



City of Lake Elmo

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3800 Laverne Avenue North / Lake Elmo, Minnesota 55042

The Lake Elmo Planning Commission will meet
Monday, January 14, 2002 at 7:00 p.m.
in the Council Chambers of City Hall,
3800 Laverne Avenue North, Lake Elmo, Minnesota.

AGENDA

1. Agenda
2. Minutes – November 26, 2001
3. **Organizational:**
 - a. Election of 2002 Officers (Chair; Vice-Chair; Secretary)
 - b. Adopt 2002 Meeting Schedule
4. **PUBLIC HEARING:** Amend Architectural Performance Standards
in Limited Business, Business Park, and
General Business Zoning Districts (Section 300)
5. 2002 Work Plan
6. Other
7. Adjourn



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DRAFT

**Lake Elmo
Planning Commission**

**Meeting Minutes
Monday, November 26, 2001**

Chairman Armstrong called the meeting to order at 7:00 p.m. in the Council Chambers of City Hall, 3800 Laverne Avenue North. Present: Commissioners Berg, Deziel, Mandel, Ptacek, Sessing, Sedro, Dege and Stanley. Absent: Commissioners Taylor, Helwig, Herber, Gustafson and Talcott.

CONVENE AS MAINTENANCE ADVISORY PLANNING COMMISSION
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1. Agenda

M/S/P Mandel/Ptacek – to approve the agenda, as presented.
(Motion Passed 5-0).

(Enter Dege)

2. Minutes – May 30, 2001

M/S/P Armstrong/Mandel – to approve the May 30, 2001 meeting minutes, as amended.
(Motion Passed 5-0-1). Abstain: Ptacek

3. Public Hearing – Capital Improvement Program

(Enter Sessing, Sedro, Stanley)

Planner Dillerud presented the third internal draft of the Capital Improvement Program (CIP) which the City Council has already been discussed, in part. He noted a number of items indicating “study”. He explained that the City has done everything but sign the contract with TKDA – Staffing/Community Facilities, with work commencing about the 1st of the year, noting the Maintenance Advisory Planning Commission would be involved. He said regarding the items marked “study” – the City Administrator had asked the Planning Commission to defer until Staffing/Community Facilities study was complete. Therefore, before them is what City Department Heads have discussed with the Administrator, and with the City Council, as well.

Chairman Armstrong opened and closed the comment portion of the Public Hearing at 7:10 p.m. NO COMMENTS

Planner Dillerud suggested discussing Department Funds, line by line.

4140

Administration

Commissioner Dege requested re-selling City office equipment, rather than trading in for little to nothing.

Chairman Armstrong asked why \$25,000.00 was allocated each year for this fund, leaving a fund balance of \$86,845.00 in 2006, with all equipment replaced during the 5-year period.

Commissioner Stanley suggested adding the depreciation schedules on the CIP document.

4140

City Hall Addition

Planner Dillerud explained that staff had run out of space here in the building, leaving no room for conference facilities, sufficient office space or employee break facilities. He reported that the City Council told the Administrator to move ahead on a building addition. He stated that the City Council approved a small addition that can be constructed within the present fund balance. He noted that the present City Hall was a personal investment at the labors of citizens, and not just about dollars.

Commissioner Mandel asked how much square footage [for City Hall] is necessary.

Planner Dillerud suggested a replicate of the outside office area, with a basement, and suggested the current parking spaces available would be adequate for any future sale of the facility.

4220

Fire Department

Planner Dillerud said the City Council has looked at this Fund in some detail, with the Fire Chief, and the item of greatest concern was the Chief's vehicle. He noted the City would discuss a policy take-home use of City vehicle in 2002.

Commissioner Sedro asked if the take-home vehicle was a perk for the Chief, or reliable transportation for Chief to get to fires.

Commissioner Stanley replied that the Fire Chief was using the car as turn-out and "office space", stating the Fire Chief usually beats the trucks to a fire site.

Planner Dillerud said the Fire Chief requested two (2) like sets of "Jaws of Life" to replace outdated and mismatched equipment. He mentioned the replacement of the grass rig, stating that Lake Elmo still has a need for grass fire equipment in the future and many adjacent cities were phasing this equipment out, realizing mutual aid opportunities.

**Building Part of 4220
STUDY**

4240

Building Inspections

4250

Civil Defense

Planner Dillerud stated he would will pick up on this project, and report back to the Planning Commission.

4310

Public Works

Commissioner Stanley noted the replacement of the John Deere Tractor was moved up a year from 2004 to 2003.

Commissioner Mandel asked about the backhoe.

Planner Dillerud explained that the original purpose of the backhoe was to clean out storm drainage ditches, water main breaks, etc., and it was recently used in the repair of a surface water problem at Heritage Farm residential development.

Commissioner Dege explained that the John Deere Tractor is fitted with a mowing unit that Polfuss built in order to reach deeper into the ditches. He said since John Deere no longer sold that model of tractor, if problems occurred with the mower, it could not be installed on a new piece of equipment.

4310

Public Works – STUDY

Planner Dillerud said Public Works Supervisor Olinger had requested that TKDA create a plan for the expansion of Public Works facility, and the estimate with the plan almost doubled in cost from earlier discussions. He noted that the Administrator had put a hold on the project because of the increased cost and features added in the plan were not previously discussed.

MSA Construction

402

Planner Dillerud said a bond discussion will be necessary to support the deficit by 2006.

Commissioner Dege asked if the recent 50th Street project came in within budget.

Planner Dillerud said, "Yes".

404

Parks

Planner Dillerud explained that the rolling stock is on depreciation schedule, and the Parks Fund was in good shape.

Commissioner Dege suggested that 2006 might be pushing it regarding the replacement of the '91 pick-up truck. He said he supported the merging of the Parks and Maintenance Departments because it makes sense regarding repairs on equipment.

Planner Dillerud asked the Commissioners to think about the location of the current Parks site.

Commissioner Mandel asked how the Parks Commission decides on the types of parks in the community.

Planner Dillerud said the community is currently double using parks, and there is a need for a community playfield active use facility. He said the Parks Commission has developed a formula of parks use, and it is not wise for the City to have various neighborhood Parks that are vastly different. He noted, directly related to an Old Village plan, there is a possibility of developing a "city center" active playfield area.

M/S/P Armstrong/Deziel - to recommend adoption of the Capital Improvement Program; recommending reductions in annual funding for administration capital accounts; reducing the annual allocation for building inspections capital account; reallocate some of the other funds to Civil Defense Capital Account for sirens; post the depreciation schedule and lifetime of equipment within the Capital Improvement Program.
(Motion Passed 9-0).

CONVENE AS REGULAR PLANNING COMMISSION

1. Agenda

M/S/P Berg/Mandel – to accept the agenda, as presented.
(Motion Passed 7-0).

2. Minutes

Sessing/Armstrong – to approve the November 14, 2001 Meeting Minutes, as presented.
(Motion Passed).

3. Public Hearing:

**Conditional Use Permit
Curves for Women – Fitness Center
1140 Stillwater Boulevard**

Planner Dillerud explained that the applicant proposes the use of the northern-most 1,473 square feet of the existing structure, which is the old MinnHealth Clinic, for a fitness studio. He noted that the practice in Lake Elmo has been to specify that Conditional Use Permits "run with the land". He said in this case, in which the structure is a multi-tenant rental structure - staff recommends that the Conditional Use Permit be in the name of the business owner, rather than the land owner, explaining the proposed activities are related to the use, rather than the property.

Chairman Armstrong opened and closed the comment portion of the Public Hearing at 8:26 p.m. NO COMMENTS

M/S/P Armstrong/Berg to recommend approval of a Conditional Use Permit for JoAnn Langseth to operate a Fitness Center within 1,473 square feet at 11240

Stillwater Boulevard, based on a Finding that the Conditional Use Standards are complied with; and, subject to the condition that all signage related to the use comply with Section 535 of the Municipal Code.
(Motion Passed 7-0).

**4. Amendments to Section 300 – Zoning Code
Architectural Standards – General Business, Limited Business, Business Park**

Commissioner Sedro said, “If we are going for a 70/30 look, if we include glass, we don’t achieve our objective, which is to make the 30% an accent.

In a “show of hands” the Commissioners agreed to the 70/30 (4/3)

Chairman Armstrong asked the Planner to bring the recommendation to the City Council before a Public Hearing is called.

Planner Dillerud said he would bring the matter to the City Council at its December 4th meeting.

M/S/P Armstrong/Sessing – to send the proposed Architectural Standards to the City Council at its December 4, 2001 meeting, requesting comments before the Public Hearing is called.

(Motion Passed 6-1). Opposed: Deziel.

Chairman Armstrong adjourned the meeting at 8:50 p.m.

Respectfully submitted, Cynthia Young – Planning Secretary

**Lake Elmo
Planning Commission
2002 Meeting Schedule**

January 28	Monday	
February 11	Monday	
February 25	Monday	
March 11	Monday	
March 25	Monday	
April 8	Monday	
April 22	Monday	
May 13	Monday	
May 29	Wednesday	<i>(Monday is Memorial Day)</i>
June 10	Monday	
June 24	Monday	
July 8	Monday	
July 22	Monday	
August 12	Monday	
August 26	Monday	
September 9	Monday	
September 23	Monday	
October 16	Wednesday	<i>(Monday is Columbus Day)</i>
October 28	Monday	
November 13	Wednesday	<i>(Monday is Veteran's Day)</i>
November 25	Monday	
December 9	Monday	
December 23	CANCEL	

MEMO
(January 2, 2002)

To: Lake Elmo Planning Commission

From: Chuck Dillerud

Subject: 2002 Planning Commission Work Program

I have attached a copy of the 2001 Planning Commission Work Program – not actually addressed by the Commission until March, 2001. This year we will get an earlier start on the 2002 Work Program (required by City Code).

Much of the 2001 Work Program was completed by the Commission – or is in progress into 2002, as we had assumed it would be. All of the items related to the Zoning Code update are included in the CDBG program. The consultant has been selected by the City Council – consistent with the Commission's recommendation – but contract work is not as yet completed. That includes items 8-10 of the 2001 Work Program.

Of course, we have completed the 2001-2006 CIP (Item #6); and, we will be conducting the Hearing on the design standards for (all of) the Business Zones (Item #7) on January 14. I am not aware of anything further on business zone standards that the Council may have in mind.

Items 1 & 2 of the 2001 Work Program (Transportation and Utilities Plan Updates) have been completed (and adopted by the Council) as well. Technical review of those elements (and the balance of the Comp Plan elements) has been completed by the Metro Council as well. We have made a handful of nit-picky changes to text and mapping – nothing of consequence to the City.

We submitted the 1997 Parks Element to Metro Council as a part of the Comp Plan Update. It appears they will accept that for now. While the bulk of our park system is complete at a scale sufficient to service the forecasted 2020 (and saturation) households/population, the primary remaining parks planning focus will be on trails and active use recreation – and the Parks Commission will take the lead on those matters.

The City and Met Council have yet to discuss Comp Plan Policy issues. They (Met Council staff) have hinted that they (the staff) have been less than certain as to what to do with Lake Elmo's Plan as to Growth Strategy (MUSA & Urban Reserve issues). Our Plan clearly does not correspond with the Regional Blueprint in either regard. At the same time, however, the Met Council is working on revisions to Growth Strategy for the 2002 Regional Blueprint update. In many respects, our Plan would be consistent with new Growth Strategy concepts being discussed by the Met Council for inclusion in the Blueprint. I have been attending the Met Council meetings at which these new concepts are being discussed.

Not only is potential new Growth Strategy Policy an issue in the Met Council's review of Lake Elmo's Plan, but I am certain that the oft repeated words of Chairman Mondale regarding assisting cities to attain their (**the cities'**) vision must be haunting the staff to some extent. Finally (and perhaps of greatest importance) I have repeatedly reminded the Met Council staff that issues such as Growth Policy and affordable housing are not Regional Systems (which are limited to sewer, transportation, and regional parks). If it gets down to what they can legally require of Lake Elmo, they are stuck with that fact. I doubt if any judge would buy their "linkage" concepts – the "power grab". But, "It ain't over 'till it's over.", in the words of the famous baseball manager. *Amateur?*

The remaining 2001 Work Plan items (some of which were not well defined as of March, 2001), to be included/considered for the 2002 Work Plan include:

1. Zoning Code Update (CDBG - in progress)
2. Community Facilities and Staffing Forecast (CDBG - in progress)
3. Old Village Neighborhood Design Study (CDBG – in progress)
4. Cimarron Neighborhood Study (Study Design in Progress)
5. 2003-2007 CIP
6. Review/amend sign code
7. Review/amend street design standards (Council/PC committee appointed)

With any "current planning" activity (applicant matters) at all, this should give the Commission a pretty full plate for 2002. While much of the drafting work on Items 1-4 will be by staff/consultant, I anticipate numerous meetings with stakeholders on at least 3 of those 4 items.

MEMO
(March 7, 2001)

To: Lake Elmo Planning Commission

From: Chuck Dillerud

Subject: 2001 Work Plan

Although I will not be at your March 12 meeting, I will here be providing information to assist in Work Plan formulation. Unfortunately we can only locate the 1999 Planning Commission Work Plan. I am beginning to suspect we failed to do a Plan for 2000.

I have also attached Lake Elmo's 2001 Community Development Block Grant (CDBG) application. Many, if not all, of those projects would fall within the Planning Commission's arena, and should be on your Work Plan for 2001 and 2002 (some are 12 month and some are 18 month projects). As you can see, most of the work I have proposed for CDBG funding are projects we have discussed in the past – and, are extensions of the new Comp Plan.

The County Board will be reviewing our proposals (Lake Elmo is a sub-grantee of Washington County) on March 20. I am fairly confident that our application will be approved for funding in 2001. The basic structure of the application meets the County CDBG high priorities, and complies with HUD project eligibility requirements. Furthermore, it does not appear that many Washington County communities have been quick enough with project proposals to even qualify (timing wise) for 2001 CDBG funding. If our application is approved, funding should be available around July 1, 2001, and we can begin the consultant RFP process.

Additional Work Plan components to be considered:

1. Transportation Plan
2. Utilities Plan
3. Park Plan

(All of which are still being prepared by Staff or Consultant, and which will require little PC time)

4. Review/amend Sign Code
5. Review/amend Street Design Standards
6. 20001-2006 Capital Improvements Program
7. Review/amend Business Park design standards
8. Village Zoning Standards (see CDBG application)
9. Impact Zoning (see CDBG application)
10. Review/amend Non-conforming use/dimensions standards

Surely I have overlooked other matters that have been set aside as we have been focusing on the Com Plan (and PF and OP). Also, most Zoning Code projects listed above would be a part of the CDBG Zoning Code rewrite project, and should be addressed in that context, rather than separately – or, in advance.

MEMO
(January 3, 2002)

To: Lake Elmo Planning Commission

From: Chuck Dillerud

Subject: Business District Exterior Performance Standards

On November 26, 2001 the Commission referred a draft of a proposed new Zoning Ordinance text to the City Council for its review and concurrence as to the general concept the Commission favored. The new Code text would provide some prescribed latitude as to allowable accent materials to the mandatory primary exterior surfacing of brick, stone, or glass.

The Commission's draft work was presented to the City Council on December 4, 2001. The Council suggested a nominal number of adjustments to the draft (see the CC December 4 Minutes, attached), but generally indicated its concurrence with the concept suggested by the Commission.

Staff has adjusted the draft amendments and restructured them into proper Ordinance format. At the recommendation of the City Administrator, we have abandoned the idea of a single location for the standards, with reference back to the respective zoning districts. Instead, identical terms have been added to each of the 4 business district sections. Too often the Public has missed an applicable standard by not catching the reference to other sections of the Code.

A Public Hearing to formally consider the amendments has been Noticed for 7:00 PM, January 14, 2002. Following the Hearing the Commission is requested to consider a recommendation to the City Council for adoption of the new Code language, either as presented, or with additional modifications.

Attachments:

1. Draft Ordinance
2. CC Minutes of December 4, 2001
3. Staff Transmittal Memo to CC
4. PC Minutes of November 26, 2001

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 97-_____

AN ORDINANCE AMENDING THE LAKE ELMO MUNICIPAL CODE
SECTION 300.07 SUBD. 4. H. 4 AND ITS SUBDIVISIONS RELATING TO
ARCHITECTURAL PERFORMANCE STANDARDS IN THE
GENERAL BUSINESS ZONING DISTRICT

Section 1. Amendment: Section 300.07, Subd, 4. H. 4 and its subdivisions are hereby amended to read as follows:

4. **Performance Standards.**

a. **Purpose and Intent**

It is the purpose and intent of the City, by the adoption of the performance standards of this subdivision, to ensure commercial buildings constructed within the City are of a high quality of exterior appearance, consistent with the terms of Non-Residential Development Policy #5 of the 2000-2020 Lake Elmo Comprehensive Plan. It is the Finding of the City that a limited selection of primary exterior surfacing materials meets this standard of quality.

It is the further Finding of the City that several specific exterior surfacing materials are appropriate, and of sufficient quality, to be utilized only as accent materials in varying percentages. The variations of percentage of specific accent materials relates to a Finding by the City as to the relative quality and rural character of those respective accent materials.

b. Minimum **Architectural and Site Plan Submittals.** ~~It is in the best interest of the City to promote high standards of architectural design.~~ New building proposals shall include architectural and site plans prepared by registered architect and shall show the following as a minimum:

- i. Elevations of all sides of the buildings,
- ii. Type and color of exterior building materials,
- iii. Typical general floor plans,
- iv. Dimensions of all structures,

- v. Location of trash containers, heating, cooling and ventilation equipment and systems,
- vii. ~~The exterior surfaces of all buildings shall be faced with brick, stone, or glass.¹ The City may allow architecturally enhanced and integrally colored block, in all cases examples of the proposed finish are to be submitted for review by the Planning Commission. No building shall be constructed with a main exterior surface of sheet aluminum, steel corrugated aluminum, or similar products; these materials are acceptable only as trim. Non-structural metal standing seam roofing is permitted. No accessory building shall exceed the height of a principal building. All exterior equipment and trash and recycling storage areas and dock areas shall be screened with materials used in the principal structure. Low profile, self-contained HVAC units which blend in with the building architecture are exempt from the screening requirement. Underground utilities shall be provided for all structures.~~

c. Applicability – Structure Additions and Renovation

Additions to existing structures resulting in an increase of gross floor area of the structure of less than 100%; and/or installation of replacement exterior surfacing of any portion of an existing structure shall be exempt from the standards of this subdivision where it is found that the new or replacement exterior surfacing proposed is identical to that of the existing structure.

Where additions to an existing structure result in an increase in the gross floor area of the existing structure of 100% or greater, the entire structure (existing structure and structure addition) shall be subject to the standards of this subdivision.

d. Performance Standards – Primary Exterior Surfacing

The Primary Exterior Surfacing of structures shall be limited to natural brick, stone, or glass. Artificial or veneer brick or stone shall not qualify as complying with this performance standard.

Primary Exterior Surface shall be defined as not less than 70% of the sum of the area of all exterior walls of a structure nominally perpendicular to the ground. All parapet or mansard surfaces extending above the ceiling height of the structure shall be considered exterior surface for the purposes of this subdivision. Windows and glass doors shall be considered a primary surface, but the sum area of such glass shall be deducted from the wall area for purposes of the 70% Primary/30% Accent formulas of this section. Doors of any type

¹ Amended Ordinance 97-92 10-16-01

or material, except glass, shall not be considered a primary exterior surface.

Each wall of the structure shall be calculated separately; and, individually comply with the 70/30 formula.

e. Performance Standard – Exterior Surfacing Accents

Not more than 30% of the exterior wall surfacing, as defined by paragraph D. above, may be of the following listed Accent Materials, but no single Accent Material, except natural wood, may comprise more than 20% of the total of all Accent Materials; and, no combustible materials shall be used:

- i. Wood Siding
- ii. EFIS
- iii. Standing Seam Metal
- iv. Architectural Metal
- v. Stucco
- vi. Poured in Place Concrete (Excluding “tilt-up” panels)
- vii. Metal Panels or Sheets
- viii. Porcelain or Ceramic Tile

f. Performance Standard – Accessory Structures

All Accessory Structures shall comply with the Exterior Surfacing requirements specified by this subdivision.

g. Performance Standard – HVAC Units and Exterior Appurtenances

All exterior equipment, HVAC and trash/recycling and dock areas shall be screened from view of the Public with the exterior materials used on the principal structure.

h. Performance Standard – Visible Roofing Materials

Any roofing materials that are visible from ground level shall be standing seam metal, cedar shakes, or tile.

i. Applicability – New Construction

The standards of this subdivision shall be applicable to all structures and buildings constructed in the City, on and after the effective date of this subdivision. The performance standards of this subdivision shall not be in any manner minimized by subsequent Planned Unit Development Plans or Agreement.

Section 2. Effective Date: This ordinance shall become effective upon its passage and publication according to law.

Lee Hunt, Mayor

Attest

Mary Kueffner, City Clerk/Administrator

Adopted by the Lake Elmo City Council on the _____ day of _____, 2002.

Published in the Stillwater Gazette on the _____ day of _____, 2002.

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 97-_____

AN ORDINANCE AMENDING THE LAKE ELMO MUNICIPAL CODE
SECTION 300.07 SUBD. 4. I. 5 AND ITS SUBDIVISIONS RELATING TO
ARCHITECTURAL PERFORMANCE STANDARDS IN THE
HIGHWAY BUSINESS ZONING DISTRICT

Section 1. Amendment: Section 300.07, Subd, 4. I. 5 and its subdivisions are hereby amended to read as follows:

5. Performance Standards.

a. Purpose and Intent

It is the purpose and intent of the City, by the adoption of the performance standards of this subdivision, to ensure commercial buildings constructed within the City are of a high quality of exterior appearance, consistent with the terms of Non-Residential Development Policy #5 of the 2000-2020 Lake Elmo Comprehensive Plan. It is the Finding of the City that a limited selection of primary exterior surfacing materials meets this standard of quality.

It is the further Finding of the City that several specific exterior surfacing materials are appropriate, and of sufficient quality, to be utilized only as accent materials in varying percentages. The variations of percentage of specific accent materials relates to a Finding by the City as to the relative quality and rural character of those respective accent materials.

b. Minimum Architectural and Site Plan Submittals. ~~It is in the best interest of the City to promote high standards of architectural design.~~ New building proposals shall include architectural and site plans prepared by registered architect and shall show the following as a minimum:

- i. Elevations of all sides of the buildings,
- ii. Type and color of exterior building materials,
- iii. Typical general floor plans,
- iv. Dimensions of all structures,

- v. Location of trash containers, heating, cooling and ventilation equipment and systems,
- vii. ~~The exterior surfaces of all buildings shall be faced with brick, stone, or glass.¹ The City may allow architecturally enhanced and integrally colored block, in all cases examples of the proposed finish are to be submitted for review by the Planning Commission. No building shall be constructed with a main exterior surface of sheet aluminum, steel corrugated aluminum, or similar products; these materials are acceptable only as trim. Non-structural metal standing seam roofing is permitted. No accessory building shall exceed the height of a principal building. All exterior equipment and trash and recycling storage areas and dock areas shall be screened with materials used in the principal structure. Low profile, self-contained HVAC units which blend in with the building architecture are exempt from the screening requirement. Underground utilities shall be provided for all structures.~~

c. Applicability – Structure Additions and Renovation

Additions to existing structures resulting in an increase of gross floor area of the structure of less than 100%; and/or installation of replacement exterior surfacing of any portion of an existing structure shall be exempt from the standards of this subdivision where it is found that the new or replacement exterior surfacing proposed is identical to that of the existing structure.

Where additions to an existing structure result in an increase in the gross floor area of the existing structure of 100% or greater, the entire structure (existing structure and structure addition) shall be subject to the standards of this subdivision.

d. Performance Standards – Primary Exterior Surfacing

The Primary Exterior Surfacing of structures shall be limited to natural brick, stone, or glass. Artificial or veneer brick or stone shall not qualify as complying with this performance standard.

Primary Exterior Surface shall be defined as not less than 70% of the sum of the area of all exterior walls of a structure nominally perpendicular to the ground. All parapet or mansard surfaces extending above the ceiling height of the structure shall be considered exterior surface for the purposes of this subdivision. Windows and glass doors shall be considered a primary surface, but the sum area of such glass shall be deducted from the wall area for purposes of the 70% Primary/30% Accent formulas of this section. Doors of any type

¹ Amended Ordinance 97-92 10-16-01

or material, except glass, shall not be considered a primary exterior surface.

Each wall of the structure shall be calculated separately; and, individually comply with the 70/30 formula.

e. Performance Standard – Exterior Surfacing Accents

Not more than 30% of the exterior wall surfacing, as defined by paragraph D. above, may be of the following listed Accent Materials, but no single Accent Material, except natural wood, may comprise more than 20% of the total of all Accent Materials; and, no combustible materials shall be used:

- i. Wood Siding
- ii. EFIS
- iii. Standing Seam Metal
- iv. Architectural Metal
- v. Stucco
- vi. Poured in Place Concrete (Excluding “tilt-up” panels)
- vii. Metal Panels or Sheets
- viii. Porcelain or Ceramic Tile

f. Performance Standard – Accessory Structures

All Accessory Structures shall comply with the Exterior Surfacing requirements specified by this subdivision.

g. Performance Standard – HVAC Units and Exterior Appurtenances

All exterior equipment, HVAC and trash/recycling and dock areas shall be screened from view of the Public with the exterior materials used on the principal structure.

h. Performance Standard – Visible Roofing Materials

Any roofing materials that are visible from ground level shall be standing seam metal, cedar shakes, or tile.

i. Applicability – New Construction

The standards of this subdivision shall be applicable to all structures and buildings constructed in the City, on and after the effective date of this subdivision. The performance standards of this subdivision shall not be in any manner minimized by subsequent Planned Unit Development Plans or Agreement.

Section 2. Effective Date: This ordinance shall become effective upon its passage and publication according to law.

Lee Hunt, Mayor

Attest

Mary Kueffner, City Clerk/Administrator

Adopted by the Lake Elmo City Council on the _____ day of _____, 2002.

Published in the Stillwater Gazette on the _____ day of _____, 2002.

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 97-_____

AN ORDINANCE ADDING TO THE LAKE ELMO MUNICIPAL CODE
SECTION 300.07 SUBD. 4. J. 5 AND ITS SUBDIVISIONS RELATING TO
ARCHITECTURAL PERFORMANCE STANDARDS IN THE
CONVENIENCE BUSINESS ZONING DISTRICT

Section 1. Amendment: Section 300.07, Subd, 4. J. 5 and its subdivisions are hereby added to the Lake Elmo Municipal Code and shall read as follows:

5. Performance Standards.

a. Purpose and Intent

It is the purpose and intent of the City, by the adoption of the performance standards of this subdivision, to ensure commercial buildings constructed within the City are of a high quality of exterior appearance, consistent with the terms of Non-Residential Development Policy #5 of the 2000-2020 Lake Elmo Comprehensive Plan. It is the Finding of the City that a limited selection of primary exterior surfacing materials meets this standard of quality.

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c. Applicability – Structure Additions and Renovation

Additions to existing structures resulting in an increase of gross floor area of the structure of less than 100%; and/or installation of replacement exterior surfacing of any portion of an existing structure shall be exempt from the standards of this subdivision where it is found that the new or replacement exterior surfacing proposed is identical to that of the existing structure.

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Each wall of the structure shall be calculated separately; and, individually comply with the 70/30 formula.

e. Performance Standard – Exterior Surfacing Accents

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- vii. Metal Panels or Sheets
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Any roofing materials that are visible from ground level shall be standing seam metal, cedar shakes, or tile.

i. Applicability – New Construction

The standards of this subdivision shall be applicable to all structures and buildings constructed in the City, on and after the effective date of this subdivision. The performance standards of this subdivision shall not be in any manner minimized by subsequent Planned Unit Development Plans or Agreement.

Section 2. Effective Date: This ordinance shall become effective upon its passage and publication according to law.

Lee Hunt, Mayor

Attest

Mary Kueffner, City Clerk/Administrator

Adopted by the Lake Elmo City Council on the _____ day of _____, 2002.

Published in the Stillwater Gazette on the _____ day of _____, 2002.

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 97-_____

AN ORDINANCE AMENDING THE LAKE ELMO MUNICIPAL CODE
SECTION 300.07 SUBD. 4. K. 6. AND ITS SUBDIVISIONS RELATING TO
ARCHITECTURAL PERFORMANCE STANDARDS IN THE
LIMITED BUSINESS ZONING DISTRICT

Section 1. Amendment: Section 300.07, Subd, 4. K. 6. and its subdivisions are hereby amended to read as follows:

6. Performance Standards.

a. Purpose and Intent

It is the purpose and intent of the City, by the adoption of the performance standards of this subdivision, to ensure commercial buildings constructed within the City are of a high quality of exterior appearance, consistent with the terms of Non-Residential Development Policy #5 of the 2000-2020 Lake Elmo Comprehensive Plan. It is the Finding of the City that a limited selection of primary exterior surfacing materials meets this standard of quality.

It is the further Finding of the City that several specific exterior surfacing materials are appropriate, and of sufficient quality, to be utilized only as accent materials in varying percentages. The variations of percentage of specific accent materials relates to a Finding by the City as to the relative quality and rural character of those respective accent materials.

b. Minimum Architectural and Site Plan Submittals. ~~It is in the best interest of the City to promote high standards of architectural design.~~ New building proposals shall include architectural and site plans prepared by registered architect and shall show the following as a minimum:

- i. Elevations of all sides of the buildings,
- ii. Type and color of exterior building materials,
- iii. Typical general floor plans,
- iv. Dimensions of all structures,
- v. Location of trash containers, heating, cooling and ventilation equipment and systems,

- ~~vii. The exterior surfaces of all buildings shall be faced with brick, stone, or glass.¹ The City may allow architecturally enhanced and integrally colored block, in all cases examples of the proposed finish are to be submitted for review by the Planning Commission. No building shall be constructed with a main exterior surface of sheet aluminum, steel corrugated aluminum, or similar products; these materials are acceptable only as trim. Non-structural metal standing seam roofing is permitted. No accessory building shall exceed the height of a principal building. All exterior equipment and trash and recycling storage areas and dock areas shall be screened with materials used in the principal structure. Low profile, self-contained HVAC units which blend in with the building architecture are exempt from the screening requirement. Underground utilities shall be provided for all structures.~~

c. Applicability – Structure Additions and Renovation

Additions to existing structures resulting in an increase of gross floor area of the structure of less than 100%; and/or installation of replacement exterior surfacing of any portion of an existing structure shall be exempt from the standards of this subdivision where it is found that the new or replacement exterior surfacing proposed is identical to that of the existing structure.

Where additions to an existing structure result in an increase in the gross floor area of the existing structure of 100% or greater, the entire structure (existing structure and structure addition) shall be subject to the standards of this subdivision.

d. Performance Standards – Primary Exterior Surfacing

The Primary Exterior Surfacing of structures shall be limited to natural brick, stone, or glass. Artificial or veneer brick or stone shall not qualify as complying with this performance standard.

Primary Exterior Surface shall be defined as not less than 70% of the sum of the area of all exterior walls of a structure nominally perpendicular to the ground. All parapet or mansard surfaces extending above the ceiling height of the structure shall be considered exterior surface for the purposes of this subdivision. Windows and glass doors shall be considered a primary surface, but the sum area of such glass shall be deducted from the wall area for purposes of the 70% Primary/30% Accent formulas of this section. Doors of any type or material, except glass, shall not be considered a primary exterior surface.

¹ Amended Ordinance 97-92 10-16-01

Each wall of the structure shall be calculated separately; and, individually comply with the 70/30 formula.

e. Performance Standard – Exterior Surfacing Accents

Not more than 30% of the exterior wall surfacing, as defined by paragraph D. above, may be of the following listed Accent Materials, but no single Accent Material, except natural wood, may comprise more than 20% of the total of all Accent Materials; and, no combustible materials shall be used:

- i. Wood Siding
- ii. EFIS
- iii. Standing Seam Metal
- iv. Architectural Metal
- v. Stucco
- vi. Poured in Place Concrete (Excluding “tilt-up” panels)
- vii. Metal Panels or Sheets
- viii. Porcelain or Ceramic Tile

f. Performance Standard – Accessory Structures

All Accessory Structures shall comply with the Exterior Surfacing requirements specified by this subdivision.

g. Performance Standard – HVAC Units and Exterior Appurtenances

All exterior equipment, HVAC and trash/recycling and dock areas shall be screened from view of the Public with the exterior materials used on the principal structure.

h. Performance Standard – Visible Roofing Materials

Any roofing materials that are visible from ground level shall be standing seam metal, cedar shakes, or tile.

i. Applicability – New Construction

The standards of this subdivision shall be applicable to all structures and buildings constructed in the City, on and after the effective date of this subdivision. The performance standards of this subdivision shall not be in any manner minimized by subsequent Planned Unit Development Plans or Agreement.

Section 2. Effective Date: This ordinance shall become effective upon its passage and publication according to law.

Lee Hunt, Mayor

Attest

Mary Kueffner, City Clerk/Administrator

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CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 97-_____

AN ORDINANCE AMENDING THE LAKE ELMO MUNICIPAL CODE
SECTION 300.07 SUBD. 4. L. 6. AND ITS SUBDIVISIONS RELATING TO
ARCHITECTURAL PERFORMANCE STANDARDS IN THE
BUSINESS PARK ZONING DISTRICT

Section 1. Amendment: Section 300.07, Subd, 4. K. 6. and its subdivisions are hereby amended to read as follows:

6. Performance Standards.

a. Purpose and Intent

It is the purpose and intent of the City, by the adoption of the performance standards of this subdivision, to ensure commercial buildings constructed within the City are of a high quality of exterior appearance, consistent with the terms of Non-Residential Development Policy #5 of the 2000-2020 Lake Elmo Comprehensive Plan. It is the Finding of the City that a limited selection of primary exterior surfacing materials meets this standard of quality.

It is the further Finding of the City that several specific exterior surfacing materials are appropriate, and of sufficient quality, to be utilized only as accent materials in varying percentages. The variations of percentage of specific accent materials relates to a Finding by the City as to the relative quality and rural character of those respective accent materials.

b. Minimum Architectural and Site Plan Submittals. ~~It is in the best interest of the City to promote high standards of architectural design.~~ New building proposals shall include architectural and site plans prepared by registered architect and shall show the following as a minimum:

- i. Elevations of all sides of the buildings,
- ii. Type and color of exterior building materials,
- iii. Typical general floor plans,
- iv. Dimensions of all structures,
- v. Location of trash containers, heating, cooling and ventilation equipment and systems,

~~vii. The exterior surfaces of all buildings shall be faced with brick, stone, or glass.¹ The City may allow architecturally enhanced and integrally colored block, in all cases examples of the proposed finish are to be submitted for review by the Planning Commission. No building shall be constructed with a main exterior surface of sheet aluminum, steel corrugated aluminum, or similar products; these materials are acceptable only as trim. Non-structural metal standing seam roofing is permitted. No accessory building shall exceed the height of a principal building. All exterior equipment and trash and recycling storage areas and dock areas shall be screened with materials used in the principal structure. Low profile, self-contained HVAC units which blend in with the building architecture are exempt from the screening requirement. Underground utilities shall be provided for all structures.~~

c. Applicability – Structure Additions and Renovation

Additions to existing structures resulting in an increase of gross floor area of the structure of less than 100%; and/or installation of replacement exterior surfacing of any portion of an existing structure shall be exempt from the standards of this subdivision where it is found that the new or replacement exterior surfacing proposed is identical to that of the existing structure.

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Primary Exterior Surface shall be defined as not less than 70% of the sum of the area of all exterior walls of a structure nominally perpendicular to the ground. All parapet or mansard surfaces extending above the ceiling height of the structure shall be considered exterior surface for the purposes of this subdivision. Windows and glass doors shall be considered a primary surface, but the sum area of such glass shall be deducted from the wall area for purposes of the 70% Primary/30% Accent formulas of this section. Doors of any type or material, except glass, shall not be considered a primary exterior surface.

¹ Amended Ordinance 97-92 10-16-01

Each wall of the structure shall be calculated separately; and, individually comply with the 70/30 formula.

e. Performance Standard – Exterior Surfacing Accents

Not more than 30% of the exterior wall surfacing, as defined by paragraph D. above, may be of the following listed Accent Materials, but no single Accent Material, except natural wood, may comprise more than 20% of the total of all Accent Materials; and, no combustible materials shall be used:

- i. Wood Siding
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- iii. Standing Seam Metal
- iv. Architectural Metal
- v. Stucco
- vi. Poured in Place Concrete (Excluding “tilt-up” panels)
- vii. Metal Panels or Sheets
- viii. Porcelain or Ceramic Tile

f. Performance Standard – Accessory Structures

All Accessory Structures shall comply with the Exterior Surfacing requirements specified by this subdivision.

g. Performance Standard – HVAC Units and Exterior Appurtenances

All exterior equipment, HVAC and trash/recycling and dock areas shall be screened from view of the Public with the exterior materials used on the principal structure.

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Section 2. Effective Date: This ordinance shall become effective upon its passage and publication according to law.

Lee Hunt, Mayor

Attest

Mary Kueffner, City Clerk/Administrator

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8. CITY ENGINEER'S REPORT:

A. Partial Payment for Eagle Point Blvd.

Tom Prew reported the developer has installed the bridges and utilities below the street. ~~The storm sewer work is complete and some of the aggregate base is installed. The project has been shut down for the winter. The developer is able to continue work on the new office building with the aggregate base in place.~~

M/S/P Armstrong/DeLapp – to approve Partial Payment No. 1 to Tower Asphalt in the amount of \$105,609.45, per the recommendation of the City Engineer. (Motion passed 4-0 Councilmember Dunn had stepped out of meeting.)

B. Partial Payment for 50th Street Construction

Tom Prew reported T.A. Schifsky has completed all paving, striping, driveway work and the guardrail. Restoration work will be completed in the spring.

M/S/P Armstrong/Siedow – to approve Partial Payment No. 4 to T.A. Schifsky and Sons in the amount of \$66,395.49 for work completed through November, 2001. (Motion passed 5-0).

9. PLANNING, LAND USE & ZONING:

A. Conditional Use Permit for Fitness Studio – JoAnn Langseth

Planner Dillerud reported the Planning Commission recommended approval of a Conditional Use Permit to place a Fitness Center in a 1,453 square foot portion of the multi-tenant building at 11240 Stillwater Blvd. The proposed CUP complies with the condition for a Fitness Studio (5,000 square feet or less). Staff recommended a condition that the applicant complies with the sign ordinance. The Commission concurs that the CUP is issued to the applicant (business owner) rather than the property owner.

M/S/P Siedow/Armstrong – to adopt Resolution No 2001-104, A Resolution approving a Conditional Use permit issued to JoAnn Langseth to operate a Fitness Studio occupying 1,453 square feet of the structure at 11240 Stillwater Blvd., subject to the condition that the applicant comply with the Sign Ordinance. (Motion passed 5-0.)

B. Exterior Surfacing – Commercial Zoning District

Planner Dillerud reported the Planning Commission has worked a different approach to commercial exterior architectural standards at its last two meetings. The Commission has asked staff to present its draft ordinance outline to the Council for comments and direction prior to committing to final ordinance style drafting.

Council member DeLapp suggested terminology “nothing combustible” and asked the Planning Commission to review roofing if it’s visible. He asked to drop 4. Artificial or Veneer brick or stone. Item #5 should read Architectural Metal not Steel. Item #7 is

11 poured in place architectural concrete and not tilt up panels made offsite and brought in. The Council noted the City would continue to leave the Old Village with flexibility. 11

10. CITY ATTORNEY'S REPORT:

In his memo dated November 30, Attorney Filla drafted a new regulation which would separate the City's review process for minor subdivision from the review process for lot line adjustments. The minor subdivision review would continue to require a recommendation from the Planning Commission and approval by the City Council. The lot line adjustment review would be administrative only. This would impact Kraft Circle in that the City parcel would not have to be platted and would be less expensive. Attorney Filla stated the Lot Line adjustments will go up to the maximum number and the minor subdivisions will go up to the maximum number. This Lot Consolidation will be in ordinance form for the December 18th meeting.

11. CITY ADMINISTRATOR'S REPORT:

A. City of Woodbury – City Walk Environmental Assessment Worksheet


The City received a copy of the above referenced document. Planner Dillerud provide his comments on the document in his memo dated November 29, 2001. Council member Dunn explained this is a development coming into Woodbury consisting of 556 residential units, on 46 acres, and is in the 834 school district.

M/S/P Dunn/DeLapp - to direct the staff to request the City of Woodbury to update the 1999 traffic study referred to by the EAW. (Motion passed 5-0).

Council members Armstrong and Dunn were concerned with what would go into Markrafs Lake (see Page 4). Does Markraf Lake have an outlet? If Woodbury will be reviewing how they will be handling their water problems, will that be rate and volume. Another concern brought up by the Council was the probability of an expected funding source for traffic signalization at the I-94/Keats access ramps and service road intersections. Council member Dunn asked to follow up on doubling the amount of parking spaces to 900 spaces. Council member DeLapp asked to check the glare and visual impacts of the lights on the Lake Elmo Regional Park Reserve. If this is not going into the WONE Interceptor #18, page 5, does this violate the agreement and is there enough capacity for all the possibilities. A verbal response will be brought back to the Council.

B. "December 18th Council Meeting

M/S/P Shedow/Armstrong – to reschedule December 18th Council Meeting time to start at 5 p.m. until 6:15 p.m., then the Fire Study committee meeting will start at 6:15. The details on the February 8th Volunteer party will be brought to the December 18th meeting. (Motion passed 5-0.)

Lake Elmo City Council December 4, 2001	Agenda Section: Planning, Land Use and Zoning	<u>No.</u> 9C
<u>Agenda Item:</u> Exterior Surfacing – Commercial Zoning District		
<p><u>Background Information for December 4, 2001:</u></p> <p>The recent Planning Commission recommendation to the Council to delete the words “or equivalent” from several commercial zoning district sections regarding allowable exterior surfacing for buildings included a Commission promise to further consider the issue – as to what might be <u>added</u> to the Code to provide some <u>prescribed</u> architectural design flexibility. The majority of the Commission (and Staff) believes this was the problem with “or equivalent” – no prescribed bounds as to what was acceptable; and/or, performance standards in keeping with <u>stated</u> “Purpose and Intent”.</p> <p>The Commission has worked on a somewhat different approach to commercial exterior architectural standards at its last two meetings. The <u>Commission</u> believes that they have reached a point with their work where they are ready to present an ordinance amendment for Public Hearing. As has been their recent practice, however, the Commission has directed Staff to present the Commission’s draft ordinance outline to the Council for comment and direction prior to committing to final ordinance-style drafting, City Attorney review, and Public Hearing.</p> <p>I have attached the Staff working memoranda, Commission Minutes and draft outline ordinance for the review of the Council. At this point the Commission requests only the Council’s reaction to this approach – as to whether they are headed in the “right direction”. Of course, the Commission recognizes that one possible reaction of the Council is “Stop”.</p>		
<p><u>Action items:</u></p> <p>Council motion(s) offering the Planning Commission direction regarding new Code strategy to address exterior surfacing of buildings in the Commercial zoning districts.</p>	<p><u>Person responsible:</u></p> <p> City Planner</p>	
<p><u>Attachments:</u></p> <ol style="list-style-type: none"> 1. Draft Outline of Code Amendment 2. Commission Minutes of November 26 3. Staff Memo of November 20 4. Commission Minutes of November 14 5. Staff Memo of November 7 6. Commission Minutes of October 10 	<p><u>Time Allocated:</u></p>	

Stillwater Boulevard, based on a Finding that the Conditional Use Standards are complied with; and, subject to the condition that all signage related to the use comply with Section 535 of the Municipal Code.
(Motion Passed 7-0).

4. Amendments to Section 300 – Zoning Code
Architectural Standards – General Business, Limited Business, Business Park

Commissioner Sedro said, “if we are going for a 70/30 look, if we include glass, we don’t achieve our objective, which is to make the 30% an accent.

In a “show of hands” the Commissioners agreed to the 70/30 (4/3)

Chairman Armstrong asked the Planner to bring the recommendation to the City Council before a Public Hearing is called.

Planner Dillerud said he would bring the matter to the City Council at its December 4th meeting.

M/S/P Armstrong/Sessing – to send the proposed Architectural Standards to the City Council at its December 4, 2001 meeting, requesting comments before the Public Hearing is called.

(Motion Passed 6-1). Opposed: Deziel.

Chairman Armstrong adjourned the meeting at 8:50 p.m.

Respectfully submitted, Cynthia Young – Planning Secretary