



MAYOR & COUNCIL COMMUNICATION

DATE: November 19, 2013

REGULAR

ITEM # 13

AGENDA ITEM: Lake Elmo Design Guidelines and Standards Manual

SUBMITTED BY: Nick Johnson, City Planner

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Planning Commission
Kyle Klatt, Community Development Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemStaff
- Report/Presentation.....Staff
- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Planning Commission

FISCAL IMPACT: None – City review costs will be reimbursed through application or escrow fees.

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to consider the adoption of the Lake Elmo Design Guidelines and Standards Manual. The purpose of the manual is to promote high quality development outcomes through site and architectural design. As proposed, the design standards manual would be adopted by reference into the Zoning Code and replace existing design related performance standards in the Code. The adoption of design standards is a supported policy under the Lake Elmo Comprehensive Plan (Chapter III – Land Use).

Staff and the Planning Commission are recommending that the City Council adopt the Lake Elmo Design Standards Manual through the following motion:

“Motion to adopt Resolution No. 2013-097 approving the Lake Elmo Design Guidelines and Standards Manual”

LEGISLATIVE HISOTYR/BACKGROUND INFORMATION:

The City Council reviewed a draft of the Manual at the Council meeting on 11/15/13. At the meeting, it was determined that the Council review the document at a workshop meeting on 11/12/13. By working through various policy questions, the Council was able to reach consensus on a number of minimal changes to refine the Manual. The proposed changes from the previous draft include the following:

- Language encouraging rain gardens was removed. The Council preferred the City’s storm water ordinance and local watershed districts to address all storm water design for future development.
- Regarding form and façade, language related to blank facades was changed to note that buildings without windows and doors are discouraged.
- Examples of simulated building materials that would be acceptable to the City were added.
- The requirement to submit samples of all building materials before approval of the building permit was removed.
- Two errors identified by staff related to conflicting building material language were corrected.
- The title of the document was changed to “Design Guidelines and Standards Manual”.
- Standards related to the amount of surface parking along the public right-of-way in the Commercial and Business Park districts were changed to make the parking design encouraged as opposed to mandatory.

With consensus reached on a number of items, the Manual has now been updated to reflect the Council’s direction. Staff recommends that the Lake Elmo Design Guidelines and Standards Manual be adopted to serve as the main tool of site and building design review.

PLANNING COMMISSION RECCOMENDATION:

The Planning Commission is recommending that the City Council adopt the Lake Elmo Design Guidelines and Standards Manual through the following motion:

“Motion to adopt Resolution No. 2013-097 approving the Lake Elmo Design Guidelines and Standards Manual”

ATTACHMENTS:

1. Resolution No. 2013-097
2. Lake Elmo Design Guidelines and Standards Manual (Draft 11-14-13)