STAFF REPORT
DATE: 4/13/2020
PUBLIC HEARING

TO:	Planning Commission
FROM:	Ken Roberts, Planning Director; Ben Prchal, Planner
AGENDA ITEM:	**Stillwater Area Public Schools - Conditional Use Permit Amendment (11530 Hudson Boulevard)**
REVIEWED BY:	Kristina Handt, City Administrator Jared Shepherd, Hoff Barry, P.A.

BACKGROUND:

In October 2018, Stillwater Area Public Schools ("School District") purchased the property at 11530 Hudson Boulevard in Lake Elmo for use as a school bus terminal from the developer, EN Properties, LLC. The site was expanded from 5 acres to 11 acres to accommodate the School District's buses and employees. The site is one parcel in a larger development known as Four Corners. The School District applied for and the City approved rezoning the property to Business Park. (Ex. 2) On July 17, 2018, City approved a Conditional Use Permit (CUP) by Resolution 2018-077 to allow the Stillwater School District to operate a "School District Transportation Center," a school bus terminal from the property at 11530 Hudson Boulevard under certain conditions. (*Id*.) Those conditions included the following:

> 2) No construction or use of the bus terminal (unless in accordance with the Interim Use Permit approved by the City by Resolution 2014-095) may commence until all items as outlined in the City Engineer review memo regarding the Four Corners Preliminary & Final Plat (Stillwater Transportation Center) dated May 30, 2018 and all other subsequent construction plans memos regarding the Stillwater Transportation Center have been addressed; the Four Corners 1st Addition Final Plat has been recorded.
>
> 3) The applicant must obtain all necessary City, State, and other governing body permits prior to the commencement of the construction activity on the parcel including but not limited to an approved stormwater management plan, utility plans, grading plan, street construction plans (if required) parking lot permit, building permits, etc.
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> …
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> 9) The property shall be connected to sewer and water prior to operation of the bus terminal.
>
> (Ex. 2)

To date, the Property remains unconnected to sewer and water.

In Fall 2019, the School District began utilizing the property as its bus terminal. (Exs. 9, 10, 11) (There was an earlier Interim Use Permit which applied to the property. However, that terminated by its terms upon the rezoning of the property in July 2018 and no longer has any application. (Ex. 25)

In November 2019, the District applied for an amendment to their CUP to extend the date by which the facility had to be connected to water and sewer until December 31, 2020. (Ex. 10) After a series of

meetings, on January 21, 2020, the City Council voted to deny the requested CUP amendment and directed staff to begin the revocation process for the CUP. (Ex. 12)
The School District continues to use the Property as a bus terminal. On March 12, 2020, the School District made the present application for an Amendment to their Conditional Use Permit. (Ex. 1) The City Council will consider the CUP amendment application at its meeting on May 5, 2020.

The City Council will also hold a public hearing on the potential revocation of the current CUP for this property at its meeting on April 21, 2020.

ISSUE BEFORE THEPLANNING COMMISSION:

The School District is requesting an amendment to the CUP to amend Condition #9 of the CUP from *"the property shall be connected to City Sewer and Water prior to operation of the bus terminal"* to *"The School District may operate its bus terminal at the property using its existing well and a new septic system as approved by Washington County, which shall be installed by August 30, 2020. The well and septic system may be used until the public services are installed and the connections are made to the property."*

The Planning Commission is being asked to hold a public hearing and make a recommendation to the City Council on this requested amendment to the CUP for the property at 11530 Hudson Boulevard.

PROPOSAL DETAILS/ANALYSIS:

Applicants:	Stillwater Area School District (Korine Land/Peter Mikhail), 1875 Greeley Street South, Stillwater, MN
Property Owners:	Stillwater Area School District
Location:	11530 Hudson Boulevard North (PID# 36.029.21.43.0001)
Request:	Conditional Use Permit – Amendment
Existing Land Use:	School Bus Terminal
Existing Zoning:	BP – Business Park
Surrounding Land Use / Zoning:	South – I-94 and Woodbury; West – Outdoor Storage (RT – Rural Development Transitional); East – Vacant land (RT – Rural Development Transitional); North – Vacant land (RT – Rural Development Transitional)
Comprehensive Plan Guidance:	BP – Business Park
Deadlines for Action:	Application Complete: March 13, 2020 60 Day Deadline: May 11, 2020
Applicable Regulations:	City Code Title III, Chapter 10 City Code Article V: Zoning Administration and Enforcement City Code Article XIV: Commercial Districts City Code Title XV, Chapter 154

CONDITIONAL USE PERMIT AMENDMENT:

Initial CUP Application and Grant:

The City Council granted the School District a CUP to operate a School District Transportation Center on July 17, 2018. In its application, the School District made the following representations about their proposed use:

> Approximately 200 people would work at this facility, with morning and afternoon shifts of drivers and attendants, along with vehicle maintenance and administrative staff. Hours of operation would be from about 6:00 a.m. to about 6:00 p.m. during the weekdays with occasional Saturday use for limited special school district transportation needs. This proposed use would be similar to the existing use of the property, in providing routine service of vehicles. Parking for the school buses (total of 140) transportation vans (about 20) and personal vehicles of the employees (about 200) would be provided on-site.
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> . . .
>
> Water and sanitary sewer infrastructure are also proposed to this area of the City as part of the adjacent re-development and re-alignment of Hudson Boulevard, eliminating the need for septic systems for treatment of wastewater from this facility. As the water for the facility is switched from well to municipal water, the existing well would be abandoned in accordance with Minnesota Health Department requirements.
>
> (Ex. 5)

The Staff Report for Agenda Item #17, on July 17, 2018, noted "Because the property is guided in the City's Comprehensive Plan for 2020-2030 Regional Sewer Staging Plan and would discharge to the MCES Cottage Grove Ravine Interceptor, provisions for connecting to the municipal sanitary sewer service must be included with this application," and "Because the property is located in the MUSA, provisions for connecting to the municipal water supply must be included." (Ex. 25)

The Staff Report for Agenda Item # 17, on July 17, 2018, noted that the Interim Use Permit would expire on December 2, 2019 and "will terminate when any portion of the property is rezoned or when public sanitary sewer is provided on site." The report noted that, "the applicant does not want to operate under the current interim use permit." (Ex. 25)

At the time of the City Council's consideration of the CUP, the School District representatives were provided with all staff reports and the proposed CUP. Staff responded to all questions concerning the Application and the process. The School District did not make objection the CUP or any of the conditions in the CUP.

The City adopted the CUP on July 17, 2018 with the conditions set forth above. (*See* Ex. 2)

Current Conditions:

The School District has been using the Property for its Transportation Center since October/November 2019. (Exs. 9 -11). The School District did not notify the City nor request an amendment to their CUP prior to occupying the Property.

The School District has completed many of the on-site improvements required by the CUP but the Property is not connected to sanitary sewer and water as expressly required by the CUP. The City does not have any responsibility for utility development on the Property. The issue of utility connection is the sole responsibility of the School District (under the CUP) and the Developer. The School District has sued the Developer under its purchase agreement, *Independent School District No. 834, Stillwater Area Public Schools v. EN Properties, LLC & E& E Properties, LLC*, and is specifically seeking injunctive relief to require the Developer to furnish water and sewer to the Property.

In her letter dated November 5, 2019, School District Finance Director Kristen Hoheisel represented that the existing well has been approved by the Minnesota Department of Health. (Ex. 10)

Ms. Hoheisel also represented that "temporary septic service has been approved by Washington County, pending acceptance by the City and a timeline for when City services will become available." (Ex. 10) The site is currently served by a temporary septic system, supplemented by temporary toilets (i.e. "porta potties"). According to Washington County, the temporary septic has not been permitted by Washington County. (Exs. 15-16)

Current Plans for Permanent Septic: Until April 8, 2020, the only plans provided related to the proposed permanent septic was a one-page Utility Plan provided with the Application. In response to questions from the Planning Department, the School District's Facilities Manager provided some explanation. (*See* Ex. 22). On April 8, 2020, the School District provided a 58-page plan for septic system design. (Ex. 23) The School District submitted the plans to Washington County on April 7, 2020. According to the Applicant, the County can review the design on paper right now but will need to conduct site visits to finalize any approval. The Applicant would agree to a condition that the design is subject to approval by Washington County.

City staff continues to review the septic system design and may have additional comments at the time of the Planning Commission Meeting. Staff also will seek any feedback that can be provided by Washington County and provide any update to the Planning Commission at the time of the meeting.

From a preliminary review of the septic design, it would remove 6 parking spaces from the front (SW corner) of the existing building. City Code requires them to have at least 133 parking spaces on site for employees and the approved project plans show 197 parking spaces. The removal of 6 parking spaces while leaving 191 parking spaces would leave the site in compliance with the parking standards.

City Engineer Review: The City Engineer's review of the Application and proposed amendment is attached as Exhibit 20. The Engineers addresses the following relevant issues:

Municipal Sanitary Sewer. The Engineer notes that, "[t]he proposed site is guided in the City's 2040 Comprehensive Plan for public sanitary sewer that would discharge to the MCES Cottage Grove Ravine Interceptor," and consistent with current city policy, he recommends that the School District be required to connect to the city sanitary sewer system and extend sanitary sewer to the property. (Ex. 20)

Municipal Water Supply. The Engineer states, "[t]he proposed facility resides within the Planned MUSA, therefore provisions for connecting to the municipal water supply should be included with the application," and consistent with current city policy, he recommends that the School District be required to connect to the city municipal water supply system and extend municipal water to the property. (Ex. 20)

Stormwater Management. The Engineer notes that the approved CUP required the construction of storm water management facilities meeting city and VBWD rules to address new and reconstructed

impervious surfaces and internal parking areas and site improvements. (Ex. 20) The facilities remain under construction pending verification by city staff. Additionally, storm water improvements were required as part of the development to urbanize Hudson Boulevard consistent with design standards, and were a condition for approval, which has not been realized to date. There is no design plan and permit for storm water management required for the Hudson Boulevard improvements.

The City Engineer also provided a preliminary assessment of the proposed permanent septic design. *See* Ex. 24. The Engineer's assessment is the septic system design cannot be approved as submitted. The proposed mound area is shown to encroach into the dedicated 10-foot utility easement along the Hudson Boulevard frontage. This also does not comply with Chapter 7080 rules that require all portions of the septic tanks and mound systems to be setback a minimum of 10 feet from all property lines. This area needs to be reserved for installation of small utilities.

More importantly, according to the Engineer, is that the City will be relying on the full extent of this 10-foot easement for the installation of the City sanitary sewer and water main as shown on the Four Corners 1st Addition construction plans. The septic/mound system should be required to maintain a 10-foot setback from the utility easement, or 20 feet from the southern property line. The 10-foot easement line must be shown on the septic/mound system plans together with the 10-foot required setback. The septic plans indicated that the design locations are just estimates and the actual mound system location will be determined by the installer.

Washington County Review: As noted, in a previous e-mail (Ex. 16), Washington County has not issued a permit for the current temporary septic system. As to the proposed CUP amendment and proposed on-site septic, the Public Health and Environment Department acknowledged, as of the date of the letter, that they had not received an application for a replacement Subsurface Sewage Treatment System (septic system), and, therefore, cannot make an assessment whether the plan and proposed use is feasible. (Ex. 21) The County also noted that the current 3,000 gallon septic tank is not sufficient as it does not meet the requirements of MN Rule Chapter 7080 or Washington County Ordinance # 206. (*Id*.) The County also noted that it has not commented on the capacity needed for the site, contrary to the representation made by the School District. (*Id*.) Finally, the County notes that the Utility Plan does not indicate where the replacement system will be located and does not accurately depict what is currently on site. (*Id*.).

Applicable City Code Provisions:

City Code Section 154.106(C) provides that, "The Planning Commission shall hold a public hearing on each complete application for a conditional use permit as provided in § 154.102 of this Article. After the close of the hearing on a proposed conditional use permit, the City Planning Commission shall consider findings and shall submit the same together with its recommendation to the City Council."

City Code Section 154.106(F) provides, "If the Planning Commission recommends denial of a conditional use permit or the Council orders such denial, it shall include in its recommendation or determination findings as to the specific ways in which the proposed use does not comply with one or more specific findings required by this Chapter.

City Code Section 10.99 Penalties provides:

(A) *Prohibited Acts*

(1) Any person must do not do any of the following: . . .

(b) Violate, fail to comply with, or assist, authorize, or permit the violation of the terms and conditions of a city approval, including permits and licenses, required or granted under this code.

(c) Knowingly make or submit a false statement, document, or material omission in connection with an application or procedure required by this code.

(B) *Penalties*

. . .

(3) Each calendar day that division (A) above is violated constitutes a separate offense.

(4) A violation of division (A) above constitutes sufficient grounds for denial of an application required by this code that is related to the violation.

. . .

FINDINGS: Staff is recommending denial of the amendment to the CUP for the School District transportation center (bus terminal) located at 11530 Hudson Blvd North based on the following findings:

1. The proposed amendment does not conform to the City of Lake Elmo's Comprehensive Plan. City Code § 154.106(A) (2).
    a. The City approved the development of the parcel and the previous Conditional Use Permit with the expectation and requirement that the Property as developed be connected to sanitary sewer and water facilities.
    b. The developer of Four Corners 1st Addition has had well over a one year to construct the sanitary sewer and water facilities that are needed for the School District's bus facility. In fact, the developer has not even started the project.
    c. Properties that are within a MUSA district are required to connect to City water and sanitary sewer when they are developed. The Property was originally a 5-acre site and developed by the School District into an 11-acre site to accommodate its proposed use. The School District's property is located within a MUSA district. Since it is not connected to City water and sanitary sewer services, it is in conflict with the requirements of the MUSA district, as outlined by the Comprehensive Plan and the use should not be allowed to continue due to this conflict.

2. The proposed use could be hazardous or create a nuisance as defined under this Chapter to existing or future neighboring structures. City Code § 154.106(A) (7).
    a. The Amendment requires temporary use of the Property served by temporary toilets (i.e. "porta potties") and an existing unpermitted septic system. The current septic system is not adequate for the site and constitutes a hazard to workers at the Property.

3. The Proposed Use will not be adequately served by essential public facilities and services, including, drainage structures, refuse disposal, water and sewer systems. City Code § 154.106(A) (8).
    a. The City approved the development of the parcel and the previous Conditional Use Permit with the expectation and requirement that the Property as developed be connected to sanitary sewer and water facilities.
        i. The developer of Four Corners 1st Addition has had well over a one year to construct the sanitary sewer and water facilities that are needed for the School District's bus facility. In fact, the developer has not even started the project.
        ii. Properties that are within a MUSA district are required to connect to City water and sanitary sewer when they are developed. The School District's property is located within a MUSA district. The Property was originally a 5-acre site and developed by the School District into an 11-acre site to accommodate its proposed use. Since it is not connected to City water and sanitary sewer services, it is in conflict with

the requirements of the MUSA district, as outlined by the Comprehensive Plan and the use should not be allowed to continue due to this conflict.

b. The proposed permanent septic system is inadequate and will not adequately serve the Property and proposed use.
   i. The septic system design cannot be approved as submitted. The proposed mound area is shown to encroach into the dedicated 10-foot utility easement along the Hudson Boulevard frontage.
   ii. The design does not comply with Chapter 7080 rules that require all portions of the septic tanks and mound systems to be setback a minimum of 10 feet from all property lines.
   iii. The City will be relying on the full extent of the 10-foot easement utility easement for the installation of the City sanitary sewer and water main as shown on the Four Corners 1st Addition construction plans. The septic/mound system should be required to maintain a 10-foot setback from the utility easement, or 20 feet from the southern property line. The 10-foot easement line must be shown on the septic/mound system plans together with the 10-foot required setback.

4. That the Applicant has misrepresented permit approvals related to their use (i.e. use of temporary septic system) of the Property, which is sufficient grounds for denial of the Application. City Code § 10.99(A) (1) (c) & 10.99(B) (4).

Recommended Conditions of Approval.

None. All conditions from Resolution 2018-77 shall remain in place.

OPTIONS:

The Planning Commission may:

- Recommend approval of the amendment to the CUP as proposed by the School District.
- Recommend approval of the amendment to the CUP with amendments or conditions.
- Recommend denial of the amendment to the CUP based on the Findings within this Report.

RECOMMENDATION:

Staff suggests that the Planning Commission recommend to the City Council that it deny the CUP amendment request for the School District transportation center (bus terminal) located at 11530 Hudson Boulevard North with Findings as noted above.

ATTACHMENTS:

- Exhibit 1 – Amended CUP Application
- Exhibit 2 - Resolution 2018-77
- Exhibit 3 - City Code Section - 10.99 Penalties
- Exhibit 4 - City Code Section 154.106 - Conditional Use Permits
- Exhibit 5 - Narrative for Conditional use Permit Stillwater Area Public Schools, April 30, 2018
- Exhibit 6 - 2018 Stillwater Bus Facility Improvements
- Exhibit 7 - Focusing Engineering Memorandum, May 30, 2018
- Exhibit 8- Stillwater Area Public Schools School Board Meeting Minutes, Sept. 12, 2019
- Exhibit 9 - Stillwater Area public Schools Sept. 12, 2019 School Board Meeting Agenda Item
- Exhibit 10 - November 5, 2019 – Stillwater Area Schools Amended CUP Application letter
- Exhibit 11 - Resolution 2020-004

- Exhibit 12 - January 30, 2020 Letter to City Council
- Exhibit 13 - Photographs of 11530 Hudson Boulevard North, March 17, 2020
- Exhibit 14 - Focus Engineering Memorandum, March 19, 2020
- Exhibit 15 - E-mail from Dee Dee Armstrong, Feb. 20, 2020
- Exhibit 16 - E-mail from Gary Bruns, Washington County Department of Public Health and Environment, March 17, 2020
- Exhibit 17 - E-mail to and from Jake Depuy, Minnesota Department of Labor and Industry, March 9, 2020
- Exhibit 18 - 2040 Comprehensive Plan (Excerpts)
- Exhibit 19 – E-mails between City Staff and School District.
- Exhibit 20 – Focus Engineering Memorandum, March 19, 2020
- Exhibit 21 – Washington County Letter, April 1, 2020
- Exhibit 22 – Redlined Utility Plan and E-mail from Applicant
- Exhibit 23 – Septic System Plans
- Exhibit 24 – Engineer Preliminary Review, Septic System Plans, April 4, 2020
- Exhibit 25 – Staff Report, July 18, 2018, Agenda Item # 17

LEVANDER,
GILLEN &
MILLER, P.A.

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March 12, 2020

Ken Roberts
Planning Director
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo, MN 55042

Re: STILLWATER AREA SCHOOL DISTRICT AMENDED CUP
Our File No.: 21830.00000

Dear Mr. Roberts:

This letter is intended to supplement the information being submitted for a requested amendment to the School District's approved CUP Resolution 2018-077. Our firm has been engaged to represent the School District with respect to this matter. We have been authorized and directed to submit this application on the School District's behalf.

Enclosed you will find the following:

- Land Use Application Form for Amended CUP
- Resolution 2018-077
- Escrow Agreement
- Acknowledgement of Responsibility Form
- Affirmation of Sufficient Interest
- Copy of Deed
- 10 copies of the Draft Utility Plan
- Address labels for property owners within 350 feet
- $500 application fee

EXHIBIT
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Background:
The Stillwater Area School District (the "School District") owns the property located at 11530

Hudson Blvd. N., in the City of Lake Elmo (the "Property"). The Property has been a fully developed bus/truck terminal for nearly 20 years. In anticipation of the future development of neighboring lands, and specifically the arrival of public sewer and water, the School District spent considerable resources to install on-site infrastructure and parking improvements. In the process, the School District eliminated the septic system and secured a CUP that anticipated the arrival of public utilities. Now that the proposed installation of public utilities has stalled indefinitely, the School District intends to restore the Property's historic, self-sufficient functionality relying on well and septic systems. Accordingly, it seeks to amend its CUP to allow the Property to rely on well and septic, as expressly allowed by City Code, until the public utilities arrive.

In the mid-2000s, the School District contracted with the Laidlaw bus company who used the Property as a bus terminal. In 2008, the City granted an Interim Use Permit to allow Laidlaw and others to continue using the bus/truck terminal, relying on the existing well and septic system. This Property was continuously operated as a bus/truck terminal for years. The IUP was set to expire either on December 2, 2019 OR until any portion of the Property was rezoned OR when public sanitary sewer was provided to the site.

The City entered into a development agreement that required EN Properties, Inc. (the "Developer") to install public sewer and water lines by October 2019. When it became clear that the Developer was behind schedule, but still anticipating the arrival of public utilities, City Staff encouraged the School District to reapply for the IUP. However, upon review it was discovered that the IUP was no longer in effect due to the rezoning of the property. As a result, the School District contacted City Staff to determine an appropriate alternative. City Staff suggested that an amendment to the CUP extending the time to connect to sewer and water was a reasonable alternative and had the same effect as an extension of the IUP. This amendment was submitted in November 2019.

Unfortunately, at the same time the City was considering the School District's amendment application, it became clear that the Developer was failing to perform as required under the Development Agreement. Both the City and the School District understood there would be long-term problems if the Developer failed to complete its obligations to install public sewer and water lines. Ultimately, apparently lacking confidence that the Developer would deliver public sewer and water, the City denied the School District's amended CUP application for an extension of time.

Since that denial, the School District and the City have attempted to work toward a solution to get the installation of public utilities back on track, including increasing the escrowed amounts under the Development Agreement. These additional funds would have allowed the City to undertake the utility portion of the project, bringing public sewer and water to the Property. Under the terms of the proposed agreement, City Staff was prepared to recommend that the School District's CUP be amended to allow the School District to operate on site with its well and temporary septic system until October 2021. However, because of disagreements with the Developer about construction details and the terms of needed easements, an agreement could not be reached. A long-term resolution to install public utilities remains elusive. Therefore, the School District must request a new amendment to its existing Conditional Use Permit, specifically asking that condition No. 9 of the CUP be modified as follows:

The School District may operate its bus terminal at the property using its existing well and a new septic system as approved by Washington County, which shall be installed by August 30, 2020. The well and septic system may be used until the public services are installed and the connections are made to the Property.

The School District proposes to use the existing well that has been tested and approved. In addition, the School District intends to install a new septic system to accommodate the maximum number of employees that visit the site. While the meeting room is not often used to maximum capacity, the County has indicated that the septic system needs to be larger in order to accommodate the drivers, as well as the office staff and mechanics. Therefore, the School District will submit plans for a larger septic system to Washington County that will comply with its capacity requirements. A preliminary concept plan has been included with this application, which will be further refined.

The School District offers the following responses to the City's 12-factor test in support of its application:

1. The proposed use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the City.

   The use as a transportation bus terminal has not changed and it has not been nor will it be detrimental to the public.

2. The use conforms to the Comprehensive Plan.

   The Zoning Ordinance and the Comprehensive Plan are in sync, because they now both designate the Property as Business Park. The use as a bus transportation terminal fits exactly with the intent of the Comprehensive Plan for this area.

   The Comprehensive Plan provides that this area adjacent to Highway 94 on the southeastern corridor of the City is ripe for development in 2020. However, the School District Property is ahead of the Plan since it has already been developed. It has been improved since the early 2000s and it has been consistently used in the same way that it is today.

   In addition, the School District is already prepared to connect when public utilities reach its Property. Internal sewer and water connections have been installed at the Property, as required by the CUP and, in fact, the School District has already paid its connection fees. This is one of the few fully developed parcels in the neighborhood that is being used pursuant the intended zoning district classification and is the first property ready to connect to public utilities.

3. The use has met all the development standards in Article 7 of the Zoning Code.

4. N/A (floodplain or shoreland area)

5. The use is being operated and maintained so as to be compatible with the intended character

of the Business Park zoning district and will not change the character of that area.

6. N/A (nuisance)

7. 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.

   Because public sewer and water are not available, the School District is prepared to meet the requirement that the use will be served adequately by providing its own services.

   Septic: The School District intends to install a new septic system to accommodate the number of employees that frequent the site. The School District employs approximately 12 office staff and 6 mechanics at the Property. The current 3,000 gallon septic tank is sufficient to accommodate those employees. However, there are up to 200 bus drivers that are also on site and while they do not always enter the building, there is a meeting room when there is such a need to accommodate all of the drivers. Washington County has indicated that the septic tank needs to be larger, up to 58,000 gallons, and the septic system must be redesigned in order to accommodate the drivers as well. Therefore, the School District will develop and submit plans for a larger septic system to Washington County that will meet its requirements and it will install this new septic system by August 30, 2020. This investment is estimated to cost the School District approximately $250,000.

   Well: The current well has been tested and approved by the Minnesota Department of Health and will adequately serve the needs of the employees at the facility.

   The City identified a concern that the recently installed fire sprinkler system will not be operational until it is connected to the City's water main. However, because the School District is simply continuing the existing longstanding use as a transportation facility, the Fire Code did not require the installation of a sprinkler system. The School District installed a fire sprinkler system in anticipation of public services being available as planned. The School District was guided by the higher goals of providing enhanced safety, not by Fire Code requirements. In the interest of providing increased safety until such services were connected, the School District has installed upgraded fire alarms and smoke and heat detectors, both centrally monitored, throughout the facility.

   The bus terminal building is not new construction and has not been expanded. This is not "development." Historically, Laidlaw operated this site as a bus terminal. It was then used by a trucking company for the same purposes–repair, transportation, maintenance, and storage, including some bus storage—until the School District acquired the property. It is important to note that there are no sleeping quarters and there is no night shift. While the School District has spent significant funds to upgrade the fire suppression system (counting on the Developer to deliver the public water service in a timely manner), the building is in fact as safe as it has always been for this very use. Indeed, it is safer.

Because there is no change in use, there can be no change in the occupancy classification under the Fire Code. The City should not impose enhanced Fire Code conditions as part of this application. It would not be a reasonable condition of approval.

If the City should insist on requiring a fire suppression system with operating sprinklers however, the School District can install a robust system to satisfy that condition. The School District has experience with such a system at one of its schools and anticipates that the cost of doing so here would approach or exceed $1 million. Though we do not believe such a fire suppression system would be a necessary or a reasonable condition of approval, if the City places that condition in the CUP, the School District has the ability to comply.

8. The use will not create any additional requirements or costs for the City or the community.

9. This use is not detrimental to anyone or any other property. The use is the same use that has been at this site for almost 20 years. It is a transportation facility and will continue to be one.

10. N/A (traffic congestion)

11. N/A (destruction of natural or scenic features of major importance)

The School District is committed to providing its transportation services for the School District's 8,400 children out of this location. This application is adequately supported and meets all of the Council's objectives. We look forward to addressing any of your questions or concerns at the public hearing or any other meetings at which you would like to discuss it.

Very truly yours,

Korine Land
Attorney for Stillwater Area School District

Enclosures

C: Stillwater Area School District Board
Stillwater Area School District Superintendent
Stillwater Area School District Chief Financial Officer

Date Received:_____
Received By: _____
Permit #:_____

THE CITY OF LAKE ELMO

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

X 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: __Stillwater Area Schools _____
Address:___1875 Greeley Street South, Stillwater MN 55082_____
Phone # ___651.351.8321_____
Email Address:___hoheiselk@stillwaterschools.org_____

Fee Owner: ____Same as above_____
Address:_____
Phone # _____
Email Address:_____

Property Location (Address): _11530 Hudson Blvd. N., Lake Elmo, MN 55042_____
(Complete (long) Legal Description: _Lot 1, Block 1, Four Corners, Washington County, Minnesota_____
_____
PID#: ____36.029.21.43.0001_____

Detailed Reason for Request: __See attached_____
_____
_____
_____
_____

*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: 3/12/20

Signature of fee owner:_____ Date: 3/12/20

City of Lake Elmo
Escrow Agreement for Municipal Review Services

Deposit Agreement

THIS AGREEMENT is made this 12th day of _March_____ 2020 , by the Applicant and Owner (hereinafter individually and collectively referred to as "Applicant") in favor of the City of Lake Elmo, a municipal corporation of Minnesota (hereinafter referred to as "City").

A. "Applicant" whose name and address is:

_Stillwater Area Schools_____
_1875 Greeley Street South_____
_Stillwater, MN 55082_____

B. "Owner" whose name and address is:

_Same as above_____
_____
_____

RECITALS

WHEREAS, the Applicant has applied to the City for approval for one or more of the following: (Circle One)

- ☐ 1. Concept / Sketch Plan
- ☐ 2 Preliminary Plat
- ☐ 3. Final Plat
- ☐ 4. Planned Unit Development
- ☐ 5. Open Space Development
- ☒ 6. Conditional Use Permit (Amended)
- ☐ 7. Commercial Zoning / Use
- ☐ 8. EAW Review

WHEREAS, the Applicant acknowledges the receipt of benefit to the property, from the City's technical and compliance review of the application; and

WHEREAS, under authority granted to it, including Minnesota Statutes Chapters 412 and 462, the City will process the application on the condition that the Applicant enter into this Deposit Agreement, which agreement defines certain duties and responsibilities of the Applicant, as well as the City; and the Applicant shall provide cash to the City in the amount satisfactory to the City; and provide security to the City for the payment of all review costs incurred by the City.

NOW THEREFORE, the City and Applicant agree as follows:

1. **Requirement.** The Applicant is required to make the necessary deposits prior to the process of municipal planning, public works, legal & engineering review commences.

2. **Review Process**. Applicant acknowledges and agrees that the City shall commence to review and process the review request checked above at such a time that this Agreement is executed by all parties and the cash required for the specific review is deposited and posted by the City's Finance Department. The City may provide a review completion schedule to the Applicant at the time of deposit. The City reserves the right to modify the schedule based on the completeness of the application, the need for additional information for review, or revisions to the application that may occur during the scheduled review.

3. **Use of Deposited Funds**. The City may draw upon the deposits to pay the costs it incurs in connection with reviewing the application. The City shall determine all of its costs, including both administrative and consulting services, at the rates charged by the City or its consultants, determined according to the City's adopted fee schedule. A copy of the current administrative and consulting rates is attached as Exhibit "A", which rates are subject to change by the City, without notice to the Applicant. Exhibit "A" should not be construed as an exhaustive list of consultants and Applicants shall be responsible for all other consulting fees related to the application. The City shall provide Applicant with the applicable rates for consultants used in the review prior to commencement. This Agreement does not pertain to ancillary charges incurred by reviewing of other governmental bodies, including but not limited to, Soil & Water Conservation Districts, Washington County Government, Water Shed, or any other unit of government that may, by right,have review authority.

4. **Conditions of Deposit.** The following stipulations and conditions shall apply to the deposit account for review services contemplated under this Agreement.

   a. Payment shall be made to City consultants, included but not limited to legal and planning, in the amounts billed to the City, according to consulting rates in effect at the time of the execution of the agreement. Such consulting deemed necessary for the proper review of the application shall be at a usual and customary rate as it relates to the subject matter of the application for payment as determined by the City.

   b. The City shall reimburse itself from deposit accounts for all costs and expense incurred by the City in connection with the implementation and enforcement of this Agreement. Reimbursement shall occur on a monthly basis and the City's Finance Department shall notify Applicant of the reimbursement via account reconciliation report.

   c. The City shall not be responsible for paying any interest on the money deposited under the Agreement.

   d. If in the discretion of both the City's Finance Department and the Community Development Department, there is deemed to be an inadequate balance in the deposit account to pay for all fees and costs incurred by the City, the City will notify the Applicant for the need for an additional deposit. The total of the additional deposit shall be calculated by City staff based on the amount of work yet to be completed in the review of the application. Applicant

agrees to make the additional deposit within (10) days of a receipt of such notice. For purposes hereof, receipt of notice shall be deemed made upon the depositing of the notice in the U.S. Mail, postage paid. In the event, the Applicant fails to make the additional deposit with (10) days of receipt of the notice, the City will terminate its review process and not re-commence until the appropriate deposit is made and posted by the City's Finance Department.

e. No applications will be processed or forwarded to the appropriate governing reviewing body by the City until all amounts due under this Agreement have been paid in full.

5. **Positive Balance in Escrow Accounts.** Upon the happening of any of the following events, the balance in the deposit account less outstanding fees shall be paid to the Applicant within (90) days of receipt by the City of a written request by the Applicant for payment: (1) completion of the development process; or (2) the application is withdrawn by the Application; (3) the applicant is denied by the City for any reason.

6. **Deposit Amounts**. The initial deposit amount contemplated for each the purposes described under the Agreement, which may be revised by the City from time to time, are set forth for Exhibit "B" attached hereto.

7. **Accounting.** If there has been activity in the account, the City will provide a monthly accounting of all expenses charged against the account or when requested by the Applicant. An accounting will also be provided when the City notices the need for an additional escrow deposit.

8. **Terms of Breach.** In the event of any terms of this Agreement are breached by the Applicant, including, but not limited to failure to make additional deposits when required by the City, the City may cease processing any application submitted by the Applicant or order the Applicant to cease any further development or progress under the terms of this Agreement, or both. Applicant indemnifies and holds the City harmless from any liability, claim, action or suit by or any obligation to the Applicant arising from or in connection with the City exercising or enforcing the terms and conditions of this Agreement or action on the Application. The Applicant shall pay all costs and expenses, including reasonable attorney fees and suit costs, incurred by the City arising from or in connection with the City any terms and conditions of this Agreement.

9. **Validity.** If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portion of this Agreement.

10. **Binding Agreement.** The parties mutually recognize and agree that all terms and conditions of this Agreement shall run with the land herein described and shall be binding upon the heirs, successors, administrators and assigns of the parties referenced in this Agreement.

11. **Amendments.** The terms of this Agreement shall not be amended without the written consent of the City and all parties hereto.

[Signature Page Follows]

IN WITNESS WHEREOF, we have hereunto set our hands and seals.

APPLICANT

By: Peter G. Mikhail
Its: Attorney

By: _____
Its: _____

OWNER:

By: Peter G. Mikhail
Its: Attorney

By: _____
Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF ~~WASHINGTON~~ Dakota)

On this 12th day of March, ~~201~~ 2020, before me a Notary Public within and for said County, personally appeared Peter G. Mikhail and _____ to me personally known, to be the person described in and who executed the foregoing instrument and acknowledged that he / she/ they executed that same as his / her / their free act and deed.

Rebecca J. Strop
Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

REBECCA J. STROP
Notary Public-Minnesota
My Commission Expires Jan 31, 2024

On this _____ day of _____, 201 , before me a Notary Public within and for said County, personally appeared _____ and _____ to me personally known, to be the person described in and who executed the foregoing instrument and acknowledged that he / she/ they executed that same as his / her / their free act and deed.

_____
Notary Public

CITY OF LAKE ELMO

_____

By: Kristina Handt
Its: City Administrator

_____

Attest: Julie Johnson, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this _____ day of _____, 201 , before me a Notary Public within and for said County, personally appeared _____ and _____ to me personally known, to be the person described in and who executed the foregoing instrument and acknowledged that he / she/ they executed that same as his / her / their free act and deed.

_____

Notary Public

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

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposes of review of my application.

Signature of applicant _____ Date March 12, 2020

Name of applicant Stillwater Area School District Phone 651-351-8321
(Please Print)

Name and address of Contact (if other than applicant) _____

_____

_____

_____

THE CITY OF
LAKE ELMO

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

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant Stillwater Area School District
(Please Print)

Street address/legal description of subject property

11530 Hudson Blvd. N., Lake Elmo, MN 55042

Signature

March 12, 2020
Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

I, Peter G. Mikhail, an attorney licensed to practice law in the State of Minnesota, hereby certify that my firm represents the Stillwater Area School District and that the School Board has authorized and directed me to make the enclosed Amended CUP application on its behalf.

Peter G. Mikhail

Subscribed and sworn to
before me on March 12, 2020.

Notary Public

REBECCA J. STROP
Notary Public-Minnesota
My Commission Expires Jan 31, 2024

Site Data

Address:	11530 Hudson Blvd. N Lake Elmo, MN 55082
Legal:	Lot 1, Block 1, Four Corners Washington County, Minnesota
Zoning:	Business Park
Parcel size:	11 acres
PID:	36.029.21.43.0001

Receipt:# 412947

WAR	$46.00
CONV	$5.00
SDT	$16500.00
WELL	$50.00

Transferred Entered
CRV Filed
No Delinquent Taxes

Return to:
ERECORDING PARTNERS
400 SECOND AVENUE
SOUTH

MINNEAPOLIS MN 55401

4173472

Certified Filed and/or recorded on:

10/29/2018 8:23 AM

4173472

Office of the County Recorder
Washington County, Minnesota
Jennifer Wagenius, County Recorder
Kevin Corbid, Auditor Treasurer

(Top 3 inches reserved for recording data)

WARRANTY DEED

eCRV number: 8855516

eWELL

DEED TAX DUE: $ 16,500.00

DATE: October 23, 2018

FOR VALUABLE CONSIDERATION, **EN Properties, LLC, a Minnesota limited liability company** ("Grantor"), hereby conveys and warrants to **Independent School District No. 834, Stillwater Area Public Schools, a Minnesota body corporate and politic** ("Grantee"), real property in **Washington** County, Minnesota, legally described as follows:

Lot 1, Block 1, Four Corners

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

1. Restrictions, covenants, conditions and easements of record. Development Agreement with City of Lake Elmo.

Check applicable box:

☐ The Seller certifies that the Seller does not know of any wells on the described real property.

☒ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: 1030291.)

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

EN Properties, LLC

By: Terry S. Emerson

Terry S. Emerson, its Manager

State of Minnesota, County of Washington

This instrument was acknowledged before me on October 23, 2018 by Terry S. Emerson as Manager of EN Properties, LLC, a Minnesota limited liability company.

(Stamp)

LEO F SCHUMACHER
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/2020

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
SJOBERG & TEBELIUS, P.A.
2145 Woodlane Drive
Suite 101
Woodbury, Minnesota 55125
Telephone Number: 651-738-3433
STDOCS:1471067v2

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Independent School District No. 834
1875 Greeley Street South
Stillwater, Minnesota 55082

Parcel Search: March 11, 2020 at 3:39 p.m. by SURVPUB
350 feet surrounding 3602921430004. 11 parcels, 7 labels.

0102821110001
0102821130002
0102821210003
0102821220002
3602921340006
3602921340007
3602921430002
3602921430004
3602921430005
3602921440002
3602921440006

Pat. avery.com/patents

Étiquettes d'adresse Easy Peel
Repliez à la hachure afin de révéler le rebord Pop-up

Allez à avery.ca/gabarits
Utilisez le Gabarit Avery 5160

EN PROPERTIES LLC
or Current Resident
2204 LEGION LANE CIR N
LAKE ELMO MN 55042-9751

ISD 834 STILLWATER
or Current Resident
1875 GREELEY ST S
STILLWATER MN 55082

CITY OF LAKE ELMO
or Current Resident
3880 LAVERNE AVE N STE 100
LAKE ELMO MN 55042

TRINITY SELECT LLC
or Current Resident
11490 HUDSON BLVD
LAKE ELMO MN 55042

SAYER M SCOTT
or Current Resident
1730 MEADOWWOODS TRL
LONG LAKE MN 55356

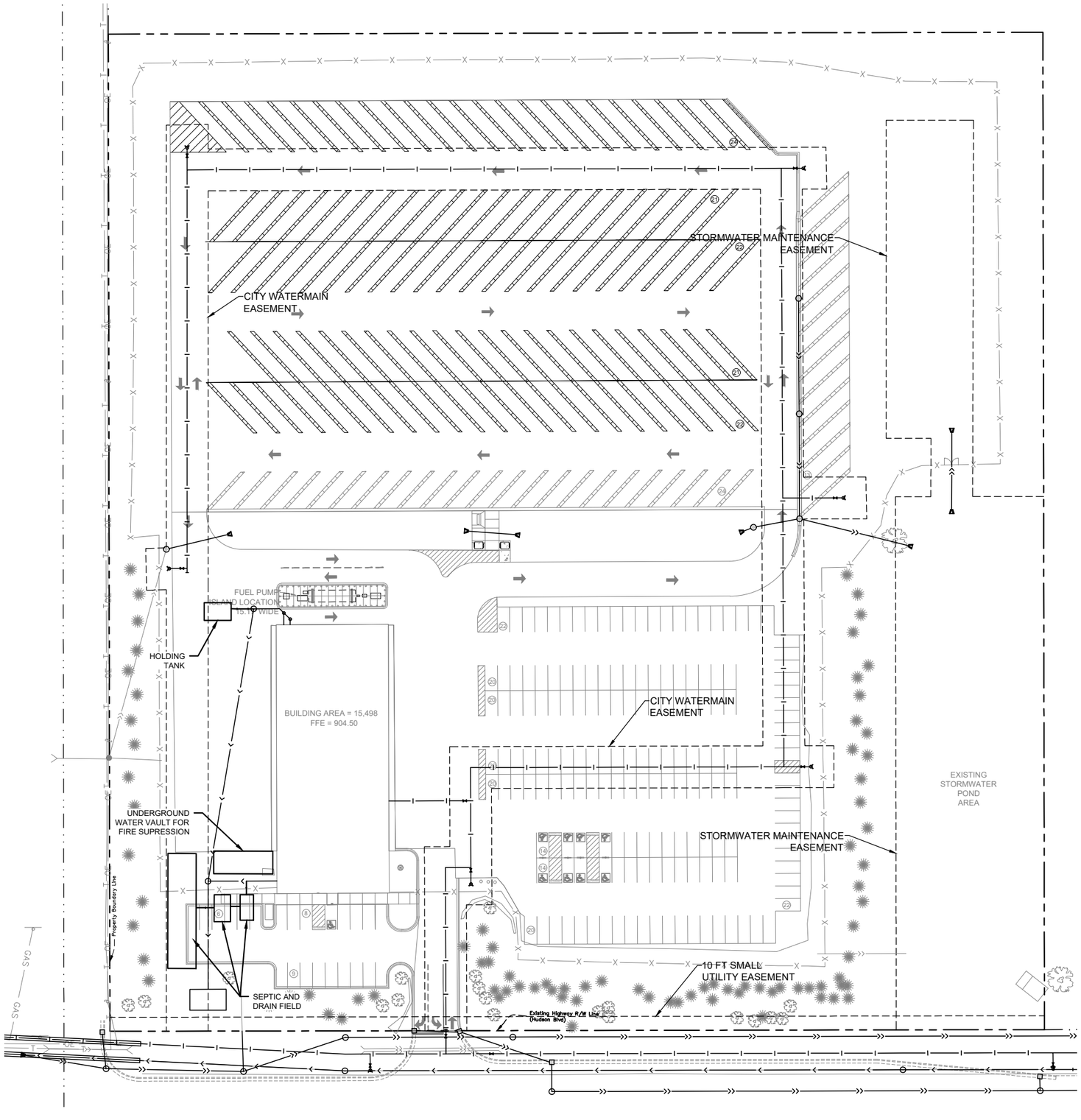
DPS-WOODDALE LLC
or Current Resident
6007 CULLIGAN WAY
MINNETONKA MN 55345

STATE OF MN-DOT
or Current Resident
1500 COUNTY ROAD B2 W
ROSEVILLE MN 55113

AVERY 5160

Easy Peel Address Labels
Bend along line to expose Pop-up Edge

Go to avery.com/templates
Use Avery Template 5160



LEGEND

- GATE VALVE & BOX
- WATER SHUTOFF
- LIGHT POLE
- STORM MANHOLE
- CATCH BASIN
- CURB INLET
- FLARED END
- SANITARY MANHOLE
- HYDRANT
- CTV — CABLE UNDERGROUND LINE
- OE — ELECTRIC OVERHEAD LINE
- UE — ELECTRIC UNDERGROUND LINE
- FO — FIBER OPTIC UNDERGROUND LINE
- G — NATURAL GAS UNDERGROUND LINE
- SANITARY SEWER PIPE
- STORM SEWER PIPE
- T — TELEPHONE UNDERGROUND LINE
- WATERMAIN PIPE
- DT — DRAINTILE PIPE

Client:
STILLWATER AREA PUBLIC SCHOOLS
1875 SOUTH GREELEY STREET
STILLWATER, MINNESOTA 55082

Project Title:
STILLWATER AREA PUBLIC SCHOOLS
BUS FACILITY IMPROVEMENTS
STILLWATER AREA PUBLIC SCHOOLS
STILLWATER, MN 55082

NORTH
0 20 40 80

POTENTIAL UTILITY PLAN

C100

P:\Projects\Projects - 2017\12176010 - Stillwater Bus Facility Evals\C. Design\Drawing Files\12176010 - Potential Utilities.dwg

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION 2018-077

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A SCHOOL DISTRICT TRANSPORTATION CENTER FOR A PORTION OF THE PROPERTY LOCATED AT 11530 HUDSON BOULEVARD NORTH

WHEREAS, the City of Lake Elmo is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, Stillwater Area Schools (Kristen Hoheisel), 1875 Greeley Street South, Stillwater, MN 55082 (the "Applicant") has submitted an application to the City of Lake Elmo (the "City") for a Conditional Use Permit for a school district transportation center for a portion of the property located at 11530 Hudson Blvd N (PID# 36.029.21.43.0001) (the "Property"); and

WHEREAS, a request for a Preliminary and Final Plat to subdivide the Property in to Lot 1, Block 1 of Four Corners, with three separate outlots was submitted by Terry Emerson, 2204 Legion Lane Circle North, Lake Elmo, MN 55042; and

WHEREAS, the Applicant also submitted applications to the City for a Zoning Text Amendment to allow local transit as a conditional use within the Business Park zoning district; and a Zoning Map Amendment to re-zone Lot 1, Block 1 of Four Corners from Rural Development Transitional to Business Park; and

WHEREAS, notice has been published, mailed and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.102; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on June 4, 2018 and June 18, 2018; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated July 17, 2018, and

WHEREAS, the City Council considered said matter at its July 17, 2018 meeting; and

NOW, THEREFORE, based on the testimony elicited and information received, the City Council makes the following:

FINDINGS

1) That the procedures for obtaining said Conditional Use Permit are found in the Lake Elmo Zoning Ordinance, Section 154.106.

2) That all the submission requirements of said Section 154.106 have been met by the Applicant.

3) That the proposed Conditional Use Permit includes the following components:

    a) A Conditional Use Permit for a school district transportation center for a portion of the property located at 11530 Hudson Blvd N.

4) That the Conditional Use Permit for a school district transportation center will be for the Property legally described as follows: Lot 1, Block 1 of Four Corners.

5) That the Zoning Text Amendment that was proposed by the Applicants allows local transit as a conditional use within the Business Park zoning district.

6) That the City approved the Applicant's request for a Zoning Text Amendment to allow local transit as a conditional use within the Business Park zoning district.

7) That the City approved the Applicant's request for a Preliminary and Final Plat to subdivide the Property in to Lot 1, Block 1 of Four Corners along with three separate outlots.

8) That the City approved the Applicant's request for a Zoning Map Amendment to re-zone the Property from Rural Development Transitional to Business Park.

9) The proposed use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the city. ***Bus traffic is not expected to be detrimental or dangerous, as trips and traffic will be limited to certain times of the day. It is a recommended condition of approval that there be significant berming to provide a sufficient screening of the parking lot.***

10) The use or development conforms to the City of Lake Elmo Comprehensive Plan. ***The property is guided for Business Park, in which local transit, which meets certain standards, is a conditional use per the Zoning Code. The use also provides a significant number of jobs per acre, which is a desired trait of the Business Park land use designation per the Comprehensive Plan.***

11) The use or development is compatible with the existing neighborhood. ***The use is compatible with the existing neighborhood, as the existing use is a truck terminal, which is similar in use and design to a bus terminal. The surrounding parcels are mostly vacant and undeveloped.***

12) The proposed use meets all specific development standards for such use listed in Article 7 of this Chapter. ***The proposal complies with the proposed development standards as recommended in the requested Zoning Text Amendment, although it does not comply with many parking lot, screening, and landscape standards, which have been required as a recommended condition of approval.***

13) If the proposed use is in a flood plain management or shoreland area, the proposed use meets all the specific standards for such use listed in Chapter 150, §150.250 through 150.257

(Shoreland Regulations) and Chapter 152 (Flood Plain Management). ***The property is located outside the 0.2% annual chance floodplain.***

14) 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. ***While the proposed project is a redevelopment/repurposing of an existing site and will not change the existing character of the area, operations are not within a building and so would not meet the intended character of the neighborhood.***

15) The proposed use will not be hazardous or create a nuisance as defined under this Chapter to existing or future neighboring structures. ***While the proposed use will create a significant amount of traffic, it will be limited to certain times of the day.***

16) 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. ***There are plans to connect to City sewer and water at the applicant's cost. The use may require the prompt need for the CSAH 15/Hudson Blvd traffic signal, for which the City will be required to share 25% of the cost, and the Hudson Boulevard realignment. It is not yet known if the applicant's stormwater management plan meets all City, State, and Valley Branch Watershed District requirements.***

17) 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. ***While the use will not pay property taxes, sewer and water service charges will be paid by the applicant.***

18) 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. ***The proposed use will generate a significant number of trips per day, though this will be limited to certain times of the day. Minimal noise is expected to come from the site, except during heavy traffic times at specific times within the morning or afternoon.***

19) Vehicular approaches to the property, where present, will not create traffic congestion or interfere with traffic on surrounding public thoroughfares. ***Traffic congestion could be created from the significant number of trips to the site, though these would be limited to certain times of the day.***

20) The proposed use will not result in the destruction, loss or damage of a natural or scenic feature of major importance. **N/A**

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Lake Elmo City Council hereby approves the request by Stillwater Area Schools for a Conditional Use Permit for a school district transportation center with the following conditions of approval:

1) The Zoning Text Amendment to allow local transit (school district transportation center) within the Business Park Zoning District must be approved.
2) No construction or use of the bus terminal (unless in accordance with the Interim Use Permit approved by the City by Resolution 2014-095) may commence until all items as outlined in the City Engineer review memo regarding the Four Corners Preliminary & Final Plat (Stillwater Transportation Center) dated May 30, 2018 and all other subsequent construction plan memos regarding the Stillwater Transportation Center have been addressed; the Four Corners 1st Addition Final Plat has been recorded.
3) The applicant must obtain all other necessary City, State, and other governing body permits prior to the commencement of any construction activity on the parcel including but not limited to an approved stormwater management plan, utility plans, grading plan, street construction plans (if required), parking lot permit, building permits, etc.
4) The Applicant shall submit a photometric plan, and all lighting must meet requirements of Sections 150.035-150.038 of the City Code.
5) The above ground storage tank shall require development of diking around the tank, suitably sealed to hold a leakage capacity equal to 115% of the tank capacity. The applicant shall demonstrate that fire, explosion, or water or soil contamination hazards are not present that would be detrimental to the public health, safety, and general welfare. The applicant shall also fill out an Aboveground Storage Tank Notification of Installation or Change in Status Form as required by the Minnesota Pollution Control Agency (MPCA).
6) The Applicant shall submit an updated Landscape Plan and Tree Preservation Plan which includes sufficient berming and screening and addresses the comments in this report to be reviewed and approved by the City's Landscape Architect.
7) Parking areas shall be paved with a durable surface including, but not limited to, hot asphalt, bituminous or concrete; spaces shall be marked with painted lines at least four inches wide; required interior and exterior parking lot screening is required; a bumper curb or barrier of normal bumper height shall be provided; and must provide an adequate number of Americans with Disabilities Act (ADA) accessible stalls.
8) A sign permit shall be obtained prior to erection of any sign on the property.
9) The property shall be connected to City sewer and water prior to operation of the bus terminal.
10) A Traffic Impact Study is required to determine timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements as well as to determine if an eastbound left turn lane along Hudson Boulevard is also needed at the site access.
11) The applicant shall be required to include a description of the sanitary sewer capacity demands including the number of residential equivalency units (REC) based on the Metropolitan Council Sewer Availability Charge (SAC) determination policy as well as a description of the water capacity demands including average day use, peak day use, and fire suppression demands. Demands must account for all planned uses and connections to

the sewer system including bus wash wastewater as well as include potable drinking water, bus washing operations, etc.

12) Applicant shall be responsible to place hydrants throughout the property at the direction of the Fire Department. All fire hydrants shall be owned and maintained by the City.
13) That the applicant contribute a onetime payment of $150,000 in recognition of lost tax revenue as well as the City's cost share of the future traffic signal at the intersection of Manning Avenue (CSAH 15) and Hudson Boulevard North.

Passed and duly adopted this 17th day of July 2018 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION 2018-077

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A SCHOOL DISTRICT TRANSPORTATION CENTER FOR A PORTION OF THE PROPERTY LOCATED AT 11530 HUDSON BOULEVARD NORTH

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WHEREAS, a request for a Preliminary and Final Plat to subdivide the Property in to Lot 1, Block 1 of Four Corners, with three separate outlots was submitted by Terry Emerson, 2204 Legion Lane Circle North, Lake Elmo, MN 55042; and

WHEREAS, the Applicant also submitted applications to the City for a Zoning Text Amendment to allow local transit as a conditional use within the Business Park zoning district; and a Zoning Map Amendment to re-zone Lot 1, Block 1 of Four Corners from Rural Development Transitional to Business Park; and

WHEREAS, notice has been published, mailed and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.102; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on June 4, 2018 and June 18, 2018; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated July 17, 2018, and

WHEREAS, the City Council considered said matter at its July 17, 2018 meeting; and

NOW, THEREFORE, based on the testimony elicited and information received, the City Council makes the following:

FINDINGS

1) That the procedures for obtaining said Conditional Use Permit are found in the Lake Elmo Zoning Ordinance, Section 154.106.

EXHIBIT
tabbies
2

2) That all the submission requirements of said Section 154.106 have been met by the Applicant.

3) That the proposed Conditional Use Permit includes the following components:

    a) A Conditional Use Permit for a school district transportation center for a portion of the property located at 11530 Hudson Blvd N.

4) That the Conditional Use Permit for a school district transportation center will be for the Property legally described as follows: Lot 1, Block 1 of Four Corners.

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6) That the City approved the Applicant's request for a Zoning Text Amendment to allow local transit as a conditional use within the Business Park zoning district.

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8) That the City approved the Applicant's request for a Zoning Map Amendment to re-zone the Property from Rural Development Transitional to Business Park.

9) The proposed use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the city. ***Bus traffic is not expected to be detrimental or dangerous, as trips and traffic will be limited to certain times of the day. It is a recommended condition of approval that there be significant berming to provide a sufficient screening of the parking lot.***

10) The use or development conforms to the City of Lake Elmo Comprehensive Plan. ***The property is guided for Business Park, in which local transit, which meets certain standards, is a conditional use per the Zoning Code. The use also provides a significant number of jobs per acre, which is a desired trait of the Business Park land use designation per the Comprehensive Plan.***

11) The use or development is compatible with the existing neighborhood. ***The use is compatible with the existing neighborhood, as the existing use is a truck terminal, which is similar in use and design to a bus terminal. The surrounding parcels are mostly vacant and undeveloped.***

12) The proposed use meets all specific development standards for such use listed in Article 7 of this Chapter. ***The proposal complies with the proposed development standards as recommended in the requested Zoning Text Amendment, although it does not comply with many parking lot, screening, and landscape standards, which have been required as a recommended condition of approval.***

13) If the proposed use is in a flood plain management or shoreland area, the proposed use meets all the specific standards for such use listed in Chapter 150, §150.250 through 150.257

(Shoreland Regulations) and Chapter 152 (Flood Plain Management). ***The property is located outside the 0.2% annual chance floodplain.***

14) 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. ***While the proposed project is a redevelopment/repurposing of an existing site and will not change the existing character of the area, operations are not within a building and so would not meet the intended character of the neighborhood.***

15) The proposed use will not be hazardous or create a nuisance as defined under this Chapter to existing or future neighboring structures. ***While the proposed use will create a significant amount of traffic, it will be limited to certain times of the day.***

16) 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. ***There are plans to connect to City sewer and water at the applicant's cost. The use may require the prompt need for the CSAH 15/Hudson Blvd traffic signal, for which the City will be required to share 25% of the cost, and the Hudson Boulevard realignment. It is not yet known if the applicant's stormwater management plan meets all City, State, and Valley Branch Watershed District requirements.***

17) 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. ***While the use will not pay property taxes, sewer and water service charges will be paid by the applicant.***

18) 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. ***The proposed use will generate a significant number of trips per day, though this will be limited to certain times of the day. Minimal noise is expected to come from the site, except during heavy traffic times at specific times within the morning or afternoon.***

19) Vehicular approaches to the property, where present, will not create traffic congestion or interfere with traffic on surrounding public thoroughfares. ***Traffic congestion could be created from the significant number of trips to the site, though these would be limited to certain times of the day.***

20) The proposed use will not result in the destruction, loss or damage of a natural or scenic feature of major importance. **N/A**

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Lake Elmo City Council hereby approves the request by Stillwater Area Schools for a Conditional Use Permit for a school district transportation center with the following conditions of approval:

1) The Zoning Text Amendment to allow local transit (school district transportation center) within the Business Park Zoning District must be approved.
2) No construction or use of the bus terminal (unless in accordance with the Interim Use Permit approved by the City by Resolution 2014-095) may commence until all items as outlined in the City Engineer review memo regarding the Four Corners Preliminary & Final Plat (Stillwater Transportation Center) dated May 30, 2018 and all other subsequent construction plan memos regarding the Stillwater Transportation Center have been addressed; the Four Corners 1st Addition Final Plat has been recorded.
3) The applicant must obtain all other necessary City, State, and other governing body permits prior to the commencement of any construction activity on the parcel including but not limited to an approved stormwater management plan, utility plans, grading plan, street construction plans (if required), parking lot permit, building permits, etc.
4) The Applicant shall submit a photometric plan, and all lighting must meet requirements of Sections 150.035-150.038 of the City Code.
5) The above ground storage tank shall require development of diking around the tank, suitably sealed to hold a leakage capacity equal to 115% of the tank capacity. The applicant shall demonstrate that fire, explosion, or water or soil contamination hazards are not present that would be detrimental to the public health, safety, and general welfare. The applicant shall also fill out an Aboveground Storage Tank Notification of Installation or Change in Status Form as required by the Minnesota Pollution Control Agency (MPCA).
6) The Applicant shall submit an updated Landscape Plan and Tree Preservation Plan which includes sufficient berming and screening and addresses the comments in this report to be reviewed and approved by the City's Landscape Architect.
7) Parking areas shall be paved with a durable surface including, but not limited to, hot asphalt, bituminous or concrete; spaces shall be marked with painted lines at least four inches wide; required interior and exterior parking lot screening is required; a bumper curb or barrier of normal bumper height shall be provided; and must provide an adequate number of Americans with Disabilities Act (ADA) accessible stalls.
8) A sign permit shall be obtained prior to erection of any sign on the property.
9) The property shall be connected to City sewer and water prior to operation of the bus terminal.
10) A Traffic Impact Study is required to determine timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements as well as to determine if an eastbound left turn lane along Hudson Boulevard is also needed at the site access.
11) The applicant shall be required to include a description of the sanitary sewer capacity demands including the number of residential equivalency units (REC) based on the Metropolitan Council Sewer Availability Charge (SAC) determination policy as well as a description of the water capacity demands including average day use, peak day use, and fire suppression demands. Demands must account for all planned uses and connections to

the sewer system including bus wash wastewater as well as include potable drinking water, bus washing operations, etc.

12) Applicant shall be responsible to place hydrants throughout the property at the direction of the Fire Department. All fire hydrants shall be owned and maintained by the City.
13) That the applicant contribute a onetime payment of $150,000 in recognition of lost tax revenue as well as the City's cost share of the future traffic signal at the intersection of Manning Avenue (CSAH 15) and Hudson Boulevard North.

Passed and duly adopted this 17th day of July 2018 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

§ 10.99 PENALTIES.

(A) *Prohibited acts.*

(1) Any person must not do any of the following:

(a) Violate, fail to comply with, or assist, authorize, or permit the violation of a provision of this code;

(b) Violate, fail to comply with, or assist, authorize, or permit the violation of the terms and conditions of a city approval, including permits and licenses, required or granted under this code; or

(c) Knowingly make or submit a false statement, document, or material omission in connection with an application or procedure required by this code.

(2) No section of part of this code designating the duties of an official, employee, or appointee of the city may be construed to make that person liable for the penalties provided herein.

(B) *Penalties.*

(1) A person who violated division (A) above is guilty of a misdemeanor and upon conviction will be punished in accordance with state law; provided, that if a different punishment is stated in this code, that provision governs the punishment for the violation.

(2) Designation as a petty misdemeanor means that upon conviction the sentence will be in accordance with state law. If not designated as petty misdemeanor, a violation is a misdemeanor as set forth above in division (B)(1) above.

(3) Each calendar day that division (A) above is violated constitutes a separate offense.

(4) A violation of division (A) above constitutes sufficient grounds for denial of an application required by this code that is related to the violation.

(5) Action prohibited by division (A) above may, at the option of the city, void a city approval that is related to the violation.

(6) The City Attorney may institute a legal proceeding in the name of the City of Lake Elmo to prevent, restrain, remedy, or abate a violation of division (A) above.

(7) Nothing in this section prevents the city from taking other action permitted by law, and the penalties and remedies provided here and under other law are cumulative.

(Ord. 08-028, passed 7-20-2010; Am. Ord. 08-141, passed 7-5-2016)

3. Approximate location of all curb cuts, driveways, access roads, parking areas, off-street loading areas, and sidewalks.
4. Conceptual landscape plan indicating general planting areas for trees, shrubs, and lawns.
5. Conceptual grading, erosion control, and storm water management plan.
6. Conceptual sewer and water utility plan for the development.
7. Narrative indicating the types of uses or businesses that are contemplated for the development, number of employees, parking and traffic impacts, and other pertinent information about the proposed development.
8. The Director of Planning may require the applicant to supply proof of ownership of the property for which the amendment is requested that illustrates legal or equitable interest in the property.

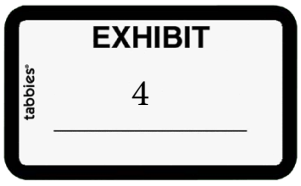
E. *Hearing Requirements*. The Planning Commission shall hold a public hearing on each complete application for a Zoning Amendment as provided in §154.102 of this Article. After the close of such hearing, the Planning Commission shall consider findings and shall submit the same together with its recommendation to the City Council.

F. *Effect of Denial of Application*. No application of a property owner for an amendment to the text of this chapter or the zoning map shall be considered by the Planning Commission within the one year period following a denial of such request, except the Planning Commission may permit a new application, if in the opinion of the Planning Commission, new evidence or a change of circumstances warrant it.

G. *Relationship to Comprehensive Plan*. Any rezoning shall be consistent with the current City of Lake Elmo Comprehensive Land Use Plan. If the rezoning is not consistent with the current Comprehensive Plan, an amendment to the Comprehensive Plan must be requested and approved prior to or concurrent with the rezoning request.

H. *Coordination with Adjoining Communities*. Any zoning district change on land adjacent to or across a public right-of-way from an adjoining community shall be referred to the Planning Commission and the adjacent community or county for review and comment prior to action by the City Council granting or denying the zoning district classification change. A period of at least ten (10) days shall be provided for receipt of comments. Such comments shall be considered as advisory only.

(Ord. 08-085, passed 7-2-2013)



§ 154.106 CONDITIONAL USE PERMITS.

A. *Required Findings*. Conditional use means a land use or development as defined by ordinance that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls only upon a finding that all of the following provisions are met:

1. The proposed use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the city.

2. The use or development conforms to the City of Lake Elmo Comprehensive Plan.
3. The use or development is compatible with the existing neighborhood.
4. The proposed use meets all specific development standards for such use listed in Article 9 of this Chapter. (Ord. 08-152)
5. If the proposed use is in a flood plain management or shoreland area, the proposed use meets all the specific standards for such use listed in Chapter 150, §154.800 (Shoreland Regulations) and Chapter 152 (Flood Plain Management).
6. 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.
7. The proposed use will not be hazardous or create a nuisance as defined under this Chapter to existing or future neighboring structures.
8. 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.
9. 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.
10. 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.
11. Vehicular approaches to the property, where present, will not create traffic congestion or interfere with traffic on surrounding public thoroughfares.
12. The proposed use will not result in the destruction, loss or damage of a natural or scenic feature of major importance.

B. *Application Requirements*. Conditional Use Permit applications shall be submitted to the Director of Planning on such form and accompanied by such information as required by §154.101.A of this Article and with the submission materials listed in §154.101.B of this Article.

C. *Public Hearing Required*. The Planning Commission shall hold a public hearing on each complete application for a conditional use permit as provided in §154.102 of this Article. After the close of the hearing on a proposed conditional use permit, the City Planning Commission shall consider findings and shall submit the same together with its recommendation to the City Council.

D. *Final Decision by City Council*. The City Council shall make the final decision on a conditional use permit after a public hearing by the Planning Commission. The City Council may approve, approve with conditions, or deny the application.

E. *Conditions*. In reviewing applications for conditional use permits, the Planning Commission and Council may attach whatever reasonable conditions they deem necessary to mitigate anticipated adverse impacts associated with these uses, to protect the value of property within the district and to achieve the goals and objectives of the Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting immediately adjacent properties from objectionable views, noise, traffic and other negative characteristics associated with such uses.

1. The conditions shall include all specific development standards for such use listed in Article 9 of this Chapter. (Ord. 08-152)
2. If the proposed use is in a flood plain management or shoreland area, the conditions shall include specific standards for such use listed in Chapter 151 (Floodplain Management) and Chapter 154 (Shoreland Management).
3. In addition, conditions may include, but are not limited to, the following:
    a. Controlling the number, area, bulk, height and location of such uses;
    b. Regulating ingress and egress to the property and the proposed structures thereon with particular references to vehicle and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other catastrophe;
    c. Regulating off-street parking and loading areas where required;
    d. Controlling the location, availability and compatibility of utilities;
    e. Requiring berming, fencing, screening, landscaping or other means to protect nearby property; and
    f. Requiring other conditions to create compatibility of appearance with surrounding uses.

F. *Findings for Denial*. If the Planning Commission recommends denial of a conditional use permit or the Council orders such denial, it shall include in its recommendation or determination findings as to the specific ways in which the proposed use does not comply with one or more specific findings required by this chapter.

G. *Permittee*. A conditional use permit shall be issued for a particular use and not for a particular person, except in the case of a permit granted for the uses of land reclamation, mining or soil or mineral processing. In such cases, a permit shall be issued to the particular person making application for such permit and such permit shall not be transferred or assigned for use by another without the written consent of the City. However, such consent by the City shall not be unreasonably withheld.

H. *Periodic Review*. A periodic review of the use may be attached as a condition of approval of a conditional use permit.

I. *Term of Permit*. Unless otherwise stipulated, the term shall be the life of the use.

J. *Revocation*. Failure to comply with any condition set forth in a conditional use permit, or any other violation of this chapter, shall be a misdemeanor and shall also constitute

sufficient cause for the termination of the conditional use permit by the City Council following a public hearing conducted in accordance with §154.102 of this Article.

K. *Expiration.* If substantial construction has not taken place within 12 months of the date on which the conditional use permit was granted, the permit is void except that, on application, the Council, after receiving recommendation from the Planning Commission, may extend the permit for such additional period as it deems appropriate. If the conditional use is discontinued for six months, the conditional use permit shall become void. This provision shall apply to conditional use permits issued prior to the effective date of this chapter, but the six-month period shall not be deemed to commence until the effective date of this chapter.

(Ord. 08-085, passed 7-2-2013)

§ 154.107 INTERIM USE PERMITS.

A. *Purpose and Intent.* The purpose and intent of allowing interim uses are:

1. To allow a use for a limited period of time that reasonably utilizes the property where such use is not consistent with the future land map in the Comprehensive Plan; and
2. To allow a use that is presently acceptable, but that with anticipated development or redevelopment or other significant change, will not be acceptable in the future or will be replaced by a permitted or conditional use allowed within the respective district.

B. *Required Findings.* An interim use permit may be granted only if the City Council finds as follows:

1. The use is allowed as an interim use in the respective zoning district and conforms to standard zoning regulations.
2. The use will not adversely impact nearby properties through nuisance, noise, traffic, dust, or unsightliness and will not otherwise adversely impact the health, safety, and welfare of the community.
3. The use will not adversely impact implementation of the Comprehensive Plan.
4. The user agrees to all conditions that the City Council deems appropriate to establish the interim use. This may include the requirement of appropriate financial surety such as a letter of credit or other security acceptable to the City to cover the cost of removing the interim use and any interim structures not currently existing on the site, upon the expiration of the interim use permit.
5. There are no delinquent property taxes, special assessments, interest, or city utility fees due upon the subject parcel.
6. The date or event terminating the interim use shall be set by the City Council at the time of approval.

C. *Application Requirements.* Interim Use Permit applications shall be submitted to the Director of Planning on such form and accompanied by such information as required by

City of Lake Elmo
Narrative for Conditional Use Permit
Stillwater Area Public Schools
April 30, 2018

Contact Information:

Stillwater Area Public Schools – Kristen Hoheisel – 651-351-8321, Email: hoheiselk@stilwaterschools.org

Property Owner: Terry Emerson – 651-845-3373, Email: tse03@comcast.net

Engineer: Greg Buchal - Larson Engineering 651-255-0328, Email: gbuchal@larsonengr.com

Surveyor: Tim Freeman – FFE Surveying 651-439-8833, Email: freeman@ffe-inc.com

Property Address: 11530 Hudson Blvd. North, Lake Elmo, MN 55042

Current Zoning: Business Park

Parcel Size: 11 acres (approximately 479,160 sq. ft.)

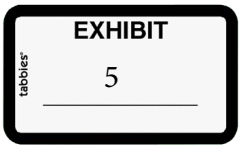
PID Number: 36 029 21 43 0001

Current building was constructed in the 1990's and was used for office space by E& H Earthmovers and also provided bus storage for Stillwater Schools. The building was then used by Kenworth Diesel Trucks for sales, repairs and service of diesel trucks, and is currently being considered for bus parking and maintenance by Stillwater Schools again.

The proposed use is for a School District Transportation Center. The existing building, paved and gravel parking area, along with the existing landscaped berms would remain as they are and the site would be expanded to provide additional gravel surfaced parking for school buses and employee cars. School buses for the District would be parked at this facility when not in use, along with performing routine maintenance of the buses at this location. As part of the servicing and maintenance of the buses, it is also planned to wash and fuel buses at this facility.

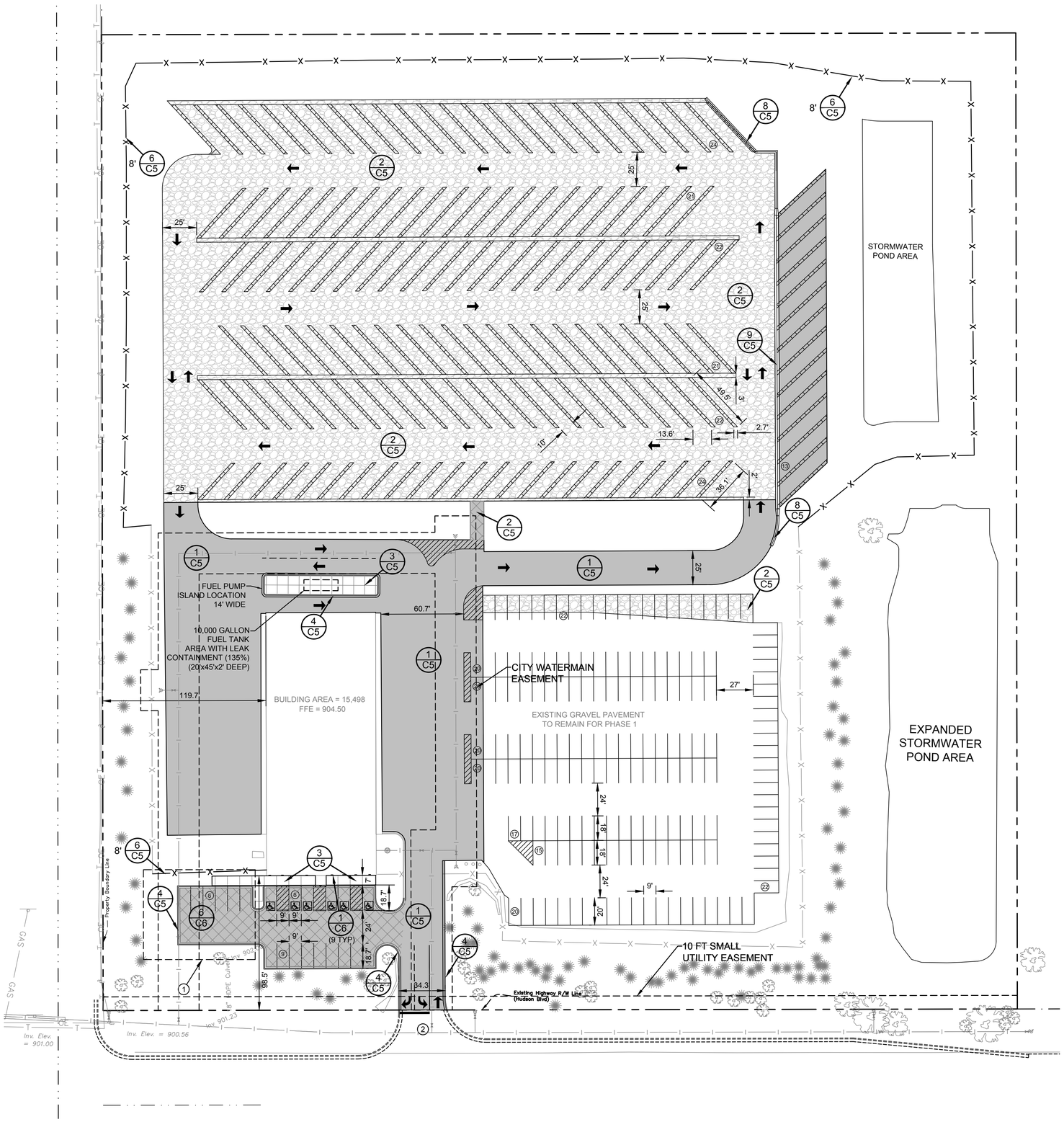
Approximately 200 people would work at this facility, with morning and afternoon shifts of drivers and attendants, along with the vehicle maintenance and administrative staff. Hours of operation would be from about 6:00am to about 6:00pm during the weekdays with occasional Saturday use for limited special school district transportation needs. This proposed use would be similar to the existing use of the property, in providing routine service of vehicles. Parking for the school buses (total of 140) transportation vans (about 20) and personal vehicles of the employees (about 200) would be provided on-site.

This location is adjacent to major traffic corridors and routes within this area of the City of Lake Elmo and this would have less of an impact on traffic flow than would occur on lower volume roads or those through residential areas. Being located along the Highway 94 corridor, the bus traffic would have a minimal impact on the already higher volumes of traffic in this area. In addition, the peak bus traffic times will be limited to the morning hours, from about 7:00am to 9:00am to get student to school, and from about 2:00pm to 4:00pm to get students back home from school.



This proposed use would not be detrimental to the other permitted uses in the Business Park District. This use would be consistent with the City of Lake Elmo Comprehensive Plan for the Business Park District in providing a diverse mixed use, with a high density of jobs at this location. This facility will employee about 200 people, including the various shifts, positions and administrative staff.

Water and sanitary sewer infrastructure are also proposed to this area of the City as part of the adjacent re-development and re-alignment of Hudson Boulevard, eliminating the need for septic systems for treatment of wastewater from this facility. As the water for the facility is switched from the well to municipal water, the existing well would be abandoned in accordance with Minnesota Health Department requirements.



SYMBOL LEGEND

NEW 6" BITUMINOUS PAVEMENT OVER
NEW 8" CRUSHED AGGREGATE BASE
OVER 24" GRANULAR BACKFILL
SEE DETAIL 1/C5

NEW 6" CONCRETE PAVEMENT OVER
NEW 6" CRUSHED AGGREGATE BASE
SEE DETAIL 3/C5

NEW 10" AGGREGATE OVER
NEW 24" GRANULAR BACKFILL
SEE DETAIL 2/C5

WHERE APPLICABLE, DIMENSIONS ARE FROM BACK OF CURB TO BACK OF CURB OR BACK OF CURB TO END OF STALL LINE.

PARKING STALL COUNT

ADA STALLS REQUIRED = 6
ADA STALLS PROVIDED = 6
AUTOMOBILE STALLS = 177
SCHOOL VAN STALLS = 20
SHORT BUS STALLS = 24
LARGE BUS STALLS = 123
(XX) - INDICATES STALL COUNT IN ROW

LOT SIZE

Total Lot Size: 478,997 s.f. = 11.00 Acres

Breakdown:
Proposed Building: 15,498 s.f. = 3.24%
Proposed Gravel Pavement Areas (Phase 1): 182,980 s.f. = 38.20%
Proposed Concrete and Bituminous Pavement (Phase 1): 61,563 s.f. = 12.85%
Proposed Open Space: 218,956 s.f. = 45.71%

Proposed Total Impervious Space = 54.29%
Business Park Max Impervious = 75%

Parking Lot Area = 244,993 s.f.
5% Landscaped Area Required = 12,249 s.f
Landscaped Area Provided = 16,830 s.f.

All gravel pavement surface (existing and proposed) in Phase 1 is going to be paved in Phase 2 of the project. A timeline for Phase 2 has not yet been established but is anticipated in 2 to 3 years.

PLAN NOTES

1. Automobile parking lot to be constructed after septic drainfield is abandoned.
2. Entrance drive paving, and curb and gutter to match new construction for Hudson Blvd.

EXHIBIT
tabbies'
6

NORTH
0 20 40 80

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120 (f) 651.481.9201
www.larsonengr.com

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Client:
STILLWATER AREA PUBLIC SCHOOLS
1875 SOUTH GREELEY STREET
STILLWATER, MINNESOTA 55082

Project Title:
2018 STILLWATER AREA PUBLIC SCHOOLS BUS FACILITY IMPROVEMENTS
STILLWATER AREA PUBLIC SCHOOLS
STILLWATER, MN 55082

I hereby certify that this plan, specifications or report 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.

Greg A. Buchal, P.E.
Date: 04.30.18 Reg. No.: 23793

Rev.	Date	Description
1	06.06.18	Watershed Comments
2	09.14.18	City Resubmittal
3	10.12.18	City Resubmittal
4	11.06.18	City Resubmittal

Project #: 12176010
Drawn By: KJA
Checked By: GAB
Issue Date: 04.30.18

Sheet Title:
PAVING AND DIMENSION PLAN

Sheet:
C2

P:\Projects\Projects - 2017\12176010 - Stillwater Bus Facility Evals\C. Design\Drawing Files\12176010 - C2.dwg

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.	**651.300.4285**

Date: May 30, 2018

To: Emily Becker, Planner Director

Cc: Chad Isakson, Assistant City Engineer

From: Jack Griffin, P.E., City Engineer

Re: Four Corners Preliminary & Final Plat (Stillwater Transportation Center)

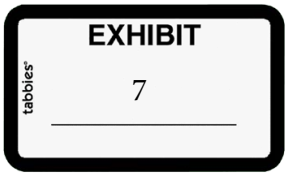
An engineering review has been completed for the Four Corners Preliminary and Final Plat including the Stillwater Transportation Center. Preliminary Plat/Final Plat and Site Plans were received on May 16, 2018. The submittal consisted of the following documentation:

- Four Corners Preliminary Plat, dated May 4, 2-18, prepared by Folz Freeman Surveying LLC.
- Four Corners Final Plat, not dated, prepared by Folz Freeman Surveying LLC.
- Stillwater Bus Facility Site Plans, dated April 30, 2018, prepared by Larson Engineering Inc.
- Project Narratives, dated April 30, 2018.

Engineering has the following review comments:

STORMWATER MANAGEMENT

- A State and Valley Branch Watershed District (VBWD) permit will be required. The site plan is subject to a storm water management plan meeting State, VBWD and City rules and regulations. No proposed storm water management plan was provided as part of the Plan submittal.
- A storm water management plan must be submitted detailing the stormwater management calculations to support any proposed improvements to meet agency requirements including the HydroCAD model in electronic format. The Management plan must include a summary report describing the overall stormwater management plan and performance criteria for all required storm events.
- Storm water facilities proposed for meeting State and VBWD permitting requirements must be designed and constructed in accordance with the City Engineering Design Standards Manual available on the City website, dated March 2017.
- The storm water facilities constructed for this development should remain privately owned and maintained. The applicant will be required to execute and record a Stormwater Maintenance and Easement Agreement in the City's standard form of agreement.
- Even as privately owned and maintain facilities, maintenance access roads meeting the City engineering design standards must be provided for all storm water facilities.
- The storm water facility 100-year HWL must be fully contained within the subject property or easements must be acquired to protect the 100-year HWL flood area. The proposed plans show the 100-year HWL event discharging off-site at the southeast corner.
- City design standards, details and plan notes must be used for erosion control.



STREETS AND TRANSPORTATION

- Hudson Boulevard Right-of-Way/Easement Dedication. No additional right-of-way dedication is required unless an eastbound left turn lane is required (see below). However, a 10-foot utility corridor easement for small utilities must be dedicated to the City along the north boulevard of Hudson Blvd.
- Site Access. The site plans propose the continued use of the existing commercial driveway with dedicated right and left turn lanes leaving the site.
- Hudson Boulevard Improvements. As part of the development, Hudson Boulevard must be improved per the City design standards to an urban section on the north side of the street including a west bound right turn lane to the site, a 4-foot shoulder (curb reaction), a 9-foot boulevard, and 10-foot shared use bituminous trail with 2-foot clear zone (see attached typical section and preliminary layout).
- Traffic Impact Study. A traffic impact study should be completed and submitted as part of the preliminary plat application to determine the timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements. A financial contribution to CSAH 15/Hudson Blvd traffic signal/realignment should be considered. In addition, the study is needed to determine if an eastbound left turn land along Hudson Boulevard is also needed at the Site access.

MUNICIPAL SANITARY SEWER

- The proposed site is guided in the City's Comprehensive Plan for 2020-2030 Regional Sewer Staging Plan and would discharge to the MCES Cottage Grove Ravine Interceptor. Therefore, provisions for connecting to the municipal sanitary sewer service must be included with this application. The site plans/application indicates a new sewer service line connecting to future sanitary sewer but does not address the extension of sanitary sewer to the site.
- The applicant will be responsible to connect to the City sanitary sewer system and extend sanitary sewer into the property at applicant's sole cost. In addition, the applicant will be required to stub sanitary sewer mains to adjacent properties so that these parcels maintain sewer access. Sanitary sewer is available along Hudson Blvd near the MCES Meter Station. The sanitary sewer trunk size will need to be determined based on the 2040 Comprehensive Plan.
- The application should include a description of the sanitary sewer capacity demands including the number of residential equivalent units (REC) based on the Met Council SAC determination policy. Demands must account for all planned uses and connections to the sewer system including bus wash wastewater. This information is required for staff evaluation of the sewer system improvements needed to support the development and to determine the applicable sewer availability charges.
- Existing Utility Easements. The existing sanitary sewer utility easements along Hudson Boulevard and the new commercial street corridor must be shown with the preliminary plan submittal and plan revisions must be made to avoid encroachments/conflicts with these easements.
- Any main sewer lines placed within the development will require minimum 30-foot easements centered over the pipe (or wider dependent upon the sewer depths) dedicated to the City and in the form of the City's Utility Easement Agreement.

MUNICIPAL WATER SUPPLY

- The proposed facility resides within the Planned MUSA, therefore provisions for connecting to the municipal water supply must be included with this application. The site plans/application indicate a new water service line connecting to future water but does not address the extension of the municipal water supply to the site.
- The applicant will be responsible to extend municipal water to the property at the applicant's cost. Watermain stubs will be required to eastern property limits. Water is available to be extended to the property from the Hunter's Crossing development but will require easements across adjacent properties. The watermain extension to the site will likely be a 12-inch trunk watermain.
- The application should include a description of the water capacity demands including average day use, peak day use, and fire suppression demands. All demand should be provided including potable drinking

water, bus washing operations, etc. This information is required for staff evaluation of the water improvements needed to support the development and to determine the water availability charges.

- The proposed site is in the water system's low-pressure zone which has limited capacity until a new water tower is constructed to serve the area.
- The applicant will be responsible to place hydrants throughout the property at the direction of the Fire Department. All fire hydrants shall be owned and maintained by the City.
- Any watermain lines and hydrants placed within the development will require minimum 30-foot easements centered over the pipe. Easements must be dedicated to the City and be provided in the City's standard form of easement agreement.

Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
September 12, 2019 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:05 p.m.

II. Roll Call: Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Liz Weisberg, treasurer; Mark Burns, director; Jennifer Pelletier, director; Tina Riehle, director; Sarah Stivland, clerk; and Superintendent Pontrelli, ex-officio.

III. Pledge of Allegiance: The Board Chair led the Pledge of Allegiance.

IV. District Mission and School Board Goals: The mission statement was read by Member Weisberg and the goals were read by Member Burns.

V. Approval of the Agenda
Motion to approve the agenda by: Member Riehle; Second by: Member Stivland, Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent's Report
Superintendent Pontrelli reported:

1. Welcome Rick Robbins new executive director with the Partnership Plan.
2. Due to scheduling conflicts with Morris Leatherman, the survey has been scheduled for the September 26 meeting.
3. Attended Retired Educators luncheon and shared our initiatives and what is happening in the district.
4. Superintendent Advisory Council met this week. Working consistently with three areas of focus – legislative efforts, welcoming environments, and referendums.
5. Community Design Team had its first meeting this past Tuesday. Great turn out for first meeting.
6. At a recent Finance Working Group meeting there was a question on a past executive summary report. Will add an addendum to provide additional information to the cost and total cost of the Oak Park media center.

VII. Introductory Items
Superintendent Pontrelli recognized Representative Shelly Christiansen. She was nominated as a MN School Board Association Legislator of Distinction for 2019. Recognize her advocacy for the school district and across the state. She helped with the Snow Day Relief.

VIII. Open Forum

1. Robert Dickie – Helps with housing for family and youth. Students are at their facility and asks district to help with transportation.
2. Jim Franklin – Concern with open committee meetings. Attended Community Engagement Workgroup and they discussed good plans and engagement. Thank you for your goal oriented communication.
3. Kate Niemann – Stillwater Township – Open forum is an important mechanism for public to communicate with the board members. Appreciate the board's responses when reaching out.
4. Bob Sherman – Stillwater – Resolution of superintendent dispute. Thank you to Whitson Foundation.

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5. Doug Hemer – Stillwater – Sent a letter to the Board regarding mediation. Realize the requirement to waive in advance any claims the superintendent might have to actions taken was not part of the motion and apologize for the misread. Applaud Chair for not including that requirement in the motion.
6. Josh Leonard – Thank you for a great opening couple weeks. Ready Set Go conferences meant a lot. Appreciate and thank teachers and staff for their enthusiasm. Thanks for the strong leadership.

IX. Consent Agenda

A. Minutes of August 22, 2019 Special School Board Meeting
B. Minutes of August 22, 2019 Business Meeting
C. Disbursement Register August 24-September 13, 2019
D. Marsh and McLennan Agency – Workers' Compensation Renewal
E. Additional Transportation Facility Design
F. Human Resources Personnel Report

Motion by: Member Pelletier to remove A and B from the motion; Second by Member Stivland to remove A and B and Vote on items C-F. Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Motion by: Member Pelletier to accept and approve items C-F; Second by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Minutes of August 22 Special School Board meeting have one change: V. Closed Session vote change from 7 ayes to 6 ayes.

Motion by Member Burns to accept and approve the August 22 Special School Board meeting minutes with the change indicated; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Minutes of the August 22, 2019 Business Meeting change XII. Board Member Reports. C. 1. Director Riehle. Remove the sentence 'Met with auditors who indicated to update the executive summary'. Change the word unanimous to anonymous. Add to B. Working Group Reports 2. Finance and Operations. Met with auditors and think it is important to have the executive summary corrected and they agreed it was important as well.

Motion by Member Riehle to accept and approve the minutes of the August 22, 2019 Business meeting minutes with the changes indicated; Second by: Member Weisberg; Vote: 6 ayes, 1 nay (Pelletier), Motion Carried.

X. Reports

A. Open Forum Process
The Policy Work Group reviewed Policy 206 – Public Participation in School Board Meetings. The policy indicates there is flexibility to make changes. The Work Group wants to try and keep balance with efficient use of time. The Work Group's recommendation is to give 3 minutes and expand the number of speakers to 15 with the intent to revisit in November. The work group realizes the public forum is a very important piece of open business meetings.

B. First Day of School Report
Dr. McDowell and Ms. Hoheisel presented information on the first day of school for the 2019-20 school year. Enrollment numbers for the first day were shared, as well as family experiences with the staggered start times for grades 6-12 and the K-5 conferences. This year's focus is 'every student every day'. The Stuff the Bus Campaign statistics was also shared.

The following are all mandatory policies. The Second Reading of the following polices were presented by Director Stivland.

C. Policy 412 – Expense Reimbursement

D. Policy 427 – Workload Limits for Special Education Teachers
E. Policy 502 – Search of Student Lockers, Desks, Personal Possessions, and Students Person
F. Policy 722 – Public Data Requests – this policy was pulled due to concerns raised. The Policy Work Group will review and bring back for second review at a future meeting.

Final readings for Policy for 412, 427 and 502 will be brought to the September 26 board meeting.

XI. Action Items

A. Proposal to Consider Mediation Parameters
Chair Ptacek indicated there is a generous offer by the Whitson Foundation. In order to further consider the mediation proposed by Whitson Foundation the Chair wants to address the associated liability concerns, that he be authorized to contact the District's legal counsel to request she draft an agreement whereby the Superintendent would consent to the release of her personnel data in the course of mediation and agree to hold the District and Board harmless from any liability arising from the mediation, which must be held at Open Board meetings. The draft would be brought to future meetings for board review and approval and eventually approval by the Superintendent.

Motion by: Member Ptacek to approve the Board Chair to contact the district's legal counsel to request a draft agreement whereby the Superintendent would consent to the release of her personnel data in the course of mediation and agree to hold the District and Board harmless from any liability arising from the mediation which must be held at an Open Board meeting; Second by: Member Weisberg; Vote: 2 ayes; 5 nays (Burns, Stivland, Pearson, Riehle, Pelletier), Motion Denied.

XII. Board Member Reports

A. Board Chair Report
- Community Design Team met and was impressed with the students who participated.
- Two student representatives will start at the next board meeting.
- Will add to the Working Group Reports a report from the Community Design Team at future meetings.
- Asked Director Burns to comment on the first Community Design Team. Director Burns indicated there were very enthusiastic people involved. Worked on long term vision statements. Seven meetings scheduled and they are publicly posted. There is a Long Range Planning link on the website.
- Attended AMSD last week.
- MSBA has a Delegate Assembly made up of board members. Sarah and Mike nominated as delegates.

B. Working Group Reports
1. Community Engagement – Director Pearson – Work Group met today. Will have a tent up at the Homecoming carnival from 3:30-6:30 offering a brief survey and requesting board members help at the tent. Carnival is still looking for volunteers. World's Best Work Force has a need to fill more spots. Discussed board member school liaisons and looking for feedback.
2. Finance and Operations – Director Weisberg – Meeting held on August 29th. Meetings are posted on the website.
3. Legislative – Chair Ptacek – MSBA and AMSD are developing legislative platforms. A meeting will be scheduled of the work group and we are developing a timetable of legislative important events. SEE meeting scheduled on Sept 20th with Bill Morris speaking.
4. Policy – Director Stivland – Policy Work Group met this past Tuesday and met previously on the open forum questions. Reviewing mandatory policies by the state and those with annual review. Will then go back and work through other policies. Work Group meetings are open meetings. Board needs to define what the expectations if a board member is in the audience. Next meeting is October 1.
5. Personnel – Director Pearson – No meeting.

C. Board Member Reports

1. Director Pelletier – Involved in the Pollution Prevention group with Anderson Windows as a representative from the school district. Anderson is expanding in Cottage Grove and adding 125 new jobs. Concern with the Working Group meeting and possible quorum and would appreciate more discussion. Request for finance to discuss cuts we recently had and where they fit into the future budget. Nikhi Kumaran and Abdulaziz Mohamed wanted to wish every well and having a lot of fun at the UofMN and wish new student representatives luck.
2. Director Riehle – Opportunity to attend Ready Set Go at Afton Lakeland which was a really great experience. Attended Design Team meeting. Point out that Skyward and Schoology are available in app form which is convenient for parents. Shared information of attendance at a legally open and posted board meeting on August 29.
3. Director Weisberg – Attended the Community Design Team meeting and it was very encouraging. Attended the first Partnership Plan Meeting of the year. As board liaison will be attending the Grant Committee.
4. Director Pearson – Request to look into Open Forum speaker with transportation issues for the homeless students. Superintendent Pontrelli will follow-up. Attended Back to School nights and thank staff for all their work.
5. Director Stivland –SAHS performance of Hamluke was voted Best Play and Best Technical Production at the International Festival Fringe in Edinburgh, Scotland. The Fall Fund Drive for the Intermediate District 916 Education Foundation is going on.
6. Director Burns – The theatre group worked very hard and has made Stillwater proud. Thank staff, administration and families for making the Ready Set Go conferences as well as back to school nights successful and educational. Statement for the Chair and board members for a reminder of the board's educational goals and responsibilities. Work toward fulfilling the goals we read at the meeting.

XIII. Adjournment

A. The meeting adjourned at 8:27 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.

Agenda Item: IX.E
Date Prepared: August 29, 2019
ISD 834 Board Meeting

Agenda Item: Additional Transportation Facility Design
Meeting Date: September 12, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

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Background: As part of the Stillwater Area Public Schools – 2019 Bus Facility Improvements project, the District will be connecting to the City of Lake Elmo's sanitary sewer, storm water and water supply systems. These public utilities and infrastructures are to be provided as part of a greater development project to this area. Because the planned development has not progressed, interim changes will be necessary for the District's student transportation provider to occupy the facility. As a result, additional civil engineering design and coordination will be needed.

Larson Engineering has an existing agreement dated December 21, 2018 and executed on January 2, 2019. This agreement provides civil engineering services for the 2019 Bus Facility Improvements which includes construction documents, bidding and construction administration/inspections in the amount of $38,800.

Larson Engineering has provided a proposal to make necessary design changes and track construction costs associated with the delayed public utilities connections. Since the scope is not clear, Larson Engineering is proposing to proceed on an hourly basis not to exceed $5,000 to make design changes and track construction costs needed to accommodate the use of the facility until the public utilities are made available for connection.

Based on the need to occupy the Transportation Facility prior to public utilities being available, Administration recommends proceeding with the proposal from Larson Engineering, Inc.

Location(s): Bus Facility

Project Name: 2019 Bus Facility Interim Design Changes

Fund: Building Construction Fund

Item: Interim Utility Design Changes

Cost: Proceed on an hourly basis not to exceed $5,000 plus additional charges for mechanical and electrical fees if required.

Recommendation:
Approval of the Consent Agenda will be requested.

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Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110-5126
651.481.9120 Fax: 651.481.9201
www.larsonengr.com

PROPOSAL

Larson

August 23, 2019

Mr. Anthony Willger
Stillwater Area Public Schools
1875 South Greeley Street
Stillwater, MN 55082

RE: Additional Civil Engineering Services
2019 Bus Facility Improvements

Mr. Anthony Willger,

As requested, Larson Engineering, Inc. (LEI) is pleased to submit the following proposal to provide additional civil engineering services for the 2019 Bus Facility Improvements for the Stillwater Area Public School District. These additional services are related to design and construction changes resulting from the delay by others regarding the installation of the City water and sanitary sewer services for the property.

PROJECT DESCRIPTION
Stillwater Area Public Schools purchased the property at 11530 Hudson Boulevard North in Lake Elmo, Minnesota which includes a small gravel-surfaced parking lot and an office/maintenance building. The parking areas will be expanded to accommodate the school bus maintenance and parking needs of the School District. Operations from the existing school bus facility located at 5288 Stagecoach Trail North in Stillwater, Minnesota will be relocated to this new property after the improvements are completed.

As part of the proposed improvements, the existing building will be connected to the new City sanitary sewer, storm water and municipal water supplies when these new utilities are installed as part of a separate development which includes the re-alignment of Hudson Boulevard. However, the City's project has been delayed such that the new City water, storm sewer, and sanitary sewer will not be installed before the School District needs to occupy this facility. Therefore, changes to the design to accommodate use of the facility until those City utilities are installed will be necessary.

Larson Engineering will work with Stillwater Area Public Schools and the contractor to come up with the most viable and cost-effective ways to address the various concerns related to the delay in City utility installation. Since the scope of work cannot be well defined at this point in time, we proposed to provide our additional services on an hourly basis, not to exceed $5,000.

ENGINEERING FEES
Larson Engineering will perform these requested services in accordance with our standard Terms and Conditions and the hourly rates provided below. Most of the anticipated re-design work will be performed by a Design Engineer, a CADD Technician, and reviewed and coordinated by the Project Manager.

Principal	$225.00/hr	Graduate Engineer	$140.00/hr.
Project Manager	$155.00/hr.	CADD Tech	$99.00/hr.
Registered Engineer	$152.00/hr.	Clerical	$60.00/hr.
Design Engineer	$140.00/hr.	Technician/Intern	$95.00/hr.

Should mechanical or electrical changes be required, consultants providing these services will provide independent proposals for the various aspects of their work directly to the School District.

REMARKS
We very much appreciate the opportunity to work with Stillwater Area Public Schools on this project. Please review our proposal and if acceptable, please sign one copy and return it to us as our authorization to proceed. If you have any questions, please call us at 651-481-9120.

Sincerely,
Larson Engineering, Inc.

Greg A. Buchal, P.E.
Project Engineer

PROPOSAL ACCEPTANCE:
Please proceed with the services described above:

ACCEPTED BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

TERMS AND CONDITIONS

1. **Invoicing and payment:** Invoices shall be rendered monthly in proportion to services performed. Full payment is due within 30 days of invoice unless other terms are specifically determined in writing.
2. **Interest and Unpaid Balance Due:** If any payment is not paid by Client when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%) per month until paid. (Annual effective rate = 18%).
3. **Attorney Fees and Collection Costs:** In the event it becomes necessary for LEI to refer an unpaid account to any attorney or collection agency, then in addition to any amount due to LEI, LEI will be entitled to recover its costs of collection, which includes reasonable attorney fees. In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.
4. **Document Ownership:** All original calculations, sketches, building models and/or construction documents (Documents) prepared by LEI shall remain the property of LEI unless other terms in writing are agreed upon by both parties. Any copies of Documents held by Client shall be considered instruments of professional services. Client shall not reuse or make any modifications to Documents without the prior written authorization of LEI. Client agrees, to the fullest extent permitted by law, to indemnify and hold LEI harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of Documents by Client or any person or entity that acquires or obtains Documents from or through Client without the written authorization of LEI.
5. **Information Provided by Others:** LEI shall indicate to Client the information needed for the rendering of services hereunder. Client shall provide to LEI such information as is necessary for LEI to perform the Scope of Work defined above. LEI shall be entitled to rely upon the accuracy and completeness of said information. As such, Client agrees, to the fullest extent permitted by law, to indemnify and hold LEI harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in the information provided by Client to LEI.
6. **Agreements:** This Proposal represents the entire agreement between Client and LEI and supersedes all previous oral and written agreements on the subject project. LEI shall not be held to the terms of any other agreements or contracts, unless expressly made part of this agreement and amended in conformance with the Terms and Conditions of this Proposal.
7. **Site Visitations:** Site visits during construction included within this Proposal, are for the purpose of determining whether the construction work associated with this Proposal is in accordance with the Contract Documents. These Site Visits shall not constitute responsibility on the part of LEI for construction means and methods nor safety precautions and shall not relieve the Contractor of any responsibilities in conjunction with their work unless specifically stated within the Scope of Work of this Proposal.
8. **Liability:** The amount of liability will be limited to the amount of our fee.

Stillwater
AREA PUBLIC SCHOOLS

Independent School District 834
1875 South Greeley Street | Stillwater, Minnesota 55082
Tel: 651.351.8340 | fax: 651.351.8380
www.stillwaterschools.org

November 5, 2019

11-5-19

Ken Roberts
Planning Director
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo, MN 55042

RE: Stillwater Area Schools Amended CUP Application

Dear Mr. Roberts:

This letter is intended to supplement the information being submitted for a requested amendment to the School District's approved CUP, Resolution 2018-077. Enclosed you will find the following:

- Land Use Application Form
- Resolution 2018-077
- Escrow Agreement
- Acknowledgement of Responsibility Form
- Affirmation of Sufficient Interest
- Copy of Deed
- 10 copies of the Utility Plan – clean copy
- 10 copies of the Utility Plan – highlighted showing temporary and permanent utilities
- Address labels for property owners within 350 feet
- $500 application fee

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The Stillwater Area Public Schools now owns the property located at 11530 Hudson Blvd. N., in the City of Lake Elmo. Prior to the School District's ownership, the property was used as a bus/truck terminal pursuant to an Interim Use Permit. The IUP allowed the truck terminal to operate at the site with a well and septic system. The IUP was set to expire either on December 2, 2019 or *until any portion of the Property was rezoned* or when public sanitary sewer was provided to the site.

The School District applied for and received approval for the rezoning of the property to Business Park on July 17, 2018, thereby automatically terminating the IUP. At the same meeting, the School District was granted the CUP to use the property as a "School District Transportation Center."

One of the conditions in the approved CUP is that the School District connects to City sewer and water. (Condition No. 9, which states: "The property shall be connected to City sewer and water prior to operation of the bus terminal"). Unfortunately, the School District is dependent upon a developer to complete the extension of sewer and water to the property. As the City is aware, the developer has failed to perform these obligations as required by the developer's development agreement with the City.

Obviously, the default by the developer to timely perform under its development agreement with the City has caused significant and direct consequences to the School District. At the end of October, the School District was forced out of its former site due to the sale of that former site, and out of necessity, has moved its operations to the property. It is important to point out a few significant facts:

1. The School District will complete all of the on-site improvements by December 1, 2019, as required in its Site Improvement Agreement with the City. The School District has expended more than $2 million for these improvements.

2. Prior to construction, the City informed the School District that it could request an extension of the IUP to operate at the property using a well and septic system for a temporary period of time. Based on that direction, the School District installed a temporary septic tank, supplemented by temporary toilets. The existing well has been approved by the Minnesota Department of Health and the temporary septic services have been approved by Washington County, pending acceptance by the City and a timeline for when City services will become available. The City and School District now know that the IUP was terminated upon the event of the rezoning, thereby making the extension of the IUP impossible.

The School District is, therefore, requesting an amendment to its existing Conditional Use Permit, specifically asking that condition No. 9 of the CUP be amended as follows:

> The School District may operate its bus terminal at the property using the well and septic system (septic tank and temporary toilets) either until the School District connects to City sewer and water or until December 31, 2020, whichever occurs first. The School District agrees to connect to City sewer and water within 30 days after it becomes available.

The City already approved the transportation center use in 2018 and determined in its findings that the School District met the City's 12-factor test for the conditional use permit. This requested amendment provides a minor modification to one of the conditions in the already approved use as a transportation center. While proving that the School District's request meets the 12-factor test again is not required for an amendment to this condition in the approved CUP, City Staff requested that we address the 12-factor test specifically as it relates to the requested condition. To that end, we address the 12 factors as follows:

1. The temporary services will not be detrimental to or endanger the public health, safety or general welfare. The existing well has been tested and approved by MDH. The septic tank and temporary toilets are a short-term solution and have been accepted by Washington County, pending City approval and a timeline for connection to City sewer. Well and septic systems have long been used in this area and the School District's short-term solution will not endanger the public.

2. The temporary services conform to the Comp. Plan. The requirement that the property be connected to City sewer and water as soon as they become available is included in the proposed amended language and conforms to the Comprehensive Plan.

3. The temporary services are compatible with the existing neighborhood. The neighboring properties suffer the same predicament as the School District's property and they also await the availability of City services; therefore, the School District's situation is compatible with the existing neighborhood.

4. N/A (no development standards for temporary services)

5. N/A (not in a floodplain or shoreland area)

6. The temporary services have been designed and are being operated and maintained so as to be compatible with the intended character of the neighborhood and will not change the character of that area. As soon as the property is able to connect to City services, these temporary services will be removed, and the well will be sealed. The short-term solution will not alter the character of the area.

7. The temporary services will not create a nuisance to existing or neighboring structures. The septic tank is emptied every 10 days, (and can be emptied with 24-hours' notice) and is equipped with an alarm at 75% capacity. The temporary toilets are serviced on a weekly basis. The School District has contracted with service providers who will perform the necessary maintenance and will ensure that these temporary services will not create a nuisance.

8. The temporary service locations are situated such that there is easy access for maintenance. Essential services will not be hindered by the existence of these temporary services.

9. The temporary services will not create any additional requirements or costs for the City or the community. The School District will perform all needed maintenance in a timely manner, as described above.

10. The temporary services will not create excess traffic, noise, smoke, fumes, glare or odors in any way. There is a mandatory protocol for maintenance, and as stated above, the temporary services will be removed, and the well will be sealed upon connection to City services.

11. N/A (traffic congestion)

12. The location of the temporary services will not do any damage to natural or scenic features of the property. The septic tank was strategically placed on the south side of the building for easy removal upon connection to City services.

The School District is committed to performing its transportation operations pursuant to all of the City's approvals, however, in the short term, this interim solution is necessary in order to provide continuous bus service to the students in the Stillwater Area School District. We hope that this request is viewed favorably by the Planning Commission and the City Council and look forward to addressing any of their questions or concerns.

Very truly yours,

Kristen Hoheisel
Executive Director of Finance & Operations

Enclosures

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION 2020-004

A RESOLUTION DENYING A REQUEST BY THE STILLWATER SCHOOL DISTRICT TO AMEND ITS CONDITIONAL USE PERMIT (RESOLUTION 2018-77) TO OPERATE A SCHOOL DISTRICT TRANSPORTATION CENTER FOR THE PROPERTY ADDRESSED AS 11530 HUDSON BOULEVARD NORTH

WHEREAS, the City of Lake Elmo (the "City") is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, Stillwater Area School District, 1875 Greeley Street South, Stillwater, MN 55082 (the "Applicant") has submitted an application to the City for an amendment to the Applicant's existing conditional use permit for the Applicant to operate a transportation center (bus terminal) (the "CUP") located on the property at 11530 Hudson Blvd N (PID# 36.029.21.43.0004) (the "Property"); and

WHEREAS, by Resolution 2018-077, on July 17, 2018, the City Council approved the Applicant's CUP to operate the transportation center on the Property; and

WHEREAS, one of the conditions in the CUP is that the Property must be connected to City sanitary sewer and water prior to the operation of the bus terminal; and

WHEREAS, the Property is a part of the Four Corners 1st Addition plat that was approved by the City Council in 2018 and a condition of the plat approval was that the developer was to construct sanitary sewer and water facilities in order to bring sanitary sewer and water service to the Property (the "Improvements"); and

WHEREAS, the developer of Four Corners 1st Addition was to complete the Improvements no later than October 31, 2019, but as of this date, construction has not commenced and the City has not received any written assurance from the developer that the Improvements will be constructed any time in the near future; and

WHEREAS, because the Improvements have not been installed and the Applicant has not been able to connect the Property to sanitary sewer and water, the Applicant requested an amendment to its CUP to amend Condition #9 of the CUP in order to allow the Applicant to operate the bus terminal on the Property using the well and septic system (septic tank and temporary toilets) either until the Applicant connects to City sewer and water or until December 31, 2020, whichever comes first; and

WHEREAS, notice of the Applicant's proposed amendment to its CUP has been published, mailed, and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.102; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on December 9, 2019; and

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WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated December 17, 2019; and

WHEREAS, the City Council considered said matter at its December 17, 2019 and January 7, 2020 meeting; and

NOW, THEREFORE, based on the testimony elicited, staff reports, information received, and the record presented, the City Council makes the following:

FINDINGS

1) That the procedures for obtaining an amendment to the CUP are found in the Lake Elmo Zoning Ordinance, Section 154.106.

2) That all the submission requirements of said Section 154.106 have been met by the Applicant.

3) That Applicant's proposed amendment to Condition #9 of the CUP consists of the following:

"[t]he School District may operate its bus terminal at the property using the well and septic system (septic tank and temporary toilets) either until the School District connects to City sewer and water or until December 31, 2020, whichever comes first. The School District agrees to connect to City sewer and water within 30 days after it becomes available."

4) That the proposed amendment to the Applicant's CUP must be denied for the following reasons:

   a) The developer of Four Corners 1st Addition has had more than one year to construct the sanitary sewer and water facilities that are needed for the Applicant's bus terminal and has not done so. In fact, the developer has not started construction of the project. To date, there has been no written assurances given to the City by the developer of the Four Corners 1st Addition project that the sanitary sewer and water facilities that are needed for the operation of the Applicant's bus terminal will be constructed at any time in the near future.

   b) Properties that are within a MUSA district are required to connect to City water and sanitary sewer when they are developed. The Property is located within a MUSA district. Since it is not connected to City water and sanitary sewer services, it is in conflict with the requirements of the MUSA district, as outlined by the Comprehensive Plan and the use should not be allowed to continue due to this conflict.

   c) The building on the Property is sprinklered yet not connected to City water. There is a safety hazard to the occupants of the building if the building is allowed to operate without the sprinkler system functioning, even if it is for a limited amount of time.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Lake Elmo City Council hereby denies the request by Applicant for an amendment to the CUP.

Passed and duly adopted this 21st day of January 2020 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

LEVANDER,
GILLEN &
MILLER, P.A.

ATTORNEYS AT LAW

Established in 1929

TIMOTHY J. KUNTZ
DANIEL J. BEESON
JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
KORINE L. LAND
DONALD L. HOEFT
BRIDGET McCAULEY NASON
PETER G. MIKHAIL
TONA T. DOVE
AARON S. PRICE
DAVID L. SIENKO
CASSANDRA C. WOLFGRAM
DEBRA M. NEWEL
CASSANDRA J. BAUTISTA
MATTHEW K. BROKL

January 30, 2020

Mayor Mike Pearson
mpearson@lakeelmo.org

Council Member Justin Bloyer
jbloyer@lakeelmo.org

Council Member Christine Nelson
cnelson@lakeelmo.org

Council Member Dale Dorschner
ddorschner@lakeelmo.org

Council Member Lisa McGinn
lmcginn@lakeelmo.org

City Administrator Kristina Handt
khandt@lakeelmo.org

City Attorney Sarah J. Sonsalla
ssonsalla@kennedy-graven.com

RE: Stillwater Area Public Schools – Bus Terminal
11530 Hudson Boulevard North

Dear Mayor, Council, City Administrator and City Attorney:

My firm represents the Stillwater Area Public Schools, ISD No. 834 ("School District") with regard to the above-referenced property.

At its regular meeting on January 21, 2020, the Council voted to deny the School District's application for an amendment to the CUP for its bus terminal. It is my understanding that Council has also directed staff to begin the process of revoking the School District's existing CUP for the bus terminal. I am writing to respectfully request that Council reconsider its decision. Any Council member who voted for the denial may move for reconsideration at the next meeting. Please note that, if the Council is not prepared to grant the amended CUP, a vote to reconsider does not necessarily mean approval of the amendment. Rather, once a motion to reconsider passes, Council may then continue the matter while a satisfactory solution is pursued. With a little time, I am confident that the City and the School District will be able to work out a solution that best serves their citizens, students and families.

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In this letter, I will highlight the importance of this bus terminal for students and families and then respond to the reasons given for denying the CUP amendment. The School District respectfully requests that the City reconsider and either grant the application or continue the matter.

1. The Bus Terminal Is Mission Critical for Students and their Families.

I am sure you understand that the bus terminal is not a discretionary item for the School District– it is mission critical. The School District has a duty to provide transportation for students and has spent millions of dollars to acquire and improve the bus terminal site. Further, the School District has deposited $206,250 with the City as security for the required water main and landscaping work on site. And the City has already collected SAC and WAC fees in the amount of $73,395. If the School District were forced to relocate, public resources would be wasted and the School District would be forced to spend new money to lease or buy another site.

Moreover, transportation expenses represent a significant slice of the School District's operating budget. The School District engaged its real estate broker to scour the area for sites when the old terminal had to be vacated last fall and again within the last week. The closest alternative site our broker has been able to identify is roughly 12 miles away from the School District. The School District would be forced to bring approximately 100 buses to and from the terminal twice a day. That amounts to paying for roughly 4800 miles of empty bus travel each day (two 24-mile roundtrips per day x 100 buses) before any students are transported. These costs far exceed our current contract with our transportation provider. Therefore, the School District estimates that it would be required to pay at least $1 million more annually, an amount roughly equivalent to paying for at least 8-10 teachers. And that does not account for the obvious environmental concerns.

Recognizing that the budget concern does not arise in a vacuum, I must appeal to your objectivity. Many citizens have had healthy disagreements with decisions the School District has made in the recent past. You may have your own considered views about what the School District can do or should have done to manage its budget. But please understand that there is a hard bottom line here. Whether you are proud or skeptical of the School District's management, it is inevitably the students and their families that would feel the weight of a new, recurring $1 million dollar transportation expense in the operating budget. Please allow the School District to continue the cost-effective use of this bus terminal.

2. It is in The Public Interest to Continue Rather Than Deny the CUP Amendment.

The grounds for denying the CUP amendment listed in the staff recommendation and resolution all arise from the fact the EN Properties, LLC ("ENP"), has breached its contractual duties to both the City and the School District to extend sewer and water lines. We have learned that the City views the denial of the School District's amended CUP as a means of exerting leverage on ENP. Further, the City has declined to exercise its rights under the ENP Development Agreement to draw on the letter of credit and finish the project. We are advised that the City "has never done that before"; it has stepped in to finish a project, but has never used that default remedy on the

front end of a project. It was explained that in Lake Elmo, development pays for development; if the developer does not perform, the City does not undertake the project.

Focusing on our shared goal of serving the public, I will address each of these reported reasons for denial.

A. Exerting leverage on ENP.

With respect to the goal of exerting pressure on ENP, the denial of the School District's CUP amendment has already served its purpose. Before the surprising events of January 21, the School District understood that the problem had been solved: an agreement had been reached on January 7 that was satisfactory to all parties. Since ENP declined to execute the agreement, the School District has moved into litigation mode. I briefed the School Board on its litigation options on January 23 and have advised counsel for ENP that litigation is imminent. I will meet with the School Board again on February 6 and anticipate filing suit promptly thereafter.

The School District has fully performed all the measures within its control to make the terminal ready for use. The School District has satisfied all other conditions of the CUP and has honored its own Site Plan Agreement with the City, including construction of the on-site water main and fire hydrants. All that remains is the connection to City sewer and water. ENP was obligated to furnish sewer and water to the School District's property no later than July 15, 2019. That deadline gave the School District comfort in knowing it had several months leeway to complete the installation and move onto the site under the terms of the original CUP.

Because the owner of the old bus terminal sold that property, the School District had no place to go. The School District initially moved into the new terminal based on the understanding (shared by City staff) that an IUP allowed the School District to occupy the terminal at that time. The School District has spent and continues to spend substantial public money on temporary measures to provide well and septic on site. The longer ENP's work is delayed, the more damages the School District incurs.

Hopefully, faced with this litigation, ENP will appreciate that its own, urgent self-interest requires it to make satisfactory arrangements with the City to promptly complete the project.

B. Fire suppression system.

The City also identified a concern that the fire sprinkler system the School District has just installed will not be operational until it is connected to the City's water main. Please note that the new sprinkler system will be an upgrade from the status quo—it is not necessary to maintain the existing condition of this property. Because the School District is maintaining the existing, longstanding use of the facility, I am advised that the Fire Code does not require the installation of a sprinkler system. It is important to note that no one sleeps at the facility, no one works overnight hours, the building envelope is metal, and the School District installed upgraded fire alarms, and smoke and heat detectors, both centrally monitored, throughout the facility.

The bus terminal is not new construction and has not been expanded. Historically, Laidlaw operated this site as the School District's bus terminal from 2002 to 2008. It was then used by a trucking company for the same purposes–repair, maintenance, and parking, including some bus parking—until the School District acquired the property. While the School District has spent significant dollars to upgrade the fire suppression system (counting on ENP to deliver the public water service), the building is in fact as safe as it has always been for this very use. Indeed, it is safer.

C. Development pays for development.

Under the 2040 Comprehensive Plan, the City has designated this area for the immediate installation of public infrastructure for anticipated development. To that end, the City has contracted with ENP to install the necessary public infrastructure and has powerful contractual remedies to ensure that the public services are delivered for its citizens. Under the City Code generally, property owners have up to two years to connect once public sewer and water become available. To be clear, again, the School District stands poised and ready to connect as soon as the public services become available.

The City holds a letter of credit from ENP in the amount of $1.14 million. In essence, the City is holding over a million dollars of ENP's money. Respectfully, the fact that the City is holding over a million dollars of ENP's money should provide far more effective leverage to ensure that ENP finishes the project than could any lawsuit from the School District. The City neuters its own leverage—for this and all future projects—when it announces that it will not excise its default remedies. In this context, the School District is a citizen of the City. On behalf of citizens who depend upon public infrastructure now and in the future, I urge the City to reject any de facto policy of allowing developers to walk away and leave the job unfinished.

Reportedly the City has in the past exercised its remedies in order to finish a project. And this is a project that must be finished. When a city contracts with a private developer to install public infrastructure for the benefit of its citizens, the question whether to complete or abandon the project must turn on whether any citizens are already relying on that project. When citizens invest real time and money in expectation of contracted-for public services, the project must be finished regardless of whether the defaulting developer completed none, some, or most of those public project elements.

Depending on contracted-for public infrastructure, the School District spent roughly $5 million to acquire the bus terminal and another $2 million on the site. The School District cannot afford to go to another location, even temporarily. If the City were to allow ENP to abandon this project, the School District would be forced to prepare to make the site self-sufficient at great public expense. The City and ENP have the power to complete this project, the School District does not. Therefore, we respectfully request that the City allow the School District to remain in place while the City uses the considerable means at its disposal to ensure that the public services are completed.

3. Conclusion.

In sum, the City and the School District are both working to serve the public interest by their best lights. To facilitate that objective, please reconsider the City's denial of the CUP amendment and allow the bus terminal to operate pending the installation of public infrastructure. If you are not prepared to approve the amendment yet, you may reconsider and then continue the matter so that we have time to make maximum use of the leverage the City and the School District can bring to bear to make ENP complete the project.

Thank you for your consideration.

Respectfully,

Peter G. Mikhail
LeVander, Gillen & Miller, P.A.

cc: Kristen Hoheisel
Denise Pontrelli

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SCHOOL BUS

Minnesota Central
School
Bus
651-430-3311

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.	**651.300.4285**

Date: March 19, 2020

To: Ken Roberts, Planning Director
Cc: Chad Isakson, PE, Assistant City Engineer
From: Jack Griffin, PE, City Engineer

Re: 11530 Hudson Boulevard
Stillwater School Bus Facility
Amended CUP Site Improvements Review

An engineering review has been completed for the Stillwater School Bus Facility Amended CUP Application located at 11530 Hudson Boulevard. The application was received by engineering on March 17, 2020 consisting of the following documentation:

- Letter Narrative for Amended CUP dated March 12, 2020.
- Site Location Map.
- Utility Plan and Enlarged Utility Plan dated March 12, 2020.

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Engineering has the following review comments:

STREETS AND TRANSPORTATION

1. Hudson Boulevard Right-of-Way/Easement Dedication. The site was recently redeveloped and no additional right-of-way dedication was required. A 10-foot utility corridor easement was dedicated for small utilities along the entire Hudson Boulevard frontage.
2. Site Access. The site plans constructed a paved entrance at the existing commercial driveway consisting of dedicated right and left turn lanes leaving the site.
3. Hudson Boulevard Improvements. As part of the CUP, the applicant was required to improve Hudson Boulevard to an urban section on the north side meeting the Hudson Boulevard design standards. These improvements were to include a west bound right turn lane to the site, a 4-foot shoulder (curb reaction), a 9-foot boulevard, and 10-foot shared use bituminous trail with 2-foot clear zone. The attached typical section and preliminary layout was included with the CUP approval. The amended CUP approval should address the improvements to Hudson Boulevard per the Hudson Boulevard design standards.
4. Traffic Impact Study. The approved CUP required a traffic impact study to determine the impacts of the facility use on the timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements. It was recommended that a financial contribution to a CSAH15-Hudson Boulevard traffic signal/realignment be considered. The traffic impact analysis that was completed for the facility did not evaluate the CSAH15-Hudson Boulevard intersection impacts citing that the intersection improvements, including Washington County turn lane requirements along Manning Avenue, will be constructed by the Four Corners 2nd Addition improvements. The amended CUP approval should be contingent upon the city completing this traffic impact study at the applicant's cost, and the any recommended improvements be made a requirement of the CUP approval.

MUNICIPAL SANITARY SEWER

1. The proposed site is guided in the city's 2040 Comprehensive Plan for public sanitary sewer that would discharge to the MCES Cottage Grove Ravine Interceptor. Therefore, provisions for connecting to the municipal sanitary sewer service should be included with the application. Instead, the application makes a

request for continued use of existing and proposed on-site septic systems and drainfields until sanitary sewer is made available to the site.

2. Consistent with current city policy it is recommended that the applicant be required to connect to the city sanitary sewer system and to extend sanitary sewer to the property at applicant's sole cost and stubbed to the easterly side for future extension by others. Sanitary sewer is available along Hudson Boulevard near the MCES Meter Station.
3. The application should include a description of the sanitary sewer capacity demands including the number of residential equivalent units (REC) based on the Met Council SAC determination policy. Demands must account for all planned uses and connections to the sewer system including bus wash wastewater. This information is required for staff evaluation of the sewer system improvements needed to support the facility use.
4. If the applicant is allowed to defer the extension of sanitary sewer until some future date, the applicant should be required to sign an agreement with the following provisions:
   - The applicant agrees to connect to the municipal sanitary sewer when it becomes available to the property at applicant's sole cost, including abandonment of existing septic tanks and drain fields.
   - The applicant agrees to waive its right to appeal any assessments and the assessment processes related to the extension and costs of sanitary sewer to the property.
   - The applicant agrees to grant permanent and temporary easements, as determined by the city engineer, across the bus facility property, to accommodate the future extension of municipal sanitary sewer such that Hudson Boulevard improvements are not disturbed as part of the future extension, or the applicant agrees to waive its right to appeal any assessments and the assessment processes related to Hudson Boulevard Improvements that are constructed as part of the extension of municipal sanitary sewer.

MUNICIPAL WATER SUPPLY

1. The proposed facility resides within the Planned MUSA, therefore provisions for connecting to the municipal water supply should be included with the application. Instead, the application makes a request for continued use of a private on-site well.
2. Consistent with current city policy it is recommended that the applicant be required to connect to the municipal water supply system and to extend city water to the property at applicant's sole cost and stubbed to the easterly side for future extension by others. Municipal water is available to be extended to the property from the Hunter's Crossing development but will require easements across adjacent properties.
3. The application should include a description of the water capacity demands including average day use, peak day use, and fire suppression demands. Demands must account for all planned uses including potable drinking water and bus washing operations. This information is required for staff evaluation of the water supply system improvements needed to support the facility use.
4. If the applicant is allowed to defer the connection to the municipal water supply until some future date, the applicant should be required to sign an agreement with the following provisions:
   - The applicant agrees to connect to the municipal water system when it becomes available to the property at the applicant's sole cost.
   - The applicant agrees to waive its right to appeal any assessments and the assessment processes related to the extension and costs of municipal water to the property.
   - The applicant agrees to grant permanent and temporary easements, as determined by the city engineer, across the bus facility property, to accommodate the future extension of municipal water such that Hudson Boulevard improvements are not disturbed as part of the future extension, or the applicant agrees to waive its right to appeal any assessments and the assessment processes related to Hudson Boulevard Improvements that are constructed as part of the extension of municipal water.

STORMWATER MANAGEMENT

1. The approved CUP required the construction of storm water management facilities meeting city and VBWD rules to address new and reconstructed impervious surfaces for the internal parking areas and site improvements. A VBWD permit was issued for the improvements dated June 20, 2018. The city approved the Stillwater Bus Facility Construction Plans dated 05.03.2019 for construction. These facilities remain under construction pending verification by city staff.
2. The storm water improvements under construction address only the internal site improvements. The requirement to urbanize Hudson Boulevard consistent with the Hudson Boulevard Design Standards will require storm sewer and storm water facilities meeting city and VBWD rules.

From: DeeDee Armstrong
To: Kristina Handt
Subject: Fwd: Septic Questions
Date: Thursday, February 20, 2020 9:36:07 AM

Caution: This email originated outside our organization; please use caution.

Ms Handt,
I felt that the City of Lake Elmo should be aware of what I just sent to the School Board of 834. I don't know if you're the right person to alert, but I hope you'll pass it along to the correct people.

Thank you.
DeeDee Armstrong

---------- Forwarded message ---------
From: DeeDee Armstrong <deedeeafton@gmail.com>
Date: Thu, Feb 20, 2020 at 9:25 AM
Subject: Fwd: Septic Questions
To: Denise Pontrelli <pontrellid@stillwaterschools.org>, Jennifer Pelletier <pelletierj@stillwaterschools.org>, Mike Ptacek <ptacekm@stillwaterschools.org>, Shelley Pearson <pearsons@stillwaterschools.org>, burnsm@stillwaterschools.org <burnsm@stillwaterschools.org>, riehlet@stillwaterschools.org <riehlet@stillwaterschools.org>, stivlands@stillwaterschools.org <stivlands@stillwaterschools.org>, weisbergl@stillwaterschools.org <weisbergl@stillwaterschools.org>
CC: Cathy Moen <moenc@stillwaterschools.org>

School Board and Superintendent,
There were some comments/posts on social media that raised by curiosity. Given the hiring of Peter M as counsel about the bus terminal, open forum discussions, and Lake Elmo council agenda about the CUP, I felt curious to learn more.

Here's what I found- on page two of the request for CUP dated 11/19/19, the Director of Finance and Operations states "the district has installed a temporary septic tank ...and the temporary septic service has been approved by Washington County..."

I emailed and called several people at the County. I discovered that the only division within the County that approves septics is the Department of Public Health and Environment. The supervisor of the Environmental Programs oversees all septic approvals.

Here's the written response by that Department about the Septic. Bottom line- the County did NOT approve the temporary septic system as was described by the Director of Operations and Finance to the City of Lake Elmo.

This, at face value, appears to be a costly issue. How can the District possibly present to a city entity something that is not truthful? How can the board pursue legal action against a city entity when the district didn't present the truth in the first place to the city?

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I am assuming that none of you knew of this prior to reading this. But now you have the information. To maintain any sense of integrity, there should be swift and immediate action. This isn't a "rounding error", this isn't a misunderstanding. This is straight up deceit. This is not a misstatement. This was sent in an official letter to a city entity. Superintendent Pontrelli, you're the immediate supervisor. This type of action is unacceptable. If this were a business, the person who did this would be dismissed before the hour was out. I understand this is a personnel issue, but lying on an application to a government entity is a big deal.

Do the right thing. Take action. Alert the City of Lake Elmo. Make a public apology. Start moving towards integrity. And remove the person who tried to deceive a city government.

DeeDee

Obviously, the default by the developer to timely perform under its development agreement with the City has caused significant and direct consequences to the School District. At the end of October, the School District was forced out of its former site due to the sale of that former site, and out of necessity, has moved its operations to the property. It is important to point out a few significant facts:

1. The School District will complete all of the on-site improvements by December 1, 2019, as required in its Site Improvement Agreement with the City. The School District has expended more than $2 million for these improvements.

2. Prior to construction, the City informed the School District that it could request an extension of the IUP to operate at the property using a well and septic system for a temporary period of time. Based on that direction, the School District installed a temporary septic tank, supplemented by temporary toilets. The existing well has been approved by the Minnesota Department of Health and the temporary septic services have been approved by Washington County, pending acceptance by the City and a timeline for when City services will become available. The City and School District now know that the IUP was terminated upon the event of the rezoning, thereby making the extension of the IUP impossible.

The School District is, therefore, requesting an amendment to its existing Conditional Use Permit, specifically asking that condition No. 9 of the CUP be amended as follows:

> The School District may operate its bus terminal at the property using the well and septic system (septic tank and temporary toilets) either until the School District connects to City sewer and water or until December 31, 2020, whichever occurs first. The School District agrees to connect to City sewer and water within 30 days after it becomes available.

The City already approved the transportation center use in 2018 and determined in its findings that the School District met the City's 12-factor test for the conditional use permit. This requested amendment provides a minor modification to one of the conditions in the already approved use as a transportation center. While proving that the School District's request meets the 12-factor test again is not required for an amendment to this condition in the approved CUP, City Staff requested that we address the 12-factor test specifically as it relates to the requested condition. To that end, we address the 12 factors as follows:

1. The temporary services will not be detrimental to or endanger the public health, safety or general welfare. The existing well has been tested and approved by MDH. The septic tank and temporary toilets are a short-term solution and have been accepted by Washington County, pending City approval and a timeline for connection to City sewer. Well and septic systems have long been used in this area and the School District's short-term solution will not endanger the public.

2. The temporary services conform to the Comp. Plan. The requirement that the property be connected to City sewer and water as soon as they become available is included in the proposed amended language and conforms to the Comprehensive Plan.

3. The temporary services are compatible with the existing neighborhood. The neighboring properties suffer the same predicament as the School District's property and they also await the availability of City services; therefore, the School District's situation is compatible with the existing neighborhood.

---------- Forwarded message ---------
From: Gary Bruns <Gary.Bruns@co.washington.mn.us>
Date: Thu, Feb 20, 2020 at 8:04 AM
Subject: RE: Septic Questions
To: deedeeafton@gmail.com <deedeeafton@gmail.com>, PHE <PHE@co.washington.mn.us>, Rick Hodsdon <Rick.Hodsdon@co.washington.mn.us>

Ms. Armstrong:

Washington County has no records of approving a temporary septic system at 11530 Hudson Blvd., Lake Elmo.

-Gary

Gary Bruns | Environmental Program Supervisor

Washington County Department of Public Health & Environment

14949 62nd St N, Room 4600 | Stillwater MN 55082

From: Gary Bruns
To: Kristina Handt
Subject: RE: Septic Questions
Date: Tuesday, March 17, 2020 1:11:23 PM

Caution: This email originated outside our organization; please use caution.

Hi Kristina,

The only permit we have issued the district is for the abandonment of one old septic tank on the property. We have been told a design for a septic system will be submitted, but we do not have that at this time.

-Gary

From: Kristina Handt [mailto:KHandt@lakeelmo.org]
Sent: Tuesday, March 17, 2020 11:11 AM
To: Gary Bruns <Gary.Bruns@co.washington.mn.us>
Subject: FW: Septic Questions

Hi Gary,

I just wanted to follow up again and see if the school district has received approval for a temporary septic at the bus facility since we last spoke?

Thanks,
Kristina

Kristina Handt
City Administrator, City of Lake Elmo
khandt@lakeelmo.org
651.747.3905

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---------- Forwarded message ---------
From: Gary Bruns <Gary.Bruns@co.washington.mn.us>
Date: Thu, Feb 20, 2020 at 8:04 AM
Subject: RE: Septic Questions
To: deedeeafton@gmail.com <deedeeafton@gmail.com>, PHE <PHE@co.washington.mn.us>, Rick Hodsdon <Rick.Hodsdon@co.washington.mn.us>

Ms. Armstrong:

Washington County has no records of approving a temporary septic system at 11530 Hudson Blvd., Lake Elmo.

-Gary

Gary Bruns | Environmental Program Supervisor
Washington County Department of Public Health & Environment
14949 62nd St N, Room 4600 | Stillwater MN 55082

From:	Kristina Handt
To:	"jake.depuydt@state.mn.us"
Cc:	Toni Liljedahl; "scott.wheeler@state.mn.us"
Subject:	RE: Stillwater School District Bus Parking and Maintenance Facility in Lake Elmo, MN
Date:	Thursday, March 19, 2020 3:27:37 PM
Attachments:	image002.png image004.png Executed Amended CUP Application 3-12-20.pdf MDH Permit Stillwater Bus Facility.pdf Sanitary Sewer Extension Permit #81267 Lake Elmo.pdf

Jake,

The city approved the CUP on July 17, 2018. We have not issued a building permit or approval for them to occupy the building since that time. I found out in November that the school district began occupying the facility in October. Since that time we have been going through a number of planning applications.

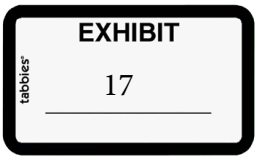
I've attached the school districts most recent application. If you could tell me what permits we should require of them to continue operating, it would be helpful. On pages 4 and 5 of their application they make reference to sprinklers, fire alarms and heat and smoke detectors. Should they have pulled a permit for those items? We don't have any record here that they did.

The only permits from the state related to new construction activity that I am aware they have is the MDH permit for the watermain looped through the site which they did last summer and the MPCA sewer extension permit. I've attached them.

Washington County told me a week or so ago that they were alerted by DLI last summer when they were on site for some inspections that the septic had been abandoned.

Thanks,
Kristina

Kristina Handt
City Administrator, City of Lake Elmo
khandt@lakeelmo.org
651.747.3905



From: Toni Liljedahl <TLiljedahl@lakeelmo.org>
Sent: Monday, March 9, 2020 1:54 PM
To: jake.depuydt@state.mn.us
Cc: Kristina Handt <KHandt@lakeelmo.org>; Ken Roberts <KRoberts@lakeelmo.org>
Subject: FW: Stillwater School District Bus Parking and Maintenance Facility in Lake Elmo, MN

Jake,

The information that I am able to give you is what I have in the permitting system.
The last permit for that address was 8/7/2015 for a sign. I am forwarding this to our city Administrator-Kristina Handt and the Planning Director-Ken Roberts.

Thank you,

Toni Liljedahl
Building Inspector
City of Lake Elmo
651-747-3917
tliljedahl@lakeelmo.org

From: Depuydt, Jake (DLI) <jake.depuydt@state.mn.us>
Sent: Monday, March 9, 2020 1:44 PM
To: Toni Liljedahl <TLiljedahl@lakeelmo.org>
Subject: Stillwater School District Bus Parking and Maintenance Facility in Lake Elmo, MN

Caution: This email originated outside our organization; please use caution.

Hello Toni,

A KSTP news article indicates that the Stillwater School District has funded a new bus parking and maintenance facility at a 11 acre property in the city limits of Lake Elmo, MN. The upgrade of the parcel of land started in 2018 per the article (https://kstp.com/news/stillwater-school-district-bus-garage-problems/5636569/).
A structure funded for a school district, of which the cost is $100,000 or more, is considered a public building. This project would be required to be reviewed, permitted and inspected.
The dates specific to this project's construction initiation and progress are required by our department.
The building site is believed to be Minnesota Central School Bus, 11530 Hudson Blvd. N., Lake Elmo, MN.
Please confirm if this is the correct site address and provide the following dates:
Date when bus garage conditional use permit was issued.
Date when building permit for the structure was issued.
Date when the building was occupied with final inspection approval from the City.

Please provide a time line of events if this is not the path this project took with building code enforcement.

Regards,

Jake

JAKE DEPUYDT | CODE SERVICES REPRESENTATIVE |
Construction Codes and Licensing | 651-284-5963 (office) |
jake.depuydt@state.mn.us | 651-284-5749 (fax)

Minnesota Department of Labor and Industry
443 Lafayette Road N., St. Paul, MN 55155-4341 |
Phone: (651) 284-5005 | Web: www.dli.mn.gov

Balanced Development, & Growth (BDG)

BDG Goal #1. Encourage developers, land owners, and stakeholder to integrate the value of natural resource systems into new developments in all land use categories.

Strategies

a. Explore ordinance amendments and changes that would require a natural resources inventory as part of a concept plan and preliminary plat process.

b. Identify important natural features that should be prioritized for protection.

c. Protect natural areas through encouraging the use of the open space development ordinance.

d. Explore opportunities to apply tools and techniques contained within the open space development ordinance in the urbanizing areas of the community.

BDG Goal #2. Protect existing neighborhoods, open spaces and natural resources from adverse impacts that may result from intensified development in adjacent sewered areas.

Strategies

a. Sustain important natural features that are already protected, and those that should be protected.

b. Create an ordinance or policy that requires new development to consider natural resources protection within a plat or concept plan.

c. Continue to guide land uses in existing neighborhoods consistent with their current use.

BDG Goal #3. Recognize that sewered development is planned for specifically guided areas and that those areas are appropriate for increased density and commercial uses.

Strategies

a. Create land use designations that clearly define acceptable densities, uses and objectives of the guiding.

b. Provide education and communication about anticipated development patterns in the urbanizing areas to residents, landowners, and developers that clearly establish expectations for these areas.

c. Endorse the land use plan and apply it consistently.

BDG Goal #4. Support and **Create** a land use and phasing plan that promotes contiguous development, that has flexibility to respond to the market, and results in a balanced land use pattern.

Strategies

a. Prevent premature development of areas within the urbanizing areas to ensure adequate capacity within the infrastructure is available.

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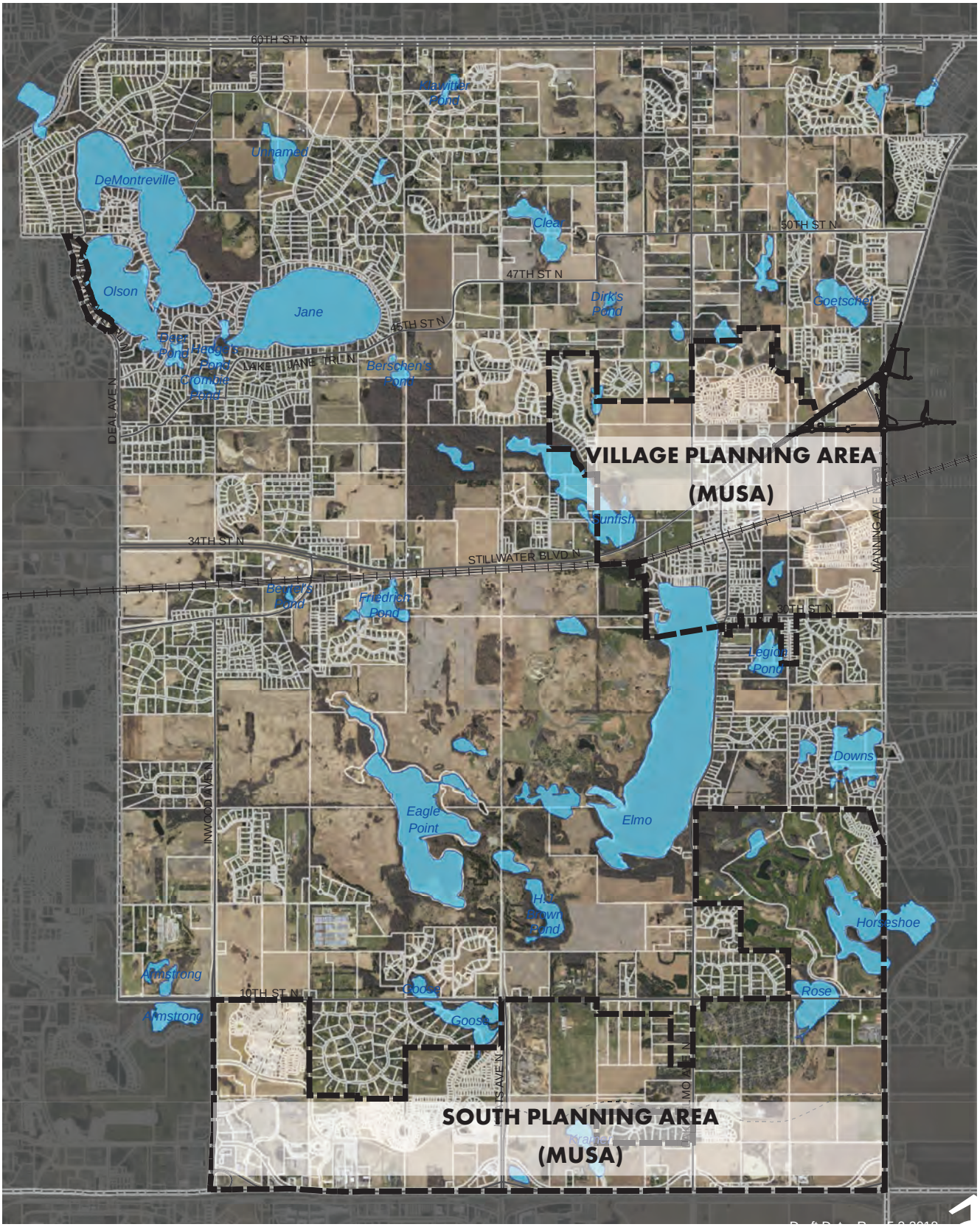
Map 3-2. 2018 – 2040 MUSA



Future Land Use Definitions

Agricultural Preserve (AP)

This land use designation identifies land enrolled in the Agricultural Preserves program. Land in this designation is required to be guided for no more than 1 dwelling unit per 40 acres, and is protected from further subdivision during the contract period.

Rural Area Development (RAD)

A large percentage of land in Lake Elmo falls within the Rural Area Development designation, including single-family detached homes, working farms and agricultural uses where land is undeveloped, cultivated in crops, or used for livestock. This designation includes open space developments that are developed, or may be developed, with clustered housing and may be served by a community septic system. Open space developments generally average more than 1 residential unit per 10 acres and include a dedicated open space protected through a conservation easement. This designation is inclusive of large-lot rural single-family detached residential uses and future conventional subdivision. Density across this land use designation is planned to maintain maximum densities of 1 residential dwelling unit per 10 acres. This land use designation is limited to areas not within the MUSA planning areas.

Rural Single Family (RSF)

This land use designation combines the previous Residential Estate and Rural Single-Family categories into one designation to simplify intended land use guidance. Development with this designation includes single-family detached housing served by private on-site well and septic systems. Some areas with this designation are allowed to have two-family dwellings based on zoning. (0.1-2.0 du/acre)

Rural Single Family Sewered (RSFS)

This land use designation identifies existing previously unsewered rural single- family land uses located within the Village Planning Area. These properties have either recently been served with municipal sewer and water, or are planned to be served as part of the planned MUSA extensions within the Village Planning Area. Some areas with this designation are allowed to have two-family dwellings based on zoning. Land within this designation have been developed at densities ranging from 0.1-2.0 dwelling units per acre (0.1-2.0 du/acre).

Golf Course Community (GC)

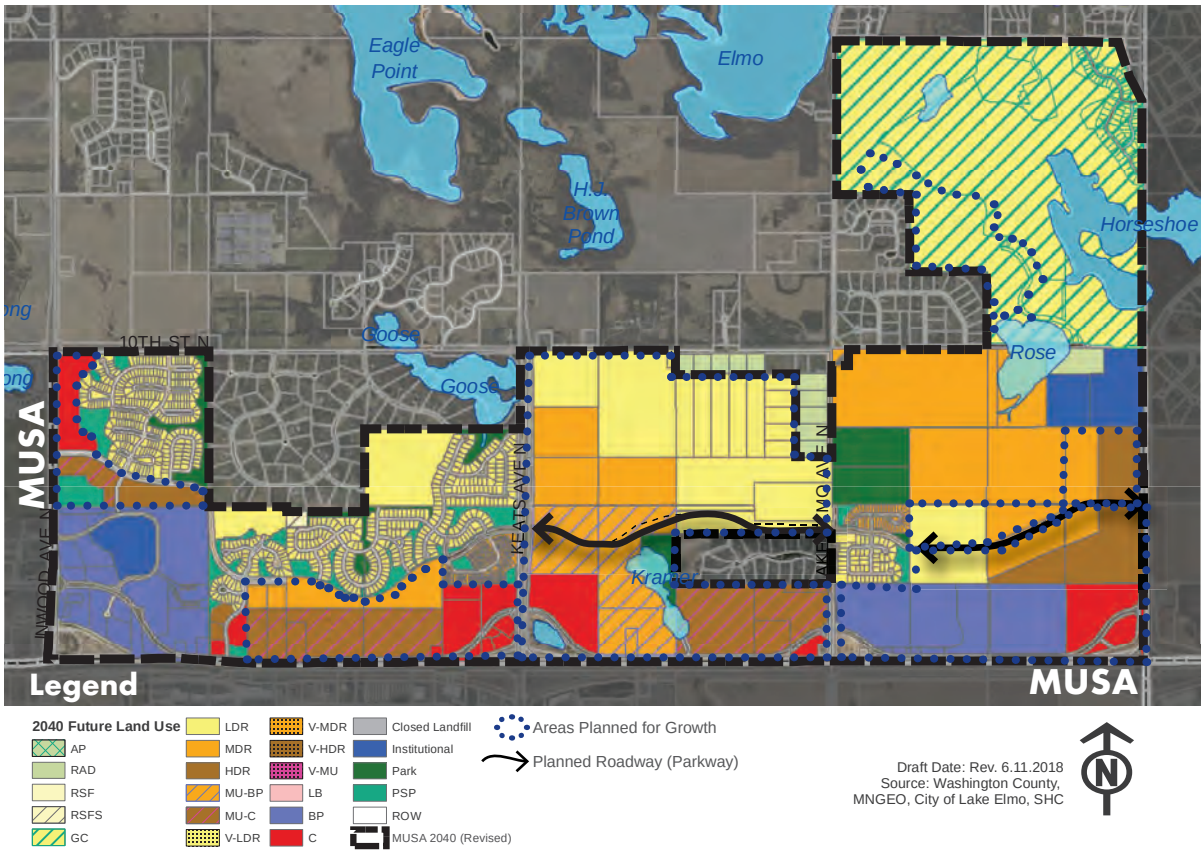
In recognition that a Golf Course on the land formerly known as Tartan Park is a local and regional amenity the City wishes to maintain, this specialized land use category has been crafted to maximize the likelihood that a golf course can be maintained on the property should a development proposal for the land come forward. (1.5-2.49 du/acre).

PLANNED GROWTH AREAS

> ***LU Goal #3.*** **Continue to educate residents, developers, and stakeholders about the guided land uses and where sewered and non-sewered development is guided.**
>
> - Chapter 1: Vision, Goals & Strategies

Growth within Lake Elmo is expected to primarily occur in areas designated within the MUSA, consistent with the Metropolitan Council's 2015 System Statement Projections. The City geographically describes their primary growth areas the South Planning Area and the Village Planning Area. Within both of these MUSA boundaries, there is adequate land to serve the projected population, households and employment through 2040. As shown on Map 3-4 and Map 3-5, the areas planned for growth and change in this planning period are identified. Corresponding Table 3-3. Net Developable Acreage of Residential Land Uses provides the calculated density, and expected households, based on the FLU in each of these areas. In addition to the anticipated growth in the areas served within the MUSA, the City also anticipates some growth within the Rural Residential areas consistent with previous plans, and as projected within the 2015 System Statement. Further description regarding the development of the FLU and the growth strategy are provided within Chapter 4: Balanced Development & Growth.

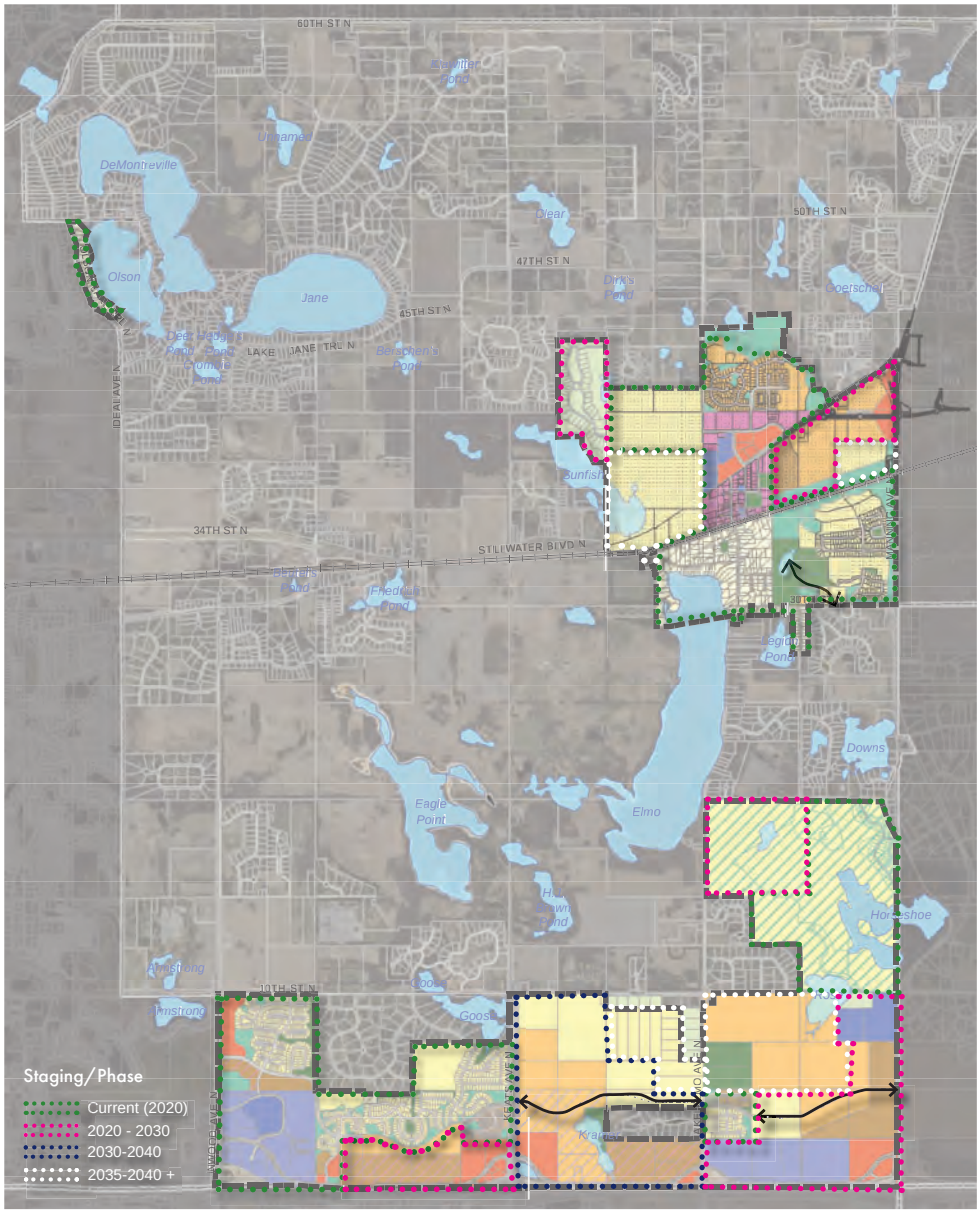
Map 3-4. Future Land Use – South Planning Area Planned Growth



Phasing & Staged Growth

The majority of the City's growth in households and employment is anticipated to occur within the designated MUSA boundaries; however, there will be some continued development in the rural residential areas of the community consistent with the community's land use designations. Table 3-6 identifies gross acreages per land use designation, while calculations found in Table 3-3 provide net acreage calculations for each residential land use designation within the designated MUSA as noted. The City's objective is to plan for phased, contiguous growth to ensure adequate infrastructure and capacity are available to support development. Map 3-7 identifies four staging areas consistent with existing and planned water, wastewater and transportation infrastructure. The City acknowledges that market conditions, as well as other

Map 3-7. MUSA Growth & Phasing Plan



ADDITIONAL OBJECTIVES OF FUTURE LAND USES

The City's Future Land Use Plan acknowledges and plans for continued household and employment growth through 2040, but also includes preservation and continued support of its rural residential landscape and robust parks and open space system. The City of Lake Elmo has always been identified as an exceptional place to live because of its robust parks system, protected high-quality natural resources, and proximity to major employment, healthcare and retail centers. Even though the community is growing, and in some cases transitioning from a primarily rural residential community, there is a desire and an opportunity to weave the most important elements and characteristics into changing areas of the community to ensure that the identity and character of the community continues for generations to come.

Equally important to the planned land uses, densities and projections is the commitment to maintain open spaces, natural resources and parks and to promote opportunities to provide healthy, vibrant, resilient neighborhoods.

The following sections should be used as an extension to the Future Land Use Plan and should be incorporated or acknowledged in growth areas and in areas planned for protection of existing uses. There is always an opportunity to do better, and the following themes help support the future direction of the City's land uses and decision-making.

Promoting Health with Land Use

As part of the 2040 Comprehensive Plan Update process, the City obtained a grant from Washington County Department of Public Health and Environment through the Statewide Health Improvement Partnership (SHIP). There are many ways that the principles of healthy neighborhoods, communities and environments can be incorporated into existing and future land uses. The following summary identifies some of the ways in which health was considered, and incorporated, into the Future Land Use Plan.

Mixed-Use Land Use Designations to Promote Health

The introduction of land uses that will promote a more compact, walkable, development pattern was purposefully integrated throughout the growth areas as identified in previous sections of this Chapter. In addition to creating new land use designations, the City discussed opportunities to better connect existing neighborhoods though bikeways, trails and other pedestrian routes to support active residents. This discussion included how public and private trail connections may be used to achieve these objectives, and the City acknowledges the need to better communicate and sign public trails and routes so users are comfortable and informed using the system.

In addition to neighborhood pattern, the new mixed-use designations will permit the incorporation of uses such as restaurants, markets, farmers markets, and other events that can be designed to support an active lifestyle for the City's residents, employees and employers. With the growing popularity of farm-to-table dining and experiences that focus on healthy living, Lake Elmo is well-positioned to capitalize on trends that connect its rich rural and agricultural resources with health-conscious consumers seeking fresh high-quality foods and products. As the community grows and new households are added, it will be important for the City to ensure grocery and fresh foods are sold and provided at locations nearby higher concentrations of residents.

Ensuring "Uses" that Support Health are Permitted and Accessible

Closely related to the introduction of more compact development patterns, is the need to provide accessible options to purchase healthy and fresh foods and products. This can be accomplished through ensuring that uses that support that objective are permitted within the City's land use designations and the zoning code. Connection and ease of access are essential components to this objective, so pedestrian, bikeways and other routes to locations with fresh products is important to consider as the City develops and evolves.

THE [SUB]URBANIZING PATTERNS

The areas of Lake Elmo that have experienced the most change in the last decade, are those that were designated to be included within the Metropolitan Urban Service Area (MUSA). As shown in Chapter 3: Land Use, approximately 11% of the City's land area is designated to be included and served by urban services (municipal sewer and water). While approximately 15% of the City's total land area is designated within the 2040 MUSA, there are two distinct areas that will be developed with more intensity and each has a different set of objectives for growth over the next planning period.

The City's previous Plan identified these land areas as "urban" and while they are designated to receive urban services, the development patterns within the planned MUSA are guided towards more suburban densities. These areas are not projected to take on characteristics of more urban development patterns found in places like downtown Saint Paul, Stillwater, or other more compactly developed areas.

The following sections provide a description of the City's planned and desired growth patterns and uses over the next planning period for these areas. As with the rural residential areas, Lake Elmo is committed to incorporating parks, trails, open spaces and natural resources throughout the City – including the areas planned for municipal services. Regardless of the presence of

> *BDG Goal #3.* **Recognize that sewered development is planned for specifically guided areas and that those areas are appropriate for increased density and commercial uses.**
>
> - Chapter 1: Vision, Strategies & Goals

South Planning Area

> *BDG Goal #5.* **Explore opportunities to integrate design and site planning characteristics of the Old Village District into new developments in the City.**
>
> - Chapter 1: Vision, Strategies & Goals

The Village Planning Area will have a distinct land use and growth pattern that is structured around the core districts that have historical roots in the community. The South Planning Area is decisively different from the Village Planning Area, because there was no existing framework to guide development. The South Planning Area was first planned for urban services in 2030 Comprehensive Plan, and though development was delayed in the first half of the 2010s due to the housing bust and recession, the pace of development has accelerated in recent years. The first segment of the housing market to see signs of recovery was the single-family detached residential market, and that has been the dominant land use development pattern developed over the past five years. Approximately a third of the land area within the South Planning Area has been entitled, is under development or has new homes since the last planning period and the demand for growth and development in this area is expected to continue into this decade.

Given the development trends and demands experienced over the past decade, it is an important time for the City to reflect on what has been approved and to consider how the 2030 Plan for the South Planning Area could be improved moving into this planning period. The Land Use Plan for the 2040 South Planning Area refines the past plans through a more deliberate balance of diverse land uses that will encourage a mix of housing types, development patterns, and business uses. The pure commercial and business land use designations are now consolidated to key intersections at I-94 and Inwood, I-94 and Keats, I-94 and Lake Elmo Avenue, and I-94 and Manning Avenue. By focusing commercial and business uses at key nodes, the City will encourage higher quality commercial, business and service users rather than creating a potential oversupply that may drive prices and quality of development down. The key nodes benefit from high visibility from I-94, and regional accessibility from the Interstate and a well-connected frontage road that runs east-west through this area. Between the key nodes along the I-94 frontage road, the City has guided land to be more flexible to allow for an integrated development pattern that will include residential, business

Proposed Physical Environment and Future Land Use

Land use data is an important factor for estimating surface water runoff. The hard or impervious surface areas associated with each land use greatly affect the amount of runoff generated from an area. Future land use projections indicate those areas that may be available for water resource enhancement and where improvements should be a priority. Significant changes or intensification of land use can increase runoff due to added impervious surfaces. The City of Lake Elmo is designated as both an Emerging Suburban Community and a Rural Residential Community meaning that future land use will maintain a mix of rural uses and rural residential densities, as well as suburban-style development. All of the areas potentially available for suburban development are located within the identified MUSA boundaries described as the Village Planning Area and the South Planning Area in this Plan.

Forecasts contained within Chapter 3 of this Plan, indicate that approximately 3,346 additional households will be added to the MUSA planning area in addition to the 2,444 households already planned for between 2010 and 2020. In addition the additional households within the MUSA, there will likely be some growth within the Rural Residential areas with conventional subdivisions and open space developments.

Utilities

Portions of Lake Elmo are within the Metropolitan Urban Service Area (MUSA), providing sanitary sewer and water service to included properties. A large portion of the City remains outside these boundaries through 2040 and is generally served by private well and septic systems (individual and community). Due to groundwater contamination in the Lake Elmo area, the municipal water system extends beyond the designated MUSA boundaries.

The sanitary sewer system in Lake Elmo is of relatively new construction, most of which has been constructed only since 2013. The sanitary sewer system consists of approximately 23 miles of sewer mains managed by 6 lift stations. The portions of the City's wastewater handled by the public sewer is managed on a metropolitan level and is split between Metro Wastewater Treatment Plant located in Saint Paul, Minnesota and the Cottage Grove Metropolitan Wastewater Treatment Plant. Other parts of Lake Elmo utilize Subsurface Sewage Treatment Systems (SSTS) for wastewater management including eight community treatment systems owned and operated by the City.

The City storm water conveyance system consists largely of rural ditches and swales and the runoff is typically treated and retained near the point of rainfall through a series or lowlands or storm water basins. In the urbanized areas curb and gutter, along with storm sewers are

CITY SANITARY SEWER SYSTEM AND URBAN SERVICES AREAS

Typically, municipal wastewater management systems consist of two elements: sanitary sewer collection and wastewater treatment. Collection systems include sewer services, trunk sewer pipe, lateral sewer pipe, manholes, lift stations, and forcemains which collect the sewer flows from private residential, commercial, and industrial properties within the City. Treatment systems include the biological or chemical treatment to remove targeted contaminants from the wastewater.

The Existing and Future Sanitary Sewer Map (Map 9-1) shows the current sanitary sewer infrastructure as well as planned infrastructure to serve the MUSA areas in accordance with the Future Land Use Plan in Chapter 3. The City's sanitary sewer system is defined by four primary sanitary sewer service areas as follows: 1) the Old Village MUSA, 2) the Southeast Planning MUSA (Keats Avenue – Manning Avenue), 3) the Southwest Planning MUSA (Inwood Avenue – Keats Avenue), and 4) Lake Olson MUSA.

Old Village MUSA

In 2013, the City constructed a lift station-forcemain system to convey wastewater from the Village Planning Area. The lift station-forcemain system was designed to serve the planned 1,100 new housing units and approximately 400 existing housing units with additional reserve capacity for future needs. The lift station was located near Reid Park at 30th Street and Lisbon Avenue, at the southern boundary of the Village Planning area. Two gravity trunk mains were extended north from the lift station, an 18-inch trunk main was extended on the Village east side through the new development growth areas, then along 39th Street from CSAH 14 to Lake Elmo Avenue. A 15-inch trunk main was extended west from the lift station along 30th Street, then north along Lake Elmo Avenue to serve existing residential properties. 8-inch lateral mains are being installed through a 7 Phase "Old Village Capital Improvement Plan" to replace aging and failed on-site wastewater systems, including two of the four community 201 wastewater systems. All Village wastewater is pumped through a 16-inch forcemain running approximately 3 miles and discharging to a 24-inch trunk main at Lake Elmo Avenue and 5th Street North.

Southeast Planning MUSA (Keats Avenue – Manning Avenue)

Sanitary sewer service was also initiated in 2013 to serve portions of the Southeast Planning MUSA beginning at the intersection of Lake Elmo Avenue and 5th Street. A 24-inch trunk main was extended north from the Metropolitan Council Environmental Services (MCES) Cottage Grove Ravine Meter Station in Lake Elmo and 8-inch lateral mains were extended to serve two new residential developments. As identified above, the 24-inch trunk main was designed to receive the Old Village MUSA wastewater and convey it to the MCES Cottage Grove Ravine Meter Station, located along Hudson Boulevard near Lake Elmo Avenue.

In 2017, following a Comprehensive Plan Amendment, sanitary sewer was extended to the Tartan Park area, just north of the Southeast Planning MUSA to serve the Royal Golf Club (RGC) residential development. The RGC sanitary sewer system consists of lateral gravity sanitary sewer mains within three separate lift station service areas. The multiple lift stations were needed to convey wastewater through a highly variable topography. The largest of the lift stations is located along 10th Street (the southern RGC boundary) and receives all wastewater generated from the development and pumps it to the existing 16-inch forcemain along Lake Elmo Avenue. The construction for two of the lift stations will be completed in 2018 with the third lift station to be phased in with the future build-out of the development.

The 2020 Staging Plan includes the extension of a second trunk sewer from the MCES Cottage Grove Ravine Meter Station to serve the portions of the Southeast Planning MUSA from Lake Elmo Avenue to Manning Avenue. In addition to serving new development in this area, service will be extended to the existing Cimarron manufactured home park consisting of approximately 510 units. Cimarron owns and operates a private sewer collection and wastewater treatment system. A new lift station will likely be required to connect to the City sanitary sewer system. This service area also includes the future connection to the existing Oakland Junior High School to replace an existing on-site wastewater treatment facility. These flows are included in the forecasts.

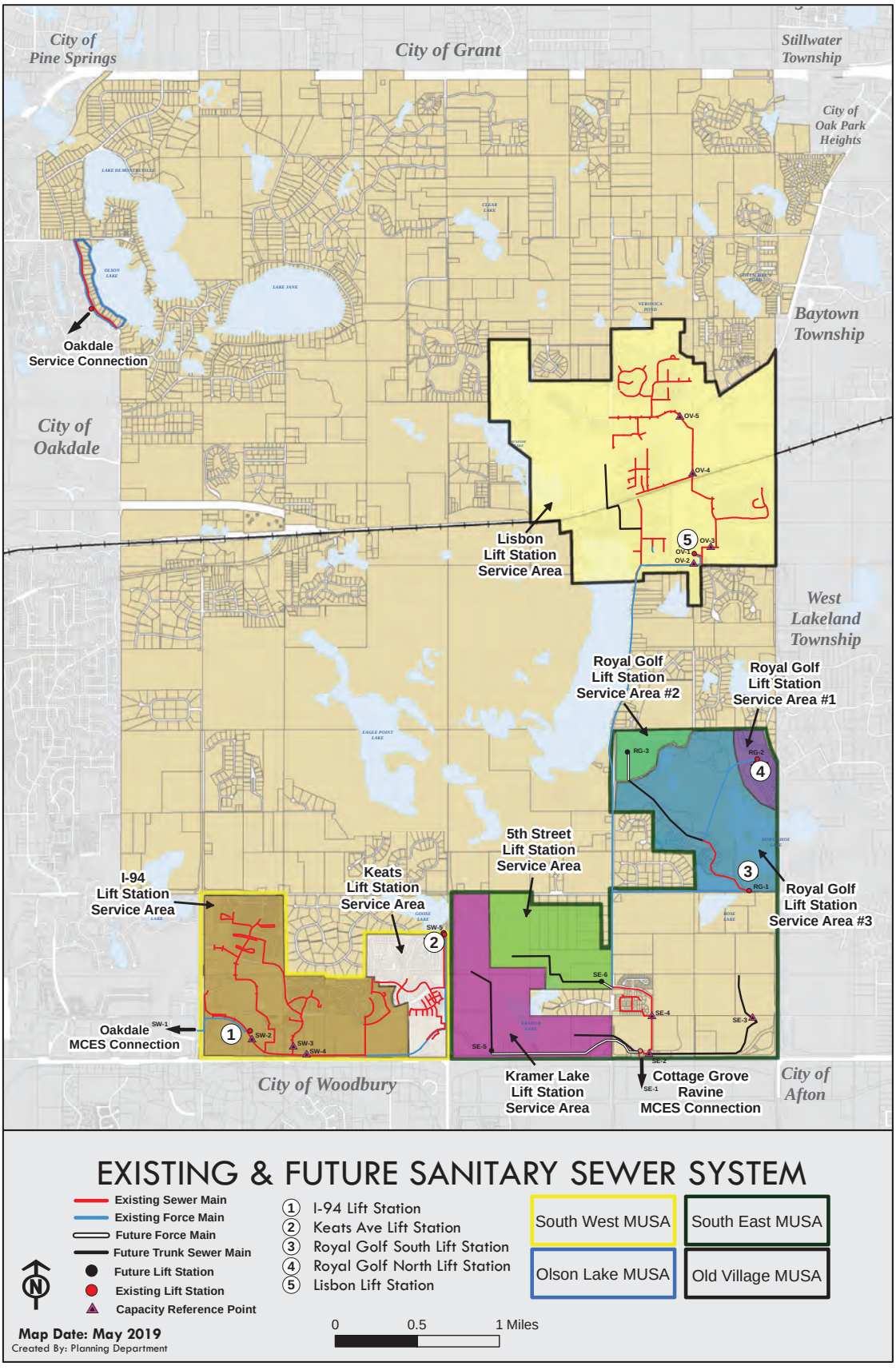
The 2030 Staging Plan includes the extension of two additional trunk sewer mains west of Lake Elmo Avenue, one from the MCES Cottage Grove Ravine Meter Station along Hudson Boulevard running west across Lake Elmo Avenue to serve new development south of the Forest Addition, and the second extending west from the intersection of Lake Elmo Avenue and 5th Street North to serve the areas north and west of the Forest Addition. Both trunk sewer mains will discharge to a new lift station to be located on the west side of Lake Elmo Avenue and will be pumped across Lake Elmo Avenue to the adjacent gravity trunk mains.

Southwest Planning MUSA (Inwood Avenue – Keats Avenue)

The Eagle Point Business Park, located in the southeast 1/4 of Section 33, was platted and developed beginning in year 2000. The area was brought into the Metropolitan Urban Service Area (MUSA) and gravity sanitary sewer was constructed to serve the business park. Wastewater is conveyed to the I-94 lift station located on north side of Hudson Boulevard, about 1/3 mile east of Inwood Avenue (CSAH 13). Through an agreement with the City of Oakdale, the I-94 lift station discharges to a City of Oakdale sanitary sewer main in Hudson Boulevard and enters the WONE interceptor. Under the agreement with the City of Oakdale, Lake Elmo is limited to the amount it can discharge.

In 2014, significant residential development was initiated in the remaining Southwest Planning MUSA area, first to the east of the Eagle Point Business Park and later to the north.

Map 9-1. Existing and Future Sanitary Sewer System



FORECASTS

Population

The Metropolitan Council projects and publishes population and sewer usage forecasts for each City in the Metropolitan Area. This allocation is used in projecting future wastewater flows and system capacity to plan for additional infrastructure needs. Table 9-2 shows such forecasts for Lake Elmo.

Table 9-2. Population Forecasts for Lake Elmo

Forecast Year	Forecast Component	Population	Households	Employment
2010	MCES Sewered	0	0	623
	Unsewered	8,061	2,776	1,318
2020	MCES Sewered	4,518	1,558	2,338
	Unsewered	6,502	2,242	562
2030	MCES Sewered	10,687	3,858	2,788
	Unsewered	7,318	2,642	562
2040	MCES Sewered	14,846	5,458	3,238
	Unsewered	7,458	2,742	562

Projections, Capacity and Staging for Regional Sewer Service

Wastewater flow projections were generated for each MUSA area and regional interceptor for the 2020, 2030 and 2040 planning periods based on the anticipated land uses. Table 9-3 outlines these projections by sewer REC units, average day wastewater flows, and peak day wastewater flows. Table 9-4 summarizes projected flows for each MCES interceptor.

Table 9-5 then provides the capacity and design flow information for each major trunk sewer and lift station together with the estimated 2040 design flows. The Existing and Future Sanitary Plan Map (Map 9-1) shows sewer service staging in four phases in accordance with the Future Land Use Plan in Chapter 3.

Table 9-5. Growth Forecasts by Metropolitan Interceptor Facility

REC Units	2020	2030	2040
MCES Cottage Grove Ravine Interceptor	971	2,316	3,492
Old Village MUSA	821	1,879	2,109
Southeast MUSA (Keats-Manning)	150	437	1,383
MCES WONE Interceptor/Oakdale	821	1,821	2,290
Southwest MUSA (Inwood-Keats)	821	1,821	2,290
TOTAL REC Units	**1,792**	**4,137**	**5,782**

Households	2020	2030	2040
MCES Cottage Grove Ravine Interceptor	1,418	3,459	4,138
Old Village MUSA	735	1,787	2,013
Southeast MUSA (Keats - Manning)	683	1,672	2,125
MCES WONE Interceptor/Oakdale	140	399	1,320
Southwest MUSA (Inwood-Keats)	140	399	1,320
TOTAL Households	**1,558**	**3,858**	**5,458**

Employement*	2020	2030	2040
MCES Cottage Grove Ravine Interceptor	2,238	2,408	2,608
Old Village MUSA	858	920	960
Southeast MUSA (Keats - Manning)	1,380	1,488	1,648
MCES WONE Interceptor/Oakdale	100	380	630
Southwest MUSA (Inwood-Keats)	100	380	630
TOTAL Employement	**2,338**	**2,788**	**3,238**

**10 Employees - 1 REC unit*

Jared Shepherd

From: Kristina Handt
Sent: Tuesday, July 16, 2019 2:17 PM
To: 'Kristen Hoheisel'; 'Tony Willger'
Subject: Four Corners/School Bus Garage Update

Kristen and Tony,

I see that there is a pre-con scheduled for this Thursday regarding the improvements at the bus garage. My understanding is that also includes the watermain internal to the site. Perhaps we should touch base on Terry's project and the status of water and sewer being extended to the site. Terry has asked for the City Council to review a change to the plans at their August work session. This may result in water and sewer not being extended this year. I wanted to make sure you were aware of this before moving ahead with the millions of dollars in improvements that may not be operational without the extension of water and sewer.

I'll be in the office today until 4pm or tomorrow I'm available after 11am if you like to call and discuss.

Thanks,
Kristina

Kristina Handt
City Administrator, City of Lake Elmo
khandt@lakeelmo.org
651.747.3905

EXHIBIT
19

Jared Shepherd

From: Kristen Hoheisel <hoheiselk@stillwaterschools.org>
Sent: Tuesday, April 16, 2019 12:44 PM
To: Kristina Handt
Cc: Ken Roberts; Jack Griffin; Gregory A. Buchal
Subject: Re: Conditional use permit - bus terminal

I will call shortly. Thank you

On Tue, Apr 16, 2019 at 12:41 PM Kristina Handt <KHandt@lakeelmo.org> wrote:

> Kristen,
>
> I appreciate the compliment for Ken.
>
> I'm worried though that this is not being interpreted correctly. We are allowing you to work under the IUP (interim Use Permit) as referenced in Condition 2 of the CUP but that expires this year. I honestly don't think Terry is going to have water and sewer to you by the end of the year so then you would not be in compliance of the terms of the CUP and you wouldn't be able to operate it as a school bus garage.
>
> I'm free from 1-3pm this afternoon if you'd like to call and discuss this.
>
> Thanks,
>
> Kristina
>
> Kristina Handt
> City Administrator, City of Lake Elmo
> khandt@lakeelmo.org
> 651.747.3905
>
> **From:** Kristen Hoheisel <hoheiselk@stillwaterschools.org>
> **Sent:** Tuesday, April 16, 2019 11:41 AM
> **To:** Ken Roberts <KRoberts@lakeelmo.org>
> **Cc:** Kristina Handt <KHandt@lakeelmo.org>; Jack Griffin <Jack.Griffin@focusengineeringinc.com>; Gregory A. Buchal <gbuchal@larsonengr.com>
> **Subject:** Re: Conditional use permit - bus terminal
>
> Kristina....give that man a raise. :)
>
> Ken,
>
> Does the photometric plan include lights throughout our parking lot because that is a requirement?

Kristen

On Tue, Apr 16, 2019 at 11:39 AM Ken Roberts <KRoberts@lakeelmo.org> wrote:

> Kristen –
>
> 1. That is correct – the parking area shall be paved as stated.
>
> 2. Also correct – the property must be connected to City sewer and water.
>
> 3. I have a photometric plan for the site. It meets the City requirements.
>
> Ken
>
> **From:** Kristen Hoheisel [mailto:hoheiselk@stillwaterschools.org]
> **Sent:** Tuesday, April 16, 2019 11:35 AM
> **To:** Ken Roberts <KRoberts@lakeelmo.org>
> **Cc:** Kristina Handt <KHandt@lakeelmo.org>; Jack Griffin <Jack.Griffin@focusengineeringinc.com>; Gregory A. Buchal <gbuchal@larsonengr.com>
> **Subject:** Re: Conditional use permit - bus terminal
>
> Thank you Ken!
>
> Can you confirm that the following requirements are also needed for CUP (in addition to what is listed above):
>
> 1. Parking areas shall be paved with a durable surface including, but not limited to, hot asphalt, bituminous or concrete, spaces shall be marked with painted lines at least four inches wide; required interior and exterior parking lot screening is required; a bumper curb or barrier of normal bumper height shall be provided; and must provide an adequate number of ADA accessible stalls.
>
> 2. The property shall be connected to City sewer and water prior to operation of the bus terminal.
>
> 3. The applicant shall submit a photometric plan, and all lighting must meet requirements of Sections 150.035-150.038 of this City Code. (Which we could translate to mean we need lighting throughout our parking lot).
>
> I appreciate your timely response.
>
> Kristen

On Tue, Apr 16, 2019 at 11:26 AM Ken Roberts <KRoberts@lakeelmo.org> wrote:

Hi Kristen –

Attached is City Resolution 2018-077 approving the CUP for the School District Transportation Center on Hudson Boulevard.

This approval included 13 conditions that need to be met in order for the project to proceed.

In our review, there are several conditions that are not yet met or complete. They are:

#5. The city has not received the required information about the above ground storage tank.

#10. The traffic study the city received was incomplete as it did not include an analysis of the traffic impacts at CSAH 15 and Hudson Boulevard.

#11. The project narrative include information about expected SAC charges. The City will need verification of the SAC charges from the Metropolitan Council.

#12. As for the fire hydrants, the City is preparing a site work agreement to cover the roles, responsibilities and expectations for the public watermains and hydrants on the site. As part of that agreement, the City needs cost estimates for all the watermain and fire hydrants that will be on the site as well as the costs of the landscaping that will be installed on the property. The City will be requiring an escrow for 125 percent of these estimated costs to ensure they are installed correctly.

With the watermains on the site, the City requires the property owner to dedicate to the City utility easements that encompass those new watermains as they become public infrastructure that the City is ultimately responsible for maintaining.

There may be other outstanding issues such as a watershed district permit, but these are the items I am aware of at this point.

Thanks –

Ken Roberts

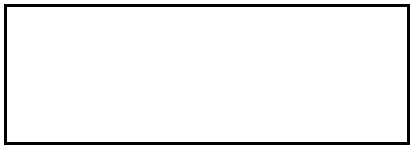
From: Kristen Hoheisel [mailto:hoheiselk@stillwaterschools.org]
Sent: Tuesday, April 16, 2019 10:38 AM
To: Kristina Handt <KHandt@lakeelmo.org>; Ken Roberts <KRoberts@lakeelmo.org>
Subject: Conditional use permit - bus terminal

Ken and Kristina,

My school board is requesting a list of all of the items to meet the City of Lake Elmo's conditional use permit and the timeline the city will allow to meet each of those requirements.

Is it possible to send me the list of requirements and timeline to meet those requirements? For example, traffic study (complete), landscaping plan (complete), asphalt (2021)?

Kristen



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.	**651.300.4285**

Date: March 19, 2020

To: Ken Roberts, Planning Director
Cc: Chad Isakson, PE, Assistant City Engineer
From: Jack Griffin, PE, City Engineer

Re: 11530 Hudson Boulevard
Stillwater School Bus Facility
Amended CUP Site Improvements Review

An engineering review has been completed for the Stillwater School Bus Facility Amended CUP Application located at 11530 Hudson Boulevard. The application was received by engineering on March 17, 2020 consisting of the following documentation:

- Letter Narrative for Amended CUP dated March 12, 2020.
- Site Location Map.
- Utility Plan and Enlarged Utility Plan dated March 12, 2020.

Engineering has the following review comments:

STREETS AND TRANSPORTATION

1. Hudson Boulevard Right-of-Way/Easement Dedication. The site was recently redeveloped and no additional right-of-way dedication was required. A 10-foot utility corridor easement was dedicated for small utilities along the entire Hudson Boulevard frontage.
2. Site Access. The site plans constructed a paved entrance at the existing commercial driveway consisting of dedicated right and left turn lanes leaving the site.
3. Hudson Boulevard Improvements. As part of the CUP, the applicant was required to improve Hudson Boulevard to an urban section on the north side meeting the Hudson Boulevard design standards. These improvements were to include a west bound right turn lane to the site, a 4-foot shoulder (curb reaction), a 9-foot boulevard, and 10-foot shared use bituminous trail with 2-foot clear zone. The attached typical section and preliminary layout was included with the CUP approval. The amended CUP approval should address the improvements to Hudson Boulevard per the Hudson Boulevard design standards.
4. Traffic Impact Study. The approved CUP required a traffic impact study to determine the impacts of the facility use on the timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements. It was recommended that a financial contribution to a CSAH15-Hudson Boulevard traffic signal/realignment be considered. The traffic impact analysis that was completed for the facility did not evaluate the CSAH15-Hudson Boulevard intersection impacts citing that the intersection improvements, including Washington County turn lane requirements along Manning Avenue, will be constructed by the Four Corners 2nd Addition improvements. The amended CUP approval should be contingent upon the city completing this traffic impact study at the applicant's cost, and the any recommended improvements be made a requirement of the CUP approval.

MUNICIPAL SANITARY SEWER

1. The proposed site is guided in the city's 2040 Comprehensive Plan for public sanitary sewer that would discharge to the MCES Cottage Grove Ravine Interceptor. Therefore, provisions for connecting to the municipal sanitary sewer service should be included with the application. Instead, the application makes a

request for continued use of existing and proposed on-site septic systems and drainfields until sanitary sewer is made available to the site.

2. Consistent with current city policy it is recommended that the applicant be required to connect to the city sanitary sewer system and to extend sanitary sewer to the property at applicant's sole cost and stubbed to the easterly side for future extension by others. Sanitary sewer is available along Hudson Boulevard near the MCES Meter Station.
3. The application should include a description of the sanitary sewer capacity demands including the number of residential equivalent units (REC) based on the Met Council SAC determination policy. Demands must account for all planned uses and connections to the sewer system including bus wash wastewater. This information is required for staff evaluation of the sewer system improvements needed to support the facility use.
4. If the applicant is allowed to defer the extension of sanitary sewer until some future date, the applicant should be required to sign an agreement with the following provisions:
   - The applicant agrees to connect to the municipal sanitary sewer when it becomes available to the property at applicant's sole cost, including abandonment of existing septic tanks and drain fields.
   - The applicant agrees to waive its right to appeal any assessments and the assessment processes related to the extension and costs of sanitary sewer to the property.
   - The applicant agrees to grant permanent and temporary easements, as determined by the city engineer, across the bus facility property, to accommodate the future extension of municipal sanitary sewer such that Hudson Boulevard improvements are not disturbed as part of the future extension, or the applicant agrees to waive its right to appeal any assessments and the assessment processes related to Hudson Boulevard Improvements that are constructed as part of the extension of municipal sanitary sewer.

MUNICIPAL WATER SUPPLY

1. The proposed facility resides within the Planned MUSA, therefore provisions for connecting to the municipal water supply should be included with the application. Instead, the application makes a request for continued use of a private on-site well.
2. Consistent with current city policy it is recommended that the applicant be required to connect to the municipal water supply system and to extend city water to the property at applicant's sole cost and stubbed to the easterly side for future extension by others. Municipal water is available to be extended to the property from the Hunter's Crossing development but will require easements across adjacent properties.
3. The application should include a description of the water capacity demands including average day use, peak day use, and fire suppression demands. Demands must account for all planned uses including potable drinking water and bus washing operations. This information is required for staff evaluation of the water supply system improvements needed to support the facility use.
4. If the applicant is allowed to defer the connection to the municipal water supply until some future date, the applicant should be required to sign an agreement with the following provisions:
   - The applicant agrees to connect to the municipal water system when it becomes available to the property at the applicant's sole cost.
   - The applicant agrees to waive its right to appeal any assessments and the assessment processes related to the extension and costs of municipal water to the property.
   - The applicant agrees to grant permanent and temporary easements, as determined by the city engineer, across the bus facility property, to accommodate the future extension of municipal water such that Hudson Boulevard improvements are not disturbed as part of the future extension, or the applicant agrees to waive its right to appeal any assessments and the assessment processes related to Hudson Boulevard Improvements that are constructed as part of the extension of municipal water.

STORMWATER MANAGEMENT

1. The approved CUP required the construction of storm water management facilities meeting city and VBWD rules to address new and reconstructed impervious surfaces for the internal parking areas and site improvements. A VBWD permit was issued for the improvements dated June 20, 2018. The city approved the Stillwater Bus Facility Construction Plans dated 05.03.2019 for construction. These facilities remain under construction pending verification by city staff.
2. The storm water improvements under construction address only the internal site improvements. The requirement to urbanize Hudson Boulevard consistent with the Hudson Boulevard Design Standards will require storm sewer and storm water facilities meeting city and VBWD rules.

Washington County

Public Health and Environment

Lowell Johnson, Director
David Brummel, Deputy Director

April 1, 2020

Ken Roberts, Planning Director
City of Lake Elmo
3880 Laverne Ave. N.
Lake Elmo, MN 55042

Dear Mr. Roberts:

The Washington County Department of Public Health and Environment has reviewed the ISD 834 request for a Conditional Use Permit (CUP) amendment for property located at 11530 Hudson Blvd North, in the City of Lake Elmo, MN and has the following comments.

The required documentation for a replacement SSTS at 11530 Hudson Blvd N, City of Lake Elmo has not been provided to our Department for review.

Once we have received the required application and information the Department will make an assessment as to the feasibility of the proposed subsurface sewage treatment (SSTS), septic, system.

Without a complete SSTS design, application, and permit fee, the Washington County Department of Public Health and Environment (Department) cannot comment on whether the plan and use proposed by the School District of Stillwater (the District) is feasible.

We would also like to provide the following corrections and additional information related to what is stated in the CUP amendment request.

1. The District states "The current 3,000 gallon septic tank is sufficient to accommodate those employees." This tank size is not sufficient as it does not meet the requirements of MN Rule Chapter 7080 or Washington County Ordinance #206 requirements.
2. In the CUP request the District states the Department has indicated the septic tank needs to be 58,000 gallons in capacity. The Department has not commented on proposed tank size requirements.
3. Much of the site has been paved and the Utility Plan included does not indicate where the replacement system would be located.
4. Utility Plan does not accurately depict what is currently onsite. The map shows an existing drain-field, however this has been completely removed.

In summary, the required information to determine whether an SSTS, septic system, can be placed on the property has not been submitted to the Department. Without this information we cannot comment on the feasibility of a future septic system on this property. We also ask for the opportunity to receive and review the required information prior to acting on any land-use request that would involve or impact the use of a septic system on this property.

EXHIBIT
tabbies
21

If you have any questions regarding the information above please contact me.

Sincerely,

-Gary

Gary Bruns | Environmental Program Supervisor
Washington County Department of Public Health & Environment
14949 62nd St N, Room 4600 | Stillwater MN 55082
☎ 651-430-6691 🖷 651-430-6730
✉Gary.Bruns@co.washington.mn.us

From: Korine Land
To: Jared Shepherd
Subject: FW: FW: CUP App follow-up
Date: Sunday, March 15, 2020 9:20:33 PM

Jared –

Below are the answers from Tony Willger who is the facilities manager for the School District. As I indicated, these are preliminary concept plans and not for construction. We would still need to design these systems and have them approved. We just wanted to make sure the City understood that we are serious about preparing a self-sufficient system and will design, construct and implement systems that will work.

Thanks.
Kori

Kori Land
Attorney
LeVander, Gillen & Miller, P.A.
kland@levander.com
Direct dial: 651-361-8582

From: Tony Willger <willgert@stillwaterschools.org>
Sent: Sunday, March 15, 2020 8:22 AM
To: Korine Land <KLand@levander.com>
Cc: Kristen Hoheisel <hoheiselk@stillwater.k12.mn.us>; Peter G. Mikhail <pmikhail@levander.com>
Subject: Re: FW: CUP App follow-up

Kori,
To answer Ken's questions.
1. Kens circle asking "for what?" : This is identifying a tank that would serve to collect water from the floor drains. This tank would not be connected to the septic drain field and disposed of off site.

2. Kens question with the circle about size of fire suppression tank: The size of tank has not been calculated. This would be determined with the engineering design of the on site fire suppression system. An on-site fire suppression system has not been designed.

3. Ken's circle with a "?" : This is the location of the current holding tank.

4. Ken's question about the well location: The well is located In the green space on the south east corner of the building.

Let me know if you have any follow up or other questions.
Tony

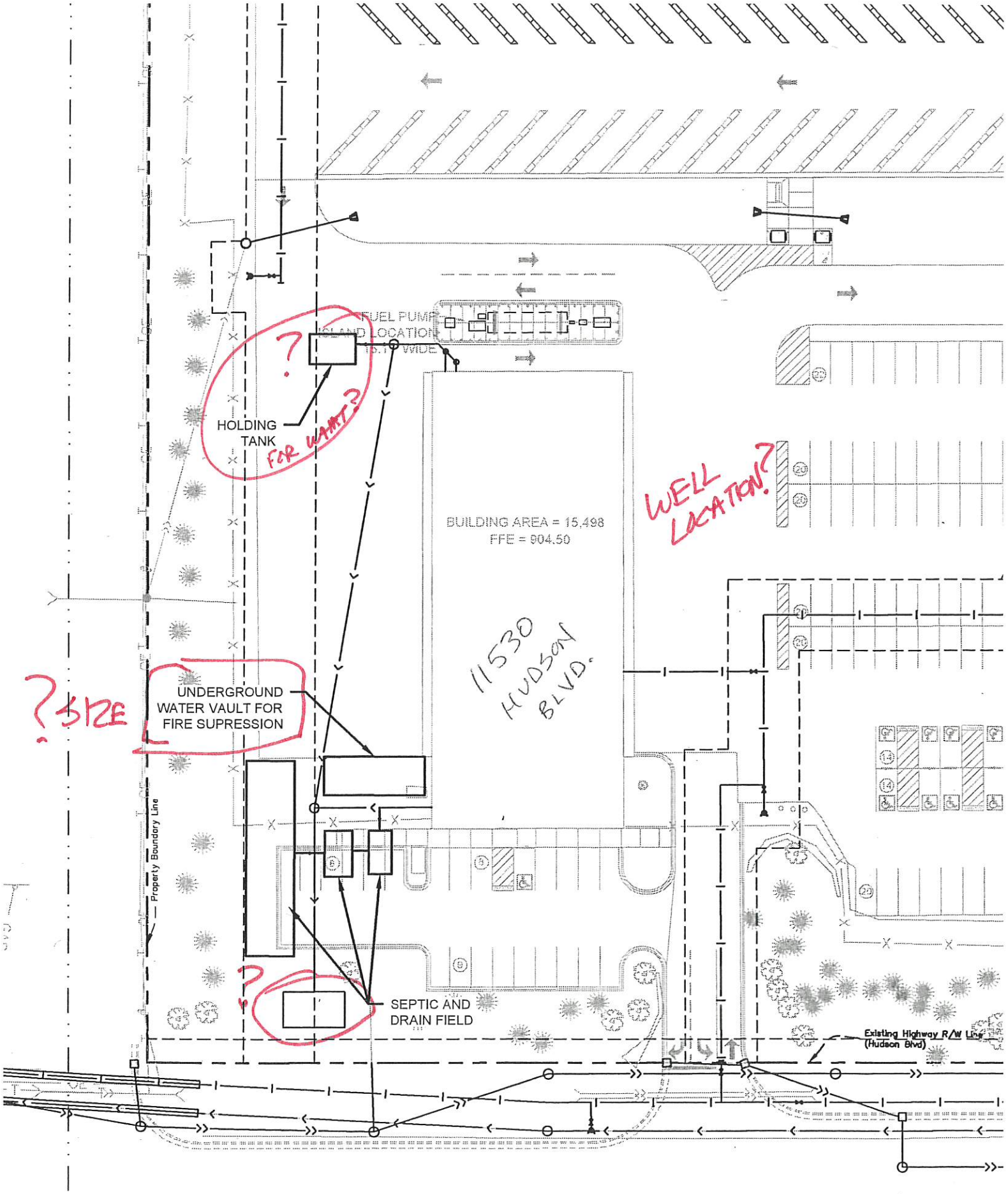
On Fri, Mar 13, 2020 at 3:21 PM Korine Land <KLand@levander.com> wrote:

> Tony –
>
> We provided the attached plan to the City of Lake Elmo as part of our Amended CUP application (see attached), which was submitted yesterday. Can you please answer the questions from the City Planner or have the engineer provide more detail? I would like to get this information to the City as soon as possible.
>
> Thanks!
> Kori
>
> *Kori Land*
> *Attorney*
> LeVander, Gillen & Miller, P.A.
> kland@levander.com
> Direct dial: 651-361-8582
>
> ---
>
> **From:** Jared Shepherd <jshepherd@hoffbarry.com>
> **Sent:** Friday, March 13, 2020 2:01 PM
> **To:** Korine Land <KLand@levander.com>
> **Subject:** CUP App follow-up
>
> Kori,
>
> Ken is not going to call you. I am cutting out the middle man for the moment, as his questions are essentially attached. Here is a scanned plan with his notes. I think these are self-explanatory. Can you provide some further information?
>
> -Jared
>
> HOFF BARRY ATTORNEYS
>
> Jared D. Shepherd
> Partner | 952.746.2714
>
> Hoff Barry, P.A.
> 100 Prairie Center Drive, Suite 200
> Eden Prairie Minnesota 55344
> 952.941.9220 | hoffbarry.com
>
> This message may contain privileged or confidential information and is intended for the addressee only. If you have received this message in error, please contact the sender and delete the original message immediately. Thank you.

--

Anthony V. Willger
Manager of Facility and Site Operations
Stillwater Area Public Schools
1875 South Greeley St.
Stillwater, MN 55082

(651) 351-8374



ENLARGED PROPOSED UTILITY PLAN

3-12-2020

ects\Projects - 2017\12176010 - Stillwater Bus Facility Evals\C. Design\Drawing Files\12176010 - Potential Uitlities.dwg

4/7/2020

KSD

Your water. Our neighbors.

SSTS Design

Stillwater School Bus Facility

11530 Hudson Boulevard North,
Lake Elmo, MN 55042

PID # 36.029.21.43.0004

Version 1.1

Kloeppner Services & Designs, LLC
MPCA LICENSE # 4043

763.843.4114
CONNECT@KSD-MN.COM

SSTS Design Summary Report

4/7/20

On March 26th, 2020 a site evaluation was conducted at 11530 Hudson Blvd N, Lake Elmo, MN 55042 in Washington County to evaluate a location for a new the Subsurface Sewage Treatment System (SSTS) for the Stillwater School Bus Facility. The PID number for the lot is 36.029.21.43.0004. A Type III SSTS with new sewage tanks and two (2) mounds will be used to treat the wastewater from the offices and bathrooms.

Prior to submitting for permit from the local unit government or county, please review and sign all pages which require a signature.

Stillwater School Bus Facility

The Stillwater School Bus Facility is primarily used to store and maintain the buses for Stillwater School District – ISD 834. The facility has a main building with offices for staff and stalls maintenance. The building has bathrooms, breakrooms and utility sinks which are all connected to the sewer line exiting the Southwest corner of the building. No drains from the bus stalls, or other drains in the building, are connected to the sewer.

Estimated Wastewater Source

The staff consists of 12 full-time employees working 8-hour shifts five days a week. The 12 full-time employees are combination of office staff and mechanics. There are 200 bus drivers which have access to bathrooms and a breakroom at the North-end of the building. The bus drivers are only onsite to pick-up and drop-off the buses. Additional visitors (~5 per day) are also added to the total potential usage of sewage for this design.

Bus drivers or office staff will not be present during the weekend days. This will provide an opportunity for the system to "catch up," if the flows exceed expect levels for any unforeseen reason.

Variances & Easements

The new SSTS will not require any variances or infringe upon any easements.

SSTS Configuration

The SSTS will use two (2) septic tanks to reduce the raw influent by 44% before dispersal into two (2) zones for final treatment of wastewater. Dual pumps will divide a maximum, timed-dose flow of 1,008 gallons daily into two (2) 600 ft^2 Mound Absorption Beds (10' x 60'). The pumps will alternate cycles throughout the day to allow for maximum treatment and absorption.

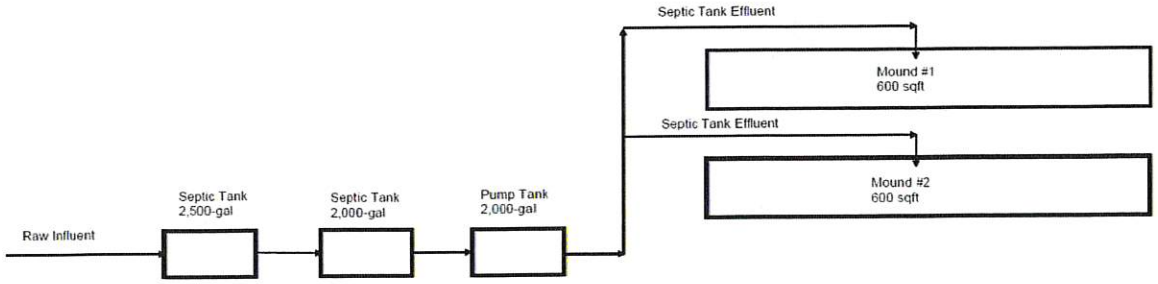


Figure 1

Design Flow
The Design Flow for the system is 1,440-gallons-per-day (GPD). The Average Daily Flow is calculated as 70% of the Daily Flow - 1,008 GPD.

The Design Flow was calculated using the following estimate flow values determined by MN Chapter 7081 for determining flows for Other Establishments.

7081 Specified Type of Establishment	Unit	# of Units	Design Flow per Unit (See Table I)	Total Avg Daily Flow
Office	employee	12	15.00	180
Office	visitor	5	4.00	20
Public lavatory	user	200	5.00	1000
			Total Flow 7081 Establishments (gpd)	1200
			Safety Factor 20% (gpd)	240
			Total Flow	**1440**

To provide optimal treatment of the sewage through the Soil Absorption Area, the Maximum Daily Flow will be restricted to 1,008 GPD. Weekly flow totals above 1,008 GPD (-gallons) will require a Septic Maintainer to remove the excess from the Pump Tank to avoid overloading the STA and a back-up of the sewage.

Wastewater Strength
The expected raw influent wastewater is classified as Other Establishment: At-Risk. The reason for the At-Risk classification is due to the potential elevated concentrations of Biological Oxygen Demand (BOD), Total Suspended Solids (TSS) and Fats, Oils and Grease (FOG). This classification of the Wastewater will make the SSTS a Type III and may require an operating permit from Washington County.

The estimated waste strengths to determine system loading rates and septic tankage are:

- 400 mg/L BOD (max. 1,000 mg/L)
- 100 mg/L TSS (max. 550 mg/L)
- 20 mg/L FOG

The estimated concentrations for BOD are based on typical BOD mg/L for a "Office (of 200 – 400 mg/L) from Table: "Estimate of Waste Strengths from Other Establishments." See Appendix.

The level of Fats, Oil & Grease will be very low for this facility. The small breakroom does not prepare food or use a lot of grease.

Septic Tankage
The required septic tankage to settle the raw influent for a 3-day retention time to achieve a 44% reduction of the BOD concentration is 4,320 gallons in two tanks. The designed septic tankage is 4,500 gallons in two tanks to help manage Peak Flows and retain a target of 44% reduction of BOD of the raw influent.

The second tank must have an effluent filter (screen) installed at the outlet. The effluent filter must be rated for a daily flow of 1,500 GPD and must reduce the TSS to < 60 mg/L TSS.

No grease tanks will be used due to the low amount of Fats, Oils & Grease entering the system.

The 2,000-gallon tank for the pumps will also serve as a Surge Tank to manage Peak Flows for the Timed-Dose controlled flow. It is recommended that the tank have a large hatch-door for access to the pumps.

Soil Treatment Area & Absorption Area

The expected effluent concentrations after the Primary Septic Tankage is 223 mg/L BOD, 34 mg/L TSS and < 20 mg/L FOG. To properly size the Soil Treatment Area (STA), the BOD concentration was used to calculate the size of the STA using the maximum organic load (1.88 Pounds BOD/sqft/day). The minimum square feet required, for a controlled daily flow of 1,008 GPD, is 1,103 ft^2. To account for potential hydraulic overload from excessive flow (> 1,008 GPD) or increased organic load above 400 mg/L BOD, the Absorption Area will be a total of 1,200 ft^2. This is a safety factor of 109%.

The 1,200 ft^2 Absorption Area will be split into two (2) Zones. Each Zone will be a Type III Mound of 10' x 60' (600 ft^2) with 12 inches of washed mound sand. Eight (8) doses of 80 gallons will distribute 1,008 gallons per day to the entire STA. Each dose will alternate between the two zones equally throughout the day.

The reason a Type III system will be required is due a lack of space available throughout the lot for a Type I due to disturbed soil from parking lots, large berms surrounding the property and retention ponds used for stormwater management.

The location of the new Soil Treatment Area is currently under a parking lot and has a 3,000-gallon holding tank in the footprint. To make sure this system will treat the effluent and not create a ponding effect in the soil below the mounds, all disturbed soil, compacted soil and components (tank & piping) must be excavated. The excavated area must be backfilled with only washed mound sand to a depth below the disturbance and in direct contact with Medium Sand naturally occurring in the soil. This will likely be a large of material.

The Manhole used to the connect the sewer line for the North end of the building and the sewer leaving the building, must be abandoned. The manhole may need to be removed to provide enough room for the three new septic tanks.

Management Plan

The ongoing management of the system is required to properly operate this system. The tanks must be pumped at regular intervals based on the sludge and scum levels of all tanks. See Management Plan for more details.

The management of the system must meet all requirements detailed in the permit from Washington County.

Mitigation Plan

If system is unable to meet standards for the Operating Permit for this design, we recommend hiring Kloeppner Services & Design, LLC (KSD) to assess the cause of the compliance issue. KSD will be able to provide a potential cause and help to provide a solution to meet any perimeters not incompliance for the permit.

Construction Notes

<u>Ordinance 206, 6.1 Building Permit requirements</u>

No construction shall be allowed by any local unit of government until the permit required for the subsurface sewage treatment system has been issued.

Ordinance 206, 9.11 Site Protection

Prior to and during construction or lot improvements, the proposed initial and replacement soil treatment and dispersal areas shall be protected from disturbance, compaction, or other damage by use of stakes and silt fence or snow fence.

MR 7080.2100, Subpart 1. F

Electrical installations must comply with applicable laws and ordinances including the most current codes, rules, and regulations of public authorities having jurisdiction and with part 1315.0200, which incorporates the National Electrical Code.

As-Built Drawing

The Licensed Installer must provide an As-Built of the final location of all components. The attached Site Plan is only for reference and should not be considered as final survey or location of system components.

Soil Erosion & Protection from Freezing

Seed and grass must be established throughout the excavated areas to maintain proper protection from soil erosion and freezing. If paved material is used to cover the pipes or tanks, installation should be used to avoid freezing.

Materials & Specifications

11530 Hudson Blvd N, Lake Elmo – Stillwater School Bus Facility

KSD
Your water. Our neighbors.

Tankage – Concrete

- 2,500-Gallon W2500-MR (Wieser Concrete)
- 2,0000-Gallon W2000-MR (Wieser Concrete)
    - Install Commercial Effluent Filter
- 2,0000-Gallon W2000-MR (Wieser Concrete) Surge / Pump Tank
    - Hatch for Pumps
    - Duplex Pumps

Commercial Effluent Filter

- Rated for 1,500 GPD
- Must reduce TSS below 60 mg/L
- Service Intervals - 12 months

Duplex Pumps (ea. Pump)

- GPM – 25
- TDH – 16
- Installer Choice of Pump Model

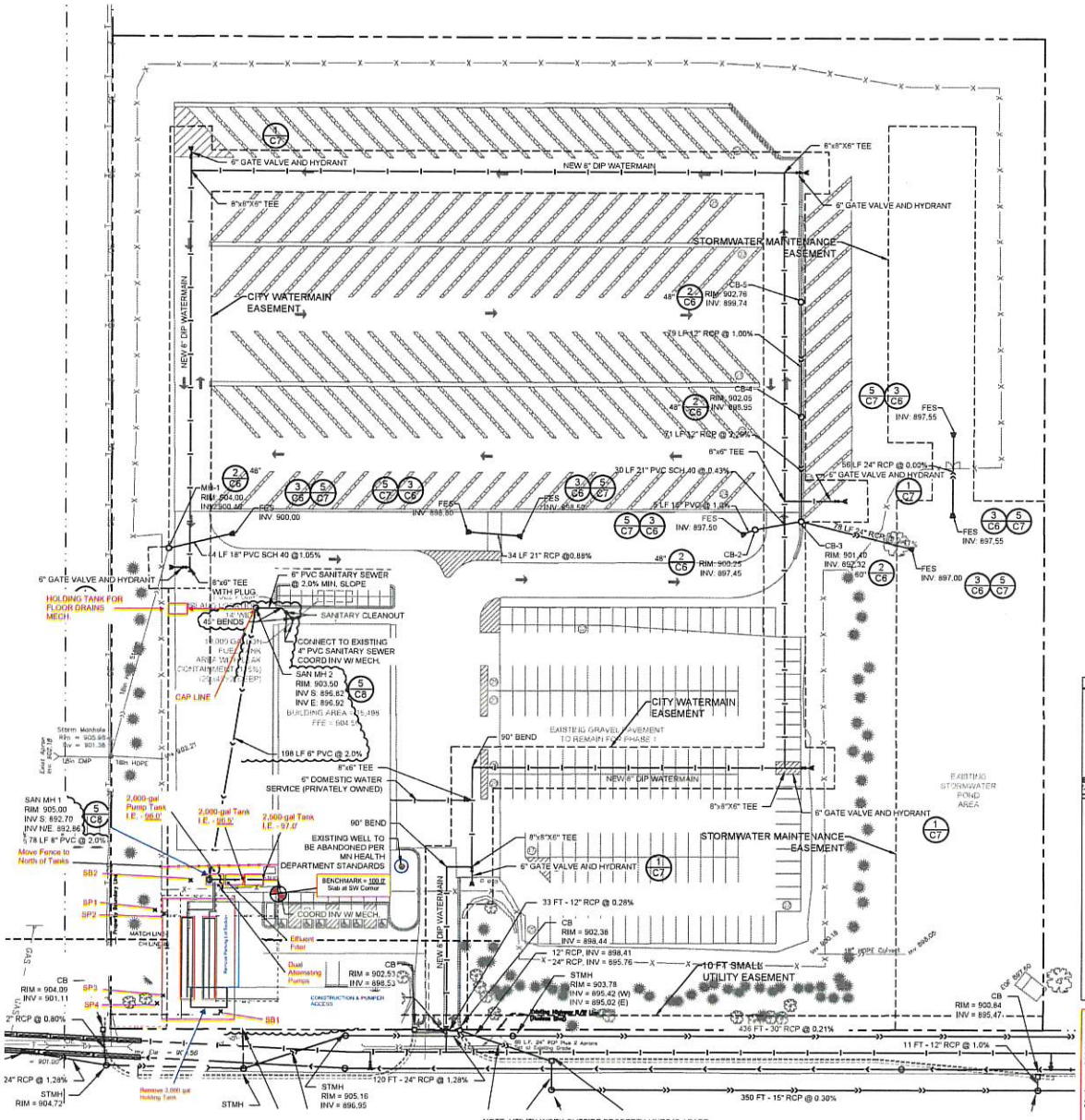
Control Panels & Alarms

- High Level Alarm installed above Effluent Filter
- Timed-Dose Control Panel for Alternating Duplex Pumps
    - High Level Alarm
    - Timer On/Off
    - Event Counter

Dispersal Area – Two Mounds

- Soil Treatment Area – 1,200 sqft
- Zones – 2
- Mound (zone) – 10' x 60'
    - End Feed Manifold
    - Laterals – 3
    - Length of Laterals – 58 feet
    - Rockbed depth – 6 inched + 3" to cover pipe
    - Washed Mound Sand – 12" sand
    - Backfill – 6" mixed soil
    - Topsoil – 6" black dirt
- Washed Sand for Backfill of Disturbed Soils – 10' x 60' x 6'
    - Additional sand for excavated area above Holding Tanks

*Note: All materials for sewer lines, supply lines, rock, backfill material calculations are only estimates of actual amounts which may be used for construction of this design.



LEGEND

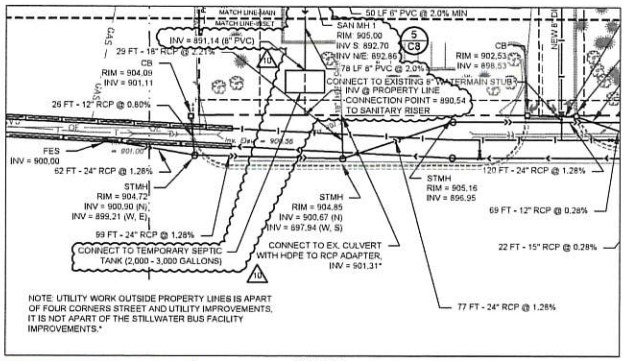
GATE VALVE & BOX	STORM MANHOLE	CTV — CABLE UNDERGROUND LINE
WATER SHUTOFF	CATCH BASIN	OE — ELECTRIC OVERHEAD LINE
LIGHT POLE	CURB INLET	UE — ELECTRIC UNDERGROUND LINE
	FLARED END	FO — FIBER OPTIC UNDERGROUND LINE
	SANITARY MANHOLE	G — NATURAL GAS UNDERGROUND LINE
	HYDRANT	SANITARY SEWER PIPE
		STORM SEWER PIPE
		T — TELEPHONE UNDERGROUND LINE
		WATERMAIN PIPE
		DRAINTILE PIPE

UTILITY NOTES

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, CLASS-52.
4. ALL FITTINGS SHALL COMPLY WITH CSAM SPEC. 2611.2.A1. ALL FITTINGS SHALL BE DUCTILE IRON PIPE WITH POLYETHYLENE ENCASEMENT. ALL CONNECTIONS SHALL BE INSTALLED UTILIZING COR-BLUE NUTS & BOLTS.
5. USE GATE VALVES FOR ALL APPLICATIONS UP THROUGH 12 INCHES.
6. GATE VALVES SHALL BE RESILIENT WEDGE AMERICAN FLOW CONTROL SERIES 2500 OR APPROVED EQUAL. GATE VALVES MUST COMPLY WITH CSAM SPEC 2611.2.C.3.
7. USE BUTTERFLY VALVES FOR ALL APPLICATIONS GREATER THAN 12 INCHES.
8. BUTTERFLY VALVES SHALL BE MUELLER LINEMAN H, OR APPROVED EQUAL. BUTTERFLY VALVES SHALL COMPLY WITH CSAM SPEC. 2611.2.E3.
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 WATEROUS "PACER" MODEL WB 67 OR APPROVED EQUAL FITTED WITH PI 800 SERIES FLEX STAND AND PAINTED RED.
12. HYDRANTS SHALL HAVE TWO OUTLET NOZZLES FOR 2-1/2 (I.D.) HOSE CONNECTIONS AND ONE 4" STORZ NOZZLE (MODEL NO-80) AND PENTAGON NUT END CAP.
13. THE CURB STOP SERVICE ASSEMBLY SHALL HAVE A MINIMUM 1-FT ADJUSTMENT RANGE AND SHALL EXTEND 5 INCHES ABOVE FINISHED GRADE FULLY EXTENDED.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING WATER TO HOMES AND BUSINESSES WHOSE WATER SUPPLY IS DISRUPTED DURING THE COURSE OF THE PROJECT.

STANDARD PLAN NOTES
WATERMAIN PLANS
MARCH 2017
CITY OF LAKE ELMO
2005
LAKE ELMO

For additional utility notes, see sheet C8.



INSET

SEPTIC SYSTEM NOTES

1. The estimated peak design flow is 1,440 gallons per day.
2. Soil Absorption Area (mound) will be divided into two zones of 12 x 60'.
3. Prior to construction, compaction the absorption area will be tilled and replaced with washed mound sand.
4. The flow to the mounds will be restricted to 75% of Design Flow. Flow exceeds 1,008 gallons in 24 hours, an alarm will sound.
5. Dual Alternating Pumps are to be used to Time Dose the flow to the mounds.
6. Two existing Hardware & Supply gallon Septic Tank will be removed.
7. Tie drain from Shop Floor to Manhole. Install new Holding Tank for flow.

THIS IS ONLY A SITE PLAN.

ALL SEPTIC LOCATIONS AND MEASUREMENTS ARE ONLY ESTIMATES

AS-BUILT WILL NEED TO BE PROVIDED BY INSTALLER AFTER CONSTRUCTION

KSD

Kloeppner Services & Designs, LLC
Lic # 4043

LEGEND:
W = Well
SB = Soil Boring
SP = Soil Pit
Benchmark

NORTH

Approved by: Jesse Kloeppner

Date - 4/6/20

NORTH
0 20 40 80

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120 (f) 651.481.9201
www.larsonengr.com

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Client:
STILLWATER AREA PUBLIC SCHOOLS
1875 SOUTH GREELEY STREET
STILLWATER, MINNESOTA 55082

Project Title:
2019 STILLWATER BUS FACILITY IMPROVEMENTS
STILLWATER AREA PUBLIC SCHOOLS
STILLWATER, MN 55082

I hereby certify that this plan, specifications or report 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.

Greg A. Buchal, P.E.
Date 04.30.18 Reg. No.: 23793

Rev.	Date	Description
1	12.07.18	City Resubmittal
2	03.19.19	Addendum #1
3	04.09.19	City Resubmittal
4	05.03.19	City Comments
5	08.02.19	Proposal Request #2
6	08.16.19	Proposal Request #3

Project # 12196005
Drawn By: KJA
Checked By: GAB
Issue Date: 04.30.18
Sheet Title:

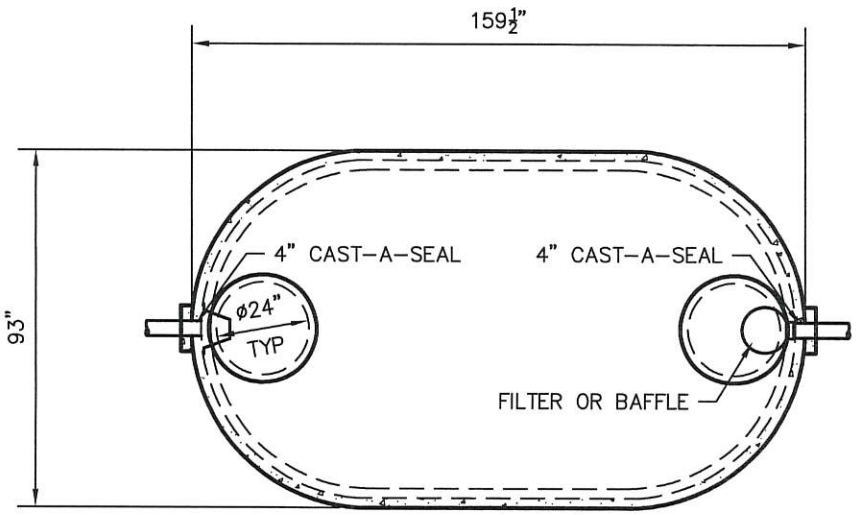
UTILITY PLAN

C4
Sheet:

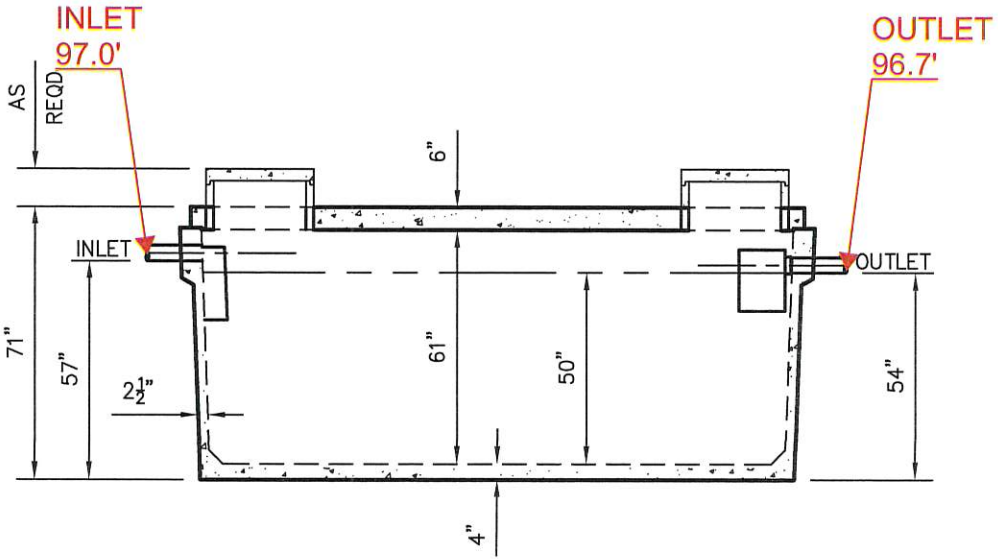
P:\Projects\Projects - 2017\12176010 - Stillwater Bus Facility Evals\C. Design\Drawing Files\12176010 - C4.dwg

1 PLUMBING FLOOR PLAN
PLUMBING FIXTURE SCHEDULE
WATER HEATER SCHEDULE
2 WASTE & VENT RISER DIAGRAM
3 WASTE & VENT RISER DIAGRAM
4 WATER RISER DIAGRAM
5 WATER RISER DIAGRAM
6 AIR DROP
MID-CITY MECHANICAL CORP.
BCH EARTHMOVERS
PLUMBING FLOOR PLAN & SCHEDULES
P1

W2500–MR
TANK SPECIFICATIONS



TOP VIEW



SIDE VIEW

DIMENSIONS:
- WALL: 2 1/2"
- BOTTOM: SEPTIC 4"

- COVER: 6"
- MANHOLE: 24" I.D. PRECAST CONCRETE RISER
- HEIGHT: 71" O.D.
- LENGTH: 159 1/2" O.D.
- WIDTH: 93" O.D.
- BELOW INLET: 57" O.D.
- LIQUID LEVEL: 50"
- WEIGHT: 10,500 LBS.
  COVER 6,340 LBS.

INLET AND OUTLET:
- 4" CAST–A–SEAL BOOT OR EQUAL
- GASKET, CAST–A–SEAL BOOT OR EQUAL

LIQUID CAPACITY: 49.46 GAL/IN

LOADING DESIGN: 8' 0" UNSATURATED SOIL

COVER: MIX DESIGN #8 (NO FIBER)
TANK: MIX DESIGN #9 (SMALL FIBER)

TANKS ARE MANUFACTURED TO MEET OR EXCEED ASTM C–1227 REQUIREMENTS

DRAWINGS SUBMITTED FOR APPROVAL

APPROVED BY: _____

APPROVAL DATE: _____

PRODUCTS NEEDED BY: _____

PRE–POUR:

POST–POUR:

SCALE: 1/4"=1'–0"

REV.

DATE:

DRAWN BY: WCP

DATE: 00/00/00

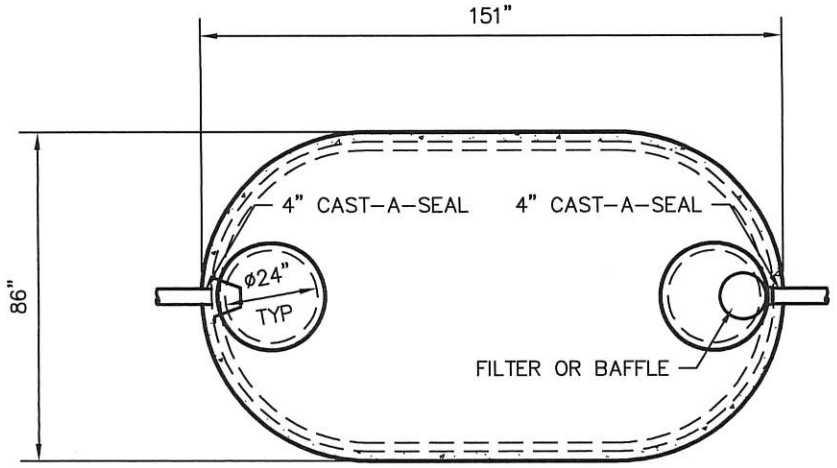
FILE: W2500–MR

WIESER CONCRETE
W3716 US HWY 10 MAIDEN ROCK, WI 54750
800–325–8456

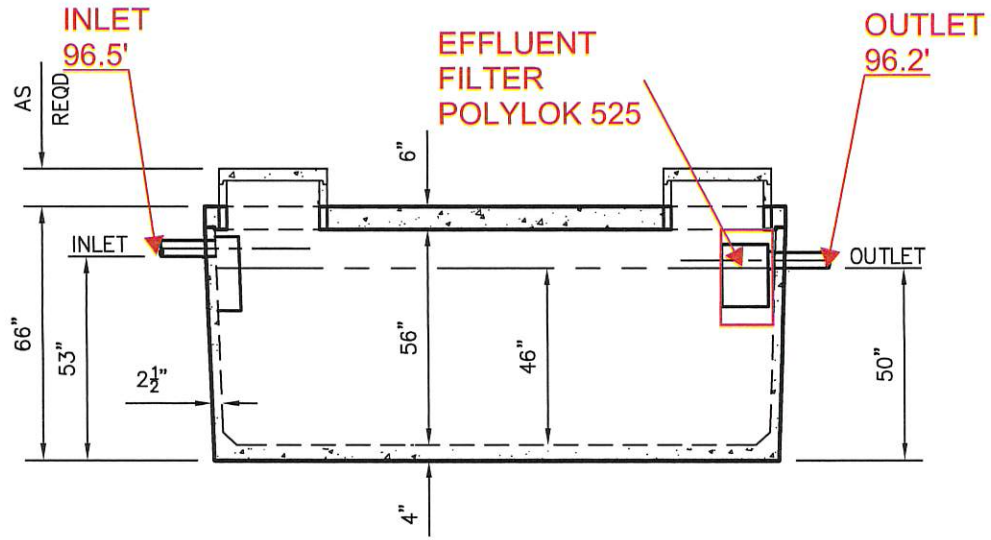
W2500–MR
SEPTIC MANUAL

SHEET NO. 1 OF 1

W2000–MR
TANK SPECIFICATIONS



TOP VIEW



SIDE VIEW

DIMENSIONS:
- WALL: 2 1/2"
- BOTTOM: SEPTIC 3"
  HEAVY DUTY 5" (ADD 2,050 LBS.)
- COVER: 6"
- MANHOLE: 24" I.D. PRECAST CONCRETE RISER
- HEIGHT: 66" O.D.
- LENGTH: 151" O.D.
- WIDTH: 86" O.D.
- BELOW INLET: 53" O.D.
- LIQUID LEVEL: 46"
- WEIGHT: 13,540 LBS. SEPTIC
  15,370 LBS. HOLDING

INLET AND OUTLET:
4" CAST–A–SEAL BOOT OR EQUAL
GASKET, CAST–A–SEAL BOOT OR EQUAL

INLET AND OUTLET BAFFLE AND FILTER:
WISCONSIN, SEE DETAIL #10
(OTHER STATES SEE CHART)

LIQUID CAPACITY: 42.92 GAL/IN

LOADING DESIGN: 8' 0" UNSATURATED SOIL

HOLDING TANK:
OUTLET HOLE PLUGGED
ACTUAL CAPACITY: 2,146 GALLONS

TANK CAN BE USED AS:
SEPTIC/ HOLDING/ PUMP OR SIPHON

COVER: MIX DESIGN #8 (NO FIBER)
TANK: MIX DESIGN #10 (STRUCTURAL FIBER)

CUSTOMIZED TANKS:
FOR CUSTOM TANKS CONTACT WIESER CONCRETE

TANKS ARE MANUFACTURED TO MEET OR EXCEED ASTM C–1227 REQUIREMENTS

DRAWINGS SUBMITTED FOR APPROVAL

APPROVED BY: _____

APPROVAL DATE: _____

PRODUCTS NEEDED BY: _____

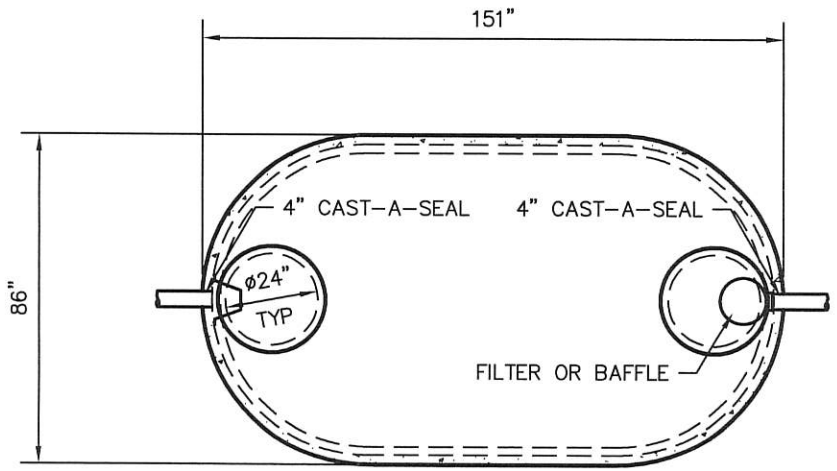
PRE–POUR:
POST–POUR:
SCALE: 1/4"=1'–0"
REV.
DATE:
DRAWN BY: WCP
DATE: 00/00/00
FILE: W2000–MR

WIESER CONCRETE
W3716 US HWY 10 MAIDEN ROCK, WI 54750
800–325–8456

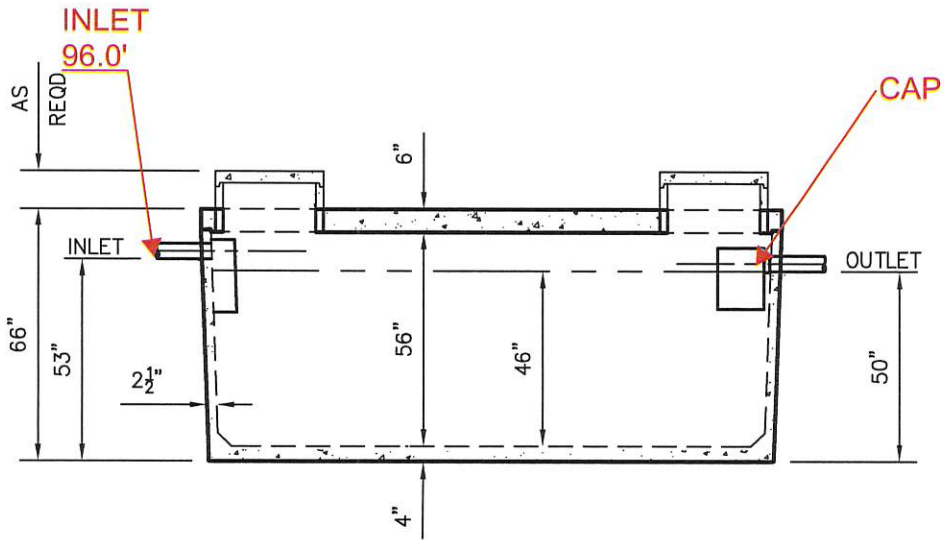
W2000–MR
SEPTIC MANUAL

SHEET NO. 1 OF 1

W2000-MR
TANK SPECIFICATIONS



TOP VIEW



SIDE VIEW

DIMENSIONS:
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- COVER: 6"
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- HEIGHT: 66" O.D.
- LENGTH: 151" O.D.
- WIDTH: 86" O.D.
- BELOW INLET: 53" O.D.
- LIQUID LEVEL: 46"
- WEIGHT: 13,540 LBS. SEPTIC
  15,370 LBS. HOLDING

INLET AND OUTLET:
- 4" CAST-A-SEAL BOOT OR EQUAL
- GASKET, CAST-A-SEAL BOOT OR EQUAL

INLET AND OUTLET BAFFLE AND FILTER:
- WISCONSIN, SEE DETAIL #10
- (OTHER STATES SEE CHART)

LIQUID CAPACITY: 42.92 GAL/IN

LOADING DESIGN: 8' 0" UNSATURATED SOIL

HOLDING TANK:
- OUTLET HOLE PLUGGED
- ACTUAL CAPACITY: 2,146 GALLONS

TANK CAN BE USED AS:
SEPTIC/ HOLDING/ PUMP OR SIPHON

COVER: MIX DESIGN #8 (NO FIBER)
TANK: MIX DESIGN #10 (STRUCTURAL FIBER)

CUSTOMIZED TANKS:
FOR CUSTOM TANKS CONTACT WIESER CONCRETE

TANKS ARE MANUFACTURED TO MEET OR EXCEED ASTM C-1227 REQUIREMENTS

DRAWINGS SUBMITTED FOR APPROVAL

APPROVED BY: _____

APPROVAL DATE: _____

PRODUCTS NEEDED BY: _____

PRE-POUR:
POST-POUR:
SCALE: 1/4"=1'-0"
REV.
DATE:
DRAWN BY: WCP
DATE: 00/00/00
FILE: W2000-MR

WIESER CONCRETE
W3716 US HWY 10 MAIDEN ROCK, WI 54750
800-325-8456

W2000-MR
SEPTIC MANUAL

SHEET NO. 1 OF 1

MOUND DETAIL

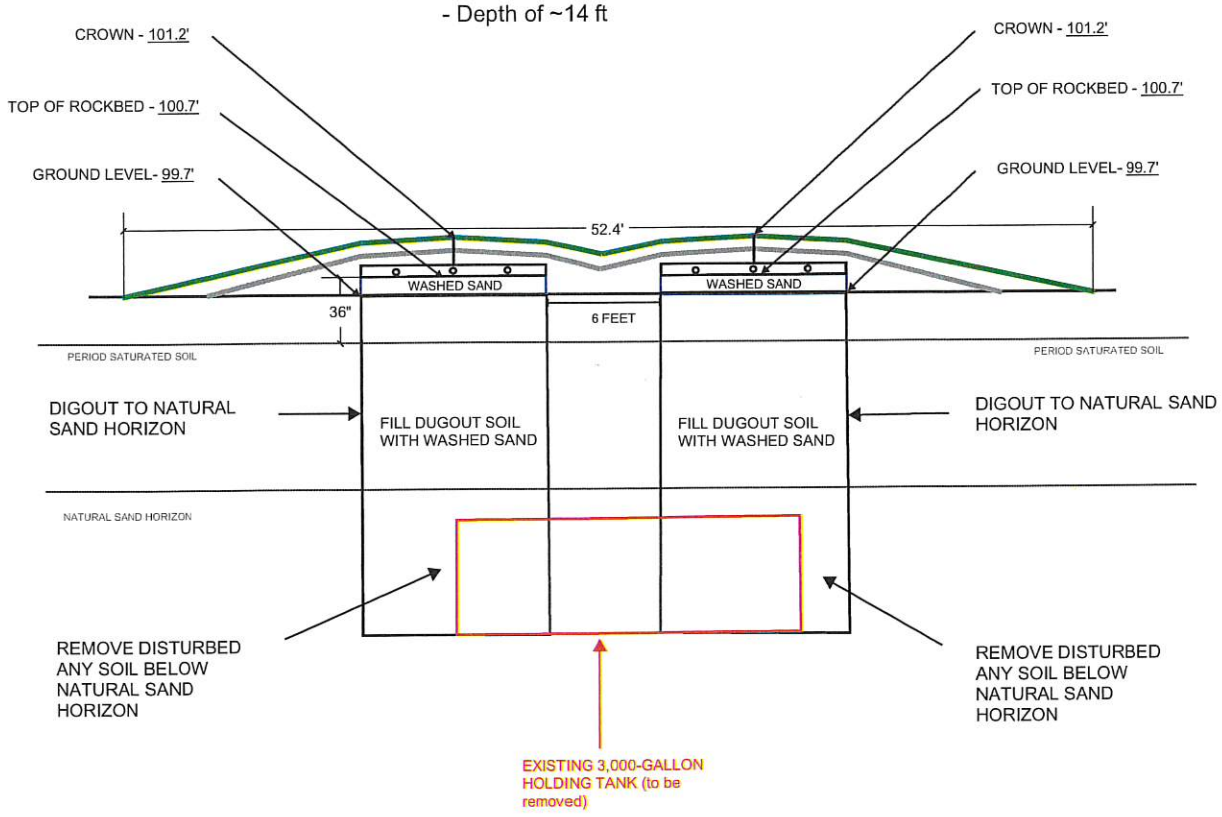
MOUND DIMENSIONS

Dimensions for each mound
- 10' X 60'
- 12" WASHED SAND
- 3 - LATERALS PER ZONE
- 58' LATERAL LENGTH

DIGOUT DIMENSIONS (estimated)

Under Parking in Absorption Area
- 10' wide x 60' long (x 2)
- Depth of ~ 7 ft

Above Holding Tank
- Depth of ~14 ft



KSD

Your water. Our neighbors.

University of Minnesota Onsite Sewage Treatment Program

Preliminary Evaluation Worksheet

MINNESOTA POLLUTION CONTROL AGENCY

1. Contact Information

v 04.02.2019

Property Owner/Client:	ISD 834 - Stillwater Area Public Schools	Date Completed:	3/26/2020
Site Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042	Project ID:	
Legal Description:	ONBlock 1 Lot 1 SubdivisionCd 3198 SubdivisionName FOUR CORNERS		
Parcel ID:	36.029.21.43.0004	TWP: 29 SEC: 36 RNG: 21	

2. Flow and General System Information

A. Client-Provided Information

Project Type: ☐ New Construction ☐ Replacement ☑ Expansion ☐ Repair

Project Use: ☐ Residential ☑ Other Establishment: Office

Residential use: # Bedrooms: | Dwelling Sq.ft.: | Unfinished Sq. Ft.:

Adults: | # Children: | # Teenagers:

In-home business (Y/N): | If yes, describe:

Water-using devices (*check all that apply*):

- ☐ Garbage Disposal/Grinder
- ☐ Dishwasher
- ☐ Hot Tub*
- ☐ Sewage pump in basement
- ☑ Water Softener*
- ☐ Sump Pump*
- ☐ Large Bathtub >40 gallons
- ☐ Iron Filter*
- ☐ Self-Cleaning Humidifier*
- ☐ Clothes Washing Machine
- ☐ High Eff. Furnace*
- ☐ Other:

* Clear water source - should not go into system

Additional current or future uses:

Anticipated non-domestic waste: No non-domestic waste will be discharged to system.

The above is complete & accurate: Anthony V. Willger (Apr 8, 2020) — SIGN HERE

Client signature & date

B. Designer-determined flow Information

Attach additional information as necessary.

Design Flow: 1440 GPD | Anticipated Waste Type: Other Est. - At-Risk

BOD: 400 mg/L | TSS 100 mg/L | Oil & Grease 20 mg/L

3. Well Information

#	Description	Mn. ID#	Well Depth (ft.)	Casing Depth (ft.)	Confining Layer	STA Setback	Source
1	11530 Hudson Blvd N	??	>50	>50		50	Owner
2							
3							
4							

Additional Well Information:

University of Minnesota Onsite Sewage Treatment Program

Preliminary Evaluation Worksheet

MINNESOTA POLLUTION CONTROL AGENCY

Site within 200' of noncommunity transient well (Y/N)	No	Yes, source:	
Site within a drinking water supply management area (Y/N)	No	Yes, source:	
Site in a Well Head Protection inner wellhead management zone (Y/N)	No	Yes, source:	
Buried water supply pipes within 50 ft of proposed system (Y/N)	No		
B. Site located in a shoreland district/area?	No	Yes, name:	
Elevation of ordinary high water level:	ft	Source:	
Classification:	Tank Setback: ft.	STA Setbk: ft.	
C. Site located in a floodplain?	No	Yes, Type(s):	
Floodplain designation/elevation (10 Year):	ft	Source:	
Floodplain designation/elevation (100 Year):	ft	Source:	

D. Property Line Id / Source: ☐ Owner ☐ Survey ☑ County GIS ☐ Plat Map ☐ Other:

E. ID distance of relevant setbacks on map: ☑ Water ☑ Easements ☑ Well(s) ☑ Building(s) ☑ Property Lines ☑ OHWL ☐ Other:

4. Preliminary Soil Profile Information From Web Soil Survey (attach map & description)

Map Units: 49—Antigo silt loam Slope Range: 0-2 %

List landforms: Flats, terraces

Landform position(s): Summit

Parent materials: Loess and/or silty glaciofluvial deposits over loamy glaciofluvial deposits over stratified sandy and gravelly outwash

Depth to Bedrock/Restrictive Feature: 80 in Depth to Watertable: 80 in

Map Unit Ratings

Septic Tank Absorption Field- At-grade:	Very Limited
Septic Tank Absorption Field- Mound:	Not Limited
Septic Tank Absorption Field- Trench:	Very Limited

5. Local Government Unit Information

Name of LGU: Washington County - Public Health & Environment

LGU Contact: Public Health & Environment - (651) 430-6655

LGU-specific setbacks:

LGU-specific design requirements:

LGU-specific installation requirements:

Notes:

ONSITE SEWAGE TREATMENT PROGRAM

Field Evaluation Worksheet

MINNESOTA POLLUTION CONTROL AGENCY

1. Project Information

v 04.02.2019

Property Owner/Client:	ISD 834 - Stillwater Area Public Schools	Project ID:	
Site Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042	Date Completed:	3/26/2020

2. Utility and Structure Information

Utility Locations Identified ☑ Gopher State One Call # ☐ Any Private Utilities:

Locate and Verify (*see Site Evaluation map*) ☑ Existing Buildings ☐ Improvements ☑ Easements ☑ Setbacks

3. Site Information

Vegetation type(s):	Lawn	Landscape position:	Shoulder
Percent slope:	%	Slope shape: Linear, Linear	Slope direction:

Describe the flooding or run-on potential of site: Water will need to be diverted around mounds

Describe the need for Type III or Type IV system: There is no area of the site with undistrubed soil.

Note: The placement of the system was the original area for a future septic. A parking lot was installed.

Elevations and Benchmarks identified on map? (Y/N):	Yes	If yes, describe:	See Site Plan
Proposed soil treatment area protected? (Y/N):	Yes	If yes, describe:	Stakes

4. General Soils Information

Filled, Compacted, Disturbed areas (Y/N): Yes

If yes, describe: The soil under the parking lot and the area where the Holding Tank is located has been disturbed.

Soil observations were conducted in the proposed system location (Y/N):	Yes
A soil observation in the most limiting area of the proposed system (Y/N):	Yes
Number of soil observations: 6	Soil observation logs attached (Y/N): Yes
	Percolation tests performed & attached (Y/N): No

5. Phase I. Reporting Information

	Depth		Elevation			
Periodically saturated soil:	24	in	99.7	ft	Soil Texture:	Medium sand
Standing water:		in		ft	Percolation Rate:	min/inch
Bedrock:		in		ft	Soil Hyd Loading Rate:	1.2 gpd/ft^2
Benchmark:			100	ft		

Benchmarck Location: SW corner of building (Slab at ground level)

Differences between soil survey and field evaluation:

Site evaluation issues / comments: A parking lot is located over STA

Anticipated construction issues: Removal of parking lot, holding tank and sewer manhole

University of Minnesota Onsite Sewage Treatment Program

Soil Observation Log

Project ID:

v 04.02.2019

Client:	ISD 834 - Stillwater Area Public Schools	Location / Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042

Soil parent material(s): (Check all that apply) ☐ Outwash ☐ Lacustrine ☑ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter

Landscape Position: (check one) ☑ Summit ☐ Shoulder ☐ Back/Side Slope ☐ Foot Slope ☐ Toe Slope — Slope shape: Linear, Linear

Vegetation:	Lawn	Soil survey map units:	49	Slope %: 0	Elevation: 102.2

Weather Conditions/Time of Day:	Overcast / 8:35 am	Date	03/26/20
Observation #/Location:	SP1 / See Map	Observation Type:	Soil Pit

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure: Shape	Structure: Grade	Structure: Consistence
0-24	Clay Loam	5%	7.5YR 3/2				Blocky	Moderate	Firm
24-42	Medium Sandy Loam	5%	7.5YR 4/4				Blocky	Moderate	Firm
42-54	Silt Loam	0%	10YR 3/2				Blocky	Moderate	Firm
54-66	Loamy Medium Sand	5%	10YR 4/4				Granular	Weak	Friable
66-72	Medium Sand	5%	7.5YR 5/3				Single grain	Structureless	Loose
72-96	Medium Sand	5%	10YR 5/3	2.5Y 7/8	Concentrations	S1	Single grain	Structureless	Loose
96-108	Medium Sand	5%	10YR 5/3	10YR 5/8	Concentrations	S1	Single grain	Structureless	Loose

Comments: Limiting Layer = 72" - 96.2' - Natural Soil starts at 42" (above is fill for hill) - Depth to LL from ground level is 30" of separation.

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Jesse Kloeppner		L4043	3/26/2020
(Designer/Inspector)	(Signature)	(License #)	(Date)

Additional Soil Observation Logs

Project ID:

University of Minnesota Onsite Sewage Treatment Program

Client:	ISD 834 - Stillwater Area Public Schools			Location / Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042		
Soil parent material(s): (Check all that apply)	☐ Outwash ☐ Lacustrine ☑ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter						
Landscape Position: (check one)	☑ Summit ☐ Shoulder ☐ Back/Side Slope ☐ Foot Slope ☐ Toe Slope				Slope shape	Linear, Linear	
Vegetation:	Lawn	Soil survey map units:	49	Slope %:	0.0	Elevation:	101.7
Weather Conditions/Time of Day:	Overcast / 8:40 am				Date:	03/26/20	
Observation #/Location:	SP2 / Mound			Observation Type:	Soil Pit		

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure: Shape	Structure: Grade	Structure: Consistence
0-18	Silty Clay Loam	5%	7.5YR 3/2				Blocky	Moderate	Firm
18-36	Medium Sandy Loam	5%	7.5YR 4/4				Blocky	Moderate	Firm
36-48	Silt Loam	0%	10YR 3/2				Blocky	Moderate	Firm
48-60	Loamy Medium Sand	5%	10YR 4/4				Granular	Weak	Friable
60-66	Medium Sand	5%	7.5YR 5/3				Single grain	Structureless	Loose
66-90	Medium Sand	5%	10YR 5/3	2.5Y 7/8	Concentrations	S1	Single grain	Structureless	Loose
90-108	Medium Sand	5%	10YR 5/3	10YR 5/8	Concentrations	S1	Single grain	Structureless	Loose

Comments	Limiting Layer = 66" - 96.2' - Natural Soil starts at 36" (above is fill for hill) - Depth to LL from ground level is 24" of separation.

Textures:

c-clay
sic-silty clay
sc-sandy clay
cl-clay loam
sicl-silty clay loam
scl-sandy clay loam
si-silt
sil-silt loam
l-loam
sl-sandy loam*
ls-loamy sand*
s-sand*

Subsoil Indicator(s) of Saturation:

S1. Depleted matrix (value >/=4 and chroma </=2)
S2. Distinct gray or red redox features
S3. 5Y chroma </= 3
S4. 7.5 YR or redder faint redox concentrations or redox depletio

If yes to one of the above indicators then:

Topsoil Indicator(s) of Saturation:

T1. Wetland Vegetation
T2. Depressional Landscape
T3. Organic texture or organic modifiers
T4. N 2.5/ 0 color
T5. Redox features in topsoil
T6. Hydric Soil

***Sand Modifiers**

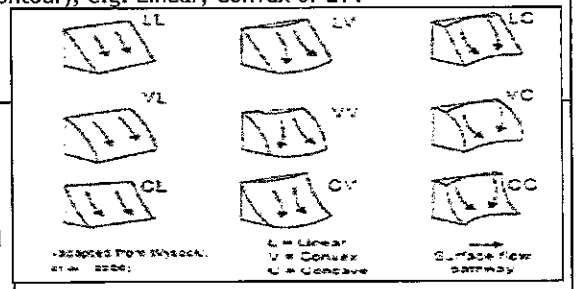
co-coarse
m-medium
f-fine
vf-very fine

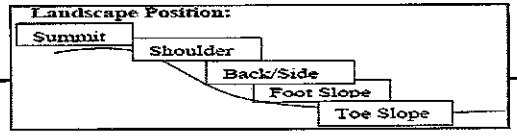
Consistence:

Loose-	Intact specimen not available
Friable-	Slight force between fingers
Firm-	Moderate force between fingers
Extremely firm-	Moderate force between hands or slight foot pressure
Rigid-	Foot pressure

Slope Shape:

Slope shape is described in two directions: up and down slope (perpendicular to the contour), and across slope (along the horizontal contour); e.g. Linear, Convex or LV.





Soil Structure Grade:

Massive-	No observable aggregates, or no orderly arrangement of natural lines of weakness
Weak-	Poorly formed, indistinct peds, barely observable in place
Moderate-	Well formed, distinct peds, moderately durable and evident, but not distinct in undisturbed
Strong-	Durable peds that are quite evident in un-displaced soil, adhere weakly to one another, withstand displacement, and become separated when soil is disturbed
Loose-	No peds, sandy soil

Soil Structure Shape:

Granular-	The peds are approximately spherical or polyhedral and are commonly found in topsoil. These are the small, rounded peds that hang onto roots
Platy-	The peds are flat and plate like. They are oriented horizontally and are usually overlapping. Platy structure is commonly found in forested areas
Blocky-	The peds are block-like or polyhedral, and are bounded by flat or slightly rounded surface that are casting of the faces of surrounding peds.
Prismatic-	Flat or slightly rounded vertical faces bound the individual peds. Peds are distinctly longer vertically, and faces are typically cast or molds of
Single Grain-	The structure found in a sandy soil. The individual particles are not held together.

University of Minnesota Onsite Sewage Treatment Program

Soil Observation Log

Project ID: v 04.02.2019

Client:	ISD 834 - Stillwater Area Public Schools			Location / Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042
Soil parent material(s): (Check all that apply)	☐ Outwash ☐ Lacustrine ☑ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter				
Landscape Position: (check one)	☑ Summit ☐ Shoulder ☐ Back/Side Slope ☐ Foot Slope ☐ Toe Slope			Slope shape	Linear, Linear
Vegetation:	Lawn	Soil survey map units:	49	Slope %: 0.0	Elevation (ft): 103.5
Weather Conditions/Time of Day:	Overcast / 9:30 am			Date:	03/26/20
Observation #/Location:	SP3 / See Map			Observation Type:	Soil Pit

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure: Shape	Structure: Grade	Structure: Consistence
0-33	Medium Sandy Loam	15%	10YR 3/3 10YR 5/3		Disturbed Soil		Blocky	Moderate	Firm
33-45	Medium Sandy Loam	25%	10YR 3/6 7.5YR 4/4		Disturbed Soil		Blocky	Moderate	Firm
45-72	Medium Sandy Loam	20%	10YR 4/4 7.5YR 4/4		Disturbed Soil		Blocky	Moderate	Firm
72-84	Loamy Medium Sand	15%	7.5YR 4/4 10YR 3/4		Disturbed Soil		Blocky	Weak	Friable
84-108	Loamy Medium Sand	10%	10YR 3/3 10YR 4/4		Disturbed Soil		Blocky	Weak	Friable
108-120	Silt Loam	10%	10YR 4/3				Blocky	Moderate	Firm
120-130	Medium Sand	5%	10YR 5/3				Single grain	Structureless	Loose

Comments No limiting layer observed. Most of the soil had been disturbed during construction of Holding Tank at 13 feet deep.

Additional Soil Observation Logs

Project ID:

University of Minnesota Onsite Sewage Treatment Program

Client:	ISD 834 - Stillwater Area Public Schools			Location / Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042
Soil parent material(s): (Check all that apply)	☐ Outwash ☐ Lacustrine ☑ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter				
Landscape Position: (check one)	☑ Summit ☐ Shoulder ☐ Back/Side Slope ☐ Foot Slope ☐ Toe Slope			Slope shape	Linear, Linear
Vegetation:	Lawn	Soil survey map units:	49	Slope %: 0.0	Elevation (ft): 102.5
Weather Conditions/Time of Day:	Overcast / 9:40 am			Date:	03/26/20
Observation #/Location:	SP4 / See Map			Observation Type:	Soil Pit

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure		
							Shape	Grade	Consistence
0-22	Medium Sandy Loam	15%	10YR 3/3		Disturbed		Blocky	Moderate	Firm
			10YR 5/3		Soil				
22-36	Medium Sandy Loam	25%	10YR 3/6		Disturbed		Blocky	Moderate	Firm
			7.5YR 4/4		Soil				
36-66	Medium Sandy Loam	20%	10YR 4/4		Disturbed		Blocky	Moderate	Firm
			7.5YR 4/4		Soil				
66-80	Loamy Medium Sand	15%	7.5YR 4/4		Disturbed		Blocky	Moderate	Firm
			10YR 3/4		Soil				
80-96	Loamy Medium Sand	10%	10YR 3/3		Disturbed		Blocky	Moderate	Firm
			10YR 4/4		Soil				
96-120	Silt Loam	10%	10YR 4/3				Blocky	Moderate	Firm
120-130	Medium Sand	5%	10YR 5/3				Single grain	Structureless	Loose

Comments No limiting layer observed. Most of the soil had been disturbed during construction of Holding Tank at 13 feet deep.

University of Minnesota Onsite Sewage Treatment Program

Soil Observation Log

Project ID:

v 04.02.2019

Client:	ISD 834 - Stillwater Area Public Schools	Location / Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042

Soil parent material(s): (Check all that apply) ☐ Outwash ☐ Lacustrine ☑ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter

Landscape Position: (check one) ☑ Summit ☐ Shoulder ☐ Back/Side Slope ☐ Foot Slope ☐ Toe Slope — Slope shape: Linear, Linear

Vegetation:	Lawn	Soil survey map units:	49	Slope %: 0.0	Elevation (ft): 99.9
Weather Conditions/Time of Day:	Overcast / 9:50 am			Date:	03/26/20
Observation #/Location:	SB2 - See Map			Observation Type:	Auger

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure: Shape	Structure: Grade	Structure: Consistence
0-5	Loam	0%	10YR 3/2				Blocky	Moderate	Firm
5-18	Silt Loam	0%	10YR 4/3				Blocky	Moderate	Firm
18-20	Medium Sandy Loam	5%	10YR 4/4				Granular	Weak	Friable
20-30	Medium Sand	5%	10YR 4/4				Single grain	Structureless	Loose
30-40	Medium Sand	5%	10YR 5/4	7.5YR 5/8	Concentrations	S1	Single grain	Structureless	Loose
				10YR 5/2	Depletions	S2			
40-60	Medium Sand	5%	10YR 5/3	10YR 5/2	Depletions	S2	Single grain	Structureless	Loose
				7.5YR 5/6	Concentrations	S1			

Comments Limiting Layer = 30" - 97.2' - Most natural soil for the area. Designing Absorption Area from this boring.

Additional Soil Observation Logs

Project ID:

University of Minnesota Onsite Sewage Treatment Program

Client:	ISD 834 - Stillwater Area Public Schools	Location / Address:	11530 Hudson Blvd N, Lake Elmo, MN 55042

Soil parent material(s): (Check all that apply) ☐ Outwash ☐ Lacustrine ☑ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter

Landscape Position: (check one) ☑ Summit ☐ Shoulder ☐ Back/Side Slope ☐ Foot Slope ☐ Toe Slope — Slope shape: Linear, Linear

Vegetation:	Lawn	Soil survey map units:	49	Slope %: 0.0	Elevation (ft): 99.7
Weather Conditions/Time of Day:	Overcast / 10:00 am			Date:	03/26/20
Observation #/Location:	SB1 - See Map			Observation Type:	Auger

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure: Shape	Structure: Grade	Structure: Consistence
0-12	Silt Loam	15%	10YR 3/2		Disturbed		Blocky	Moderate	Firm
			7.5YR 4/3		Soil				
12-20	Sandy Clay Loam	20%	10YR 3/4		Disturbed		Blocky	Moderate	Firm
			10YR 4/3		Soil				
20-30	Medium Sandy Loam	10%	10YR 4/4		Disturbed		Blocky	Moderate	Firm
			7.5YR 4/4		Soil				
30-42	Loamy Medium Sand	15%	7.5YR 5/3		Disturbed		Granular	Weak	Friable
			10YR 3/3		Soil				
42-55	Medium Sand	5%	10YR 4/4	10YR 4/2	Depletions	S2	Single grain	Structureless	Loose
55-70	Medium Sand	10%	10YR 5/3	10YR 5/2	Depletions	S2	Single grain	Structureless	Loose
				10YR 5/6	Concentrations	S1			

Comments Disturbed Soil until 42" - Found redox @ 42" (faint signs)

Design Summary Worksheet

1. PROJECT INFORMATION

v 04.02.2019

Property Owner/Client: ISD 834 - Stillwater Area Public Schools | Project ID:

Site Address: 11530 Hudson Blvd N, Lake Elmo, MN 55042 | Date: 04/06/20

2. DESIGN FLOW & WASTE STRENGTH

Attach data / estimate basis for Other Establishments

Design Flow: 1440 GPD | Anticipated Waste Type: Other Est. - At-Risk

BOD: 400 mg/L | TSS: 100 mg/L | Oil & Grease: 20 mg/L

Treatment Level: | *Select Treatment Level C for residential septic tank effluent*

3. HOLDING TANK SIZING

Minimum Capacity: Residential =400 gal/bedroom, Other Establishment = Design Flow x 5.0, Minimum size 1000 gallons

Code Minimum **Holding Tank Capacity:** Gallons in Tanks or Compartments

Recommended **Holding Tank Capacity:** Gallons in Tanks or Compartments

Type of High Level Alarm: (Set @ 75% tank capacity)

Comments:

4. SEPTIC TANK SIZING

A. Residential dwellings:

Number of Bedrooms (Residential):

Code Minimum **Septic Tank Capacity:** Gallons in Tanks or Compartments

Recommended **Septic Tank Capacity:** Gallons in Tanks or Compartments

Effluent Screen & Alarm (Y/N): | Model/Type:

B. Other Establishments:

Waste received by: Gravity | 1440 GPD x 3 Days Hyd. Retention Time

Code Minimum **Septic Tank Capacity:** 4320 Gallons In 2 Tanks or Compartments

Recommended **Septic Tank Capacity:** 4500 Gallons In 2 Tanks or Compartments

Effluent Screen & Alarm (Y/N): Yes | Model/Type: PolyLok 525 or equal

5. PUMP TANK SIZING

Pump Tank 1 Capacity (Minimum):	2000 Gal	Pump Tank 2 Capacity (Minimum):	Gal
Pump Tank 1 Capacity (Recommended):	2000 Gal	Pump Tank 2 Capacity (Recommended):	Gal
Pump 1	25.0 GPM	Total Head 16.0 ft	Pump 2 GPM Total Head ft
Supply Pipe Dia.	2.00 in	Dose Vol: 80.0 gal	Supply Pipe Dia. Dose Vol: Gal

Design Summary Worksheet

6. SYSTEM AND DISTRIBUTION TYPE

Project ID:

Soil Treatment Type:	Mound	Distribution Type:	Pressure Distribution-Level
Elevation Benchmark:	100 ft	Benchmark Location:	Slab at ground level of SW cor.
MPCA System Type:	Type III	Distribution Media:	Rock
Type III/IV Details:	Removal of Disturbed Soil & Reduced CLR		

7. SITE EVALUATION SUMMARY:

Describe Limiting Condition: Redoximorphic Features/Saturated Soils

Layers with >35% Rock Fragments? (yes/no) No If yes, describe below: % rock and layer thickness, amount of soil credit and any additional information for addressing the rock fragments in this design.

Note:

	Depth		Depth		Elevation	
Limiting Condition:	24	inches	2.0	ft	99.7	ft
Minimum Req'd Separation:	36	inches	3.0	ft		
Code Max System Depth:	Mound	inches	-1.0	ft	100.7	ft

Critical for system compliance

This is the maximimum depth to the bottom of the distribution media. Negative Depth (ft) means it must be a mound.

Soil Texture:	Medium Sand		
Soil Hyd. Loading Rate:	1.20 GPD/ft^2	Percolation Rate:	MPI
Contour Loading Rate:	12	Note:	
Measured Land Slope:	0.0 %	Note:	
Comments:			

8. SOIL TREATMENT AREA DESIGN SUMMARY

Trench:

Dispersal Area	ft^2	Sidewall Depth	in	Trench Width	ft
Total Lineal Feet	ft	No. of Trenches		Code Max. Trench Depth	in
Contour Loading Rate	ft	Min. Length	ft	Designed Trench Depth	in

Bed:

Dispersal Area	ft^2	Sidewall Depth	in	Maximum Bed Depth	in
Bed Width	ft	Bed Length	ft	Designed Bed Depth	in

Mound:

Dispersal Area	1200.0 ft^2	Bed Length	120.0 ft	Bed Width	10.0 ft
Absorption Width	10.0 ft	Clean Sand Lift	1.0 ft	Berm Width (0-1%)	13.2 ft
Upslope Berm Width	13.2 ft	Downslope Berm	13.2 ft	Endslope Berm Width	13.2 ft
Total System Length	146.4 ft	System Width	36.4 ft	Contour Loading Rate	12.0 gal/ft

Design Summary Worksheet

Project ID:

At-Grade:

Bed Width	ft	Bed Length	ft	Finished Height	ft
Contour Loading Rate	gal/ft	Upslope Berm	ft	Downslope Berm	ft
Endslope Berm	ft	System Length	ft	System Width	ft

Level & Equal Pressure Distribution

No. of Laterals	3	Perforation Spacing	3 ft	Perforation Diameter	3/16 in
Lateral Diameter	1.50 in	Min Dose Volume	0 gal	Max Dose Volume	360 gal

Non-Level and Unequal Pressure Distribution

	Elevation (ft)	Pipe Size (in)	Pipe Volume (gal/ft)	Pipe Length (ft)	Perf Size (in)	Spacing (ft)	Spacing (in)
Lateral 1							
Lateral 2							
Lateral 3							
Lateral 4							
Lateral 5							
Lateral 6							

Minimum Dose Volume: gal

Maximum Dose Volume: gal

9. Additional Info for At-Risk, HSW or Type IV Design

A. Starting BOD Concentration = Design Flow X Starting BOD (mg/L) X 8.35 ÷ 1,000,000

1008 gpd X 223 mg/L X 8.35 ÷ 1,000,000 = 1.88 lbs. BOD/day

B. Target BOD Concentration = Design Flow X Target BOD (mg/L) X 8.35 ÷ 1,000,000

1008 gpd X 223 mg/L X 8.35 ÷ 1,000,000 = 1.88 lbs. BOD/day

Lbs. BOD To Be Removed: 0.00

PreTreatment Technology: *Must Meet or Exceed Target

Disinfection Technology: *Required for Levels A & B

C. Organic Loading to Soil Treatment Area:

223 mg/L X 1008 gpd x 8.35 ÷ 1,000,000 ÷ 1200 ft^2 = 0.00156 $lbs./day/ft^2$

10. Comments/Special Design Considerations:

1. The estimated design flow is calculated for 12 full-time employess; 200 bus drivers and 5 visitors per day.
2. Soil Absorption Area (mound) will be divided into two zones of 10' x 60'.
3. Disturbed soil below the absorption area will be dugout and replaced with washed mound sand.
4. The existing Manhole & 3,000-gallon Septic Tank will be removed.
5. The flow to the mounds will be restricted to 70% of Design Flow. If flow exceeds 1,008 gallons in 24-hours, an Alarm will sound.
6. Dual Alternating Pumps will be used to Time-Dose the flow to the mounds.
7. Cap drain from Shop Floor to Manhole. Install new Holding Tank for flow.

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Jesse Kloeppner		L4043	4/6/2020
(Designer)	(Signature)	(License #)	(Date)

ONSITE SEWAGE TREATMENT PROGRAM

Flow Estimation: Other Establishments

MINNESOTA POLLUTION CONTROL AGENCY

v 04.02.2019

Establishment	*7081* Specified Type of Establishment	Unit	# of Units	Design Flow per Unit (See Table I)	Total Avg Daily Flow
1	Office	employee	12	15.00	180
2	Office	visitor	5	4.00	20
3	Public lavatory	user	200	5.00	1000
4					
5					
				Total Flow 7081 Establishments (gpd)	1200

Establishment	*NON 7081* Specified Type of Establishment	Unit	# of Units	Design Flow per Unit	Total Avg Daily Flow
6					
7					
8					
9					
10					
				Total Flow Non-7081 Establishments (gpd)	
				Safety Factor (gpd)	240.00
				Total Flow 7081 and Non 7081 Establishments (gpd)	1440.00

Estimate of Waste Strengths from Other Establishments

Type of Facility	BOD_5 (mg/L)	BOD_5 (lbs/unit/day)
Airports		
Per passenger	400 - 500	0.02
Per employee	400 - 500	0.05
Apartment houses	240 - 400	0.175/multiple family
Assembly hall (no kitchen)	240 - 400	0.01/seat
Boarding school	240 - 400	0.208/student
Bowling alley (no kitchen)	240 - 400	0.15/lane
Camps		
Construction (Semi-permanent)	400 - 500	0.140
Country club (member)	400 - 500	0.052/member
Country club (resident)	240 - 400	0.208/resident
Day (no meals)	400 - 500	0.031
Luxury	400 - 500	0.208
Church (no kitchen)	240 - 400	0.02/seat
Country club	400 - 800	0.208/member
Personnel addition	240 - 400	0.04/employee
Day school	240 - 400	0.031/student
Add for showers	240 - 400	0.011/student
Add for cafeteria	500 - 700	0.031/meal
Factory		
No showers	240 - 400	0.073/employee
With showers	240 - 400	0.083/employee
Food service		
Ordinary restaurant	600 - 1500	0.35/seat
24-Hour restaurant	600 - 1500	0.50/seat
Freeway restaurant	600 - 1500	0.70/seat
Tavern (limited food)	400 - 800	0.10/seat
Carry-out (single service)	600 - 800	0.70/100 sqft
Carry-out	200 - 600	0.04/employee
Fast food chain	1000 - 2000	0.80/seat
Kitchen Waste	600 - 1500	0.015/meal
Toilet and Kitchen Waste	600 - 1500	0.021/customer
Additional for bars & cocktail lounges	600 - 1500	0.01/customer
Hospital (not including personnel)	400 - 600	0.518/bed
Laundromat	600 - 800	2.0/machine
Mobile home park	240 - 400	0.40/space
Mobile home park	240 - 400	0.140/person
Motel, Hotel	240 - 400	0.083/bed
Motel, Hotel	240 - 400	0.14/person
Nursing home (not including kitchen or laundry)	400 - 600	0.26/bed
Office building (per 8 hour shift)	240 - 400	0.05/employee
Park, toilets only	400 - 600	0.01/person
Park, bathhouse and flush toilets	240 - 400	0.021/person
Resort hotel, cottage	240 - 400	0.15/room
Add for self-service laundry	600 - 800	2.0/machine
Service station	240 - 400	0.50/toilet or urinal
Service station	240 - 400	0.021vehicle served
Shopping center (no food service or laundry)	400 - 600	0.30/1000 sqft
Shopping center (no food service or laundry)	400 - 600	0.050/employee
Sports Stadium	400 - 600	0.20/person
Swimming pool	300 - 500	0.021/person
Theaters		
Drive-in	400 - 500	0.010/car space
Indoor	240 - 400	0.010/seat
Travel trailer or RV park		
No water/sewer hook up	400 - 800	0.25/space
With water and sewer	400 - 800	0.35/space

Waste Strength Concentration into Soil Treatment Area for Other Establishments

1 DESIGN FLOW & WASTE STRENGTH *Attach data / estimate basis for Other Establishments*

Design Flow: 1440 GPD Anticipated Waste Type: Other Est. - At-Risk

BOD: 400 mg/L TSS: 100 mg/L

2 SEPTIC REMOVAL RATE THROUGH SEPTIC TANKS

A. Typical removal of BOD and TSS in primary sedimentation (septic) tanks is calculated as a function of the detention time and constituent concentration represented in the equalization below:

$$R = \frac{t}{a + bt}$$

R = expected removal efficiency, % **Max. 7 hours*

t = nominal detention time, h

a, b = empirical constants

Empirical constant at 20 C

Item	a, h	b
BOD	0.018	0.02
TSS	0.0075	0.014

Reference = pg. 303-304 "Small and Decentralized Wastewater Management Systems" - Crites & Tchobanoglous

B. Equation Removal Percentage Equation (BOD): 7 h ÷ (0.018 + (0.02 * 7 h) = 44 %

C. Equation Removal Percentage Equation (TSS): 7 h ÷ (0.0074 + (0.014 * 7 h) = 66 %

D. Expected BOD Concentration after min. of 3 days of retention time

Starting BOD Concentration = 400 mg/L Septic Tank Removal percentage: 44 %

Equation: 400 mg/L x 44 % = 177 mg/L

THEN 400 mg/L - 177 mg/L = 223 mg/L

Expected BOD Concentration from Septic Tank Effluent: 223 mg/L BOD

E. Expected TSS Concentration after min. of 3 days of retention time

Starting TSS Concentration = 100 mg/L Septic Tank Removal percentage: 66 %

Equation: 100 mg/L x 66 % = 66 mg/L

THEN 100 mg/L - 66 mg/L = 34 mg/L

Expected TSS Concentration from Septic Effluent: 34 mg/L TSS

Waste Strength Concentration into Soil Treatment Area for Other Establishments

3 MAXIMUM WASTE STRENGTH LOADING RATES - BOTTOM AREA ONLY

TABLE 5.1 Maximum Waste Strength Loading Rates—Bottom Area Only

Soil Loading Rate (gpd/ft2)	Pounds of BOD5/ft2/day	Pounds of TSS/ft2/day	Pounds of FOG/ft2/day
1.2	0.0017	0.0006	0.0003
0.78	0.0011	0.0004	0.0002
0.68	0.0009	0.0003	0.0001
0.6	0.0009	0.0003	0.0001
0.52	0.0008	0.0003	0.0001
0.5	0.0007	0.0003	0.0001
0.45	0.0006	0.0002	0.0001
0.42	0.0006	0.0002	0.0001

Based on organic loading to a Type I system with design flow and bottom area loading with concentrations of BOD5 of 170 mg/L, TSS of 60 mg/L. and FOG of 25 mg/L.

A. Maximum Waste Strength Loading Rate based on Soil Loading Rate

Soil Hydraulic Loading Rate (SHLR) : 1.2 gpd/sqft

BOD Constant per SLR: 0.0017 Pounds of BOD5/ft2/day:

TSS Constant per SLR: 0.0006 Pounds of TSS/ft2/day:

B. Timed-Dose Flow from "Pump Tank Design Worksheet (Time Dose)"

C. "Choosen Maximum Flow to STA": 1008 gallons

C. Size of Bottom Area of Absorption Area based on Soil Hydraulic Loading Rate - Level C effluent

Required Square Feet based on SHLR = Time-Dosed Flow X SHLR

1008 gpd ÷ 1.2 gpd/sqft 840 ft^2

D. Size of Bottom Area of Absorption Area based on BOD to Maximum Waste Strength Loading Rates

BOD Concentration = Time-Dosed Flow X Septic Tank Effluent BOD (mg/L) X 8.35 ÷ 1,000,000

1008 gpd X 223 mg/L X 8.35 ÷ 1,000,000 = 1.88 lbs. BOD/day

Required Square Feet for removal of lbs. BOD/day = lbs. BOD/day x Maximum Pounds of BOD5/ft2/day

1.88 lbs. BOD/day ÷ 0.0017 Max Pounds of BOD5/ft^2/day: = 1103 ft^2

E. Size of Bottom Area of Absorption Area based on TSS Maximum Waste Strength Loading Rates

TSS Concentration = Time-Dosed Flow X Septic Tank Effluent TSS (mg/L) X 8.35 ÷ 1,000,000

1008 gpd X 34 mg/L X 8.35 ÷ 1,000,000 = 0.28 lbs. TSS/day

Required Square Feet for removal of lbs. TSS/day = lbs. TSS/day x Maximum Pounds of TSS/ft2/day

0.28 lbs. TSS/day ÷ 0.0006 Max Pounds of TSS/ft2/day: = 472 ft^2

Waste Strength Concentration into Soil Treatment Area for Other Establishments

4 DESIGNED SOIL TREATMENT AREA

A. Summary of Minimum Size of Soil Treatment Area (STA) - Bottom Only

SHLR	840	
BOD	1103	ft^2
TSS	472	ft^2
Designer's Choice	1200	ft^2 *must be greater than largest Minimum STA

B. Safety Factor for Designer's Choice of Soil Treatment Area - lbs./BOD/day/ft2

Safety Factor for lbs./BOD/ft2: 109%

223 mg/L X 1008 gpd x 8.35 ÷ 1,000,000 ÷ 1200 ft^2 = 0.00156 lbs./day/ft^2

Max 0.0017 lbs./day/ft^2 / Actual 0.00156 lbs./day/ft^2 = 109% safety percentage

C. Safety Factor for Designer's Choice of Soil Treatment Area - lbs./TSS/day/ft2

Safety Factor for lbs./TSS/ft2: 254%

34 mg/L X 1008 gpd x 8.35 ÷ 1,000,000 ÷ 1200 ft^2 = 0.00024 lbs./day/ft^2

Max 0.0006 lbs./day/ft^2 / Actual 0.00024 lbs./day/ft^2 = 254% safety percentage

It may be advisable to oversize the absorption area by 50% and divide the system into 3 zones for dosing and resting cycles if secondary treatment is not employed (a must for MSTS - MN Rules Chapter 7081.0270, Subp. 5 B 3).

D. Number of Zones for Soil Treatment Area

Designer Choice of Zones	2	zones
Absorption Area per Zone	600	ft^2

Waste Strength Concentration into Soil Treatment Area for Other Establishments

1 DESIGN FLOW & WASTE STRENGTH *Attach data / estimate basis for Other Establishments*

Design Flow: 1440 GPD Anticipated Waste Type: Other Est. - At-Risk

Maximum BOD: 850 mg/L Maximum TSS: 500 mg/L

2 SEPTIC REMOVAL RATE THROUGH SEPTIC TANKS

A. Typical removal of BOD and TSS in primary sedimentation (septic) tanks is calculated as a function of the detention time and constituent concentration represented in the equalization below:

$$R = \frac{t}{a + bt}$$

R = expected removal efficiency, % **Max. 7 hours*

t = nominal detention time, h

a, b = empirical constants

Empirical constant at 20 C

Item	a, h	b
BOD	0.018	0.02
TSS	0.0075	0.014

Reference = pg. 303-304 "Small and Decentralized Wastewater Management Systems" - Crites & Tchobanoglous

B. Equation Removal Percentage Equation (BOD): 7 h ÷ (0.018 + (0.02 * 7 h) = 44 %

C. Equation Removal Percentage Equation (TSS): 7 h ÷ (0.0074 + (0.014 * 7 h) = 66 %

D. Expected BOD Concentration after min. of 3 days of retention time

Starting BOD Concentration = 850 mg/L Septic Tank Removal percentage: 44 %

Equation: 850 mg/L x 44 % = 377 mg/L

THEN 850 mg/L - 377 mg/L = 473 mg/L

Expected BOD Concentration from Septic Tank Effluent: 473 mg/L BOD

E. Expected TSS Concentration after min. of 3 days of retention time

Starting TSS Concentration = 500 mg/L Septic Tank Removal percentage: 66 %

Equation: 500 mg/L x 66 % = 332 mg/L

THEN 500 mg/L - 332 mg/L = 168 mg/L

Expected TSS Concentration from Septic Effluent: 168 mg/L TSS

Waste Strength Concentration into Soil Treatment Area for Other Establishments

3 MAXIMUM WASTE STRENGTH LOADING RATES - BOTTOM AREA ONLY

TABLE 5.1 Maximum Waste Strength Loading Rates—Bottom Area Only

Soil Loading Rate (gpd/ft2)	Pounds of BOD5/ft2/day	Pounds of TSS/ft2/day	Pounds of FOG/ft2/day
1.2	0.0017	0.0006	0.0003
0.78	0.0011	0.0004	0.0002
0.68	0.0009	0.0003	0.0001
0.6	0.0009	0.0003	0.0001
0.52	0.0008	0.0003	0.0001
0.5	0.0007	0.0003	0.0001
0.45	0.0006	0.0002	0.0001
0.42	0.0006	0.0002	0.0001

Based on organic loading to a Type I system with design flow and bottom area loading with concentrations of BOD5 of 170 mg/L, TSS of 60 mg/L. and FOG of 25 mg/L.

A. Maximum Waste Strength Loading Rate based on Soil Loading Rate

Soil Hydraulic Loading Rate (SHLR) : 1.2 gpd/sqft

BOD Constant per SLR: 0.0017 Pounds of BOD5/ft2/day:

TSS Constant per SLR: 0.0006 Pounds of TSS/ft2/day:

B. Timed-Dose Flow from "Pump Tank Design Worksheet (Time Dose)"

C. "Choosen Maximum Flow to STA": 1008 gallons

C. Size of Bottom Area of Absorption Area based on Soil Hydraulic Loading Rate - Level C effluent

Required Square Feet based on SHLR = Time-Dosed Flow X SHLR

1008 gpd ÷ 1.2 gpd/sqft 840 ft^2

D. Size of Bottom Area of Absorption Area based on BOD to Maximum Waste Strength Loading Rates

BOD Concentration = Time-Dosed Flow X Septic Tank Effluent BOD (mg/L) X 8.35 ÷ 1,000,000

1008 gpd X 473 mg/L X 8.35 ÷ 1,000,000 = 3.98 lbs. BOD/day

Required Square Feet for removal of lbs. BOD/day = lbs. BOD/day x Maximum Pounds of BOD5/ft2/day

3.98 lbs. BOD/day ÷ 0.0017 Max Pounds of BOD5/ft^2/day: = 2344 ft^2

E. Size of Bottom Area of Absorption Area based on TSS Maximum Waste Strength Loading Rates

TSS Concentration = Time-Dosed Flow X Septic Tank Effluent TSS (mg/L) X 8.35 ÷ 1,000,000

1008 gpd X 168 mg/L X 8.35 ÷ 1,000,000 = 1.42 lbs. TSS/day

Required Square Feet for removal of lbs. TSS/day = lbs. TSS/day x Maximum Pounds of TSS/ft2/day

1.42 lbs. TSS/day ÷ 0.0006 Max Pounds of TSS/ft2/day: = 2360 ft^2

Waste Strength Concentration into Soil Treatment Area for Other Establishments

4 DESIGNED SOIL TREATMENT AREA

A. Summary of Minimum Size of Soil Treatment Area (STA) - Bottom Only

SHLR	840	
BOD	2344	ft^2
TSS	2360	ft^2
Designer's Choice	2400	ft^2 *must be greater than largest Minimum STA

B. Safety Factor for Designer's Choice of Soil Treatment Area - lbs./BOD/day/ft2

Safety Factor for lbs./BOD/ft2: 102%

473 mg/L X 1008 gpd x 8.35 ÷ 1,000,000 ÷ 2400 ft^2 = 0.00166 lbs./day/ft^2

Max 0.0017 lbs./day/ft^2 / Actual 0.00166 lbs./day/ft^2 = 102% safety percentage

C. Safety Factor for Designer's Choice of Soil Treatment Area - lbs./TSS/day/ft2

Safety Factor for lbs./TSS/ft2: 102%

168 mg/L X 1008 gpd x 8.35 ÷ 1,000,000 ÷ 2400 ft^2 = 0.00059 lbs./day/ft^2

Max 0.0006 lbs./day/ft^2 / Actual 0.00059 lbs./day/ft^2 = 102% safety percentage

It may be advisable to oversize the absorption area by 50% and divide the system into 3 zones for dosing and resting cycles if secondary treatment is not employed (a must for MSTS - MN Rules Chapter 7081.0270, Subp. 5 B 3).

D. Number of Zones for Soil Treatment Area

Designer Choice of Zones	2	zones
Absorption Area per Zone	1200	ft^2

University of Minnesota Onsite Sewage Treatment Program

Mound Design Worksheet
<1% Slope

MINNESOTA POLLUTION CONTROL AGENCY

1. SYSTEM SIZING: Project ID: v 04.02.2019

A. Design Flow :	1440	GPD
B. Soil Loading Rate:	1.20	GPD/ft^2
C. Depth to Limiting Condition:	2.0	ft
D. Percent Land Slope:	0.0	%
E. Design Media Loading Rate:	1.2	GPD/ft^2
F. Mound Absorption Ratio:	1.00	

Table I
MOUND CONTOUR LOADING RATES:

Measured Perc Rate	← OR →	Texture - derived mound absorption ratio		Contour Loading Rate:
≤ 60mpi		1.0, 1.3, 2.0, 2.4, 2.6	→	≤12
61-120 mpi	← OR →	5.0	→	≤12
≥ 120 mpi*		>5.0*	→	≤6*

TABLE IXa
LOADING RATES FOR DETERMINING BOTTOM ABSORPTION AREA AND ABSORPTION RATIOS USING PERCOLATION TESTS

Percolation Rate (MPI)	Treatment Level C: Absorption Area Loading Rate (gpd/ft^2)	Treatment Level C: Mound Absorption Ratio	Treatment Level A, A-2, B: Absorption Area Loading Rate (gpd/ft^2)	Treatment Level A, A-2, B: Mound Absorption Ratio
<0.1	-	1	-	1
0.1 to 5	1.2	1	1.6	1
0.1 to 5 (fine sand and loamy fine sand)	0.6	2	1	1.6
6 to 15	0.78	1.5	1	1.6
16 to 30	0.6	2	0.78	2
31 to 45	0.5	2.4	0.78	2
46 to 60	0.45	2.6	0.6	2.6
61 to 120	-	5	0.3	5.3
>120	-	-	-	-

*Systems with these values are not Type I systems. Contour Loading Rate (linear loading rate) is a recommended value.

2. DISPERSAL MEDIA SIZING

A. Calculate Dispersal Bed Area: Design Flow (1.A) ÷ Design Media Loading Rate (1.E) = ft^2

1440 GPD ÷ 1.2 GPD/ft^2 = 1200 ft^2

If a larger dispersal media area is desired, enter size: _____ ft^2

B. Enter Dispersal Bed Width: 10 ft *Can not exceed 10 feet.*

C. Calculate Contour Loading Rate: Bed Width (2.B) X Design Media Loading Rate (1.E)

10 ft^2 X 1.2 GPD/ft^2 = 12.0 gal/ft *Can not exceed Table 1*

D. Calculate Minimum Dispersal Bed Length: Dispersal Bed Area (2.A) ÷ Bed Width (2.B) = Bed Length

1200 ft^2 ÷ 10 ft = 120.0 ft

3. ABSORPTION AREA SIZING

A. Calculate Absorption Width: Bed Width (2.B) X Mound Absorption Ratio (1.F) = Absorption Width

10.0 ft X 1.0 = 10.0 ft

B. For slopes from 0 to 1%, the Absorption Width is measured from the bed equally in both directions.

Absorption Width Beyond the Bed: Absorption Width (3.A) - Bed Width (2.B) ÷ 2 = Width beyond Bed

(10.0 ft - 10.0 ft) ÷ 2 = 0.0 ft

4. DISTRIBUTION MEDIA: ROCK Project ID:

A. Rock Depth Below Distribution Pipe

6 in 0.50 ft

5. DISTRIBUTION MEDIA: REGISTERED TREATMENT PRODUCTS: CHAMBERS AND EZFLOW

A. Enter Dispersal Media:

B. Enter the Component: Length: ft Width: ft Depth: ft

C. Number of Components per Row = Bed Length divided by Component Length (Round up)

ft ÷ ft = components/row

D. Actual Bed Length = Number of Components/row X Component Length:

components X ft =

Check registered product information for specific application and design

E. Number of Rows = Bed Width divided by Component Width

ft ÷ ft = rows *Adjust width so this is a whole number.*

F. Total Number of Components = Number of Components per Row X Number of Rows

X = components

6. MOUND SIZING

A. Calculate Clean Sand Lift: 3 feet minus Depth to Limiting Condition = Clean Sand Lift (1 ft minimum)

3.0 ft - 2.0 ft = 1.0 ft Design Sand Lift (optional): ft

B. Upslope Mound Height = Clean Sand Lift + Depth of Media + Depth of Cover (1 ft)

1.0 ft + 0.80 ft + 1.50 ft = 3.3 ft

C. Berm Width = Upslope Mound Height (4.B) X 4 (4 is recommended, but could be 3-12)

3.3 ft X 4.0 ft = 13.2 ft

D. Total Landscape Width = Berm Width + Dispersal Bed Width + Berm Width

13.2 ft + 10.0 ft + 13.2 ft = 36.4 ft

E. Additional Berm Width necessary for absorption - Absorption Width - Total Landscape Width

10.0 ft - 36.4 ft = 0 ft if number is negative (<0), value is **ZERO**

F. Final Berm Width = Additional Berm Width + Berm Width

0 ft + 13.2 ft = 13.2 ft

G. Total Mound Width = Final Berm Width + Dispersal Bed Width + Final Berm Width

13.2 ft + 10.0 ft + 13.2 ft = 36.4 ft

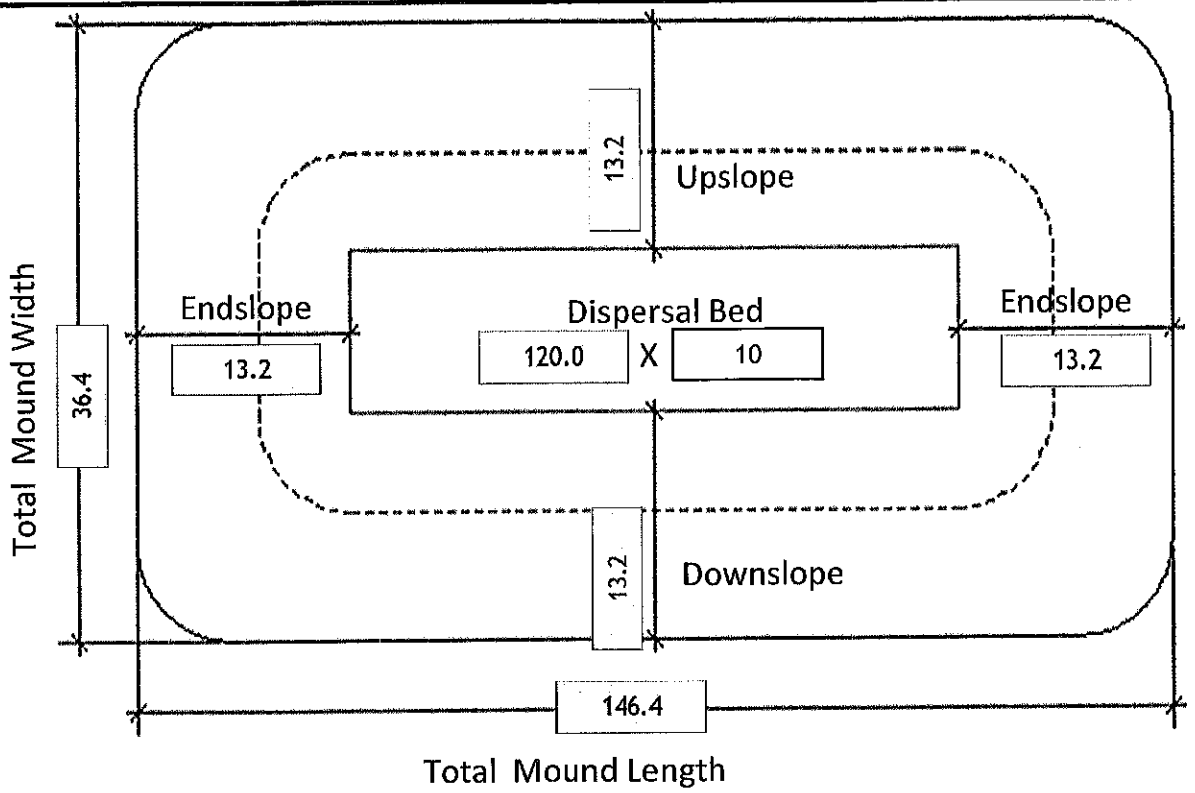
H. Total Mound Length = Final Berm Width + Dispersal Bed Length + Final Berm Width

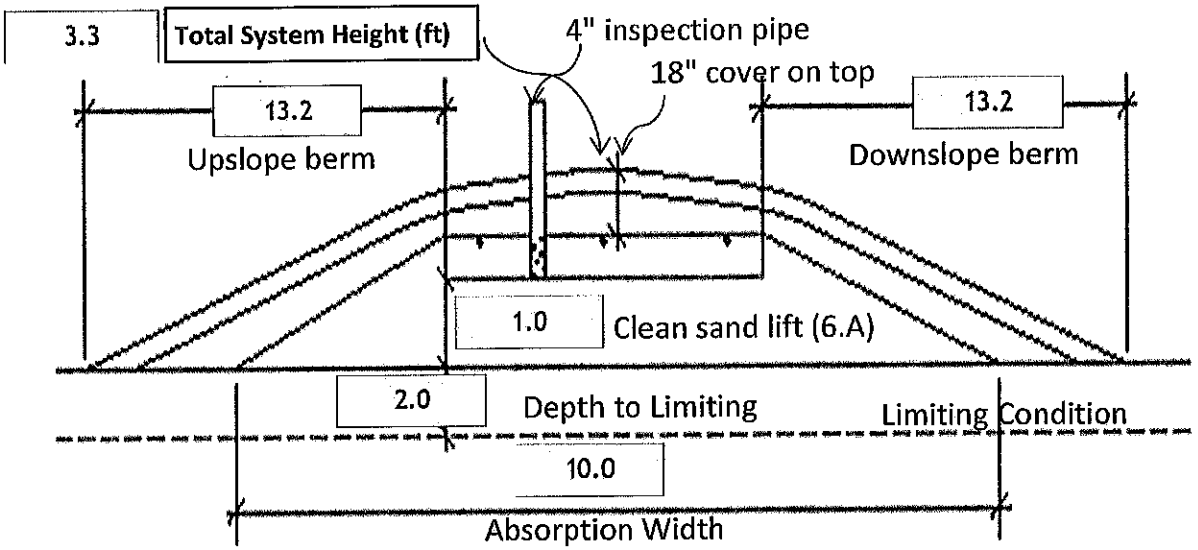
13.2 ft + 120.0 ft + 13.2 ft = 146.4 ft

I. Setbacks from the Bed: Absorption Width - Dispersal Bed Width divided by 2

(10.0 ft - 10.0) / 2 = ft

7. **MOUND DIMENSIONS** Project ID:





Comments:

Absorption Area will be divided into two zones of 10' x 60'. Mound slope ratio: 4:1.
Disturbed soil below the mound will be dugout and replaced with washed mound sand.

University of Minnesota Onsite Sewage Treatment Program

Mound Materials Worksheet

Minnesota Pollution Control Agency

Project ID:

v 04.02.2019

A. Rock *Volume* : (Rock Below Pipe + Rock to cover pipe (*pipe outside dia + ~2 inch*)) X *Bed Length* X *Bed Width* = *Volume*

(6 in + 3.5 in) ÷ 12 = 120.0 ft X 10.0 ft = 950.0 ft^3

Divide ft^3 by 27 ft^3/yd^3 to calculate cubic yards: 950.0 ft^3 ÷ 27 = 35.2 yd^3

Add 30% for constructability: 35.2 yd^3 X 1.3 = 45.7 yd^3

B. Calculate *Clean Sand Volume:*

Volume Under Rock bed : *Average Sand Depth* x *Media Width* x *Media Length* = cubic feet

1.0 ft X 10.0 ft X 120.0 ft = 1200.0 ft^3

For a Mound on a slope from 0-1%

Volume from Length = ((Upslope Mound Height - 1) X Absorption Width Beyond Bed X Media Bed Length)

3.30 ft - 1) X [ ] X 120 ft = 6.00

Volume from Width = ((Upslope Mound Height - 1) X Absorption Width Beyond Bed X Media Bed Width)

3.30 ft - 1) X [ ] X 10 ft = 6.00

Total Clean Sand Volume : *Volume from Length* + *Volume from Width* + *Volume Under Media*

6.0 ft^3 + 6.0 ft^3 + 1200 ft^3 = 1212.0 ft^3

For a Mound on a slope greater than 1%

Upslope Volume : ((*Upslope Mound Height - 1*) x 3 x *Bed Length*) ÷ 2 = cubic feet

(([ ] ft - 1) X 3.0 ft X [ ]) ÷ 2 = [ ] ft^3

Downslope Volume : ((*Downslope Height - 1)* x Downslope Absorption Width x *Media Length*) ÷ 2 = cubic feet

(([ ] ft - 1) X [ ] ft X [ ]) ÷ 2 = [ ] ft^3

Endslope Volume : (*Downslope Mound Height - 1)* x 3 x *Media Width* = cubic feet

([ ] ft - 1) X 3.0 ft X [ ] ft = [ ] ft^3

Total Clean Sand Volume : *Upslope Volume* + *Downslope Volume* + *Endslope Volume* + *Volume Under Media*

[ ] ft^3 + [ ] ft^3 + [ ] ft^3 + [ ] ft^3 = [ ] ft^3

Divide ft^3 by 27 ft^3/yd^3 to calculate cubic yards: 1212.0 ft^3 ÷ 27 = 44.9 yd^3

Add 30% for constructability: 44.9 yd^3 X 1.3 = 58.4 yd^3

C. Calculate *Sandy Berm Volume:*

Total Berm Volume (approx) : ((Avg. Mound Height - 0.5 ft topsoil) x Mound Width x Mound Length) ÷ 2

(3.3 - 0.5)ft X 36.4 ft X 146.4) ÷ 2 = 7460.5 ft^3

Total Mound Volume - Clean Sand volume -Rock Volume = cubic feet

7460.5 ft^3 - 1212.0 ft^3 - 950.0 ft^3 = 5298.5 ft^3

Divide ft^3 by 27 ft^3/yd^3 to calculate cubic yards: 5298.5 ft^3 ÷ 27 = 196.2 yd^3

Add 30% for constructability: 196.2 yd^3 x 1.2 = 255.1 yd^3

D. Calculate *Topsoil Material Volume: Total Mound Width X Total Mound Length X .5 ft*

36.4 ft X 146.4 ft X 0.5 ft = 2664.5 ft^3

Divide ft^3 by 27 ft^3/yd^3 to calculate cubic yards: 2664.5 ft^3 ÷ 27 = 98.7 yd^3

Add 30% for constructability: 98.7 yd^3 x 1.3 = 75.9 yd^3

University of Minnesota Onsite Sewage Treatment Program

Pressure Distribution Design Worksheet

MINNESOTA POLLUTION CONTROL AGENCY

Project ID: v 04.02.2019

1. Media Bed Width: 10 ft

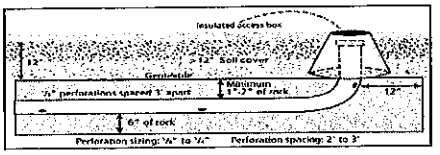
2. Minimum Number of Laterals in system/zone = Rounded up number of [(Media Bed Width - 4) ÷ 3] + 1.

[(10 - 4) ÷ 3] + 1 = 3 laterals *Does not apply to at-grades*

3. Designer Selected *Number of Laterals*: 3 laterals
Cannot be less than line 2 (Except in at-grades)

4. Select *Perforation Spacing*: 3.00 ft

5. Select *Perforation Diameter Size*: 3/16 in



6. *Length of Laterals* = Media Bed Length - 2 Feet.

60.0 - 2ft = 58.0 ft *Perforation can not be closer then 1 foot from edge.*

7. Determine the *Number of Perforation Spaces*. Divide the *Length of Laterals* by the *Perforation Spacing* and round down to the nearest whole number.

Number of Perforation Spaces = 58.0 ft ÷ 3.0 ft = 19 Spaces

8. *Number of Perforations per Lateral* is equal to 1.0 plus the *Number of Perforation Spaces*. Check table below to verify the number of perforations per lateral guarantees less than a 10% discharge variation. The value is double with a center manifold.

Perforations Per Lateral = 19 Spaces + 1 = 20 Perfs. Per Lateral

Maximum Number of Perforations Per Lateral to Guarantee <10% Discharge Variation

¼ Inch Perforations

Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1¼	1½	2	3
2	10	13	18	30	60
2½	8	12	16	28	54
3	8	12	16	25	52

7/32 Inch Perforations

Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1¼	1½	2	3
2	11	16	21	34	68
2½	10	14	20	32	64
3	9	14	19	30	60

3/16 Inch Perforations

Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1¼	1½	2	3
2	12	18	26	46	87
2½	12	17	24	40	80
3	12	16	22	37	75

1/8 Inch Perforations

Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1¼	1½	2	3
2	21	33	44	74	149
2½	20	30	41	69	135
3	20	29	38	64	128

9. *Total Number of Perforations* equals the *Number of Perforations per Lateral* multiplied by the *Number of Perforated Laterals.*

20 Perf. Per Lat. X 3 Number of Perf. Lat. = 60 Total Number of Perf.

10. Spacing of laterals; Must be greater than 1 foot and no more than 3 feet: 3.0 ft

10. Select *Type of Manifold Connection* (End or Center): End

11. *Select Lateral Diameter (See Table)*: 1.50 in

University of Minnesota Onsite Sewage Treatment Program

Pressure Distribution Design Worksheet

MINNESOTA POLLUTION CONTROL AGENCY

12. Calculate the *Square Feet per Perforation. Recommended value is 4-11 ft² per perforation.*
Does not apply to At-Grades

a. *Bed Area* = Bed Width (ft) X Bed Length (ft)

10	ft	X	60	ft	=	600	ft^2

b. *Square Foot per Perforation* = *Bed Area* divided by the *Total Number of Perforations*.

600	ft^2	÷	60	perforations	=	10.0	ft^2/perforations

13. Select *Minimum Average Head*: 1.0 ft

14. Select *Perforation Discharge* (GPM) based on Table: 0.41 GPM per Perforation

15. Determine required *Flow Rate* by multiplying the *Total Number of Perfs.* by the *Perforation Discharge.*

60	Perfs	X	0.41	GPM per Perforation	=	25	GPM

16. *Volume of Liquid Per Foot of Distribution Piping (Table II)*: 0.110 Gallons/ft

17. *Volume of Distribution Piping* =
= [*Number of Perforated Laterals* X *Length of Laterals* X (Volume of Liquid Per Foot of Distribution Piping]

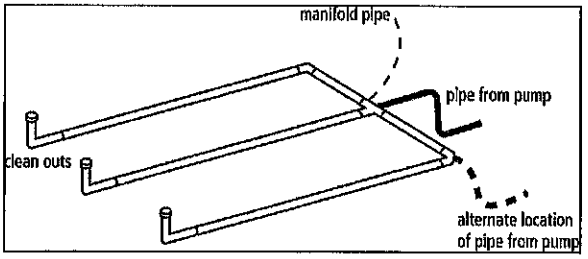
3	X	58	ft	X	0.110	gal/ft	=	19.1	Gallons

18. Minimum Delivered Volume = Volume of Distribution Piping X 4

19.1	gals	X	4	=	76.6	Gallons

Table II
Volume of Liquid in Pipe

Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661



Comments/Special Design Considerations:

Distribution Network for each Mound

University of Minnesota Onsite Sewage Treatment Program

Basic Pump Selection Design Worksheet

MINNESOTA POLLUTION CONTROL AGENCY

1. PUMP CAPACITY

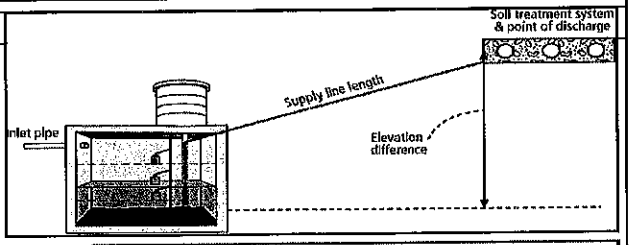
Project ID:

v 04.02.2019

Pumping to Gravity or Pressure Distribution: Pressure

1. If pumping to gravity enter the gallon per minute of the pump: _____ GPM *(10 - 45 gpm)*
2. If pumping to a pressurized distribution system: 25.0 GPM
3. Enter pump description: Equalization/Time Dosing

2. HEAD REQUIREMENTS



A. Elevation Difference between pump and point of discharge: 9 ft

B. Distribution Head Loss: 6 ft

C. Additional Head Loss: _____ ft (due to special equipment, etc.)

Distribution Head Loss	
Gravity Distribution = 0ft	
Pressure Distribution based on Minimum Average Head Value on Pressure Distribution Worksheet:	
Minimum Average Head	**Distribution Head Loss**
1ft	5ft
2ft	6ft
5ft	10ft

Table 1. Friction Loss in Plastic Pipe per 100ft

Flow Rate (GPM)	Pipe Diameter (inches)			
	1	1.25	1.5	2
10	9.1	3.1	1.3	0.3
12	12.8	4.3	1.8	0.4
14	17.0	5.7	2.4	0.6
16	21.8	7.3	3.0	0.7
18		9.1	3.8	0.9
20		11.1	4.6	1.1
25		16.8	6.9	1.7
30		23.5	9.7	2.4
35			12.9	3.2
40			16.5	4.1
45			20.5	5.0
50				6.1
55				7.3
60				8.6
65				10.0
70				11.4
75				13.0
85				16.4
95				20.1

D. 1. Supply Pipe Diameter: 2.0 in

2. Supply Pipe Length: 45 ft

E. **Friction Loss in Plastic Pipe per 100ft** from Table I:

Friction Loss = 1.69 ft per 100ft of pipe

F. Determine *Equivalent Pipe Length* from pump discharge to soil dispersal area discharge point. Estimate by adding 25% to supply pipe length for fitting loss. *Supply Pipe Length (D.2)* X 1.25 = *Equivalent Pipe Length*

45 ft X 1.25 = 56.3 ft

G. Calculate *Supply Friction Loss* by multiplying *Friction Loss Per 100ft* (Line E) by the *Equivalent Pipe Length* (Line F) and divide by 100.

Supply Friction Loss =

1.69 ft per 100ft X 56.3 ft ÷ 100 = 1.0 ft

H. *Total Head* requirement is the sum of the *Elevation Difference* (Line A), the Distribution Head Loss (Line B), Additional Head Loss (Line C), and the Supply Friction Loss (Line G)

9.0 ft + 5.0 ft + _____ ft + 1.0 ft = 15.0 ft

3. PUMP SELECTION

A pump must be selected to deliver at least **25.0** GPM (Line 1 or Line 2) with at least **16.0** feet of total head.

Comments:

Pump calculations for each mound and supply line. Dual Alternating Pumps required.

ONSITE SEWAGE TREATMENT PROGRAM

Pump Tank Design Worksheet (Time Dose)

MINNESOTA POLLUTION CONTROL AGENCY

DETERMINE TANK CAPACITY AND DIMENSIONS | Project ID: | v 04.02.2019

1. A. *Design Flow (Design Sum. 1A)* : 1440 GPD B. Tank Use: Dosing
   C. 70% of Design Flow: 1008 Gal
   D. Min. required pump tank capacity: 2000 Gal E. Recommended capacity: 2000 Gal

2. A. Tank Manufacturer: Wieser Precast B. Tank Model: W2000-MR
   C. Capacity from manufacturer: 2146 Gallons
   D. Gallons per inch: 42.9 Gallons per inch
   E. Liquid depth of tank from manufacturer: 53.0 inches

Note: Design calculations are based on this specific tank. Substituting a different tank model will change the pump float or timer settings. Contact designer if changes are necessary.

DETERMINE DOSING VOLUME

3 Calculate *Volume to Cover Pump* (The inlet of pump should be 4 in from the bottom of the tank & 2 inches of water covering the pump is recommended)

(Pump and block height + 2 inches) X *Gallons Per Inch* (2D)

(10 in + 2 inches) X 42.9 Gallons Per Inch = 515 Gallons

4 *Minimum Delivered Volume* = 4 X Volume of Distribution Piping:

-Item 18 of the Pressure Distribution or Item 11 of Non-level 77 Gallons (minimum dose) 1.8 inches/dose

5 Calculate *Maximum Pumpout Volume* (25% of Design Flow)

Design Flow: 1440 GPD X 0.25 = 360 Gallons (maximum dose) 8.4 inches/dose

6 *Select a pumpout volume that meets both Minimum and Maximum:* 80 Gallons

7 Calculate *Doses Per Day* = Design Flow X 70% ÷ *Delivered Volume*

1008 gpd ÷ 80 gal = 8.8 *Doses*

8 Calculate Drainback:

A. *Diameter of Supply Pipe* = 2 inches

B. Length of Supply Pipe = 45 feet

C. *Volume of Liquid Per Lineal Foot of Pipe* = 0.170 Gallons/ft

D. *Drainback = Length of Supply Pipe X Volume of Liquid Per Lineal Foot of Pipe*

45 ft X 0.170 gal/ft = 7.7 Gallons

9. *Total Dosing Volume = Delivered Volume* plus *Drainback*

80 gal + 7.7 gal = 88 Gallons

10. Minimum Alarm Volume = Depth of alarm (2 or 3 inches) X gallons per inch of tank

3 in X 42.9 gal/in = 128.8 Gallons

Volume of Liquid in Pipe

Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661

TIMER FLOAT SETTINGS*

11. Required *Flow Rate* :

A. From Pump Curve - Must be Validated after Installation: 40 GPM

B. Calculated GPM = Change in Depth (in) x Gallons Per Inch / Time Interval in Minutes

in X 42.9 gal/in ÷ min = GPM

**Note: This value must be adjusted after installation based on pump calibration.*

12. Select Flow Rate from Line 11.A or 11.B above: 40.0 GPM*

13. Calculate **TIMER ON** setting:

Total Dosing Volume x GPM

88 gal x 40.0 gpm = 2.2 Minutes ON*

14. Calculate **TIMER OFF** setting:

Minutes Per Day (1440) / *Doses Per Day* - Minutes On

1440 min ÷ 9 doses/day - 2.2 min = 161.1 Minutes OFF*

15. Pump Off Float - Measuring from bottom of tank:

Distance to set Pump Off Float=Gallons to Cover Pump / Gallons Per Inch:

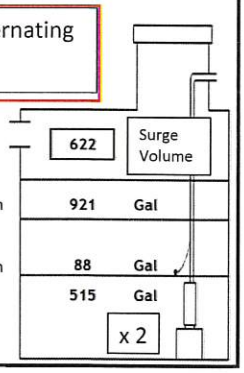
515 gal ÷ 42.9 gal/in = 12.0 Inches

16. Alarm Float - Measuring from bottom of tank (90% recommended):

Distance to set Alarm Float = Tank Depth X % of Tank Depth (0.9 recommended)

53.0 in X 0.67 = 35.5 in 1009.05 gallons from Off to HLA

Dual Alternating Pumps



Include Dual Alternating Pumps

UNIVERSITY
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Septic System Management Plan for Below Grade Systems

The goal of a septic system is to protect human health and the environment by properly treating wastewater before returning it to the environment. Your septic system is designed to kill harmful organisms and remove pollutants before the water is recycled back into our lakes, streams and groundwater.

This **management plan** will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the owner. Other tasks must be performed by a licensed septic maintainer or service provider. However, it is **YOUR** responsibility to make sure all tasks get accomplished in a timely manner.

The University of Minnesota's *Septic System Owner's Guide* contains additional tips and recommendations designed to extend the effective life of your system and save you money over time.

Proper septic system design, installation, operation and maintenance means safe and clean water!

Property Owner	Stillwater Area Public Schools - ISD 834	Email	willgert@stillwaterschools.org
Property Address	11530 Hudson Blvd N, Lake Elmo, MN 55042	Property ID	36.029.21.43.0004
System Designer	Kloeppner Services & Designs, LLC	Contact Info	763-843-4114
System Installer		Contact Info	
Service Provider/Maintainer		Contact Info	
Permitting Authority	Washington County - Public Health & Environment	Contact Info	651-430-6655
Permit #		Date Inspected	

Keep this Management Plan with your Septic System Owner's Guide. The Septic System Owner's Guide includes a folder to hold maintenance records including pumping, inspection and evaluation reports. Ask your septic professional to also:

- Attach permit information, designer drawings and as-built of your system, if they are available.
- Keep copies of all pumping records and other maintenance and repair invoices with this document.
- Review this document with your maintenance professional at each visit; discuss any changes in product use, activities, or water-use appliances.

For a copy of the *Septic System Owner's Guide*, visit www.bookstores.umn.edu and search for the word "septic" or call 800-322-8642.

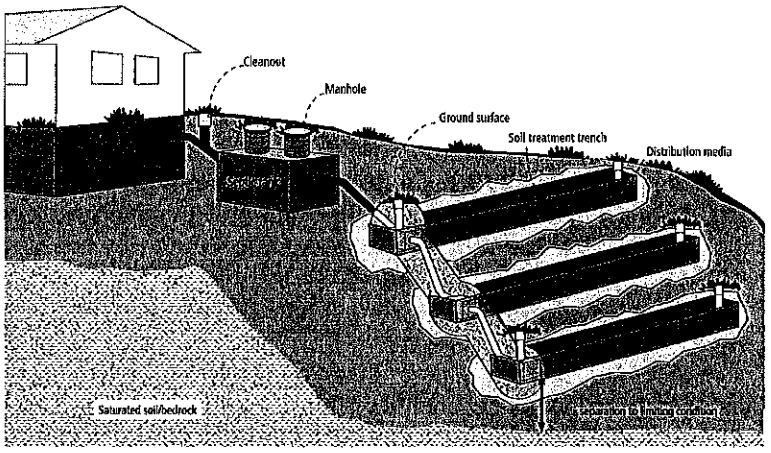
For more information see http://septic.umn.edu

Version: August 2015

UNIVERSITY OF MINNESOTA

Septic System Management Plan for Below Grade Systems

Your Septic System



Septic System Specifics

System Type: ◯ I ◯ II ◉ III ◯ IV* ◯ V*

(Based on MN Rules Chapter 7080.2200 – 2400)

**Additional Management Plan required*

☑ System is subject to operating permit*

☐ System uses UV disinfection unit*

Type of advanced treatment unit _____

Dwelling Type

Bus Facility & Offices

System capacity/ design flow (gpd): 1,440

Anticipated average daily flow (gpd): 1,008

Comments _____

Business? : ◉ Y ◯ N What type? School Bus Garage

Well Construction

Well depth (ft): > 50

- ☐ Cased well Casing depth: > 50
- ☐ Other (specify): _____

Distance from septic (ft): > 50'

Is the well on the design drawing? ◯ Y ◉ N

Septic Tank

- ☐ First Tank *volume:* 2,500 *gallons*
  Number of Compartments: 1
- ☐ Second *Tank volume:* 2,000 *gallons*
  Number of Compartments: 1
- ☐ Tank is constructed of Concrete
- ☐ Effluent screen: ◉ Y ◯ N Alarm ◉ Y ◯ N
- ☐ Pump Tank 2,000 *gallons*
- ☐ Effluent Pump *make/model:* Installer Choice
  Pump capacity 25 GPM
  TDH 16 Feet of head
- ☐ Alarm location TBD

Soil Treatment Area (STA)

Total Soil Treatment Absorption Area: 1,200 sqft

Number of Zones: 2

Mound (width x length) ea.: 10 ft x 60 ft

Location of additional STA: _____

Type of distribution media: Rock

☐ Gravity distribution ☑ Pressure distribution

☑ Inspection ports ☐ Cleanouts

☑ Additional STA not available

☑ Surface water diversions

Owner Management Tasks

These op*eration and maintenance ac*tivities are your responsibility. *Chart on page 6 can help track your activities.*

Your toilet is not a garbage can. Do not flush anything besides human waste and toilet paper. No wet wipes, cigarette butts, disposal diapers, used medicine, feminine products or other trash!

The system and septic tanks needs to be checked every 12 months

Your service provider or pumper/maintainer should evaluate if your tank needs to be pumped more or less often.

Seasonally or several times per year

- *Leaks.* Check (listen, look) for leaks in toilets and dripping faucets. Repair leaks promptly.
- *Soil treatment area.* Regularly check for wet or spongy soil around your soil treatment area. If surfaced sewage or strong odors are not corrected by pumping the tank or fixing broken caps and leaks, call your service professional. *Untreated sewage may make humans and animals sick.* Keep bikes, snowmobiles and other traffic off and control borrowing animals.
- *Alarms.* Alarms signal when there is a problem; contact your service professional any time the alarm signals.
- *Lint filter.* If you have a lint filter, check for lint buildup and clean when necessary. If you do not have one, consider adding one after washing machine.
- *Effluent screen.* If you do not have one, consider having one installed the next time the tank is cleaned along with an alarm.

Annually

- *Water usage rate.* A water meter or another device can be used to monitor your average daily water use. Compare your water usage rate to the design flow of your system (listed on the next page). Contact your septic professional if your average daily flow over the course of a month exceeds 70% of the design flow for your system.
- *Caps.* Make sure that all caps and lids are intact and in place. Inspect for damaged caps at least every fall. Fix or replace damaged caps before winter to help prevent freezing issues.
- *Water conditioning devices.* See Page 5 for a list of devices. When possible, program the recharge frequency based on *water demand (gallons)* rather than *time (days).* Recharging too frequently may negatively impact your septic system. Consider updating to demand operation if your system currently uses time,
- *Review your water usage rate.* Review the Water Use Appliance chart on Page 5. Discuss any major changes with your service provider or pumper/maintainer.

During each visit by a service provider or pumper/maintainer

- Make sure that your service professional services the tank through the manhole. (NOT though a 4" or 6" diameter inspection port.)
- Ask how full your tank was with sludge and scum to determine if your service interval is appropriate.
- Ask your pumper/maintainer to accomplish the tasks listed on the Professional Tasks on Page 4.

Professional Management Tasks

These are the operation and maintenance activities that a pumper/maintainer performs to help ensure long-term performance of your system. At each visit a written report/record must be provided to owner.

Plumbing/Source of Wastewater

- Review the Water Use Appliance Chart on Page 5 with owner.
  Discuss any changes in water use and the impact those changes may have on the septic system.
- Review water usage rates (if available) with owner.

Septic Tank/Pump Tanks

- *Manhole lid.* A riser is recommended if the lid is not accessible from the ground surface. Insulate the riser cover for frost protection.
- *Liquid level.* Check to make sure the tank is not leaking. The liquid level should be level with the bottom of the outlet pipe. (If the water level is below the bottom of the outlet pipe, the tank may not be watertight. If the water level is higher than the bottom of the outlet pipe of the tank, the effluent screen may need cleaning, or there may be ponding in the soil treatment area.)
- *Inspection pipes.* Replace damaged or missing pipes and caps.
- *Baffles.* Check to make sure they are in place and attached, and that inlet/outlet baffles are clear of buildup or obstructions.
- *Effluent screen.* Check to make sure it is in place; clean per manufacturer recommendation. Recommend retrofitted installation if one is not present.
- *Alarm.* Verify that the alarm works.
- *Scum and sludge.* Measure scum and sludge in each compartment of each septic and pump tank, pump if needed.

Pump

- *Pump and controls.* Check to make sure the pump and controls are operating correctly.
- *Pump vault.* Check to make sure it is in place; clean per manufacturer recommendations.
- *Alarm.* Verify that the alarm works.
- *Drainback.* Check to make sure it is draining properly.
- *Event counter or elapsed time meter.* Check to see if there is an event counter or elapsed time meter for the pump. If there is one or both, calculate the water usage rate and compare to the anticipated use listed on Design and Page 2. Dose Volume: 80 gallons: Pump run time: 3.25 Minutes

Soil Treatment Area

- *Inspection pipes.* Check to make sure they are properly capped. Replace caps and pipes that are damaged.
- *Surfacing of effluent.* Check for surfacing effluent or other signs of problems.
- *Lateral flushing.* Check lateral distribution; if cleanouts exist, flush and clean at recommended frequency.
- *Vegetation* - Check to see that a good growth of vegetation is covering the system.

All other components – evaluate as listed here:

Water-Use Appliances and Equipment in the Building

Appliance	Impacts on System	Management Tips
Garbage disposal	• Uses additional water. • Adds solids to the tank. • Finely-ground solids may not settle. Unsettled solids can exit the tank and enter the soil treatment area.	• Use of a garbage disposal is not recommended. • Minimize garbage disposal use. Compost instead. • To prevent solids from exiting the tank, have your tank pumped more frequently. • Add an effluent screen to your tank.
Washing machine	• Washing several loads on one day uses a lot of water and may overload your system. • Overloading your system may prevent solids from settling out in the tank. Unsettled solids can exit the tank and enter the soil treatment area.	• Choose a front-loader or water-saving top-loader, these units use less water than older models. • Limit the addition of extra solids to your tank by using liquid or easily biodegradable detergents. Limit use of bleach-based detergents and fabric softeners. • Install a lint filter after the washer and an effluent screen to your tank • Wash only full loads and think even – spread your laundry loads throughout the week.
Dishwasher	• Powdered and/or high-phosphorus detergents can negatively impact the performance of your tank and soil treatment area. • New models promote "no scraping". They have a garbage disposal inside.	• Use gel detergents. Powdered detergents may add solids to the tank. • Use detergents that are low or no-phosphorus. • Wash only full loads. • Scrape your dishes anyways to keep undigested solids out of your septic system.
Grinder pump (in building)	• Finely-ground solids may not settle. Unsettled solids can exit the tank and enter the soil treatment area.	• Expand septic tank capacity by a factor of 1.5. • Include pump monitoring in your maintenance schedule to ensure that it is working properly. • Add an effluent screen.
~~Large bathtub (whirlpool)~~	• ~~Large volume of water may overload your system.~~ • ~~Heavy use of bath oils and soaps can impact biological activity in your tank and soil treatment area.~~	• ~~Avoid using other water-use appliances at the same time. For example, don't wash clothes and take a bath at the same time.~~ • ~~Use oils, soaps, and cleaners in the bath or shower sparingly.~~
Clean Water Uses	**Impacts on System**	**Management Tips**
High-efficiency furnace	• Drip may result in frozen pipes during cold weather.	• Re-route water directly out of the house. Do not route furnace discharge to your septic system.
Water softener Iron filter Reverse osmosis	• Salt in recharge water may affect system performance. • Recharge water may hydraulically overload the system.	• These sources produce water that is not sewage and should not go into your septic system. • Reroute water from these sources to another outlet, such as a dry well, draintile or old drainfield. • When replacing, consider using a demand-based recharge vs. a time-based recharge. • Check valves to ensure proper operation; have unit serviced per manufacturer directions
Surface drainage Footing drains	• Water from these sources will overload the system and is prohibited from entering septic system.	

UNIVERSITY OF MINNESOTA

Septic System Management Plan for Below Grade Systems

Owner Maintenance Log

Track maintenance activities here for easy reference. See list of management tasks on pages 3 and 4.

Activity	Date accomplished									
Check frequently:										
Leaks: check for plumbing leaks*										
Soil treatment area check for surfacing**										
Lint filter: check, clean if needed*										
Effluent screen (if owner-maintained)***										
Alarm**										
Check annually:										
Water usage rate (maximum gpd _____)										
Caps: inspect, replace if needed										
Water use appliances – review use										
Other:										

*Monthly

**Quarterly

***Bi-Annually

Notes: Additional frequency of service and reporting may be included in Operating Permit from Washington County

"As the owner of this SSTS, I understand it is my responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements in this Management Plan are not met, I will promptly notify the permitting authority and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system."

Property Owner Signature: Anthony V. Willger Anthony V. Willger (Apr 8, 2020) Date Apr 8, 2020 SIGN HERE

Management Plan Prepared By: Jesse Kloeppner Certification # C8188

Permitting Authority: Washington County - Public Health & Environment

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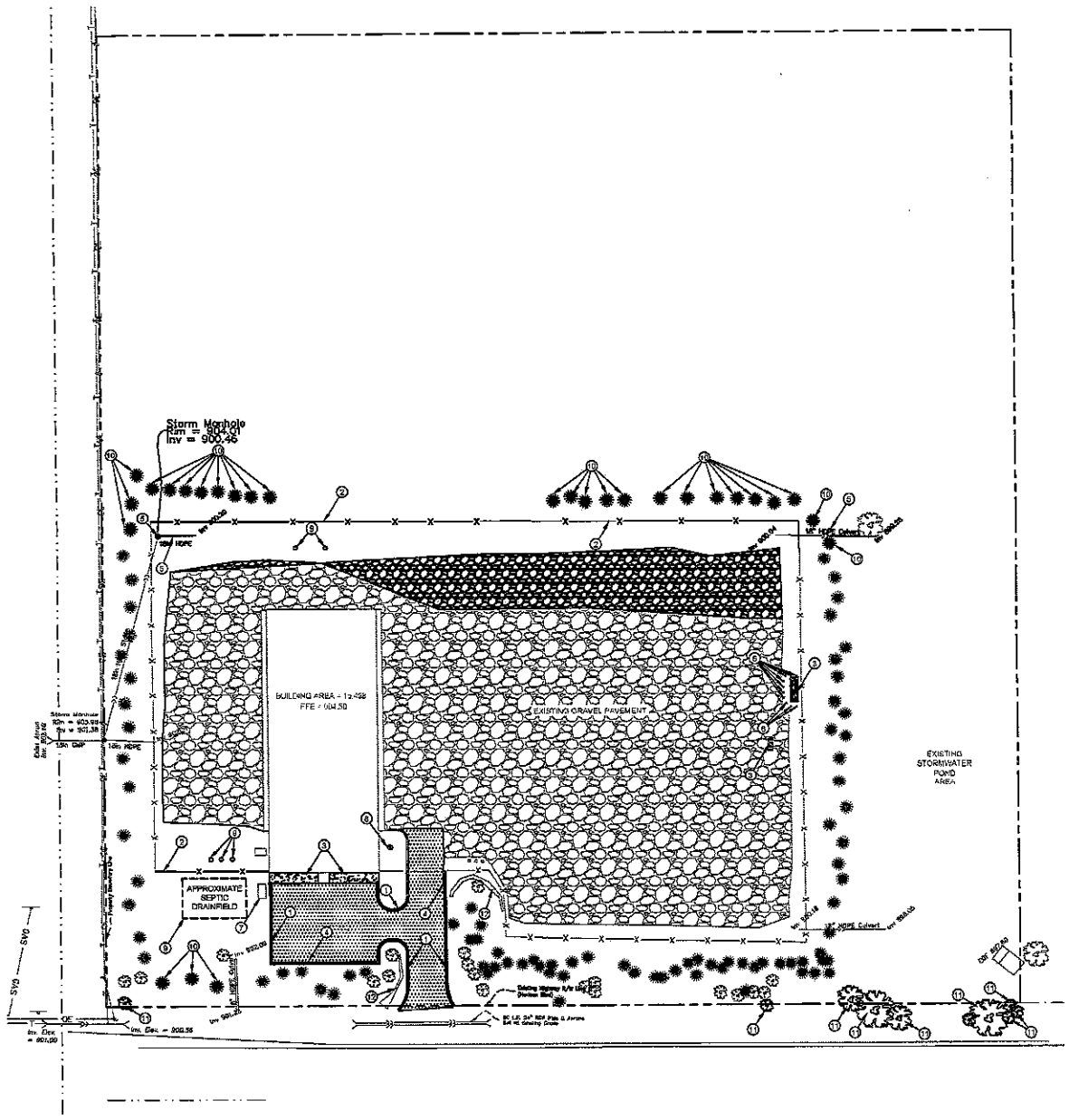
APPENDIX

11530 Hudson Blvd N, Lake Elmo

Acres	11	State	MN
Square Footage	479332	Plat Name	FOUR CORNERS
Parcel ID	3602921430004	Block	1
Owner Name	ISD 834 STILLWATER	Lot	1
Owner More	NULL	Multi Uses	N
Owner Address	1875 GREELEY ST S	Homestead	N
PO Box		Dwell Type	
City, State, Zip	STILLWATER MN 55082	Home Style	
Estimated Land Value	$958,400	Finished SqFt	
Estimated Building Value	$739,000	Garage	
Estimated Total Value	$1,697,400	Garage SqFt	
Sale Date	10/23/2018	Basement	
Sale Value	$5,000,000	Heating	
School District	ISD834	Cooling	
Watershed District	WS VALLEY BRANCH	Year Built	
Class Code 1	901 Schools-Public	Number of Units	0
Class Code 2		Green Acre	N
Class Code 3		Open Space	N
Class Code 4		Ag Preserve	N
City	CITY OF LAKE ELMO	TAXPIN	36.029.21.43.0004
City USPS	LAKE ELMO	SITUS_ADDRESS	11530 HUDSON BLVD N, CITY OF LAKE ELMO
ZIP	55042	TAXDESCRIPTION	Block 1 Lot 1 SubdivisionCd 3198 SubdivisionName FOUR CORNERS
ZIP4	NULL		

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search,appraisal, survey, or for zoning verification.

Map Scale
1 inch = 167 feet
10/21/2019



P:\Projects\Projects - 2017\12170010 - Stillwater Bus Facility Evals\C. Design\Drawing Files\12170010 - C1.dwg

SYMBOL LEGEND

- REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION
- REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION
- REMOVE AND SALVAGE EXISTING GRAVEL SECTION FOR REUSE. DISPOSE OF ALL EXCESS MATERIALS.

KEY NOTES

1. REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER.
2. REMOVE AND DISPOSE OF EXISTING CHAIN LINK FENCE FABRIC, POSTS, AND FOOTINGS.
3. REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION.
4. SAWCUT, REMOVE, AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION.
5. REMOVE AND DISPOSE OF EXISTING STORM SEWER.
6. REMOVE AND DISPOSE EXISTING CONCRETE BOLLARDS.
7. PROTECT EXISTING ELECTRICAL TRANSFORMER DURING CONSTRUCTION.
8. PROTECT WELL DURING CONSTRUCTION UNTIL NEW WATER SERVICE CONNECTION IS INSTALLED AND OPERATIONAL. WELL TO BE ABANDONED AFTER WATER SERVICE INSTALLATION.
9. PROTECT EXISTING SEPTIC SYSTEM TANKS AND DRAINFIELD DURING CONSTRUCTION. ABANDON AND DISPOSE OF ALL COMPONENTS AND ASSOCIATED SOILS PER WASHINGTON COUNTY REQUIREMENTS, AFTER SANITARY SERVICE CONNECTION IS OPERATIONAL.
10. REMOVE AND DISPOSE EXISTING TREES, STUMPS AND ROOTS.
11. TREES TO BE REMOVED BY CONTRACTOR FOR FOUR CORNERS STREET & UTILITIES IMPROVEMENTS.
12. PROTECT EXISTING BOULDER RETAINING WALL DURING CONSTRUCTION.

DEMOLITION NOTES

1. Verify all existing utility locations.
2. It is the responsibility of the Contractor to perform or coordinate all necessary utility demolitions and relocations from existing utility locations to all onsite amenities and buildings. These connections include, but are not limited to, water, sanitary sewer, cable tv, telephone, gas, electric, site lighting, etc.
3. Prior to beginning work, contact Gopher State Onecall (651-454-0002) to locate utilities throughout the area under construction. The Contractor shall retain the services of a private utility locator to locate the private utilities.
4. Sawcut along edges of pavements, sidewalks, and curbs to remain.
5. All construction shall be performed in accordance with state and local standard specifications for construction.
6. Coordinate with Four Corners Plans for any work outside of the property within the road Right-Of-Way.
7. Protect all trees that are to remain during all construction.

LOT SIZE

Total Lot Size: 478,997 s.f. = 11.00 Acres

Breakdown:
Existing Building: 15,499 s.f. = 3.23%
Existing Gravel Surfaced Pavement Area: 91,861 s.f. = 19.18%
Existing Concrete and Bituminous Pavement: 8,022 s.f. = 1.68%
Existing Open Space: 362,616 s.f. = 75.71%

NORTH
0 20 40 80

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120 (f) 651.481.9201
www.larsonengr.com
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Client: STILLWATER AREA PUBLIC SCHOOLS
1875 SOUTH GREELEY STREET
STILLWATER, MINNESOTA 55082

Project Title: 2019 STILLWATER BUS FACILITY IMPROVEMENTS
STILLWATER AREA PUBLIC SCHOOLS
STILLWATER, MN 55082

I hereby certify that this plan, specifications or report 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.

Greg A. Buchal, P.E.
Date: 04.30.19 Reg. No.: 25793

Rev.	Date	Description
1	06.06.18	Watershed Comments
2	09.14.18	City Resubmittal
3	10.12.18	City Resubmittal
4	11.06.18	City Resubmittal
5	12.07.18	City Resubmittal

Project #: 12186005
Drawn By: KJA
Checked By: GAB
Issue Date: 04.30.19
Sheet Title: DEMOLITION PLAN
Sheet: C1

United States Department of Agriculture

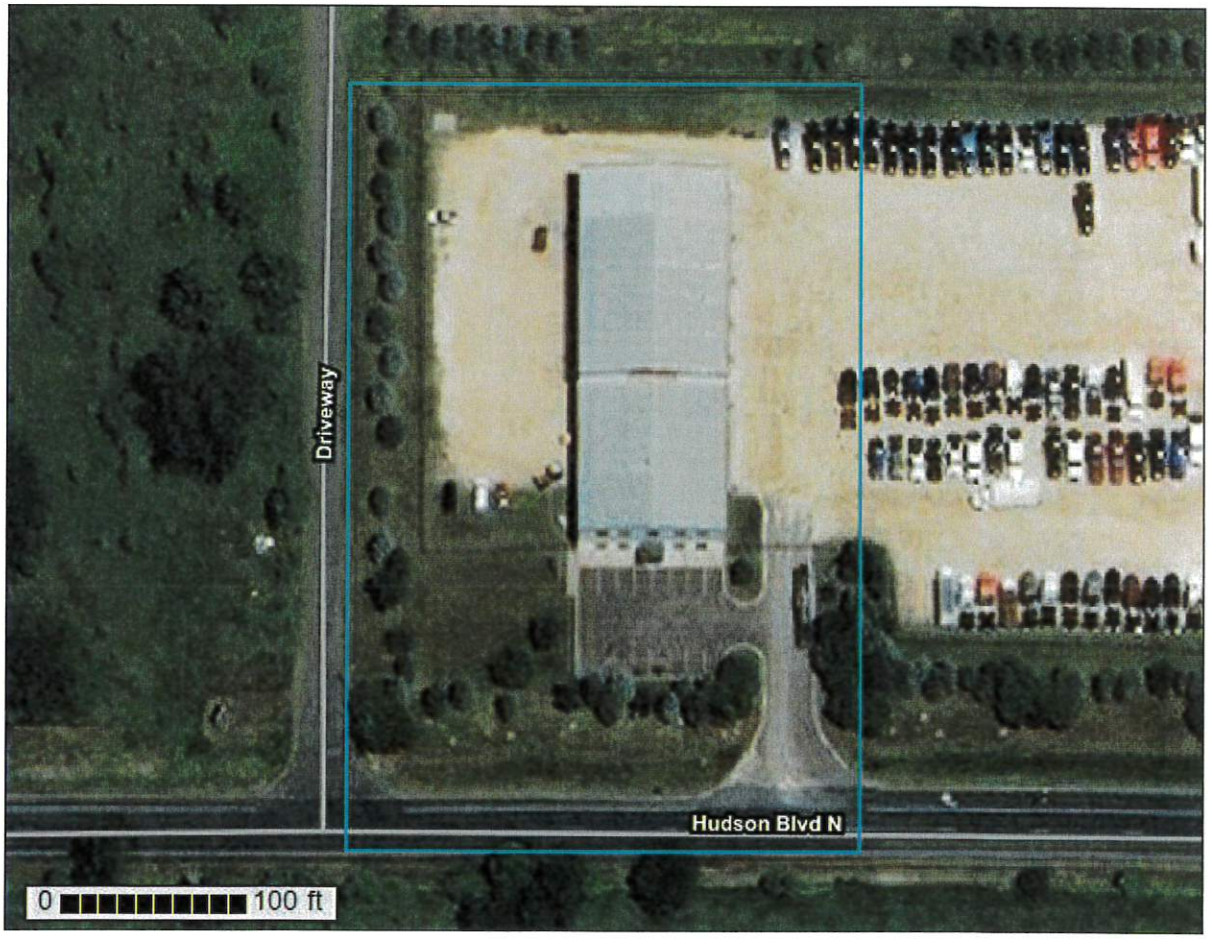
NRCS

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for Washington County, Minnesota

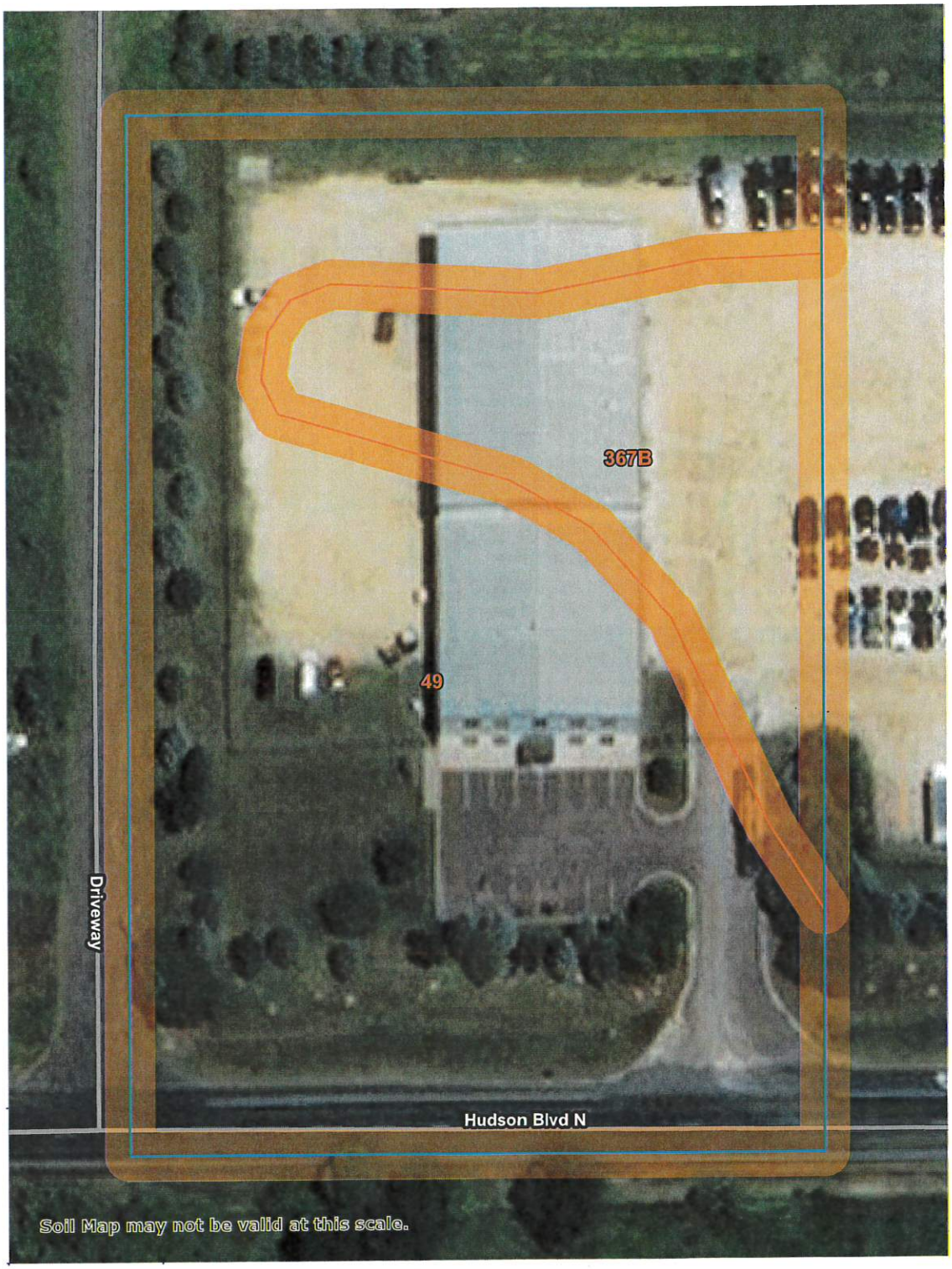
11530 Hudson Blvd N, Lake Elmo



March 25, 2020

Custom Soil Resource Report
Soil Map

92° 52' 22" W
92° 52' 17" W
44° 57' 1" N
44° 56' 56" N



Map Scale: 1:733 if printed on A portrait (8.5" x 11") sheet.

N

Meters
0 10 20 40 60

Feet
0 35 70 140 210

Map projection: Web Mercator Corner coordinates: WGS84

MAP LEGEND

Area of Interest (AOI)

- Area of Interest (AOI)

Soils

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features

- Streams and Canals

Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background

- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Washington County, Minnesota
Survey Area Data: Version 15, Sep 16, 2019

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 1, 2013—Sep 13, 2016

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
49	Antigo silt loam, 0 to 2 percent slopes	2.0	78.4%
367B	Crystal Lake silt loam, 1 to 6 percent slopes	0.6	21.6%
Totals for Area of Interest		**2.6**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however,

Washington County, Minnesota

49—Antigo silt loam, 0 to 2 percent slopes

Map Unit Setting

National map unit symbol: 2tnz7
Elevation: 690 to 1,900 feet
Mean annual precipitation: 27 to 36 inches
Mean annual air temperature: 37 to 46 degrees F
Frost-free period: 80 to 150 days
Farmland classification: All areas are prime farmland

Map Unit Composition

Antigo and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Antigo

Setting

Landform: Flats, terraces
Landform position (three-dimensional): Tread, rise
Down-slope shape: Convex, linear
Across-slope shape: Convex, linear
Parent material: Loess and/or silty glaciofluvial deposits over loamy glaciofluvial deposits over stratified sandy and gravelly outwash

Typical profile

Ap - 0 to 9 inches: silt loam
E - 9 to 12 inches: silt loam
B/E - 12 to 19 inches: silt loam
Bt1 - 19 to 28 inches: silt loam
2Bt2 - 28 to 31 inches: loam
2Bt3 - 31 to 33 inches: very gravelly sandy loam
3C - 33 to 79 inches: stratified sand to very gravelly coarse sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.60 to 2.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Salinity, maximum in profile: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water storage in profile: Moderate (about 7.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2s
Hydrologic Soil Group: B
Forage suitability group: Mod AWC, adequately drained (G090BY005WI)

Other vegetative classification: Acer saccharum/Hydrophyllum (AH), Acer saccharum/Viola-Osmorhiza (AViO)
Hydric soil rating: No

Minor Components

Billyboy
Percent of map unit: 8 percent
Landform: Terraces, flats
Landform position (three-dimensional): Tread, rise
Down-slope shape: Linear
Across-slope shape: Linear
Other vegetative classification: Acer saccharum/Hydrophyllum (AH), Acer saccharum/Viola-Osmorhiza (AViO), Acer saccharum-Tsuga/Maianthemum (ATM), Acer saccharum/Caulophyllum-Circaea (ACaCi)
Hydric soil rating: No

Sconsin
Percent of map unit: 5 percent
Landform: Flats, terraces
Landform position (three-dimensional): Tread, rise
Down-slope shape: Linear
Across-slope shape: Linear
Other vegetative classification: Acer saccharum/Hydrophyllum (AH), Acer saccharum/Viola-Osmorhiza (AViO), Acer saccharum-Tsuga/Maianthemum (ATM), Acer saccharum/Caulophyllum-Circaea (ACaCi)
Hydric soil rating: No

Rosholt
Percent of map unit: 3 percent
Landform: Flats, terraces
Landform position (three-dimensional): Tread, rise
Down-slope shape: Convex, linear
Across-slope shape: Convex, linear
Other vegetative classification: Acer saccharum/Athyrium (AAt), Acer saccharum/Caulophyllum-Circaea (ACaCi), Acer saccharum/Vaccinium-Desmodium (AVDe), Acer saccharum-Quercus/Viburnum=(Vaccinium) (AQVb-V)
Hydric soil rating: No

Brill
Percent of map unit: 2 percent
Landform: Terraces, flats
Landform position (three-dimensional): Tread, rise
Down-slope shape: Linear
Across-slope shape: Linear
Other vegetative classification: Acer saccharum/Athyrium (AAt), Acer saccharum/Caulophyllum-Circaea (ACaCi)
Hydric soil rating: No

Ossmer
Percent of map unit: 2 percent
Landform: Flats, terraces
Landform position (three-dimensional): Tread, talf
Down-slope shape: Linear, concave
Across-slope shape: Linear

Septic Tank Absorption Fields (MN)–Washington County, Minnesota							
Map symbol and soil name	Pct. of map unit	Septic Tank Absorption Fields - At-Grade		Septic Tank Absorption Fields - Mound		Septic Tank Absorption Fields - Trench	
		Rating class and limiting features	Value	Rating class and limiting features	Value	Rating class and limiting features	Value
49—Antigo silt loam, 0 to 2 percent slopes							
Antigo	80	Very limited		Not limited		Very limited	
		>= 35% Rock Frags	0.90			>= 35% Rock Frags	0.90
						Excessive percolation	0.11
367B—Crystal Lake silt loam, 1 to 6 percent slopes							
Crystal lake	85	Very limited		Slightly limited		Extremely limited	
		Soil saturation	0.82	Slope	0.15	Soil saturation	1.00
						Restricted percolation	0.23

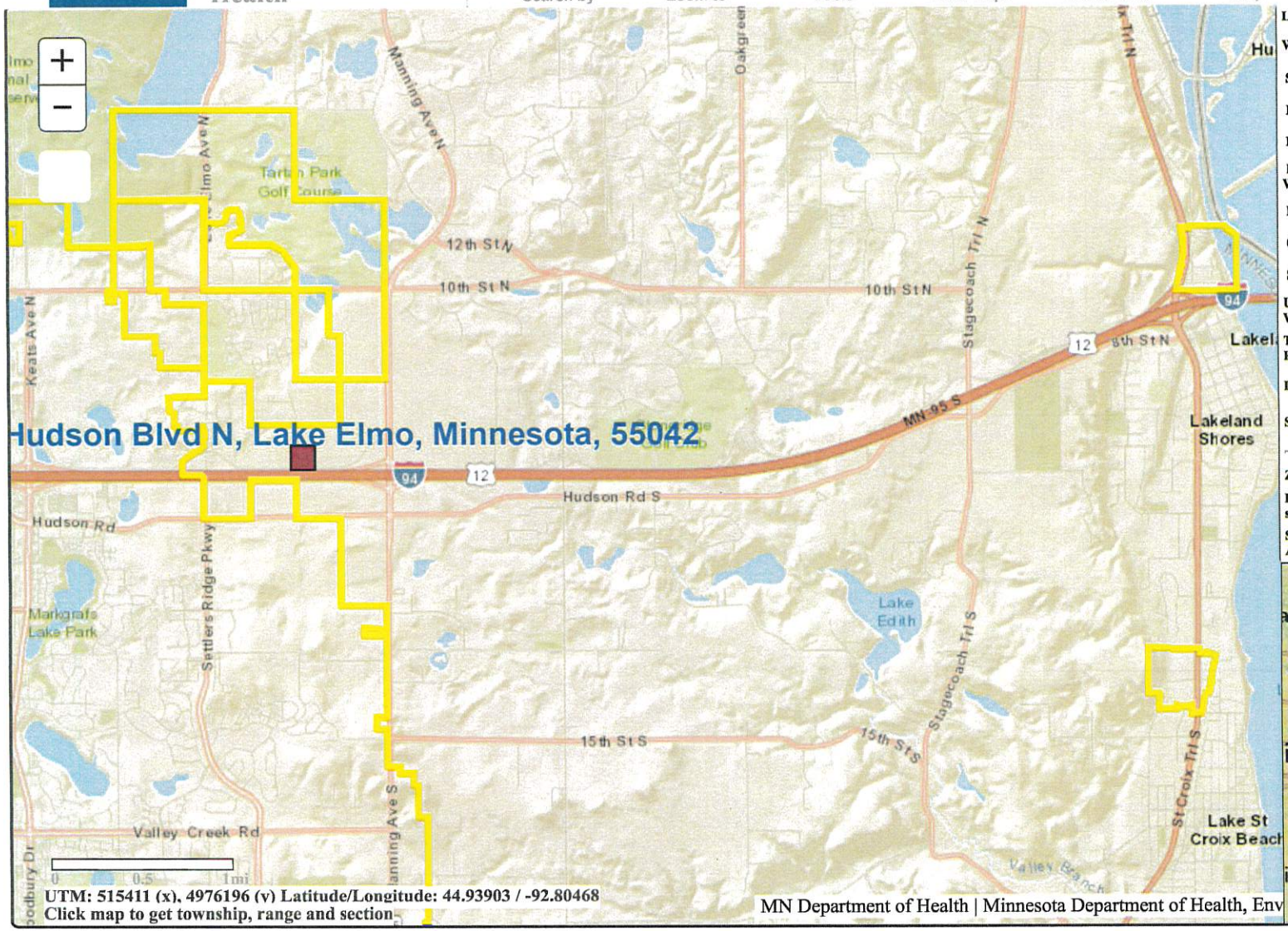
MDH Minnesota Department of Health

Minnesota Well Index

Version 2.0.62, 07/15/19 1:39PM

11530 Hudson Blvd N, Lake Elmo, MN, 5504:

Search by | Zoom to | Tools | Base Maps | Other Links | Help



Layer Name	Layer	Label	Legend
Wells	☐	☐	
Selected Wells			●
Public Wells			◆
Domestic Wells			●
Irrigation Wells			■
Monitor Wells			▲
Other Wells			★
Sealed Wells			⊙
Unverified Wells	☐	☐	○
Township Range Section	☐	☐	☐
DWSMA	☑	☑	☐
SWBCA	☐	☐	☐

Zoom to see wells, TRS, DWSMA and SWBCA

DWSMA: The area managed by a public water supplier to protect their source water

SWBCA: Special Well and Boring Construction Area layer

MDH Minnesota Department of Health

Minnesota Well Index

Version 2.0.62, 07/15/19 1:39PM

11530 Hudson Blvd N, Lake Elmo, MN, 5504:

Search by | Zoom to | Tools | Base Maps | Other Links | Help

Layer Name	Layer	Label	Legend
Wells	☑	☑	
Selected Wells			●
Public Wells			◆
Domestic Wells			●
Irrigation Wells			■
Monitor Wells			▲
Other Wells			★
Sealed Wells			◎
Unverified Wells	☑	☑	●
Township Range Section	☐	☐	□
DWSMA	☐	☐	□
SWBCA	☐	☐	□

Zoom to see wells, TRS, DWSMA and SWBCA

DWSMA: The area managed by a public water supplier to protect their source water

SWBCA: Special Well and Boring Construction Area layer

From: Jack Griffin
To: Jared Shepherd; Kristina Handt
Subject: School District CUP Amendment - Septic Design
Date: Wednesday, April 08, 2020 2:43:49 PM

All,

I have briefly reviewed the septic system design and it cannot be approved as submitted. The proposed mound area is shown to encroach the dedicated 10-foot utility easement along the Hudson Boulevard frontage. This also does not comply with Chapter 7080 rules that require all portions of the septic tanks and mound systems to be setback a minimum of 10 feet from all property lines. This area needs to be reserved for installation of small utilities.

More importantly, however, the city will be relying on the full extent of this 10-foot easement for the installation of the city sanitary sewer and watermain as shown on the Four Corners 1st Addition construction plans. The septic/mound system should be required to maintain a 10-foot setback from the utility easement, or 20 feet from the southern property line. The 10-foot easement line must be shown on the septic/mound system plans together with the 10-foot required setback. This is important because the septic plans indicated that the design locations are just estimates and the actual mound system location will be determined by the installer.

I will leave the septic/mound system design review to WashingtonCounty, however it appears that the system may be undersized. The design flows assumed for the 200 bus drivers may be significantly underestimated.

Please let me know if you have any questions. Thanks ~Jack

John (Jack) W. Griffin, P.E.
Principal / Sr. Municipal Engineer

FOCUS ENGINEERING, INC.
651.300.4264
jack.griffin@focusengineeringinc.com

STAFF REPORT

DATE: 7/17/2018
REGULAR
ITEM #: 17
MOTION

TO: City Council

FROM: Emily Becker, Planning Director

AGENDA ITEM: Zoning Map Amendment, Preliminary and Final Plat, Bus Terminal Ordinance Zoning Text Amendment, and Conditional Use Permit

REVIEWED BY: Ben Gozola, Consultant Planner
Soren Mattick, Campbell Knutson

BACKGROUND:

The City has received a set of applications from Stillwater Area Public Schools (Kristen Hoheisel) and Terry Emerson requesting consideration of the following four (4) items:

1) A Zoning Map Amendment to re-zone a portion of the subject property to Business Park;
2) Preliminary and Final Plats to subdivide the property located at 11530 Hudson Boulevard North;
3) A Zoning Text Amendment to allow "bus terminal" as a conditionally permitted principal use within the Business Park Zoning District; and
4) A Conditional Use Permit to operate a school district transportation center on the subject property.

ISSUE BEFORE COUNCIL:

The Council is being asked to hold a public hearing and make recommendation on each of the four requests beginning with the broadest issue (zoning district change) and working towards the most specific (approval of a CUP to allow operation of a bus terminal). As all four of the applications are generally linked, denial of any individual request may impact the Council's decision(s) on subsequent requests.

PROPOSAL DETAILS/ANALYSIS:

Applicants: Stillwater Area Public Schools (Kristen Hoheisel), 1875 Greeley Street South, Stillwater, MN 55082 (Zoning Map Amendment, Zoning Text Amendment, and Conditional Use Permit) and Terry Emerson, 2204 Legion Ln Cir N, Lake Elmo, MN 55042 (Preliminary and Final Plat)

EXHIBIT
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Property Owners:	EN Properties, LLC (Terry Emerson), 11530 Hudson Boulevard North, Lake Elmo, MN 55042
Location:	11530 Hudson Boulevard North (PID# 36.029.21.43.0001)
Request:	Zoning Text Amendment, Preliminary and Final Plat, Zoning Map Amendment, and Conditional Use Permit.
Existing Land Use:	Trucking Terminal – sales, repairs, and service of diesel trucks
Existing Zoning:	RT - Rural Development Transitional
Surrounding Land Use / Zoning:	South – I-94 and Woodbury; West – Outdoor Storage (RT – Rural Development Transitional); East – Vacant land (RT – Rural Development Transitional); North – Vacant land (RT – Rural Development Transitional)
Comprehensive Plan Guidance:	BP – Business Park
Deadline(s) for Action:	Application Complete – 5/4/2018 60 Day Deadline – 7/3/2018 Extension Letter Mailed – At request of Applicant – extended to July 29, 2018 120 Day Deadline – N/A
Applicable Regulations:	Chapter 153 – Subdivision Regulations §154.210 – Off-Street Parking Article XIV: Commercial Districts §154.258: Landscape Requirements

ZONING MAP AMENDMENT

The applicant is seeking approval to rezone a portion of the subject property (11 acres of approximately 63.73 total acres) from RT (Rural Development Transitional) to BP (Business Park). The RT designation provides landowners with interim use options as they wait for the availability of sewer, and/or until such time as a landowner requests a zoning change to a new district consistent with the future guided land use.

In this case, the land in question is guided for Business Park both within the current 2030 Comprehensive Plan and within the draft 2040 Comprehensive Plan. Therefore, staff does find it would be appropriate to approve the requested rezoning if that is the desire of the landowner. Note that if the rezoning is ultimately approved but subsequent applications are denied, the applicant will be consulted as to whether this change should still occur, or whether the zoning change application will be withdrawn.

Recommended Condition of Approval.

1. That the Four Corners 1st Addition Preliminary and Final Plat obtain approval from the City.

PRELIMINARY AND FINAL PLAT

Purpose. The preliminary and final plat portion of this application package assumes the City approves the requested zoning map amendment to BP. If the rezoning failed, this application fails due to the inability to meet minimum RT zoning standards. If the rezoning was approved, the following analysis will apply:

Minimum Lot Size Requirements. The following table outlines how the lot dimension and setback requirements of the Business Park zoning district are met by the requested lot layout.

Lot Dimension Requirements, Business Park District		
Standard	**Required**	**Proposed**
Minimum Lot Area	2 acres	11 acres
Minimum Lot Width	200 feet	670 feet
Minimum Lot Depth	-	715feet

Parkland Dedication. The City requires $4500 per acre for commercial subdivisions. The proposed subdivision will create one new lot of 11 acres. Therefore, it is recommended that a condition of approval require the applicant to pay $49,500 ($4500 X 11 acres) in park dedication fees for this development should the plan move forward.

As staff did not identify any ways in which the proposed lot layout would be deficient to minimum zoning standards, we are recommending the requests can be approved. Note that if the Preliminary and Final plats are ultimately approved but subsequent applications are denied, the applicant will be consulted as to whether this application should still move forward, or whether it will be withdrawn.

City Engineer Review.

Stormwater Management

- State and Valley Branch Watershed District permit will be required.
- The site plan is subject to a storm water management plan meeting State, VBWD and City rules and regulations. No proposed storm water management plan was provided as part of the Plan submittal.
- The storm water facilities constructed for this development should remain privately owned and maintained. The applicant will be required to execute and record a Stormwater Maintenance and Easement Agreement in the City's standard form of agreement.

- Even as privately owned and maintain facilities, maintenance access roads meeting the City engineering design standards must be provided for all storm water facilities.
- The storm water facility 100-year HWL must be fully contained within the subject property or easements must be acquired to protect the 100-year HWL flood area. The proposed plans show the 100-year HWL event discharging off-site at the southeast corner.

Streets and Transportation

- A traffic study should be required as a condition of approval to determine the timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements. A financial contribution to CSAH 15/Hudson Boulevard traffic signal/realignment should be considered. In addition, the study is needed to determine if an eastbound left turn lane along Hudson Boulevard is also needed at the site access.
- No additional right-of-way dedication is required unless an eastbound turn lane is required as determined by the traffic study. A 10-foot utility corridor easement for small utilities must be dedicated ot the City along the north boulevard of Hudson Boulevard.
- Hudson Boulevard must be improved per the City design standards to an urban section on the north side of the street including a westbound right turn lane to the site, a 4-foot shoulder (curb section), a 9-foot boulevard, and 10-foot shared use bituminous trail with 2-foot clear zone.

Municipal Sanitary Sewer

- Because the property is guided in the City's Comprehensive Plan for 2020-2030 Regional Sewer Staging Plan and would discharge to the MCES Cottage Grove Ravine Interceptor, provisions for connecting to the municipal sanitary sewer service must be included with this application. The site plans/application indicates a new sewer service line connecting to future sanitary sewer but does not address the extension of sewer to the site.
- The applicant will be responsible to connect to the City sanitary sewer system and extend sanitary sewer into the property at applicant's sole cost and must stub sewer to adjacent parcels.
- Sanitary sewer is available along Hudson Boulevard near the MCES Meter Station. The sanitary sewer trunk size will need to be determined based on the 2040 Comprehensive Plan.
- Sanitary sewer capacity demands including the number of residential equivalency units (RECs) based on the Met Council SAC determination policty should be provided and account for all land uses and connections to the sewer system including bus wash wastewater.
- Existing sanitary sewer utility easements along Hudson Boulevard and the new commercial street corridor must be shown on the plans and plans must be made to avoid encroachments/conflicts with these easements.
- Any main sewer lines placed within the development will require minimum 30-foot easements centered over the pipe (or wider dependent upon the sewer depths) dedicated to the City and in the form of the
- City's Utility Easement Agreement.

Municipal Water Supply

- Because the property is located in the MUSA, provisions for connecting to the municipal water supply must be included.
- The applicant will be responsible for extending municipal water to the property at the applicant's cost, and watermain stubs will be required to eastern property limits. Water is available to be extended to the property from the Hunter's Crossing development but will require easements

across adjacent properties. The watermain extension to the site will likely be a 12-inch trunk watermain.

- The applicant shall provide water capacity demands including average day use, peak day use, and fire suppression demands. All demands should be included, including potable drinking water, bus washing operations, etc. in order to evaluate eater improvements needed to support the development and to determine the water availability charges.
- The proposed site is in the water system's low pressure zone which has limited capacity until a new water tower is constructed to serve the area.
- Hydrants will be required to be placed at the direction of the Fire Department, and all fire hydrants shall be owned and maintained by the City.

Recommended Findings.

1. That the Four Corners preliminary and final plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.

2. That the Four Corners preliminary and final plat complies with the minimum lot frontage and area requirements of the City's BP – Business Park zoning district.

3. That the Four Corners preliminary and final plat complies with the City's subdivision ordinance.

4. That the Four Corners preliminary and final plat meets other City zoning ordinances, such as landscaping, erosion and sediment control, and other ordinances, provided comments outlined in the City Engineer Review Memo dated May 30, 2018 are met; or as may be amended due to changes in the site plan or proposed use.

5. That the Four Corners preliminary and final plat is consistent with the City's engineering standards provided final plans are updated to address the City Engineer's comments documented in a letter dated May 30, 2018; or as may be amended due to changes in the site plan or proposed use.

6. The land being subdivided is legally described as:

   S1/2-SE1/4 EXC WEST 2 RODS EXC TO HWY EXC HWY PARCEL 44 MN DOT R/W PLAT #82-35 SECTION 36 TOWNSHIP 029 RANGE 021

7. That the Four Corners preliminary and final plat will create one new lot of 11 acres to be legally described as Lot 1, Block 1, Four Corners; and three outlots: A (46.64acres), B (5.01 acres), and C (1.08 acres).

Recommended Conditions of Approval. Staff recommends the following conditions be attached to any approval of the Four Corners Preliminary and Final plats:

1) The property shall be rezoned to BP – Business Park.

2) The applicant shall pay a fee in lieu of parkland dedication in the amount of $4500 per acre of the newly created lot (11 acres X $4500 = $49,500 total) prior to any formal City authorization.

3) Prior to the execution of the Final Plat by City officials, 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, landscaping, and payment of the required improvements for the Four Corners Final Plat with financial guarantees therefore.

4) Final grading, drainage and erosion control, sanitary sewer and stormwater management, street and utility construction plans shall be submitted, reviewed and approved by the City Engineer, meeting City Engineering Design Standards, prior to the recording of the Final Plat. All changes and modifications to the plans requested by the City Engineer in a memorandum dated May 30, 2018 and all subsequent memorandums regarding the plans shall be incorporated into these documents before they are approved.

5) The applicant must obtain all other necessary City, State, and other governing body permits prior to the commencement of any construction activity on the parcel including but not limited to building permits, conditional use permits, etc.

6) Any plans for construction on the newly created parcel must comply with the Lake Elmo Design Standards Manual and specific general site considerations and development standards for specific uses within the Business Park District.

7) The site plan is subject to a storm water management plan meeting State, Valley Branch Watershed District and City rules and regulations. All applicable permits must be obtained. Maintenance access roads meeting City engineering design standards must be provided for all storm water facilities.

8) Stormwater facilities shall remain privately owned and maintained. The applicant will be required to execute a Stormwater Maintenance and Easement Agreement in the City's standard form of agreement.

9) A Traffic Impact Study shall be completed and submitted in order to determine timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements as well as the need for an eastbound left turn lane along Hudson Boulevard for site access. Additional right-of-way along Hudson Boulevard may be required if the eastbound left turn lane is required.

10) Hudson Boulevard must be improved per the City design standards to an urban section on the north side of the street including a west bound right turn lane to the site, a four foot shoulder (curb reaction), a nine foot boulevard, and a ten foot shared use bituminous trail with two foot clear zone.

11) Provisions for connecting municipal sanitary sewer service and for connecting to the municipal water supply must be provided on submitted plans. The applicant shall be responsible to extend and connect to the City sanitary sewer system and municipal water at the applicant's sole cost and extend such services to adjacent properties. The applicant shall be required to obtain easements

from adjacent properties in order to extend water. A detailed description of the sanitary sewer and water capacity demands shall be provided.

12) Hydrants will be required to be placed at the direction of the Fire Department, and all fire hydrants shall be owned and maintained by the City.

13) All easements as requested by the City Engineer and Public Works Department shall be documented on the Final Plat prior to its execution by City Officials.

ZONING TEXT AMENDMENT

Purpose. The zoning text amendment being requested would allow "bus terminals" as a conditionally permitted principal use on properties zoned Business Park. If approved, the applicant would seek a conditional use permit to authorize a permanent bus terminal on the subject property.

What's currently in the Zoning Code Regarding Bus Terminals?

- **Definition of Local Transit 154.012.B.12**. The Zoning Code defines bus terminals as local transit:
    - *"Local Transit. Establishments primarily engaged in furnishing local and suburban passenger transportation, including taxicabs, passenger charter services, school buses, and terminals (including service facilities) for motor vehicle passenger transportation."*
    - Currently, local transit is not an allowed use within any of the zoning districts.
- **Parking Standards for Local Transit.** The Zoning Code sets forth the following minimum
    - *"2 spaces per 3 employees on the largest shift, based on maximum planned employment."*
- Local Transit is currently not an allowed use within any Zoning District as indicated by the list of Permitted, Conditional, and Interim Uses within the Commercial Zoning Districts.

Intent of Business Park Land Use/Zoning District within the Comprehensive Plan and Zoning Code.

The 2030 Comprehensive Plan states that *"the Business Park land use category is intended to encourage the creation of significant employment centers that accommodate a diverse mix of office and light industrial uses and jobs. Specific desired attributes of this land use include a diversity of jobs, high development densities and jobs per acre, high quality site and building architectural design, and increased tax revenues for the community. Office, office showroom/warehousing, research and development services, light and high-tech electronic manufacturing and assembly, and medical laboratories are typical uses appropriate for this land use category. Some retail and service uses may be allowed as supporting uses for the primary office and light industrial uses of the employment center."*

While this proposal does create a significant number of jobs per acre (200 jobs on about 11 acres of property), the jobs it is creating don't really fit in to the category of types of jobs this land use category is intended to have (office and light industrial uses and jobs). Additionally, a bus terminal does not necessarily fit in to the category of "high quality site and building architectural design." It also does not fit in to any of the described uses appropriate for this land category. Finally, it would not add to increased tax revenues for the community since it would be tax exempt.

The Draft 2040 Comprehensive Plan states that Business Park (BP) areas are to "…*provide for a wide variety of professional businesses such as medical and research facilities, offices, and corporate headquarters. Uses specifically excluded from existing business park areas include warehousing, manufacturing, distribution, assembly and truck terminals. Retail sales of goods and services are allowable uses by conditional use permit provided such uses are goods and services for the employees of the permitted business use. This category excludes any residential use."*

While truck terminals are not exactly the same as local transit in that truck terminals provide tax base, they are similar in assumed site layout and traffic, noise, etc. Trucking terminals are currently a conditional use within the BP – Business Park zoning district and have not been explicitly disallowed per the current Comprehensive Plan. The draft 2040 Comprehensive Plan will exclude such a use within the Business Park land use if the plan in its current draft form is ultimately adopted.

The Zoning Code states the following about the BP Business Park/Light Manufacturing District: "*The purpose of the BP District is to provide areas for attractive, high quality business park development primarily for office, high quality manufacturing and assembly, and non-retail uses in developments which provide a harmonious transition to residential development and neighborhoods by: 1) Conducting all business activities and essentially all storage inside buildings; 2) Consisting of high quality and attractive buildings which blend in with the environment; 3) providing open space, quality landscaping and berming; 4) including berming and buffering of parking, loading docks and other similar functions; and 5) protecting and enhancing the natural environment; and 6) providing users with an attractive working environment that is unique in the eastern metropolitan area with immediate access to I-94."*

A bus terminal does not necessarily provide a harmonious transition to residential development and neighborhoods as most business and activities are conducted outside, not inside buildings. While there are limited peak traffic times, there is a significant amount of traffic at those peak times. There will be only one building which is existing and will not be remodeled. There is opportunity to provide berming and buffering on the site should this move forward.

Recommendation. Due to guidance of the current 2030 and draft 2040 Comprehensive Plans as well as the Zoning Code, staff would not recommend that bus terminals be an allowed use (conditional nor permitted) within the Business Park Zoning District due to the following findings:

1. That the procedures for requesting a Zoning Text Amendment are found in the Lake Elmo Zoning Ordinance, Section 154.105.

2. That all the submission requirements of said Section 154.105 have been met by the Applicant.

3. That the proposed Zoning Text Amendment includes the following components:

    a. That local transit be a conditional use within the Business Park zoning district.

4. The Current comprehensive plan calls for Business Park areas to become "significant employment centers," and bus terminals do not provide significant employment relative to acreage needed for the use;

5. Business Park areas are to include uses with "high quality site and building architectural design," and bus terminals will typically include neither quality by the nature of the use;

6. Business Park land is meant to generate increased tax revenues for the City, and public bus terminals are tax exempt;

7. The use is specifically excluded from Business Park areas in the draft comprehensive plan anticipated to move forward for approval by the end of 2018;

8. The Zoning Code calls for Business Park areas to provide a harmonious transition between the City's commercial areas and its residential areas, and a bus terminal with outdoor storage of busses is antithetical to that goal;

9. The Zoning Code calls for Business Park activities to occur inside of buildings, and bus terminals by their nature include outdoor use and storage of vehicles;

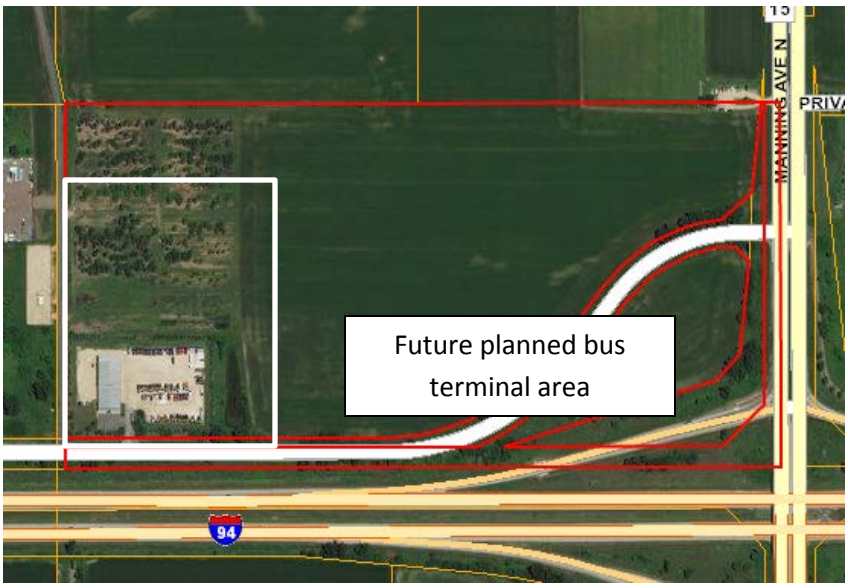
10. The applicant's request to make bus terminals a conditionally permitted use cannot overcome all of the listed problems in findings 4 through 10 via conditions (as proposed or otherwise).

Possible Standards. It should be noted that motor freight and warehousing, which is defined as follows: “establishments engaged primarily in either the storage or shipment of goods and materials, including terminal facilities for handling freight, and maintenance facilities in which the trucks (including tractor trailer units) involved with the operation of the business are stored, parked and serviced. Materials within a warehouse or terminal facility may be combined, broken down, or aggregated for trans-shipment or storage purposes where the original material is not chemically or physically changed,” (this includes truck terminals) are a conditional use currently within the Business Park zoning district. A bus terminal is quite similar in use to that of a truck terminal, though the definitions in the Zoning Code differentiate the two. It is also recognized that the development of this property would prompt the extension of City services to this area. If the Council disagrees with staff and believes that bus terminals are an appropriate use within areas guided for Business Park, staff would recommend the City only adopt narrowly tailored language to preclude bus terminals from certain Business Park areas in order to limit the number of bus terminals allowed in the City and to minimize impact to adjacent properties. If the Council goes this route, staff would suggest the following standards accompany any such change:

1. The use shall be limited to a school district transportation center, owned by a public school district, serving as a bus terminal for buses and vans which transport passengers to and from schools or between school programs and community residences.
    - *This provision would limit "local transit" to bus terminals and not allow, as per definition from the zoning code, taxicab terminals, passenger charter services, etc.*
2. The property on which the use is located must be located within one half mile of property owned and used by a public school district for an active school or school administration building.
    - *The property on which the bus terminal is being proposed would be the only parcel on the east side of the City that is guided for Business Park and that is within one half mile of such school property.*
3. Must be on a property of at least 10 acres in size or more.
    - *There are parcels on the west side of the city that are zoned Business Park that are in within one half mile of school district land, but none of those parcels meet a ten acre minimum and therefore could not qualify for use as a bus terminal.*
4. Must be sufficiently screened, as determined by the City, from adjacent properties through techniques such as berming and landscaping.
    - *This condition would provide the City with authority to determine the level and location of screening needed to hopefully ensure an acceptable separation of uses.*
5. Accessory uses to bus terminals may include an office and routine maintenance of operable school buses including but not limited to washing and fueling.
    - *This condition would ensure the site is used as a hub for a bus operation, but would not become a major maintenance center for inoperable vehicles in the bus fleet.*

CONDITIONAL USE PERMIT

Purpose. The conditional use permit application would seek to utilize the previous text amendment and allow a "bus terminal" on a portion of the subject property. Failure of the previous application(s) to be approved will likely preclude approval of this application.



Existing Conditions. The applicant is planning to re-locate the existing bus terminal on the property that was previously operating as Rihm Kenworth at 11530 Hudson Boulevard N in Lake Elmo, MN (see below).

Current Interim Use Permit. The property currently operates under an interim use permit which was granted by Resolution No. 2014-095, which allows a bus/truck terminal. This interim use permit will expire on December 2, 2019, and may be renewed with approval by Council. It will terminate when any portion of the property is rezoned or when public sanitary sewer is provided on site. The consent agreement states that the remaining portion of the property must be used for agricultural purposes and that the interim use shall terminate upon any redevelopment of the property for a permitted or conditional use. There has been discussion of the eastern portion of this property developing, being provided sanitary sewer, and no longer being used for agricultural purposes. Therefore, the applicant does not want to operate under the current interim use permit.

Current Building. The current building was constructed in the 1990's and was used for office space by E&H Earthmovers and also provided bus storage for Stillwater Schools. It was then used by Kenworth Diesel Trucks for sales, repairs and service of diesel trucks.

Current Bus Terminal Operation. The current bus terminal operates in Oak Park Heights within Stagecoach in the Old Junker Landfill.

Proposed Operation and Jobs Created. School buses for the Stillwater School District will be parked at this facility when not in use, and routine maintenance will be performed at this facility, including washing and fueling. The existing building will be used for office workers (dispatch, payroll, safety manager, etc.); a home base for drivers to check in and out, training, assignments, and mechanical work (repair and maintenance on buses). Approximately 200 people would work at the facility, with morning and afternoon shifts of drivers and attendants. Hours of operation would be from about 6:00 a.m. to 6:00 p.m. during the

weekdays with occasional Saturday use for limited special school district transportation needs. There would be parking provided for school buses (140 spaces), transportation vans (approximately 20), and employees' personal vehicles (approximately 200).

Why this Location? The location is adjacent to major traffic corridors and routes within this area of the City of Lake Elmo. The School District has proposed this location as opposed to a location located adjacent to lower volume roads so as to create less impact. Peak bus traffic times will be limited to morning hours (7:00 a.m. to 9:00 a.m.) and afternoon (2:00 p.m. to 4:00 p.m.).

Setback and Impervious Surface Requirements. The following table outlines how the proposed use adheres to the setback and impervious surface requirements of the Business Park Zoning District. All of the proposed requirements are met. The property to the north is guided for Business Park in both the current (2030) and proposed (2040) Comprehensive Plan Land Use Plan, and so the required setback from residential zones does not apply.

Setback Requirements, Business Park District		
Standard	**Required**	**Proposed**
Maximum Height	50 feet	Less than 50 feet
Maximum Impervious Coverage	75%	57%
Front Yard Setback – Building	50 feet	120 feet from existing right-of-way line
Interior Side Yard Setback – Building	30 feet	120 feet from west side and 470 feet from east side
Corner Side Yard Setback – Building	30 feet	N/A
Rear Yard Setback - Building	30 feet	Approximately 445 feet
Residential Zones – Building	150 feet	Approximately 445 feet
Front Yard – Parking	30 feet	Approximately 60 feet from existing right-of-way line
Interior Side Yard – Parking	15 feet	Approximately 45 feet from west side and approximately 130 feet from east side
Corner Side Yard – Parking	30 feet	N/A
Rear Yard - Parking	15 feet	Approximately 32 feet
Minimum Building Floor Size	5,000 square feet	15,498 square feet

General Site Design Considerations, Commercial Districts. The following outlines how the proposed development adheres to the City's General Site Design considerations for the Business Park zoning district.

- *Circulation.*
  - *Internal connections when feasible.* The parcel to the west has an existing access owned by the parcel to the northwest, so it does not make sense to require this. Additionally, a bus garage would not need to access an adjacent development.

- *Curb cuts minimized.* The proposed development will use an existing curb cut.

- *Fencing and Screening.* There is a proposed chain link fence, which will be consistent with what is currently on the property, enclosing the eastern portion of the parking lot.

- *Lighting Design*. It is a recommended condition of approval that the applicant submit a photometric plan that meets the requirements of Sections 150.035-150.038 of the City Code.

- *Exterior Storage*. Exterior materials storage must be screened from view from adjacent public streets and adjacent residential properties. It is a recommended condition of approval that the applicant provide sufficient berming and screening of the parking lot and that the fueling area and above ground storage tank also be sufficiently screened from adjacent properties and the public right-of-way.

Parking Lot Requirements

- *Surface and Drainage.* It is required that in commercial districts, all areas intended to be utilized for parking spaces for five or more vehicles be paved with a durable surface including, but not limited to, hot asphalt, bituminous, or concrete. Additionally, industrial districts are required to be surfaced with materials suitable to control dust and drainage. The applicant has indicated that the existing paved and gravel parking area would remain and that the site would be expanded to provide additional gravel surfaced parking for school buses and employee cars. It is a recommended condition of approval that the parking area be paved as required by the Zoning Code.

- *Marking of Parking Spaces.* Parking areas containing five or more spaces are required to be marked with painted lines at least four inches wide. This is a recommended condition of approval.

- *Curbing.* Open off-street parking areas designed to have head-in parking along the property line shall provide a bumper curb or barrier of normal height. This is a recommended condition of approval.

- *Accessible Parking.* The proposed number of parking spaces is 365, of these, 199 are proposed to be car stalls. The Americans with Disabilities Act (ADA) requires six accessible stalls with one van accessible stall with six accessible stalls. The proposed number of ADA stalls is six, though there does not appear to be a van accessible stall provided.

Landscape Plans. The applicant has submitted landscape plans which include 62 Norway Spruces and 61 Colorado Blue Spruce. The existing berms would also remain. Some cursory comments on the landscape plan include the following:

- There is proposed 670 feet of street frontage on the property, requiring at least 14 trees be planted along Hudson Boulevard. There are no trees proposed to be planted along Hudson Boulevard. This requirement is not met.

- The applicant has not submitted a Tree Preservation Plan, as is required. It is a recommended condition of approval that this also be submitted and approved by the Landscape Architect.

- It is not known whether or not the requirement that a minimum of five trees be planted for every one acre of land developed or disturbed is met, as the applicant has not submitted a Tree Preservation Plan as indicated above.

Parking Lot Screening Standards

- *Interior Parking Lot Landscaping*. It is not known whether or not the parking lot meets the interior parking lot landscaping requirements, as the applicant has not indicated what percentage of interior parking lot area is devoted to landscaping planting areas. At least 5% of the parking lot will need to be devoted to islands or corner planting beds and include shade trees in accordance with the table below. Provided the parking lot contains 365 spaces as currently proposed, a minimum of 25 trees will be required within these interior landscaped areas.

Number of Parking Spaces	Minimum Required Tree Planting
0-30	None required
31-100	1 tree per 10 spaces or fraction thereof
101+	1 tree per 15 spaces or fraction thereof

- *Perimeter Parking Lot Landscaping.*
  - *Frontage Strip.* A well-over 8-foot wide frontage strip is provided between parking areas and public street as required for parking lots with over 100 spaces. There is a berm that is already located along Hudson Blvd which screens the parking lot.

- *Screening.* Screening is required to provide visual and noise separation of intensive uses from less intensive uses. The property to the west is used as exterior storage, and it is unknown what the property to the east will be used as. It is recommended that the screening be provided from the property to the west and east that consists of either a masonry wall or fence in combination with landscape material that forms a screen at least six feet in height and at least 90% opaque on a year-round basis and include at least one deciduous or coniferous tree per 40 linear feet along the property line.

Lake Elmo Design Guidelines and Standards. The property is located within the I-94 district, and therefore must adhere to the Lake Elmo Design Guidelines and Standards. As previously indicated, the applicant has proposed to use the existing building. The building generally adheres to Lake Elmo Design Guidelines and standards in that the building does not have a blank façade, the window and door styles reflect the prevailing architecture style of the structure, there is variety in building façade through a change in materials, high quality and durable materials are used in street facing facades, and the building is constructed of pre-cast concrete.

Storage Tank. There is a provision in the Zoning Code that requires that the Council permit uses associated with the bulk storage of over 2,000 gallons of diesel after finding that fire, explosion, or water or soil contamination hazards are not present that would be detrimental to the public health, safety, and general welfare and that the Zoning Administrator require the development of diking around the tanks, suitably sealed to hold a leakage capacity equal to 115% of the tank capacity. The proposed fueling area contains

an above ground storage tank that will store 8,000 gallons of diesel. Staff has contacted the Minnesota Pollution Control Agency (MPCA), and the only requirement they have is for their Aboveground Storage Tank (AST) Program is that the applicant fill out an AST Notification of Installation or Change in Status Form informing the MPCA of when the tank has been "closed" from the former location and when it has been moved to the new location. It is a recommended condition of approval that the applicant fill out this form both times (when removing it from the former location and when installing it in the new location) as required by the MPCA.

Bus Washing. The applicant has indicated on the application that the property use will include washing buses. The applicant has indicated that the buses will be washed at the facility's wash bay and that waste water from the wash bay will run in to an oil separator with all of the shop drains, which will go in to a holding tank, which is then disposed of by a sewer transport service. The oil separator is then emptied and maintained by a licensed transporter. The applicant indicates that once the septic system is converted to the municipal sewer system that the wastewater will go directly to the treatment plant after passing through the oil separator, and the oil separator will be emptied and maintained by a licensed transporter. The disposal of this water is addressed in the engineering comments.

City Engineer Review. This can be referenced in the Preliminary and Final Plat section of this report.

Fire Chief and Building Official Review. The biggest concern that was provided from the Fire Chief and Building Official is that the building is sprinklered yet not hooked up to City water. It is a recommended condition of approval that the property be serviced by City sewer and water prior to the operation of the bus terminal.

Staff Recommendation. Due to recommended denial of the zoning text amendment request due to its inconsistency with the Comprehensive Plan and recommended findings outlined below, which are required for a conditional use permit, staff had recommended **denial** of the requested conditional use permit to operate a school district transportation center at a portion of the property located at 11530 Hudson Blvd N based on the following:

1. The proposed use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the city. ***With over 200 employees and a use that requires both employee trips in and out of the facility each day as well as two bus trips in and out of the facility each day, the use will generate a significant amount of traffic.***

2. The use or development conforms to the City of Lake Elmo Comprehensive Plan. ***The property is guided for Business Park. While the proposal does create a significant number of jobs per acre, the parcel will be tax exempt, as it will be owned by the school district. It also does not fit in to the described uses appropriate for this land category. Finally, it does not propose high quality site and building architectural design, which, per the Comprehensive Plan, is a trait this land use category should have.***

3. The use or development is compatible with the existing neighborhood. ***The use is compatible with the existing neighborhood, as the existing use is a truck terminal, which is similar in***

use and design to a bus terminal, and the surrounding parcels are mostly vacant and undeveloped. However, the surrounding area is planned for uses such as offices, showroom/warehousing, research and development, manufacturing and assembly, and medical laboratories, which are not compatible uses with a bus terminal.

4. The proposed use meets all specific development standards for such use listed in Article 7 of this Chapter. ***There are no specific development standards for this use listed in Article 7. The use does not comply with many parking lot, screening, and landscape standards of the Zoning Code.***

5. If the proposed use is in a flood plain management or shoreland area, the proposed use meets all the specific standards for such use listed in Chapter 150, §150.250 through 150.257 (Shoreland Regulations) and Chapter 152 (Flood Plain Management). ***The property is located outside the 0.2% annual chance floodplain.***

6. 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. ***The proposed project is a redevelopment/repurposing of an existing site, to which minimal improvements are proposed, and will not significantly change the existing character of the area. Operations are not within a building and so would not meet the intended character of the neighborhood.***

7. The proposed use will not be hazardous or create a nuisance as defined under this Chapter to existing or future neighboring structures. ***The proposed use will create a significant amount of traffic, at least at certain times of the day.***

8. 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. ***The property is within the Metropolitan Urban Service Area (MUSA) and therefore should be required to be provided by city sewer and water. The application did not detail provisions to connect to City sewer and water. The use may require the prompt need for the CSAH 15/Hudson Blvd traffic signal, for which the City will be required to share 25% of the cost, and the Hudson Boulevard realignment. It is not yet known if the applicant's stormwater management plan meets all City, State, and Valley Branch Watershed District requirements.***

9. 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. ***The use may require the prompt need for the CSAH 15/Hudson Blvd traffic signal/realignment, for which the City will be required to share 25% of the cost. It is not***

yet known if the applicant's stormwater management plan meets all City, State, and Valley Branch Watershed District requirements.

10. 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. ***The proposed use will generate a significant number of trips per day, which may generate excessive production of traffic.***

11. Vehicular approaches to the property, where present, will not create traffic congestion or interfere with traffic on surrounding public thoroughfares. ***Traffic congestion may be created from the significant number of trips to the site the use would generate.***

12. The proposed use will not result in the destruction, loss or damage of a natural or scenic feature of major importance. **N/A**

Recommendation Findings for Approval. The Planning Commission recommended approval and the following findings and conditions of approval:

1. The proposed use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the city. ***Bus traffic is not expected to be detrimental or dangerous, as trips and traffic will be limited to certain times of the day. It is a recommended condition of approval that there be significant berming to provide a sufficient screening of the parking lot.***
2. The use or development conforms to the City of Lake Elmo Comprehensive Plan. ***The property is guided for Business Park, in which local transit, which meets certain standards, is a conditional use per the Zoning Code. The use also provides a significant number of jobs per acre, which is a desired trait of the Business Park land use designation per the Comprehensive Plan.***
3. The use or development is compatible with the existing neighborhood. ***The use is compatible with the existing neighborhood, as the existing use is a truck terminal, which is similar in use and design to a bus terminal. The surrounding parcels are mostly vacant and undeveloped.***
4. The proposed use meets all specific development standards for such use listed in Article 7 of this Chapter. ***The proposal complies with the proposed development standards as recommended in the requested Zoning Text Amendment, although it does not comply with many parking lot, screening, and landscape standards, which have been required as a recommended condition of approval.***
5. If the proposed use is in a flood plain management or shoreland area, the proposed use meets all the specific standards for such use listed in Chapter 150, §150.250 through 150.257 (Shoreland Regulations) and Chapter 152 (Flood Plain Management). ***The property is located outside the 0.2% annual chance floodplain.***
6. 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. ***While the proposed project is a redevelopment/repurposing of an existing site and will not change the existing character of the area, operations are not within a building and so would not meet the intended character of the neighborhood.***

7. The proposed use will not be hazardous or create a nuisance as defined under this Chapter to existing or future neighboring structures. ***While the proposed use will create a significant amount of traffic, it will be limited to certain times of the day.***
8. 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. ***There are plans to connect to City sewer and water at the applicant's cost. The use may require the prompt need for the CSAH 15/Hudson Blvd traffic signal, for which the City will be required to share 25% of the cost, and the Hudson Boulevard realignment. It is not yet known if the applicant's stormwater management plan meets all City, State, and Valley Branch Watershed District requirements.***
9. 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. ***While the use will not pay property taxes, sewer and water service charges will be paid by the applicant.***
10. 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. ***The proposed use will generate a significant number of trips per day, though this will be limited to certain times of the day. Minimal noise is expected to come from the site, except during heavy traffic times at specific times within the morning or afternoon.***
11. Vehicular approaches to the property, where present, will not create traffic congestion or interfere with traffic on surrounding public thoroughfares. ***Traffic congestion could be created from the significant number of trips to the site, though these would be limited to certain times of the day.***
12. The proposed use will not result in the destruction, loss or damage of a natural or scenic feature of major importance. **N/A**

Recommended Conditions of Approval. If the Council wishes to recommend approval, staff recommends the following conditions:

1) The Zoning Text Amendment to allow local transit (school district transportation center) within the Business Park Zoning District must be approved.
2) No construction or use of the bus terminal (unless in accordance with the Interim Use Permit approved by the City by Resolution 2014-095) may commence until all items as outlined in the City Engineer review memo regarding the Four Corners Preliminary & Final Plat (Stillwater

Transportation Center) dated May 30, 2018 and all other subsequent construction plan memos regarding the Stillwater Transportation Center have been addressed; the Four Corners 1st Addition Final Plat has been recorded.

3) The applicant must obtain all other necessary City, State, and other governing body permits prior to the commencement of any construction activity on the parcel including but not limited to an approved stormwater management plan, utility plans, grading plan, street construction plans (if required), parking lot permit, building permits, etc.
4) The Applicant shall submit a photometric plan, and all lighting must meet requirements of Sections 150.035-150.038 of the City Code.
5) The above ground storage tank shall require development of diking around the tank, suitably sealed to hold a leakage capacity equal to 115% of the tank capacity. The applicant shall demonstrate that fire, explosion, or water or soil contamination hazards are not present that would be detrimental to the public health, safety, and general welfare. The applicant shall also fill out an Aboveground Storage Tank Notification of Installation or Change in Status Form as required by the Minnesota Pollution Control Agency (MPCA).
6) The Applicant shall submit an updated Landscape Plan and Tree Preservation Plan which includes sufficient berming and screening and addresses the comments in this report to be reviewed and approved by the City's Landscape Architect.
7) Parking areas shall be paved with a durable surface including, but not limited to, hot asphalt, bituminous or concrete; spaces shall be marked with painted lines at least four inches wide; required interior and exterior parking lot screening is required; a bumper curb or barrier of normal bumper height shall be provided; and must provide an adequate number of Americans with Disabilities Act (ADA) accessible stalls.
8) A sign permit shall be obtained prior to erection of any sign on the property.
9) The property shall be connected to City sewer and water prior to operation of the bus terminal.
10) A Traffic Impact Study is required to determine timing and extent of improvements required for the CSAH 15 and Hudson Boulevard intersection realignment and traffic signal improvements as well as to determine if an eastbound left turn lane along Hudson Boulevard is also needed at the site access.
11) The applicant shall be required to include a description of the sanitary sewer capacity demands including the number of residential equivalency units (REC) based on the Metropolitan Council Sewer Availability Charge (SAC) determination policy as well as a description of the water capacity demands including average day use, peak day use, and fire suppression demands. Demands must account for all planned uses and connections to the sewer system including bus wash wastewater as well as include potable drinking water, bus washing operations, etc.
12) Applicant shall be responsible to place hydrants throughout the property at the direction of the Fire Department. All fire hydrants shall be owned and maintained by the City.

Planning Commission Review. The Planning Commission held a public hearing and considered the requests for a zoning map amendment, preliminary and final plat, zoning text amendment and conditional use permit at its June 18, 2018 meeting. No public comments were received prior to the meeting, and no one from the public spoke at the meeting.

During the meeting, the applicant's representative explained that they have been working with the City, offering to pay the water accessory charge, for a number of years. The applicant believes that the development will help bring water and sewer to the site. It is anticipated that the development will spur other development which will generate higher taxes. The school district also explained that a school bus terminal creates quality public services. The location is ideal, as their district spans a number of miles, and this is a more centralized location for their students.

The Planning Commission was supportive of all of the requests and believed that the requests would spur development and bring City services to the area. They indicated that the City should not wait for a better opportunity to come along. They were concerned that the condition that the parking lot be paved and brought to City standards was a burden to the applicant, but it was explained that these are City standards and must be met unless a variance is granted. The Planning Commission recommended approval of all four requests with a vote of 4-0.

FISCAL IMPACT:

If approved and recommended conditions of approval are adopted, the applicant will be required to pay sewer and water availability charges and will be responsible at its sole cost for bringing sewer and water to the property and extending it to adjacent properties. Maintenance of streets, trails, sanitary sewer mains, and other public infrastructure should be considered. The City will collect Sewer Accessibility Charges and Water Accessibility Charges, building permit fees, and property taxes

OPTIONS:

The Council may:

- Approve the requests for a zoning map amendment to rezone a portion of the property located at 11530 Hudson Blvd N and for the Four Corners preliminary and final plat to subdivide the property located at 11530 Hudson Blvd N and deny the requests for a zoning text amendment to allow local transit as a conditional use within the Business Park zoning district and for a conditional use permit to operate a school district transportation center on a portion of the property located at 11530 Hudson Blvd N with staff recommended findings and applicable conditions of approval.
- Approve the requests for a zoning map amendment to rezone a portion of the property located at 11530 Hudson Blvd N and for the Four Corners preliminary and final plat to subdivide the property located at 11530 Hudson Blvd N and deny the requests for a zoning text amendment to allow local transit as a conditional use within the Business Park zoning district and for a conditional use permit to operate a school district transportation center on a portion of the property located at 11530 Hudson Blvd N with amended findings and applicable conditions of approval.
- Deny all requests with findings to support denial for the Four Corners preliminary and final plat and zoning map amendment.
- Approve all requests with staff-drafted findings and conditions of approval.
- Amend any recommended findings and conditions of approval and approve all requests with amended findings and conditions of approval.

RECOMMENDATION:

The Planning Commission recommends approval of the requests for a zoning map amendment, preliminary and final plat, zoning text amendment, and conditional use permit:

"Move to adopt Ord. 08-244 approving the request from Stillwater Area Public Schools for a Zoning Map Amendment to rezone Lot 1, Block 1, Four Corners from Rural Development Transitional to Business Park, subject to recommended condition of approval."

"Move to adopt Resolution 2018-076 approving the request from Terry Emerson for the Four Corners preliminary and final plat to subdivide the property located at 11530 Hudson Blvd N in to Lot 1, Block 1, Four Corners, along with three separate outlots, subject to recommended conditions of approval."

"Move to adopt Ord. 08-215 approving the request from Stillwater Area Public Schools for a Zoning Text Amendment to allow local transit as a conditional use within the Business Park zoning district."

"Move to adopt Resolution 2018-077 approving the request from Stillwater Area Public Schools for a Conditional Use Permit to allow a school district transportation center at the property located at Lot 1, Block 1, Four Corners with the conditions as recommended by Staff/with the amended conditions of approval."

Staff recommends denial of the zoning text amendment and conditional use permit:

"Move to adopt Resolution 2018-078 denying the request from Stillwater Area Public Schools for a Zoning Text Amendment to allow local transit as a conditional use within the Business Park zoning district based on recommended findings."

"Move to adopt Resolution 2018-079 denying the request from Stillwater Area Public Schools for a Conditional Use Permit to allow a school district transportation center at the property located at Lot 1, Block 1, Four Corners based on recommended findings."

ATTACHMENTS:

- Applications for Zoning Text Amendment, Zoning Map Amendment, Conditional Use Permit and Four Corners preliminary and final plat and Narratives.
- Preliminary and Final Plat
- Engineer Memo
- Bus Terminal Plans
- Ord. 08-214 approving the Zoning Map Amendment
- Resolution 2018-076 approving the Preliminary and Final Plat
- Resolution 2018-078 denying the Zoning Text Amendment
- Resolution 2018-079 denying the Conditional Use Permit
- Ord. 08-215 approving the Zoning Text Amendment
- Resolution 2018-077 approving the Conditional Use Permit

Date Received: _____
Received By: _____
LU File #: _____

THE CITY OF LAKE ELMO

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

PRELIMINARY PLAT APPLICATION

Applicant: Terry Emerson
Address: 2204 Legion Lane Cir. N. Lake Elmo, Mn. 55042
Phone #: 651-227-9272
Email Address: tse03@comcast.net

Fee Owner: EN Properties, LLC
Address: 11530 Hudson Blvd. N. Lake Elmo, Mn. 55042
Phone #: 612-845-3373
Email Address: tse03@comcast.net

Property Location (Address and Complete (long) Legal Description: 11530 Hudson Blvd N.
See Attached

General information of proposed subdivision: Selling 11 Acre parcel to School District # 834

Conducted pre-application meeting with Staff? ☑ Yes ☐ No

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: Terry Emerson Date: 5/17/18

Signature of Fee Owner Terry Emerson Date: 5/17/18