement and requirements per city ordinance was to be 2900 – as per the amendment to the development agreement attached. The development agreement also states that the number of trees can be reduced by woodland management or pollinator friendly techniques or the payment of \$500 for parkland dedication requirements per 2.5-inch caliper inch tree not planted.



**Ben Prchal**  
 Planner  
 City of Lake Elmo  
 November 8, 2018



**Tree Preservation:**

A tree survey/preservation plan has been previously submitted and approved with preliminary plat that does meet all requirements, including a tree inventory showing individual trees that are exempt, removed and saved.

	Entire Site	Tree Preservation Phase 1	
<b>Total Caliper Inches On-Site:</b>	138991.36	138991.36	Cal Inches
Significant Inches Removed On-Site	58883.2	17034.3	Cal Inches
Common Trees	19824.7	5347.2	
Conifer/Evergreen Trees	15646.9	2775.9	
Hardwood Trees	23411.6	8911.2	
Tree Removal Limits (30% Significant Inches Removed On-Site)	41697.41	41697.41	Cal Inches
Subtract Common Tree Removals	19821.7	5347.2	
Subtract Conifer/Evergreen Tree Removals	15646.9	2775.9	
Subtract Hardwood Tree Removals	23411.6	8911.2	
Removals in excess of 30% allowance	-17182.79	24663.11	Cal Inches
Removals in Excess of Allowance	17182.7	0	Cal Inches
Hardwood Tree Replacement (1/2 the dia inches removed)	8591.35	0.00	Cal Inches
<b>Tree replacement needed</b>	<b>8591.35</b>	<b>0.00</b>	<b>Cal Inches</b>
<b>Tree Replacement Required @ 2.5" per Tree</b>	<b>3437</b>	<b>0</b>	<b># of Trees</b>

Tree replacement is required because more than thirty (30) percent of the diameter inches of significant trees surveyed will be removed.

**Landscape Requirements:**

The 3<sup>rd</sup> addition landscape plans do meet the code required number of trees.

	Master Plan Required	Master Plan Approved	1st Addition Required	2nd Addition Required	3rd Addition Required	
Street frontage	35,961		7,942	10,163	8,360	Lineal Feet
Lake Shore	0					Lineal Feet
Stream Frontage	0					Lineal Feet
<b>Total Linear Feet</b>	<b>35,961</b>		<b>7,942</b>	<b>10,163</b>	<b>8,360</b>	<b>Lineal Feet</b>
/50 Feet = Required Frontage Trees	720		159	204	168	Trees
Development or Disturbed Area	-					SF
Development or Disturbed Area	146		37	38	37	Acres
/5 = Required Development Trees	730		185	190	185	Trees
Code Required Number of Trees	1,450		344	394	353	
Required Mitigation Trees	3,437					
<b>PUD Agreement Required # of Trees</b>	<b>2,900</b>					
<b>Qualified* Trees Proposed to Date</b>		<b>1,943</b>	<b>419</b>	<b>632</b>	<b>658</b>	

\*Ornamental and builder trees not included in tree count to satisfy 2,900 tree requirement per the PUD agreement.

1. A minimum one (1) tree is proposed for every fifty (50) feet of street frontage.
2. A minimum of five (5) trees are proposed to be planted for every one (1) acre of land that is developed or disturbed by development activity.

The master landscape plans meet the minimum of twenty-five percent (25%) of the required number of trees shall be deciduous shade trees and a minimum of twenty-five percent (25%) of the required number of trees be coniferous trees.

Master Plan	Qty	% Composition
Deciduous Shade Tree	1190	61%
Coniferous Tree	753	39%
Ornamental Trees*	42	
Builder Trees*	888	
<b>Tree Count</b>	<b>2831</b>	

Phase 1	Qty	% Composition
Deciduous Shade Tree	239	57%
Coniferous Tree	180	43%
Ornamental Trees*	0	
Builder Trees*	202	
<b>Tree Count</b>	<b>621</b>	

Phase 2	Qty	% Composition
Deciduous Shade Tree	425	67%
Coniferous Tree	207	33%
Ornamental Trees*	24	
Builder Trees*	158	
<b>Tree Count</b>	<b>790</b>	

Phase 3	Qty	% Composition
Deciduous Shade Tree	340	52%
Coniferous Tree	318	48%
Ornamental Trees*	26	
Builder Trees*	206	
<b>Tree Count</b>	<b>864</b>	

*\*Ornamental and builder trees not included in tree count to satisfy 2,900 tree requirement per the PUD agreement.*

Total Composition	Qty	% Composition
Deciduous Shade Tree	1004	59%
Coniferous Tree	705	41%
Ornamental Trees*	50	
Builder Trees*	566	
<b>Tree Count</b>	<b>5106</b>	

A. A landscape plan has been submitted that meets all requirements.

**Findings:**

1. Submitted landscape plans are consistent with the approved preliminary plat, and plan and agreement approved and executed between the Homestead HOA and Royal Golf club regarding screening.
2. Black hills spruce and white pine trees have mature diameters of approximately 20'-30' and 30'-40' respectively. When the tree symbols are show to scale, there are several locations on sheet L4 where the trees at full diameter will overlap the buildings. See attached figure.
3. There is on tree on L4 that is located on the edge of driveway pavement that will need to be relocated. See attached figure.
4. Future irrigation plans will need to meet City requirements.

**Ben Prchal**  
Planner  
City of Lake Elmo  
November 8, 2018



**Recommendation:**

It is recommended that a condition of approval for the Royal Golf Club – 3<sup>rd</sup> Addition landscape plans include:

1. Adjust the location and spacing of the trees that overlap the buildings when shown at mature diameter and resubmit a revised landscape plan.
2. Adjust the location of the tree that is on the edge of the driveway and resubmit a revised landscape plan.

Sincerely,

A handwritten signature in cursive script that reads 'Lucius Jonett'.

Lucius Jonett, PLA (MN)  
Wenck Associates, Inc.  
City of Lake Elmo Municipal Landscape Architect

### TREE TOTALS FOR 3RD ADDITION

KEY	COMMON NAME/Scientific name	ROOT	QUANTITY
PLANT SCHEDULE			
DECIDUOUS TREES			
1	NORWAY SPRUCE / <i>Picea abies</i>	2" DBH	35
2	AUTUMN BLUE MAPLE / <i>Acer rubrum</i>	2" DBH	12
3	SUGAR MAPLE / <i>Acer saccharum</i>	2" DBH	19
4	RED BARKED PINE / <i>Pinus strobus</i>	2" DBH	17
5	RED PIN / <i>Pinus resinosa</i>	2" DBH	14
6	WHITE PINE / <i>Pinus strobus</i>	2" DBH	14
7	SPREAD MAPLE AND OAK TRANSPLANTS	6" DIA	11
CONSTANT TREES			
8	BLACK HILLS SPRUCE / <i>Picea canadensis</i>	6" DBH	177
9	WHITE PINE / <i>Pinus strobus</i>	6" DBH	131
10	RED PINE / <i>Pinus resinosa</i>	6" DBH	10
11	SPRING FERN	2" DIA	12
12	SPRING SHROUB	2" DIA	14

**STANDARD PLAN NOTES**

**LANDSCAPE PLANTS**

- Contractor must contact Greater State Tree Care (11) ([www.greaterstatecare.com](http://www.greaterstatecare.com)) prior to tree removal and planting operations to verify underground utilities where private easements exist and all conditions are met per specifications (see sheet 02-00).
- Minimum spacing shall meet American Standard for Nursery Stock, ANSI Z60.1, latest edition.
- No plant substitutions shall be made without the prior written authorization from the City.
- All tree locations to be less than 5 feet from existing structures.
- All trees shall be installed with the City and Project Landscape Architect prior to any tree installation.
- All plants shall be checked immediately upon arrival at project site. No plant material is to be left overnight on the project site without being protected unless written approval by the City.
- All trees, shrubs, perennials, turf lawn and niche seeding to have a 1-year warranty from the date of installation by the City. Directed plants as determined by the Landscape Architect shall have a 1-year warranty from the date of installation. The replacement materials shall ensure the same size and warranty terms are successfully established.
- Contractor to protect and maintain all plantings and plant beds, including protection from lawn mowers, trimmers, blowers, etc. The contractor shall provide and maintain the necessary protection until the end of the warranty period as determined and approved by the City.
- All plants installed and maintained on City property shall be in accordance with City of Lake Elmo Best-Practices Resolution No. 2015-13.
- An irrigation system or other water supply adequate to support the specified plant materials shall be provided.

GRAPHIC SCALE IN FEET  
 0 10 20 30 40 50

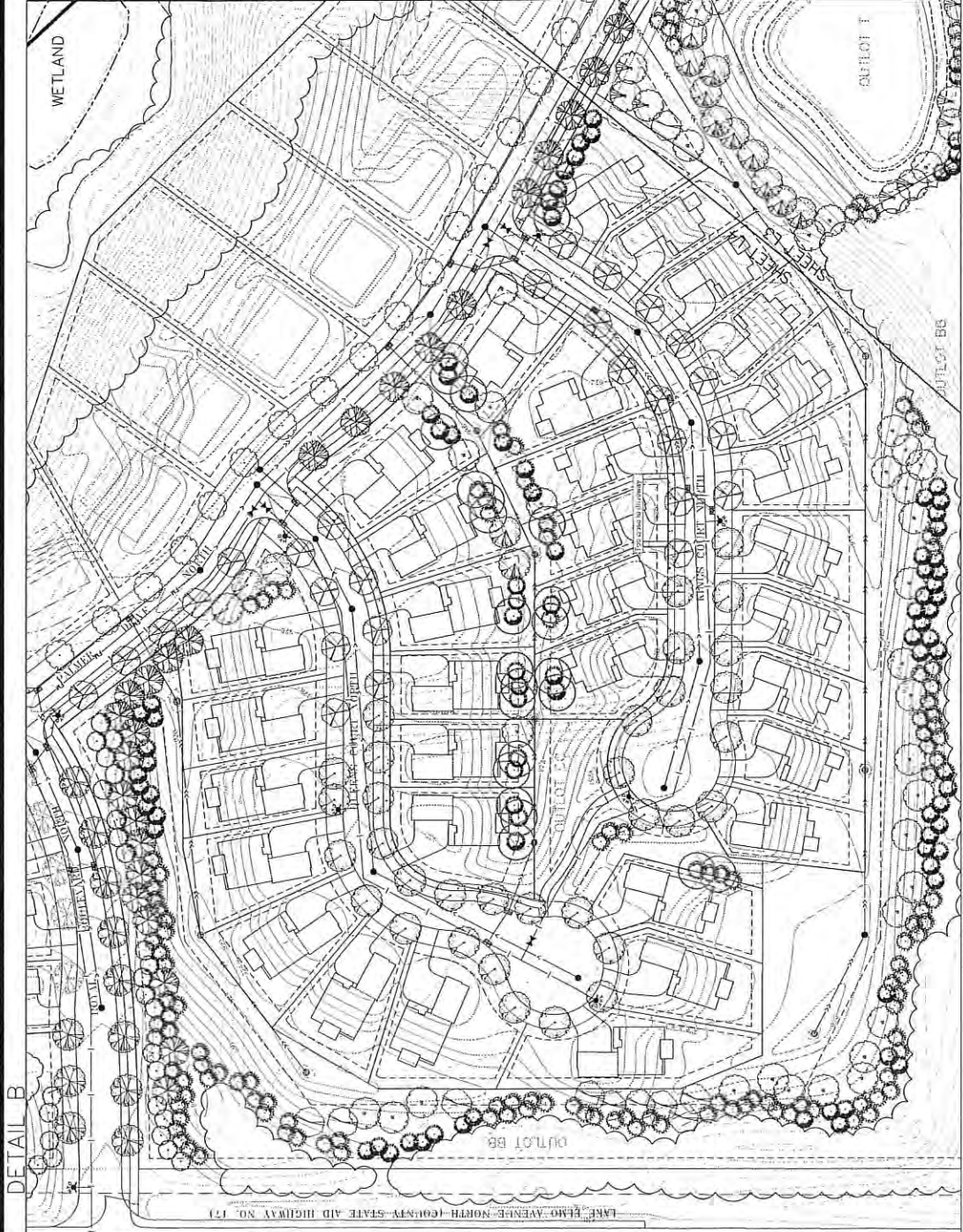
APRIL 2017

DESIGNED BY: J. J. PETERSON

CITY OF LAKE ELMO

PROJECT: THE ROYAL GOLF CLUB AT LAKE ELMO 3RD ADDITION

LOCATION: LAKE ELMO, MINNESOTA



**LANDSCAPE NOTES:**

- LOTS WILL BE SODDED AFTER CONSTRUCTION.
- SEE SHEET L1 FOR LANDSCAPE REQUIREMENT DATA.
- TREES WITHIN BOULEVARDS WITH SIDEWALKS WILL BE PLANTED 5' FROM CURB
- TREES WITHIN BOULEVARDS WITHOUT SIDEWALKS WILL BE PLANTED 8' FROM CURB
- SEE CITY DOCUMENTS 32 90 00 "PLANTING SPECIFICATION" AND 3292 "TURF ESTABLISHMENT" FOR MORE REQUIREMENTS. THESE DOCUMENTS CAN BE OBTAINED FROM THE CITY OR THE PROJECT LANDSCAPE ARCHITECT.
- SEE SHEET L8 FOR CITY PLANTING DETAIL PLATES.

### DETAIL B

**PIONEER engineering**

2422 Elkwood Dr.  
Mendota Heights, MN 55120

www.pioneereng.com

Scale: 1" = 20'

Drawn by: J. Peterson

Checked by: J. Peterson

Date: 04/12/17

THE CITY OF LAKE ELMO  
3RD ADDITION  
LAKE ELMO, MINNESOTA



## STAFF REPORT

DATE: 11/26/18

REGULAR 5A

AGENDA ITEM:

**TO:** Planning Commission

**FROM:** Jennifer Haskamp, Consulting City Planner

**ITEM:** Wyndham Village Final Plat

**REVIEWED BY:** Ken Roberts, Planning Director  
Jack Griffin, P.E., City Engineer

### **BACKGROUND**

The Applicant, JP Bush Homes, is requesting Final Plat approval of the major subdivision called Wyndham Village. The Wyndham Village Preliminary Plat was approved on July 3, 2018 with conditions. The proposed subdivision creates 10 single-family residential lots that will be accessed from a single cul-de-sac. There is an existing home on the subject site that will be moved and relocated onto Lot 7 as described and approved during the Preliminary Plat process. Per section 153.10 Subd. B of the Subdivision Ordinance, the Planning Commission is directed to review the Final Plat for consistency with the Preliminary Plat and provide a recommendation to the City Council.

### **ISSUE BEFORE COMMISSION:**

To determine whether the proposed Wyndham Village Final Plat is substantially compliant with the approved Preliminary Plat, and to make a corresponding recommendation to the City Council.

### **PROPOSAL DETAILS/ANALYSIS:**

#### **General Information.**

*Applicant:* JP Bush Homes, 1980 Quasar Ave S, Lakeland, MN 55043

*Property Owners:* James McLeod, 11580 30<sup>th</sup> St N, Lake Elmo, MN 55042

*Location:* Part of the southwest quarter of the southeast quarter of Section 13, Township 29 North, Range 21 West

*PID:* 13-029-21-43-0001

*Request:* Application for Final Plat approval of a 10-unit single-family residential subdivision to be named Wyndham Village.

- Surrounding:* North – Northport (Urban Low Density Residential); East – Northport (Urban Low Density Residential); West – Rural Single Family Residential; South – the Homestead (Open Space Preservation Development)
- Comprehensive Plan:* Village Urban Low Density Residential (1.5-2.49 units per acre)
- Zoning:* V-LDR – Village Urban Low Density Residential (1.5 – 2.49 units per acre)
- History:* The subject property is used, and has historically been used, as a single-family detached dwelling unit with accessory uses. A Comprehensive Plan Amendment to re-guide the property from Rural Single Family to Village Low Density Residential was approved by the City Council on February 7, 2018 and by Metropolitan Council on March 14, 2018. The Preliminary Plat was approved July 3, 2018 (Resolution No. 2018-066), and an application to rezone the property from Rural Single Family to Village Low Density Residential was approved July 17, 2018 (Ordinance No. 08-212).
- Action Deadline:* Application Complete – October 15, 2018 (confirm)  
60 Day Deadline – December 11, 2018  
Extension Letter Mailed – N/A  
120 Day Deadline – N/A
- Regulations:* Chapter 153 – Subdivision Regulations  
(Ordinance 08-175) Article XIII: Village District (V-LDR)  
§150.270 Storm Water, Erosion, and Sediment Control

### **Consistency with Preliminary Plat.**

The City's Subdivision Ordinance requires that a Final Plat be substantially compliant with the approved Preliminary Plat. If it is determined that the Final Plat is inconsistent or a substantial departure from the approved Preliminary Plat then additional review and approval may be required. If it is determined that the Final Plat is consistent with the Preliminary Plat, and the conditions as noted within the Preliminary Plat have been completed, then the Final Plat should be granted after Planning Commission review and City Council approval.

Staff reviewed the Wyndham Village Final Plat application and has made the following conclusions:

- The lot and block configuration of the Final Plat is consistent with the Preliminary Plat; and
- The density of the subdivision is consistent with the City's Comprehensive Plan and guided land use of Village Low Density Residential; and
- The Final Plat and supplemental materials comply with the V-LDR zoning district approved on July 17, 2018; and
- The Final Plat lot configuration including dedicated easements is consistent with the City's Subdivision ordinance, except as conditioned and noted within the City Engineer's Engineering Review Memo and Construction Plan Review memos which are attached.

### **Preliminary Plat Conditions for Final Plat Approval.**

Approval of the Preliminary Plat included conditions required to be addressed by the Applicant prior to approval of the Final Plat. These include the following:

- 1) Homes within lots in which the Northern Natural Gas Company Easement (Document 384029) (“Northern Easement”) is located shall maintain a 20-foot principal building rear yard setback from the Northern Easement.

*The Final Plat identifies the required Northern Easement area along the rear (west) yards of Lots 6, 8, 9 and 10 and along the front (east) yard of Lot 7. Building setback dimensions are not shown on a Final Plat. Staff would recommend carrying the principal building setback requirement forward to the Development Agreement to ensure the appropriate setbacks from the easement area are applied at time of building permit review.*

- 2) All required modifications to the plans as requested by the City Engineer in a review letter dated May 30, 2018 shall be incorporated into the plans, and plans shall be approved prior to consideration of a Final Plat.

*The City Engineer reviewed and accepted an updated set of preliminary plans in response to the Engineer’s memo dated May 30, 2018. Though preliminary plans have been accepted, there remain several outstanding issues with the Construction Plans as noted in the City Engineer’s memo. Staff recommends that the City Engineer’s Construction Plans memo be included as a condition of Final Plat approval.*

- 3) Preliminary plat and plans should be revised to dedicate additional right-of-way along 30<sup>th</sup> Street and/or to expand the storm water to the 100-year High Water Level (HWL) flood area.

*Right-of-way along 30<sup>th</sup> Street maintains a consistent distance of 16 feet between the paved roadway and right-of-way line, which is consistent with changes required by the City Engineer during Preliminary Plat approval. Outlot A contains storm water storage and infiltration basins and have been designed to a HWL of 917, which also meets requirements.*

- 4) Written easement owner permission must be obtained, and copies provided to the City, for work to be completed within the Northern [Natural Gas] Easement. The City must receive copies of the written permission prior to approval of the Final Plat.

*No written documentation or information was submitted for review during this Final Plat process regarding the Northern Easement. This should be restated as a condition of Final Plat approval and no site work, or any other construction activity shall be permitted until this condition has been met.*

- 5) Written landowner permission must be submitted as part of the Final Plat development applications for any off-site grading work and storm water discharges to adjacent properties.

*Off-site grading work is not anticipated with the development of this project. The City Engineer has addressed this condition in their review memo attached. If this changes then the*



*appropriate permissions must be acquired and furnished to the City prior to completing any associated work.*

- 6) The developer shall pay a cash contribution in lieu of land for park dedication equal to 10% of the fair market value of the entire parcel.

*As a condition of Final Plat approval, the developer will appraise the land value and pay a cash contribution to the City in lieu of park dedication prior to any building permits issued. As stated in the Preliminary Plat process and per the City's ordinance, the Applicant shall furnish an appraisal from a licensed real estate appraiser indicating the fair market value from which the final Park Dedication fee can be calculated. The determined fee shall be included within the Development Agreement as well as a schedule for payment.*

- 7) The developer shall obtain all required permits from Northern Natural Gas to perform construction work over the gas line that runs from north to south across this site.

*As stated in condition #2, the Applicant shall obtain approval from Northern Natural Gas to perform any work within, or over, the gas line easement. Any required permits shall be obtained, and copies furnished to the City prior to the start of any site work.*

- 8) The preliminary landscape plan shall be approved by the City prior to recording of the Final Plat.

*The City's Landscape Architect has reviewed the submitted plans and determined that they have not been updated for consistency with the Final Plat. His review and recommended conditions are included in the City Engineer's Construction Plan Review memo on page 2. Staff recommends that this condition be carried forward and that the landscape plan must be updated to the satisfaction of the City's Landscape Architect prior to recording the Final Plat.*

- 9) The lot width of Lot 1 shall be increased to 70 feet, and all other lot dimension and bulk requirements of the Village Urban Low Density zoning district must be met.

*Lot 1 has been revised to include 70.49 feet lot width. As depicted on the Final Plat, the remaining lots comply with all other lot dimension standards. Since the Final Plat does not include building footprints, setback or other bulk standards, staff would recommend that this portion of the condition be incorporated into the Development Agreement to ensure all future development complies with the V-LDR bulk standards.*

- 10) The applicant shall provide a disclosure statement to all first homeowners in the development advising of the airport and associated over-flights as well as its proximity to the railroad and associated noise and vibration.

*This condition will be incorporated into the Development Agreement.*

- 11) All builders shall be encouraged to incorporate interior noise reduction measures into single family residential structures within the subdivision based on the Metropolitan Council's Builder Guide.

*This condition will be incorporated into the Development Agreement.*

- 12) All easements as requested by the City Engineer and Public Works Department shall be documented on the Final Plat prior to the execution of the final plat by City Officials.

*The City Engineer has reviewed the Final Plat and provided his comments in the attached memo. While most easement areas comply with the City Engineering Design Standards Manual there are a few outstanding issues as noted. The Applicant should note that any changes to the site plan or plat as a result of the VBWD, State and City process may be subject to additional City review if alterations to the Final Plat are needed. The City Engineer also identifies that additional easements are required to match the drainage swales identified on Lots 8,9,10 and 15 as noted in the staff memo. As stated previously, staff recommends that both of the City Engineer's memos be incorporated as a condition of Final Plat approval.*

- 13) Prior to recording the Final Plat, the Developer shall enter into a Developers Agreement acceptable to the City Attorney that delineates who is responsible for the design, construction, and payment of public improvements.

*Staff is preparing a draft Development Agreement that will incorporate the conditions as noted within this staff report. The Development Agreement will be presented to the City Council for their review and consideration concurrent to the Final Plat review process.*

- 14) The Applicant shall provide a detailed site plan for Lot 7 showing the proposed house location and screening/buffering to be approved by Council and protected by a landscape easement.

*The City received a detailed site plan of Lot 7 on Oct 7, 2018 that is consistent with the Preliminary Plat with the exception of the attached garage (accessory building) to the principal structure. The condition also states that Lot 7 must include a dedicated landscape easement to buffer adjacent property. The Final Plat does not indicate a landscape easement on Lot 7. The Lot 7 Detail-Preliminary Plat illustrates the location of buildings that meet required setbacks and drive access, but it is not consistent with the Tree Preservation Plan (Landscape Plan) also submitted.*

*Clarification of the extent of paved area (impervious), screening and buffering plan acceptable to the City's Landscape Architect and an updated Final Plat showing the dedicated landscape easement on Lot 7 is required as a condition of Final Plat approval.*

### **Engineer's Comments.**

The Applicant's preliminary plans were required to be updated to reflect the comments made in the City Engineer's memo dated May 30, 2018. All required modifications to the preliminary plans as requested by the City Engineer were incorporated into the plans. Since the preliminary plan set was reviewed, the Applicant has prepared the Final Plat, Construction Plans, Geotechnical Report and Stormwater Management Plan that were the subject of this review by the City's

Engineer. The attached memos from the City Engineer are provided for your review and consideration. Staff recommends that the Final Plat Engineering Review Comments and the Construction Plan Review memos be incorporated herein, and that their contents be included as conditions of Final Plat approval.

**Recommended Findings.** Staff recommends the following draft findings regarding the proposed Final Plat:

- 1) That the Wyndham Village Final Plat is consistent with the approved Preliminary Plat; the Lake Elmo Comprehensive Plan and its Future Land Use Map; and the amended zoning for this property.
- 2) That the Wyndham Village Final Plat complies with all other applicable zoning requirements, including the City's landscaping, storm water, sediment and erosion control and other ordinances, and is consistent with the City's engineering design standards with the corrections as noted by the City Engineering Review Comments and Construction Plan Review Memos dated November 5, 2018.
- 3) That the Wyndham Village Final Plat complies with the City's subdivision ordinance.

**Recommended Conditions of Approval.** Staff recommends the following conditions of approval:

1. All required modifications to the construction plans as requested by the City Engineer in a review letter dated November 5, 2018 shall be incorporated into the plans, and the plans shall be approved prior to recording the Final Plat.
2. Written easement owner permission must be obtained, and copies provided to the City, for work to be completed within the Northern Natural Gas Easement. The City must receive copies of the written permission prior to the City issuing any demolition and building permits.
3. If applicable, written landowner permission must be submitted for any off-site grading work and storm water discharges to adjacent properties.
4. The developer shall have the full property appraised and pay a cash contribution in lieu of land for park dedication equal to 10% of the fair market value of the entire parcel prior to relocation of the existing home, accessory buildings or before the city issues any building permits.
5. The developer shall obtain all required permits from Northern Natural Gas to perform construction work over the gas line that runs from north to south across this site prior to the City issuing any demolition and building permits.
6. The landscape plan shall be amended to include landscape easement on Lot 7 and shall be approved by the City prior to recording of the Final Plat.
7. The Development Agreement shall include language regarding a required principal structure setback of 20-feet from the Northern Easement area on Lots 8, 9, and 10 denoted on the Final Plat.
8. The Development Agreement shall include language that requires the Applicant to provide a disclosure statement to all first homeowners in the development advising of the airport and associated over-flights as well as its proximity to the railroad and associated noise and vibration.

9. The Development Agreement shall include language that encourages all builders to incorporate interior noise reduction measures into single family residential structures within the subdivision based on the Metropolitan Council's Builder Guide.
10. All easements as requested by the City Engineer and Public Works Department shall be documented on the Final Plat prior to the execution of the Final Plat by City Officials.
11. Prior to recording the Final Plat, the Developer shall enter into a Development Agreement acceptable to the City Attorney that delineates who is responsible for the design, construction, and payment of public improvements.
12. The Applicant shall amend the Lot 7 Detail to show screening/buffering consistent with the City's ordinances, which shall be reviewed approved by the City's Landscape Architect prior to any site work being completed.

**FISCAL IMPACT:**

There would be no fiscal impact to the City at this time, as the developer would be required to pay for any amendments needed to accommodate the increase in REC units. When the property develops, it will have urban services and will pay sewer and water connection charges, building permit fees and any other fees as required per the City's ordinances.

**OPTIONS:**

- Recommend to the City Council approval of the proposed Final Plat with the recommended findings and conditions of approval.
- Amend Staff-recommended findings and conditions of approval and recommend to Council approval the proposed Final Plat with conditions of approval.
- Do not recommend approval of the proposed Final Plat, directing Staff to draft findings for denial and bring back to a future meeting.

**RECOMMENDATION:**

Staff recommends that the Planning Commission recommend approval of the Wyndham Village Final Plat with conditions to the City Council.

**ATTACHMENTS:**

1. Application and Narrative
2. Final Plat
3. Lot 7 Detail – Preliminary Plat, Wyndham Village
4. Tree Preservation Plan (Landscape) dated 8-30-2018
5. City Engineering Review Memo dated November 5, 2018
6. City Construction Plan Review Memo dated November 5, 2018

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
LU File #: \_\_\_\_\_

THE CITY OF  
**LAKE ELMO**

651-747-3900  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

**FINAL PLAT APPLICATION**

Applicant: JOE BUSH  
Address: 1820 QUINLAN AVE LAKE ELMO MN, 55043  
Phone #: 651-75-4222  
Email Address: JOE@JOEBUSHMN.COM

Fee Owner: JAMES M. LEON  
Address: 11580 30TH ST. N. LAKE ELMO MN 55042  
Phone #: 651-442-8741  
Email Address: \_\_\_\_\_

Property Location (Address): 11580 30TH ST. N. LAKE ELMO MN  
Complete (long) Legal Description: PART OF THE SOUTHWEST QUARTER OF THE SOUTH EAST QUARTER OF SECTION 13, TOWNSHIP 29 N, RANGE 21 W.  
PID#: 13.029.21.43.0001

General information of proposed subdivision: DEVELOPMENT OF 5.974 ACRES INTO 10 HOME SITES 1-10. LOT WILL BE THE LOCATION OF NEW HOME THAT WAS THE PROPERTY'S ORIGINAL HOMESTEAD. THE PROPOSED DEVELOPMENT IS A CUL. DE. SAIL THAT CONNECTS NORTH INTO NORTH PART SUBDIVISION, OVER 70% OF THE EXISTING USABLE TREES WILL BE REUSED IN THE DEVELOPMENT LANDSCAPING.

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning Ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: [Signature] Date: 10/12/18

Fee Owner Signature: James M. Leon Date: 10/13/2018



# *J.P. Bush* H O M E S

October 12<sup>th</sup>, 2018

**City of Lake Elmo Final Plat Narrative.**

**Property:** 11580 30<sup>th</sup> Street North Lake Elmo MN 55043  
James McLeod Revocable Trust (5.9 Acres)

**Usage:** Currently a single family ZONED: RURAL RESIDENTIAL

**Proposer:** Mr. and Mrs. James McLeod Revocable Trust, Land Owner.  
JP Bush Homes, Developer.

The proposed subdivision is called "Wyndham Village". James McLeod and the Developer, JP Bush Homes desires to keep this proposed Development in harmony with the Comprehensive Plan.

Below are answers to the required written statement for the Final Plat Application.

- a. Owner James McLeod. 11580 30<sup>th</sup> St. N. Lake Elmo MN. Cell 651-442-8741. Developer, JP Bush Homes. 1820 Quinlan Ave Lakeland MN 55043. Cell 651-775-4222, email [joe@joebushmn.com](mailto:joe@joebushmn.com). Surveyor, Milo Horak, Landmark Scandia MN. Office, 651-433-3421. Engineer, Chuck Plowe 6776 Lake Drive Suite 110 Lino Lakes MN, Main, 651-361-8210
- b. 11580 30<sup>th</sup> Street North Lake Elmo MN 55043, current zoned RR, 5.9 Acres, PID 13.029.21.43.0001. Legal, part of the southwest quarter of the southeast quarter of section 13, township 29 north, range 21 west,
- c. Wyndham Village,
- d. We have provided an extensive buffer zone Tree Preservation plan that screens the site from 30<sup>th</sup>. We have inventoried the existing noninvasive trees and repurposing 53 of the feature trees for the Buffer area. In addition, there are nearly 50 more existing trees not being relocated but used in their natural setting. With the repurposing we only require 9 new trees to make the subdivision coincide with the neighboring subdivision and its plan. Please note that Mr. McLeod was very proud of his tree plantings throughout the years. 85% of trees inventoried and used were planted by Mr. McLeod. The remaining 15% of the trees are to be sold and repurposed by local landscapers. We also have submitted and received reply from the City Engineer that all conditions that were listed in the preliminary plat have been satisfied.
- e. The current development plan has base approval for Comprehensive plan amendment from Met Council and we believe will be an asset to the community. The density is 3 per acre per the preliminary plat approval.

- f. It is the intention of the developer and the owner to move the existing home onto lot 7 this year and if weather allows transplant trees and initiate grading with all phases of construction complete in the spring of 2019.
- g. The relocation of the existing home onto lot 7 presents a need for landscape screening on the West boundary. We can accomplish this with proper vegetation and have offered to place trees on the neighbor the Wests property to help in screening.
- h. Our development was primarily designed around the approved North port development.
- i. It was approved by the Metropolitan council that our development was constant with the comprehensive plan for Lake Elmo.
- j. NA
- k. There is no land offer, so a Park dedication fee will be the source of satisfying the requirements.

The above description along with all the required documents and planning that have been performed allow the Planning Commission and City Council proper information to make decisions on the Final Plat approval. Please accept our plan and submissions to the City of lake Elmo Planning Commission and City Council.

Joseph P Bush  
J.P. Bush Homes

# WYNDHAM VILLAGE

KNOW ALL PERSONS BY THESE PRESENTS: That James R. McLeod and Lavonia M. McLeod as Trustees of the James R. McLeod Revocable Trust, owners of the following described property situated in the City of Lake Elmo, County of Washington, State of Minnesota:

The east 460.50 feet of the west 1273.00 feet of the south 498.60 feet, and also the east 139.50 feet of the west 812.50 feet of the south 219.30 feet of the Southwest Quarter of the Southeast Quarter of Section 13, Township 29 North, Range 21 West.

Have caused the same to be surveyed and platted as WYNDHAM VILLAGE, and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said James R. McLeod and Lavonia M. McLeod as Trustees of the James R. McLeod Revocable Trust, have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

James R. McLeod, Trustee of the James R. McLeod Revocable Trust  
Lavonia M. McLeod, Trustee of the James R. McLeod Revocable Trust

This instrument was acknowledged before me on \_\_\_\_\_ by James R. McLeod and Lavonia M. McLeod as Trustees of the James R. McLeod Revocable Trust.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Notary Public, \_\_\_\_\_

My Commission Expires \_\_\_\_\_

### SURVEYOR'S CERTIFICATION

I, Milo B. Horak, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Milo B. Horak, Licensed Land Surveyor  
Minnesota License No. 52577

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by Milo B. Horak, Licensed Land Surveyor.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Notary Public, \_\_\_\_\_

My Commission Expires \_\_\_\_\_

### PLANNING COMMISSION

Approved by the Planning Commission of the City of Lake Elmo, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
Chair, Planning Commission Secretary, Planning Commission

### CITY COUNCIL

This plat was approved by the City Council of Lake Elmo, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
Mayor City Administrator

### COUNTY SURVEYOR

Pursuant to Chapter 820, Laws of Minnesota, 1971, and in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Surveyor

### COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, and Section 272.12, taxes payable in the year 201\_\_, on real estate hereinafter described, have been paid; and there are no delinquent taxes, and transfer has been entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Auditor/Treasurer Deputy

### COUNTY RECORDER

Document Number \_\_\_\_\_

I hereby certify that this instrument was recorded in the Office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly recorded in Washington County Records.

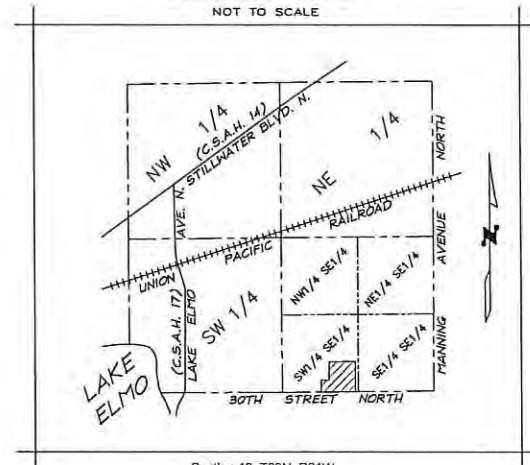
By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Recorder Deputy

Washington County cast iron monument at the North Quarter corner of Section 13, T29N, R21W.

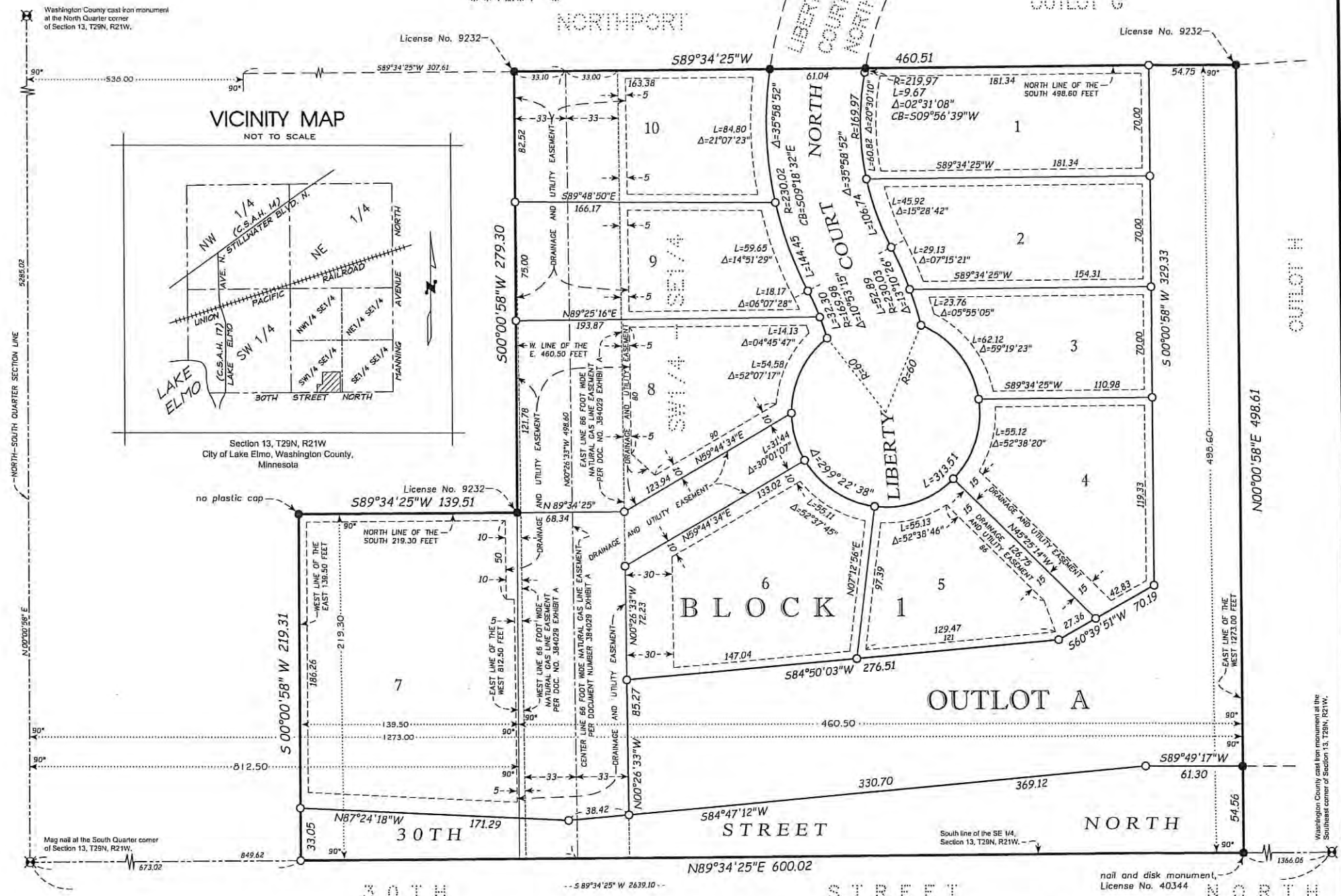
License No. 9232

License No. 9232

### VICINITY MAP



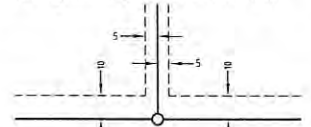
Section 13, T29N, R21W  
City of Lake Elmo, Washington County, Minnesota



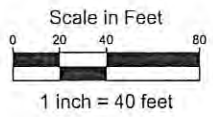
Mag nail at the South Quarter corner of Section 13, T29N, R21W.

Washington County cast iron monument at the Southeast corner of Section 13, T29N, R21W.

Drainage and utility easements are shown thus:



Being five feet in width and adjoining all lot lines and being ten feet in width and adjoining all public ways, unless otherwise indicated on this plat.



Legend	
	Denotes set 1/2 inch iron pipe, 18 inches long, with a plastic cap inscribed HORAK LS 52577.
	Denotes found 1/2 inch iron pipe monument, with a plastic cap, License Number 40344, unless otherwise noted.
$L=$	Denotes length of curve.
$R=$	Denotes radius of curve.
$\Delta=$	Denotes delta angle of curve.
$CB=$	Denotes chord bearing.
Distances are in feet and decimals of a foot, unless otherwise noted.	
Distances shown to the nearest foot, 10.33, 60, etc., are exact arithmetical values.	
The orientation of the bearings are based on the south line of the Southeast Quarter of Section 13, Township 29 North, Range 21 West, which is assumed to bear North 89 degrees 34 minutes 25 seconds East.	

Landmark Surveying, Inc.  
P.O. Box 65  
Scandia, Minnesota 55073  
Office number: 651-433-3421  
E-mail: inthefield@frontiernet.net



# WYNDHAM VILLAGE

## TITLE SHEET, NOTES & LEGEND

### LAKE ELMO, MINNESOTA

#### LEGEND

	EXISTING OVERHEAD ELECTRIC		PROPOSED WATER PIPE
	EXISTING UNDERGROUND TELEPHONE		PROPOSED SANITARY SEWER PIPE
	EXISTING UNDERGROUND CABLE		PROPOSED STORM SEWER PIPE
	EXISTING TELEPHONE PEDESTAL		PROPOSED DRAIN TILE AND CLEAN-OUT
	EXISTING ELECTRICAL PEDESTAL		PROPOSED ELECTRIC SERVICE *
	EXISTING CABLE PEDESTAL		PROPOSED GAS SERVICE *
	EXISTING UTILITY POLE		PROPOSED TELEPHONE SERVICE *
	EXISTING LIGHT POLE		PROPOSED STORM MANHOLE
	EXISTING STORM SEWER		PROPOSED CATCH BASIN
	EXISTING WATER MAIN		PROPOSED FLARED-END SECTION
	EXISTING SANITARY SEWER		PROPOSED GATE VALVE
	EXISTING FORCEMAIN		PROPOSED HYDRANT
	EXISTING STORM MANHOLE		PROPOSED SANITARY SEWER MANHOLE
	EXISTING CATCH BASIN		PROPOSED CONTOUR
	EXISTING FLARED-END SECTION		PROPOSED CONTOUR
	EXISTING GATE VALVE		PROPOSED SPOT ELEVATION (GUTTERLINE, BITUMINOUS SURFACE, OR GROUND SURFACE UNLESS OTHERWISE INDICATED)
	EXISTING HYDRANT		PROPOSED SILT FENCE
	EXISTING WELL		PROPOSED DIRECTION OF DRAINAGE
	EXISTING SANITARY SEWER MANHOLE		PROPOSED BITUMINOUS
	EXISTING CONTOUR		PROPOSED CONCRETE
	EXISTING CONTOUR		PROPOSED RIP-RAP
	EXISTING SPOT ELEVATION		PROPOSED FILTRATION MEDIA
	EXISTING SPOT ELEVATION (MATCH INTO ELEVATION)		PROPOSED INLET PROTECTION
	EXISTING BITUMINOUS		PROPOSED HEAVY-DUTY PAVEMENT
	EXISTING BITUMINOUS (TO BE REMOVED)		PROPOSED ENKAMAT
	EXISTING TREES		
	EXISTING TREES (TO BE REMOVED)		
	EXISTING RETAINING WALL		
	EXISTING FENCE		
	EXISTING WETLAND		

#### GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CALL "811" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATER MAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

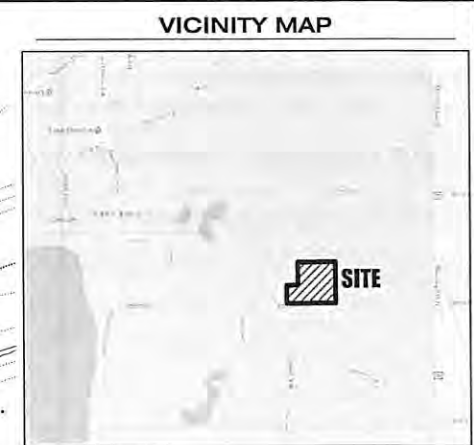
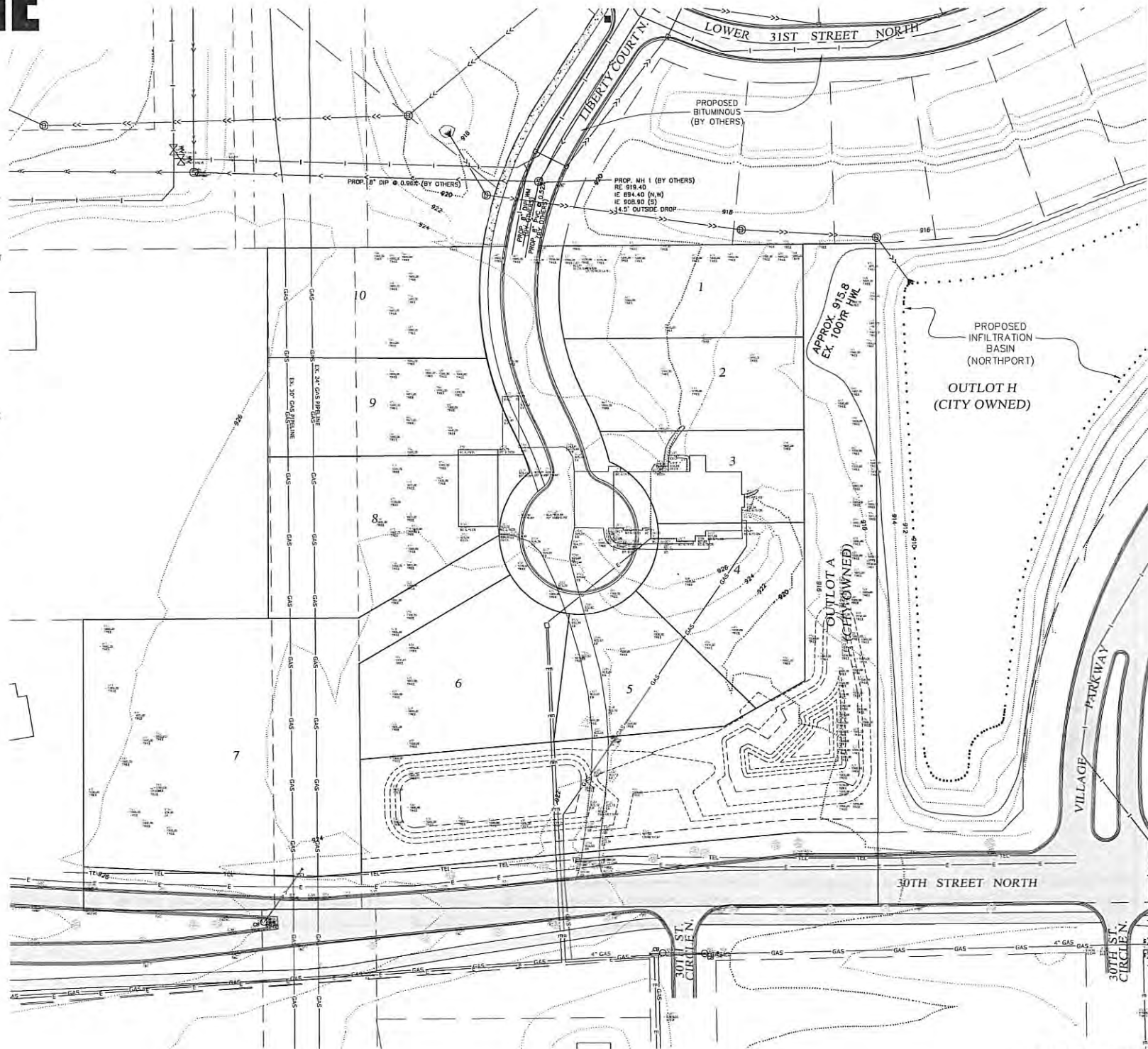
INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.

THE CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.



N.T.S.

DRAWN BY:	DESIGN BY:
C.M.	C.W.P.
CHKD BY:	PROJ. NO.
C.W.P.	17-1724
ORIGINAL DATE:	
MAY 4, 2018	
REVISION DESCRIPTION	
DATE	REVISION DESCRIPTION
8/2/18	LOT LAYOUT REVISION
8/22/18	CITY COMMENTS
9/27/18	CITY COMMENTS
10/12/18	CITY COMMENTS

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

*Charles W. Plowe*  
CHARLES W. PLOWE  
LIC. NO. 18227  
DATE: 10.12.2018

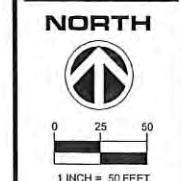
**WYNDHAM VILLAGE**  
**LAKE ELMO, MINNESOTA**  
TITLE SHEET, NOTES & LEGEND

PREPARED FOR:  
J.P. BUSH HOMES



**PLOWE**  
ENGINEERING, INC.

6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701



**C1.1**

#### SHEET INDEX

- C1.1 TITLE SHEET, NOTES & LEGEND
- C1.2 STANDARD PLAN NOTES
- C2.1 GRADING, DRAINAGE & EROSION CONTROL PLAN
- C2.2 STREET & STORM SEWER PLAN & PROFILE
- C2.3 SIGNING, PAVEMENT MARKING & LIGHTING PLAN
- C3.1 UTILITY PLAN
- C3.2 SANITARY AND WATER PLAN & PROFILE
- C4.1 DETAILS
- C4.2 DETAILS
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- C4.4 DETAILS
- C5.1 STORMWATER POLLUTION PREVENTION PLAN
- C5.2 STORMWATER POLLUTION PREVENTION PLAN



Know what's below.  
Call before you dig.

10/17/2018 10:17:24 AM LAKE ELMO WPD50130A 17-1724 P0117-1724 RUSP 4 P01

1. ALL WATERMAIN AND ACCESSORIES MUST BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF LAKE ELMO STANDARD SPECIFICATIONS AND DETAILS.

2. MANIPULATION OF EXISTING VALVES SHALL BE PERFORMED ONLY BY CITY PERSONNEL.

3. WATERMAIN SHALL BE DUCTILE IRON PIPE, ENCASED IN POLYETHYLENE GLASS-50.

4. ALL FITTINGS SHALL COMPLY WITH UICAM SPEC. 2611.2A1. ALL FITTINGS SHALL BE DUCTILE IRON PIPE WITH POLYETHYLENE ENCASEMENT. ALL CONNECTIONS SHALL BE NOTICED USING COB-BLUE NUTS & BOLTS.

5. USE GATE VALVES FOR ALL APPLICATIONS UP THROUGH 12 INCHES.

6. GATE VALVES SHALL BE REINFORCED WEDGE AMERICAN FLOW CONTROL SERIES 2500 OR APPROVED EQUAL. GATE VALVES MUST COMPLY WITH CEAM SPEC 10-1.2.C.2.

7. USE BUTTERFLY VALVES FOR ALL APPLICATIONS GREATER THAN 12 INCHES.

8. BUTTERFLY VALVES SHALL BE MUELLER LINEAL IN. OR APPROVED EQUAL. BUTTERFLY VALVES SHALL COMPLY WITH CEAM SPEC. 2611.2.C.3.

9. BOLTS AND NUTS ON ALL VALVES AND HYDRANTS SHALL BE STAINLESS STEEL.

10. ALL HYDRANTS SHALL BE INSTALLED 5.0 FEET BACK OF CURB.

11. HYDRANTS SHALL BE WATERLOUS "TRACER" MODEL WB-67 OR APPROVED EQUAL, FITTED WITH FA 800 SERIES FLD, STAINL AND PAINTED RED.

12. HYDRANTS SHALL HAVE TWO OUTLET NOZZLES FOR 2-1/2" (L.B.) HOSE CONNECTIONS AND ONE 4" STORZ NOZZLE (MODEL WB-67) AND REPAIR KIT 500 CAP.

13. THE CURB STOP SERVICE ASSEMBLY SHALL HAVE A MINIMUM 1'-0" ADJUSTMENT RANGE AND SHALL EXTEND 8 INCHES ABOVE FINISHED GRADE FULLY EXTENDED.

14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING WATER TO HOMES AND BUSINESSES WHOSE WATER SUPPLY IS INTERRUPTED DURING THE COURSE OF THE PROJECT.

**STANDARD PLAN NOTES**  
WATERMAIN PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 200A LAKE ELMO
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1. ALL SANITARY SEWER AND ACCESSORIES MUST BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF LAKE ELMO STANDARD SPECIFICATIONS AND DETAILS.

2. ALL SANITARY SEWER PVC PIPE SHALL BE INSTALLED ACCORDING TO CITY STANDARD DRAWING 103 "GRAVITATIONAL MATERIAL BEDDING METHOD (FOR PVC SANITARY SEWER PIPE)".

3. UNLESS NOTED OTHERWISE, ALL SMOOTH WALLED SANITARY SEWER PVC PIPE AND FITTINGS SHALL BE SDR 35 WITH ELASTOMERIC GASKETED JOINTS.

4. ALL SANITARY SEWER SERVICES SHALL BE 4-INCH PVC, SDR 40.

5. SMOOTH WALLED PVC PIPE AND FITTINGS SHALL CONFORM WITH THE REQUIREMENTS OF ASTM D-3034 FOR THE SIZE, STANDARD DIMENSION RATIO (SDR), AND STRENGTH REQUIREMENTS INDICATED ON THE PLANS, SPECIFICATIONS, AND SPECIAL PROVISIONS.

6. REINFORCED CONCRETE PIPE AND FITTINGS SHALL CONFORM WITH THE REQUIREMENTS OF MDDOT SPEC 3236 (REINFORCED CONCRETE PIPE) FOR THE TYPE, SIZE, AND STRENGTH CLASS SPECIFIED HEREIN.

7. JOINTS OF MANHOLE RISER SECTIONS SHALL BE TONGUE AND GROOVE WITH RUBBER "O" RING JOINTS PROVIDED ON ALL SANITARY SEWER MANHOLES.

8. SANITARY SEWER INLET AND OUTLET PIPES SHALL BE JOINED TO THE MANHOLE WITH A GASKETED, FLEXIBLE, WATERTIGHT CONNECTION TO ALLOW DIFFERENTIAL SETTLEMENT OF THE PIPE AND MANHOLE TO TAKE PLACE.

9. A 1'-0" TO 1'-4" MANHOLE SECTION SHALL BE INSTALLED UNDER THE CORNER SECTION TO ALLOW FOR HEIGHT ADJUSTMENT WHENEVER POSSIBLE.

10. ALL SERVICE LINE STUDS MUST HAVE A 2"x2" HARDWOOD MARKER WITH METAL SPIKE RUNNING FROM THE END OF PIPE TO FINISHED GRADE ELEVATION.

11. URGIN MARKING A CONNECTION TO AN EXISTING SANITARY SEWER STUB OR MANHOLE, DIRT AND DEBRIS SHALL BE PREVENTED FROM ENTERING THE EXISTING SEWER BY IMMEDIATELY INSTALLING WATERTIGHT PLUGS AS NEEDED IN THE EXISTING MANHOLE.

12. ALL MANHOLE SANITARY SEWER AND SERVICES SHALL HAVE TRACER WIRE PER CITY SPECIFICATIONS AND DETAILS.

**STANDARD PLAN NOTES**  
SANITARY SEWER PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 300A LAKE ELMO
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1. ALL STORM SEWER AND ACCESSORIES MUST BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF LAKE ELMO STANDARD SPECIFICATIONS AND DETAILS.

2. REINFORCED CONCRETE PIPE AND FITTINGS SHALL CONFORM WITH THE REQUIREMENTS OF MDDOT SPEC 3236 (REINFORCED CONCRETE PIPE) FOR THE TYPE, SIZE, AND STRENGTH CLASS SPECIFIED HEREIN.

3. PRECAST CONCRETE MANHOLE AND CATCH BASIN SECTIONS SHALL CONFORM TO THE REQUIREMENTS OF ASTM C-477.

4. A 1'-0" TO 1'-4" MANHOLE SECTION SHALL BE INSTALLED UNDER THE CORNER SECTION TO ALLOW FOR HEIGHT ADJUSTMENT WHENEVER POSSIBLE.

5. JOINTS OF MANHOLE RISER SECTIONS SHALL BE TONGUE AND GROOVE WITH RUBBER "O" RING JOINTS PROVIDED ON ALL STORM SEWER MANHOLES.

6. RIP-RAP SHALL BE HAND-PLACED OVER GEOTEXTILE FABRIC AND CONFORM TO MDDOT SPEC. 3601, CLASS III, OR AS SPECIFIED HEREIN.

7. THE GEOTEXTILE FABRIC USED UNDER RIP-RAP SHALL EXTEND 3 FT UNDER THE APRON.

8. FURNISH & INSTALL TRASH GUARDS ON ALL FLARED END SECTIONS.

9. ALL SILL SHALL BE CLEANED OUT FROM THE RIP-RAP AT THE END OF THE PROJECT.

10. STORM SEWER STRUCTURES WITHIN 10 FT OF WATERMAIN ARE TO HAVE WATER TIGHT CONNECTIONS PER MHI REQUIREMENTS.

**STANDARD PLAN NOTES**  
STORM SEWER PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 400A LAKE ELMO
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1. BITUMINOUS TRAILS AND SIDEWALKS MUST BE CONSTRUCTED TO MAINTAIN POSITIVE DRAINAGE AWAY FROM THE PATHWAYS THROUGHOUT THE ENTIRE LENGTH.

2. TOPSOIL AND BACKFILLING OPERATIONS MUST BE COMPLETED TO AVOID DAMAGE TO THE BITUMINOUS TRAILS AND SIDEWALKS. FINAL GRADE OF BACKFILL AND TOPSOIL MUST BE FLUSH WITH THE PATH EDGE TO AVOID TRAPPING WATER.

3. DIVIDE SIDEWALK INTO SECTIONS WITH CONTRACTION JOINTS. SPACING SHALL NOT BE LESS THAN 3 FT NOR GREATER THAN 12 FT IN ANY DIMENSION. PLACE 1/2 INCH EXPANSION JOINT FILLER AT 50 FT (MAXIMUM) INTERVALS.

4. CONCRETE PEDESTRIAN RAMPS MUST BE CONSTRUCTED AT ALL INTERSECTIONS.

**STANDARD PLAN NOTES**  
SIDEWALKS AND TRAILS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 500A LAKE ELMO
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1. THE CONTRACTOR SHALL CONDUCT OPERATIONS AND IMPLEMENT IMMEDIATE POLLUTION CONTROL AGENCY (MPCA) BEST MANAGEMENT PRACTICES (BMP) TO CONTROL SITE GRADING AND EROSION INTO ADJACENT WATERS. THE CONTRACTOR SHALL COMPLY WITH ALL CONDITIONS AND COMPLETION DATES RELATIVE TO ALL PERMITS ISSUED FOR THE WORK TO BE COMPLETED. THE ENGINEER MAY ISSUE A STOP WORK ORDER FOR ALL DEVELOPMENT WORK AND BUILDING CONSTRUCTION FOR NONCOMPLIANCE WITH THESE MEASURES.

2. SEQUENCING, ALL SILT FENCE AND OTHER EROSION CONTROL MEASURES SHALL BE IN PLACE AND APPROVED BY ENGINEER PRIOR TO ANY REMOVAL, ELEVATION OR CONSTRUCTION AND SHALL BE MAINTAINED UNTIL TABLE TURF OR GRASS COVER HAS BEEN ESTABLISHED AND APPROVED BY THE ENGINEER.

3. SILT FENCE: THE CONTRACTOR SHALL INSTALL SILT FENCE AT THE LOCATIONS SHOWN ON THE PLANS AND IN ACCORDANCE WITH THE CITY STANDARD DETAILS. SILT FENCE DAMS AND INLET JUMPS SHALL BE PLACED TO INTERCEPT SILT FROM CONCENTRATED RUNOFF FROM OPEN GRADED AREAS. ADDITIONAL SILT FENCE SHALL BE PROVIDED AS DIRECTED BY THE ENGINEER.

4. SLOTTABLE: ALL SLOTTABLE AREAS SHALL HAVE SILT FENCE OR SEDIMENT TRAPPING SYSTEMS PLACED BEHIND THE ENTIRE PERIMETER.

5. SILT PROTECTION: THE CONTRACTOR SHALL INSTALL SILT PROTECTION ON ALL EXISTING STORM SEWER INLETS IN ACCORDANCE WITH THE CITY STANDARD DETAILS. SILT PROTECTION SHALL ALSO BE PROVIDED ON ALL PROPOSED STORM SEWER INLETS IMMEDIATELY FOLLOWING CONSTRUCTION OF THE SILE. SILT PROTECTION MUST BE INSTALLED IN A MANNER THAT WILL NOT ALLOW WATER FOR EXTENDED PERIODS OF TIME ON IN A MANNER THAT PRESENTS A HAZARD TO VEHICULAR OR PEDESTRIAN TRAFFIC.

6. TEMPORARY SEDIMENT BASINS: THE CONTRACTOR SHALL INCORPORATE TEMPORARY SEDIMENT BASINS THROUGHOUT THE CONSTRUCTION SITE TO CAPTURE RUNOFF AND SLOW THE FLOW OF WATER AND ALLOW SEDIMENT TO SETTLE OUT. TEMPORARY SEDIMENT BASINS SHALL BE INSTALLED AS DIRECTED BY THE CITY ENGINEER.

7. ROCK CONSTRUCTION ENTRANCE: A ROCK ENTRANCE SHALL BE CONSTRUCTED AND MAINTAINED AS SHOWN ON THE PLAN TO REDUCE TRACKING OF SILT AND DIRT INTO THE PUBLIC STREETS. A GEOTEXTILE FABRIC SHALL BE PLACED UNDERNEATH THE ROCK. THE ROCK SHALL BE PERIODICALLY REPLENISHED TO MAINTAIN THE INTENDED PERFORMANCE. MUD AND DEBRIS SHALL BE REMOVED OR CLEANED FROM TIRES AND VEHICLE UNDERCARRIAGE PRIOR TO LEAVING THE SITE.

8. STREET SWEEPING: ALL STREETS USED FOR ACCESS TO THE SITE AND SHALL ROUTES USED FOR CONSTRUCTION EQUIPMENT AND MATERIAL SUPPLIES SHALL BE CLEANED AT THE END OF EACH WORKING DAY. THE CITY OR ENGINEER MAY DEEMT ADDITIONAL SWEEPING OF THE STREETS AS DEEMED REQUIRED BY DEVELOPER/CONTRACTOR EXPENSE.

**STANDARD PLAN NOTES**  
GRADING AND EROSION CONTROL PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 600A LAKE ELMO
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9. Dewatering: Each excavation shall be kept dry during the course of all work herein, including substrate correction, pipe installation, structure construction and backfilling to the extent that no damage from hydrostatic pressure, flotation or other damage results. All excavations shall be dewatered to a depth of at least 3 inches below the bottom of the concrete slab or pipe to be installed. THEREIN, THE CONTRACTOR MAY USE ANY METHOD OF COMBINATION OF METHODS FOR Dewatering he chooses. HOWEVER, ALL Dewatering METHODS AND EQUIPMENT WHICH TO THE OPINION OF THE ENGINEER ARE INEFFECTIVE SHALL BE ABANDONED, IMPROVED, REPLACED OR OTHERWISE ALTERED TO OBTAIN EFFECTIVE Dewatering. THE CONTRACTOR SHALL PROVIDE ALL POWER, PUMPS, MATERIALS AND OPERATIONS NECESSARY. NOT SHALL BE RESPONSIBLE FOR DISPOSING OF THE WATER PUMPED FROM THE EXCAVATION IN A MANNER WHICH WILL NOT INTERFERE WITH OTHER WORK WITHIN THE AREA AND NOT TO DAMAGE PUBLIC OR PRIVATE PROPERTY. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE CONTINUED OF ANY PIPE, CONDUIT, TRENCH, CHANNEL OR TUBULAR WATERWAY UTILIZED FOR DRAINAGE PURPOSES, AND ALL EROSION, SEDIMENT OR OTHER ADVERSE RESULTS OF THEIR USE SHALL BE REPAIRABLE.

10. POSITIVE DRAINAGE AND PROTECTION: THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE THROUGHOUT THE SITE AT ALL TIMES. LOW SPOTS WITHIN AND ALONG ROADSIDES ARE EXPRESSED PROHIBITED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY DITCHES, BARRIERS OR OTHER MEANS TO FACILITATE PROPER DRAINAGE. DURING CONSTRUCTION TO PROTECT PREVIOUSLY GRADED AREAS FROM EROSION, MOUND FREE BARRIERS SHALL BE PLACED IMMEDIATELY ON STEEP SLOPES (1:3 OR GREATER) AND OBSTRUCTIONS, PERMANENT AND TEMPORARY PILES, AND OUTLETS AND OVERFLOWS TO PROTECT THE COMPLETED GRADE AND MAINTAIN SILT IN THE BARRETS.

11. DRAINAGE DITCHES: THE NORMAL NOTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH OR CANAL THAT CARRYING WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR CURBS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER. STABILIZATION OF THE LAST 200 LINEAL FEET MUST BE COMPLETED WITHIN 14 DAYS AFTER CONNECTING TO A SURFACE WATER. STABILIZATION OF THE REMAINING PORTIONS OF ANY TEMPORARY OR PERMANENT DITCHES OR CANALS MUST BE COMPLETED WITHIN 14 DAYS AFTER CONNECTING TO A SURFACE WATER AND CONSTRUCTION IN THAT PORTION OF THE DITCH HAS TEMPORARILY OR PERMANENTLY CEASED. TEMPORARY OR PERMANENT DITCHES OR CANALS THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM (WITH PROPERLY DESIGNED ROCK DITCH CHECKS, BID ROLLS, SILT Dikes, ETC.) DO NOT NEED TO BE STABILIZED. THESE AREAS MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.

12. RIFE ESTABLISHMENT: ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE, TO MAX 20% EROSION BUT IN NO CASE LATER THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

**STANDARD PLAN NOTES**  
GRADING AND EROSION CONTROL PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 600B LAKE ELMO
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13. MAINTENANCE AND INSPECTION: EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION AND UNTIL SATISFACTORY ESTABLISHMENT OF PERMANENT GRASS COVER IS OBTAINED. ALL EROSION AND SEDIMENT CONTROL MEASURES, AND STORMWATER OUTFALLS MUST BE INSPECTED WEEKLY, AND WITHIN 24 HOURS OF THE SITE RECEIVING 24 HOURS OF RAIN. REPAIRS MUST BE MADE ON THE SAME DAY OR FOLLOWING DAY OF THE INSPECTION. UNSATISFACTORY CONDITIONS NOT REPAIRED OR CLEANED UP WITHIN 48-HOURS OF NOTIFICATION SHALL RESULT IN A STOP WORK ORDER. ANALYSIS AND WORK SHALL BE COMPLETED AT CONTRACTOR'S EXPENSE.

14. REMOVAL: THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL TEMPORARY EROSION CONTROL MEASURES, STRUCTURES AND DEVICES ONLY AFTER RECEIVING ENGINEER APPROVAL. ALL DERRIS, STILES, AND SITS ALONG SILT FENCES SHALL BE REMOVED AND DEPOSED OFF SITE. THE CONTRACTOR SHALL HAND PLACE SILED AREAS ALONG THE FENCE LOCATIONS TO PROVIDE A SMOOTH FINAL GRADE AND SHALL RESTORE THE GROUND SURFACE WITH SEED OR SOIL AS REQUIRED, TO MATCH THE FINISHED GRADE TO THE ADJACENT AREA.

15. FINAL STORM SEWER SYSTEM: AT THE COMPLETION OF THE WORK, AND BEFORE THE FINAL WALK THROUGH, THE CONTRACTOR SHALL REMOVE STORM SEWER INLET PROTECTION MEASURES AND THOROUGHLY FLOW THE STORM SEWER SYSTEM. SEDIMENT AND DEBRIS SHALL BE COMPLETELY REMOVED AND CLEANED AT THE INLETS, OUTLETS, AND DOWNSTREAM OF EACH OUTLET BARRIER AND GEOTEXTILE FABRIC MAY REQUIRE REPLACEMENT AS DIRECTED BY THE ENGINEER TO OBTAIN A SILE NOW INSTALLATION ACCEPTABLE TO THE CITY.

16. DITCH CHECK (SBOROLL BLANKET SYSTEM): SBOROLL AND BLANKET SYSTEMS SHALL BE INSTALLED AS DITCH CHECKS ONLY IN SPECIFIED LOCATIONS AS APPROVED BY THE CITY ENGINEER. SBOROLLS ARE NOT TO BE UTILIZED IN AREAS WHERE VEHICLE AND CONSTRUCTION TRAFFIC OCCUR.

17. FLOTATION SILT CURTAIN: FLOTATION SILT CURTAIN SHALL BE UTILIZED WHEN CONSTRUCTION ACTIVITIES OCCUR DIRECTLY ADJACENT TO LAKES, STREAMS OR RETAINS IN ORDER TO CONTAIN SEDIMENTS NEAR THE BANS OF WORKING AREAS. THE INSTALLATION OF FLOTATION SILT CURTAINS WILL BE REQUIRED AS DIRECTED BY THE CITY ENGINEER.

18. CONCRETE WASHOUT ENDS: ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. A COMPACTED CLAY LINER THAT DOES NOT ALLOW WASHOUT LIQUIDS TO ENTER GROUND WATER IS CONSIDERED AN IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THESE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OF AREAS. LIQUID AND SOLID WASTES MUST BE DEFUSED IF PROPERLY AND IN CONFORMANCE WITH MPCA REGULATIONS. A SOIL MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO IMPROVE CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES.

**STANDARD PLAN NOTES**  
GRADING AND EROSION CONTROL PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 600C LAKE ELMO
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1. RESTORE ALL DISTURBED AREAS WITH 6 INCHES OF TOPSOIL CONFORMING TO MDDOT 3877.

2. PROTECT ALL STORM SEWER INLETS AS SPECIFIED HEREIN AND MAINTAIN UNTIL STREET CONSTRUCTION IS COMPLETED.

3. MAINTAIN ALL SILT FENCE AND REPAIR OR REPLACE AS NEEDED OR REQUIRED UNTIL TURF HAS BEEN ESTABLISHED.

4. RESTORATION WORK SHALL BEGIN WITHIN 7 DAYS OF FINAL GRADING.

5. ROCKLEAVED AND DITCH RESTORATION INCLUDES FINE GRADING, WHICH INCLUDES THE REMOVAL OF ROCKS, DEBRIS AND SOIL CLUMPS, WHILE MAINTAINING POSITIVE DRAINAGE.

**STANDARD PLAN NOTES**  
SITE RESTORATION PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 600D LAKE ELMO
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1. STREET LIGHTING SHALL BE INSTALLED PER CITY STANDARDS 5 FEET BACK OF CURB IN LOCATIONS SHOWN ON PLAN.

2. ALL SIGNS MUST MEET MINUTED.

3. ALL SIGN SHEATHINGS TO BE TYPE 'X' DIAMOND GRADE (DGS).

4. SIGN POSTS TO BE SQUARE TUBE SIGN STANDARD WITH 6MM BARE.

5. DEVELOPER TO FURNISH AND INSTALL STREET SIGNS PER CITY STANDARDS.

6. POLY PREFORMED PAVEMENT MATERIAL SHALL BE USED FOR ALL PAVEMENT SYMBOLIS.

7. EPOXY RESIN AND DROP-ON GLASS BEADS FOR PAVEMENT MARKINGS SHALL MEET THE REQUIREMENTS OF MDDOT SPECIFICATIONS FOR CONSTRUCTION, 2014 EDITION.

**STANDARD PLAN NOTES**  
SIGNING/PAVEMENT MARKINGS/LIGHTING PLANS

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 900A LAKE ELMO
-------------------	---

DRAWN BY: C.M.	DESIGN BY: C.W.P.	
CHECK BY: C.W.P.	PROJ. NO. 17-1724	
ORIGINAL DATE: MAY 4, 2018		
DATE	REVISION DESCRIPTION	
8/22/18	CITY COMMENTS	
9/27/18	CITY COMMENTS	

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

*Charles W. Plowe*  
CHARLES W. PLOWE  
LIC. NO. 18227  
DATE: 09.27.2018

**WYNDHAM VILLAGE**  
LAKE ELMO, MINNESOTA

STANDARD PLAN NOTES

PREPARED FOR:  
J.P. BUSH HOMES

**PLOWE**  
ENGINEERING, INC.

6778 LAKE DRIVE  
SUITE 110  
LIND LAKES, MN 55014  
PHONE: (651) 381-8210  
FAX: (651) 381-8701

DATE	REVISION DESCRIPTION
8/2/18	LOT LAYOUT REVISION
8/22/18	CITY COMMENTS
9/27/18	CITY COMMENTS
10/12/18	CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
**Charles W. Plowe**  
 CHARLES W. PLOWE LIC. NO. 18227  
 DATE: 10.12.2018

**WYNDHAM VILLAGE**  
**LAKE ELMO, MINNESOTA**  
 GRADING, DRAINAGE & EROSION CONTROL PLAN

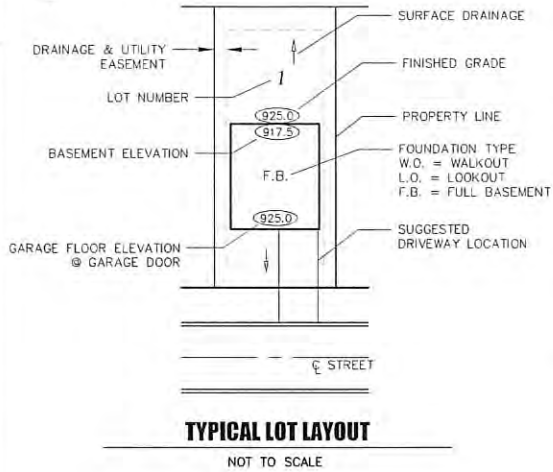
PREPARED FOR:  
**J.P. BUSH HOMES**



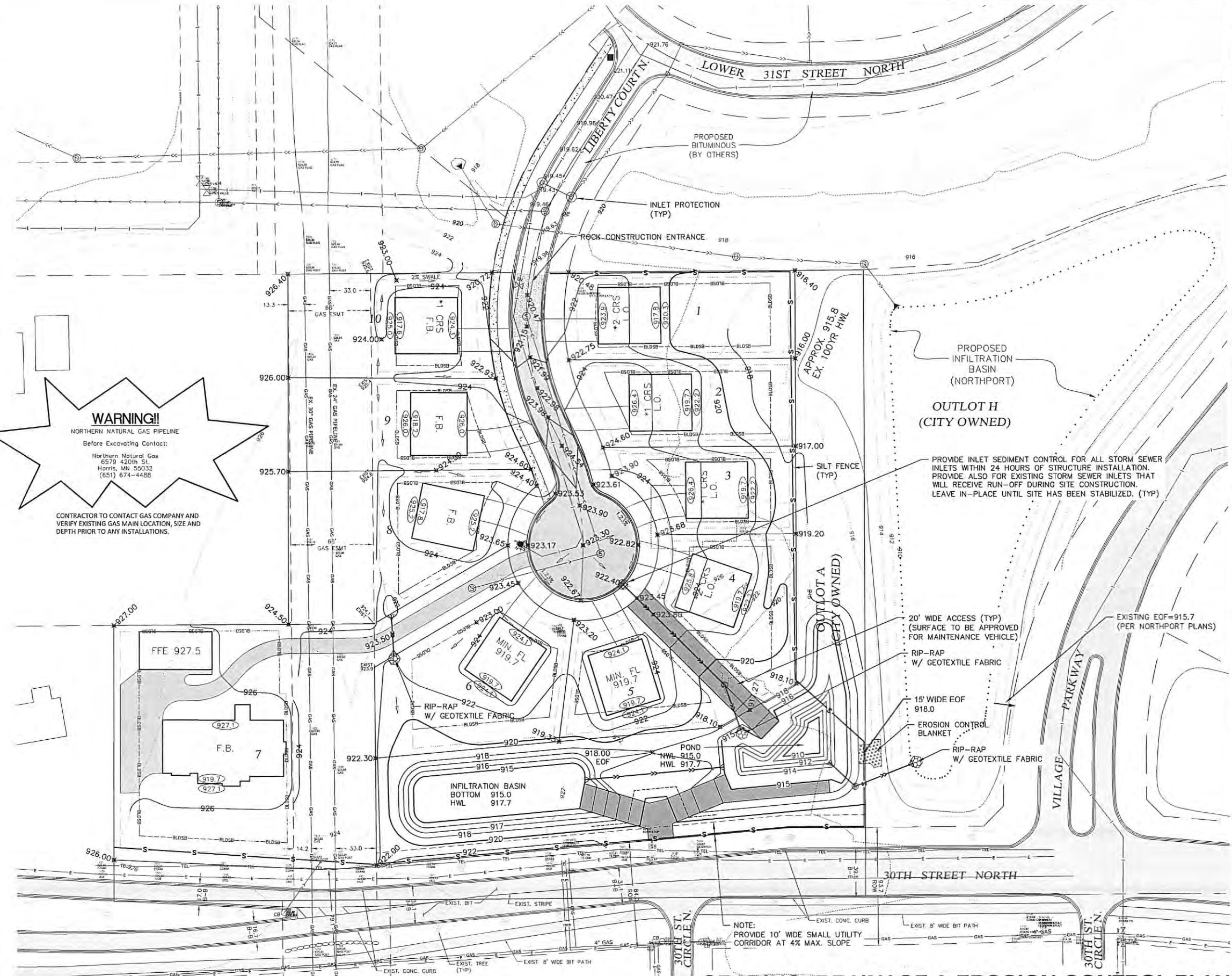
SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**  
 6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014  
 PHONE: (651) 361-8210  
 FAX: (651) 361-8701



**C2.1**



**WARNING!!**  
 NORTHERN NATURAL GAS PIPELINE  
 Before Excavating Contact:  
 Northern Natural Gas  
 6579 420th St.  
 Harris, MN 55032  
 (651) 674-4488  
 CONTRACTOR TO CONTACT GAS COMPANY AND VERIFY EXISTING GAS MAIN LOCATION, SIZE AND DEPTH PRIOR TO ANY INSTALLATIONS.



NOTE:  
 PROVIDE 10' WIDE SMALL UTILITY CORRIDOR AT 4% MAX. SLOPE

**GRADING, DRAINAGE & EROSION CONTROL PLAN  
 WYNDHAM VILLAGE**



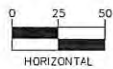
Know what's below.  
 Call before you dig.

18/17/2018  
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Know what's below. Call before you dig.

NORTH



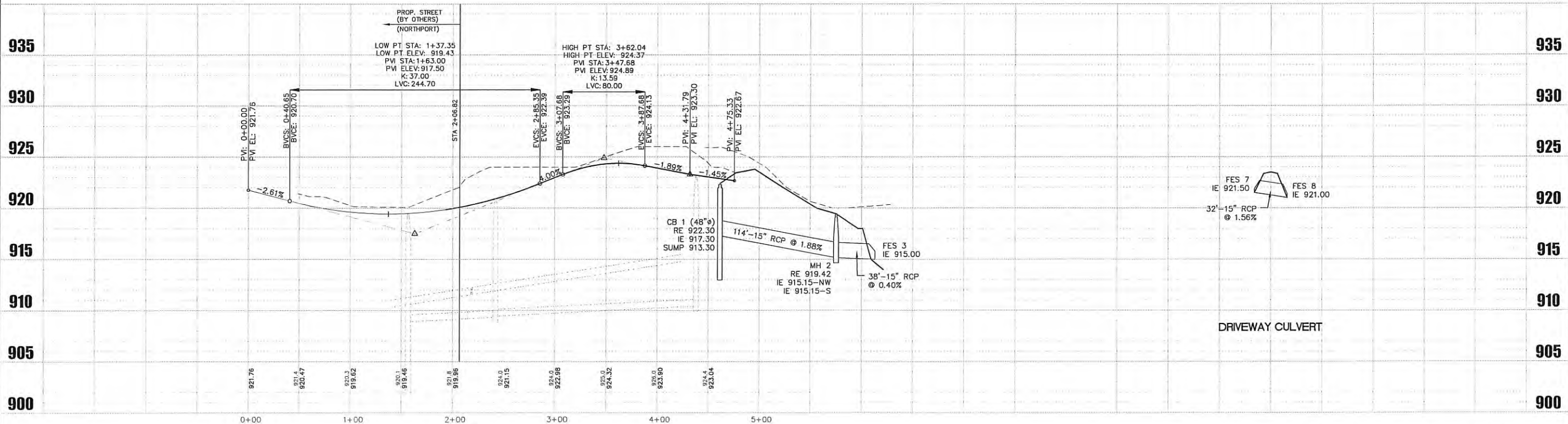
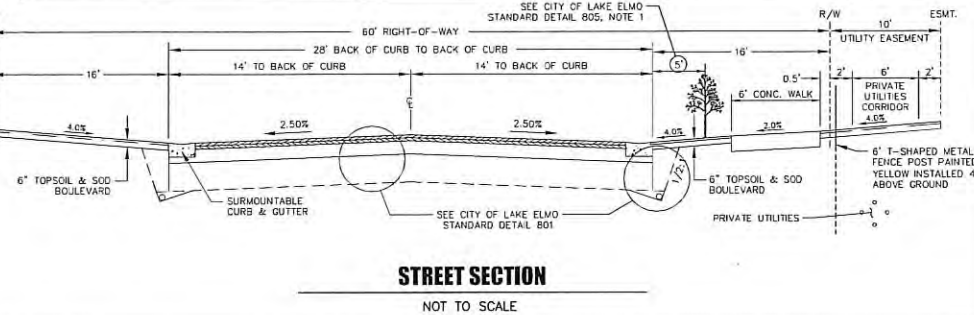
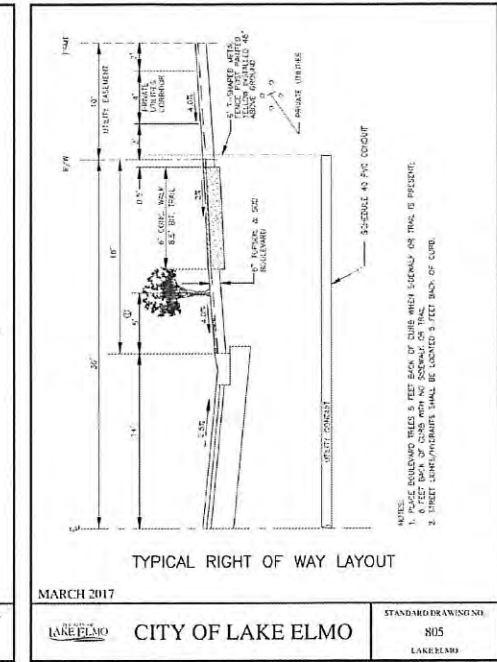
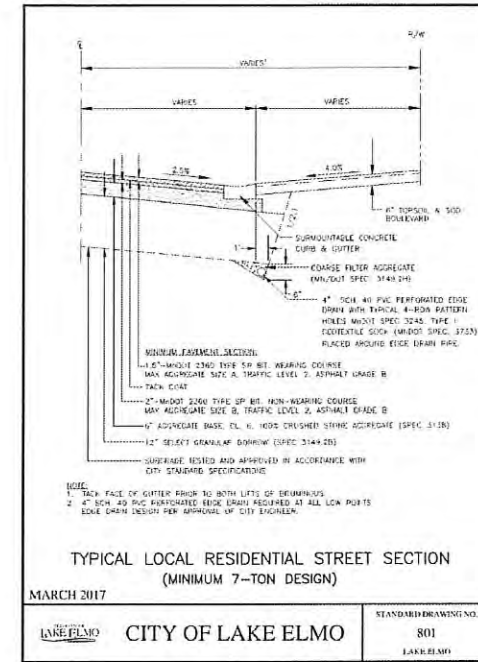
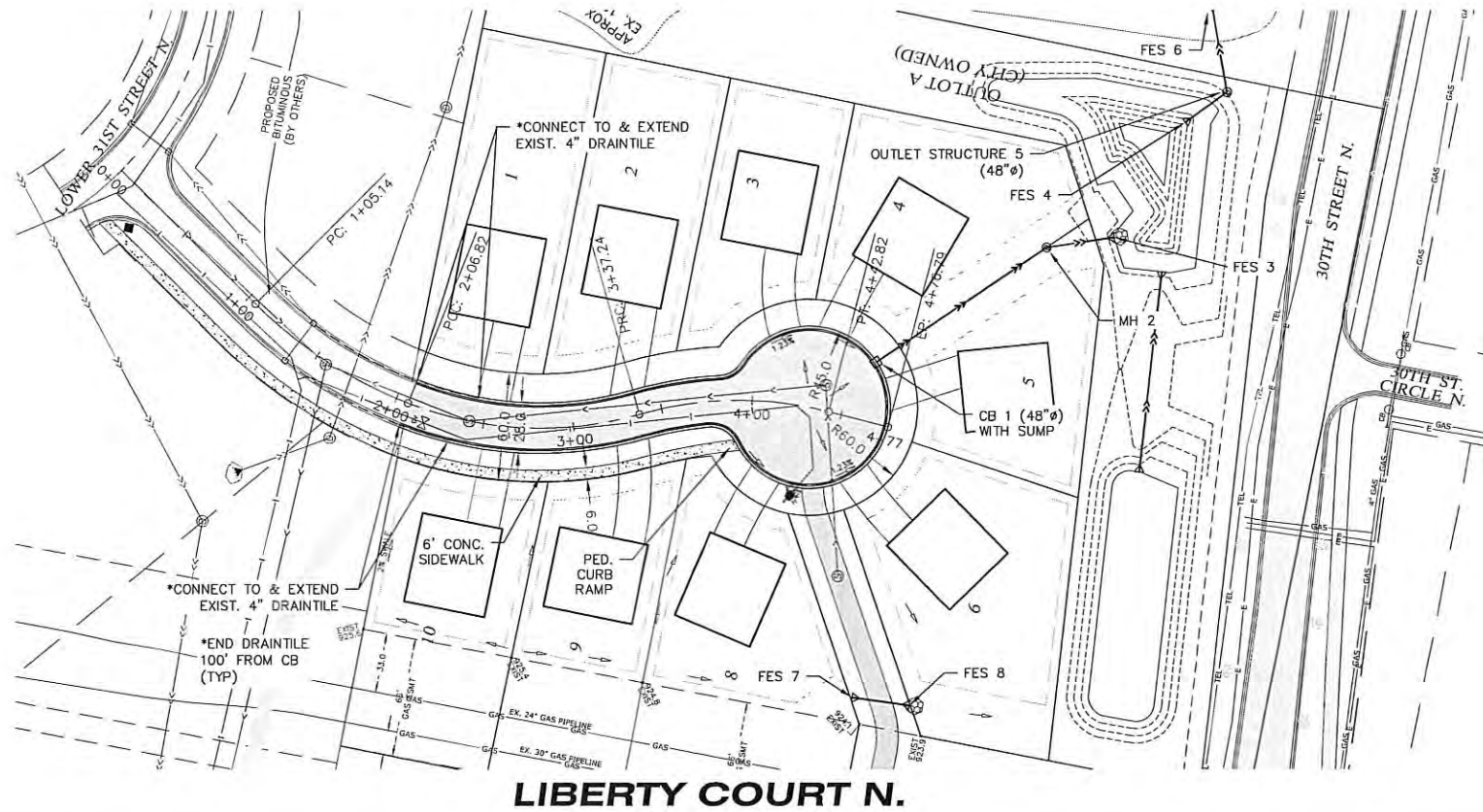
STORM SEWER STRUCTURE SCHEDULE					
STRUCTURE #	DESCRIPTION	RIM	INV	HEIGHT	CASTING
CB 1	48" DIA.	922.30	913.30	9.00	R-3067-V
FES 3	FES		916.50		
FES 7	FES		921.50		

STORM SEWER STRUCTURE SCHEDULE					
STRUCTURE #	DESCRIPTION	RIM	INV	HEIGHT	CASTING
FES 8	FES		921.00		
OUTLET 5	48" DIA.	918.00	915.00	3.00	GRATE
FES 6	FES		914.86		

SEE SHEET C1.2 FOR CITY STANDARD STORM SEWER PLAN NOTES  
SEE SHEET C1.2 FOR CITY STANDARD SIDEWALK AND TRAIL PLAN NOTES

DRAWN BY: C.M.  
CHKD BY: C.W.P.  
DESIGN BY: C.W.P.  
PROJ. NO. 17-1724

ORIGINAL DATE: MAY 4, 2018



### STREET & STORM SEWER PLAN & PROFILE WYNDHAM VILLAGE

DATE	REVISION DESCRIPTION
8/27/18	LOT LAYOUT REVISION
8/27/18	CITY COMMENTS
9/27/18	CITY COMMENTS
10/12/18	CITY COMMENTS

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

*Charles W. Plowe*  
CHARLES W. PLOWE LIC. NO. 18227

DATE: 10.12.2018

WYNDHAM VILLAGE  
LAKE ELMO, MINNESOTA  
STREET & STORM SEWER PLAN & PROFILE

PREPARED FOR: J.P. BUSH HOMES



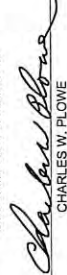
**PLOWE ENGINEERING, INC.**  
6776 LAKE DRIVE  
SUITE 110  
LINDO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701

# C2.2

DRAWN BY: C.M.  
 CHCKD BY: C.W.P.  
 C.W.P. PROJ. NO. 17-1724

ORIGINAL DATE:  
 OCTOBER 13, 2017

DATE	REVISION DESCRIPTION
8/22/18	CITY COMMENTS
9/27/18	CITY COMMENTS
10/12/18	CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
  
 CHARLES W. PLOWE LIC. NO. 18227  
 DATE: 10.12.2018

**STANDARD PLAN NOTES**  
 SIGNING/PAVEMENT MARKINGS/LIGHTING PLANS

- STREET LIGHTING SHALL BE INSTALLED PER CITY STANDARDS 5 FEET BACK OF CURB IN LOCATIONS SHOWN ON PLAN.
- ALL SIGNS MUST MEET MANDOT.
- ALL SIGN SHEATHING TO BE TYPE X DIAMOND GRADE (DGS).
- SIGN POSTS TO BE SQUARE TUBE SIGN STANDARD WITH CURB BASE.
- DEVELOPER TO FURNISH AND INSTALL STREET SIGNS PER CITY STANDARDS.
- POLY-PREFORMED PAVEMENT MATERIAL SHALL BE USED FOR ALL PAVEMENT SYMBOLS.
- REFLECTIVE RESIN AND DROP-ON GLASS BEADS FOR PAVEMENT MARKINGS SHALL MEET THE REQUIREMENTS OF MANDOT "SPECIFICATIONS FOR CONSTRUCTION, 2014 EDITIONS".

MARCH 2017

CITY OF LAKE ELMO	STANDARD DRAWING NO. 900A
	LAKE ELMO



\*RESIDENTIAL STREET LIGHTS SHALL BE EXCEL ENERGY 100W HPS CALIFORNIA ACORN (BLACK IN COLOR) WITH A 15 FT. ALUMINUM POLE (BLACK IN COLOR).

**WYNDHAM VILLAGE**  
**LAKE ELMO, MINNESOTA**  
 SIGNING, PAVEMENT MARKING & LIGHTING PLAN

PREPARED FOR:  
 J.P. BUSH HOMES



SITE PLANNING & ENGINEERING

**PLOWE ENGINEERING, INC.**

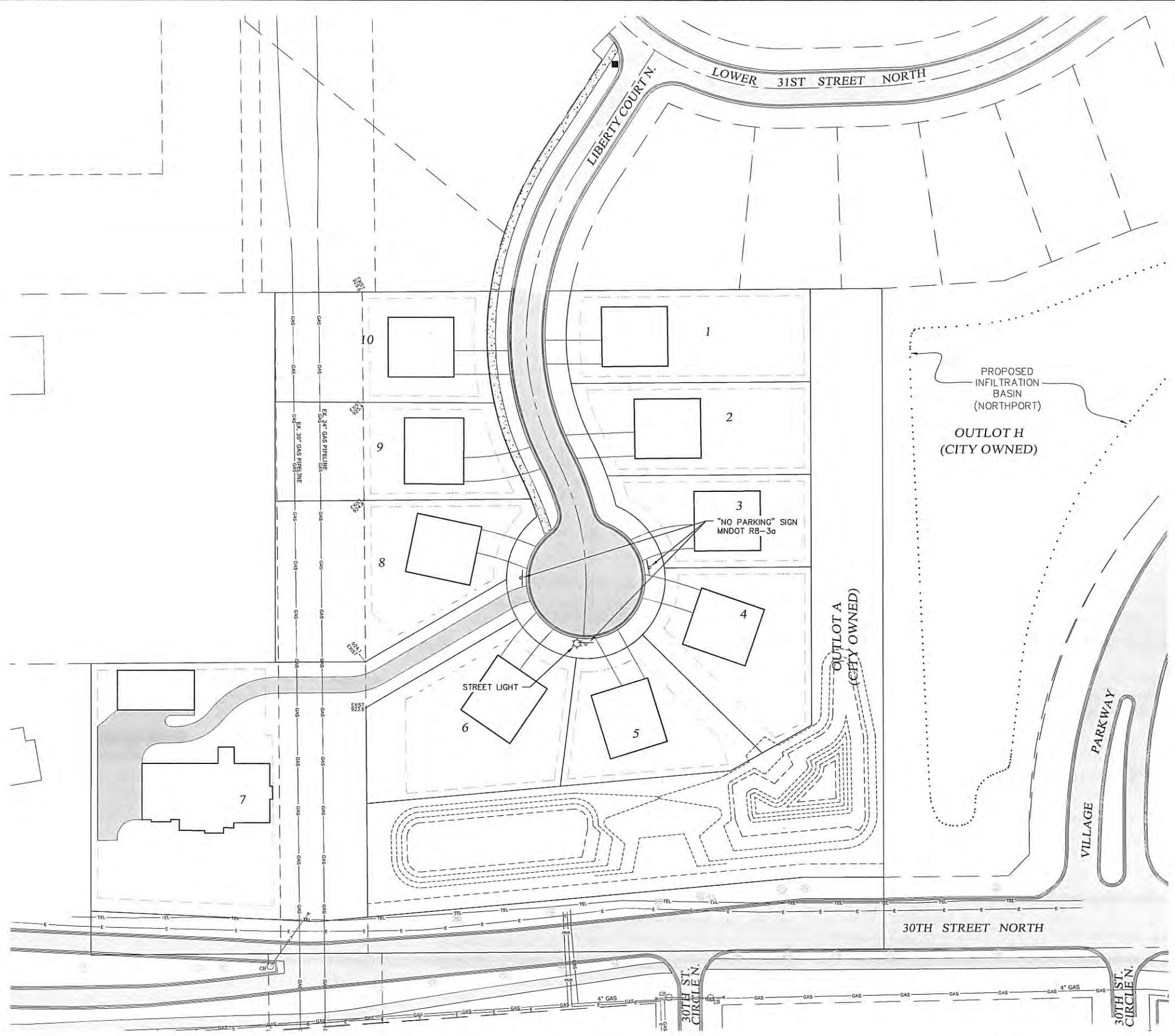
6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014  
 PHONE: (651) 361-8210  
 FAX: (651) 361-8701

**NORTH**



0 20 40  
 1 INCH = 40 FEET

**C2.3**



Know what's below.  
 Call before you dig.

**SIGNING, PAVEMENT MARKING & LIGHTING PLAN**  
**WYNDHAM VILLAGE**

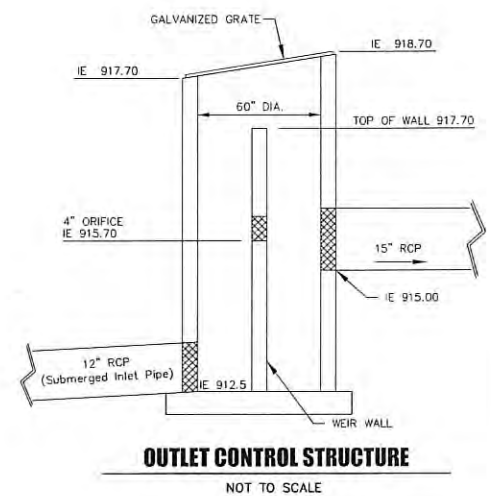
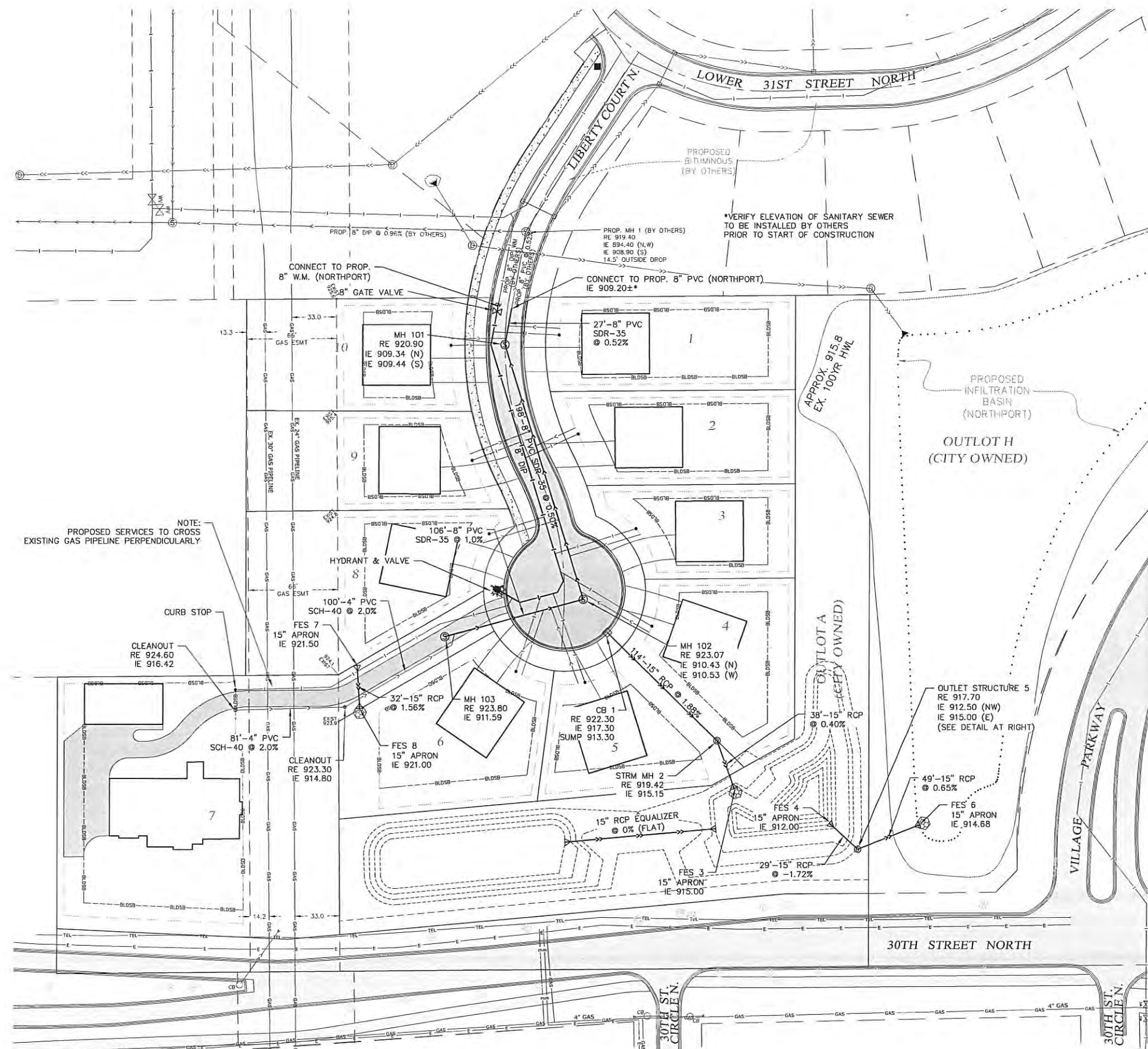
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SEE SHEET C1.2 FOR CITY STANDARD WATERMAIN PLAN NOTES  
 SEE SHEET C1.2 FOR CITY STANDARD SANITARY SEWER PLAN NOTES

DRAWN BY: C.M.  
 DESIGN BY: C.W.P.  
 CHECKED BY: P.W.J.  
 PROJECT NO.: 17-1724  
 ORIGINAL DATE: MAY 4, 2018

DATE	REVISION DESCRIPTION
8/22/18	LOT LAYOUT REVISION
9/27/18	CITY COMMENTS
10/12/18	CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
*Charles W. Flowe*  
 CHARLES W. FLOWE LIC. NO. 18227  
 DATE: 10.12.2018



WYNDHAM VILLAGE  
 LAKE ELMO, MINNESOTA  
 UTILITY PLAN

PREPARED FOR:  
 J.P. BUSH HOMES



SITE PLANNING & ENGINEERING  
**Plowe**  
 ENGINEERING, INC.  
 6778 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014  
 PHONE: (651) 351-8210  
 FAX: (651) 351-8701



**UTILITY PLAN  
 WYNDHAM VILLAGE**

**C3.1**



Know what's below.  
 Call before you dig.

10/12/2018  
 C:\Users\user\AppData\Local\Temp\1724\_LAKE ELMO\_RESIDENTIAL\17-1724\_CAD\17-1724\_BAS\_1.dwg



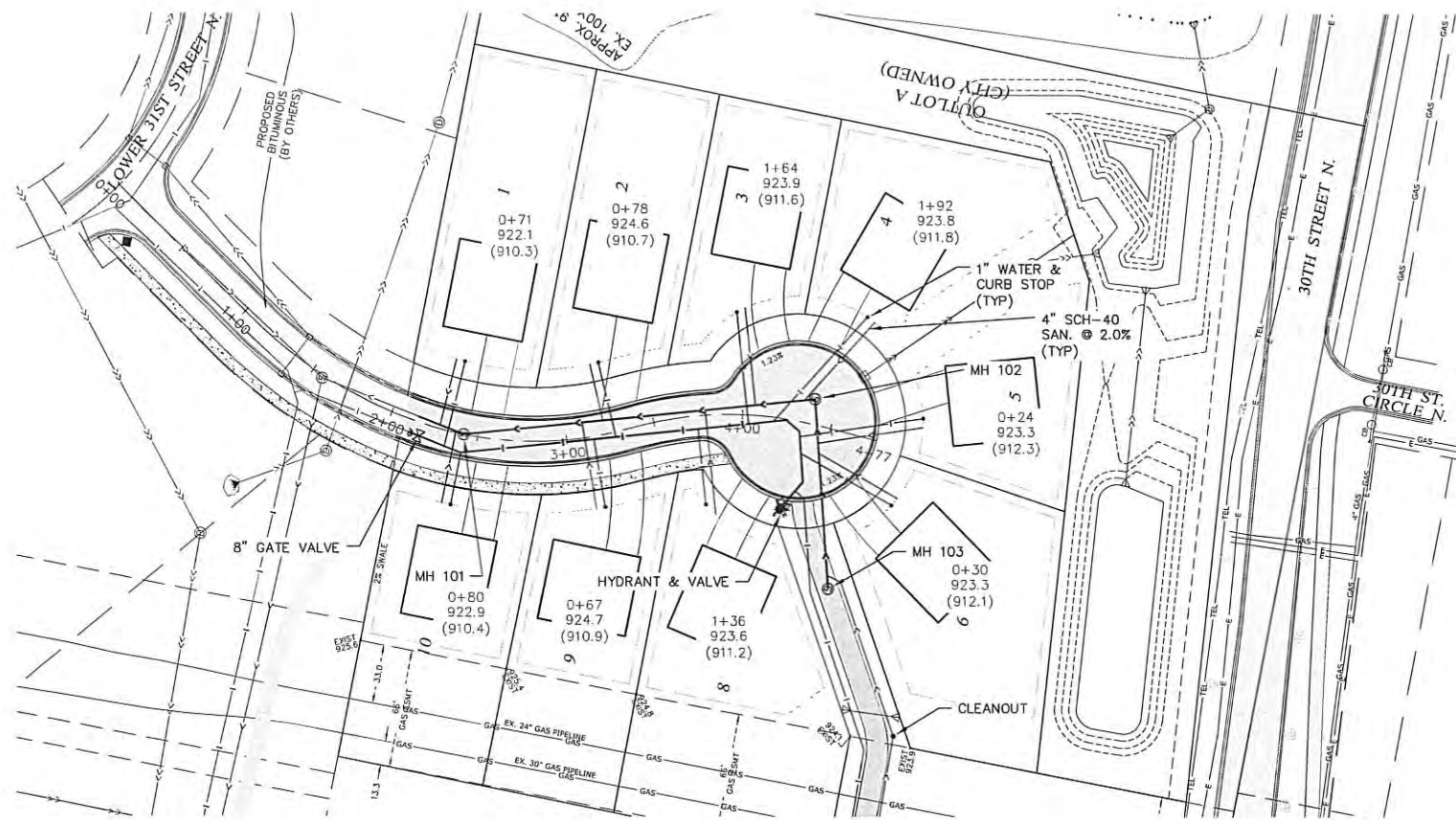
Know what's below.  
Call before you dig.

NORTH



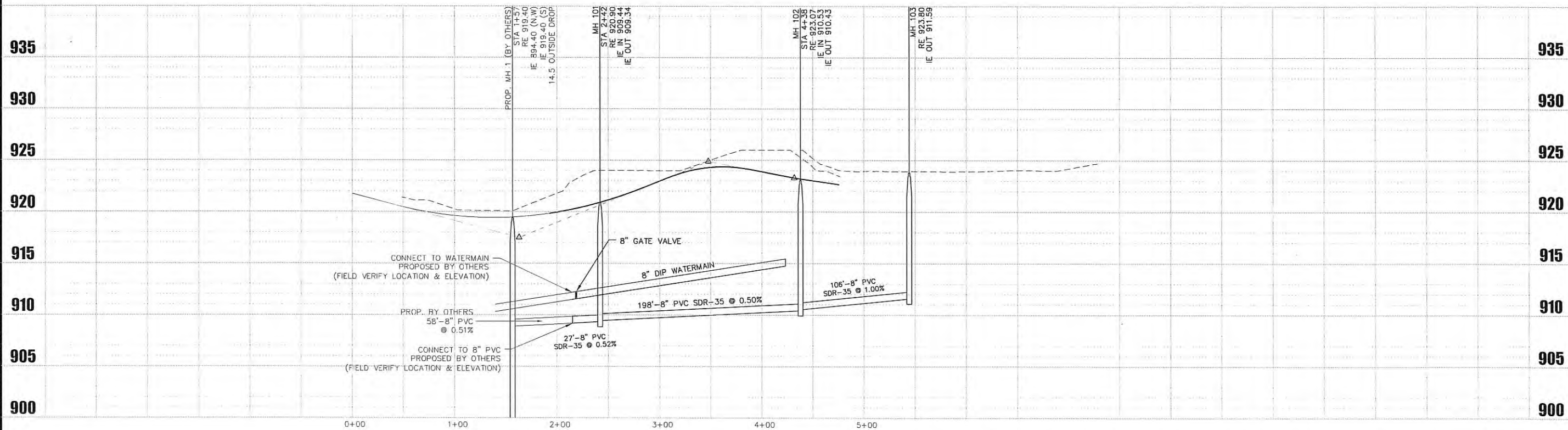
SEE SHEET C1.2 FOR CITY STANDARD WATERMAIN PLAN NOTES  
SEE SHEET C1.2 FOR CITY STANDARD SANITARY SEWER PLAN NOTES

DRAWN BY: C.M. DESIGN BY: C.W.P.  
CHKD BY: C.W.P. PROJ. NO. 17-1724  
ORIGINAL DATE: MAY 4, 2018



### LIBERTY COURT N.

1+35 - INDICATES SANITARY SEWER WYE STATION FROM DOWNSTREAM MANHOLE  
946.0 - INDICATES CURB BOX ELEVATION  
(936.1) - INDICATES SANITARY SERVICE ELEVATION AT END OF STUB



### SANITARY SEWER AND WATER PLAN & PROFILE WYNDHAM VILLAGE

DATE	REVISION DESCRIPTION
8/22/18	CITY COMMENTS
9/27/18	CITY COMMENTS
10/12/18	CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
*Charles W. Plowe*  
CHARLES W. PLOWE LIC. NO. 18227  
DATE: 10.12.2018

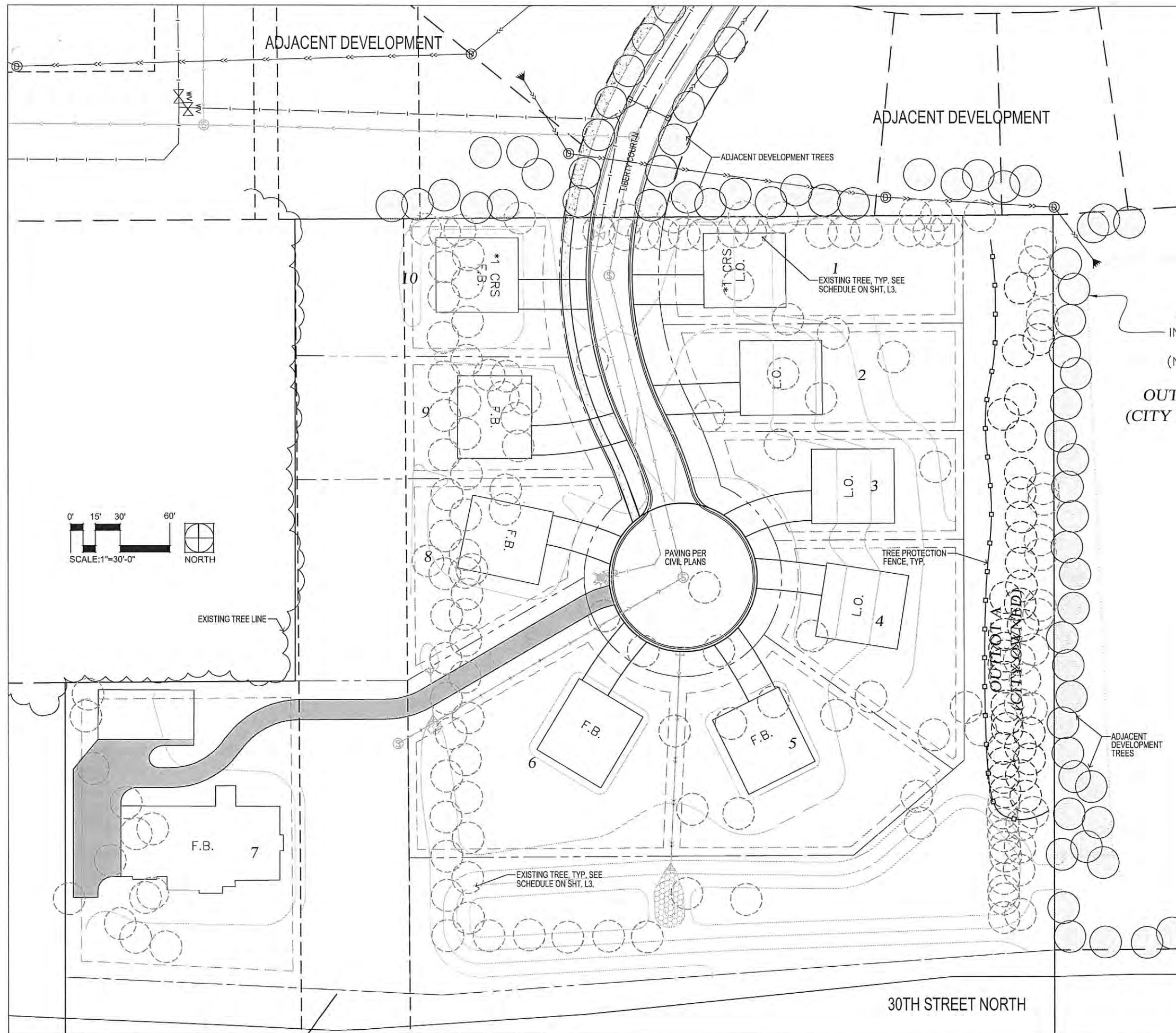
WYNDHAM VILLAGE  
LAKE ELMO, MINNESOTA  
SANITARY SEWER AND WATER  
PLAN & PROFILE

PREPARED FOR:  
J.P. BUSH HOMES



**PLOWE**  
ENGINEERING, INC.  
6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701

# C3.2



**Landscape Symbols Legend:**

- Existing Tree to be Removed or Re-Located
- Existing Tree in New Location (Spaded)
- Proposed New 2.5" Cal. Tree
- Existing Tree to Remain

**General Notes:**

1. All disturbed areas to be sodded by developer.
2. See Civil Engineer's plans for site plan layout and dimensions.
3. Contractor to coordinate all work in the city right-of-way with City of Lake Elmo Public Works Department.
4. See adjacent developer's landscape plan for specific plant materials proposed along common property lines.
5. Landscape contractor is responsible for watering all trees, shrubs, & turf grass outside the irrigation limits for 30 days after installation or until plant establishment.
6. Trees to be relocated shall be moved with a mechanical tree spade by a qualified contractor. Fence-off any spade holes until an earth plug is in place.
7. During tree spading, flag the north side of trees before relocation and re-install tree in same direction. Install a 6' diameter tree ring around newly spaded trees.
8. Refer to Sheet L3 for Field Tree Inventory Log.

DRAWN BY:	DESIGN BY:
M.F.	B.H.
CHKD BY:	PROJ. NO.
B.H.	18-143
ORIGINAL DATE:	
AUGUST 3, 2018	
DATE	REVISION DESCRIPTION
8-30-18	PERMIT SET

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of MINNESOTA.

*Benjamin D. Hartberg*  
 BENJAMIN D. HARTBERG, PLA  
 DATE: 8-30-2018 LIC. NO. 48984

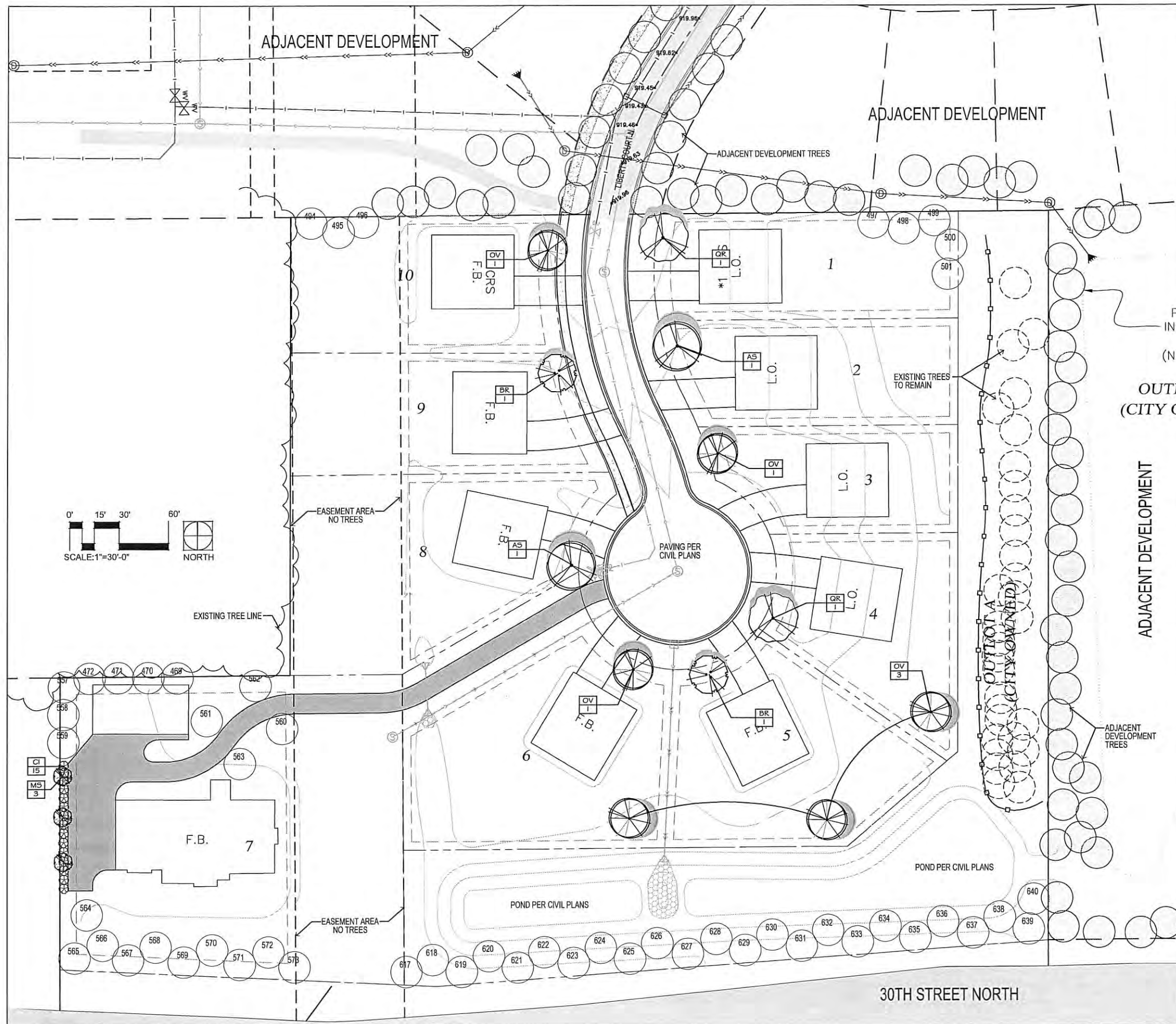
**WYNDHAM VILLAGE**  
 LAKE ELMO, MN  
 TREE PRESERVATION PLAN

PREPARED FOR:  
 J.P. BUSH HOMES





SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**  
 6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014  
 PHONE: (651) 351-8210  
 FAX: (651) 351-8701

**CALYX DESIGN GROUP**  
 Landscape Architecture  
 Sustainable Design  
 Planning  
 376 Selby Avenue  
 Chisago Building, Suite 301  
 Saint Paul, MN 55102  
 Telephone: 651.788.9018  
 Internet: www.calyxdesigngroup.com



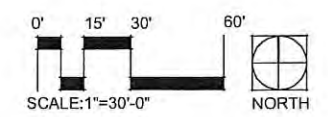


**Landscape Symbols Legend:**

-  Existing Tree
-  Existing Tree in New Location (Spaded)
-  Proposed New 2.5" Cal. Tree
-  Existing Tree to Remain

**General Notes:**

1. All disturbed areas to be sodded by developer.
2. See Civil Engineer's plans for site plan layout and dimensions.
3. Contractor to coordinate all work in the city right-of-way with City of Lake Elmo Public Works Department.
4. See adjacent developer's landscape plan for specific plant materials proposed along common property lines.
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7. During tree spading, flag the north side of trees before relocation and re-install tree in same direction. Install a 6' diameter tree ring around newly spaded trees.
8. Refer to Sheet L3 for Field Tree Inventory Log.
9. Refer to Sheet L4 for Planting Legend and Notes.
10. Refer to Sheet L5 for City of Lake Elmo Tree Planting Details.



DRAWN BY:	DESIGN BY:
M.F.	B.H.
CHKD BY:	PROJ. NO.
B.H.	18-143
ORIGINAL DATE:	
AUGUST 3, 2018	

DATE	REVISION DESCRIPTION
8-30-18	PERMIT SET


I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of MINNESOTA.

*Benjamin D. Hartberg*  
 BENJAMIN D. HARTBERG, P.L.A.  
 LIC. NO. 48084  
 DATE: 8-30-2018

**WYNDHAM VILLAGE**  
 LAKE ELMO, MN  
 LANDSCAPE PLAN

PREPARED FOR:  
 J.P. BUSH HOMES

SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**  
 6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014  
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**CALYX DESIGN GROUP**  
 Landscape Architecture  
 Sustainable Design  
 Planning  
 370 Selby Avenue  
 Decatur Building, Suite 301  
 Saint Paul, MN 55102  
 Telephone: 651.785.9816  
 Internet: www.calyxdesigngroup.com

**FIELD TREE INVENTORY LOG**

PROJECT NAME: Tree Survey at 11500 30th Street North, Lake Elmo, MN		DATE: 5/3/2018		Lot Condition: Developed		TIME: 11:15 AM		Sunny		70 Degrees F	
TAG NO.	TREE DIA. (IN)	SPECIES	CONDITION	NOTES	OWNER PLANTED?	TRANSPLANT?	TREE TO REMAIN?	SIGNIFICANT?	SIGNIFICANT TREE INCHES		
469	10	Autumn Blaze Maple	Good		Y	Y	Y	Y	10		
470	10	Autumn Blaze Maple	Good		Y	Y	Y	Y	10		
471	11	Autumn Blaze Maple	Good		Y	Y	Y	Y	11		
472	11	Autumn Blaze Maple	Good		Y	Y	Y	Y	11		
473	10	Autumn Blaze Maple	Good		Y	N	N	Y	10		
474	10	Autumn Blaze Maple	Good		Y	N	N	Y	10		
475	10	Autumn Blaze Maple	Good		Y	N	N	Y	10		
476	10	Autumn Blaze Maple	Good		Y	N	N	Y	10		
477	10	Autumn Blaze Maple	Good		Y	N	N	Y	10		
478	12	Autumn Blaze Maple	Good		Y	N	N	Y	12		
479	12	Autumn Blaze Maple	Good		Y	N	N	Y	12		
480	12	Autumn Blaze Maple	Good		Y	N	N	Y	12		
481	12	Autumn Blaze Maple	Good		Y	N	N	Y	12		
482	10	Autumn Blaze Maple	Good		Y	N	N	Y	10		
483	10	Autumn Blaze Maple	Good		Y	N	N	Y	10		
484	9	River Birch	Good		Y	N	N	Y	9		
485	11	Autumn Blaze Maple	Good		Y	N	N	Y	11		
486	14	Autumn Blaze Maple	Good		Y	N	N	Y	14		
487	11	Autumn Blaze Maple	Good		Y	N	N	Y	11		
488	7	Bur Oak	Good		Y	N	N	Y	7		
489	7	Silver Maple	Good	Volunteer Tree	N	N	N	Y	6		
490	6	Silver Maple	Good	Volunteer Tree	N	N	N	Y	6		
491	6	Silver Maple	Good	Volunteer Tree	N	N	N	Y	6		
492	6	Ash	Good	Volunteer Tree	N	N	N	Y	6		
493	6	Silver Maple	Good	Volunteer Tree	N	N	N	Y	6		
494	6	Spruce	Good		Y	Y	Y	Y	6		
495	6	Spruce	Good		Y	Y	Y	Y	6		
496	6	Spruce	Good		Y	Y	Y	Y	6		
497	6	Spruce	Good		Y	Y	Y	Y	6		
498	6	Spruce	Good		Y	Y	Y	Y	6		
499	6	Spruce	Good		Y	Y	Y	Y	6		
500	6	Spruce	Good		Y	Y	Y	Y	6		
501	6	Spruce	Good		Y	Y	Y	Y	6		
502	6	Spruce	Good		Y	N	N	Y	6		
503	6	Spruce	Good		Y	N	N	Y	6		
504	6	Spruce	Good		Y	N	N	Y	6		
505	6	Spruce	Good		Y	N	N	Y	6		
506	6	Spruce	Good		Y	N	N	Y	6		
507	6	Spruce	Good		Y	N	N	Y	6		
508	6	Spruce	Good		Y	N	N	Y	6		
509	6	Cottonwood	Fair	Volunteer Tree	N	N	N	Y	6		
510	6	Spruce	Good		Y	N	N	Y	6		
511	6	Spruce	Good		Y	N	N	Y	6		
512	6	Spruce	Good		Y	N	N	Y	6		
513	6	Spruce	Good		Y	N	N	Y	6		
514	6	Boxelder	Good	Multi-Leader	N	N	N	Y	6		
515	6	Spruce	Good	Volunteer Tree	N	N	N	Y	6		
516	6	Spruce	Good		Y	N	N	Y	6		
517	6	Spruce	Good		Y	N	N	Y	6		
518	6	Silver Maple	Good	Volunteer Tree	N	N	N	Y	6		
519	6	Spruce	Good		Y	N	N	Y	6		
520	6	Spruce	Good		Y	N	N	Y	6		
521	6	Spruce	Good		Y	N	N	Y	6		
522	6	Boxelder	Fair	Volunteer Tree	N	N	N	Y	6		
523	6	Spruce	Good		Y	N	N	Y	6		
524	6	Spruce	Good		Y	N	N	Y	6		
525	6	Spruce	Good		Y	N	N	Y	6		
526	6	Spruce	Good		Y	N	N	Y	6		
527	6	Spruce	Good		Y	N	N	Y	6		
528	6	Boxelder	Poor	Volunteer Tree	N	N	N	Y	6		
529	6	Spruce	Good		Y	N	N	Y	6		
530	6	Spruce	Good		Y	N	N	Y	6		
531	6	Spruce	Good		Y	N	N	Y	6		
532	6	Spruce	Good		Y	N	N	Y	6		
533	5	Spruce	Good		Y	N	N	Y	6		
534	6	Spruce	Good		Y	N	N	Y	6		
535	6	Boxelder	Good	Volunteer Tree	N	N	N	Y	6		
536	6	Boxelder	Fair	Volunteer Tree	N	N	N	Y	6		
537	6	Spruce	Good		Y	N	N	Y	6		
538	6	Spruce	Good		Y	N	N	Y	6		
539	6	Boxelder	Fair	Volunteer Tree	N	N	N	Y	6		
540	6	Boxelder	Good	Volunteer Tree	N	N	N	Y	6		
541	6	Spruce	Good		Y	N	N	Y	6		
542	6	Spruce	Good		Y	N	N	Y	6		
543	6	Boxelder	Poor	Volunteer Tree	N	N	N	Y	6		
544	6	Boxelder	Poor	Volunteer Tree	N	N	N	Y	6		
545	6	Spruce	Good		Y	N	N	Y	6		
546	6	Spruce	Good		Y	N	N	Y	6		
547	6	Spruce	Good		Y	N	N	Y	6		
548	6	Spruce	Good		Y	N	N	Y	6		
549	6	Spruce	Good		Y	N	N	Y	6		
550	6	Boxelder	Good	Volunteer Tree	N	N	N	Y	6		
551	6	Boxelder	Good	Volunteer Tree	N	N	N	Y	6		
552	6	Boxelder	Good	Volunteer Tree	N	N	N	Y	6		
553	6	Spruce	Good		Y	N	N	Y	6		
554	12	Boxelder	Poor	Volunteer Tree	N	N	N	Y	12		
555	6	Boxelder	Fair	Volunteer Tree	N	N	N	Y	6		
556	6	Boxelder	Poor	Volunteer Tree	N	N	N	Y	6		
557	6	Spruce	Good		Y	N	N	Y	6		
558	6	Spruce	Good		Y	N	N	Y	6		
559	6	Spruce	Good		Y	N	N	Y	6		
560	6	Spruce	Good		Y	N	N	Y	6		

**FIELD TREE INVENTORY LOG**

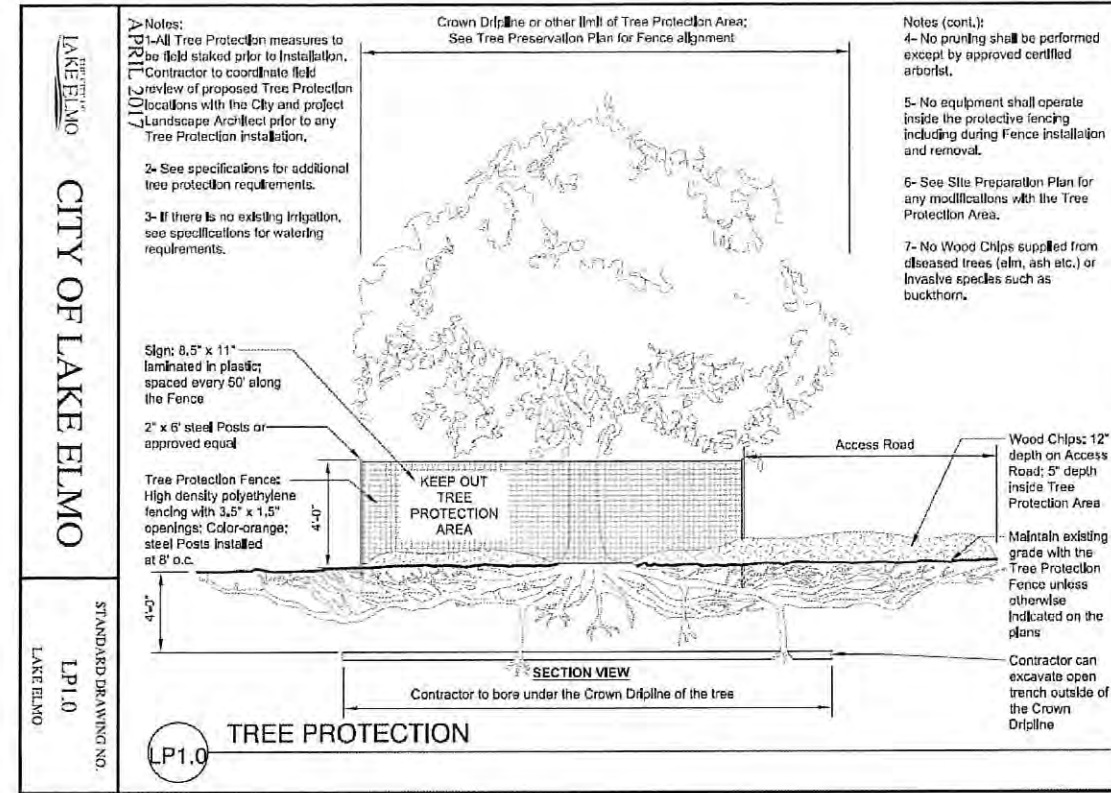
PROJECT NAME: Tree Survey at 11500 30th Street North, Lake Elmo, MN		DATE: 5/3/2018		Lot Condition: Developed		TIME: 11:15 AM		Sunny		70 Degrees F	
TAG NO.	TREE DIA. (IN)	SPECIES	CONDITION	NOTES	OWNER PLANTED?	TRANSPLANT?	TREE TO REMAIN?	SIGNIFICANT?	SIGNIFICANT TREE INCHES		
561	6	Spruce	Good		Y	Y	Y	Y	6		
562	6	Spruce	Good		Y	Y	Y	Y	6		
563	6	Spruce	Good		Y	Y	Y	Y	6		
564	6	Spruce	Good		Y	Y	Y	Y	6		
565	6	Spruce	Good		Y	Y	Y	Y	6		
566	6	Spruce	Good		Y	Y	Y	Y	6		
567	6	Spruce	Good	Located in Back Yard With Orange Tape	Y	Y	Y	Y	6		
568	6	Spruce	Good	Located in Back Yard With Orange Tape	Y	Y	Y	Y	6		
569	6	Spruce	Good	Located in Back Yard With Orange Tape	Y	Y	Y	Y	6		
570	6	Spruce	Good		Y	Y	Y	Y	6		
571	6	Spruce	Good	Has Orange Tape	Y	Y	Y	Y	6		
572	6	Spruce	Good		Y	Y	Y	Y	6		
573	6	Spruce	Good	Has Orange Tape	Y	Y	Y	Y	6		
574	6	Spruce	Good		Y	N	N	Y	6		
575	6	Spruce	Good		Y	N	N	Y	6		
576	6	Spruce	Good		Y	N	N	Y	6		
577	6	Spruce	Good		Y	N	N	Y	6		
578	6	Spruce	Good		Y	N	N	Y	6		
579	6	Spruce	Good		Y	N	N	Y	6		
580	6	Spruce	Good	Has Orange Tape	Y	N	N	Y	6		
581	6	Spruce	Good	Has Orange Tape	Y	N	N	Y	6		
582	6	Spruce	Good		Y	N	N	Y	6		
583	6	Spruce	Good		Y	N	N	Y	6		
584	6	Spruce	Good		Y	N	N	Y	6		
585	6	Spruce	Good		Y	N	N	Y	6		
586	6	Spruce	Good		Y	N	N	Y	6		
587	6	Spruce	Good	Has Orange Tape	Y	N	N	Y	6		
588	6	Spruce	Good		Y	N	N	Y	6		
589	6	Spruce	Good	Has Orange Tape	Y	N	N	Y	6		
590	6	Spruce	Good		Y	N	N	Y	6		
591	6	Spruce	Good		Y	N	N	Y	6		
592	6	Spruce	Good		Y	N	N	Y	6		
593	6	Spruce	Good		Y	N	N	Y	6		
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595	6	Spruce	Good		Y	N	N	Y	6		
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598	6	Spruce	Good		Y	N	N	Y	6		
599	6	Spruce	Good		Y	N	N	Y	6		
600	6	Spruce	Good		Y	N	N	Y	6		
601	6	Spruce	Good	Has Orange Tape	Y	N	N	Y	6		
602	6	Spruce	Good		Y	N	N	Y	6		
603	6	Spruce	Good		Y	N	N	Y	6		
604	6	Spruce	Good		Y	N	N	Y	6		
605	6	Spruce	Good		Y	N	N	Y	6		
606	6	Spruce	Good		Y	N	N	Y	6		
607	6	Spruce	Good		Y	N	N	Y	6		
608	6	Spruce	Good		Y	N	N	Y	6		
609	6	Spruce	Fair		Y	N	N	Y	6		
610	6	Spruce	Good		Y	N	N	Y	6		
611	6	Spruce	Good		Y	N	N	Y	6		
612	6	Spruce	Good		Y	N	N	Y	6		
613	6	Spruce	Good		Y	N	N	Y	6		
614	7	Cottonwood	Good	Volunteer Tree	N	N	N	Y	7		
615	6	Cottonwood	Fair	Volunteer Tree	N	N	N	Y	6		
616	6	Cottonwood	Good	Volunteer Tree	N	N	N	Y	6		
617	6	Spruce	Good		Y	Y	Y	Y	6		
618	6	Spruce	Good		Y	Y	Y	Y	6		
619	6	Spruce	Good		Y	Y	Y	Y	6		
620	6	Spruce	Good		Y	Y	Y	Y	6		
621	6	Spruce	Good		Y	Y	Y	Y	6		
622	6	Spruce	Good		Y	Y	Y	Y	6		
623	6	Spruce	Good		Y	Y	Y	Y	6		
624	6	Spruce	Good		Y	Y	Y	Y	6		
625	6	Spruce	Good		Y	Y	Y	Y	6		
626	6	Spruce	Good		Y	Y	Y	Y	6		
627	6	Spruce	Good		Y	Y	Y	Y	6		
628	6	Spruce									

**PLANT SCHEDULE**

TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	AS	Acer x freemanii 'Sienna'	Sienna Glen Maple	2.5" Cal.	B&B	2
	BR	Betula nigra	River Birch	2.5" Cal.	B&B	2
	MS	Malus x 'Spring Snow'	Spring Snow Crab Apple	2" Cal.	B&B	3
	OV	Ostrya virginiana	American Hophornbeam	2.5" Cal.	B&B	6
	OR	Quercus rubra	Northern Red Oak	2.5" Cal.	B&B	2
SHRUBS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	CI	Cornus sericea 'Isanti'	Isanti Redosier Dogwood	10 gal.	Pot	15

**Landscape Notes & Requirements:**

- Tree saucer for individual trees outside of a plant bed to be four inches (4") depth natural single-shred hardwood mulch for trees outside of a plant bed. Install per tree planting detail. Do not place mulch against tree trunk. Remove wire and burlap from top third of root ball before final soil back-fill and mulch.
- Refer to civil plan sheets for grading, drainage, site dimensions, survey, tree removal, proposed utilities and erosion control.
- All plant material shall comply with the latest edition of the American Standard for Nursery Stock, American Association of Nurserymen. Unless noted otherwise, deciduous shrubs shall have at least 5 canes at the specified shrub height. Plant material shall be delivered as specified.
- Plan takes precedence over plant schedule if discrepancies in quantities exist.
- All proposed plants shall be located and staked as shown.
- Adjustment in location of proposed plant material may be needed in field. Should an adjustment be required, the client will provide field approval. Significant changes may require city review and approval.
- The project landscape contractor shall be held responsible for watering and properly handling all plant materials brought on the site both before and after installation. Schedule plant deliveries to coincide with expected installation time within 36 hours.
- All plant materials shall be fertilized upon installation as specified.
- The landscape contractor shall provide the owner with a watering schedule appropriate to the project site conditions and to plant material growth requirements.
- If the landscape contractor is concerned or perceives any deficiencies in the plant selections, soil conditions, drainage or any other site condition that might negatively affect plant establishment, survival or guarantee, they must bring these deficiencies to the attention of the landscape architect & client prior to bid submission. Plant bed drainage concerns during plant installation shall be brought to the attention of the Owner and General Contractor immediately.
- Contractor shall establish to his/her satisfaction that soil and compaction conditions are adequate to allow for proper drainage at and around the building site.
- Contractor is responsible for ongoing maintenance of all newly installed material until time of owner acceptance. Any acts of vandalism or damage which may occur prior to owner acceptance shall be the responsibility of the contractor. Contractor shall provide the owner with a maintenance program including, but not limited to, pruning, fertilization and disease/pest control.
- The contractor shall guarantee newly planted material through one calendar year from the date of written owner acceptance. Plants that exhibit more than 10% die-back damage shall be replaced at no additional cost to the owner. The contractor shall also provide adequate tree wrap and deer/rodent protection measures for the plantings during the warranty period.
- This layout plan constitutes our understanding of the landscape requirements listed in the ordinance. Changes and modifications may be requested by the city based on applicant information, public input, council decisions, etc.
- The landscape contractor shall be responsible for obtaining any permits and coordinating inspections as required throughout the work process.
- Plant size & species substitutions must be approved in writing prior to acceptance in the field.
- The landscape contractor shall furnish an Irrigation Layout Plan for head-to-head coverage of all tree, turf and shrub planting areas. Use commercial-grade irrigation equipment and provide product cut-sheets and (4) copies of the proposed layout plan to the landscape architect for review and approval prior to installation. Coordinate irrigation connection point, controller, back-flow and valving locations with the mechanical engineer, architect, & general contractor. Include 1 full shut-down and spring start-up in irrigation bid. Sch 80 PVC sleeves necessary under paved areas to be coordinated between the landscape contractor, irrigation contractor, excavator, paving contractor, and General Contractor.
- Landscape Contractor is responsible for coordination with the General Contractor, to protect the new improvements on and off-site during landscape work activities. Report any damage to the General Contractor immediately.
- All planting, seeding, and sodded areas shall be prepared prior to installation activities with a harrow power box rake or equal to provide a firm planting bed free of stones, sticks, construction debris, etc.
- Turf Sodding and Seeding activity shall conform to all rules and regulations as established in the MnDOT Seeding Manual, 2014 edition, for turf bed preparation, installation, maintenance, acceptability, and warranty. Turf Seed Installation to include TWO years of maintenance in the bid price. This includes mowing, weeding, & spot-spraying invasive weeds no less than 3 times per year. Maintenance also includes re-seeding bare patches larger than 6" in any direction, and fertilization no less than twice per calendar year. An acceptable stand of seeded turf is lush, full, and weed-free.
- The Landscape Contractor shall furnish samples of all landscape materials for approval prior to installation.
- The Landscape Contractor shall clear and grub the underbrush from within the work limits to remove dead branches, leaves, trash, weeds and foreign materials.
- The landscape contractor shall contact Gopher State One Call no less than 48 hours before digging for field utility locations.
- The landscape contractor shall be responsible for the removal of erosion control measures once vegetation has been established to the satisfaction of the municipal staff. This includes silt curtain fencing and sediment logs placed in the landscape.
- The landscape contractor shall be responsible for visiting the site to become familiar with the conditions prior to bidding and installation. Coordinate with the general contractors on matters such as fine grading, landscaped area conditions, staging areas, irrigation connection to building, etc.
- See Site and Civil plans for additional information regarding the project, including infiltration area soils and sub-surface drainage requirements and performance.
- Topsoil Requirements: All graded areas of the site that are designated on the plan set for turf sod shall have no less than 6" of imported top soil, areas designated for shrubs, trees, and perennials shall have no less than 12" of imported top soil, meeting MnDOT classifications for planting soil for trees, shrubs, and turf. Slope away from building.
- Landscape contractor must prove the open sub-grade of all planting areas after their excavation is capable of infiltrating a minimum requirement of 1/4-inch of water per hour prior to installation of plant materials, topsoil, irrigation, weed mat, and mulch. Planting areas not capable of meeting this requirement shall have 4" diameter X 48" depth holes augured every 36" on-center and filled with MnDOT Free-Draining Coarse Filter Aggregate. Re-test sub-grade percolation for compliance to infiltration minimum requirement.
- Landscape contractor to provide nursery pull list (bill of lading) including plant species and sizes shipped to the site. Additionally, the landscape contractor shall provide nursery stock traceability, proving none of the materials provided contain or are genetic strains of the neonicotinoid family including acetamiprid, clothianidin, imidacloprid, nitenpyram, nithiazine, thiacloprid and thiamethoxam.



**STANDARD PLAN NOTES  
LANDSCAPE PLANS**

- Contractor must contact Gopher State One Call 811 ([www.gopherstateonecall.org](http://www.gopherstateonecall.org)) prior to tree staking and planting operations to verify underground utilities. Where private utilities exist on-site the Contractor is required to have those located as well.
- Plant materials shall meet American Standard for Nursery Stock; ANSI Z60.1, latest edition.
- No plant substitutions shall be made without the prior written authorization from the City.
- All tree locations to be field staked prior to installation. Contractor to coordinate field review of proposed tree locations with the City and Project Landscape Architect prior to any tree installation.
- All plants shall be planted immediately upon arrival to project site. No plant material is to be left overnight on the project site without being installed unless written approval by City.
- All trees, shrubs, perennials, turf lawn and native seeding to have a two-year warranty beginning upon written acceptance by the City. Defective plants as determined by the City shall be replaced within 30 days of notice during the growing season, and replacement materials shall receive the same two year warranty until plants are successfully established.
- Contractor to protect and maintain all plantings and plant beds, including protection from wildlife, weeding, re-mulching, fertilization, irrigation and all other typical forms of horticultural care until the end of the warranty period as determined and approved by City.
- All plants installed and maintained on City property shall be in accordance with City of Lake Elmo Bee-Safe Resolution No. 2015-13.
- An irrigation system or other water supply adequate to support the specified plant materials shall be provided.

APRIL 2017

CITY OF LAKE ELMO

STANDARD DRAWING NO. LP2.0 LAKE ELMO

**General Notes:**

- All disturbed areas to be sodded by developer.
- See Civil Engineer's plans for site plan layout and dimensions.
- Contractor to coordinate all work in the city right-of-way with City of Lake Elmo Public Works Department.
- See adjacent developer's landscape plan for specific plant materials proposed along common property lines.
- Landscape contractor is responsible for watering all trees, shrubs, & turf grass outside the irrigation limits for 30 days after installation or until plant establishment.
- Trees to be relocated shall be moved with a mechanical tree spade by a qualified contractor. Fence-off any spade holes until an earth plug is in place.
- During tree spading, flag the north side of trees before relocation and re-install tree in same direction. Install a 6' diameter tree ring around newly spaded trees.
- Refer to Sheet L3 for Field Tree Inventory Log.
- Refer to Sheet L2 for Landscape Plan.
- Refer to Sheet L5 for City of Lake Elmo Tree Planting Details.

DRAWN BY:	DESIGN BY:
M.F	B.H.

CHCKD BY:	PRJ. NO.
B.H	18-143

ORIGINAL DATE:	
AUGUST 3, 2018	
DATE	REVISION DESCRIPTION
8-30-18	PERMIT SET

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of MINNESOTA.

BENJAMIN D. HARTBERG, P.L.A.  
LIC. NO. 48084  
DATE: 8-30-2018

WYNDHAM VILLAGE  
LAKE ELMO, MN  
LANDSCAPE DETAILS

PREPARED FOR:  
J.P. BUSH HOMES

SITE PLANNING & ENGINEERING  
**PLOWE ENGINEERING, INC.**  
6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701

cdg  
**CALYX DESIGN GROUP**  
Landscape Architecture  
Sustainable Design  
Planning  
370 Selby Avenue  
Dedham Heights, Suite 301  
Dahm Plaza, MN 55102  
Telephone: 651.788.0618  
Internet: [www.calyxdesigngroup.com](http://www.calyxdesigngroup.com)

Notes:  
 1- Refer to specification 329000 for additional requirements.  
 2- Amend Planting Soil with MnDOT 3881 B.4 Type 4 Natural Based Fertilizer and MnDOT 3896C or 3896G Additives  
 3- Mulch ring for individually planted trees shall be a minimum diameter of 4-foot.  
 4- Remove all nursery twine at time of planting.  
 5- No staking allowed unless requested and granted in writing by City.

APRIL 2017

LANE ELMO  
 CITY OF LAKE ELMO

STANDARD DRAWING NO.  
 LP2.1  
 LAKE ELMO

Trunk caliper shall meet ANSI Z60.1 latest edition for root ball size

Round-topped soil berm 4" high x 6" wide above root ball surface shall be constructed around the root ball; Berm shall begin at root ball periphery

Bottom of root ball rests on existing or re-compacted soil

3x widest dimension of root ball

SECTION VIEW

DECIDUOUS TREE

LP2.1

Notes:  
 1- Refer to specification 329000 for additional requirements.  
 2- Amend Planting Soil with MnDOT 3881 B.4 Type 4 Natural Based Fertilizer and MnDOT 3896C or 3896G Additives  
 3- Mulch ring for individually planted trees shall be a minimum diameter of 6-foot or to extent of lower limbs whichever is greater.  
 4- Remove all nursery twine at time of planting.  
 5- No staking allowed unless requested and granted in writing by City.

APRIL 2017

LANE ELMO  
 CITY OF LAKE ELMO

STANDARD DRAWING NO.  
 LP2.3  
 LAKE ELMO

Trunk caliper shall meet ANSI Z60.1 latest edition for root ball size

Round-topped soil berm 4" high x 6" wide above root ball surface shall be constructed around the root ball; Berm shall begin at root ball periphery

Bottom of root ball rests on existing or re-compacted soil

3x widest dimension of root ball

SECTION VIEW

CONIFEROUS TREE

LP2.3

APRIL 2017

LANE ELMO  
 CITY OF LAKE ELMO

STANDARD DRAWING NO.  
 IR1.1  
 LAKE ELMO

NOTE:  
 1. REFER TO SPECIFICATION 329000 FOR ADDITIONAL REQUIREMENTS.  
 2. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS, BEST PRACTICES AND LOCAL CODES.  
 3. HIGH AND LOW VOLTAGE ELECTRICAL WORK IS TO BE PERFORMED BY A LICENSED ELECTRICIAN.  
 4. GROUND CONTROLLER IN ACCORDANCE WITH MANUFACTURER RECOMMENDATION.

2-WIRE PEDESTAL IRRIGATION CONTROLLER

IR1.1

**General Notes:**

1. All disturbed areas to be sodded by developer.
2. See Civil Engineer's plans for site plan layout and dimensions.
3. Contractor to coordinate all work in the city right-of-way with City of Lake Elmo Public Works Department.
4. See adjacent developer's landscape plan for specific plant materials proposed along common property lines.
5. Landscape contractor is responsible for watering all trees, shrubs, & turf grass outside the irrigation limits for 30 days after installation or until plant establishment.
6. Trees to be relocated shall be moved with a mechanical tree spade by a qualified contractor. Fence-off any spade holes until an earth plug is in place.
7. During tree spading, flag the north side of trees before relocation and re-install tree in same direction. Install a 6' diameter tree ring around newly spaded trees.
8. Refer to Sheet L3 for Field Tree Inventory Log.
9. Refer to Sheet L4 for Planting Legend and Notes.
10. Refer to Sheet L2 for Landscape Plan.

DRAWN BY:	M.F.	DESIGN BY:	B.H.
CHKD BY:	B.H.	PROJ. NO.:	18-143
ORIGINAL DATE:			
AUGUST 3, 2018			
DATE	REVISION DESCRIPTION	PERMIT SET	
8-30-18			

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of MINNESOTA.

BENJAMIN D. HARTBERG, PLA  
 LIC. NO. 48084  
 DATE: 8-30-2018

WYNDHAM VILLAGE  
 LAKE ELMO, MN  
 LANDSCAPE DETAILS

PREPARED FOR:  
 J.P. BUSH HOMES

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 Saint Paul, MN 55102  
 Telephone: 651.788.0058  
 Email: www.calyxdesigngroup.com

# MEMORANDUM

# FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261  
Jack Griffin, P.E. 651.300.4264  
Ryan Stempski, P.E. 651.300.4267  
Chad Isakson, P.E. 651.300.4283

Date: November 5, 2018

To: Ben Prchal, City Planner  
Cc: Chad Isakson, Assistant City Engineer  
From: Jack Griffin, P.E., City Engineer  
Re: Wyndham Village Final Plat  
Engineering Review Comments

An engineering review has been completed for Wyndham Village. Final Plat/Construction Plans were received on October 31, 2018. The submittal consisted of the following documentation:

- Wyndham Village Final , undated, prepared by Landmark Surveying, Inc.
- Wyndham Village Construction Plans, dated October 12, 2018, prepared by Plowe Engineering.
- Geotechnical Report, dated October 17, 2018, prepared by ITCO Allied Engineering Company.
- Wyndham Village Landscape Plans, dated August 30, 2018, prepared by Calyx Design Group.
- Stormwater Management Plan, dated September 26, prepared by Plowe Engineering.

**STATUS/FINDINGS:** Engineering review comments have been provided in two separate memos; one for Final Plat approval, and one to assist with the completion of the final Construction Plans. Please see the following review comments relating to the Final Plat application.

## FINAL PLAT: WYNDHAM VILLAGE

- The Final Plat dedicates additional right-of-way along 30th Street North as required by the conditions for preliminary plat approval and to ensure a minimum 30th Street boulevard of 16 feet along the Plat length.
- Outlot A is shown on the plans to be dedicated to the City for storm water maintenance. Outlot A includes a storm water infiltration basin and storm water pond, including the 100-year HWL and maintenance access road(s), as required as condition of Preliminary Plat approval.
- Outlot A includes preservation of a 10-foot small utility corridor adjacent to the 30th Street right-of-way. An easement is not needed per se since the Outlot is City owned, however the corridor grades and limitation of tree plantings is needed to preserve the corridor for the location of the small utility joint trench.
- The site plan is subject to a storm water management plan meeting State, VBWD and City rules. Storm water facilities proposed as part of the site plan to meet State and VBWD permitting requirements must be constructed in accordance with the City Engineering Design Standards Manual. Any Plat/Plan changes necessary to meet State and VBWD storm water requirements are subject to additional City review.
- The Stormwater Management Plan indicates an increase in the 100-year HWL to Northport Pond 4SE. As a condition of Final Plat, the applicant must work with the Northport Developer/Engineer to update the approved Northport Plans showing this increased HWL for City files/records prior to Construction Plan approval for the Wyndham Subdivision.
- Drainage and utility easements have been provided over all storm sewer, sanitary sewer and watermain not located within City right-of-way or Outlots, minimum 30-feet in width centered on the pipe/structure. Easements have been shown on the Final Plat and Construction Plans as required.

- Additional easements are required along the rear lot lines for Lots 8, 9, and 10, Block 1 to cover the proposed drainage swales per the grading plan. Lots 8 & 9 must be 15 feet and Lot 10 must be 10 feet.
- All emergency overflow elevations must be fully protected by drainage easement.
- All easements as requested by the City Engineer and Public Works department shall be documented on the Final Plat prior to the release of the Final Plat for recording.
- The Final Plat shall not be recorded until final construction plan approval is granted.
- Written easement owner permission must be obtained, and copies provided to the City, for work to be completed within the gas main easement. The City must receive copies of the written permission prior to the Construction Plan approval.
- Written landowner permission must be submitted for any off-site grading work and storm water discharges to adjacent properties prior to final plan approval.
- No trunk watermain or sanitary sewer oversizing is anticipated for this development. All watermains and sanitary sewer shall be 8-inch diameter pipe.
- Final Construction Plans and Specifications must be prepared in accordance with the City Engineering Design Standards Manual dated March 2017, using City details, plan notes and specifications and meeting City Engineering Design Guidelines.
- Final Construction Plans and Specifications must be revised in accordance with the Construction Plan engineering review memorandum dated November 5, 2018.
- No construction for Wyndham Village may begin until the applicant has received City Engineer approval for the Final Construction Plans; the applicant has obtained and submitted to the City all applicable permits, easements and permissions needed for the project; and a preconstruction meeting has been held by the City's engineering department.



Responsive partner.  
Exceptional outcomes.

**To:** Ben Prchal, City of Lake Elmo Planner  
**From:** Lucius Jonett, Wenck Landscape Architect  
**Date:** November 6, 2018  
**Subject:** City of Lake Elmo Landscape Plan Review  
Wyndham Village Preliminary Plan, Review #3

**Submittals**

- Wyndham Village Final Plat, not signed, dated 10-15-2018, received 10-31-2018.
- Tree Preservation and Landscape Plan set, dated 8-30-2018, received 10-31-2018.
- Wyndham Village construction plans, dated 10-12-2018, received 10-31-2018.

**Location:** North of 30<sup>th</sup> Street North in the southwest corner of the Northport development.

**Land Use Category:** Village Urban Low Density

**Surrounding Land Use Concerns:** The Wyndham Village development is sharing an infiltration area with the Northport development to the North. Northport did not have landscaping within the outlot that abuts the eastern property line of the Wyndham Village development to accommodate this.

**Special landscape provisions in addition to the zoning code:** There is a required greenbelt buffer on the southern portion of the development, additional screening is required in this area.

**Ben Prchal**  
Planner  
City of Lake Elmo  
November 6, 2018



**Findings:**

1. The previously submitted Tree Preservation and Landscape Plan set, dated 8-30-2018 was approved on 9-5-2018 and matched the proposed site and grading plans at that time. The site and grading plans were not approved and went through rounds of revisions after City comments.
2. The recent Construction plans dated 10-12-2018, have revised stormwater management features, maintenance access, and grading that conflict with the previously approved tree preservation and landscape plans. These changes will impact the tree preservation plan and calculations, and the final landscape requirements and plan layout.
3. Updated tree preservation and landscape plans will be required to ensure ordinance compliance and minimize construction conflicts and confusion.

**Recommendation:**

It is recommended that the previously approved Wyndham Village landscape plans are no longer applicable. It is recommended that conditions of new approval include:

1. Submit revised tree preservation plans showing the updated site plans and which trees are to be saved, relocated, and removed. Tree replacement calculations will need to be updated to match the new plans.
2. Submit revised landscape plans showing the updated site, grading, and utility plans including current stormwater management features and maintenance access. Trees should be placed 10' away from utilities.

Sincerely,

A handwritten signature in cursive script that reads 'Lucius Jonett'.

Lucius Jonett, PLA (MN)  
Wenck Associates, Inc.  
City of Lake Elmo Municipal Landscape Architect



# MEMORANDUM

# FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261  
Jack Griffin, P.E. 651.300.4264  
Ryan Stempski, P.E. 651.300.4267  
Chad Isakson, P.E. 651.300.4283

Date: November 5, 2018

---

To: Ben Prchal, City Planner  
Cc: Joe Bush, J.P. Bush Homes  
Chuck Plowe, Plowe Engineering, Inc.  
Chad Isakson, Assistant City Engineer  
From: Jack Griffin, P.E., City Engineer  
Re: Wyndham Village  
Construction Plan Review

---

An engineering review has been completed for Wyndham Village. Final Plat/Construction Plans were received on October 31, 2018. The submittal consisted of the following documentation:

- Wyndham Village Final , undated, prepared by Landmark Surveying, Inc.
  - Wyndham Village Construction Plans, dated October 12, 2018, prepared by Plowe Engineering.
  - Geotechnical Report, dated October 17, 2018, prepared by ITCO Allied Engineering Company.
  - Wyndham Village Landscape Plans, dated August 30, 2018, prepared by Calyx Design Group.
  - Stormwater Management Plan, dated September 26, prepared by Plowe Engineering.
- 

**STATUS/FINDINGS:** Engineering review comments have been provided to assist with the completion of the Final Construction Plans. When submitting revised plans and specifications, please provide a point by point response letter that details all changes made to the plans.

---

## FINAL CONSTRUCTION PLANS

- The Construction Plans are incomplete. The following additional information must be submitted to facilitate additional staff review.
  - Plan sheets C4.1, C4.2, C4.3, C4.4, C5.1 and C5.2 were not included in the plans submitted for review.
  - Add existing conditions plan to the construction plan set, showing the existing topography and identifying all physical features on the site and adjacent properties for a distance of 150-feet. Identify all physical features to be removed, salvaged and replaced, or protected.
- C1.1. and C2.1. The random survey shots must be removed from the plans to facilitate a complete review. If specific shots are intended to inform the design, the text size and placement must be legible.
- C1.1 and C2.1. Correct all overlapping text so that the plans are legible.
- C2.1. All low floor elevations must be a minimum of 2-feet above the pond HWL to meet VBWD rules. All low openings must be a minimum of 1-foot above the adjacent emergency overflow elevations. The low floor for Lot 1 may need to be revised.
- C2.1. Revise the grading for the Stormwater Pond to comply with the Minnesota Stormwater Manual configuration recommendations. At the current size/configuration the pond is not likely to perform well and could be a nuisance to adjacent properties.
- C2.1. Additional grading details/revisions are required along the east property line at the Pond EOF. Spot elevations are needed to demonstrate ponding is contained and directed to the 918.0 EOF.

- C2.1. The grading plan is incomplete around Lot 7, Block 1. Existing conditions (trees and other physical features) and existing contours are required to the north and west of Lot 7. The grading plan must be detailed for Lot 7 to demonstrate matching into existing conditions and directing drainage away from adjacent properties.
- C2.1. The rear lot drainage and utility easements must be increased for Lots 8, 9, and 10, Block 1 to cover the proposed drainage swales per the grading plan. Lots 8 & 9 must be 15 feet and Lot 10 must be 10 feet.
- C2.1. Increase the grade (and spot elevation) for the Lot 7 driveway to maintain 2-ft cover over the culvert pipe and to ensure the top of pipe is below the driveway base.
- C2.1. Correct grading at FES-8 (invert 921.0) by extending the 922.0 contour to the north of the invert. Extend the 920.0 contour to maintain a minimum ditch slope of 2%.
- C2.1. Add plan notes to provide storm water pond liner construction requirements consistent with the VBWD pond lining material and testing requirements.
- C2.1. Add plan notes for infiltration basin construction requirements including basin protection and testing.
- C2.2. Label both FES for the equalizer pipe.
- C2.2. Update storm water structure table to include STMH-2, FES-4, and the two FES for the equalizer pipe.
- C2.2 Add storm sewer profiles for the equalizer pipe and for the storm run from FES-4 to FES-6.
- C2.2. Add draintile out of CB1 for a minimum distance of 100-feet each way. Add drain tile connection inverts in profile to CB1.
- C3.1 and 3.2. "Proposed MH-1" should be shown as an "Existing MH-1" in both plan and profile views and on both plan sheets. As-built invert elevations must be shown. Remove all references to "Proposed by Others".
- C3.1 and C3.2. Existing MH-1 is shown as a drop manhole but was not installed as a drop manhole. MH-1 has a 30-foot stub installed with an approximate stub elevation of 894.55 with 8" SDR 26 @ 0.51%.
- C3.2. Revise plan for all water services to be upstream of the sanitary sewer service.
- C3.2. Move view port to show the service ends for Lot 7.
- C3.2. Water service to Lot 7 is greater than 100 feet (the limited length for a roll of copper). Revise service to install curb box at the R/W with HDPE service pipe extended to the west of the gas easement with a second curb stop.
- C3.2. Add wye stationing, sanitary service invert elevation and curb stop elevation for Lot 7.
- C3.2. Provide call outs indicating size and type of all watermain bends.

#### STORMWATER MANAGEMENT

- The site plan is subject to a storm water management plan meeting State, VBWD and City rules. Storm water facilities proposed as part of the site plan to meet State and VBWD permitting requirements must be constructed in accordance with the City Engineering Design Standards Manual. Any Plat/Plan changes necessary to meet State and VBWD storm water requirements are subject to additional City review and approval.
- The Stormwater Management Plan indicates an increase in the 100-year HWL to Northport Pond 4SE. The applicant must work with the Northport Engineer to update the approved Northport Plans showing this increased HWL for City files/records prior to Construction Plan approval.

#### SPECIFICATIONS

- Specifications must be submitted for review and include the City Standard Specifications dated March 2017.
- If supplementary specifications are also submitted, the following statement must be placed as the first clause of the supplementary provisions, *"The City Standard Specifications for Public Infrastructure, dated March 2017, shall apply to the work performed under this contract. Any supplemental specifications are intended to supplement the City Standard Specifications, however they do NOT supersede the City Standard Specifications, Details, Design Standards, or ordinances unless specific written approval has been provided by the City."*

#### LANDSCAPE PLANS

- The landscape plans are not updated to be consistent with the proposed Final Plat, lot lines, easements, storm water systems, maintenance access roads and utility plans. Revised plans must be submitted for staff review.
- The landscape plans must be revised to show all underground utilities including water/sewer lot services and revised to ensure trees maintain 10-foot minimum offset from all utilities.

- Revise boulevard trees per the City standard boulevard layout, City detail 805. Boulevard trees are currently shown within the small utility corridor.
- Revise trees along 30<sup>th</sup> Street right-of-way to be a minimum of 10 feet north of the 30<sup>th</sup> Street right-of-way to maintain 10-ft. small utility corridor.
- The Landscape Plans must be revised to accommodate maintenance access to all storm water BMPs. Grades along pond access cannot exceed 10% and must be a minimum of 20 feet in width. Maintenance access from public right-of-ways must be shown on the Landscape Plans. No trees can impede maintenance access from 30th Street North.
- Revise the landscape plans to show all trees to be removed due to construction and grading activities. Current plans show existing trees remaining within areas to be graded (storm water pond).



**STAFF REPORT**

DATE: November 26, 2018

**REGULAR**

ITEM #: 5b

**MOTION**

**TO:** Planning Commission  
**FROM:** Ben Prchal, City Planner  
**AGENDA ITEM:** Revision of Planning Commission Ordinance. Chapter 32  
**REVIEWED BY:** Ken Roberts – Planning Director

**BACKGROUND:**

Staff recently had a discussion with a Parks Commission member regarding procedures and Chapter 32 as it pertains to the Parks Commission. After reviewing the ordinance with the commission in July, staff understood the same review should be conducted of the Planning Commission Ordinance.

**ISSUE BEFORE THE COMMISSION:**

Should the City make changes to Chapter 32 of the City Code as it pertains to the Planning Commission?

**PROPOSAL:**

To review Lake Elmo’s Planning Commission Ordinance, staff gathered examples from other Washington County communities and did some comparisons and analysis. Staff has proposed amendments to the ordinance in order to shorten and further clarify the objectives of the chapter. There are many corrections to the chapter but staff has chosen to specifically highlight some of the amendments below. In addition to the amendments, staff would propose creating a set of bylaws for the planning commission to follow. If the commission is supportive of having bylaws, a draft could be brought to a future meeting for review.

**32.082 Composition**

Comparable communities have 5 - 7 voting members.

<b>Jurisdiction</b>	<b>Commission Members</b>	<b>Quorum</b>	<b>Consecutive Terms</b>
Hugo	7 Voting Members	4	None Stated
Oak Park Heights	5 Voting Members	Not Stated	No more than consecutive 2 terms
Mahtomedi	7 Voting Members	Majority of all members	None Stated
Oakdale	7 Voting Members	Simple Majority of serving members	3 consecutive terms
Cottage grove	9 Voting Members	Majority of appointed members	No more than consecutive 2 terms
<b>Lake Elmo</b>	<b>7 Voting 2 Alternates</b>	<b>4 Members</b>	<b>No more than 2 consecutive terms</b>

Staff does not believe there should be a limit on consecutive terms. Instead, at the end of term they may be reappointed by the City Council if they wish to continue serving on the Planning Commission. If there is another interested party council must decide on who shall receive the appointment. State statute has not established a number of members, length of terms, or consecutive term limits for the Planning Commission.

**32.030 Officers**

There is no longer a need to elect a secretary for the purpose of keeping minutes. This task has been removed from the commission since there are dedicated staff members who have been hired to perform that duty.

**32.031 Annual Meetings, 32.033 regular Meetings, and 32.04 Special Meetings**

Currently there are 3 sections that discuss meetings. There is no need to have 3 separate sections to outline meetings. Instead the language in them has been reduced and consolidated into “32.031 Meetings”

**32.036 VOTING**

The adjustments to this section are for consistency and to remove other rules that are not practical to follow.

**32.040 Records**

Adjustments are for consistency.

**32.042 Duties and Powers Of The Commission**

The title has been amended as well as the content. At first glance the current language is a lot to take in. Staff has done their best to consolidate and clean up the separate bullets for the commission.

**FISCAL IMPACT:**

Staff does not foresee a fiscal impact with the proposed changes.

**RECOMMENDATION AND STAFF COMMENTS:**

Though there are a lot of changes throughout the ordinance, much of the language has been reduced for simplification and consolidated into other sections. Staff believes the language proposed for removal is not practical to follow, has not been followed in the past, or can be incorporated into bylaws.

*“Recommend approval of the amended language to Chapter 32 as it pertains to the Planning Commission”*

**OPTIONS:**

- 1) Recommend approval of the proposed language
- 2) Recommend approval of the proposed language with amendments
- 3) Recommend denial of the proposed language (which would result in no change)

**ATTACHMENTS:**

- Proposed Ordinance.
- Hugo, Mahtomedi, Oak Park Heights, and Oakdale Code.

## PLANNING COMMISSION

### § 32.025 ESTABLISHMENT.

A Planning Commission is continued in the city.

(1997 Code, § 210.01)

### § 32.026 PURPOSE.

The Planning Commission is established to meet the requirements of state statute; to develop and enforce the Comprehensive Plan and amendments to the plan, subject to Council approval and the requirements of the Municipal Planning Act; and to review and make recommendations on subdivisions, zoning applications, planned unit developments, and site and building plans as provided by ordinance. No expenditures by the Commission shall be made unless and until authorized for the purpose by the Council.

(1997 Code, § 210.02)

### § 32.027 COMPOSITION.

(A) *Generally.* The Planning Commission shall consist of 7 voting ~~members and 2 non-voting alternate members.~~ The voting members shall be appointed for a 3-year terms so that only 1/3 of the appointments will expire on December 31 of each year. ~~Voting members may not serve more than 2 consecutive terms.~~ Appointments ~~to an additional term(s)~~ will be considered with the available applicant pool. ~~Alternate members shall be appointed to serve until there is a vacancy on the Planning Commission. The City Council shall appoint a first alternate and a second alternate who shall become voting members in the order of their appointment upon a vacancy on the Commission.~~

(1997 Code, § 210.03) (Am. Ord. 97-96, passed 1-15-2002; Am. Ord. 97-147, passed 2-15-2005; Am. Ord. 97-200, passed 11-5-2007; Am. Ord. 08-046, passed 6-21-2011)

~~—(B) *Special appointments.*~~

~~—(1) At the discretion of the City Council, up to 5 additional appointments can be made to the Planning Commission, for each special project, including but not limited to Environmental Management, Maintenance Advisory, and the Old Village, to assist with special projects currently in process, or directed by the City Council to be studied, drafted, and completed.~~

~~—(2) The term of the special appointments shall expire 2 years from the date of appointment, or upon completion of the special project, whichever is first. Any special appointee may request reappointment if the specific project is not completed in that time.~~

~~—(3) (a) Special project appointees shall have full voting privileges only on issues specifically related to the special project.~~

~~—(b) Full voting privileges for the regular Planning Commission shall remain consistent with this section.~~

(Ord. 97-67, passed 1-2-2001; Am. Ord. 97-70, passed 1-16-2001)

### § 32.028 QUALIFICATIONS.

Each member ~~and alternate member~~ shall be a resident of the city. Wherever possible, Commission members should represent all geographical areas of the city and a cross-section of the population of the city at the time of appointment.

(1997 Code, § 210.04)

### § 32.029 REMOVAL.

Any member ~~or alternate member~~ may be removed by a majority vote of the Council, for causethe following reasons: ~~Cause shall include but not be limited to having~~ more than 3 consecutive absences or being absent from more than 1/3 of the meetings in any 1 calendar year. The Council may consider exceptional circumstances when applying this rule considering the removal of a commission member.

(1997 Code, § 210.05) (Am. Ord. 08-172, passed 4-18-2017)

### § 32.030 OFFICERS.

The Commission shall elect a Chairperson, ~~and a~~ a Vice Chairperson, ~~and a Secretary~~ from among its appointed members at the ~~annual meeting each year, first available date of the each year,~~ for a term of 1 year. The Chairperson shall preside at all meetings of the Commission, if present, and shall perform all other duties and functions required by state statute or assigned by the Commission or the Council. The Vice Chairperson shall perform these duties in the absence of the Chairperson. If a vacancy occurs in the Chairperson's office, the Vice Chairperson shall assume the Chairperson's duties for the remainder of the year, and a new Vice Chairperson shall be elected by the Commission at a special election to be held at the next regularly scheduled Commission meeting, ~~after at least 2 days written notice to each Commission member. The Secretary shall perform those duties assigned by state statute only. A recording Secretary shall be appointed by the Council to take and keep the minutes and records of the Commission.~~  
(1997 Code, § 210.06)

### ~~§ 32.031 ANNUAL MEETINGS.~~

~~(A) The Commission shall hold an annual meeting the second Monday in the month of January in each year.  
(B) The meeting shall be devoted to the election of officers and other business as shall be scheduled.~~  
(1997 Code, § 210.07)

### ~~§ 32.032 ANNUAL WORK PLAN.~~

~~The Planning Commission shall develop an annual work plan, including a list of projects, points of interaction on projects, programs, and goals for the following year.  
(1997 Code, § 210.08) (Am. Ord. 08-172, passed 4-18-2017)~~

### § 32.033 REGULAR MEETINGS.

A) The first available meeting of the New Year with a quorum shall be dedicated to the election of officers and other business as scheduled.  
B) Regular meetings shall be held in the City Hall at 7:00 p.m. on the second and fourth Mondays of each month. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the ~~Commission Chair~~ at a prior meeting or if there are no scheduled agenda items on the Thursday prior to the meeting. All action taken by the Commission shall be by the affirmative vote of a majority of the members present.  
C) Special meetings for the Commission may be called by the Chair following three (3) days posted notice at City Hall.  
(1997 Code, § 210.09)

### ~~§ 32.034 SPECIAL MEETINGS.~~

~~Special meetings of the Commission shall be held in the City Hall at a time and place designated or at a public place at a time designated and shall be called by the Chairperson. Upon the written request of at least 4 members, the Chairperson shall be required to call a special meeting to be held within 7 days of the request. Written notice of the meeting shall be given to all members not less than 3 working days in advance of the meeting.  
(1997 Code, § 210.10)~~

### § 32.035 QUORUM.

A quorum shall consist of 4 members.  
(1997 Code, § 210.11) (Am. Ord. 97-14, passed 9-2-1997; Am. Ord. 08-046, passed 6-21-2011)

### § 32.036 VOTING.

Each member attending any meeting shall be entitled to cast 1 vote. Voting shall be by voice vote or by raise of hand. If any member has a personal interest of any kind in the matter before the Commission, the member shall disclose the interest and be disqualified shall remove themselves from voting upon the matter. It shall then be recorded in the minutes that there was a no vote cast by that member. The Secretary It shall be record in the minutes that no vote was cast by that member. ~~Alternate members shall be entitled to~~

~~east 1 vote in the absence of any member. The second alternate shall be entitled to cast 1 vote in the absence of any 2 members.~~

(1997 Code, § 210.12)

### ~~§ 32.037 PROCEEDINGS.~~

~~—At any regular meeting of the Commission, the following shall be the regular order of business:~~

- ~~—(A) Roll call;~~
- ~~—(B) Approval of agenda;~~
- ~~—(C) Minutes of the preceding meeting;~~
- ~~—(D) Public hearings as scheduled on the agenda;~~
- ~~—(E) Old and new business as scheduled on the agenda;~~
- ~~—(F) Communications;~~
- ~~—(G) Other; and~~
- ~~—(H) Adjournment.~~

~~(1997 Code, § 210.13)~~

### § 32.038 RULES OF PROCEDURE.

All meetings of the Commission shall be conducted in accordance with the Revised Robert's Rules of Order.

(1997 Code, § 210.14)

### ~~§ 32.039 AGENDA.~~

~~—The Chairperson shall cause all items to be considered at any meeting to be placed on a written agenda by the City Administrator or an appointed designee. The City Administrator, or appointed designee, shall advise the Chairperson of any matters the Commission must consider by Council directive, ordinance, or statute and shall have prepared and supply a written agenda of all meetings to all Commission members, the Council, and the public no less than 4 days before each meeting.~~

~~(1997 Code, § 210.15)~~

### § 32.040 RECORDS.

Each formal action of the Commission shall be embodied in full upon the minute book as formal motion or resolution. The minutes of each meeting shall be approved at a future meeting. ~~provided to each member, the Council, and the public no more than 7 days after the date of each meeting.~~ The recommendations and findings of the Commission shall be presented to the Council at the next regularly scheduled Council meeting. The records of meetings and actions and recommendations shall be transmitted to the City ~~Administrator~~Clerk, or appointed designee, for keeping and distribution.

(1997 Code, § 210.16)

### § 32.041 TRAINING.

Commission members shall be encouraged to ~~avail themselves of attend~~ training courses offered by the city, the state, and other government and public training agencies and the Council shall budget for the reimbursement of expenses incurred in training each year.

(1997 Code, § 210.17)

### § 32.042 DUTIES AND POWERS OF THE COMMISSION; ~~COMPREHENSIVE PLAN.~~

(A) *Plan.* The Planning Commission shall have the powers and duties given city planning agencies generally by law. The Commission shall also exercise the duties conferred upon it by this code. It shall be the purpose of the Planning Commission to prepare and adopt a Comprehensive Plan for the physical development of the city, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan, and other matters relating to the physical development of the city. The plan may be prepared in sections, each of which shall relate to the Comprehensive Plan program. After the Commission has prepared and adopted the Comprehensive Plan, ~~it shall periodically, but at least every 5 years the Commission shall; as necessary,~~ review the Comprehensive Plan and any



ordinances or program implementing the plan.

(B) *Means of executing plan.* Upon the adoption of a Comprehensive Plan or any section, it shall be the concern of the Planning Commission to recommend to the Council reasonable and practicable means for putting into effect the plan or section in order that the same will serve as a pattern and guide for the orderly physical development of the city and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan shall, among other things, consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the Council.

(C) The Planning Commission shall also perform reviews and provide recommendations to the City Council the following items:

1. Zoning Ordinance or text amendments
2. Conditional Use Permits
3. Subdivisions Major and Minor
4. Planned Unit Development Requests (PUD)
5. Variance Requests
6. Five (5) Year Capital Improvement Program
7. Annual Work Plan
8. All necessary reviews pertaining to the Comprehensive plan, amendments, or otherwise

~~(C) *Zoning ordinance.* The Planning Commission shall review all proposed amendments to the zoning ordinance, take part in public hearings, and make recommendations to the Council as may be prescribed by the zoning ordinance.~~

~~(D) *Conditional use permits.*~~

~~(1) The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance.~~

~~(2) The Commission shall report its recommendations to the Council for action.~~

~~(E) *Subdivisions.* The Planning Commission may make recommendations in relation to the subdividing of land as prescribed by the ordinance; the Commission shall report its recommendations to the Council for action.~~

~~(F) *Variances.* The Planning Commission shall hear all variance requests from the literal provisions of this code, and shall follow the guidelines set forth in the zoning code.~~

~~(G) *Capital Improvement Program.*~~

~~(1) (a) The Planning Commission shall endeavor to obtain from city officers a descriptive list of proposed improvements for the ensuing 5-year period.~~

~~(b) The Planning Commission shall also request from the local school district a similar list of its proposed public works.~~

~~(2) (a) The Planning Commission shall list and classify all the proposed public works and shall prepare a coordinated program of proposed public works for the ensuing year and for a projected 5-year period.~~

~~(b) The program shall be recommended by the Planning Commission to the Council and to the other officers, departments, boards, or public bodies as have jurisdiction over the recommended planning or construction of the public works.~~

~~(1997 Code, § 210.18)~~

Hugo

Sec. 90-31. - Planning commission.

The planning commission shall serve as advisors to the city council by preparing and making recommendations regarding the appropriateness of the city's comprehensive plan, zoning ordinance, subdivision regulations, and such other matters that impact the orderly and efficient development of the community. The planning commission shall act only as a body sitting in open session duly noticed, as required by law. The planning commission may appoint subcommittees or individuals to prepare policies, findings, and reports for consideration by the entire commission at a regular meeting thereof.

- (1) **The planning commission shall consist of seven persons**, all residents of the city and eligible voters, appointed by the city council for staggered four-year terms. The city attorney, city engineer, and city health officer, or their representatives, may serve as nonvoting, ex officio members upon request of the commission. Terms of office shall be staggered such that no more than two voting members' terms shall expire in any one year.
- (2) **A quorum of the planning commission shall consist of four voting members**, and it shall require the affirmative vote of a majority of the planning commissioners present (so long as there is a quorum) to approve any motion, resolution, or other official action.
- (3) Commission officers shall include a chairperson, a vice-chairperson, and a secretary, all appointed annually by the city council. The secretary need not be a member of the planning commission. The chairperson and vice-chairperson have full voting rights and need not limit their votes to cases of a tie.
- (4) **Planning commissioners may be removed from office by the city council for:**
  - a. Changing their place of residence to a location outside the corporate boundaries of the city or otherwise not meeting the requirements for office.
  - b. Failure to perform their official duties, including not attending called and noticed meetings.
  - c. Behavior disruptive to the good order and efficiency of the commission.
  - d. Moral turpitude.
- (5) Vacancies on the planning commission shall be filled by the city council as soon as practical after the vacancy occurs, and such appointments shall be made for the unexpired portion of the vacated term.
- (6) The planning commission may adopt such other rules of order as it deems necessary for the efficient conduct of its responsibilities.
- (7) **Planning commission responsibilities:**
  - a. To study, report, and make recommendations on amendments to the city's comprehensive plan and land use regulations.
  - b. To conduct hearings and make recommendations regarding the issuance of conditional use permits.
  - c. To conduct hearings and make recommendations regarding requests for rezoning.
  - d. To conduct hearings and make recommendations regarding the subdivision and platting of property.
  - e. To review and make recommendations on commercial and industrial site plans.
  - f. To review and make recommendations on variances associated with site plans, preliminary plats, and conditional use permits.
  - g. Perform such other duties as the city council may, from time to time, prescribe.

(Prior Code, § 1015-030.1)

## 2.11 PLANNING COMMISSION.

1. Purpose. The City Council finds it necessary to guide the future development of land within the City through comprehensive planning for the purposes of (1) ensuring a safer, more pleasant, and more economical environment for residential, commercial, industrial, and public activities; (2) promoting the public health, safety, and general welfare; (3) preparing for anticipated changes in land use, thereby causing significant savings in both private and public expenditures; and (4) providing for necessary public services on the lowest possible cost basis and achieving the maximum secured tax base for the community.
2. Definitions. The following words and phrases when used in this Section shall have the following meanings:
  - A. "Commission" means the Planning Commission.
  - B. "Land Use Plan" means a compilation of policy statements, goals, standards, maps, and use programs for guiding the future development of private and public property. The term includes a plan designating types of uses for the entire City, as well as a specialized plan showing specific areas or specific types of land uses such as residential, commercial, industrial, public, or semi-public uses or any combination thereof.
  - C. "Transportation Plan" means a compilation of policy statements, goals, standards, maps, and use programs for guiding the future development of the various modes of transportation in the City such as streets and highways, mass transit, railroads, trucking, and includes a major thoroughfare plan.
  - D. "Community Facilities Plan" means a compilation of policy statements, goals, standards, maps, and use programs for guiding the future development of the public or semi-public facilities of the City such as recreational, educational, and cultural facilities.
  - E. "Capital Improvements Program" means an itemized program setting forth the schedule and details of specific contemplated public improvements by fiscal year, together with their estimated cost, the justification for each improvement, the impact that such improvements will have on the current operating expense of the City, and such other information as the Commission deems relevant.
  - F. "Official Map" means a map adopted in accordance with Minnesota Statutes Section 462.359, showing existing streets, proposed future streets, and the area needed for widening existing streets of the City. The map may also show the location of existing and future public land and facilities within the City.

3. Planning Commission Established.
  - A. Creation. There is hereby created a Planning Commission for the City of Mahtomedi to be comprised of seven (7) members appointed by the City Council.
  - B. Term. The term of each member shall be for three (3) years. Members may be removed at the discretion of the City Council.
  - C. Vacancies. If a Commission member is absent from three (3) meetings during a one (1) year period, unless excused in advance by the Chairperson, that commission member will be considered to have abandoned their position, creating a vacancy. In the event of a vacancy, the City Council shall appoint a successor to fill the vacant position for the remainder of the unexpired term.
  - D. Qualifications. Each member shall be a resident of the City of Mahtomedi. All members shall serve without compensation.
  - E. Chairperson. At its first meeting every April, the members of the Planning Commission shall appoint from among their membership a chairperson to serve for a term of one (1) year. The chairperson shall preside at all meetings of the Commission if present and shall perform all other duties and functions assigned by the Commission or by the City Council. The members of the Commission may appoint from among the membership a vice-chairperson to act for the chairperson during his or her absence.
4. Meetings. The Commission shall meet on the second Wednesday of every month. A majority of all members of the Commission shall constitute a quorum. A quorum is required for any action to be taken by the Commission.. Unless otherwise provided, any action taken by the Commission shall be by the affirmative vote of a majority of the members present. The Commission may adopt such rules and regulations governing its proceedings as it deems necessary for the proper conduct of its business. The Commission shall keep a public record of its meetings, resolutions, findings, and reports.
5. General Powers and Duties. The Commission shall have the powers and duties given to city planning agencies generally by law. The Planning Commission shall also exercise the duties conferred upon it by this Code and the Zoning Ordinance, including those related to Zoning Ordinance Amendments, Conditional Use Permits, Variances, and Site Plan Review.
6. Comprehensive Plan. The Commission shall prepare and recommend to the City Council a comprehensive municipal plan for the City of Mahtomedi. Such plan shall include a compilation of policy statements, goals, standards, and maps for

guiding the physical, social and economic development, both private and public, of the City and shall include a statement of policies, goals, and standards for (a) a land use plan; (b) a community facilities plan; (c) a transportation plan; (d) a capital improvements program; and (e) an official map. The comprehensive plan may be prepared in sections, each of which shall relate to a major subject of the plan or to a major geographical section of the City.

- A. Plan Adoption and Amendment. The Commission may adopt and amend a comprehensive municipal plan as its recommendation to the City Council. The plan may be adopted in sections, each of which shall relate to a major subject of the plan or to a major geographical section of the City. Before adopting the comprehensive plan or any section or amendment thereto, the Commission shall hold at least one (1) public hearing thereon. A notice of the time, place, and purpose of the hearing shall be published once in the official newspaper of the City at least ten (10) days before the day of the hearing. Adoption and amendment of the comprehensive plan or of any section thereof shall be by resolution adopted by a majority of all the members of the Commission. When adopted, a copy of the plan or of any section or amendment thereof shall be certified to the City Council.
- B. Adoption of Plan by City Council. Upon receiving a certified copy of the plan or of any section or amendment thereof from the Commission, the City Council may, by resolution of the majority of its members, adopt or amend the comprehensive plan or portion thereof so recommended as the official comprehensive plan of the City. After a public hearing upon such recommendation, notice of the time and place of which shall be given by publication once in the official newspaper of the City at least ten (10) days before the day of the hearing, until so adopted by the City Council, the plan or any section, or amendment thereof shall constitute only the recommendation of the Commission.
- C. Recommendations for Plan Execution. Upon recommendation by the Commission, the comprehensive plan or any section or amendment thereof, may be studied and the Commission may propose to the City Council reasonable and practicable means for putting the plan, section or amendment into effect. Such means may include zoning regulations, regulations for the subdivision of land, official map, a program for coordination of normal public improvements and services, and a capital improvement program.
- D. Plan Compliance. After a comprehensive plan, section, or amendment thereof has been certified to the City Council, no publicly owned interest in real property within the City shall be acquired or disposed of or any capital improvement authorized by the City, or any other agency or political subdivision having jurisdiction within the City, until after the

Commission has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the City Council its findings as to compliance with the comprehensive plan. If the Commission fails to report on the proposal within forty-five (45) days after such reference, such failure to report shall be deemed to have satisfied the requirements of this section. If the City Council determines that the proposed acquisition or disposal of real property or capital improvement bears no relationship to the comprehensive plan, it may dispense with the requirements of this section by resolution adopted by two-thirds vote.

- E. Studies. In exercising the powers granted under this Section, the Commission, with prior approval of the City Council, may collect and analyze data, maps, charts, tables, and other illustrations and displays and conduct necessary studies. The City Council may publicize findings and suggestions on planning matters within the scope and objectives of this Section.
- F. Appropriation. The City Council may appropriate moneys from any fund not dedicated to other purposes in order to finance planning activities authorized by this Section. The City Council may receive and expend grants and gifts for such planning purposes and may enter into contracts with other governmental units or private agencies in furtherance of the planning activities authorized herein.
- G. Plan Effectuation. Upon prior approval of the City Council and its finding that such action will promote the public health, safety, and general welfare, the Commission may prepare additional procedures for plan effectuation, including (a) zoning ordinances, (b) subdivision regulations, (c) official maps, and (d) such other means of plan execution as will accomplish the purposes of this Section. Such procedures shall be prepared in accordance with the provisions of Minnesota Statutes Chapter 462 and shall be certified to the City Council for its review and consideration.

## **2.12 PUBLIC ACCOUNTANT.**

The City Council shall appoint a Public Accountant for the purpose of auditing, examining, and reporting upon the books and records of accounts of the City each year in accordance with the minimum auditing procedures prescribed by the Public Examiner pursuant to Minnesota Statutes Section 412.222. The Public Accountant shall serve as an independent contractor and shall be compensated for his or her services as the City Council may from time to time prescribe.

AN ORDINANCE ESTABLISHING A PLANNING COMMISSION PURSUANT TO MINN. STAT. §462.354.

THE CITY COUNCIL OF THE CITY OF OAK PARK HEIGHTS, WASHINGTON COUNTY, MINNESOTA, DOES ORDAIN:

210.010 Establishment.

There is hereby established pursuant to Minn. Stat. §462.354 a Planning Commission for the City of Oak Park Heights.

210.020 Composition.

Such Planning Commission shall consist of five (5) members providing as follows:

- (a) There shall be a Councilperson designated by the Mayor with the consent of the City Council to be a liaison to the Planning Commission. Such Councilperson shall serve without voting power and in a capacity as *ex officio* to the Planning Commission. Additionally, the Council may designate an alternate from the Council to serve in such capacity should the primary Council appointee be unable to attend.
- (b) The five members of the Planning Commission shall be appointed by the City Council. All such appointments shall initiate and be established by resolution of the City Council. The term of each member shall be for three (3) years with the initial terms being staggered by the City Council resolution of appointment. Unless extended by special order of the City Council for a period of one (1) year, no member shall serve more than two (2) consecutive terms on the Planning Commission. Any member of the Planning Commission may be removed at any time by a 4/5 vote of the City Council, with or without cause. Should any Planning Commission member fail to attend three (3) consecutive regular meetings of the Planning Commission or fail to attend four (4) meetings within a twelve (12) month period, that position shall be determined to be vacant and the Council shall reappoint a person to fill the balance of the term remaining in that member's position.
- (c) The City Council may from time to time, by resolution, appoint other persons to the Planning Commission to serve in a non-voting/liason capacity, for limited periods of time and for specified issues on topics for which they have a

special interest or expertise determined by the Council to be of benefit to the Planning Commission.

210.030 Meetings.

The Planning Commission may hold at least one regular meeting each month. The regular meeting date of the Planning Commission shall be established by Resolution of the City Council from time to time. The Planning Commission shall adopt rules for the transaction of business and shall keep a record of its Resolutions, transactions, minutes and findings which records shall be public.

210.040 Organization and Chairperson.

The Planning Commission shall elect a chairperson from among its appointed members for the term of two years. No member shall serve as chairperson for more than two consecutive terms. Vacancies occurring within the Planning Commission shall be filled for the balance of the term by appointment from the City Council. The Commission shall also keep a record of the minutes of each of its meetings.

210.050 Powers and Duties of the Planning Commission.

The Planning Commission shall consider and make recommendations on all matters affecting zoning, subdivision and building regulations and land use development, comprehensive plans and other matters referred to it by the City Council from time to time. All recommendations made by the Planning Commission shall take into consideration the established policies of the City Council on such matters. The Planning Commission shall also carry on City planning activities and recommend such plans for the regulation of future physical development of the City including land use and building construction.

210.060 Compensation.

Compensation of Planning Commission Members as selected by the City Council shall serve without compensation except as otherwise established by Resolution of the City Council.

Amended: Section 210.02. Passed and adopted May 28, 1999.  
Section 210.020 Passed and adopted September 25, 2001



# CHAPTER 16 PLANNING AND DEVELOPMENT

Article I	Planning Commission
Article II	Reimbursement of Consultant Development Fees
Article III	Environmental Review Program

## ARTICLE I. PLANNING COMMISSION

**Sec. 16-01. Commission Established.** A Planning Commission for the city is hereby established. The Commission serves as an advisory board for the City Council and City Administrator. All conclusions reached by the commission shall serve as recommendations and powers of execution shall be vested in the City Council.

**Sec. 16-02. Functions and Duties of Commission.** The Planning Commission shall act in an advisory capacity to the City Council and City Administrator in all matters pertaining to planning, development, and redevelopment. Specific responsibilities of the commission shall be:

- (1) To establish plans, policies, and procedures in matters relating to planning, development, and redevelopment.
- (2) To assist the City Council in developing, reviewing, and analyzing planning programs, development proposals, and redevelopment programs.
- (3) To educate the City Council on planning, development, and redevelopment issues.
- (4) To interview and review work of the planning consultant.
- (5) To assist in the collection of background data to assist the City Council to determine goals, policies, and programs for future development of the community.
- (6) To assist with the preparation and updating of the comprehensive plan.
- (7) To assist in the preparation of development controls.
- (8) To review development proposals and proposed changes to city ordinance.
- (9) To assist in preparation of a Capital Improvements Program.
- (10). To make recommendations on proposed boundary changes.

**Sec. 16-03. Composition of Commission; Appointment to Commission.** The Planning Commission shall consist of seven (7) regular members, appointed by the City Council. A simple majority of the serving members shall constitute a quorum. Vacancies shall be filled by City Council appointment for the remainder of the unexpired term. Resignation of Planning Commission members shall be submitted in writing to the City Council. At their discretion, the City Council may appoint up to two (2) student representatives to serve on the commission; such individuals shall serve in an advisory role without voting privileges and do not need to meet the age or residency requirements for a commissioner.

**Sec. 16-04. Terms of Members.** Members of the Planning Commission shall be appointed by the City Council for three (3) year terms. Terms, in general, begin July 1 of each year. Members that have served on one commission for three consecutive terms shall be given the option of submitting an application to be considered for appointment to another advisory commission or to submit an application to be considered for appointment to the same commission the following June. *Exception:* at the sole discretion of the City Council, seated commissioners that have served on one commission

for three or more consecutive terms may be reappointed to the same commission when the continuation of their service on said commission is deemed vital to projects and/or programs under the purview of the commission. The initial term for appointments to the commission shall be staggered so that only three (3) new appointment or reappointments need to be made in any one year. (Ord. 833, 10/10/17)

**Sec. 16-05. Organization of Commission.** The Planning Commission shall elect from its membership, a Chairperson and Vice-Chairperson annually at its first meeting of each year. The election of Chairperson is subject to veto by the Mayor. The Planning Commission shall adopt its own Rules of Order and Bylaws for the purpose of governmental procedure.

**Sec. 16-06. Commission Meetings and Records.** The Planning Commission shall hold regular meetings as established in the bylaws. These meetings shall be open to the public. The Planning Commission shall submit copies of its meeting minutes to the City Council following each scheduled meeting and shall submit periodic reports when requested by the City Council.

**Sec. 16-07. Removal of Commission Members.** Commission members may be removed, at will, by action supported by a majority of the City Council. Also, given that the City Council expects diligence in attendance by the members of the Planning Commission at commission meetings, excessive absences will be considered as grounds for removal from the commission.

**Sec. 16-08. Residency Requirement.** No person appointed to represent the residents shall continue to serve on the commission once that member has taken residence outside of the corporate limits of Oakdale. A written resignation shall be submitted to the City Council in this instance.

## ARTICLE II. REIMBURSEMENT OF CONSULTANT DEVELOPMENT FEES

**Sec. 16-09. Definitions.** As used in this article:

- **Costs** means any time or expense incurred by the city for services performed by the Community Development Director, Public Works Director/City Engineer and City Attorney or any other regular staff consultants.
- **Development** means any subdivision, planned unit development, rezoning special use permit, variance, vacation, building addition, or site plan; or proposed rezoning, special use permit, variance, building addition, or change in site plan; or any amendment to a previously approved subdivision, planned unit development, rezoning, special use permit, variance, vacation, building addition, or site plan.
- **Owner** means any property owner, applicant, or duly authorized representative of a development.

**Sec. 16-10. Reimbursement Required.** Any owner that causes the city to incur costs on behalf of, or on account of, that owner, associated with a proposed development, shall reimburse the city for the actual costs expended by the city on behalf of, or on account of, said owner. Any development which involves only one platted residential lot, for a non-commercial purpose, located in a residential zoning district shall not be responsible for costs incurred by the city beyond the initial application fee.

**Sec. 16-11. Deposit Required.** The owner shall deposit with the city in escrow an amount, as determined by the City Administrator, necessary to cover the total costs associated with the proposed

development prior to the performance of any such services by the city's regular staff or consultants. However, if a proposed development and the related consultant review is anticipated to span a period of time in excess of ninety (90) days, the owner will only be expected to deposit a sum, as determined by the City Administrator, necessary for the city to pay all costs for said ninety (90) days. The owner will then be expected to maintain the escrow fund at a balance equal to the original amount deposited. Any escrow shall be held in a special escrow account and shall be credited to the said subdivider, owner, or developer. Staff time and legal expenses incurred by the city in plat approval, office and field checking, setting grade and drainage requirements, general supervision, staking, inspection, installation and cost of traffic control and street signs, drafting as-built drawings and all other city staff and consultant services performed in the processing of said improvements and developments, administrative and legal expenses in examining title to the property being developed shall be charged to the aforementioned account and shall be credited to the city.

**Sec. 16-12. Monthly statements of Expenditures Required.** The city will provide itemized statements to the owner by the tenth day of each month showing the city's expenditures for staff and consultant services for the prior month associated with a development together with the current balance in the developer's escrow fund, and a statement, if additional funds are requested, to maintain the fund at the level established. No statement will be sent if there are no transactions during the preceding month in the escrow fund.

The city shall itemize all time, services, and materials billed to any developer's escrow account and said time, services, and materials shall be in accordance with the rules, regulations, and fees as promulgated and adopted by the City Council. The subdivider, owner, or developer making the deposit(s) in the escrow account shall, upon request, be furnished a copy of said itemized charges. Any balance remaining in the account upon completion of all platting conditions shall be returned to the depositor by the Finance Department after all claims and charges thereto have been paid.

**Sec. 16-13. Reimbursement of Escrow Fund.** The owner shall reimburse the escrow fund for any deficits caused if the amount actually expended by, or billed to, the city exceeds the escrow fund balance.

**Sec. 16-14. Refund of Unexpended Balance.** The city shall refund any monies deposited in the escrow fund not expended for consultant fees within thirty (30) days after completion of any city consultant services associated with the development.

**Sec. 16-15. Escrow Fund not to Draw Interest.** The city shall not pay interest on the monies deposited in the escrow fund.

**Sec. 16-16. Rates Established.** The City Administrator shall establish the rates charged for the services performed by city staff or consultants.

### ARTICLE III. ENVIRONMENTAL REVIEW PROGRAM

**Sec. 16-17. Generally.** The provisions of the rules of the Environmental Review Program, 6MCAR 3.021 to 3.048, one copy of which is on file in the office of the City Clerk, are hereby adopted, together with the other provisions of this article, as the environmental review operating procedures this city will follow in implementing the provisions of Minnesota Statutes Chapter 116D relating to the

Environmental Review Program and any rules adopted thereunder by the Minnesota Environmental Quality Board. All terms used in this article shall have the same meaning as the terms used in Chapter 116D and the rules adopted thereunder.

**Sec. 16-18. Cost of Preparation and Review.**

- (a) **Information to be Provided.** The applicant for a permit for any action for which environmental documents are required either by State law or by the City Council shall supply in the manner prescribed by the City Administrator, or representative, all unprivileged data or information reasonably requested by the city that the applicant has in their possession or to which the applicant has reasonable access.
- (b) **Environmental Assessment Worksheets.** The applicant for a permit for any action for which an Environmental Assessment Worksheet (EAW) is required either by State law or rules or by the City Council, shall pay all costs of preparation and review of the EAW, and, upon the request of and in the manner prescribed by the City Administrator, or representative, shall prepare a draft EAW and supply all information necessary to adequately complete that document.
- (c) **Environmental Impact Statement.** The city and the applicant for a permit for any action for which an Environmental Impact Statement (EIS) is required shall comply with the provisions of the "Rules Governing Assessment Costs for Environmental Impact Statements", one copy of which is on file in the office of the City Clerk, unless the applicant and the City Council provide otherwise by a written agreement.
- (d) **Payment of costs.** No permit for an action for which an EAW or an EIS is required shall be issued until all costs of preparation and review which are to be paid by the applicant are paid, and all information required is supplied in adequate detail and until the environmental review process has been completed as provided in this article, and pursuant to any written agreements entered into by the applicant for the permit or permits and the City Council under Section 16-21(e).
- (e) **Agreements concerning cost of preparation and review.** The applicant for a permit for any action for which an EAW or EIS is required and the City Council may, in writing, agree as to a different division of the costs of preparation and review of any EAW or EIS as provided in 6MCAR 3.042.

**Sec. 16-19. Administration.**

- (a) The City Administrator, or representative, shall be the person responsible for the administration of the environmental review program, this article, and the rules adopted by reference by this article.
- (b) The Community Development Director shall be responsible for determining whether an action for which a permit is required is an action for which an EAW is mandatory under 6MCAR 3.024. The Community Development Director shall also determine those proposed actions for which an optional EAW may be required under the provisions of the article and shall notify the Planning Commission and the City Council of these proposed actions.
- (c) All EAWs and EISs shall be prepared under the direction of the Community Development Director, reviewed by the Planning Commission and reviewed and approved by the City Council.

- (d) When reviewing an EAW or EIS, the Community Development Director and the Planning Commission may suggest design alterations that would lessen the environmental impact of the action. The City Council may require these design alterations to be made as a condition for issuing the permit when it finds that the design alterations are necessary to lessen the environmental impact on the action.
- (e) After an EAW is prepared, the Planning Commission shall review the EAW and recommend to the City Council whether or not it should require the preparation of an EIS. The City Council shall require an EIS when it finds under 6MCAR 3.025, "that an action is major and has potential for significant environmental effects", and whether the action "is of more than local significance".

**Sec. 16-20. Enforcement and Penalty.**

- (a) No permit shall be issued for a project for which environmental documents are required until the entire environmental review procedures established by this article have been completed.
- (b) Any person who violates any provision of this article is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not exceeding five hundred dollars (\$500.00) or imprisonment for ninety (90) days or both. Each day that the violation is permitted to exist constitutes a separate offense.
- (c) No work shall commence, and any work in progress on any project for which environmental documents are required shall cease, until the environmental review procedures established by this article are fully complied with.



<b>2018 Planning Commission Appointments and Terms</b>			
<b>Commissioner</b>	<b>Term</b>	<b>Term Expires</b>	<b>Eligible to reapply for 3 year term?</b>
Seat #1: Tom Kreimer	2	12/31/2018	No
Seat #2: Kristina Lundquist	*	12/31/2018	Yes (Eligible to serve two additional terms)
Seat #3: Dean Dodson	1	12/31/2018	Yes (Eligible to serve one additional term)
Seat #4: Dale Dorschner	1	12/31/2019	Yes (Eligible to serve one additional term)
Seat #5: Jesse Hartley	*	12/31/2019	Yes (Eligible to serve two additional terms)
Seat #6: Vacant	1	12/31/2020	
Seat #7: Stuart Johnson	1	12/31/2020	Yes (Eligible to serve one additional term)
1 <sup>st</sup> Alternate: Tucker Pearce	N/A	N/A	N/A
2 <sup>nd</sup> Alternate: Kathy Weeks	N/A	N/A	N/A

\*Denotes that the current term fills a previous vacancy.