

July 25, 2016

Emily Becker
City Planner
City of Lake Elmo, MN

Re: CUP Amendment for a Parking Lot Expansion
Rockpoint Church
5825 Kelvin Ave North
Lake Elmo, MN

Hello, Emily-

Following are itemized responses to required informational items listed in the Land Use Application:

1) Contact Info

- a) Owner: Rockpoint Church. Contact: Bill Bartolic 612-805-4895, williambartolic@gmail.com
Architect: Richard Stuermer, BWBR Architects, 651-290-1984, rstuermer@bwbr.com

2) Site Information

- a) Current zoning: PF
b) 20 acres

3) Property History

- a) The property was farmed until 2006. Construction of Rockpoint Church was completed in 2007, and included on-site parking for approx. 300 cars.
- b) The property has continued to function as a church facility since 2007, and growth in the attendance has continued to increase. We, therefore, now need to expand our current parking capability in order to accommodate the attendance increase, and to keep fire lanes open during church activities.
- c) We have met with BWBR Architects, who were the original architects for the construction of the church, to help us determine what parking capability current codes and ordinances would allow. Through this process, we have determined that we are able to construct up to an additional 260 parking stalls, but we are only seeking to build approx. additional parking stalls at this time. We have also met with Emily Becker and Stephen Wensman to discuss our long term plans for the present site, which includes a fully expanded building and site development Master Plan, of which the current parking lot expansion is a part. In 2011, Rockpoint Church received approval for a CUP Amendment to build a dirt parking lot, but the construction of the dirt parking lot never occurred. Emily Becker informed that, because our latest plan for the parking lot expansion is significantly different than the dirt lot approved in 2011, we must now secure a new CUP Amendment, which this document will serve.

4) Discription of Proposed Use

- a) The proposed location for the parking lot expansion is east of the present church building. Currently, the proposed site is farmed and/or fallow. Our plan is to orient the parking in a north/south direction, of which the west half would be constructed now. The east half would be constructed in the future when the church building is fully expanded. Ingress and egress from the new parking lot will be by way of existing drive lanes now on the property. We do not anticipate that the construction of the parking to will cause any negative impact on existing wetlands or surrounding farmland. Construction of the 1st

phase of this masterplan parking lot will be of permanent materials, including concrete curb and gutter, asphalt pavement, site lighting, and green restoration.

5) Justification

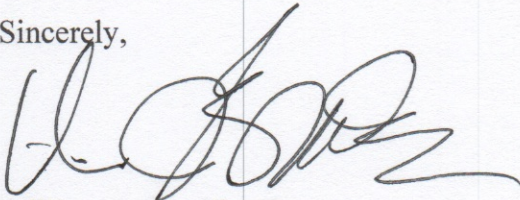
- a) We worked with BWBR Architects in the development of our master site plan, and preparation of the parking lot expansion. The master site plan, inclusive of the parking lot expansion, was based upon, and in compliance with, current codes and ordinances enforced in the City of Lake Elmo. Therefore, the parking lot expansion will not be detrimental or endanger the public health, safety, or comfort. The expansion conforms with the City of Lake Elmo Comprehensive Plan, and it is compatible with the existing neighborhood, and it will not change the essential character of that area. Also, the proposed use will adequately serve the public facility and services. Since the parking lot is private, it will not cause any more cost to the city for maintenance and upkeep of Kelvin Ave No than was identified and anticipated when the Kelvin Ave No was originally constructed in 2007. Similarly, the parking lot expansion will not create more traffic or noise than was originally anticipated when the church construction was approved as a public facility on 20 acres in 2006. Finally, the parking lot expansion will not result in the destruction of any natural or scenic feature of major importance.

We have attached two (2) copies of the site plan prepared by BWBR Architects for your initial review, and are prepared to engage the services of a civil engineer to assist in addressing your specific requirements.

We are in immediate need of this parking lot expansion, and are poised to help in expediting this process in any way we can.

Thank you for your consideration.

Sincerely,



William J. Bartolic III
Co-Chair
Rockpoint Church
612-805-4895

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

Applicant: BILL BARTOLIC
Address: 5825 KELVIN AVE NO, LAKE ELMO, MN 55042
Phone #: 612-805-4895
Email Address: WILLIAM.BARTOLIC@GMAIL.COM

Fee Owner: ROCKPOINT CHURCH
Address: 5825 KELVIN AVE NO, LAKE ELMO, MN 55042
Phone #: 651-770-3172
Email Address: _____

Property Location (Address): 5825 KELVIN AVE NO
(Complete (long) Legal Description: _____

PID#: _____

Detailed Reason for Request: PARKING LOT EXPANSION.

*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: [Signature] Date: 7/25/16

Signature of fee owner: [Signature] Date: 7/25/16

CO-CHAIR
ROCKPOINT CHURCH

Conditional use permits can be requested for many different uses in all areas of the City which makes it very difficult to generate at handout that is applicable in all situations. It is strongly recommended that an applicant meet with staff prior to putting an application together to identify components listed herein that may be exempted, and to identify additional information that may be needed in order to deem your application complete.

At a minimum, the following materials must be submitted prior to deeming an application complete:

<u>Sub:</u>	<u>Req:</u>	<u>Item:</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/> 1.	A completed land use application form signed by all property owners along with payment of the proper filing fee.

- iv. The proposed use meets all specific development standards for such use listed in Article 7 of the Zoning Code.
- v. If the proposed use is in a flood plain management or shoreland area, the proposed use meets all the specific standards for such use.
- vi. The proposed use will be designed, constructed, operated and maintained so as to be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of that area.
- vii. The proposed use will not be hazardous or create a nuisance as defined in the zoning code to existing or future neighboring structures.
- viii. The proposed use will be served adequately by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems and schools or will be served adequately by such facilities and services provided by the persons or agencies responsible for the establishment of the proposed use.
- ix. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
- x. The proposed use will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors.
- xi. Vehicular approaches to the property, where present, will not create traffic congestion or interfere with traffic on surrounding public thoroughfares.
- xii. The proposed use will not result in the destruction, loss or damage of a natural or scenic feature of major importance.

Sub: **Req:**

Item:

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3.

Verification of ownership (a copy of a current title report, purchase agreement, etc.)

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4.

Address labels: A certified list of property owners located within three hundred fifty (350') feet of the subject property obtained from and certified by a licensed abstractor or through Washington County (see attached form).

- Building coverage
- Driveway and parking
- Public street right-of-way
- Open space and/or landscaped area
- ☐ Proposed Treatment of the Perimeter, including Screens, Fences, Walls, & Landscaping
- ☐ Location of adjacent Municipal boundaries
- ☐ Top and toe of bluffs (if applicable)
- ☐ Location, dimensions, and number of off-street parking spaces (including guest, handicapped, bicycle, and motorcycle spaces)
- ☐ Location of existing and proposed pedestrian sidewalks. Identify possible vehicular conflicts and indicate the proposed treatment of such
- ☐ Administrative Information:
 - Scale & North Point
 - Signature of Surveyor
 - Date of Preparation
 - PID Number
 - Site Address
 - Legal Description
 - Subdivision Name (if applicable)
 - Zoning Classification
 - Parcel Size in Acres & Square Feet
- ☐ Other: _____

Sub: **Req:**

Item:

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6.

Landscape Plan: Ten copies of a Landscape Plan depicting the property in question. Each document shall be at a consistent, readable, and measurable engineering scale, be composed of sheet(s) not smaller⁶ than 11x17, and be pre-folded for distribution. Staff will assist you in determining what is required.

The landscape plan will not be considered complete unless all required elements are included.

- ☐ Extent and location of all plant materials and landscape features. Please include a plant material schedule with common and botanical names, symbols, sizes, quantities, and total percentage of each species.
- ☐ Flower and shrub beds shall be clearly shown and drawn to scaled dimensions. Actual plant quantities must be shown with landscape edge and mulch material identified.

⁶ If your survey or sketch plan must be larger than 11x17 to be fully legible, we ask that that ten (10) copies of the plan be in the large format, and an additional twenty (20) be reduced to 11x17.

- ☐ A detailed lighting plan insuring that all lighting apparatuses are down shielded as to ensure such do not shine or create glare on abutting properties and surrounding areas (include a specification sheet for all wall fixtures and site plan fixtures).
- ☐ Location of utility meters, HVAC equipment, vaults, irrigation boxes, transformers, and other utility service functions (such as conduits, and vents). Show how this equipment will be screened so that the visual and acoustic impacts of these functions are fully contained and out of view of the adjacent properties and public streets.

Sub: Req: Item:

- ☐ ☐ 8. **Utilities & Services Plan:** A plan set detailing the existing and proposed utility systems including sanitary sewers, storm sewers, water, electric, gas lines, telephone lines, fire hydrants, and trash collection areas.
- ☐ ☐ 9. **Electronic file(s) of plan sets.** Staff can generally work with most file formats (we would prefer .jpg or .pdf files).
- ☐ ☐ 10. Any **other information** required by city staff, commissioners, or council members necessary to provide a complete review of the conditional use request. Information deemed critical to the review process not listed in this handout may be requested⁷. Staff will list other requirements below:

The City may require (or the applicant may choose to submit) evidence that is beyond what is required in any section outlined in this handout. Please be advised that the City reserves the right to impose conditions on an approved conditional use if necessary to avoid a detrimental impact on surrounding properties or the City as a whole.

If you have any questions regarding these requirements, please call City Hall at (651) 747-3900. Thank You!

⁷ Number of copies, size, and other such administrative details may also be imposed when requiring additional information.