



## City of Lake Elmo

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Phone: 651-777-5510

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3800 Laverne Avenue North / Lake Elmo, Minnesota 55042

The Lake Elmo Planning Commission will meet  
**MONDAY, FEBRUARY 11, 2002 at 6:30 p.m.**  
in the Council Chambers of City Hall,  
3800 Laverne Avenue North, Lake Elmo, Minnesota.

### Convene as Maintenance Advisory Special Projects Planning Commission

1. Agenda
2. Minutes – November 26, 2001
3. TKDA – Community Facilities Forecast Workshop
4. Other
5. Adjourn

### BREAK

### Convene as Regular Planning Commission

1. Agenda
2. Minutes – January 28, 2002
3. Public Hearing: Rezone MFC (Keats & Hudson Blvd.)
4. Site & Building Plan Review: United Properties/Bremer
5. Review Limited Business (LB) Zoning Conditional Uses
6. Other
7. Adjourn



**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.

<b>CONVENE AS MAINTENANCE ADVISORY PLANNING COMMISSION</b>
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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 1<sup>st</sup> 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 50<sup>th</sup> 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).**

<b>CONVENE AS REGULAR PLANNING COMMISSION</b>
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**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 4<sup>th</sup> 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.**

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Respectfully submitted, Cynthia Young – Planning Secretary

# **DRAFT**

## **Lake Elmo Planning Commission**

**Monday, January 28, 2002  
Meeting Minutes**

Chairman Armstrong called the meeting to order at 7:00 p.m. in the Council Chambers of City Hall, 3800 Laverne Avenue North, Lake Elmo, Minnesota. Present: Commissioners Deziel, Taylor, Sedro, Berg, Sessing, Ptacek, Bunn, and Herber. Absent: Commissioners Mandel and Herber. Also present: Planner Dillerud.

### **Introduction of Planning Commission and new Commissioner Julie Ann Bunn.**

#### **1. Agenda**

**M/S/P Sessing/Berg - to approve the agenda, as presented.  
(Motion Passed 9-0).**

#### **2. Minutes – January 14, 2002**

**Deziel/Armstrong – to approve the Minutes, as amended.  
(Motion Passed 5-0-4). Abstain: Berg, Sedro, Herber, Bunn**

#### **3. PUBLIC HEARING:**

Comprehensive Plan Amendment,  
Zoning Text Amendment,  
Minor Subdivision  
Mulligan Masters Golf Facility  
Keats Avenue & Hudson Boulevard  
Hiner Development

Planner Dillerud explained that even though the site had never been developed, there is an extensive history, most recently proposals for commercial development. He noted the 40 acre site is currently land use guided by the City as RED. He further explained that the 2000 Land Use Plan, which is under Metropolitan Council Review, guides this parcel RAD; therefore the proposed use fell into the Conditional Use category. He explained that the applicant proposes a minor subdivision of the parcel, noting the second parcel of 5 acres of land shall be rezoned Limited Business in a second action, the purpose to assure conformity to minimum zone standards. He discussed the Conditional

Use Permit in the Agricultural Zone for a Golf Practice Facility as noted in his staff report. He reminded the Commissioners that although the application referred to a "Site Plan", there was no formal application for Section 520 Site Plan approval at this time. He stated his concern regarding the possible future lighting of the facility. He reviewed the findings as found in his staff report, and directed the Commissioners to review a motion to recommend approval of a Minor Subdivision; Comprehensive Plan Amendment; rezoning; and Conditional Use Permit for Hiner/MFC Properties per plans staff dated January 23, 2002, subject to the conditions recommended.

Commissioner Berg questioned the parking situation as it related to overflow, and impervious surface coverage, allowing 20%.

Planner Dillerud said parking may "leak" onto City streets, and said the Commission needed to address off-street parking at the facility.

Commissioner Deziel asked about accessory uses/restaurant, questioning whether those uses would be allowed in GB and LB districts.

Planner Dillerud said restaurants are permitted, but miniature golf facilities are not recognized as primary uses in the AG zone.

Commissioner Bunn expressed her concerns regarding the site lighting; suggested there may be better ways to meet ecological goals; does not see a golf facility as "rural".

### **Rich Hiner Applicant**

Mr. Hiner stated he was not sure if site lighting is necessary at this time, explaining that until the facility is open for business, he would not have a lot of definitive answers. He noted that the project would not be fully pulled together; stating a trial run with customers would tell how everything fits. He noted possible accessory uses as: a short 9-hole course in the future; and, expansion of the site; but, was not ready to make that step now. He explained that the business is market driven serving the core golfers first thing in day, and 5-9 evenings; Senior Citizens during days in a fun, social atmosphere; and, provide a child area while parents practice. He noted the Club House would be specifically for onsite use, creating a coffee shop-type restaurant. He added that the Pro-shop would also supply used golf clubs. He suggested the facility provide teaching during peak and off-season. Mr. Hiner explained that the basic concept for the facility was generated by pieces and parts from



professional golf facilities all over the country, stating this idea is a totally new concept, well accepted by the PGA and other nationwide professionals. He said he expects this facility will be a nationally recognized project.

**Chairman Armstrong opened and closed the comment portion of the Public Hearing at 7:55 p.m. – NO COMMENTS.**

Commissioner Sedro said she was supportive of the proposals should the future rezoning of the 5 acre parcel be accomplished, eliminating a sub-standard parcel.

Planner Dillerud suggested that be included in the recommendation, suspecting a further Public Hearing in that regard.

Commissioner Deziel reminded the Commissioners that it was not their decision if a business “made it or not”, and no recommendation should be made based on the idea of success. He said he felt a retail situation went well with a golf facility.

Chairman Armstrong stated he did not see any problem with the concept of this plan. He said historically, miniature golf facilities are not consistent with the ordinance; he was supportive of the proposed retail, but stated the City should be consistent regarding the retail aspect with Agricultural Zone Conditional Use Permits suggesting others might want to amend their CUP’s. He also mentioned there are currently now no impervious surface standards in the AG zone, and limits should be in place.

**M/S/P Berg/Sessing – to recommend approval of a Minor Subdivision, Comprehensive Plan Amendment, Rezoning, and Conditional Use Permit for Hiner Development/MFC Properties 94, L.C., per plans Staff dated January 23, 2002, subject to the following conditions recommended in the Planning Staff Report dated January 23, 2002,**

- a. Elimination of the “mini golf” use based on use characteristics unrelated to the primary golf practice facility use.
- b. Limitation to the scale of the food service and golf pro shop accessory uses to that represented by the applicants floor plans dated by Staff January 23, 2002.
- c. All buildings, signage, and parking areas shall be subject to review and approval by the City of a formal

Section 520 Site Plan. Commercial zoning district performance standards shall apply to those improvements.

- d. Any structure with a gross floor area exceeding 5,000 square feet shall have fire suppression sprinklers installed.
- e. Exterior lighting of the golf practice facility shall be prohibited unless the Conditional Use Permit is specifically amended to include that feature.
- f. Compliance with the review recommendations of the City Engineer.

and, amend the site to retain no more than 20% impervious coverage; and, initiation of the rezoning of the lower MFC parcel to Limited Business (LB).

(Motion Passed 9-0).

Chairman Armstrong adjourned the meeting at 8:20 p.m.

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Respectfully submitted, Cynthia Young-Planning Secretary

Interviews continued with prospective consultants for Old Village Design (CDBG)

M/S/P Bucheck/Williams to remove TKDA from further consideration as the Old Village Design consultant.

(Motion Passed 12-2). Opposed: Berg, Sessing

M/S/P Williams/Taylor – to recommend Thorbeck Architects as the Old Village Design Consultant, and also request that staff investigate additional assistance for facilitation of the planned Public Forums.

(Motion Passed 14-0).

**LAKE ELMO PLANNING COMMISSION  
STAFF REPORT**

**Date:** February 6, 2002 for the Meeting of February 11, 2002

**Applicant:** City of Lake Elmo Initiative

**Location:** Northwest Quadrant of Hudson Blvd. and Keats Avenue

**Requested Action:** Rezone from RR to LB

**Land Use Plan Guiding:** LB (Limited Business)

**Existing Zoning:** RR

**Site History and Existing Conditions:**

Even though the site has never been developed and is vacant today, there is an extensive history, and resulting City records regarding the site. The most recent City action regarding the site was to approve a Minor Subdivision to legally detach the portion of the original site south of Hudson Blvd. (Approx. 6 acres) from the balance of the site (approx. 45 acres) north of Hudson Blvd.

There have been several proposals for commercial development of the site, with at least one involving a proposed truck stop. That proposal required Comp Plan and zoning amendments, which were denied by the City Council. Later, those denial actions were upheld in court proceedings that were initiated by the land owner.

On February 5, 2002 the City Council approved a Minor Subdivision creating this parcel of approximately 6.9 acres.

**Discussion and Analysis:**

The Hearing to consider this rezoning action was directed by the Planning Commission during the January 28, 2002 consideration of the Hiner/MFC Properties/Comp Plan Amendment application. Staff had reported to the Commission that this site had been Land Use Guided by the Comp Plan as Limited Business for many years, but had retained the RR zoning. State Law requires rezoning in compliance with the Comp Plan within 9 months of Plan adoption.

It should be noted that the City Council has requested the Planning Commission to review the list of Permitted Uses now appearing in the Zoning Ordinance. That request appears later on the February 11, 2002 Agenda.

**A Public Hearing has been Noticed.**

**Findings and Recommendations:**

It is the Finding of staff that the rezoning of this site from RR to LB is consistent with both the 1997 and the 2000 Comp Plan Land Use Plan elements; and, we recommend approval.

**Planning Commission Actions Requested:**

Motion to recommend approval of the rezoning of a 6.9 acre parcel, as described by the Resolution from RR to LB, based on consistency with the Comprehensive Plan.

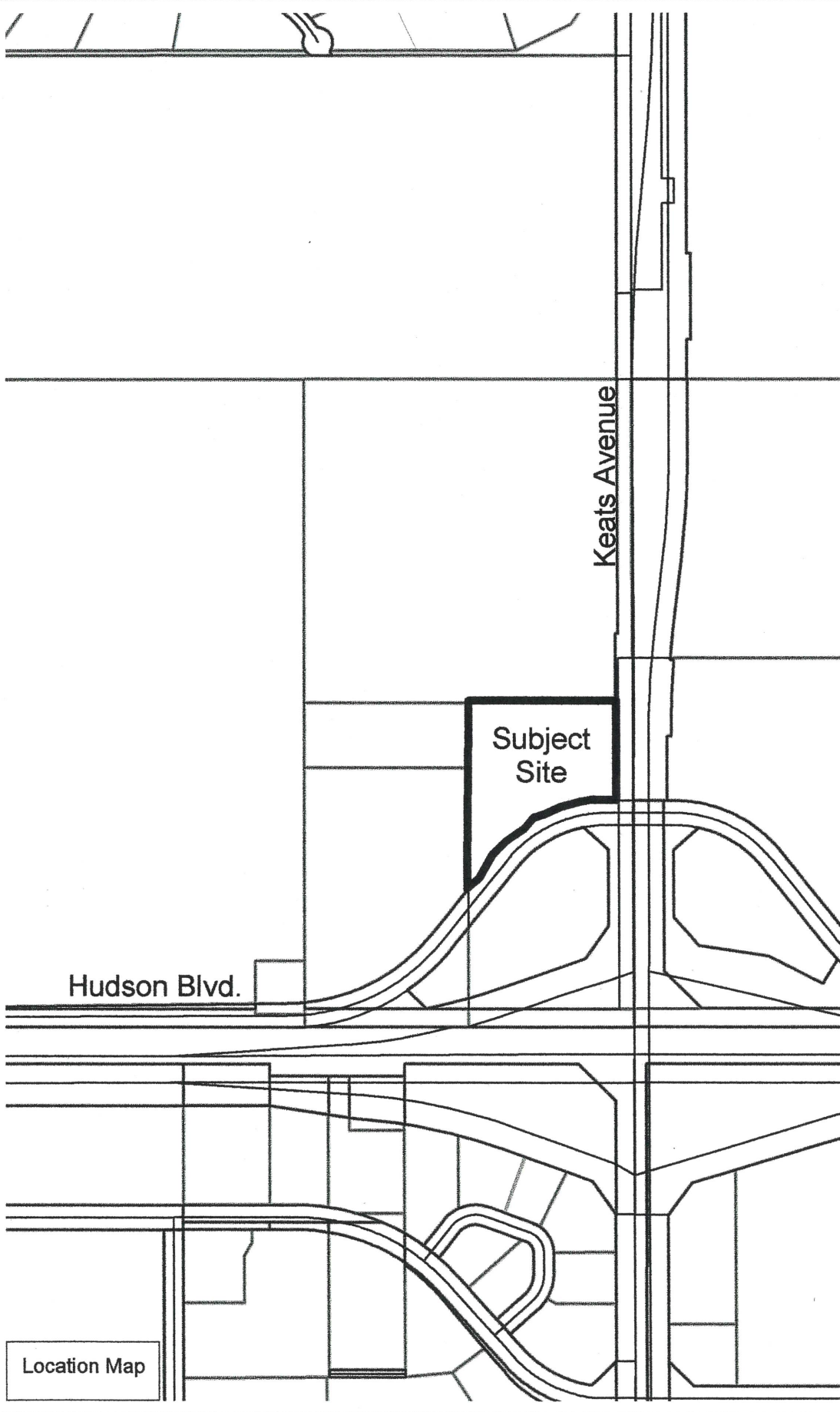
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Charles E. Dillerud, City Planner

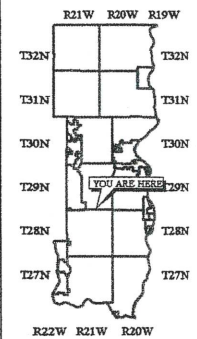
**Attachments:**

1. Location Map

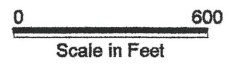
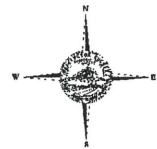




Location Map



Vicinity Map



This drawing is the result of a compilation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any inaccuracies.

Source: Washington County Surveyor's Office. Phone (951) 430-9875

Parcel data based on AG400 information current through: December 31, 2001

Map printed: February 6, 2002

**CITY OF LAKE ELMO  
WASHINGTON COUNTY, MINNESOTA**

Ordinance No. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 300.07  
“ZONING DISTRICT MAP”  
OF THE LAKE ELMO MUNICIPAL CODE**

**Section 1. Amendment:** Section 300.07 Subd.3 A 1. of the “Zoning District Map” of the Lake Elmo Municipal Code; is amended to rezone property from RR to AG, based on conformity with the Comprehensive Plan, owned by MFC Properties 94, L.C., legally described as follows:

That part of the East Half of the Southeast Quarter of the Southeast Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota, lying westerly of that part thereof embraced within County Highway Right of Way Plat No. 48-19B and lying northerly of Minnesota Department of Transportation Right of Way Plat Numbered 82-43, according to the recorded plats thereof.

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

**ADOPTED** by the Lake Elmo City Council on the 19<sup>th</sup> Day of February, 2002.

\_\_\_\_\_  
Lee Hunt, Mayor

ATTEST:

\_\_\_\_\_  
Mary Kueffner, City Administrator

Published in the Stillwater Gazette on the \_\_\_\_<sup>th</sup> day of February, 2002.

**LAKE ELMO PLANNING COMMISSION  
STAFF REPORT**

**Date:** January 22, 2002 for the Meeting of February 11, 2002

**Applicant:** United Properties

**Location:** Northeast Corner of Eagle Point Business Park

**Requested Action:** Section 520 Site Plan

**Land Use Plan Guiding:** C (Commercial)

**Existing Zoning:** BP (Business Park) – Subject to an Approved PUD Plan

**Site History and Existing Conditions:**

The Final Plat of Eagle Point Business Park 2<sup>nd</sup> Addition, creating Outlot B was approved by the City Council on September 4, 2001. The site of this application is the northeasterly 12.69 acres of Outlot B. The City had previously approved a PUD Plan encompassing the entire 120 acres of the Eagle Point Business Park, including this site. Exhibits to the PUD Plan documentation provide for allowable uses, lot specifications, master signage and related development standards. Where the PUD does not address a particular development standard, the Business Park and other related City Code standards are applicable.

The applicant proposes construction of a one story structure of 100,000 square feet that would serve as administrative offices for a multi-branch East Metro financial services firm. An approved Site Plan would be subject too, and necessitate, replatting of Outlot B, and amendment to the Eagle Point Development Agreement to extend utilities to the site, and complete Eagle Point Blvd. between the two temporary cul-de-sacs.

**Discussion and Analysis:**

With a lengthy and detailed review and approval process, including this site, having preceded this application, the degree of staff review is limited to compliance with those prior approvals, and such additional Code matters as may not have been covered earlier. Specific matters we have addressed in our review of this application include the following:

1. Structure and parking setbacks comply with the PUD Plan.
2. Proposed impervious site coverage is well under both PUD Plan and Business Park standards.
3. Proposed off street parking exceeds office standards of the Code.
4. Parking lot landscape island area exceeds Code standards.
5. Exterior structure surfacing varies slightly from elevation to elevation, but is generally 20% colored CMU block, 35% glass and 45% brick.
6. While no landscaping cost estimate has been submitted to date (and usually is not until Building Permit application), the extensive landscape plan presented would appear to be of a scale to comply with the 1% of project costs standard specified for a structure of this scale by Section 520.



7. No signage details have been submitted to date. All sites within Eagle Point are subject to the approved PUD Master Sign Plan, however, offering little latitude to the developer in that regard.
8. The luminaire plan for the exterior site lighting is designed for compliance with existing Section 1350, assuming fixtures with a maximum peak candle power cut-off below horizontal (less than 90 degrees). With fixtures of this type, lighting may be installed 30 feet above grade (as specified) and illumination may be as much as 3 foot candles; but, no illumination exceeding 1 foot candle may be cast on a public street. Assuming the proper fixtures are utilized, the proposed plan meets the Code illumination and fixture height standards - except for "hot spots" directly under the fixtures that range up to 6.7 foot candles over limited areas. It would appear here (as it has with previous illumination plans) that efforts to overcome the "hot spots" (by bulb wattage reduction) will result in areas of the site becoming "black holes", unless additional light fixtures are incorporated.
9. The City Engineer reports that the grading plan fails to incorporate a 10 foot berm at the north property line. This is an approved feature of the PUD Plan. There would appear to be sufficient lateral distance (nearly 80 feet) between the proposed parking lot, and the north property line, to accomplish the berm at 3:1 slopes. The berm was intended to screen this commercial site from the residentially guided lands north of Eagle Point and, therefore, is an important design feature.
10. The City Engineer reports that the storm water drainage design of the site is unclear as to short term/long term design intent. The applicant's engineer and the City Engineer will be discussing this issue (and hopefully resolving it) over the next few days.
11. The applicant proposes construction of 508 off street parking stalls. The City Code standard for office uses is 1 stall per 250 square feet of building area – 402 stalls for this building. The "extra" 106 parking stalls equates to approximately 30,000 square feet additional (to Code standards for parking) impervious coverage on the site. Unless the applicant can clearly prove the need for the additional off street parking (by employee data from the proposed tenant), staff suggests that surface water ponding and other related site infrastructure be designed and installed for the full proposed parking complement, but actual parking surface installation be limited to the 402 stalls (or even less, if possible) until a need for those spaces is clearly demonstrated. Deferral of all off street parking west of the building (between the building and Eagle Point Blvd.) will nearly accomplish this strategy.

### **Findings and Recommendations:**

The Section 520 Site Plan documentation submitted is complete, but proposes some technical site development features that require plan modifications prior to Building Permit – as noted above. Staff recommends a Planning Commission approval recommendation, subject to the following conditions:

1. Modification of the grading plan to incorporate the 10 foot berm along the north property line.
2. Modification of the surface water plan as required by the City Engineer.
3. Compliance with all requirements of the City Engineer.
4. Submission of a landscape contractors cost estimate for the landscape; and, provision of security to the City to assure landscape plan execution and 2 years' survivability.
5. Payment of Park Dedication fee-in-lieu, as prescribed by the Eagle Point Business Center Development Agreement.




6. Modification of the off street parking proposed to provide "Proof of Parking" for at least 106 of the 508 stalls proposed by the Site Plan, with the "Proof of Parking" to be concentrated on the west portions of the site.
7. Approval of a Final Plat creating the site from Outlot B; and, a Development Agreement Addendum for Eagle Point Business Park addressing utility and public street improvements required to support this site.

Staff will be reviewing the luminaire plan with the applicant to determine the number of additional exterior fixtures of reduced wattage required to eliminate all lighting "hot spots" on the site in excess of 3 candle power. We will have a report for the Commission on January 28.

**Planning Commission Actions Requested:**

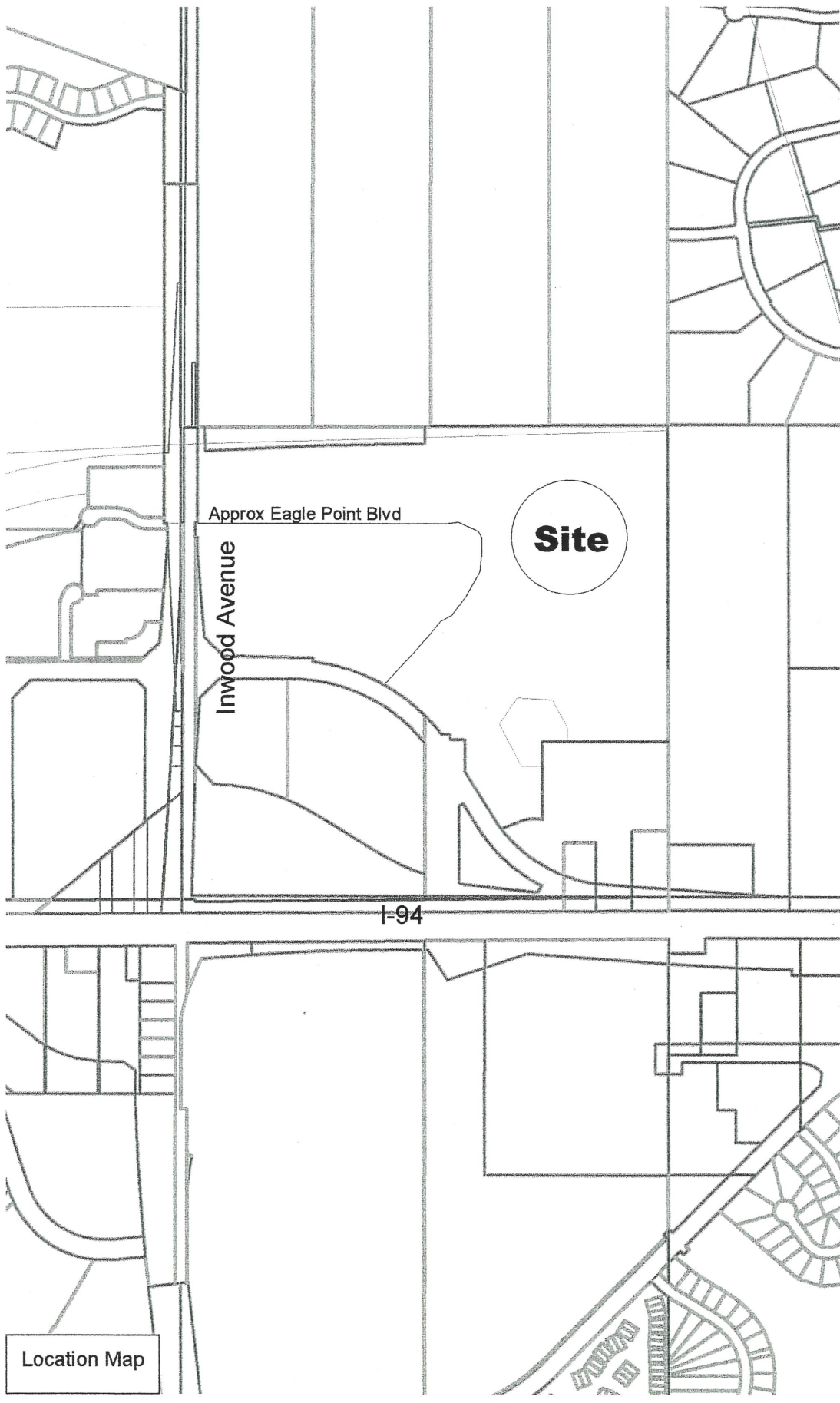
Motion to recommend the approval of a Section 520 Site Plan for United Properties for a 100,000 square foot office building on a 12.69 acre portion of Outlot B, Eagle Point Business Park 2<sup>nd</sup> Addition, per plans staff dated January 22, 2002 and subject to the conditions recommended by Planning Staff in the January 22, 2002 Planning Staff Report.



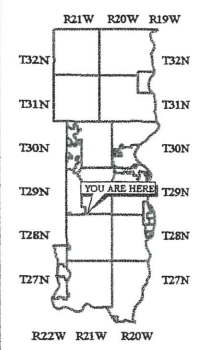
Charles E. Dillerud, City Planner

**Attachments:**

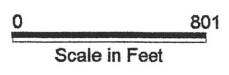
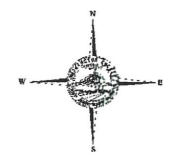
1. Location Map
2. Applicant's Graphics
3. City Engineer's Memo



Location Map



Vicinity Map



This drawing is the result of a compilation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any inaccuracies.

Source: Washington County Surveyor's Office.  
Phone (857) 430-6675

Parcel data based on AS400 information current through: November 30, 2001  
Map printed: January 23, 2002

**Chuck Dillerud**

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**From:** Thomas D. Prew [prew.td@tkda.com]  
**Sent:** Tuesday, January 22, 2002 3:58 PM  
**To:** Chuck Dillerud  
**Subject:** site plan rev 1-22-02 lake elmo

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Bremer review. Letter to follow in mail

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January 22, 2002

Planning Commission Members  
City of Lake Elmo, Minnesota

**Re:** Bremer Financial Center  
Site Plan Review  
City of Lake Elmo, Minnesota  
TKDA Commission No. 11979-021

Dear Planning Commission Members:

I have reviewed the site plan dated January 17, 2002, and have the following comments:

**Plat**

The property is located on Outlot B of Eagle point Business Park 2nd Addition. The actual portion of Outlot B that will be used is not shown. A description of the actual property is necessary.

Outlot E of Eagle Point Business Park 2nd Addition will be used for a storm water ponding area. The City will need to know who will own this Outlot, and what arrangements will be made for maintenance of that pond.

**Streets**

The completion of Eagle Point Boulevard will be needed with the development of this site. As we did with the first segment of Eagle Point Boulevard, the City will build the street as part of its State-Aid System, and the developer will be assessed for the improvements.

Rough grading of the street was completed last fall. Street construction could be completed by July 2002, depending on the developer's schedule.

**Sanitary Sewer**

Municipal sanitary sewer is available for this site.

**Water Main**

Municipal water service is available for this site.

1/23/2002

The Fire Chief should review this site plan to address the hydrant location and spacing. It appears that this site may be short of fire hydrants.

**Drainage**

Drainage computations need to be submitted prior to site plan approval.

There is a permanent storm water pond shown on Outlot E. The developer needs to clarify who is to maintain this pond, since there will be no building on that property.

A temporary pond is shown on Outlot B, south of the site. The developer should identify where the permanent ponding for this site is envisioned.

A permit from the SWWD is required for all grading and drainage improvements.

**Other**

In the P.U.D. General Development Stage Plan, the developer shows a 10-foot high landscaped berm along the north boundary of the site. This is not shown in the grading plan. The planning commission should review and comment on this change.

Sincerely,

Thomas Prew, P.E.  
City Engineer

TDP:art



# BREMER FINANCIAL CENTER

LAKE ELMO, MINNESOTA

**POPE**  
ASSOCIATES

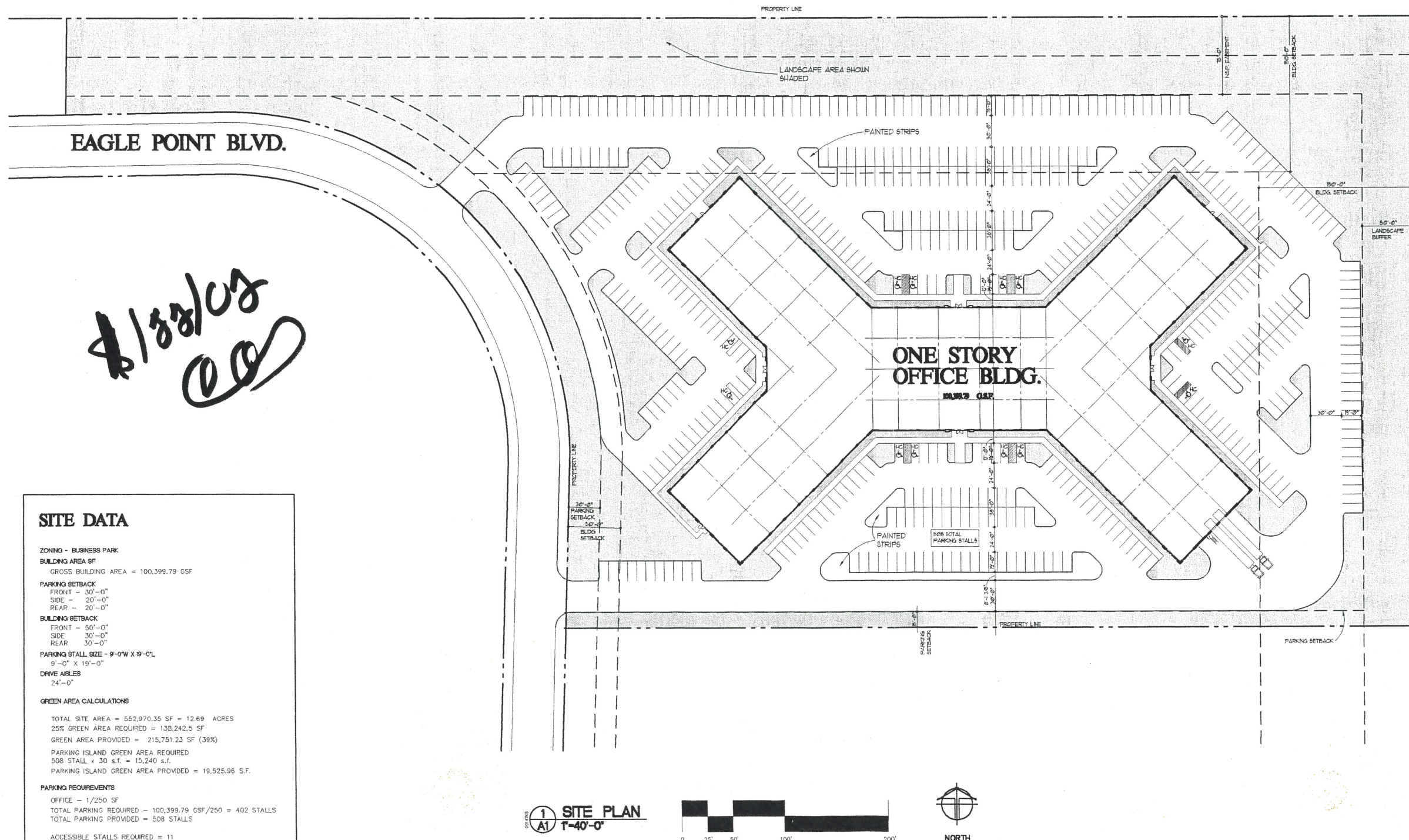
ARCHITECTS  
INTERIOR DESIGNERS

1255 ENERGY PARK DRIVE  
ST. PAUL, MN 55108-5118  
PH. (651) 642-9200  
FAX (651) 642-1101



**BREMER  
FINANCIAL  
CENTER**

LAKE ELMO, MN



## SITE DATA

### ZONING - BUSINESS PARK

#### BUILDING AREA SF

GROSS BUILDING AREA = 100,399.79 GSF

#### PARKING SETBACK

FRONT - 30'-0"

SIDE - 20'-0"

REAR - 20'-0"

#### BUILDING SETBACK

FRONT - 50'-0"

SIDE - 30'-0"

REAR - 30'-0"

#### PARKING STALL SIZE - 9'-0"W X 19'-0"L

9'-0" X 19'-0"

#### DRIVE AISLES

24'-0"

#### GREEN AREA CALCULATIONS

TOTAL SITE AREA = 552,970.35 SF = 12.69 ACRES

25% GREEN AREA REQUIRED = 138,242.5 SF

GREEN AREA PROVIDED = 215,751.23 SF (39%)

PARKING ISLAND GREEN AREA REQUIRED

508 STALL X 30 S.F. = 15,240 S.F.

PARKING ISLAND GREEN AREA PROVIDED = 19,525.96 S.F.

#### PARKING REQUIREMENTS

OFFICE - 1/250 SF

TOTAL PARKING REQUIRED = 100,399.79 GSF/250 = 402 STALLS

TOTAL PARKING PROVIDED = 508 STALLS

ACCESSIBLE STALLS REQUIRED = 11

ACCESSIBLE STALLS PROVIDED = 12

(INCLUDING (8) VAN ACCESSIBLE)

## SITE PLAN

Revisions:

Commission No. 75372-00047

Drawn by S.E.J.

Checked by S.D.

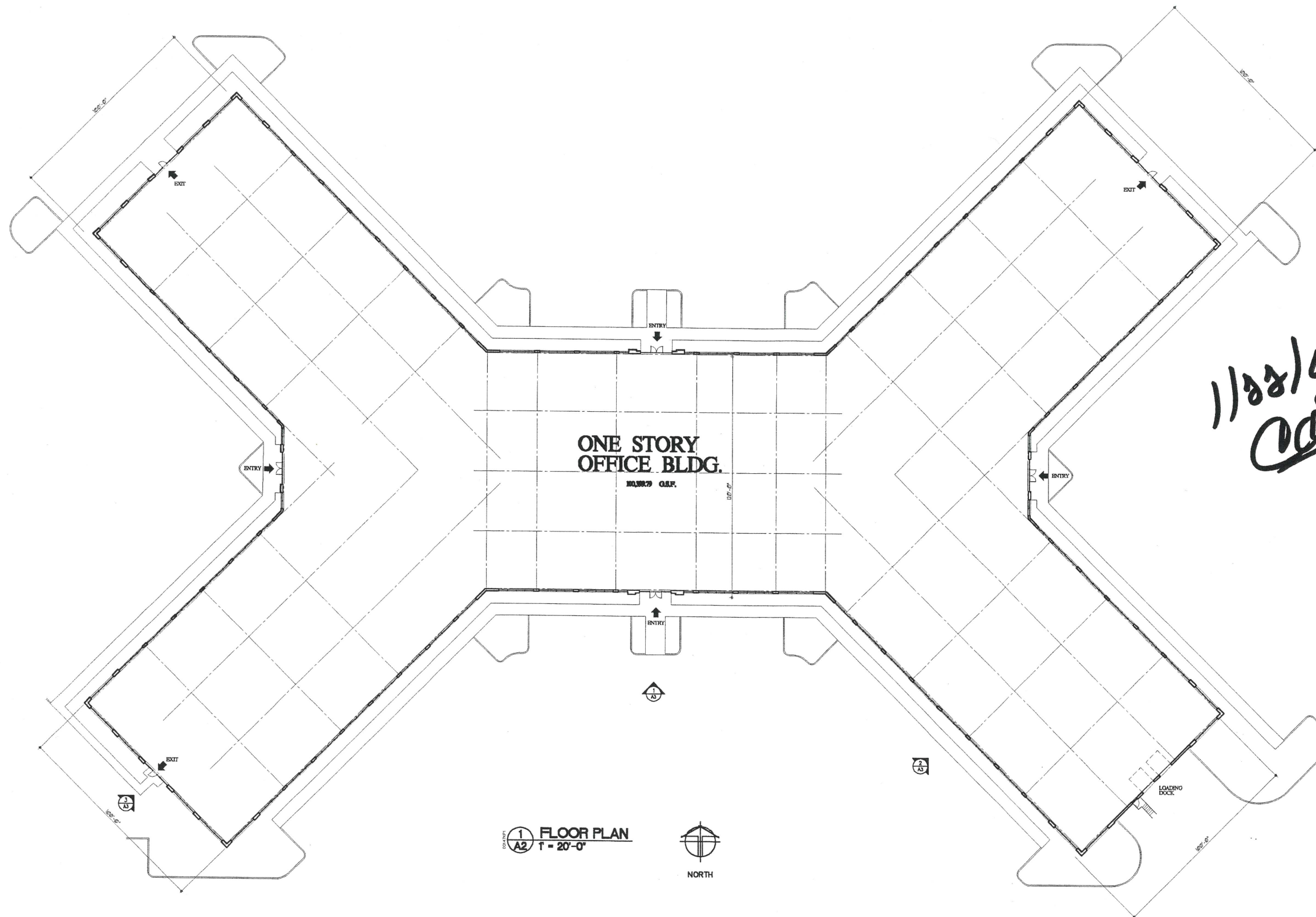
Date 1/18/02

SHEET

**A1**

OF 3





1 FLOOR PLAN  
A2 1" = 20'-0"



**POPE**  
ASSOCIATES

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INTERIOR DESIGNERS

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**BREMER  
FINANCIAL  
CENTER**

LAKE ELMO, MN

**FLOOR PLAN**

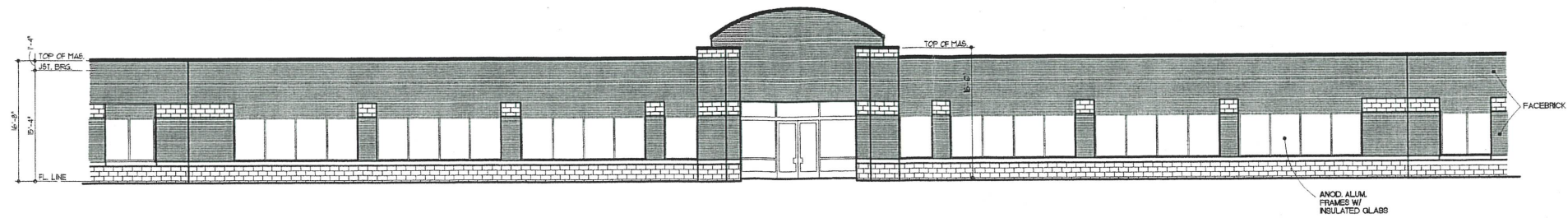
Revisions

Commission No. 75372-00047  
Drawn by S.E.J.  
Checked by S.D.  
Date 1/18/02

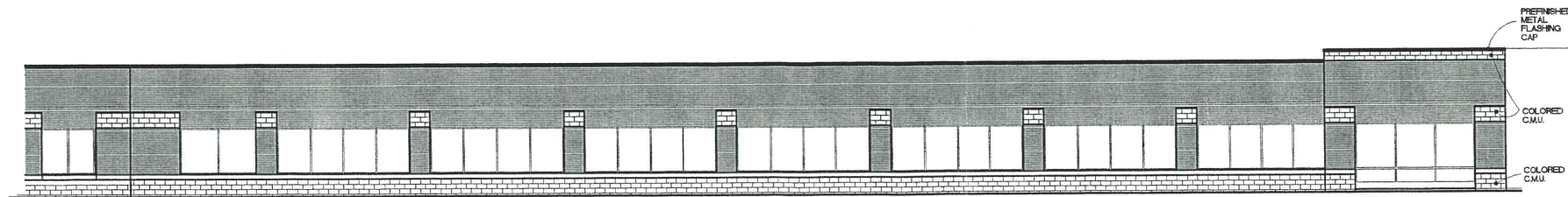
SHEET

**A2**

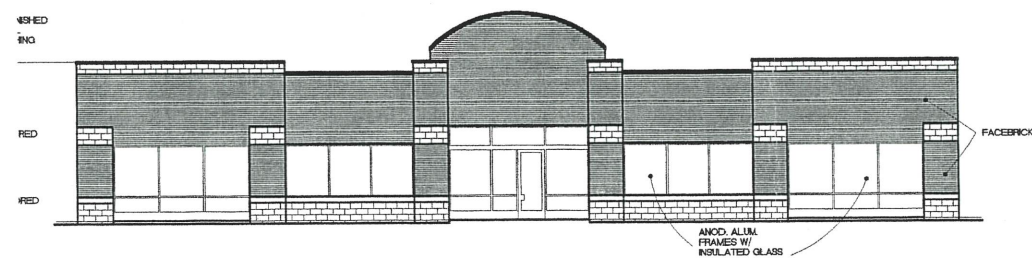
OF 3



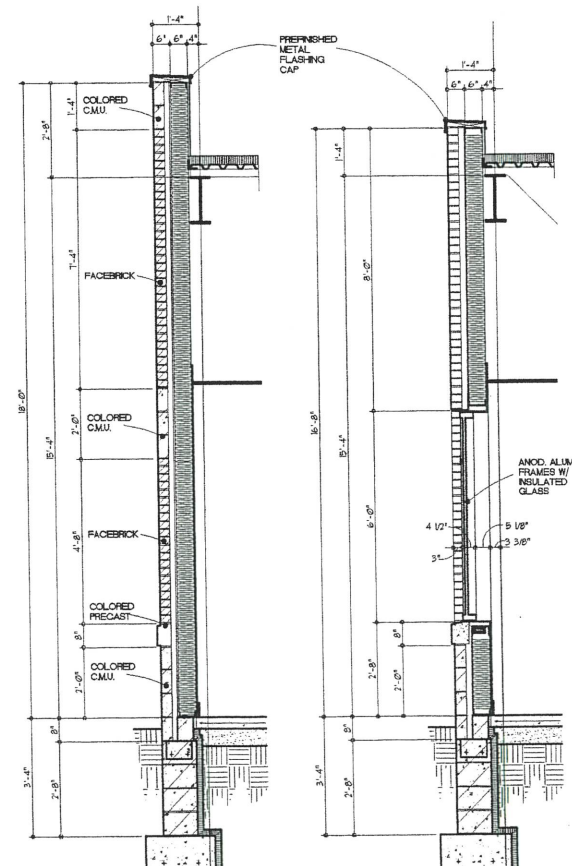
1 PARTIAL EXTERIOR ELEVATION  
A3 1/8"-1'-0"



2 PARTIAL EXTERIOR ELEVATION  
A3 1/8"-1'-0"



3 PARTIAL EXTERIOR ELEVATION  
A3 1/8"-1'-0"



5 WALL SECTION  
A3 1/2"-1'-0"

4 WALL SECTION  
A3 1/2"-1'-0"

1/8/02  
CED

**EXTERIOR  
ELEVATIONS  
WALL SECTIONS**

Revisions

Commission No.	75372-00047
Drawn by	S.E.J.
Checked by	S.D.
Date	1/18/02

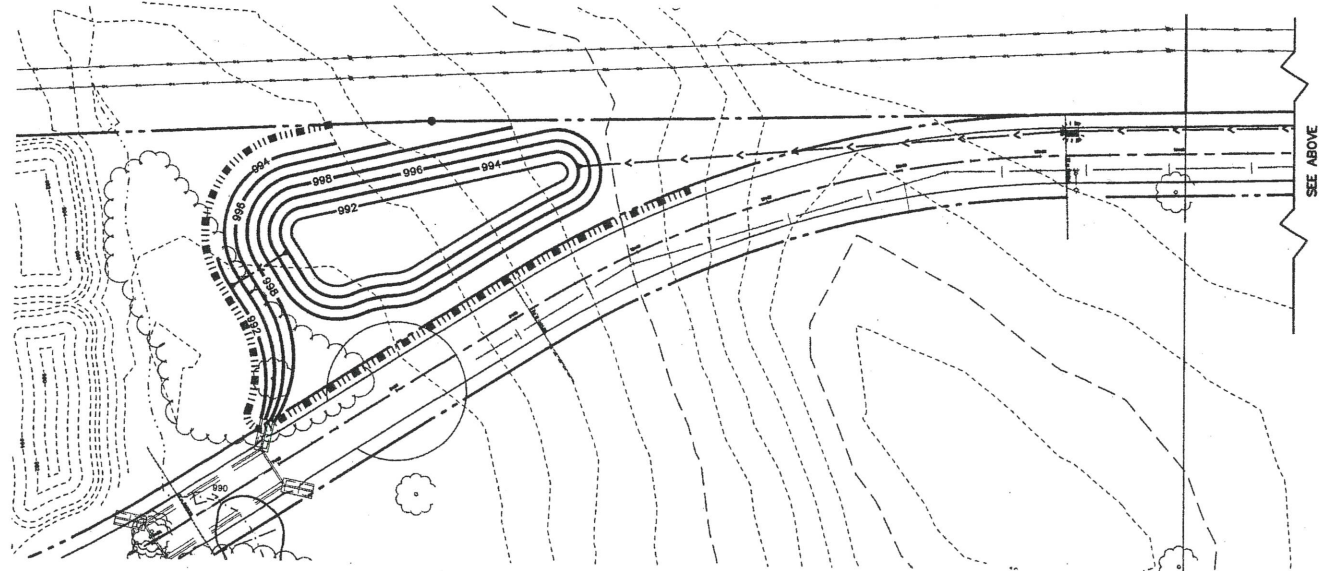
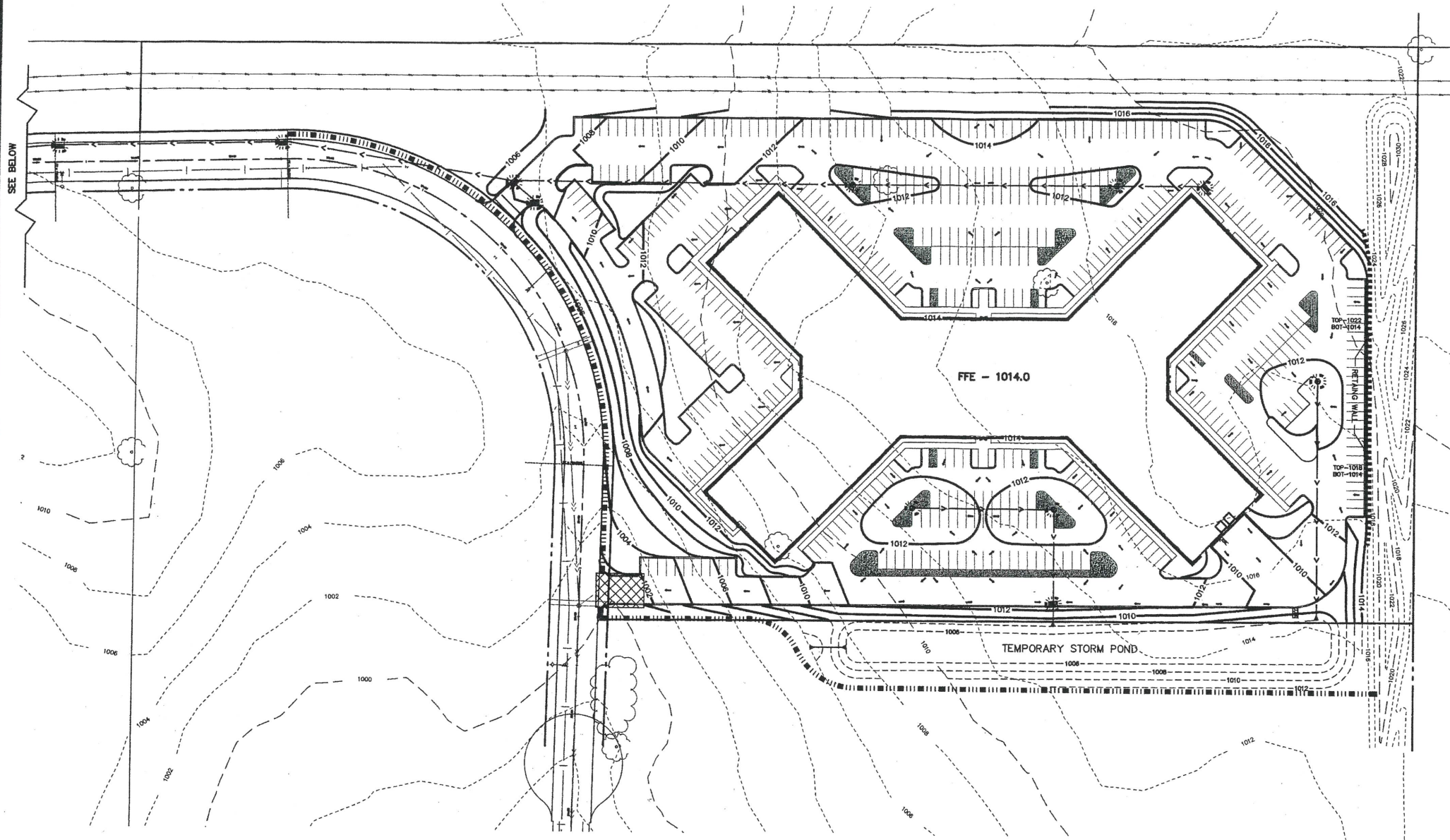
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**A3**

OF 3



SEE BELOW

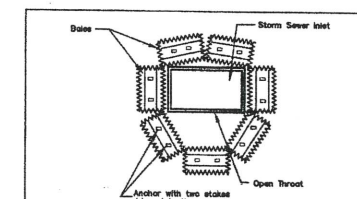


### LEGEND

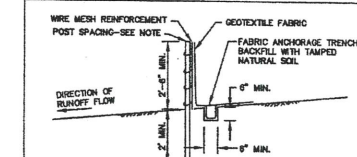
- TWO FOOT CONTOUR INTERVAL
- 1008 — DENOTES CONTOUR
  - DENOTES FOUND MONUMENT
  - DENOTES MANHOLE
  - ⊗ DENOTES CATCHBASIN
  - ⊙ DENOTES LIGHT POLE
  - ST SIGN — DENOTES STREET SIGN
  - SIGN — DENOTES SIGN
  - HYD — DENOTES HYDRANT
  - TEL — DENOTES TELEPHONE PEDESTAL
  - EL — DENOTES ELECTRIC PEDESTAL
  - TV — DENOTES CABLE TV PEDESTAL
  - MB — DENOTES MAILBOX
  - ⊙ DENOTES WOODEN POST
  - DENOTES FENCE
  - DENOTES UG ELECTRIC LINE
  - DENOTES UG GAS LINE
  - DENOTES UG TELEPHONE LINE
  - DENOTES OVERHEAD POWER LINE
  - DENOTES BUSH
  - 24" TREE — DENOTES DECIDUOUS TREE
  - 24" EVERGRN — DENOTES CONIFEROUS TREE
  - DENOTES ELECTRIC HAND HOLE
  - DENOTES GAS MARKER
  - ⊙ DENOTES SANITARY MANHOLE
  - ⊙ DENOTES WATER VALVE
  - DENOTES PROPOSED STORM SEWER
  - ⊙ DENOTES PROPOSED CATCHBASIN
  - DENOTES PROPOSED STORM MANHOLE
  - 1008 — DENOTES PROPOSED CONTOUR
  - DENOTES PROPOSED DRAINAGE
  - DENOTES EROSION CONTROL SILT FENCE
  - DENOTES ROCK CONSTRUCTION ENTRANCE

### EROSION CONTROL NOTES

- Erosion control features must be installed prior to any site grading operations and be maintained throughout duration of construction.
- Erosion control features must remain in place until vegetation has been established and paving is completed.

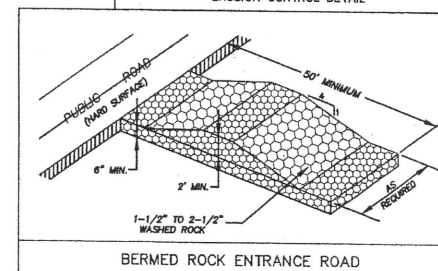


### HAYBALE PLACEMENT AROUND CATCHBASINS



NOTE:  
1. SILT FENCES CONSTRUCTED WITH SUPPORT FENCES. POSTS SHALL BE SPACED AT 4' OR LESS, AND DRIVEN AT LEAST 2' INTO THE GROUND.  
2. SILT FENCES CONSTRUCTED WITHOUT SUPPORT FENCES. POSTS SHALL BE SPACED AT 4' OR LESS, AND DRIVEN AT LEAST 3' INTO THE GROUND.

### EROSION CONTROL DETAIL



NOT FOR CONSTRUCTION



January 16, 2002 5:38:15 p.m.  
816890A.dwg/816890B.DWG

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
JOHN L. ANDERSON  
DATE 1/17/02 LIC. NO. 25809

NO.	DATE	BY	REVISION DESCRIPTION



1326 ENERGY PARK DRIVE  
ST. PAUL, MINNESOTA 55108  
(651) 844-4388  
Howard R. Green Company  
CONSULTING ENGINEERS

PRELIMINARY GRADING PLAN  
BREMER FINANCIAL CENTER

POPE  
ASSOCIATES

ARCHITECTS  
INTERIOR DESIGNERS

1255 ENERGY PARK DRIVE  
ST. PAUL, MN 55108-5118  
PH. (651) 842-8200  
FX. (651) 842-1101

BREMER  
FINANCIAL  
CENTER

LAKE ELMO, MN

1/18/02  
OED

Revisions

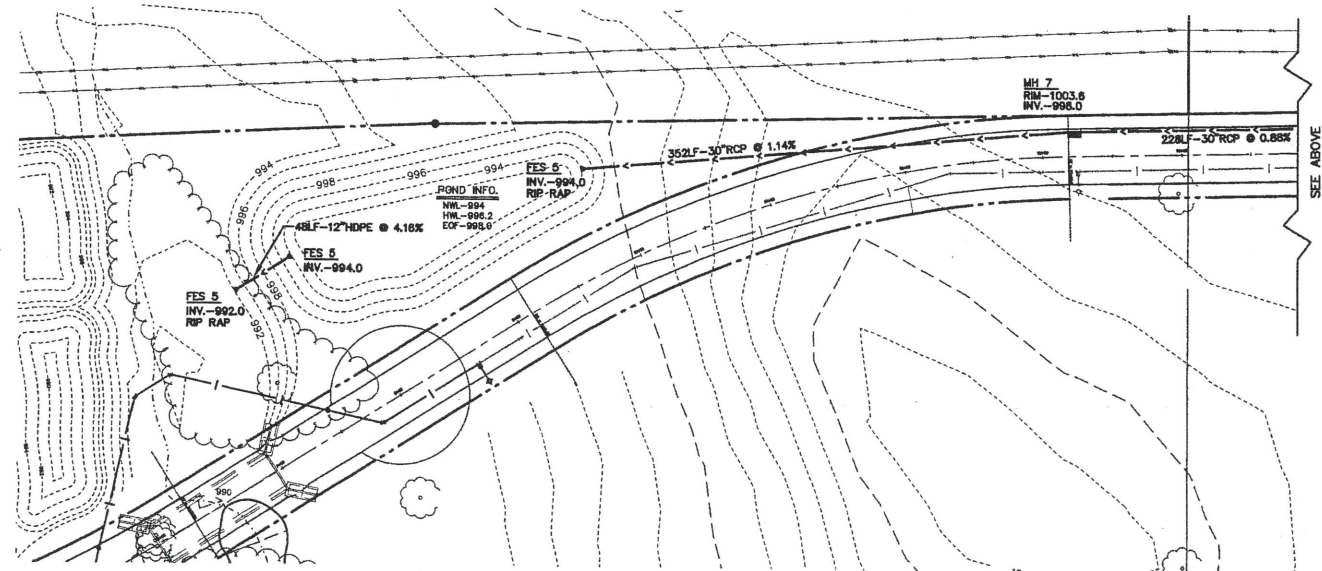
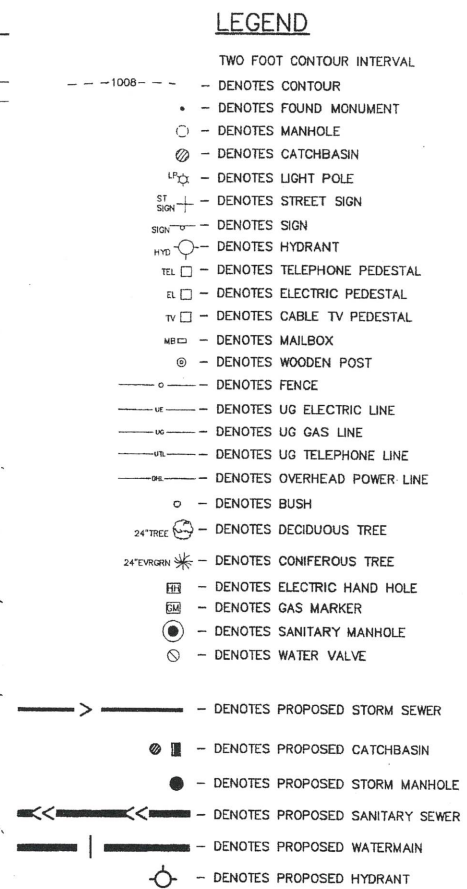
Revision No. 78372-00069  
Drawn by S.E.J.  
Checked by S.D.  
Date 1-1-

RESET

C.1

OF





1. All construction shall conform to the City of Lake Elmo standards for construction.
2. It shall be the responsibility of the Contractor to notify all utility owners of his construction schedule, and to protect all existing utilities from damage. Existing utilities shown on the Plans are made from records of the various utility departments. No effort has been made to show underground utilities such as telephone, gas, electric, cable television.
3. The project requires working on a street in the community, and on active sewer and water main. The Contractor shall be responsible for maintaining traffic as well as sewer and water service throughout the project. Public streets shall remain open at all times.
4. The Contractor shall take the necessary precautions to protect the public and employees from injury by open excavations or other hazardous circumstances by providing temporary fences, barricades, warning signs, flashers, and other safety devices.
5. The materials used in this work shall be new, conforming with the requirements of the referenced specifications for class, kind, type, size, and grade of material as specified below and other details indicated in the contract.
6. Ductile iron pipe for the 8" diameter ductile iron shall be Class 52 and shall conform to the requirements of AWWA C151 (ANSI A21.51). Fitting shall be Gray Iron or Ductile Iron having a minimum working pressure rating of 150 psi, and shall conform to the requirements of AWWA C110 (ANSI A21.10), Ductile Iron and Gray Iron Fittings or AWWA C153 (ANSI 21.53), Ductile Iron Compact Fittings. Minimum 8.0' cover over watermain.

PRELIMINARY UTILITY PLAN  
BREMER FINANCIAL CENTER



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION  
OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY REGISTERED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

*John M. Anderson*

JOHN M. ANDERSON

DATE 1/17/02 LIC. NO. 25089

NO.	DATE	BY	REVISION DESCRIPTION



Howard R. Green Company  
CONSULTING ENGINEERS

1/88/02  
Ced

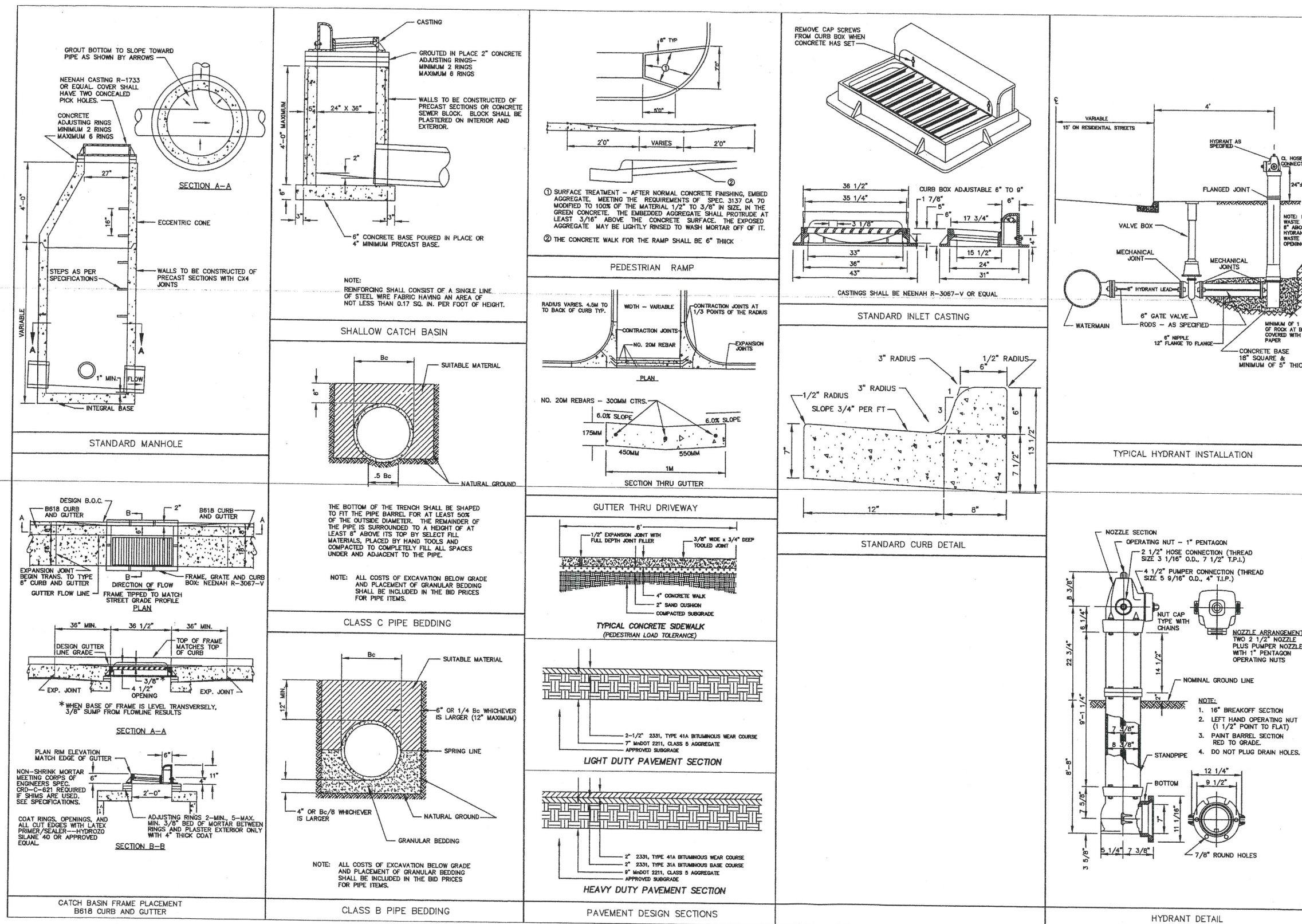
## C.2

OF



BREMER  
FINANCIAL  
CENTER  
LAKE ELMO, MN

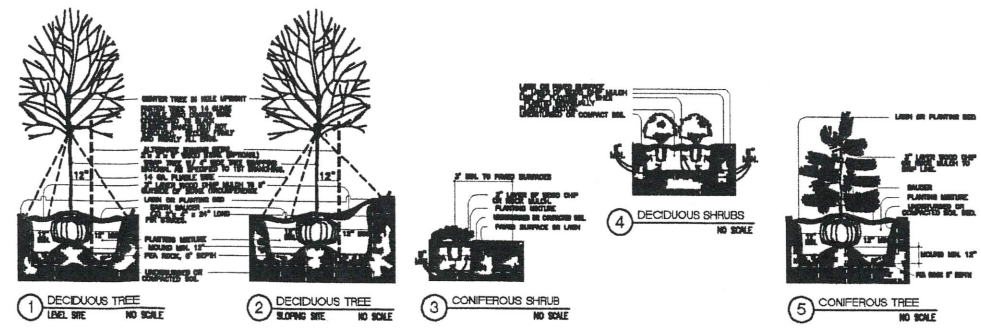
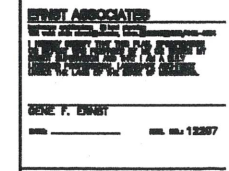
1/82/02  
CSD







NOT FOR CONSTRUCTION

NO.	DATE	BY	REVISION DESCRIPTION

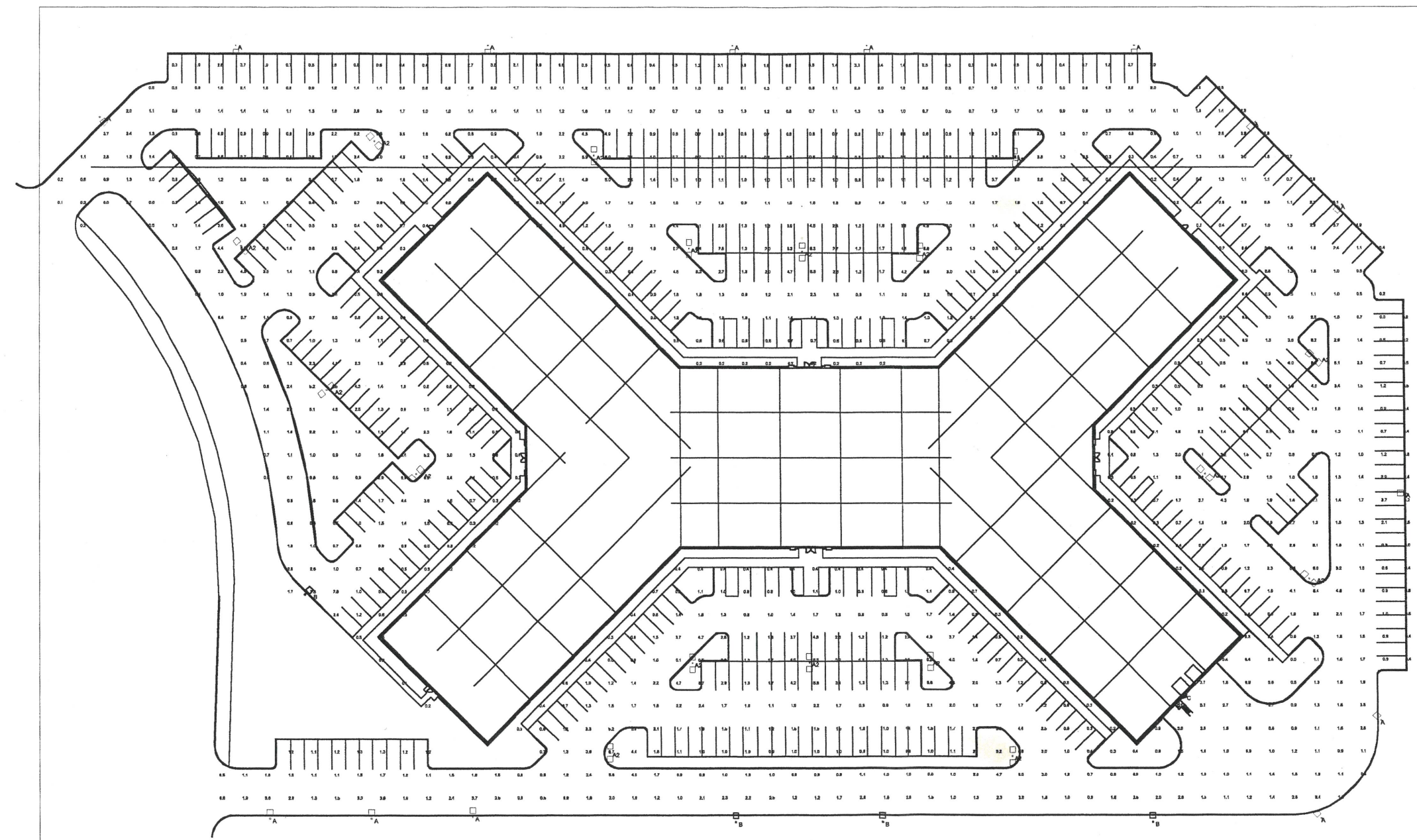




# LEGEND

	PROPOSED TREES & SHRUBS PLANTING PROPOSED UNDER THE NEW CONCRETE & BY EIGHT BARREL
	PROPOSED TREES & SHRUBS PLANTING PROPOSED UNDER THE EXISTING PAVEMENT, CENTER (THIS PROJECT)
	NOO BY SIDEWALK
	NOO (REMOVING ALL EXISTING MEANS MAY DEGRADED NOO.)





LUMINAIRE SCHEDULE							
Symbol	Label	Qty	Catalog Number	Description	Lamp	FWS	Lumens LL*
	A2	17	KAD 250M R4	DE-CAST TYPE IV, SHORT, CUTOFF LUMINAIRE	250 WATT METAL HALIDE - HORIZONTAL BURN	91102905.lm	20000 0.72
	A	14	KAD 250M R4	DE-CAST TYPE IV, SHORT, CUTOFF LUMINAIRE	250 WATT METAL HALIDE - HORIZONTAL BURN	91102905.lm	20000 0.72
	B	4	KAD 250M R3	DE-CAST CUTOFF LUMINAIRE	250 WATT METAL HALIDE	92042001.lm	20000 0.72
	C	1	TW61 250M	GLASS REFRACTOR WALL-PAC	250 watt Clear metal Halide lamp	95011902.lm	20000 0.72

STATISTICS				
Description	Avg	Max	Min	Max/Min
Ground	1.6 fc	8.7 fc	0.1 fc	87.0:1

NOTES  
1. 30' fixture mounting height except for type C which is 20' wlg.  
2. Workplane at 5' wlg.

Plan View  
Scale: 1"=20'

Davis & Associates, Inc.  
6448 Flying Cloud Drive  
Eden Prairie, MN 55344  
Phone: 952.941.0410  
FAX: 952.941.4098  
www.davisassociatesinc.com

Davis & Associates, Inc. does not assume responsibility for the interpretation of this calculation, or compliance to local or state lighting codes and ordinances.

Bremer Financial Center

Pope Architects

Designer  
KJ  
Date  
Jan 10 2002  
Scale  
as noted  
Revision - Date

1/10/02  
KJ



## MEMO

(February 6, 2002 for the Meeting of February 11, 2002)

To: Lake Elmo Planning Commission

From: Chuck Dillerud

Subject: Limited Business Zone – Conditional Uses

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Even though the City will soon be starting a comprehensive zoning code rewrite the City Council has expressed concern with the existing listing of Conditional Uses in the Limited Business Zoning Ordinance Text. Some of the uses now listed would not appear to be consistent with the office use orientation that has been assumed as “LB” by some parties.

The “Purpose” paragraph of the Limited Business section provides little guidance as to the breadth of uses that LB should encompass. We suspect, however, that the LB district was something of a forerunner of the Business Park District, with LB focusing on unsewered sites and BP focusing on sewer sites.

Another observation that may bear on the existing list of uses in LB is that several of those uses are quite specific; and, can be easily matched with existing (or formerly existing) businesses in the community – primarily in the I-94 corridor. For instance:

**“Boats and Fishing Equipment Sales and Service”** = Dolan Marine

**“Skiing Equipment”** = White Wolf

**“Bicycle Sales”**; **“Motorcycle Sales”**; **“Snowmobile Sales and Service”**; and, **“Sporting Goods”** all look suspiciously like uses that once existed, but no longer do.

There are other problems observed as well. For instance, what is meant by the terms “Limited Retail Sales”? (with the terms “Limited Retail” appearing 3 separate times in the Conditional Uses section of LB) “Limited” to what? The City can not make those decisions case-by-case – even though that might be desirable. What about the listed Conditional Use “Furniture, Home Furnishings and Related Equipment? Most furniture stores today are “big box”. Is that what the City wants in the LB zone?

Most of those uses are again specifically listed as Permitted in the General Business District, a more logical “home” for those uses. Indeed, at some point, the Dolan Marine and White Wolf sites were, in fact, zoned General Business (but possibly LB before that), and are so zoned to this day.

Perhaps what is needed, at least until the zoning code is completely rewritten, is a better definition of what is intended for the LB zone as to use parameters (in the “Purpose” paragraph); and, a culling of the Conditional Uses to fit that enhanced “Purpose” and/or a list of mandatory conditions/standards that must be met with some or all of those uses. The Commission’s advice and direction in this regard is respectfully requested.

- c. Where a proposed CB development abuts on RR, R-1, R-2, R-3, R-4, RE, or OP districts other than at a public street line, buffer provisions shall be established. There shall be provided a protective strip of not less than thirty-five (35) feet in width. The protective strip shall not be used for parking, driveways, off-street loading or storage and shall be landscaped. The landscaped treatment shall contain shrubs, hedges, trees, or other natural material. The protective strip must be approved by the Council as being in harmony with the residential neighborhood and providing sufficient screening of the commercial area.

**K. LB - Limited Business District.**

1. **Purpose.** The purpose of the Limited Business district is to establish a Comprehensive Planned framework for development where municipal sanitary sewer does not exist. The City has determined that it is in the best interest of the City and the region to responsibly manage growth in this district. It is the intent of this district to promote a high quality of business design and development that produces a positive visual image and minimizes adverse impacts from traffic congestion, noise, odor, glare, and similar problems. Specific development goals within the district include the following:
- a. To encourage a high quality development standard for structures within the district,
  - b. To protect the natural environment, in accordance with City ordinances.
  - c. To allow development to comply with the capacity of regional and local road systems,
  - d. To guide development by setting requirements for on-site sewer systems,
  - e. To establish permitted, accessory and conditional uses in order to stimulate local economic prosperity along the interstate corridor and within the Metropolitan Rural Service Area while closely monitoring the magnitude of development so not to prematurely demand the expansion of local governmental services.

**2. Permitted Uses.**

Limited Business
Banks and similar Financial Institutions
Medical Clinics and Offices
Offices for Administrative, Executive, Professional and Management Functions
Schools: Business, Professional, Private Trade Schools



**3. Conditional Uses.**

<b>Limited Business</b>	
Art Sale and Gallery	
Bicycle Sales	
Boats and Fishing Equipment Sales and Service	
Business Services	Uses normally associated with Office Developments (photocopy and printing shops, travel agencies, etc.) and containing limited retail activity.
Furniture, Home Furnishings and Related Equipment	
Greenhouses and Nurseries	
Landscaping Services; flowers and floral accessories.	
Licensed Dependent Care Centers	
Light Manufacturing in areas bounded by the Chicago Northwestern Railroad Tracks to the South, Highway 5 to the North, Ideal Avenue to the West and Stillwater Boulevard to the East.	Gross square footage of building area not to exceed ten thousand (10,000) square feet.
Limited Retail Sales	
Limited Retail Uses clearly accessory to the permitted principal use of the land.	The compounding, dispensing or sale of drugs, prescription items, patient or proprietary medicine, sick room supplies, prosthetic devices or items relating to any of the conditionally permitted uses when conducted in the building occupied primarily by medical, dental, osteopathic, chiropractic or optometric offices.
Medical, Dental and Research Laboratories	
Motorcycle Sales	
Pre- School Facilities	
Restaurants and Cafeterias	Must be incorporated within a principal structure and oriented predominantly towards serving the needs of employees of the surrounding area, but excluding drive-up and exterior walk-up facilities
Skiing Equipment	
Snowmobile Sales and Service	
Sporting Goods	
Transmission Facilities for Teleconferencing	Are not free-standing and do not extend more than 20 feet above the building to which they are attached.
Veterinary Clinics	No crematorium, outdoor kennels or storage
Vineyard and Winery Produce and Sales	
Other Similar to Uses: A Conditional Use Permit may be granted for other uses determined to be of the same general character as the above permitted uses which will not impair the present or potential use of adjacent properties. The finding of "same general character" shall be made by the City Council.	

**4. Accessory Uses.**

<b>Limited Business</b>	
Within the Limited Business District, the following are allowed provided they are subordinate to and associated with a permitted use:	
Satellite Dish Antennas to permit teleconferencing Landscape Buffers, Wildlife Areas, Internal Picnicking Areas, Walking/Jogging Trails	
Internal Privately Owned and Maintained Roads for off-street parking and loading areas, between building within a single platted lot	
Other Uses Customarily Associated with, and clearly incidental to a permitted use, as determined by the Council.	

**Note:** Facilities for the operation of helicopters and STOL aircraft are expressly forbidden.

**5. Minimum District Requirements.**

<b>Limited Business</b>	
Lot Area:	3.5 Acres
Minimum Lot Width:	300 Feet
Minimum Lot Depth:	400 Feet
Building Setback from Property Lines: (Also see Section 300.11)	
Front:	100 Feet
Side:	50 Feet
Side (street):	100 Feet
Rear:	50 Feet
Any line adjacent to a residential zone:	150 Feet
Parking Setback from Property Lines:	
Front:	50 Feet
Side:	50 Feet
Side (street):	50 Feet
Rear:	50 Feet
Any line adjacent to a residential zone:	100 Feet
Primary Building Height Maximum: (Also see Section 300.12)	35 Feet
Accessory Structures and Buildings	
Accessory Structures and Buildings Height (Also see Section 300.12)	
Off-Street Parking ( Also see Section 300.13, Subd. 6.)	See 300.07 K. 6. b.
Maximum Coverage by all structures:	25%