



*Our Mission is to Provide Quality Public  
Services in a Fiscally Responsible Manner  
While Preserving the City's Open Space  
Character*

## **NOTICE OF MEETING**

**City of Lake Elmo Parks Commission  
3800 Laverne Avenue North  
October 15, 2018 6:30 PM**

### **AGENDA**

1. Call to Order
2. Approve Agenda
3. Approve Minutes
  - a) September, 2018
4. Bentley Village Sketch Plan Review
5. November, 2018 Meeting Agenda
6. Communications
7. Adjourn

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

## MINUTES

### City of Lake Elmo Parks Commission September 17, 2018

**Members Present:** Commissioners Ames, Frick, Mayek, Nelson, Nuenfeldt, Olinger, Steele, Weeks and Zeno

**Members Absent:** None

**Staff Present:** City Planner Prchal

**The meeting was called to order by Chair Nelson at 6:30 PM.**

#### **Approval of Agenda**

Amess made a motion to approve the agenda, seconded by Zeno. Motion passed.

#### **Approval of Minutes**

Olinger made a motion to approve the minutes with the correction on the Commission members abstaining from the vote to approve the minutes to Mayek and Olinger, motion seconded by Nuenfeldt. Motion passed. Ames, Frick, and Zeno abstained from the vote since they were not present at the meeting.

#### **Little Library**

Prchal stated that the previous Little Library was for Pebble Park and the new request for is for the Savona neighborhood. The application was submitted by Kristen Chandley to install a Little Library. The applicant will take on the maintenance of the Little Library, will supply the books, and will monitor what other books are donated.

Public Works would like to see a 6 foot distance from the curb to the post to allow for grass mowing and a 3 foot or greater distance from the path to the post to allow for plowing the path.

Weeks asked if there has been any opposition or negative feedback regarding Little Libraries. Prchal answered that there has been none in Lake Elmo. Olinger added that the only thing negative she has heard is that people wished there were more books in the Pebble Park one. Steele asked if there was any information about meeting ADA requirements for the Little Library to make it accessible to all people. Prchal said he has already informed the applicant that staff would like her to keep reach heights in mind when constructing the post.

Frick mentioned that it would be nice to provide recognition in the Fresh for people that construct Little Libraries and other contributions. Zeno suggested that maybe there should be guidelines on what we would like to see in the construction of Little Libraries and provide a streamlined process, instead of waiting for a meeting.

Ames made a motion to approve the Little Library as proposed. Seconded by Frick. All in favor

### **Communications**

Prchal provided an update on the Village Preserve and Wildflower Park. Staff sent out information regarding 3 play structure options that do not exceed the budget or size limits of the park to Drew Cavallaro, the resident that attended a previous meeting as a neighborhood representative. Staff is looking for feedback by September 24<sup>th</sup> so that the information can go to Council for approval and in time to submit a grant request to GameTime by October 31<sup>st</sup>.

Ames asked about follow up on the trail connection between Legacy at North Star and Hamlet at Sunfish Lake. Prchal said he could bring an update to the October meeting.

Frick asked about the grant submittal for Buckthorn removal at Sunfish Lake Park. Prchal asked if he could bring an update to the October meeting after discussing with the Public Works Director.

Prchal said that the 45<sup>th</sup> Parallel marker was approved. He also said that Council approved the lighting for Tablyn Park and the park will be discussed again at the next Council meeting.

Ames inquired about the prairie planting and the prescribed burn at Sunfish Lake Park. The Commission would like to receive an update on if it was approved and why it has not happened. Prchal said he could bring an update to the October meeting.

Zeno asked about the progress of Lion's Park regarding the drainage. Prchal asked if he could bring an update to the October meeting after discussing with the Public Works Director.

**Meeting adjourned at 6:51 p.m.**

**Respectfully Submitted,  
Tanya Nuss**



## STAFF REPORT

DATE: 10/15/2018

BUSINESS ITEM

AGENDA ITEM: 4

**TO:** Parks Commission

**FROM:** Ben Prchal, City Planner

**ITEM:** Bentley Village Sketch Plan Review

**REVIEWED BY:** Ben Prchal, City Planner  
Emily Becker, Former Planning Director  
Jack Griffin, City Engineer

### **BACKGROUND:**

The Parks Commission is being asked to review a Sketch Plan for a proposed residential subdivision to the south of Savona. The sketch plan includes 239 attached townhomes on a total site area of 34.621 acres. A Sketch Plan review requires no formal action by the Parks Commission.

### **General Information**

*Applicant:* Paul Heuer, Pulte Homes, 7500 Flying Cloud Drive, Ste 670, Eden Prairie, MN 55344

*Property Owners:* Alan Dale, Stonehenge USA, 6007 Culligan Way, Minnetonka, MN 55345

*Location:* Part of the southwest quarter of the southeast quarter of Section 13, Township 29 North, Range 21 West, PID: 13.029.21.43.0001

*Request:* Sketch Plan Review

*Existing Land Use:* Vacant

*Existing Zoning:* RT – Rural Development Transitional

*Surrounding Area:* North – Savona (Urban Low Density Residential); West – Multi-tenant strip mall and Lampert's lumber yard (Commercial); East – Vacant land (Commercial) and Savona townhomes (Urban Medium Density); South – Vacant land (Rural Development Transitional guided for Commercial development in 2030 Comprehensive Plan and Mixed Use Commercial in draft 2040 Comprehensive Plan)

*Comprehensive Plan:* Urban Medium Density Residential (4.5-7 units per acre)

*Proposed Zoning:* Urban Medium Density Residential

*History:* Vacant property

*Deadline for Action:* Application Complete – 9/21/2018  
60 Day Timeline – 11/20/2018

Extension Sent – N/A

*Applicable Regulations:* Article XII – Urban Residential Districts (LDR)  
Chapter 153: Subdivision Regulations

### **BACKGROUND:**

The Parks Commission is being asked to review the proposed sketch plan and provide feedback.

### **REVIEW/ANALYSIS:**

**Sketch Plan Review Process.** The Lake Elmo Subdivision Ordinance specifies that as part of the pre-application process for a new subdivision, the applicant must first submit a Sketch Plan for review by the Planning Commission. The Ordinance notes that the purpose of the Sketch Plan review is as follows:

***Sketch plan.** In order to ensure that all applicants are informed of the procedural requirements and minimum standards of this chapter and the requirements or limitations imposed by other City ordinances or plans, prior to the development of a preliminary plat, applicants are required to submit a sketch plan to the City for review.*

Based on this wording, no formal action is needed as part of the Sketch Plan Review other than to accept the information received. Staff has completed an internal review of the Sketch Plan, and general comments from Staff are included in this memorandum and applicable attachment.

**Sketch Plan Review.** The Staff review comments that follow are all based on conducting a very high level review of the Sketch Plan since there is not a lot of detailed information that is required at this stage in the subdivision process. Staff has instead focused on the bigger picture items and those things that would otherwise not allow the development to move forward if they contrasted with elements from the Comprehensive Plan or the City Code.

**Density.** The proposed development includes 239 units. The site is a total of 34.621 acres with no wetland, proposed parkland, or arterial right-of-way. The net density is therefore 6.9 units per acre. This meets the density requirements for the Urban Medium Density land use of 4.5-7 units per acre.

**Land Use.** The proposed land use within the development are single family attached homes, which are a permitted use within the Urban Medium Density Residential zoning district.

**Park Dedication.** The proposed development is within a Neighborhood Park search area of the Comprehensive Plan. Savona Park meets the needs of this search area, as it is located just over 500 feet from the northern edge of the proposed development. The developer is proposing and Staff recommends that fees in lieu of land be paid in order to satisfy the park dedication requirements. As per the City's Subdivision Regulations, the required cash equivalent payment shall be an amount equal to the fair market value of the percentage land dedication for the zoning district in which the subdivided property is located (the MDR zoning district requires 10% of the total acreage being developed), and the amount is to be determined by reference to current market data, if available, or by obtaining an appraisal from a licensed real estate appraiser. In summary, the developer will be required to 10% of the value of land as park dedication.

**Trails.** Sidewalks are being proposed on one side of each street, and it appears that there is a proposed trail connecting two streets within the open space on the east side of the development. Additionally, the City's trail plan indicates a trail connecting 5<sup>th</sup> Street North to Hudson Boulevard North, and so a trail should be provided on the street connecting these aforementioned streets.

**Amenities.** The developer plans to provide some sort of amenity within the development, though it has not yet decided what exactly it will be. The development already provides a significant amount of open space, and the developer is considering constructing a pool, fire pit gathering area, or other similar amenity that will be owned and maintained by the neighborhood Homeowners' Association.

**Restrictive Easements.** There is a 50-foot wide natural gas pipeline easement that bisects the western portion of the property in which buildings cannot be placed. There are no lots proposed within this easement. There is also a 21-inch diameter storm sewer pipe with a 30-foot wide easement on the eastern edge of the property. The sketch plan results in some of this storm sewer and easement to remain in place and some to be realigned.

**Standards for Single-Family Attached Dwellings (Townhouses), MDR District.** The following outlines standards for single-family attached dwellings as well as explanation as to how these standards are met within the proposed sketch plan:

There are more standards which apply for the development, however, the one listed below is specific for open space.

1. Common open space for use by all residents or private open space adjacent to each unit shall be provided. Such open space shall comprise a minimum of 500 square feet per unit.
  - *A minimum of 539 square feet is provided per unit.*

#### **FISCAL IMPACT:**

There would be no fiscal impact to the City at this time, as the developer would be required to pay for any amendments needed to accommodate the increase in REC units. Sketch Plan approval does not afford the applicant development rights. However, at the time of development the developer would be required to pay 10% of the assessed value of the land, which would go to the park dedication funds.

#### **RECOMMENDATION:**

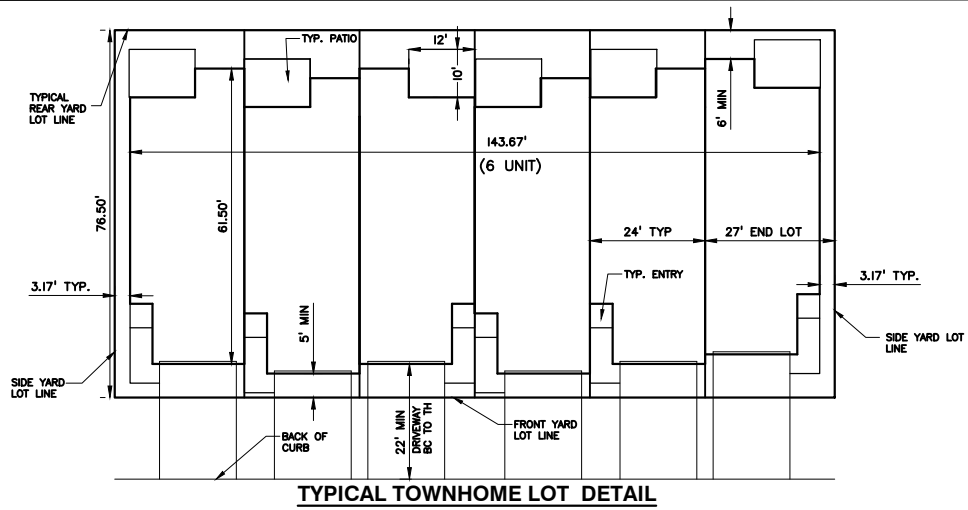
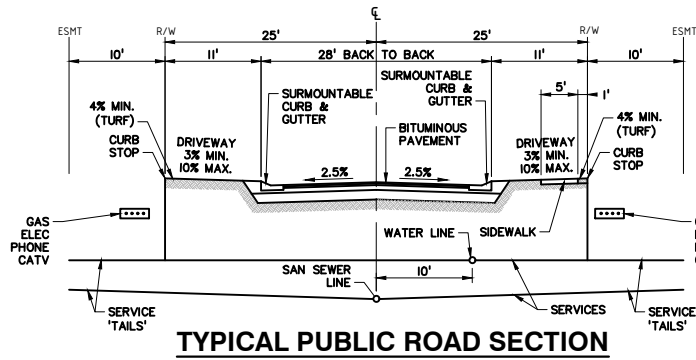
Staff is recommending that the Parks Commission review the proposed Sketch Plan provided by Pulte Homes of MN, LLC for a 239 unit single family attached residential development that would be located within the I-94 Corridor Planning Area.

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#### **ATTACHMENTS:**

1. Subdivision Sketch Plan
2. Trail Plan





#### SITE DATA

INCLUDED PARCELS = EAST AND WEST

NET CONCEPT PLAN AREA

EAST PARCEL = 18.894 AC

WEST PARCEL = 15.727 AC

= 34.621 AC

IMPERVIOUS COVERAGE

EAST PARCEL = 8.821 AC

WEST PARCEL = 7.215 AC

= 16.036 AC

TOTAL UNITS

= 130 TOWNHOME UNITS - EAST (6.88 UPA)

= 109 TOWNHOME UNITS - WEST (6.93 UPA)

= 239 TOTAL TOWNHOMES

EXISTING ZONING

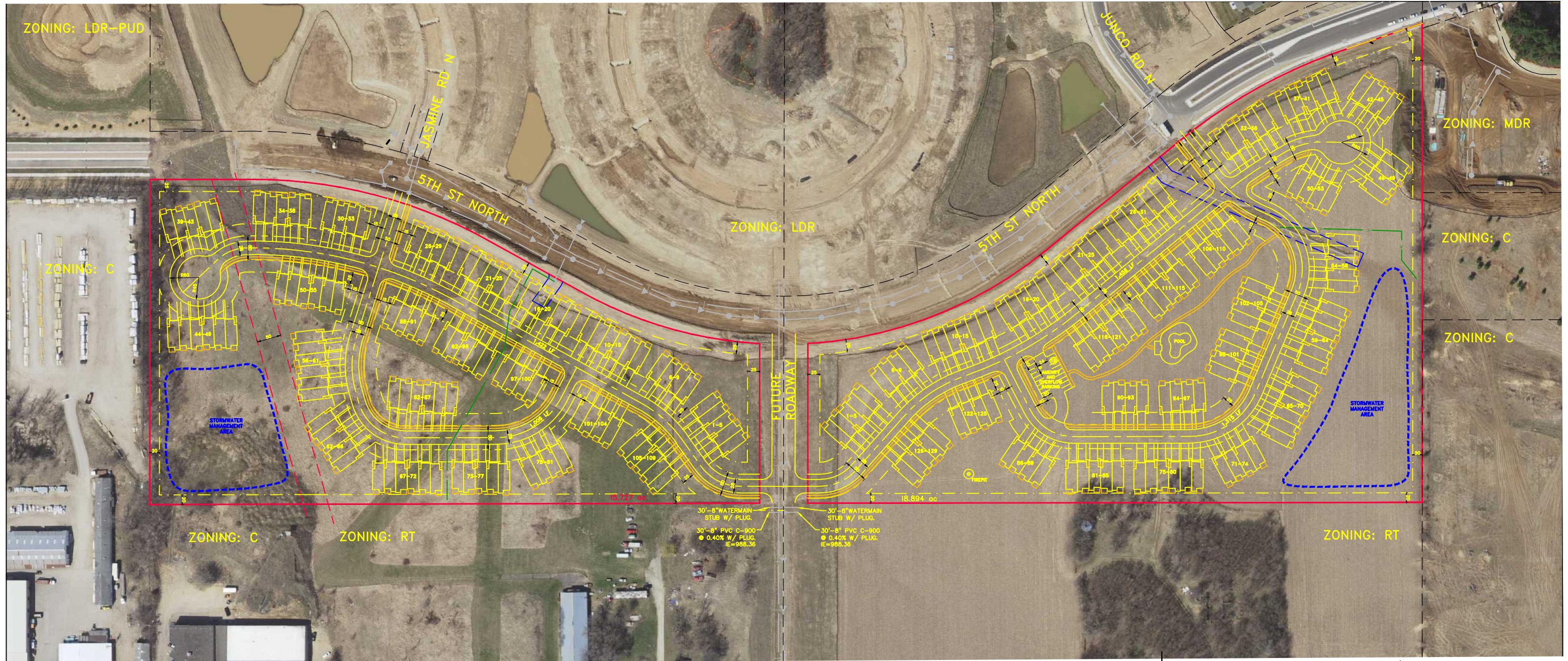
PROPOSED ZONING = MDR - MULTI-FAMILY BUILDING DISTRICT

EXISTING LAND USE = RURAL AREA DEVELOPMENT

PROPOSED LAND USE = URBAN MEDIUM DENSITY

#### LEGEND

- PROPOSED CONCEPT PLAN BOUNDARY
- PROPOSED PROPERTY LINES, CURB, DRIVEWAYS, BUILDINGS, ETC
- PROPOSED STORMWATER MANAGEMENT AREA
- PROPOSED PRIMARY STRUCTURE SETBACK
- PROPOSED SIDEWALKS / WALKWAYS / TRAILS
- PROPOSED STORM SEWER
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER



## BENTLEY VILLAGE - SKETCH PLAN SUBMITTAL

### LAKE ELMO, MINNESOTA



0 50 100 200  
SCALE IN FEET

DATE: 9-21-18 CITY SUBMITTAL



733 Marquette Ave Ste 700  
Minneapolis, MN 55402  
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SHEET NO. 1 OF 3



IR-POD

#### SITE DATA

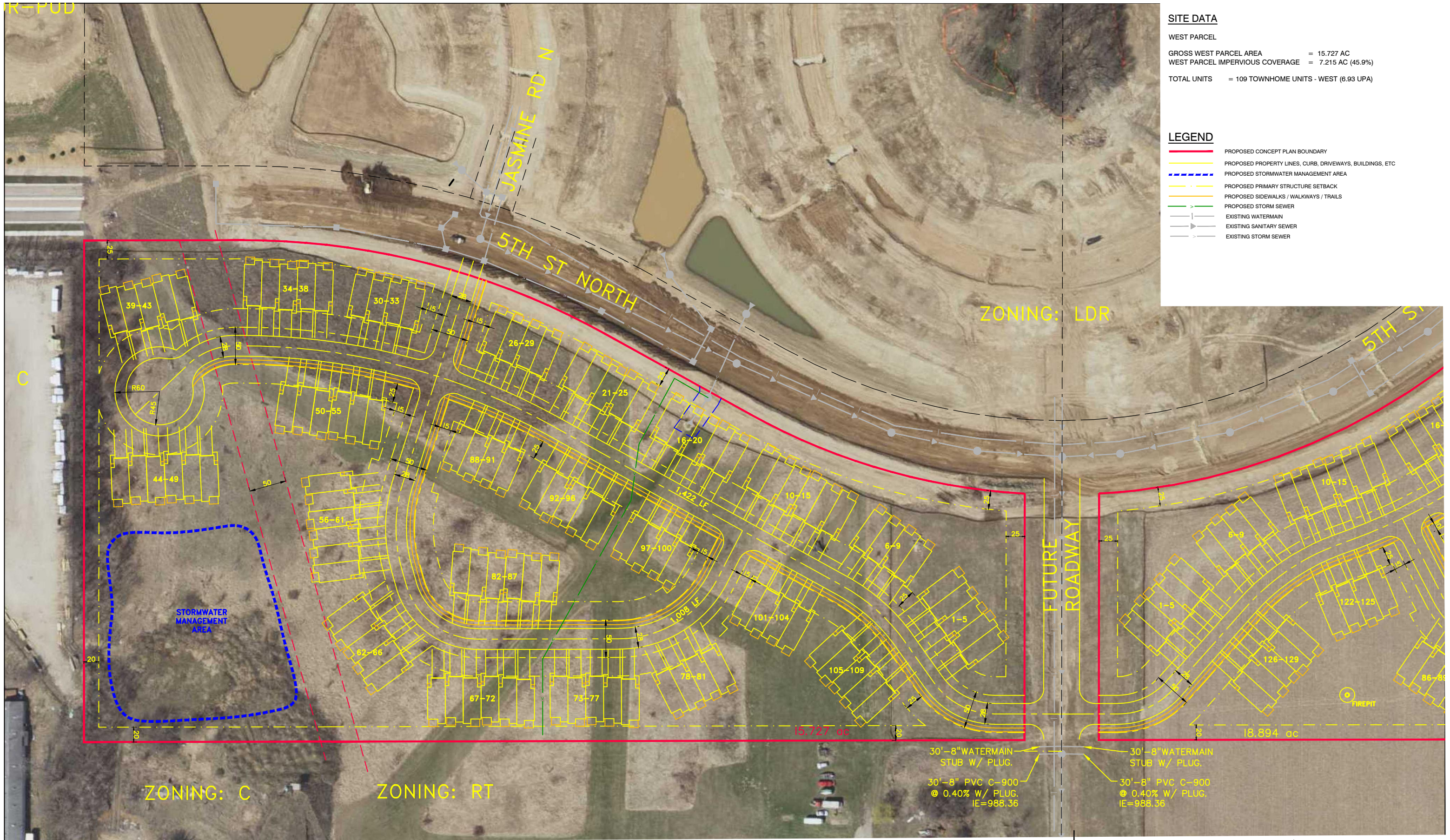
WEST PARCEL

GROSS WEST PARCEL AREA = 15.727 AC  
WEST PARCEL IMPERVIOUS COVERAGE = 7.215 AC (45.9%)

TOTAL UNITS = 109 TOWNHOME UNITS - WEST (6.93 UPA)

#### LEGEND

- PROPOSED CONCEPT PLAN BOUNDARY
- PROPOSED PROPERTY LINES, CURB, DRIVEWAYS, BUILDINGS, ETC
- PROPOSED STORMWATER MANAGEMENT AREA
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- PROPOSED STORM SEWER
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER



ZONING: C

ZONING: RT

ZONING: LDR

30'-8" WATERMAIN  
STUB W/ PLUG.  
30'-8" PVC C-900  
@ 0.40% W/ PLUG.  
IE=988.36

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## BENTLEY VILLAGE - WEST PARCEL - SKETCH PLAN SUBMITTAL

### LAKE ELMO, MINNESOTA

0 30 60 120  
SCALE IN FEET

DATE: 9-21-18 CITY SUBMITTAL

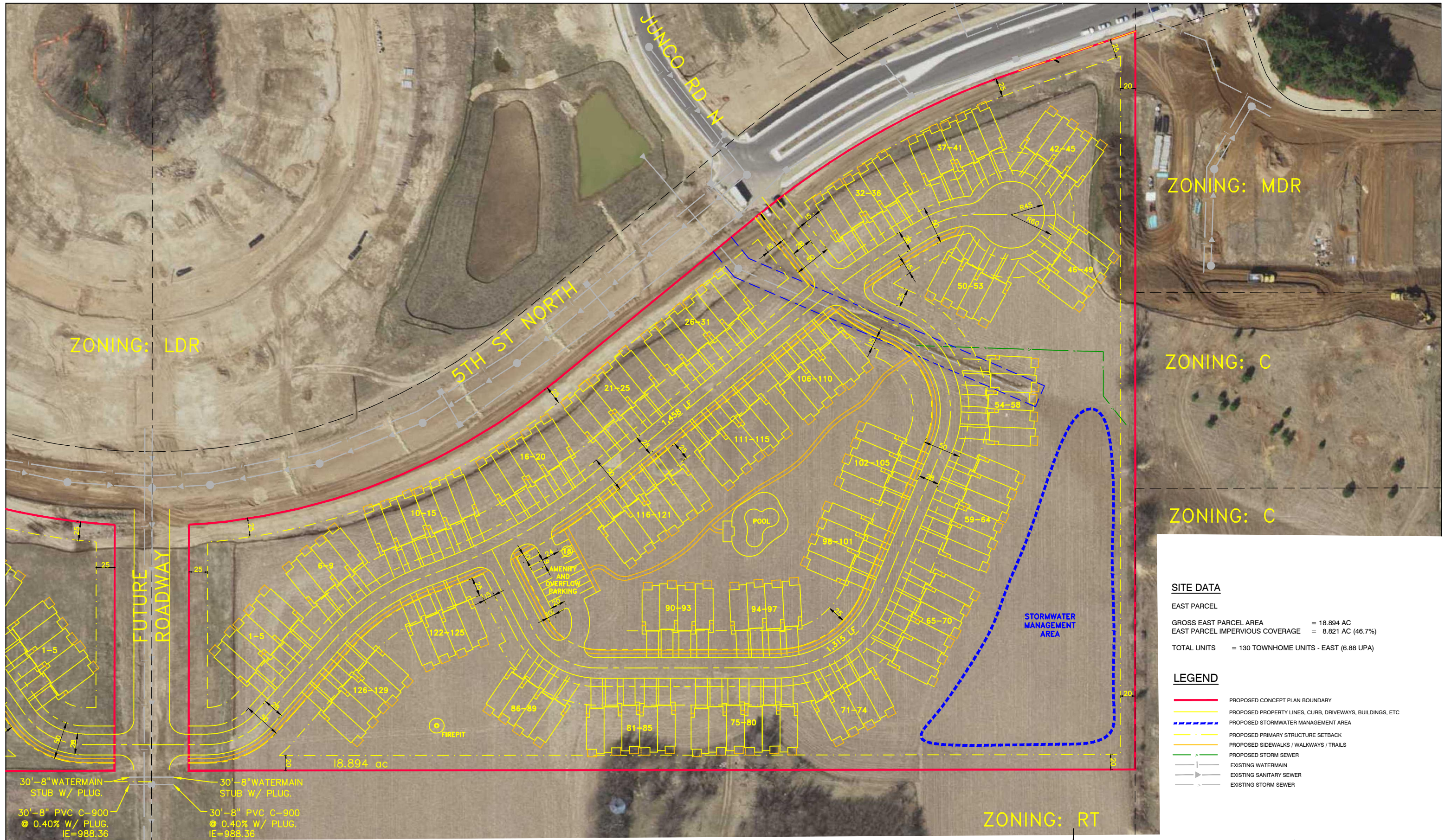


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SHEET NO. 2 OF 3



Drawing name: X:\2018\180105\concepts\Lake Elmo Concept.dwg Sep 21, 2018 - 11:48am



**SITE DATA**

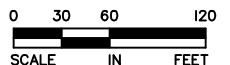
EAST PARCEL  
GROSS EAST PARCEL AREA = 18.894 AC  
EAST PARCEL IMPERVIOUS COVERAGE = 8.821 AC (46.7%)  
TOTAL UNITS = 130 TOWNHOME UNITS - EAST (6.88 UPA)

**LEGEND**

- PROPOSED CONCEPT PLAN BOUNDARY
- PROPOSED PROPERTY LINES, CURB, DRIVEWAYS, BUILDINGS, ETC
- PROPOSED STORMWATER MANAGEMENT AREA
- PROPOSED PRIMARY STRUCTURE SETBACK
- PROPOSED SIDEWALKS / WALKWAYS / TRAILS
- PROPOSED STORM SEWER
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER



**BENTLEY VILLAGE - EAST PARCEL - SKETCH PLAN SUBMITTAL**  
**LAKE ELMO, MINNESOTA**

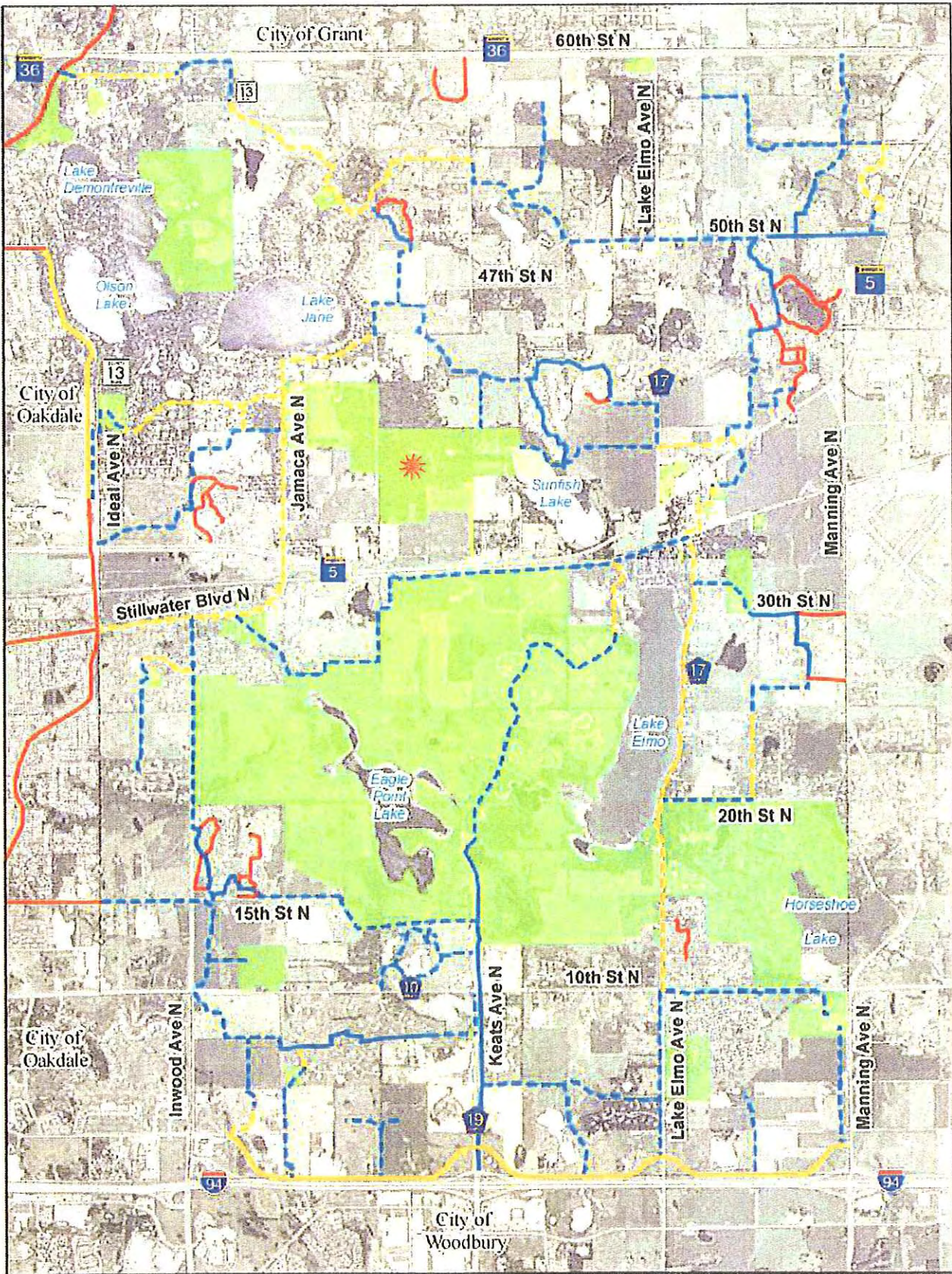


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SHEET NO. 3 OF 3





## Legend



Parks, open space



Sunfish Lake Park and DeMontreville Park prohibit bikes on trails within the park.

- Existing Bike Route (on street)
- - - Proposed Bike Route (on street)
- Other Existing Trails (off road)

- Existing Trails Incorporated in System (off road)
- - - Proposed Trail (off road)

Note: Proposed Trails are shown in general location only.