

The Planning Commission is an advisory body to the City Council. One of the Commission's functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters.

Lake Elmo Ordinances require that certain documents and information be included in applications. The Planning Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application.

For each item, the Commission will receive reports prepared by the City Staff, open the hearing to the public, and discuss and act on the application. If you are aware of information that hasn't been discussed, please fill out a "Request to Appear Before the Planning Commission" slip; or, if you came late, raise your hand to be recognized. Comments that are pertinent are appreciated.

#### AGENDA

#### LAKE ELMO PLANNING COMMISSION

SEPTEMBER 10, 1990

7:30 p.m. MEETING CONVENES

1. AGENDA
2. MINUTES: August 27, 1990
3. Residential Estates Ordinance  
Call Public Hearing for RE
4. Concept Pre-Application: Arabian Heights<sup>Hills</sup>  
Call Public Hearing
5. Limited Business District - I-94
6. Volunteers for Household Hazardous Waste  
Pickup in Woodbury
7. Other
8. Adjourn

LAKE ELMO PLANNING COMMISSION MINUTES  
August 27, 1990

Chairman DeLapp called the Planning Commission meeting to order at 7:40 p.m. in the Council Chambers. Present: DeLapp, John, Johnson, Stevens, Thomas, Enes. Absent: Bucheck, Arkell, Wilfong, Conlin, Johnston.

1. AGENDA

M/S/P Enes/Thomas - to approve the August 27, 1990 Planning Commission agenda. (Motion carried 6-0.)

2. MINUTES: August 13, 1990

M/S/P John/Johnson - to approve the August 13, 1990 Planning Commission minutes as ammended. (Motion carried 5-0, abstain: DeLapp.)

M/S/P Johnson/John - to set the time for adjourning the Planning Commission meeting at 9:30 p.m. (Motion carried 6-0.)

3. Limited Business Ordinance:

Commissioner Johnson suggested that the Planning Commission or the Sub-committee go through the General Business Ordinance Permitted Uses and use process of elimination to come up with a list of Permitted Uses for the Freeway Business District. Then get a little more specific with these permitted uses for better interpretation of the Ordinance.

Commissioner John suggested also, that the Planning Commission start at the beginning of the Ordinance and compare City Planner Mike Black's version of the ordinance with the Sub-committee's version.

The Commission decided to refer to this ordinance as the "Freeway Business District Ordinance" in order to be consistant with how it is referred to in the Comprehensive Plan.

Commissioner Thomas pointed out that the Comprehensive Plan states the Freeway Business District Uses must be distinguished from those allowed in the Central Business District. Chairman DeLapp stated the minimum size may take care of that, but agreed that this Business District should be distinctive from the Old Village. Commissioner Thomas wants to make sure that the City Council addresses this distinction issue on Permitted Uses to be consistant with the Comp Plan.

The Commission deleted Greenhouses and nurseries with retail sales from the Permitted Uses due to the retail part of it and also that without the retail it would not generate large tax income for the City (Vinyard and winery with retail sales was also deleted on the same basis.

Commissioner Johnson suggested adding from the General Business Permitted Uses: (e) Religious uses, welfare and charitable uses, libraries and art galleries; and also, (o) Business association, professional membership organizations, labor unions, civic, social, and fraternal association offices and halls. Chairman DeLapp stated the problem with (e) is that it doesn't produce any taxes and (o) is covered under Office, administrative, corporate headquarters, professional in the Freeway Ordinance Permitted Uses.

Commissioner John suggested adding from the General Business Permitted Uses: (b) Finance, insurance, real estate and investment office; and also (k) Consumer and mercantile credit reporting services office, adjustment and collection service offices. Chairman DeLapp thought these would be covered in Permitted Uses under Financial institutions and/or Office, administrative, professional.

Commissioner Johnson stated that the Permitted Uses in this Freeway Business District Ordinance are too general and too vague, it cannot be easily interpreted.

Commissioner John stated that the General Business Ordinance is much more specific with Permitted Uses and suggested that the Commission use some of the wording from the General Business Ordinance in the Freeway Ordinance.

Chairman DeLapp suggested adding a minimum building size to the Ordinance.

M/S/P Johnson/John - to extend the adjournment of the Planning Commission meeting to 10:00 p.m. (Motion carried 6-0.)

Commissioner Johnson pointed out that the Freeway Business District Ordinance is supposed be different from the General Business District Ordinance and wants the inconsistency and difficulty in dealing with that brought to the attention of the City Council.

Chairman DeLapp offered that one big difference is the lot area requirement (3.5 acres versus 1.5 acres in the old village).

Commissioner John made these suggestions for Permitted Uses: (1) Office, administrative, corporate headquarters and professional of a minimum of 8,000 square feet in area. (2) Regional clinics and medical offices. (3) Laboratories - medical, dental and research employing 25 or more people. (4) Finance, insurance, real estate and investment offices of a minimum of 8,000 square feet in area. Also, Photographic services, Advertising offices, Consumer and mercantile credit reporting service offices employing 25 or more people, and business associations.

Chairman DeLapp stated that the square footage will determine the number of employees a business will have.

M/S/P John/Enes - to add under (E) Minimum Lot Requirements, after (5), Minimum Building Size: 10,000 square feet. (Motion carried 6-0.)

Commissioner Enes stated that the paragraph stating the Purpose of this Ordinance should help define what we want to see in this District.

Commissioner Johnson asked the Commission if it was only going to give general definitions to the Uses and if the City Council or the staff want to write some more specifics into the Ordinance so be it? Johnson stated that he agrees with Administrator Kueffner in that if the Permitted Uses were spelled out it would make the Ordinance easier to interpret. Chairman DeLapp agreed.

Commissioner Stevens stated that the Commission cannot possibly define every possible combination of business, there is always the chance of overlooking or missing some possibilities.

The Commission reviewed the Sub-committee's version and Mike Black's version of the Freeway Business District Ordinance. Attached are the changes suggested by the Planning Commission.

M/S/P Enes/Thomas - to adjourn the Planning Commission meeting at 10:00 p.m. (Motion carried 6-0.)

## FREEWAY BUSINESS DISTRICT

### (A) Purpose

The purpose of the Freeway Business District is to establish a comprehensive planned framework along the I-94 corridor. The City has determined that it is in the best interest of the City and the region to responsibly manage growth in this district. It is the intent of this district to promote a high quality of business design and development that produces a positive visual image and minimizes adverse impacts from traffic congestion, noise, odor, glare and similar problems.

- 1) Limitation of development to ensure reasonable traffic operations because traffic generation resulting from existing and future development has the potential to overload the capacity of regional and local road systems.
- 2) Encouragement of a high quality development standard for structures within the district because properties within the district are among the most visible in the City. It is in the best interest of the City and individual properties to encourage a high quality development standard for structures within the district.
- 3) Protection of the natural environment, including areas of steep slopes, mature trees, flood plains/wet lands, open space and drainage.
- 4) Promotion of neighborhood stability and protection of property values through the use of buffers between land uses of different intensity.
- 5) Minimization of demand on soil in order to permanently avoid the need for public sewers.
- 6) Ensuring that sewage disposal rates are sufficiently low to maintain ground water quality.
- 7) Regulation of development to prevent significant increased need for fire or police protection.
- 8) Restriction of uses to control businesses which result in significantly increased municipal burdens, including police, fire, traffic, and general loss of the rural residential atmosphere. Of specific concern is the aspect of consumer/retail businesses which would generate traffic and visitors out of proportion to the area being defined.
- 9) Development which is consistent with the Comprehensive Plan.

(B) Permitted Uses

- Office, administrative, corporate headquarters, professional
- Regional clinics, medical offices
- Financial Institutions - banks
- Laboratories - medical, dental, research
- Mortuary, funeral homes

(C) No Conditional Uses will be permitted.

(D) Only Accessory Structures & Uses which are clearly incidental and subordinate to the allowed uses will be permitted.

(E) Minimum Lot Requirements

- 1) Lot Area: 3.5 acres
- 2) Minimum Lot Width: 300 feet
- 3) Minimum Lot Depth: 400 feet
- 4) Building Setback From Property Lines:
  - a. Front 100 feet
  - b. Side 50 feet
  - c. Side (street) 100 feet
  - d. Rear 50 feet
  - e. Any line adjacent to a residential zone 150 feet
- 5) Parking Setback from Property Lines:
  - a. Front 50 feet
  - b. Side 50 feet
  - c. Side (street) 50 feet
  - d. Rear 50 feet
  - e. Any line adjacent to a residential zone 100 feet
- 6) Minimum building size: 10,000 sq.ft.
- 7) Maximum building height: 35 feet
- 8) Maximum Lot Coverage by All Structures: 25%
- 9) Maximum area to be covered by buildings, parking lots, driveways and other hard surfaces:

<u>Lot Size</u>	<u>Covered Area</u>
Up to 4 acres	45% of lot size
Larger than 4 acres to 8 acres	35% of lot size
Larger than 8 acres	25% of lot size

(F) Performance Standards

(1) Architectural Standards

(a) It is not the intent of the City to restrict design freedom unduly when reviewing project architecture in connection with a site and building plan. However it is in the best interest of the City to promote high standards of architectural plans prepared by a registered architect and shall show the following:

- (1) Elevations of all sides of the buildings.
- (2) Type and color of exterior building materials.
- (3) Dimensions of all structures.
- (4) Location of trash containers, heating, cooling and ventilation equipment and systems, and rain water diversions.

(b) The exterior building finish shall consist of material comparable in grade and quality to the following:

- (1) Face brick
- (2) Natural stone
- (3) Wood, provided the surfaces are finished for exterior durability is used such as cedar and redwood.
- (4) Masonry stucco
- (5) Cast in-place concrete, but not tilt-up and precast panels
- (6) Glass (maximum of 50% of building, or less)

(c) All roof top or ground mounted mechanical equipment and exterior trash storage areas shall be completely shrouded and enclosed with materials compatible with the principal structure.

(2) Parking

All drives and parking lots shall be constructed with blacktop/or concrete and with concrete curb and gutters. Where appropriate sidewalks may be required. Parking lot landscape areas, including landscape islands, shall be reasonably distributed throughout the parking lot areas so as to break up expanses of paved areas.

(3) Landscaping

All yard areas shall either be landscaped green areas or open and left in a natural state. Yards to be landscaped shall be landscaped attractively with lawn, trees and shrubs in accordance with a plan prepared by a landscape architect. Areas left in a natural state shall be kept free of litter, debris and noxious weeds. Yards adjoining any residential zone shall contain a buffer area consisting of berming, landscaping and/or fencing for the purpose of screening noise, sight, sound and glare. A reasonable attempt shall be made to preserve as many existing trees as is practical and to incorporate them into the site plan.

Where areas abutt residential districts, a buffer area of a minimum depth of 100 feet will be required. Such a buffer area shall be completely constructed and approved by the City before all City inspections and licenses are finally approved. Prior to obtaining a building permit or other authority to commence construction on the subject property shall provide the City with a bond in an amount determined by the City to be sufficient to cover all costs of constructing the buffer area as proposed by the owner and approved by the City. The bond shall be released to the owner only upon the completion of all construction of the buffer area and maintenance of the area for not less than 24 months which shall be approved as satisfactory to the City.

(4) Lighting and Glare

Plans for new developments shall include a lighting plan denoting the location, type and height of lighting fixtures and the illumination patterns shown on a site plan. Glare,

whether direct or reflected, such as from floodlights or high temperature processes, and as differentiated from general illumination, shall not be visible at any property line.

(G) Sewage Disposal

No use shall be allowed unless it is determined by the City that the sewage disposal rate of the proposed use will not affect ground water quality.

(H) Traffic

No use shall be allowed unless the property owner provides a road plan acceptable to the City, which shall demonstrate, at a minimum, that the proposed use and resulting traffic will not adversely affect the then existing traffic of the City. All private roads must comply with existing City Ordinances, with construction and maintenance being the sole responsibility of the property owner.

(I) Parkland Dedication

A Park dedication fee, in land or money value at the discretion of the City Council, will be required. This dedication will be additional to the buffer zone defined in paragraph (3) Landscaping, above.

(J) Signs

All signs shall comply with existing City Ordinances. Lighting is not permitted.



NOTICE OF PUBLIC HEARING

The Lake Elmo Planning Commission will hold a public hearing on Monday, September 24, 1990 at City Hall, 3800 Laverne Avenue N., Lake Elmo, Minnesota, at 7:30 p.m. to consider adoption of a new zoning district: Lake Elmo Municipal Code; Section 301.070 D Residential Estates; to wit:

301.070 D.

4. Residential Estates

A. Permitted Uses and Structures

- (1) One single family detached dwelling per lot within planned subdivisions of at least 20 acres, nominal.

B. Accessory Uses and Structures

- (1) Uses and structures which are customarily accessory and clearly incidental and subordinate to permitted uses and structures, see Section 301.130 C. ACCESSORY USES AND STRUCTURES.

- (a) No more than two detached accessory structures with a combined total not to exceed 1200 square feet.
- (b) Accessory structure shall be architecturally compatible with principal structure.
- (c) Accessory Structures for the sole use by occupants of the principal structure.
- (d) Home Occupations as set forth in Section 301.040 (65) of this code.

C. Minimum District Requirements

- (1) Lot Size 2 1/2 to 10 acres nominal
- (2) Lots per Density 6 lots per each 20 acres of gross land area.
- (3) Configuration: Lots must be configured to contain a circle with a diameter of 250 feet minimum. The ratio of lot length to width shall be a maximum of 3:1. Flag lots are prohibited. (a definition of a flag lot to be typed here).
- (4) ~~Principale~~ Building Setbacks from Property Lines:
  - (a) Front 100 feet minimum
  - (b) Side (interior) 50 feet minimum
  - (c) Side (corner) 80 feet minimum
  - (d) Rear 100 feet minimum
  - (e) Collector/Arterial Street 150 feet minimum
- (5) Frontage on Public *ROADWAY* 150 feet minimum except 70 feet at the end of cul-de-sacs.
- (6) Parking 2 enclosed spaces minimum (200 s.f. minimum per space). 2 exterior spaces with minimum setback of 50 feet from any property line.

(7) Hardsurface coverage 15% maximum.

(8) Septic Drainfield Regulation

(a) All newly subdivided lots shall have at least one acre of land dedicated for septic system use. This acre may consist of a maximum of two separate parcels neither of which may consist of less than 0.4 acres.

(b) Placement of the second required drainfield between the trenches of the first drainfield is prohibited.

All persons who wish to be heard regarding this proposed zoning district will be given that opportunity at this public hearing.

Written comments will be accepted until the time of the public hearing.

Mary Kueffner

City Administrator

St. Croix Valley Press Sept. 12, 1990

REQUEST FOR PLANNING COMMISSION REVIEW

Meeting Date: September 10, 1990

AGENDA TOPIC: Concept Pre-Application: Arabian Heights Call Public Hearing	ITEM NO. 4.
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Attached is a copy of an application for a rezoning (from RR to RE) and preliminary plat for a 19 lot subdivision to be known as Arabian Heights. I have also attached an area map showing the location of this property.

The Council adopted the Comp Plan and directed the Planning Commission to hold a public hearing on the RE zoning district. It also said that we could accept applications for RE (with the applicant made aware that there is a risk involved because the ordinance has not yet been adopted.

This is the first of probably four applications that you will be dealing with right away, and you may want to consider the comments from Mr. Kolstad as they relate to working with the standards you have set.

Our City Planner and Engineer will have their comments on the proposed plat at the time of the public hearing. In the meantime, please read (again) Section 401.220B of your code so you can refresh your memory on platting. Please feel free to call me if you have any questions.

CITY OF LAKE MINN  
DEVELOPMENT APPLICATION FORM

PO/8-30-90  
 #3750  
 CK#1514

- |  |  |
|--|--|
| <input type="checkbox"/> Comprehensive Plan Amendment<br><input checked="" type="checkbox"/> Zoning District Amendment<br><input type="checkbox"/> Text Amendment<br><input type="checkbox"/> Conditional Use Permit<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Appeals<br><input type="checkbox"/> Trailer Park<br><input type="checkbox"/> Site & Bldg. Plan Review<br><input type="checkbox"/> Mining Permits | <input type="checkbox"/> Simple Lot Division<br><input type="checkbox"/> Large Lot Subdivision<br><input checked="" type="checkbox"/> Subdivision<br><input type="checkbox"/> Sketch<br><input type="checkbox"/> Preliminary<br><input type="checkbox"/> Final<br><input type="checkbox"/> Subdivision Variance<br><input type="checkbox"/> Flood Plain Conditional Use Permit<br><input type="checkbox"/> Shoreland Permit<br><input type="checkbox"/> Planned Unit Development |
|--|--|

Applicant ROGER E. KOLSTAD 1200 OSBORNE RD. FRIOLSY MN. 55432 780-9751 - OFF. 786-4106 HM.  
 (Name) (Address) (phone)

Owner NORTLAND LAKES DIVERSIFIED 6579 N. SHORE TRAIL FOREST LAKE MN. 55025 481-9340 OFF. 4164-9751 HM.  
 (Name) CHARLES R. NELSON (PRES.) (Address) (phone)

Property Location (Street Address and Legal Description):

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Description and/or Reason for Request (Cite Ordinance Section):

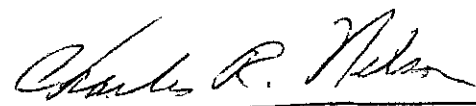
SUBDIVISION OF 62 ACRES SUBJECT TO KEATS AVE AND 53<sup>rd</sup> ST.

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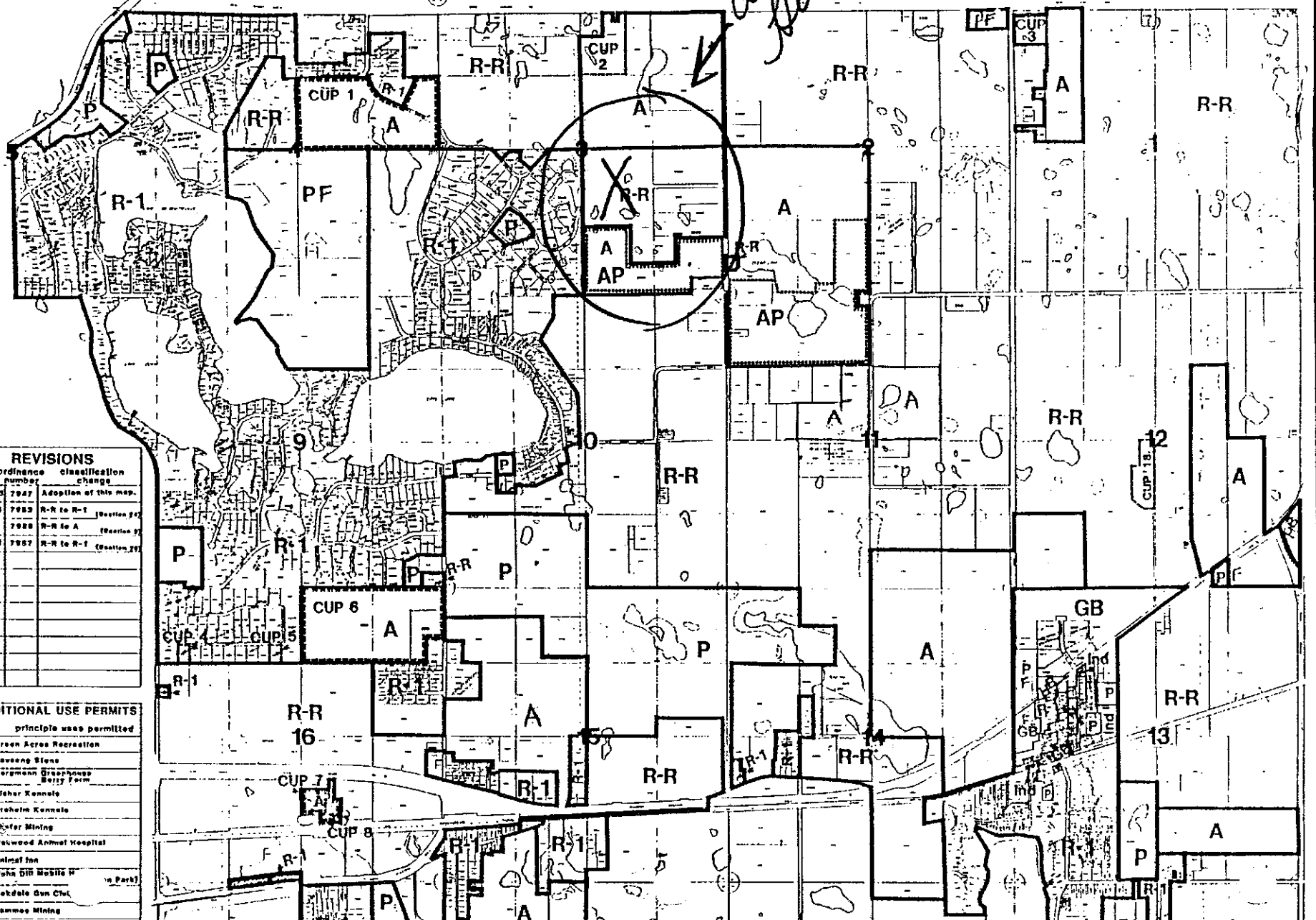


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In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined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

  
 Signature of Applicant Date  
 Pres., Northland Lakes Div. 8-30-90

*Alston  
Slice*



**REVISIONS**

date	ordinance number	classification change
3/18/85	7987	Adoption of this map.
6/21/85	7989	R-R to R-1 (Section 25)
7/8/85	7988	R-R to A (Section 25)
1/25/84	7987	R-R to R-1 (Section 25)

**CONDITIONAL USE PERMITS**

number	principle uses permitted
1	Green Acres Recreation
2	Living Stone
3	Bergmann Greenhouse
4	Fisher Kennels
5	Broholm Kennels
6	Shofar Mining
7	Oakwood Animal Hospital
8	Animal Inn
9	John Orr Mottis R (in Park)
10	Oakdale Gun Club
11	Hammock Mining

REQUEST FOR PLANNING COMMISSION REVIEW

Meeting Date: September 10, 1990

AGENDA TOPIC: Freeway Business District - I-94	ITEM NO. 5.
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Attached to your August 27, 1990 draft minutes is the most current version of the Freeway Business District.

As with the RE Zoning District, I believe that some of the subjects are addressed in other places in the code.

I believe we should set the standards in Section 300, but address things such as Architectural Standards, Parking, Landscaping, etc., in their respective places in the code. I also believe that this may be a good opportunity to review Section 5094.040-Site and Building Plan Review (non-residential) as you may want to strengthen the standards city-wide not just along the corridor. I want to get this ordinance done as soon as possible, as I'm sure you do too, but I think we should take a little bit more time so that we do it right.

REQUEST FOR PLANNING COMMISSION REVIEW

Meeting Date: September 10, 1990

AGENDA TOPIC: Volunteers for Household Hazardous Waste Pickup in Woodbury
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ITEM NO. 6.
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Lake Elmo and Woodbury are jointly holding a Household Hazardous Waste pickup at the Woodbury High School on Saturday, September 29th, from 9:00 a.m. to 3:00 p.m.

We need volunteers to assist with this program, so please let me know if you can spare a few hours that day. Lunch will be provided!



# Clean the HAZARDOUS WASTE out of your closets

Bring unwanted home, garage and garden chemicals to the household hazardous waste collection day . . .  
protect your family *and* the environment.

**Saturday, September 29, 1990**

9:00 am - 3:00 pm

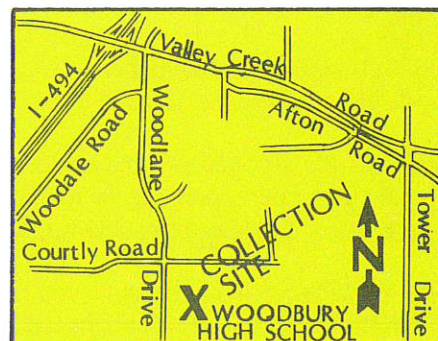
Woodbury High School

2665 Woodlane Drive

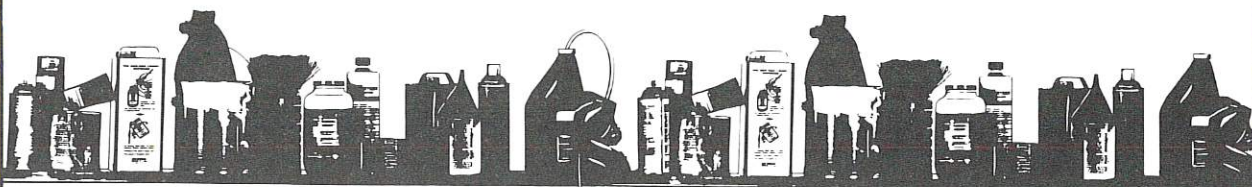
This service is sponsored by Washington County, and is offered to all county residents. The City of Woodbury is hosting the collection event. Participating communities include the cities of Woodbury and Lake Elmo.

(See reverse side for list of acceptable materials and instructions for packaging and transport.)

For more information, contact the Washington County Public Health Department at 779-5445.



**Collection Day Site**



## Bring in

- Acids
- Banned pesticides
- Paint
- Paint thinners & solvents
- Paint removers
- Motor oil
- Auto batteries
- Wood preservatives
- Caustics
- Pesticide and paint spray cans

*Containers larger than 5 gallons will not be accepted.*

## Don't bring in

- Unidentified waste
- Radioactive materials
- Compressed gas
- Propane tanks
- Explosives
- Industrial/commercial waste
- Latex caulks, adhesives
- Tires

## Alternative disposal options

### 1. Flush down toilet (unless you have a septic tank):

- Outdated drugs
- Anti-freeze (or use to top off your radiator)
- Liquid household cleaners
- Photographic chemicals

### 2. Dry out paint

To reduce collection day costs, try to dispose of unwanted paint at home. Either give unused paint away—to neighbor, theater group or local charity—or dry paint out and throw it in the trash.

*To dry out paint:* stir paint, spread it inside a cardboard box lined with plastic, and mix with kitty litter. Let dry outside in an area protected from open flames and rain, and away from children and pets. When dry, throw paint, along with dried empty paint can, into the regular trash.

### 3. Bring used motor oil and auto batteries to the recycling drop-off locations in your community.

Call the Washington County Public Health Department at 779-5445 for location information.

## How to package & transport

1. **Protect yourself**—Wear protective clothing, gloves and goggles. **DO NOT SMOKE.** Do not wear contact lenses if handling solvents. Do not expose yourself to toxic chemicals if pregnant. Work in a well-ventilated area. Avoid breathing fumes. Keep children and pets away.
2. **Bring materials in original containers**—If original container is not available, clearly mark on your container its present contents. Do not mix different or unknown waste products in the same container!
3. **Pack carefully**—Place containers in a cardboard box lined with plastic. Pack them in an upright position with newspaper separating each container. Tighten all lids before transporting. If container is leaking, pack in a larger leak-free container, and soak up leakage with kitty litter.
4. **Transport**—Place boxes in car trunk. If you must transport inside the car, keep the car ventilated, and place combustibles out of direct sunlight and away from heat sources.

**Important:** Do not put any household hazardous wastes into a septic tank. If you have a septic system, call the Washington County Public Health Department for disposal information at 779-5445.