



City of Lake Elmo

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NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday, March 7, 2011, at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. February 9, 2011
4. Public Hearing
 - a. ZONING MAP AMENDMENT: Consideration of a Zoning Map Amendment to change the zoning district designation of Lots 1, 2, and 3, Block 2 of the Brookman 3rd Addition from VR-GB Village Residential General Business Holding District to GB – General Business District. PID Numbers: 13-029-21-22-0014; 13-029-21-22-0013; and 13-029-21-22-0012.
 - b. ZONING TEXT AMENDMENT: Consideration of an ordinance to amend the Section 154.051 of the Lake Elmo Zoning Ordinance (GB – General Business Zoning District) to allow “Community Services” as a permitted use in this district and to further revise the district development requirements to include separate standards for parcels that are provided with public sanitary sewer services. The proposed amendment would also amend Section 11.01 (Definitions) of the City Code to include a definition for “Community Services”.
5. Business Item
 - a. Discussion of Zoning Text Amendments Necessary to Allow Park-and-Ride Facilities
 - b. Planning Commissioner Terms – Informational Item
6. Updates
 - a. City Council Updates
 - i. Approval of Zoning Map Amendment – March 1, 2011
 - b. Staff Updates
 - i. Gateway Corridor Commission; Transit Alternatives Analysis Study
 - ii. Village and I-94 Corridor Groups
 - c. Commission Concerns
7. Adjourn

**City of Lake Elmo
Planning Commission Meeting
Minutes of February 9, 2011**

Chairman Van Zandt called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Bidon, Britz, Fliflet, Haggard, Hall, Obermueller, Pelletier, Van Zandt and Ziertman. Absent: Van Erem and Williams; STAFF PRESENT: Planning Director Klatt and Planner Matzek.

Chairman Van Zandt asked new commissioners Obermueller and Haggard to introduce themselves.

Election of Officers

Commissioner Van Zandt asked for Chair nominations.

Commissioner Fliflet moved to nominate Commissioner Van Zandt for the Chair position. Commissioner Pelletier seconded the motion.

Commissioner Obermueller moved to nominate Commissioner Williams for the Chair position.

Commissioner Van Zandt moved to nominate Commissioner Fliflet for the Chair position.

After a paper ballot was taken, Planner Matzek announced that Commissioner Van Zandt had been reelected to the Chairman position.

Chairman Van Zandt asked for nominations for the Vice Chair position. He moved to nominate Commissioner Fliflet.

Vote: 8:0. Commissioner Fliflet abstained.

Chairman Van Zandt asked for nominations for the Secretary position. Commissioner Fliflet nominated Commissioner Pelletier. Commissioner Ziertman seconded the motion. Vote: 8:0. Commissioner Pelletier abstained.

Minutes - January 24, 2011

M/S/P, Hall/Britz, move to approve the minutes as presented. Vote: 2:0. Bidon, Fliflet, Haggard, Hall, Obermueller, Pelletier, and Ziertman abstained.

Public Hearing – Zoning Map Amendment: Rezoning two properties off of 27th and 28th St N from Rural Residential to R-1

Planner Matzek summarized the zoning map amendment application. She said two existing, vacant properties off of 27th and 28th Street are currently zoned Rural Residential, but the applicant is asking to have it rezoned to R-1, which is in conformance

with the guidance of the Comprehensive Plan. A house was torn down on the southern property, but the driveway remains through the northern property and connects to 28th Street. Staff is recommending approval with conditions including the removal of access off of 28th Street and relocated to 27th Street.

Bob Clark, Lynsky & Clark Companies

Mr. Clark spoke on behalf of the applicant, the Lake Elmo Bank. He said he hopes the land swap discussed could be done with a future property owner after the bank has sold the property. He said they are okay with moving the existing driveway to 27th Street. He said he was not sure the easement for snow storage was an appropriate request.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:31.

James Kaufhold, 7870 Ironwood Trail

Mr. Kaufhold said additional vehicles on 27th Street would mean more headlights in his bay window. He said if the Valley Branch Watershed District cleaned out the culvert under the existing driveway, it would not flood. He asked if the rezoning would result in more than two buildable lots. He stated that if the city can not store snow on the street, they should not add any driveways to the end of the cul-de-sac.

Terry Ernst, 27th Street

Mr. Ernst said the water runs down the hill at the end of the cul-de-sac. He said the grade is too steep for a driveway and that the existing driveway has worked in that location for many years.

Jon Duerscherl, 1017 Charlton St, West St. Paul

Mr. Duerscherl said he is interested in buying the property from the bank. He said he would prefer to have the driveway continue off of 28th Street as it will cost \$5,000 to put in a new driveway off of 27th Street. He said there is a steep drop off at the end of 27th Street, making it difficult to build a driveway in that location.

Warren Buck, 8905 27th St. N

Mr. Buck said he lives on the end of 27th Street and agrees with Mr. Kaufhold that if the VBWD would clean out the culvert of the creek there would never be a flooding problem again. He said the best access is in it's current location off of 28th Street.

Planning Director Klatt said the Valley Branch Watershed District owns and maintains the culvert, but the street is the city's responsibility. City staff has talked with a representative of the VBWD who has identified past maintenance and a culvert replacement in 1988. Planning staff is suggesting access be off of 27th Street as it is a public concern. He said that a number of properties flood upstream when the culvert plugs with ice and that the existing driveway is below the floodplain elevation and does flood. Staff would like to ensure access for emergency vehicles to the sites, but if the driveway is flooded, access may be more difficult. He said with the addition of another home, this situation should be addressed.

Tom Regan, 8875 27th Street

Mr. Regan said improvements to the creek were made in the park, but not in the location of the culvert. He said it makes more sense for the homes to access off of 28th Street. He does not think someone can put a driveway off of 27th Street. He has lived there twenty-three years and has not seen a problem.

THE PUBLIC HEARING CLOSED AT 7:55 P.M.

Chairman Van Zandt clarified that the staff report mentions the Assistant City Engineer has reviewed the site and found the access for the two homes could be made off of 27th Street at less than a ten percent grade.

Commissioner Fliflet said she does not want to create a new problem by moving the driveways to 27th Street as it would affect an established neighborhood. She said that a shared driveway is not a solution and the grade the public is describing leads her to believe it would not be a good location for a new driveway.

Commissioner Ziertman said she thinks the VBWD is passing the problem onto the city instead of enlarging the culvert to solve the problem. The city should make VBWD be accountable.

Planning Director Klatt said if the commission were to recommend leaving the driveway off of 28th Street, an easement would still be needed over the northern property as the southern property does not have road frontage on 28th Street.

M/S/P, Fliflet/Britz, move to recommend approval of the zoning map amendment, but to remove conditions three and four suggested by staff and instead to require an easement be issued over the northern lot and city owned property; to add language "...considers working with..." so the land swap could occur in the future, but does not hold back the rezoning. Vote: 9:0.

Planning Director Klatt stated that because there was not a quorum at the originally scheduled commission meeting, an additional public hearing will be held at the City Council meeting on March 1, 2011.

Recognizing Outgoing Commissioners

Planning Director Klatt said the city has not typically recognized outgoing commissioners formally, but he would like to take a moment to thank Laurie McGinnis and Mike Pearson for their work on the commission.

Proposed I-94 and Village Area Draft Timeline

Planning Director Klatt identified an aggressive schedule to work on Comprehensive Plan updates for the city's future sewered areas. He said the Village Area and I-94 corridor will be two separate groups as the past work done starts the groups at two different points.

Chairman Van Zandt said he would like the commissioners to be able to volunteer for the groups.

Commissioner Fliflet said she would like to suggest the second commission meeting of the month be to work on the two projects.

Planning Director Klatt said it is difficult to commit to that given the timing of applications, but staff can work towards that. He suggested having two members of the Planning Commission and one member of the City Council on the work groups for the Village Area and I-94 Corridor with a total of seven to ten people. He said Commissioner Williams has expressed past interest in working on the I-94 Corridor group.

Commissioners Pelletier, Bidon, Haggard, Obermueller, Britz, Ziertman and Fliflet all stated their interest was in the Village Area. Commissioner Hall said he was interested in working on the I-94 Corridor group. Commissioner Ziertman said she would work on either group.

Commissioner Fliflet said the number of people involved in the work group should not be limited from the commission, but it would be fine to limit the number of people from outside the commission as it is a process that would be done through the commission anyway.

Planning Director Klatt said if there are five or more members, any meeting would need to be published as a quorum of commissioners would be present.

Commissioner Haggard offered to be an alternate.

Commissioner Obermueller asked if there was a cost effectiveness of having a larger or smaller group.

Planning Director Klatt said he has found from past experience that the commissioners involved in this process could get burnt out from this process if it was solely conducted by the commission and in instances where a quorum couldn't meet, business would have to be postponed.

Commissioner Fliflet suggested four commissioners per work group.

The commissioners for the Village Group: Pelletier, Fliflet, Nadine, Haggard
The commissioners for the I-94 Corridor Group: Williams, Britz, Hall, Bidon

Planning Director Klatt said the second commission meeting of the month should not necessarily be the standard meeting for the work group as it is important to be flexible to other's schedules to allow additional participation.

Exterior Storage Work Group

Planning Director Klatt said an update to the exterior storage ordinance has been discussed previously. The City Attorney has reviewed and interpreted the existing ordinance. Planning Director Klatt said a vast majority of those storing items outside are not in compliance with the existing code. He would like to identify who had previously expressed interest in participating on an exterior storage work group; he does not see it being a large time commitment.

Commissioners Ziertman, Hall, Van Zandt and Fliflet volunteered.

“City Variance Authority” – Article from a League of MN Cities Publication

Planner Matzek summarized recent changes in cities ability to grant variances.

The commission identified that the article was not included in the packet.

Planner Matzek agreed to distribute the article in the future.

Updates

Planner Matzek updated the commission on term limit information.

Chairman Van Zandt asked for an updated chart for full voting members.

Planning Director Klatt updated the commission on recent discussions the city has had with the Early Childhood Family Center’s potential of building within Lake Elmo on 39th Street. He informed the commission that the City Council signed off on the commission’s work plan, but added one item; the drafting of language to allow a Park-and-Ride along the I-94 corridor. He said an ongoing gateway committee group is in the process of discussing mass transit options along that corridor.

Staff Updates

Planning Director Klatt handed out an article from the Star Tribune regarding transportation planning. He encouraged commissioners to attend Government Training Services programs that are available.

Commission Concerns

Chairman Van Zandt congratulated Commissioner Pelletier and Fliflet and welcomed the new commissioners.

Adjournment:

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Kelli Matzek
Planner

Planning Commission
Date: 3/7/11
Business Item
Item: 4a + b

ITEM: Proposed ECFC Facility (Brookman Business Park) Zoning Map and Zoning Text Amendments

REQUESTED BY: Planning Department

SUBMITTED BY: Kyle Klatt, Planning Director

REVIEWED BY: Kelli Matzek, City Planner

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to consider a Zoning Map amendment and related text amendments to facilitate the potential siting of a new Early Childhood Family Center (ECFC) along 39th Street in Lake Elmo. The specific action requested would change the current zoning of Lots 1, 2, and 3, Block 2 of Brookman 3rd Addition from VR-GB Village Residential General Business Holding District to GB – General Business Zoning District; essentially removing the holding zoning that was adopted after approval of the City’s 2006 Comprehensive Plan Update. Additionally, Staff has drafted several text amendments to the GB District in order to allow a potential ECFC facility on this property that would be provided with public sanitary sewer service.

ADDITIONAL INFORMATION

The City Council has adopted a Joint Powers Agreement with the School District that would bring the proposed ECFC facility into Lake Elmo. This agreement has not yet been finalized by the School District; however, and is undergoing revisions that may or may not require further Council action. In advance of the finalization of this agreement, Staff is asking that the Planning Commission review the potential zoning amendments that would be necessary to establish the ECFC building within the Village Planning Area. Given the complex nature of the City’s Comprehensive Plan and relationship of this plan to the Village Master Plan (which was not formally adopted by the City), Staff has recommended revisions that would allow the facility to be built in the short period of time requested by the School District, but that would also allow for future integration with a more significant Comprehensive Plan and Zoning changes that will be proposed later this year.

The attached Staff report includes detailed information and Staff’s analysis concerning the proposed revisions.

RECOMMENDATION:

Staff is recommending that the Planning Commission recommend approval of a zoning map amendment to change the zoning designation of Lots 1, 2, and 3, Block 2 of Brookman 3rd Addition from VR-GB Village Residential General Business Holding District to GB – General Business District.

Staff is further recommending that the Planning Commission recommend approval of zoning text amendments to the City Code to add a new definition to Section 11.01 for “Community Services” and to amend Section 154.051 (GB – General Business District) to add new requirements that are specific to parcels that have access to public sanitary sewer services.

ORDER OF BUSINESS:

- IntroductionPlanning Director
- Report by staffPlanning Director
- Questions from the Commission Chair & Commission Members
- Open the Public HearingChair
- Close the Public HearingChair
- Call for a motion Chair Facilitates
- Discussion of Commission on the motion Chair Facilitates
- Action by the Planning Commission..... Chair & Commission Members

ATTACHMENTS:

1. Staff Report
2. Proposed Ordinance Amendments
3. Map of Parcels to be Rezoned
4. Comprehensive Plan – Village Area
5. Zoning Map – Village Area
6. Village Land Use Plan (with ECFC Site Marked)
7. Brookman 3rd Addition Plat
8. Comments from Washington County

City of Lake Elmo Planning Department

Zoning Map and Zoning Text Amendment – Proposed ECFC Facility

To: **Planning Commission**

From: Kyle Klatt, Planning Director

Meeting Date: **3/7/11**

Applicant: **City of Lake Elmo (City Council Direction)**

Owner: Lake Elmo Business Park Property

Location: **Lots 1, 2, and 3, Block 2 of Brookman 3rd Addition**

Zoning: VR-GB Village Residential General Business Holding District

Introductory Information

Request Summary: The Planning Commission is being asked to consider a Zoning Map amendment and related text amendments to facilitate the potential siting of a new Early Childhood Family Center (ECFC) along 39th Street in Lake Elmo. The specific action requested would change the current zoning of Lots 1, 2, and 3, Block 2 of Brookman 3rd Addition from VR-GB Village Residential General Business Holding District to GB – General Business Zoning District; essentially removing the holding zoning that was adopted after approval of the City’s 2006 Comprehensive Plan Update. Additionally, Staff has drafted several text amendments to the GB District in order to allow a potential ECFC facility on this property that would be provided with public sanitary sewer service.

Zoning Amendments such as the ones proposed and described in this report may be initiated by the Planning Commission or City Council. The City Council has taken previous action to support the establishment of an ECFC facility in Lake Elmo, and the zoning actions being considered by the Planning Commission would be necessary for this project to move forward.

Village Planning Background: There is a long history in Lake Elmo of planning efforts related to the Village area, which culminated in the adoption of the 2005 Comprehensive Plan which calls for the Village Planning area to be serviced by public sanitary sewer. The “Village Planning Area” is defined as part of the Comprehensive Plan and Zoning Map, which are attached to this report. After adoption of the 2005 Comprehensive Plan, the City hired a planning team comprised of Robert Engstrom and Close Landscape Architecture and others to develop a Master Plan for the Village area which was completed in 2007. A more thorough background concerning this planning process may be found in the

**ECFC
Background:**

Master Plan document, which was accepted, but never formally adopted by the City Council.

Both the Comprehensive Plan and Village Master Plan call for a relatively large portion of this development area to be devoted to public uses (classified as *VR Public/Semi-Public* on the Village Future Land Use Map and as *New Civic/Institutional Development* in the Village Master Plan). The Village Master Plan provides some additional details concerning these uses, and identifying both a community campus to house the public uses and a new civic square north of State Highway 5. In both documents, the specific uses proposed include a new City Hall building, Parkland, Family/Community Center, Library, Wellness Center, and Arts Center among other potential activities.

Of the uses that were identified for the Public/Civic Use areas, a Family/Community Center has received a significant amount of attention recently. Independent School District #834 has been planning on relocating its Early Childhood Learning programs from its current site in Stillwater, and has been in discussions over the past several weeks with the City of Lake Elmo to construct a new building for these activities within the Village Planning Area. The site that has been identified as a potential location for this building is not in the location that was previously identified for such uses in the Village Master Plan; however, the facility that has been proposed fits very well with the description of a community services building that was specifically mentioned in the Plan.

The district is planning to construct a facility that would house several programs and that would increase the amount of classroom space available for its Early Childhood Family Education (ECFE) and Early Childhood Special Education (ECSE) programs, and increase or improve the space used by other programs that it conducts, including childhood screening, childhood programming, and others. A new facility would also provide needed staff, meeting, and storage space and allow the sharing of common space between the various programs that will be located within the building. The district is seeking a site of approximately 5 acres in size to accommodate a building that would be around 40,000 square feet in size.

The City Council has approved a Joint Powers Agreement that contains the details of a project between the City of Lake Elmo and ISD #834 to bring the ECFC facility to a site in the Village Planning Area. A key part of this agreement would commit the City to bringing sanitary sewer services to the building site by Spring of 2011. This agreement contains other details concerning the financial arrangement between the City and School District, which would either involve the City purchasing the property and leasing the land back to the District, or would involve the District purchasing the land directly from the current property owner. The JPA has not yet been approved by the School District, and is still undergoing revisions that may require further action by the City Council before it is finalized.

Proposed Site Background:	<p>The site that has been identified as a potential location for the ECFC facility is located immediately north of 39th Street in the Brookman 3rd Addition, which lies close to the center of the Village Planning Area. The City is pursuing a purchase option for three of parcels along 39th Street located between Lake Elmo Avenue and the platted, but unimproved, right-of-way for Layton Avenue North. The City may ultimately purchase less land than is identified as part of the zoning request since the three parcels are nearly 14 acres in size, and as noted above, the District would only be using 5 acres for the ECFC facility. These parcels were platted in late 1980’s as an extension of the business development located north of the Old Village and north of State Highway 5. The previous Brookman Additions include the land on which the current City Hall and Brookfield II buildings are situated, in addition to the other business development along 39th Street.</p> <p>Prior to adoption of the 2005 Compressive Plan, all of the Brookman Addition sites (with the exception of the School and City public sites), were zoned GB – General Business . After adoption of the new future land use map for the Village Area, all land within the future sewer service that was guided for future development or redevelopment was rezoned into a holding district, with the provision that these areas would be rezoned again once sewer service was available. This holding zone designation specifies that all uses and activities permitted under the underlying base district (in this case GB) would continue to be allowed in the interim. Any new subdivision of land into lots smaller than 20 acres; however, is expressly prohibited under the holding districts, which is intended to make sure that any new development does not occur until sewer service is available.</p> <p>Since 1990, there have been several proposals for potential development of Brookman Business Park and surrounding land, most notably, the “Thorbeck Architects” housing study completed in 2003, and a earlier proposal for a mixed use planned development, but to date, there have been no changes made to the business park as it was originally subdivided by the City over 20 years ago. Over time, some of the sites have been developed while others have remained vacant, including the proposed ECFC site.</p>
Request Details:	<p>Given the current holding zoning designation of the parcels that have been selected as a potential site for the District’s ECFC facility, the City would need to rezone the ECFC site since sewer services would be provided to the building prior to its opening. In addition, the City does not currently define or list a use that is substantially similar to the activities that will be housed with the district’s facility as part of the current Zoning Ordinance. Finally, because none of the City’s current zoning districts have been established to allow for sewer development, modifications would be needed to any of the present zoning districts to eliminate private sanitary sewer requirements that would not apply to a site that has access to public services.</p> <p>The distinct zoning amendments that Staff is recommending are summarized as follows:</p> <p>Zoning Map Amendment. Staff is recommending that the City change the present zoning of the proposed ECFC site from VR-GB Village Residential</p>

General Business District (holding district) to GB – General Business District. Should the City and School District agree to build an ECFC facility in Lake Elmo, the City would commit to providing public sanitary sewer service to the site. There is currently language in the Village holding zoning districts that essentially states that these holding zones will be removed before sewer service is provided to an area. In particular, the VR-GB district states: “Areas zoned VR-GB will be rezoned in accordance with the guided land use outlined in the Village Plan at such time as regional sewer service is available to the subject property”. At this time, the City has not officially adopted the Village Master Plan as part of its Comprehensive Plan, and has not adopted new zoning designations that correlate to the Master Plan.

One of the unique aspects regarding the proposed site compared to other properties in the Village is that although it is designated as part of a holding zone, it is one of the few locations that would currently be considered buildable within the Village Planning Area even without sewer service. The regulations for the holding district even state that all uses permitted by right or as a conditional use permit will be regulated in the same manner in the holding zone. A rezoning of the proposed ECFC site back to the GB district would not change the uses or general standards of the GB district, but would allow the property to be connected to the public sewer system. As noted below, there would be a few other revisions necessary to support new sewer development on the proposed site, but the basic structure and intent of the GB District would be almost identical to the present zoning.

Zoning Text Amendment: Definitions. The City Code at present does not define a use that would accommodate the broad functions planned for the ECFC site. Some of the uses that have been mentioned by the District include classrooms for early childhood family education, childhood screening space, offices, a nursing station for ECFC students, space for families and children with special needs, and other general child programming. Offices and service-type uses are allowed in the GB District; however, Staff is recommending that a new definition be included in the City Code that better encapsulates the activities that will be proposed as part of the ECFC facility, and that this new use be identified as “Community Services” and defined as follows:

Community Services – Establishments of a public, nonprofit, or charitable nature generally providing a local service to people of the community. Generally they provide the service on the site or have employees at the site on a regular basis. The service is ongoing, not just for special events. Community centers or facilities may incorporate membership provisions, and are open to the general public to join at any time (for instance, any senior citizen could join a senior center). The use may also provide special counseling, education, or training of a public, non-profit, or charitable nature. Accessory uses may include offices, meeting areas, food preparation areas, parking, health and therapy areas, day care uses, and athletic facilities. Examples include libraries, museums, senior centers, community

	<p>centers, social service facilities, early childhood learning facilities, and other special educational services.</p> <p>Zoning Text Amendment: GB Zoning District. Should the City and School District move forward with plans for an ECFC facility on the Brookman 3rd Addition lots, Staff is recommending that the GB District be revised to include “Community Services” as a permitted activity and to make further revisions to the district in order to distinguish between lots that have public sanitary sewer service available and those that are on private septic (or community) systems. These revisions would address the fact that a few of the area, setback, and building requirements that are needed to ensure adequate room is available for septic services would no longer be necessary for a site that is connected to public services. Staff has drafted proposed amendments that would create a two-tiered system of regulations deepening on whether or not a lot has sewer service available. The most significant changes that are proposed are to decrease the minimum lot area and maximum coverage requirements and to further eliminate the septic area regulations for sewerer lots.</p>
<p>Property Information:</p>	<p>The proposed site is located immediately north of 39th Street in the Village Planning Area between the Lake Elmo Avenue and the unimproved Layton Avenue North right-of-way. The Zoning Map Amendment as proposed would change the zoning designation of Lots 1, 2, and 3, Block 2 of Brookman 3rd Addition; however, once the City and/or School District decide on a preferred location for the ECFC facility, the actual land to be rezoned may be reduced to accommodate only that portion that will be used by the School District. There are currently no structures located on the affected property, but all of the subject parcels have frontage on 39th Street and do have access to public water services in the street. A portion of the eastern-most lot (Lot 3, Block 2) is covered by a fairly dense wooded, within which previous studies have identified six significant oak trees. The school district does not intend to impact the wooded area, and would be siting the proposed facility somewhere to the west of this grove of trees.</p> <p>Since the City and School District are still in the negotiation process concerning the purchase/lease of the property, no drawings have been prepared showing how the site might be developed. If the City approves the proposed Zoning Amendments and should the City and District agree to construct a facility in Lake Elmo, the next major step would be the submission of a site plan for review by the City in accordance with Section 151.070 of the City Code.</p>
<p>Applicable Codes:</p>	<p>Section 11.01 Definitions</p> <p>Contains all of the definitions used throughout the City Code, and in particular, many of the uses that are listed within each Zoning District.</p> <p>Section 154.020 Amendments</p> <p>Outlines the process and requirements for requesting an amendment to the</p>

	<p>Zoning Ordinance. Of particular interest, please note Subsection (J) which reads: “Conformance with Comprehensive Plan. In granting or recommending any rezoning or other permit provided for in this chapter, the Zoning Administrator, the Planning Commission, or Council shall find that the proposed development conforms substantially to the policies, goals, and standards of the Comprehensive Plan.”</p> <p>Section 154.051 GB – General Business</p> <p>Outlines the general requirements for the GB General Business Zoning District.</p> <p>Section 154.060 VR-GB – Village Residential General Business Holding District</p> <p>Describes the general requirements for the VR-GB holding district.</p>
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Findings & General Site Overview

Site Data:	<p>Lot Sizes: 5.01 acres, 5.01 acres, and 3.73 acres</p> <p>Existing Uses: Vacant – Leased for Agricultural Activity</p> <p>Existing Zoning: VR-GB Village Residential General Business Holding District</p> <p>Future Land Use: VR-MU/MD – Mixed Use/Medium Density</p> <p>Property Identification Numbers (PID): 13-029-21-22-0012; 13-029-21-22-0013; 13-029-21-22-0014</p>
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Zoning Amendment Review:

Comp Plan Analysis:	<p>As part of its review of any zoning map or text amendment, the Planning Commission must consider the Comprehensive Plan as part of its decision making process. The Zoning Ordinance specifically notes this as follows: “In granting or recommending any rezoning or other permit provided for in this chapter, the Zoning Administrator, the Planning Commission, or Council shall find that the proposed development conforms substantially to the policies, goals, and standards of the Comprehensive Plan”. One of the challenges in dealing with new proposals in the Village area at this time is that the 2005 Comprehensive Plan does not correlate precisely with the Village Master Plan and other goals that that City Council has established for the Village. The Planning Commission’s work plan for this year includes updating the Comprehensive Plan to further refine the City’s ultimate plans for the Village.</p> <p>In advance of these revisions being considered by the City, Staff has evaluated the proposed Zoning Map and Text Amendments within the context of the existing Comprehensive Plan. Currently, the City has guided the proposed ECFC site area as VR-MU/MD, which is a mixed use/medium density residential classification. There is a portion of the Village Area in the Comprehensive Plan that is guided for Public/Semi Public uses, but it is concentrated in an area south of State Highway 5 and west of the existing Village central core. While the ECFC facility is clearly consistent with the description of the Public/Semi Public land use category, Staff does not believe that the District’s building would necessarily be incompatible with the Mixed Use designation.</p>
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	<p>The City Council has also discussed the potential to relocate some of the Public/Semi Public uses (if not all of them) north of Highway 5 should the ECFC building be constructed. The concept of two Civic/Public areas was included as part of the Village Land Use Plan, which calls for a new Civic Square south of the current City Hall site.</p> <p>The other issue should be considered by the Planning Commission is the current zoning designation on this site and how it relates to the Comprehensive Plan. Even with the holding zoning designation, because the Brookman Business Park sites are already platted into 5-acre (or less in some cases) parcels, they are presently considered buildable. Under the current Zoning regulations, a wide variety of retail, office, and service uses could be established in this area, and many of these activities would be very similar to the uses proposed by the School District.</p> <p>In various locations in the Comprehensive Plan and throughout the Village Master Plan, the concept of a civic/public use is identified as one of the key goals that will be included in the overall development plans for this area. While the proposed ECFC facility would be located in a different location than was anticipated with the future land use map, it would still be located in the Village and is a location that is still relatively central to the other development that will occur and the current downtown core. The current zoning, with minor modifications, can also be adjusted to allow the facility on a site that could be otherwise used for a similar building. Based on this information, and the fact that the City Council would be considering additional land purchases in this area to accommodate additional public uses, Staff is recommending that the Planning Commission adopt findings that the proposed Zoning Map Amendment conforms substantially to the policies, goals, and standards of the Comprehensive Plan.</p> <p>Should the proposed amendment be adopted by the City and the ECFC building be constructed on this site, Staff would strongly recommend that the civic/public areas within the Village Master Plan be reconsidered and map updated accordingly. Any public areas that are moved north of State Highway 5 would potentially free up additional land south of Highway 5 for residential or commercial development.</p>
<p>Zoning Amendment Analysis:</p>	<p>A key part of the City’s discussions with the School District would involve the extension of public sanitary sewer services to the propose building site so that the ECFC building could hook up to these services by the spring of 2012. Because the requirements of the VR-GB district clearly state that these areas will be at such time as regional sewer service is available to the subject property, it Staff is recommending that the site be rezoned accordingly. While no districts specific to the Village Land Use Plan have been adopted by the City to date, the proposed ECFC building appears to fit fairly well within the current GB district standards with some minor modifications. As an alternative, the City could try to adopt a new zoning classification that is more directly related to the future land use map, but this process would take additional time and would extend the City’s review beyond the construction schedule that has been adopted by School District.</p> <p>Should the Zoning Map Amendment be approved, Staff is further recommending that</p>

the GB District be amended as proposed to account for the different requirements for sewer versus unsewered development. The most significant of these changes involve requirements that are intended to preserve more of a site as open space, which is required to accommodate drain fields and other private sewer system infrastructure, but is otherwise not necessary for sites connected to public services. Given the City’s investment in infrastructure that will be necessary to serve the business sites in the Village and statement in the Comprehensive Plan that call for more compact, walkable development, the current zoning regulations encourage development that is not very dense and much more consistent with a rural development area.

Although the GB District does include some design standards for new or expanded buildings, these standards do not necessarily correlate with the design aesthetic sought as part of the Village Master Plan. Staff believes that this discussion can take place at the time of a site plan review for the proposed ECFC facility, and in initial discussions with the School District, they have been provided with the Village Master Plan.

Conclusion: Based on the report and analysis provided above, Staff is recommending that the Planning Commission recommend **approval** of the following actions:

- Adopting a zoning map amendment to change the zoning designation of Lots 1, 2, and 3, Block 2 of Brookman 3rd Addition from VR-GB to GB.
- Amending Section 11.01 of the City Code to add a definition for Community Services.
- Amending Section 154.051 (GB – General Business District) to add new requirements that are specific to parcels that have access to public sanitary sewer services.

Additional Information: The Washington County Public Works Department has provided comments regarding the proposed zoning amendments in a letter to the City dated March 3, 2011. The County notes its concerns regarding traffic levels in this letter, and is specifically recommending that a Traffic Impact Study be prepared to address specific issues. Staff would recommend that, should this project move forward, traffic issues be addressed as part of the City’s site plan review. The County’s comments will be given to the School District for consideration as these plans are prepared.

Recommendation: Staff is recommending that the Planning Commission recommend **approval** of a zoning map amendment to change the zoning designation of Lots 1, 2, and 3, Block 2 of Brookman 3rd Addition from VR-GB Village Residential General Business Holding District to GB – General Business District.

	<p>Staff is further recommending that the Planning Commission recommend approval of zoning text amendments to the City Code to add a new definition to Section 11.01 for “Community Services” and to amend Section 154.051 (GB – General Business District) to add new requirements that are specific to parcels that have access to public sanitary sewer services.</p> <p>Findings to support this recommendation are proposed as follows:</p> <ol style="list-style-type: none">1) The Lake Elmo Comprehensive Plan, which includes a Future Land Use Map for the Village Area, identifies that a portion of the of the Village Area will be devoted to Civic, Public, and Semi-Public uses.2) The proposed rezoning would facilitate the establishment of an Early Childhood Family Center (ECFC) in a central location within the Village Planning Area.3) The proposed ECFC is currently zoned in a manner that would allow the construction of office, service, and retail uses that are not generally consistent with the intent and objectives of the Village Master Plan.4) The proposed amendments to the GB – General Business District would allow a more dense and compact style of development within this portion of City’s sewer service area that is more consistent with the type of development identified in the Comprehensive Plan and Village Master Plan.
Commission Options:	<p>The Planning Commission should consider the following options:</p> <ol style="list-style-type: none">A) Recommend approval of the Zoning Map and Text Amendments, and developing appropriate findings of fact to support this action.B) Table taking action on the Zoning Text and/or Map Amendments in order to request additional information regarding the proposed changes.C) Recommend denial of the Zoning Text and Map Amendments with findings of fact as developed by the Commission during the meeting.

cc: Ray Queener, Stillwater School District #834

Proposed Zoning Text Amendments

Section 11.01 Definitions and Section 154.051 GB – General Business District

§ 11.01 DEFINITIONS

Community Services – Establishments of a public, nonprofit, or charitable nature generally providing a local service to people of the community. Generally they provide the service on the site or have employees at the site on a regular basis. The service is ongoing, not just for special events. Community centers or facilities may incorporate membership provisions, and are open to the general public to join at any time (for instance, any senior citizen could join a senior center). . The use may also provide special counseling, education, or training of a public, non-profit, or charitable nature. Accessory uses may include offices, meeting areas, food preparation areas, parking, health and therapy areas, day care uses, and athletic facilities. Examples include libraries, museums, senior centers, community centers, social service facilities,early childhood learning facilities, and other special educational services.

§ 154.051 GB – GENERAL BUSINESS.

- (A) Permitted uses and structures.
- (1) The following service/office uses:

General Business - Service/Office	
Accounting	
Advertising	(Sign fabrication not permitted use)
Alterations	
Apparel Cleaning Pick-up Stations	
Apparel Repair and Alterations	
Architectural	
Art Gallery	
Auditing	

Bakeries	(With production of bakery goods limited to retail sales)
Barber Services	
Beauty Shops	
Bookkeeping	
<i>General Business - Service/Office</i>	
Business and Management Consultant Offices	
Business Associations	
Cafes and Restaurants - Drive-up window	(Menu boards and intercom systems prohibited; Adequate vehicle stacking must be provided)
Cafes and Restaurants	(Limited to full table service operations)
Charitable	
Chiropractic	
Civic, Social and Fraternal Association Offices and Halls	
Collection and Adjustment Services	
Credit Reporting (Consumer and Mercantile)	
Dental	
Detective and Protective Agencies	
Duplication	
Educational	
Employment Agencies	
Engineering	
Finance	
Galleries	
Governmental Offices	
Insurance	
Investment	
Labor Unions	
Legal	
Libraries	

Mailing	
Medical	
<i>General Business - Service/Office</i>	
Medical Services	The compounding, dispensing or retail sale of drugs, prescription items, patient or proprietary medicine, sick room supplies, prosthetic devices or items relating to any of the foregoing when conducted in the building occupied primarily by medical, dental, osteopathic, chiropractic or optometric offices.
Optometric	
Osteopathic	
Photo Gallery	
Professional Membership Organizations	
Real Estate	
Religious	
Scientific Research	(Excluding laboratory facilities)
Shore Repair	
Stenographic Service	
Welfare Offices	

(Am. Ord. 97-170, passed 5-2-2006)

(2) The following retail uses:

<i>General Business - Retail</i>
Antiques and Secondhand Merchandise
Apparel and Related Accessories
Automobile Repair and Services
Automobiles and Automobile Accessories
Bicycles
Books
Building Supplies
Cameras and Photographic Supplies

<i>General Business - Retail</i>	
Cigars and Cigarettes	
Drugs and Proprietary Items	
Electrical Supplies	
Flowers and Floral Accessories	
Food and Grocery Products	
Furniture	
Gifts, Novelties and Souvenirs	
Glass	
Heating Equipment	
Home Furnishings and Related Equipment	
Jewelry	
Liquors	
Marine Craft and Accessories	
Newspapers and Magazines	
Nursery and Garden Supplies	
Optical Goods	
Paint	
Pets	
Plumbing Equipment	
Sporting Goods	
Stationery	
Wallpaper	

(3) The following repair/service uses:

<i>General Business - Repair/Service</i>	
Clock Repair	
Electrical Repair and Supplies	
<i>General Business - Repair/Service</i>	
Equipment–Rental and Leasing	

Food Catering	
Furniture Repair	
Heating	
Household Appliances	
Jewelry Repair	
Landscaping	
Plumbing	
Radio	
Reupholstery	
Television	
Watch Repair	

(4) The following office uses (excluding equipment storage):

<i>General Business - Office</i>
Air Conditioning Contractor
Building Construction Contractor
Carpentry Contractor
Decorating Contractor
Heating Contractor
Masonry Contractor
Painting Contractor
Plastering Contractor
Plumbing Contractor
Roofing Contractor
Sheet Metal Contractor
Stone Work Contractor
<i>General Business - Office</i>
Tile Setting Contractor
Wallpaper Contractor
Water Well Drilling Contractor

Wood Flooring Contractor
<i>General Business – Other</i>
<u>Community Services</u>

(5) *Uses permitted by conditional use permit.*

<i>General Business - Conditional Use</i>	
Bed and Breakfast Facility	15 Beds Maximum
Boarding Care Facility	15 Residents Maximum
Day Care Centers	40 Children Maximum
Family Entertainment Centers	
Fitness Studio	Maximum floor area not to exceed 5,000 square feet
Kennels	
Nursing Care Facility	15 Residents Maximum
Open Sales Lots	
Manufacturing	Any industrial manufacturing operation in existence within the city at the effective date of this chapter, including manufacture of wood products and plastic products, may continue the use as a conforming use without a conditional use permit. Nothing in this provision shall otherwise be construed to require the city to authorize any manufacturing use in the General Business Zone after the effective date of this chapter.
Therapeutic Massage	
Veterinary Clinics	

(Am. Ord. 97-20, passed 10-21-1997; Am. Ord. 97-86, passed 10-2-2001; Am. Ord. 97-88, passed 10-2-2001; Am. Ord. 97-138, passed 9-7-2004)

(6) *General requirements.*

(a) All storage, services, repair or processing shall be conducted wholly within an enclosed building or behind opaque fence or wall not less than 6 feet high, except the outdoor display of merchandise;

(b) Incineration of waste matter shall be conducted in approved equipment located within the building wherein the permitted use is conducted;

(c) Where a proposed GB development abuts on RR, R-1, R-2, R-3, R-4, or RE district other than at a public street line, buffer provision shall be established. There shall be provided a protective strip of not less than 35 feet in width. The protective strip shall not be used for parking, off- street loading or storage and shall be landscaped. 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;

 (d) Lots that are not planned for connection to a public sanitary sewer system:

 (1d) All such lots must have at least 1 acre of land suitable for septic drainfields and area sufficient for 2 separate and distinct drainfield sites. Placement of the second required drainfield between the trenches of the first drainfield is prohibited; and

 (2) Must meet all requirements of §§ 51.002 through 51.008.

~~(c) Must meet all requirements of §§ 51.002 through 51.008.~~

(B) *Accessory uses.* Uses which are clearly incidental and subordinate to the allowed uses.

(Am. Ord. 97-38, passed 11-17-1998)

(C) *Minimum district requirements.*

<i>General Business</i>	
Lot Size	1-1/2 acres (except as required by Interstate Corridor Overlay District, §§ <u>150.230</u> - <u>150.238</u>) <u>20,000 for lots that have access to public sanitary sewer services</u>
Lot Width	150 Feet Minimum
Building Setback from property lines: (Also see § <u>154.082</u>)	
Front:	10 Feet Minimum
Side (Interior):	20 Feet Minimum
Side (Corner):	50 Feet Minimum
Rear:	50 Feet Minimum
Building Height (Also see § <u>154.083</u>)	35 Feet Maximum

Maximum area to be covered by buildings, parking lots, driveways and other hard surfaces:	
<i>Lot Size</i>	Covered Area
Up to 4 acres	45% of lot size
Larger than 4 acres to 8 acres	35% of lot size
Larger than 8 acres	25% of lot size
<u>All lots connected to public sanitary sewer service</u>	<u>25% of lot size</u>
Lot Configuration	Maximum lot depth to width dimension ratio shall be no more than 3:1
Off-Street Parking: (Also See §§ <u>154.095</u> and <u>154.096</u>)	
Eating and Drinking Places	One space for every 2 seats and 1 space for every 2 employees on the average maximum shift
Automobile Service Stations	Three spaces for each enclosed bay plus 1 space for each day shift employee plus a minimum of 2 spaces for service vehicles and 1 additional space for each service vehicle over 2 in number
Retail Stores or Centers	Eleven spaces for the first 1,000 square feet of gross floor area or fraction of floor area: 8 spaces for each 1,000 square feet of gross floor area in excess of 1,000 square feet, but not exceeding 15,000 square feet; 6 spaces for each 1,000 square feet of gross floor area in excess of 15,000 square feet of gross floor area exceeding 30,000 square feet.
Motels and Hotels	One space for each unit plus 1 space for each employee on any 1 shift.
Medical and Dental Clinics	Four spaces for each doctor or dentist, plus 1 space for every employee or 1 for each 150 square feet of gross floor area, whichever requirement is greater.
<u>Community Services</u>	<u>1 space per 500 square feet of gross floor area; or parking equal to 30 percent of the capacity of persons, whichever is greater; or as otherwise determined by Director of Planning based on parking study.</u>
Other Commercial Uses (excluding wholesale)	One space for each 200 square feet of gross floor area.
Maximum Width of Driveways	See § <u>93.26</u>
Signage	See §§ <u>151.115</u> through 151.124

Septic Drainage Regulation (Also see §§ 51.002 through 51.008)	<p><u>For all lots that are not connected to public sanitary sewer service:</u></p> <p>All newly subdivided lots shall have a minimum of 20,000 square feet of land dedicated for septic system use and suitable for that use. This land may comprise up to 2 separate areas, each of which is contiguous to the 1.25-acre building site or contained within it, and each of which contains at least 10,000 contiguous square feet.</p> <p>Placement of the second required drainfield between the trenches of the first drainfield is prohibited.</p>
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(1997 Code, § 300.07 Subd. 4.H)

(D) *Performance standards.*

(1) *Purpose and intent.*

(a) It is the purpose and intent of the city, by the adoption of the performance standards of this division, 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.

(b) 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.

(2) *Architectural and site plan submittals.* New building proposals shall include architectural and site plans prepared by registered architect and shall show the following as a minimum:

- (a) Elevations of all sides of the buildings;
- (b) Type and color of exterior building materials;
- (c) Typical general floor plans;
- (d) Dimensions of all structures; and
- (e) Location of trash containers, heating, cooling and ventilation equipment and systems.

(3) *Applicability – structure additions and renovation.*

(a) 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 division where it is found that the new or replacement exterior surfacing proposed is identical to that of the existing structure.

(b) 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 division.

(4) *Performance standards – primary exterior surfacing.*

(a) The primary exterior surfacing of structures shall be limited to natural brick, stone, or glass. Artificial or thin veneer brick or stone less than nominal 4 inches thick shall not qualify as complying with this performance standard.

(b) 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 division. Windows and glass doors shall be considered a primary surface, but the sum area of this glass shall be deducted from the wall area for purposes of the 70% primary/30% accent formulas of this chapter. Doors of any type of material, except glass, shall not be considered a primary exterior surface.

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

(5) *Performance standard – exterior surfacing accents.* Not more than 30% of the exterior wall surfacing, as defined by division (D)(4) 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:

- (a) Cedar, redwood, wood siding;
- (b) Cement fiber board;
- (c) Standing seam metal;
- (d) Architectural metal;
- (e) Stucco;

(f) Poured in place concrete (excluding “tilt-up” panels);

(g) Architectural metal panels; and

(Am. Ord. 97-175, passed 6-20-2006)

(h) Porcelain or ceramic tile.

(6) *Performance standard – accessory structures.* All accessory structures shall comply with the exterior surfacing requirements specified by this division (D).

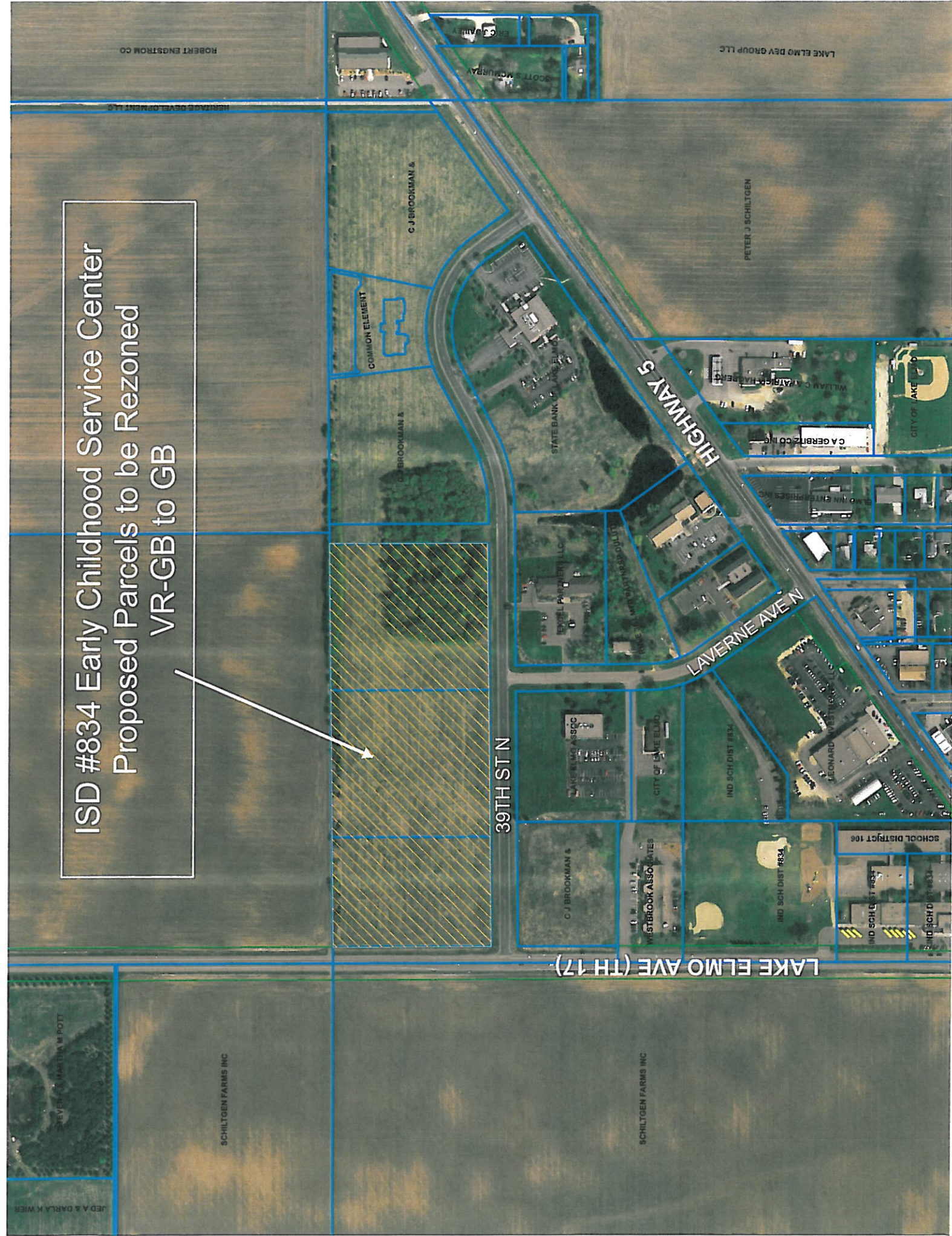
(7) *Performance standard – HVAC units and exterior appurtenances.* All exterior equipment, HVAC and trash/recycling and dock areas shall be screened from view of the public with the primary exterior materials used on the principal structure.

(8) *Performance standard – visible roofing materials.* Any roofing materials that are visible from ground level shall be standing seam metal, fire-treated cedar shakes, ceramic tile, clay tile, concrete or slate. Roofs used for vegetative plantings for storm water management purposes (green roofs) shall be exempt from this standard.

(9) *Applicability – new construction.* The standards of this division shall be applicable to all structures and buildings constructed in the city, on and after the effective date of this chapter. The performance standards of this division shall not be in any manner minimized by subsequent planned unit development plans or agreement.

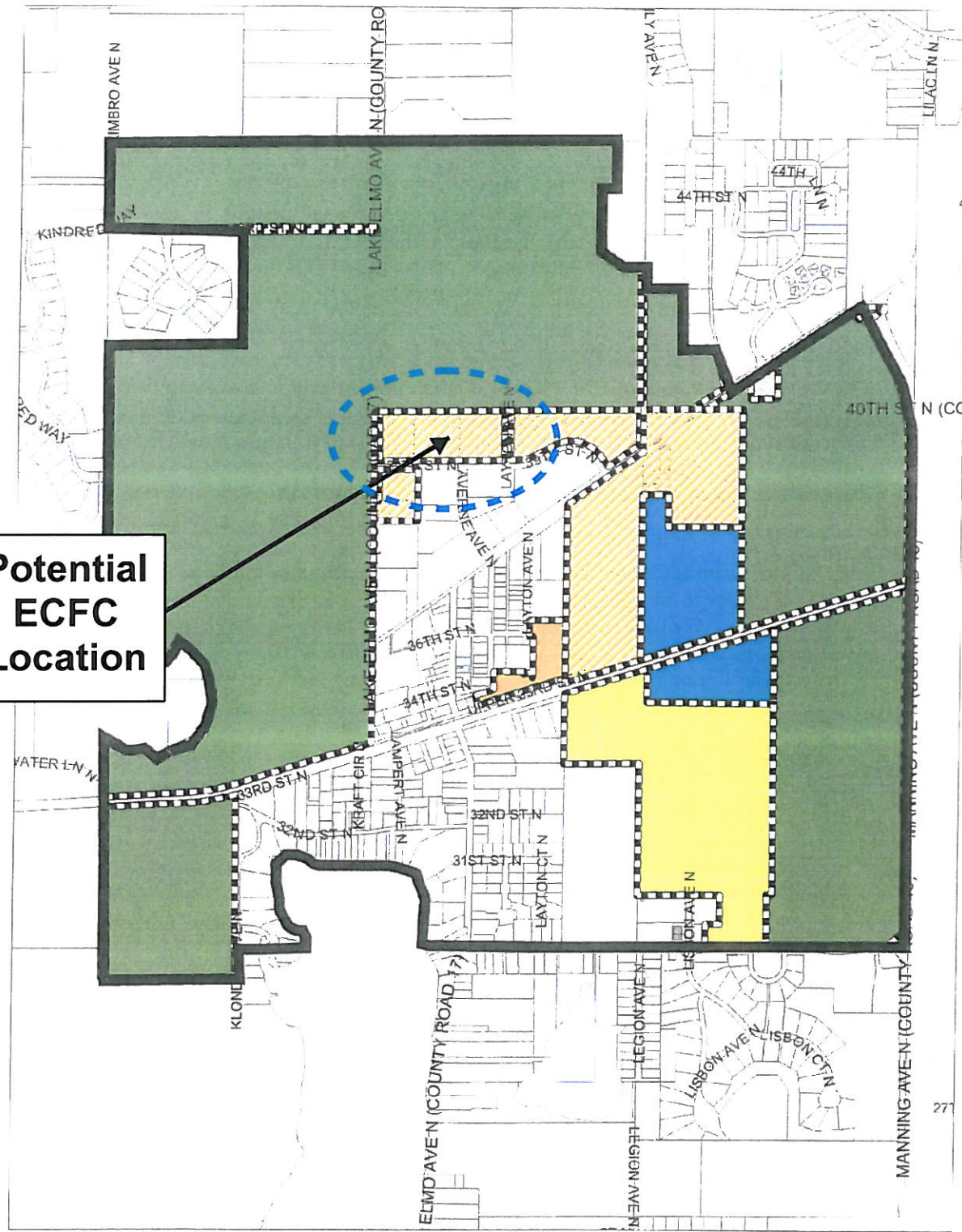
(Am. Ord. 97-108, passed 5-7-2002; Am. Ord. 97-192, passed 6-19-2007)

ISD #834 Early Childhood Service Center
Proposed Parcels to be Rezoned
VR-GB to GB



Comprehensive Plan - Village Area

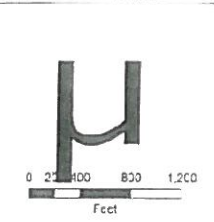
Potential
ECFC
Location



PRELIMINARY VILLAGE AREA
FUTURE LAND USE
Lake Elmo Comprehensive Plan 2005 - 2030

Limitation of Liability
This document is not a legally binding map or survey and is not intended to be used as such. This map is a compilation of records and information from various state, county, and city offices and other sources.

Map Date: January 31, 2006
Created By: TKDA
ENGINEERS ARCHITECTS PLANNERS



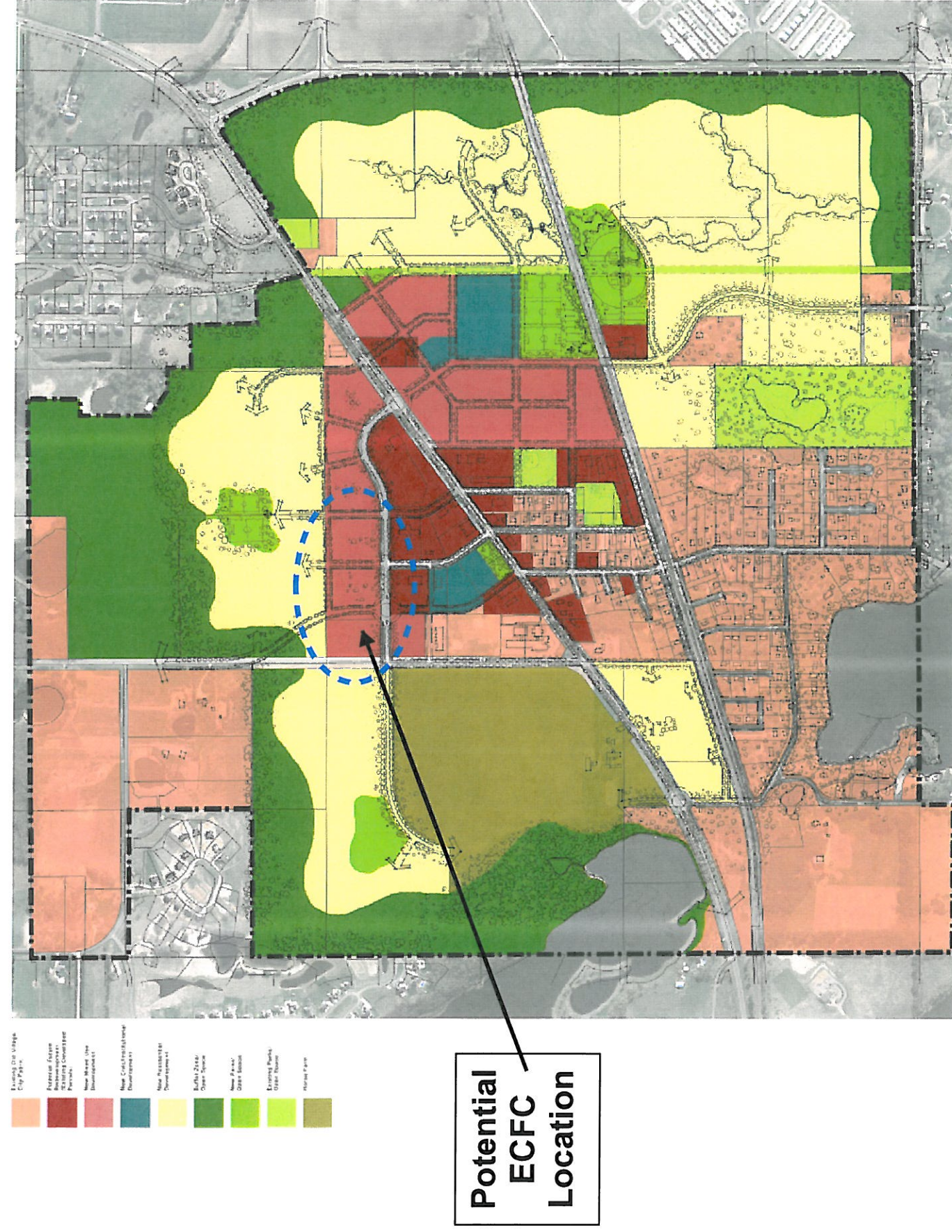
Legend

Land Use	
VR-HD	
VR-MU/MC	
VR-LD	
VR-GB	
VR-P/S	

Zoning Map - Village Area

**Potential
ECFC
Location**

Village Land Use Plan



BRUCE A. FOLZ & ASSOCIATES
LAND SURVEYING
STILLWATER, MINNESOTA

BROOKMAN 3RD ADDITION

OWNERS CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS: That Calvin J. Brookman and Ruth Brookman, husband and wife, and Donald T. Raleigh and Snowell Raleigh, husband and wife, fee owners of the following described property situated in Washington County, Minnesota:

That part of the Northwest Quarter of Section 13, Township 29 North, Range 21 West, described as follows:

Beginning at the northwest corner of said Northwest Quarter; thence South 00 degrees 58 minutes 21 seconds East, assumed bearing, along the west line of said Northwest Quarter a distance of 870.50 feet to the northwest corner of the tract described in Document No. 362607, as recorded and on file in the office of the County Recorder, Washington County, Minnesota; thence North 89 degrees 01 minutes 39 seconds East along the north line of said tract 430.00 feet to the west line of Lot 1, Block 2, BROOKMAN ADDITION, according to the plat on file in said office of the County Recorder; thence North 00 degrees 58 minutes 21 seconds West along said west line 309.18 feet to the northwest corner of said Lot 1; thence north 88 degrees 32 minutes 13 seconds East along the north line of said Lot 1 a distance of 349.30 feet; thence North 01 degrees 27 minutes 47 seconds West along the west line of said BROOKMAN ADDITION 80.00 feet; thence North 88 degrees 32 minutes 13 seconds East along the north line of said BROOKMAN ADDITION and along the north line of BROOKMAN 2ND ADDITION 610.00 feet; thence easterly along said north line of BROOKMAN 2ND ADDITION and along a tangential curve concave to the north, having a radius of 480.00 feet and a central angle of 27 degrees 33 minutes 48 seconds a distance of 221.29 feet; thence North 80 degrees 58 minutes 25 seconds East along tangent and along said north line 206.67 feet; thence easterly and southeasterly along said north line and along a tangential curve concave to the south, having a radius of 340.00 feet and a central angle of 82 degrees 26 minutes 09 seconds a distance of 489.18 feet; thence South 36 degrees 35 minutes 26 seconds East along the northeasterly line of said BROOKMAN 2ND ADDITION 213.00 feet to the center line of old concrete pavement of Trunk Highway 212 (now Trunk Highway 5); thence North 53 degrees 24 minutes 34 seconds East along said center line 358.91 feet to the east line of said Northwest Quarter; thence North 00 degrees 48 minutes 00 seconds West along said east line 96.16 feet to the northwesterly right-of-way line of said Trunk Highway 212; thence South 53 degrees 24 minutes 34 seconds West along said northwesterly right-of-way line 43.15 feet to the west line of the East 35.00 feet of said Northwest Quarter; thence North 00 degrees 48 minutes 00 seconds West along said west line 339.30 feet to the north line of said Northwest Quarter; thence South 88 degrees 32 minutes 13 seconds West along said north line of the Northwest Quarter a distance of 2601.81 feet to the point of beginning, containing 31.83 acres, more or less.

Have caused the same to be surveyed, platted and known as BROOKMAN 3RD ADDITION and do hereby dedicate and donate to the public for public use forever, the street, avenues and boulevard and also dedicate the easements as shown on this plat for highway, drainage and/or utility purposes only.

In witness whereof said Calvin J. Brookman and Ruth Brookman, husband and wife, and Donald T. Raleigh and Snowell Raleigh, husband and wife, have hereunto set their hands and seal this 14th day of June, 1982.

By Calvin J. Brookman Ruth Brookman

By Donald T. Raleigh Snowell Raleigh

STATE OF MINNESOTA)
COUNTY OF WASHINGTON) The foregoing instrument was acknowledged before me this 14th day of June, 1982, by Calvin J. Brookman and Ruth Brookman, husband and wife, and Donald T. Raleigh and Snowell Raleigh, husband and wife.

Notary Public, Hennepin County, Minnesota My commission expires 11/1/84

SURVEYORS CERTIFICATE

I, Bruce A. Folz, hereby certify that I have surveyed and platted the property described in the dedication of this plat as BROOKMAN 3RD ADDITION; that this plat is a correct representation of said survey; that all distances are correctly shown in feet and hundredths of a foot on the plat; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on the plat; and that there are no wetlands, easements or public highways to be designated on said plat other than as shown thereon.

Bruce A. Folz - Minnesota Registered Land Surveyor - Registration No. 9232

STATE OF MINNESOTA)
COUNTY OF WASHINGTON) The foregoing certificate, by Bruce A. Folz, Registered Land Surveyor, was acknowledged before me, a Notary Public, this 14th day of June, 1982.

Notary Public, Hennepin County, Minnesota My Commission Expires 11/1/84

COUNTY SURVEYOR

Pursuant to Chapter 820, Laws of Minnesota, 1971, this plat has been approved this 14th day of June, 1982.

By Washington County Surveyor

CITY OF LAKE ELMO

Approved by the City Council of the City of Lake Elmo, Minnesota, this 14th day of June, 1982. The provisions of Minnesota Statutes, Section 505.03, Subd. 2 have been satisfied.

Signed Mayor Attest Clerk

Reviewed by the City of Lake Elmo Planning Commission, this 14th day of June, 1982.

Signed Chairman Signed Secretary

COUNTY AUDITOR

No delinquent taxes and transfer entered this 14th day of June, 1982.

By Washington County Auditor By Deputy

COUNTY TREASURER

Current taxes due and payable for the year 1982 have been paid this 14th day of June, 1982.

By Washington County Treasurer By Deputy

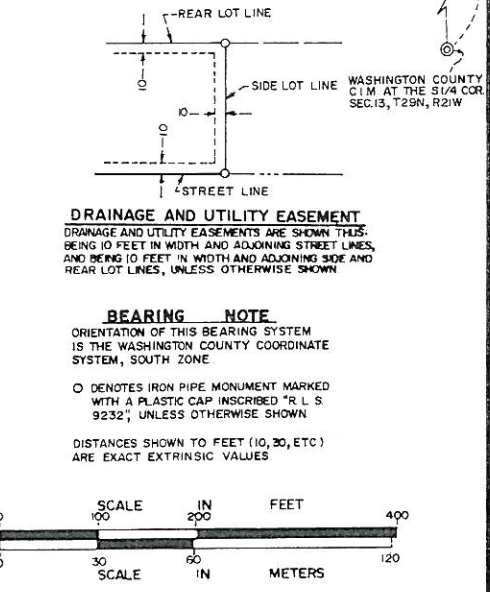
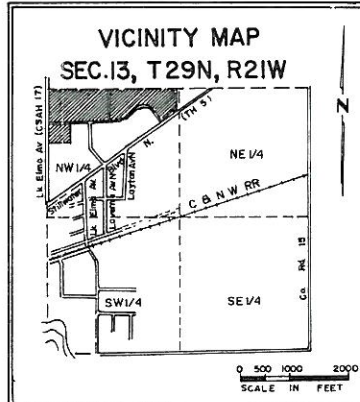
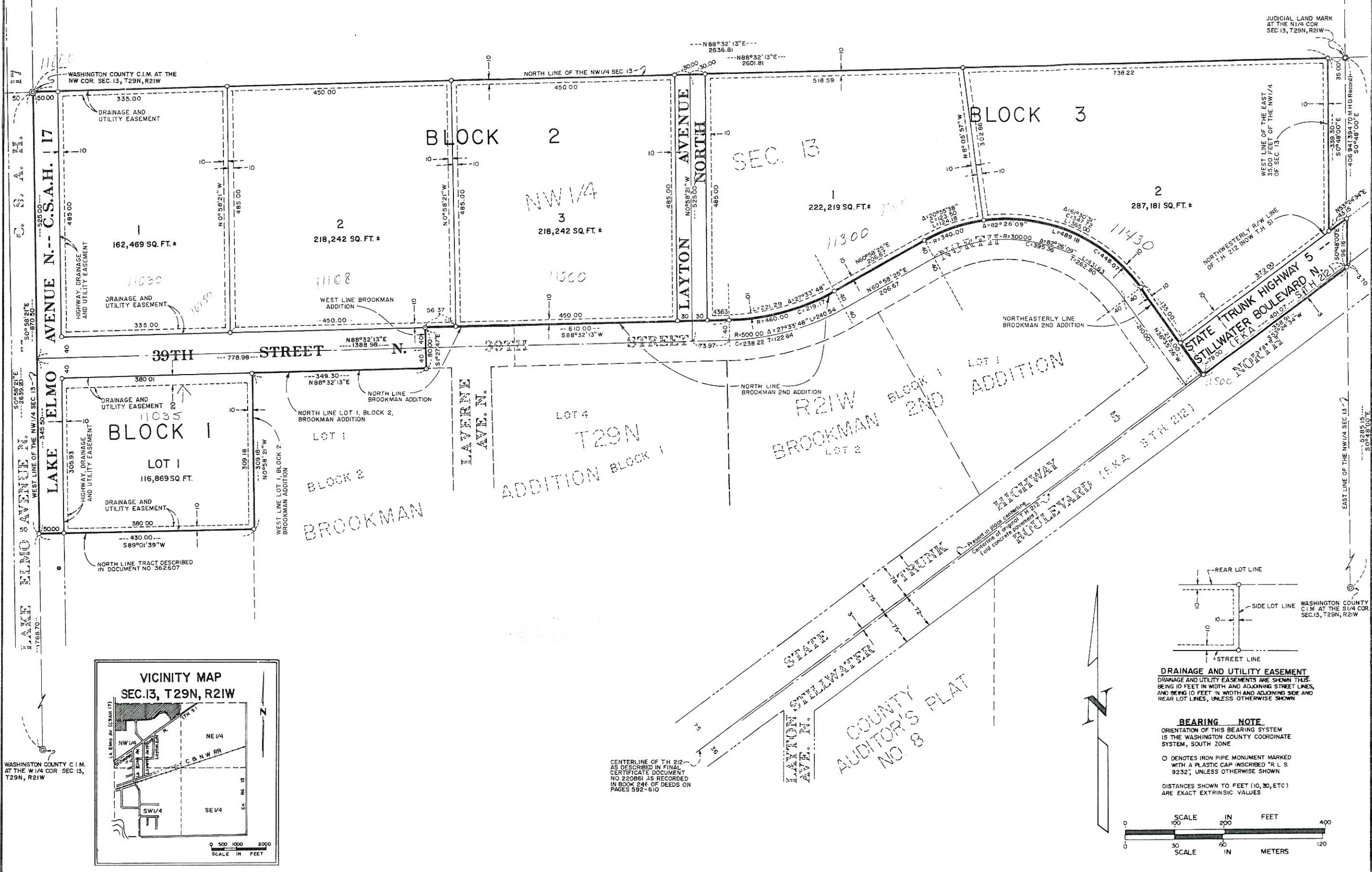
COUNTY RECORDER

Document Number I hereby certify this instrument was filed in the office of the County Recorder for record on this 14th day of June, 1982, at 10:00 o'clock A.M., and was recorded in Washington County Records.

By Washington County Recorder By Deputy

BRUCE A. FOLZ & ASSOCIATES
LAND SURVEYING
STILLWATER, MINNESOTA

BROOKMAN 3RD ADDITION





Public Works Department

Donald J. Theisen, P.E.
Director/County Engineer

Wayne H. Sandberg, P.E.
Deputy Director/Assistant County Engineer

March 3, 2011

Kyle Klatt
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55082

**PROPOSED ZONING MAP AMENDMENT
Lot 1, 2, and 3 Brookman 3rd Addition
Early Childhood Education Center**

Dear Mr. Klatt

Washington County has been notified of a Zoning Map Amendment to change the zoning district designation of Lots 1,2, and 3, Block 3 of the Brookman 3rd Addition. The properties are located north of the intersection of Laverne Avenue North and 39th Street and adjacent to County State Aid Highway (CSAH) 17 in Lake Elmo.

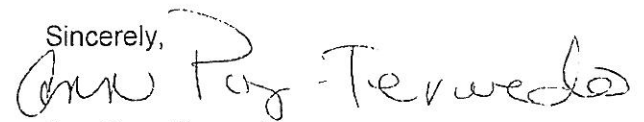
CR 17 is the section of roadway from Trunk Highway (TH) 5 to (TH) 36 and is currently, classified as an A Minor Expander roadway with a future functional classification as an A Minor Connector roadway. The roadway currently has an Average Daily Traffic (ADT) of 2950 vehicles per day (vpd) near the proposed amended zoning location. 20 year traffic forecasts, developed as part of the County's 2030 Comprehensive Plan Update, show that traffic is expected to increase to 8200 vpd. In addition, because CSAH 17 serves connector roadway, access spacing is critical to allow for efficient movement of traffic.

The following are our preliminary comments based on the hearing notice provided:

- a. We recommend that the applicant amend the Traffic Impact Study (TIS) that was prepared for the Greeley Street (UFE site) in the City of Stillwater. Specific items should include:
 - i. All access to the site will be from 39th Street.
 - ii. Peak hour traffic volumes of the proposed uses and its impacts to CSAH 17 and TH 5.
 - iii. Identification of any necessary improvements to CSAH 17 based on the proposed uses.
 - iv. Any drop-off locations should be identified on a site plan with the identification of storage for car drop-off during peak hours of the proposed uses.
 - v. Examination of future access to properties to the north, specially, an extension of Laverne Avenue North or identification of access to the site at Laverne Avenue North/39th Street.

Without the completion of an amended TIS or site plan, we cannot provide detailed, specific comments about what alternatives will or won't be needed.

Thank you for the opportunity to comment on this. Please call me at 651-430-4362 or e-mail me at Ann.pung-terwedo@co.washington.mn.us if you have questions or comments.

Sincerely,

Ann Pung-Terwedo
Senior Planner

c: Ted Schoenecker, Transportation Planning Manager
Wayne Sandberg, Deputy Director, Assistant County Engineer

Planning Commission
Date: 3/7/11
Business Item
Item: 5a

ITEM: Discussion of Allowing a Park and Ride Use along the Interstate 94 corridor

REQUESTED BY: Planning Department

SUBMITTED BY: Kelli Matzek, City Planner

REVIEWED BY: Kyle Klatt, Director of Planning
Bruce Messelt, City Administrator

SUMMARY AND ACTION REQUESTED:

Earlier this year, the City Council reviewed and approved the 2011 Planning Commission Work Plan. At the time it was reviewed, the Council added as a high priority item the consideration of allowing a Park and Ride use within the City of Lake Elmo. The Planning Commission is being asked to consider the idea of allowing a Park and Ride along the I-94 corridor; to consider possible sites which would be a good fit for a Park and Ride; and to consider whether the use, should the commission find it appropriate, be allowed as a permitted, conditionally permitted, or an interim use.

An application has not been received, nor is a specific project being discussed at this time.

Given the accessibility to I-94 and the current vacant status of the properties, staff would suggest consideration be given to that land north of I-94 and south of Hudson Boulevard located at the intersections of I-94 and Manning Avenue or I-94 and Keats Avenue. The land at the intersection of I-94 and Manning Avenue is approximately 6 acres in size. The acreage at the I-94 and Keats Avenue intersection is closer to 6.9 acres. The properties are currently zoned HD-RR-LB. A map is attached to identify the properties being suggested for discussion, though the commission may also choose to suggest alternative properties for consideration.

ADDITIONAL INFORMATION

Attached is the Metropolitan Council 2030 Park-and-Ride Plan that identifies site selection information and criteria as well as the long-range plan for future improvements. As is shown on page 67 of the attached plan, the I-94 E corridor is identified for development as LRT/Busway/BRT/Commuter Rail. However, the plan does not further explore this particular corridor. Because of this, the Gateway Corridor Commission has initiated a Transit Alternatives Analysis Study for further exploring the options as further described below.

Planning staff recently attended an open house regarding a Transit Alternatives Analysis Study to evaluate options of mass transit from Minneapolis, MN to Eau Claire, WI. The study will assess transit needs in the corridor, evaluate transit alternatives and recommend a Locally Preferred Alternative (LPA). A handout provided at the open house states that the “Park and ride demand is forecasted to double by 2030 (sic).” The handout is attached to this report.

RECOMMENDATION:

The City Council has requested that the Planning Commission consider revisions to the Zoning Ordinance and to make a recommendation to the Council on how the City could accommodate a park and ride facility along the I-94 Corridor. Planning Staff is recommending that the use be added as a conditional use within the HD-RR-LB district, and that a public hearing be scheduled to consider such an amendment at the next Planning Commission meeting.

Although no formal action is needed at this time, the Planning Commission is encouraged to provide any comments or direction to Staff to include in any proposed zoning amendments.

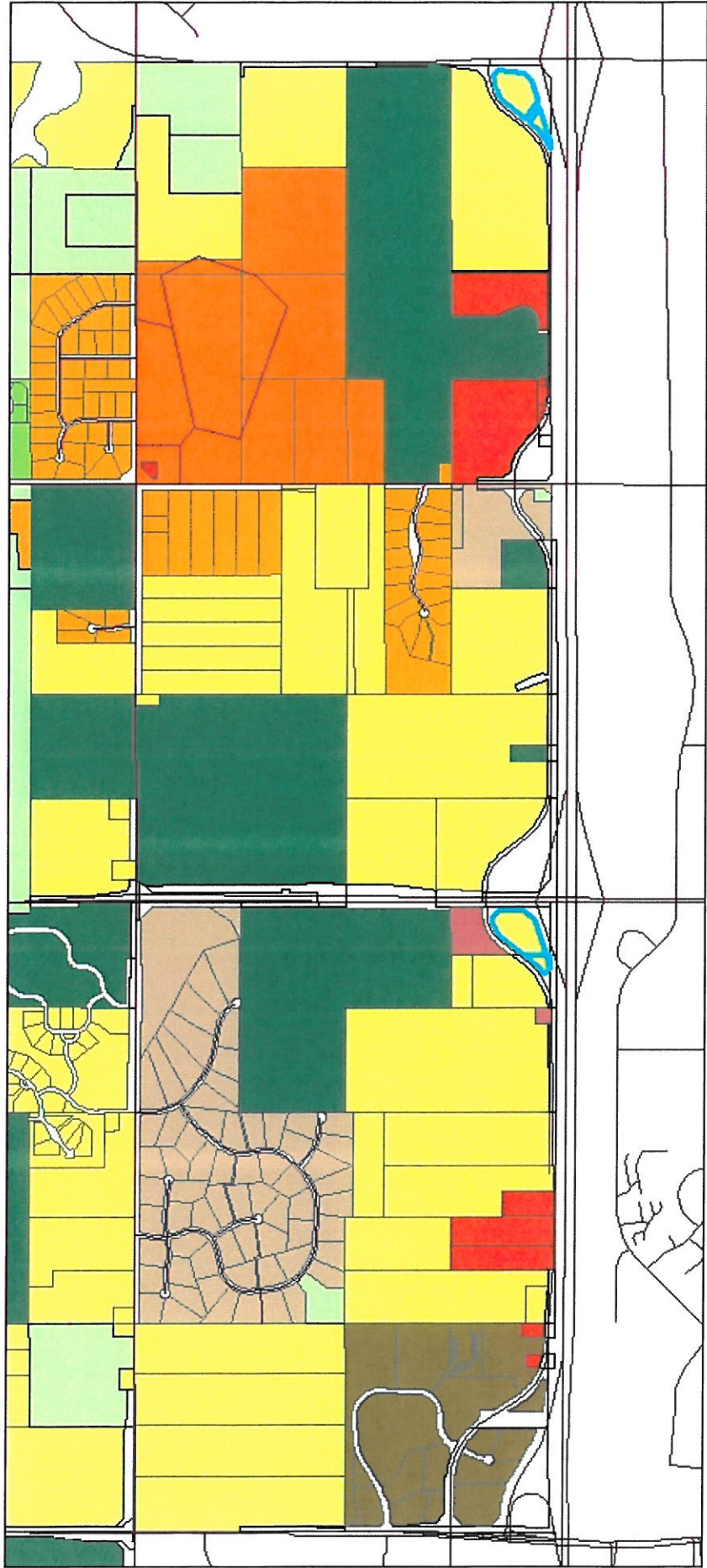
ORDER OF BUSINESS:

- IntroductionPlanning Director
- Report by staffPlanning Director
- Questions from the Commission Chair & Commission Members
- Call for a motion Chair Facilitates
- Discussion of Commission on the motion Chair Facilitates
- Action by the Planning Commission..... Chair & Commission Members

ATTACHMENTS (3):

1. Map of possible properties for Park-and-Ride use – for discussion purposes
2. Handout from March 2, 2011 Gateway Corridor Open House
3. Excerpts from Chapters 3, 4, and 5 of the Metropolitan Council's 2030 Park-and-Ride Plan

Potential Park-and-Ride Locations - For Discussion Purposes Only

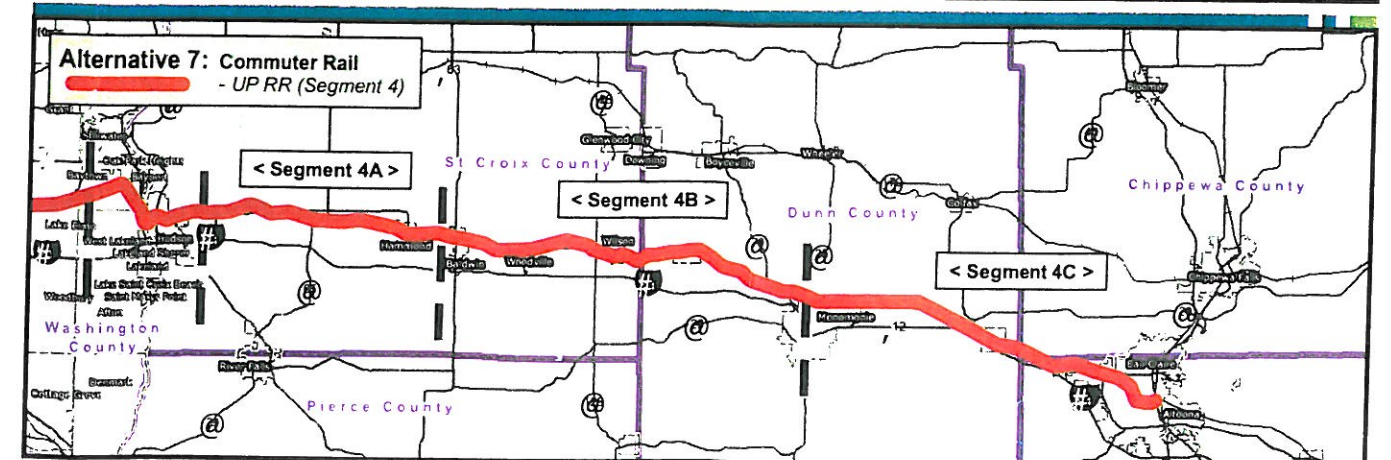
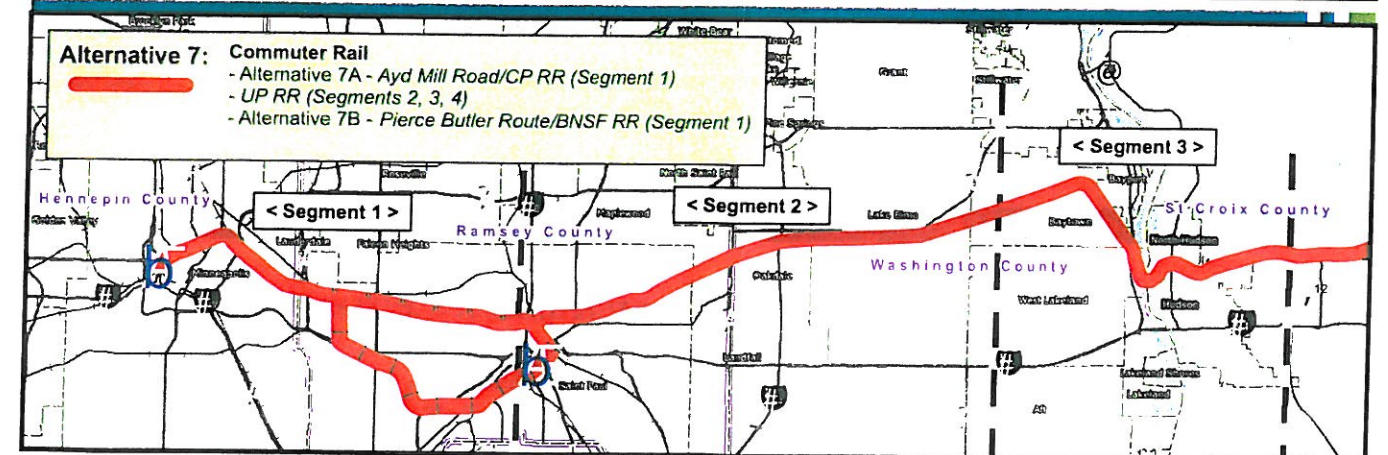
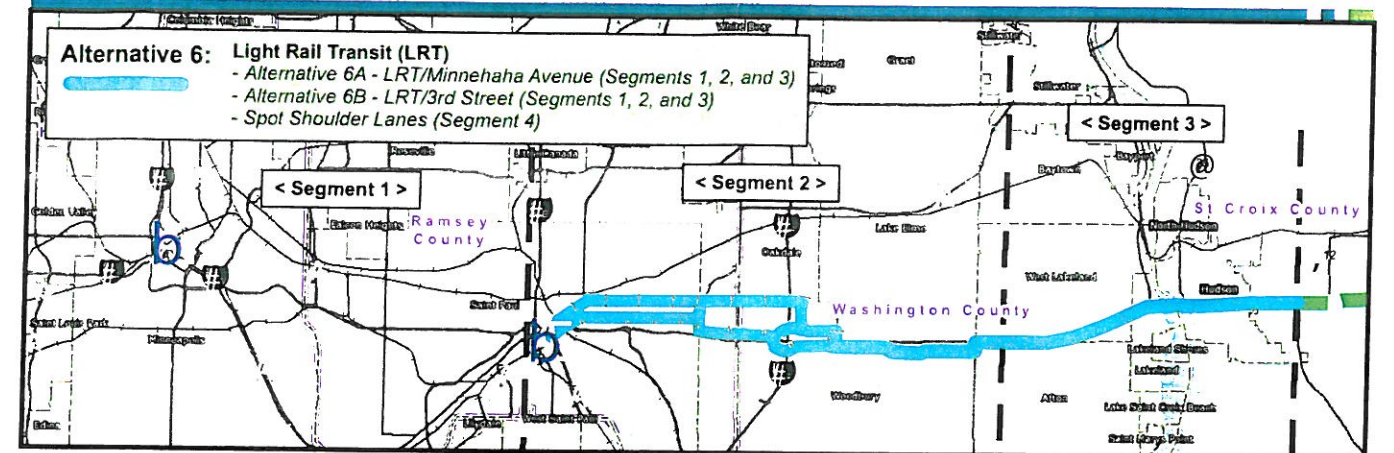
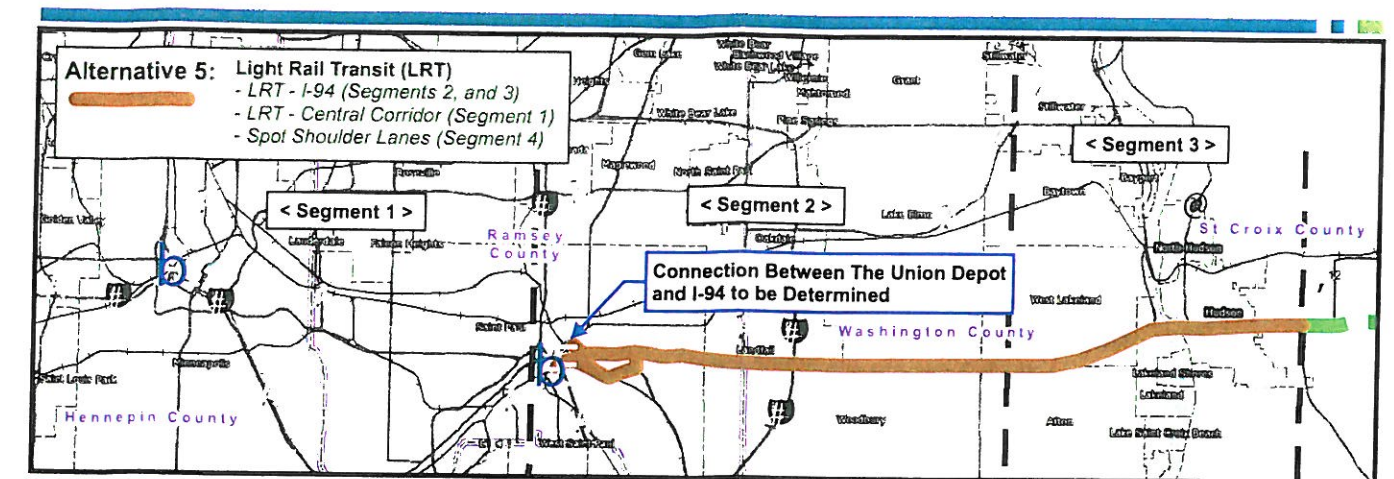
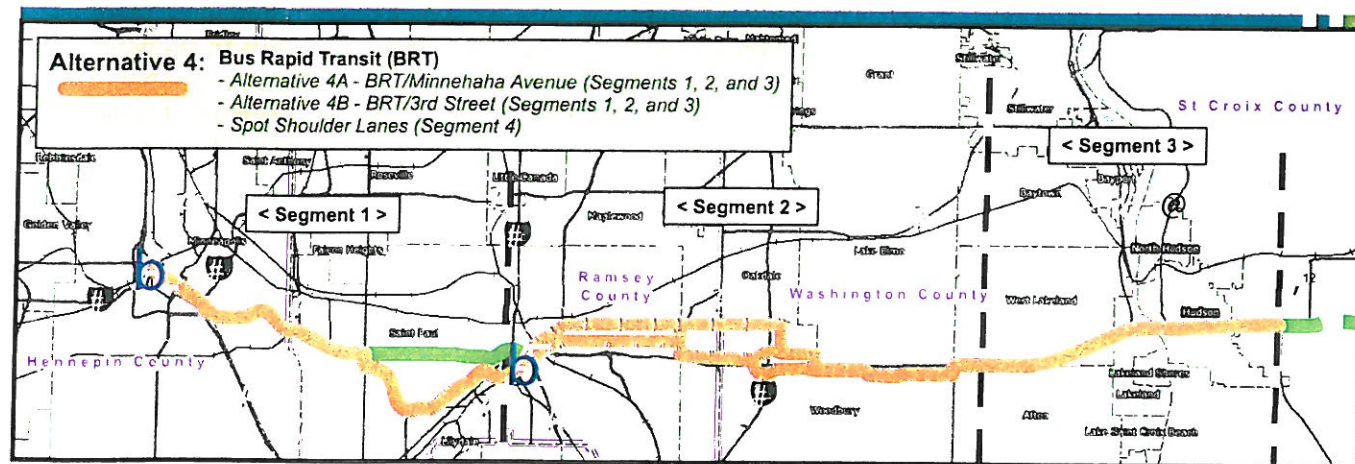
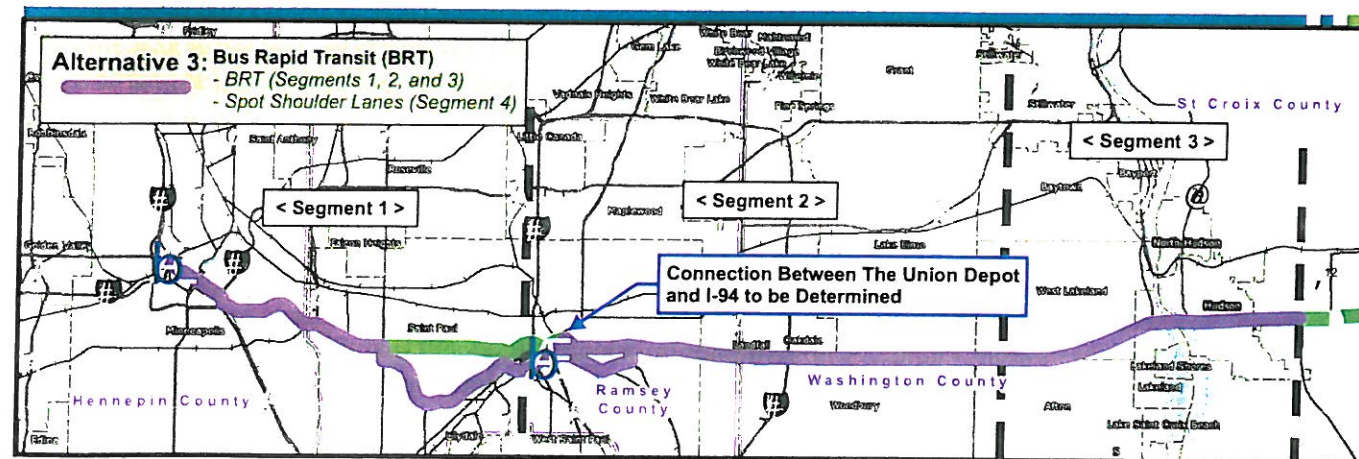


Initial Screening of Alternatives:

The initial screening of alignment alternatives (see the maps that follow) by the Policy Advisory Committee (PAC) was based on (1) ability to improve transportation mobility, (2) consistency with transportation, land use, and economic development plans, (3) cost-effectiveness, and (4) potential impacts to the natural environment. A final recommendation on transitway alignment alternatives to be studied further in the AA will be made following receipt of public comment.

Alternative 1 – No Build: The No Build alternative is defined as express buses operating in mixed traffic on I-94 and on highway shoulders between downtown Minneapolis and Woodbury during congested periods as they do today. Buses may only operate on highway shoulders where such use is signed and the speed of general traffic is 35 mph or less. Buses may operate at 35 mph, or 15 mph faster than general traffic. The No Build alternative includes planned, funded park and ride lots throughout the corridor.

Alternative 2 – Transportation System Management (TSM): The TSM alternative is defined as express buses operating in mixed traffic on I-94 between downtown Minneapolis and Eau Claire, and on highway shoulders where such use is signed and the speed of general traffic is 35 mph or less. An alternative TSM alternative will be tested adding a managed lane (“MnPass” lane) during congested periods between downtown Minneapolis and downtown St. Paul. Managed traffic lanes are highway lanes that are restricted during peak periods to buses, carpools/vanpool and MnPass vehicles that have paid a fee to use the lane. The TSM alternative includes additional park and ride lots throughout the corridor.



Using the results of the park-and-ride demand forecast, applying the general geographic site location criteria (see Site Location Criteria plan section), and by consulting with planning staff at Metro Transit, Suburban Transit Providers, Regional Rail Authorities, and local government officials, potential site location areas have been identified and selected by travel corridor. Some of these selected areas require further planning and exploration to determine feasibility. Factors such as environmental conditions, site control, and market shifts may require identification of alternate park-and-ride locations. Facility selections are divided into two chronological categories: near term (currently funded from 2009-2013), and long term (planned for 2013-2030 implementation).

In selecting locations, many criteria need to be considered (see Site Location Criteria Chapter). The impact of a new facility and service on existing nearby facilities and service can be positive or negative. As such, the careful consideration of this criterion is critical during the site selection process. A new facility and service can alleviate the over use of an existing, non-expandable facility or it can lure away a sizeable portion of an existing facility's market area. As the region moves toward larger facilities - often structures, or permanent, publicly owned surface lots with significant amenities - this criterion becomes more and more important. The sites identified in this chapter are intended to relieve those facilities that are operating near, at, or over capacity. Planning for demand on a corridor-wide basis and coordinated regionally makes it easier to phase growth in order to prevent the competitive park-and-ride facility scenario. This chapter will identify sites based on Minneapolis express bus corridors, with special mention of cases in which demand or future exclusive service to St. Paul are applicable.

The corridor analyses in this chapter are divided into the following nine sectors of the Twin Cities Metropolitan Area:

- North Metro
- Northeast Metro
- Southeast Metro
- South Metro
- Central Metro
- Southwest Metro
- Southwest Inner Metro
- Northwest Inner Metro
- Northwest Metro

The geographic boundaries of these sectors are shown in Figure 3-2 on the following page of this chapter. Each sector is described in subsequent sections with an accompanying map of facilities and a table outlining usage, 2008 capacity, expansion, and estimated 2030 capacity.

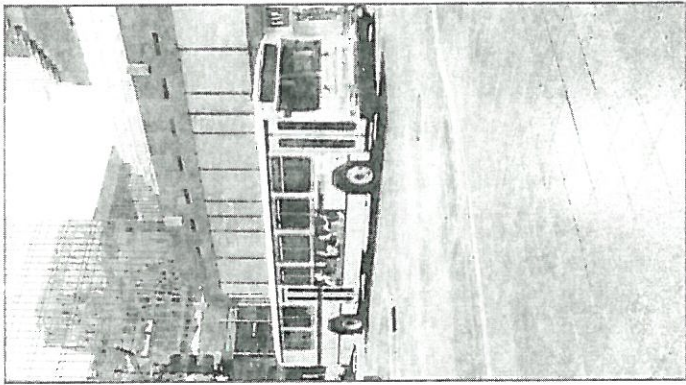


Figure 3-1: Metro Transit bus on Nicollet Mall in Downtown Minneapolis



FIGURE 3-2: PARK-AND-RIDE FACILITIES IN THE TWIN CITIES METRO AREA

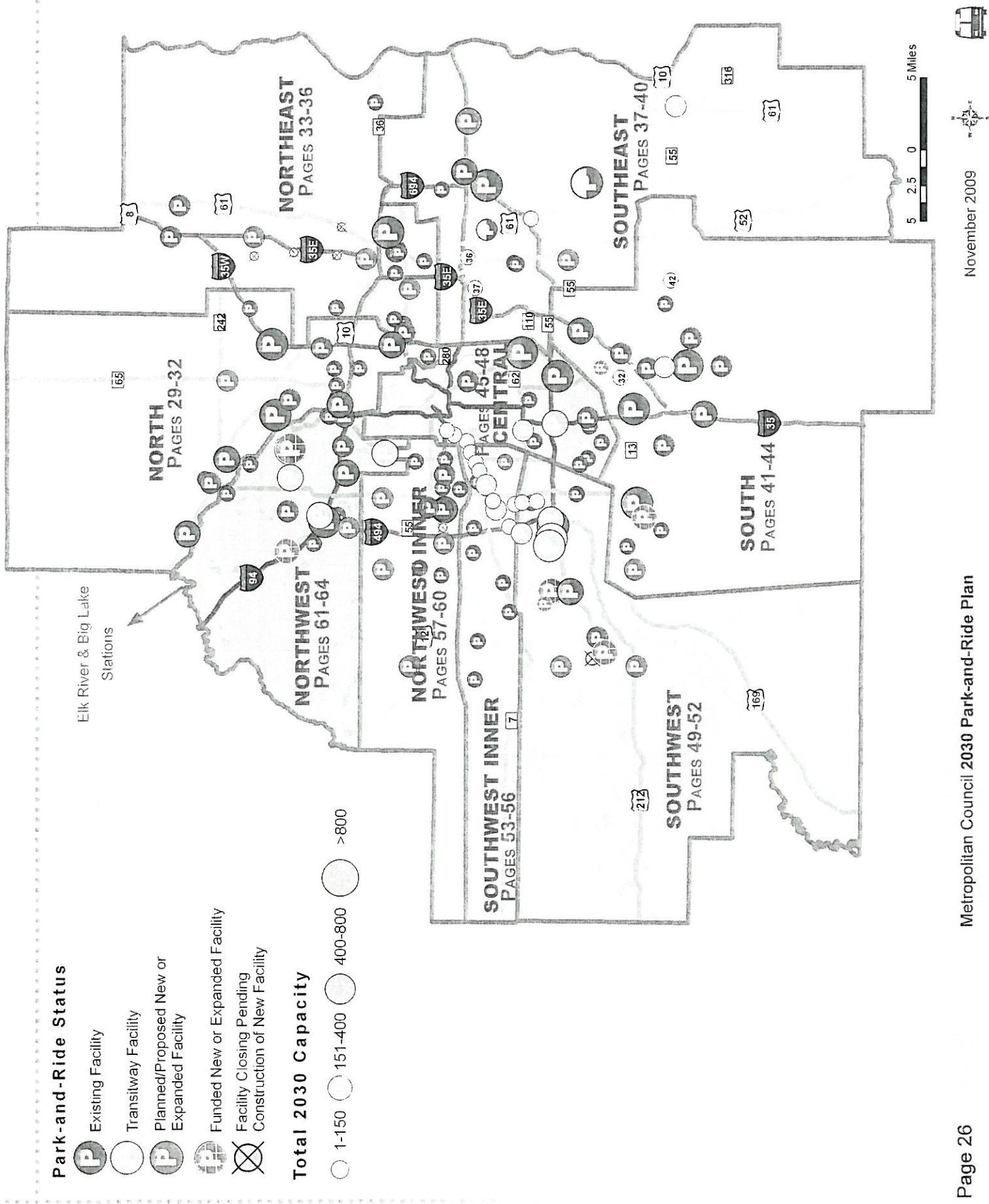


TABLE 3-3: FORECAST OF UNMET NEED BY MINNEAPOLIS TRAVEL CORRIDOR*

Corridor	2008 Utilization	2020 Demand	2030 Demand	Funded Capacity	Unmet Need 2020 ¹	Unmet Need 2030 ^{**}
Central Cities	800	1,100	1,400	200	900	1,300
North Metro						
Hwy 10/169 North	1,900	3,200	4,100	4,800	-1,600	-700
I-35W North	1,100	1,700	2,300	2,700	-1,000	-400
Hwy 65 North	600	1,000	1,400	0	1,000	1,400
East Metro						
I-35E North/Hwy 36 East	900	1,400	1,900	1,100	300	800
Hwy 61 South ³	200	300	500	400	-100	100
I-94 East	800	1,300	1,800	900	400	900
South Metro						
I-35W South Lower	1,300	2,100	2,800	2,700	-600	100
I-35W South Upper	500	700	900	1,100	-400	-200
Hwy 77 South	1,600	2,700	3,500	3,400	-800	100
Hwy 52/55	1,000	1,600	2,100	1,700	-100	400
Hwy 169 South	600	1,200	1,700	1,300	-100	400
West Metro						
Hwy 212/5	1,200	2,300	3,100	2,900	-600	200
I-94 West	2,300	3,900	5,300	4,400	-500	900
I-394/Hwy 12	1,700	2,600	3,500	2,500	100	1,000
Total- Minneapolis	16,700	27,200	36,200	30,200	1,800	6,300

¹ Forecast represents baseline park-and-ride demand. Future transitway improvements may increase corridor demand

² Unmet need totals exclude Central Cities where park-and-rides are not needed to generate transit ridership.

³ New facilities listed as part of the Hwy 52/55 corridor have potential to increase park-and-ride demand in the Hwy 61 South corridor; therefore, park-and-ride demand and capacity in the Hwy 61 South corridor could be greater than suggested in this table. Park-and-Ride priority of the Hwy 61 South corridor will be re-evaluated on the basis of observed usage patterns as necessary.



TABLE 3-4: FORECAST OF UNMET NEED BY ST. PAUL TRAVEL CORRIDOR*

Corridor	2008 Utilization	2020 Demand	2030 Demand	Funded Capacity	Unmet Need 2020 ¹	Unmet Need 2030 ²
Central Cities North Metro	100	300	300	0	300	300
Hwy 10/169 North	100	300	300	300	0	0
Hwy 65 North	100	200	200	0	200	200
I-35E North	300	800	900	500	300	400
Hwy 36 West East Metro	100	100	100	300	-200	-200
I-94 East	200	600	600	400	200	200
Hwy 52/55	100	300	300	0	300	300
Hwy 61 South ³ South Metro	100	400	400	200	200	200
I-35E South West Metro	400	800	900	600	200	300
I-394 West	0	0	0	0	0	0
Hwy 5 West	0	0	0	0	0	0
I-94 West	0	0	0	0	0	0
Total- St. Paul⁴	1,600	3,900	4,000	2,400	1,400	1,600

¹ Forecast represents baseline park-and-ride demand. Future transitway improvements may increase corridor demand

² Unmet need totals exclude Central Cities where park-and-rides are not needed to generate transit ridership.

³ New facilities listed as part of the Hwy 52/55 corridor have potential to increase park-and-ride demand in the Hwy 61 South corridor; therefore, park-and-ride demand and capacity in the Hwy 61 South corridor could be greater than suggested in this table. Park-and-Ride priority of the Hwy 61 South corridor will be re-evaluated on the basis of observed usage patterns as necessary.

⁴ Many corridors overlap Minneapolis corridors with surplus capacity assigned. These facilities are likely to meet "unmet need" to St. Paul



The 2030 Transportation Policy Plan identifies a network of transitway corridors to be implemented by 2030. Transitways recommended in the plan are in varying stages of study and implementation. Some have detailed studies that include potential park-and-ride locations, while other corridors do not. Transitways are organized as follows:

→ Completed construction, final design, and preliminary engineering:

- I-394 HOT Lane
- Central Corridor LRT
- Northstar Commuter Rail*
- Hiawatha LRT
- I-35W South BRT*
- Cedar Avenue BRT*

→ Develop as LRT, busway, BRT, or commuter rail:

- Bottineau Boulevard*
- Southwest Transitway*
- Red Rock*
- Rush Line*
- Central Ave/ TH 65
- I-35W North
- TH 36 Northeast
- I-94 East

As mentioned in the previous chapter, transitway development for these corridors creates park and ride demand beyond what is projected in the demand model corridors. Some investments can be completed in advance of rail or busway/BRT implementation, while others require the transitway investment to be complete before construction for minimum operating or demand needs to be met..

The most current park and ride information for each transitway project is provided in this chapter, generally as a result of Alternatives Analysis work. Figure 4-2 below is a map from the 2030 Transportation Policy Plan showing the various transitway corridors in the Twin Cities region.

*These corridors have reached a planning stage where future park and ride growth can be discussed.

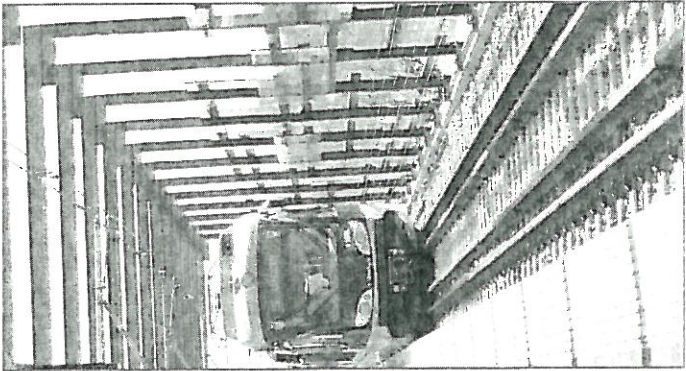
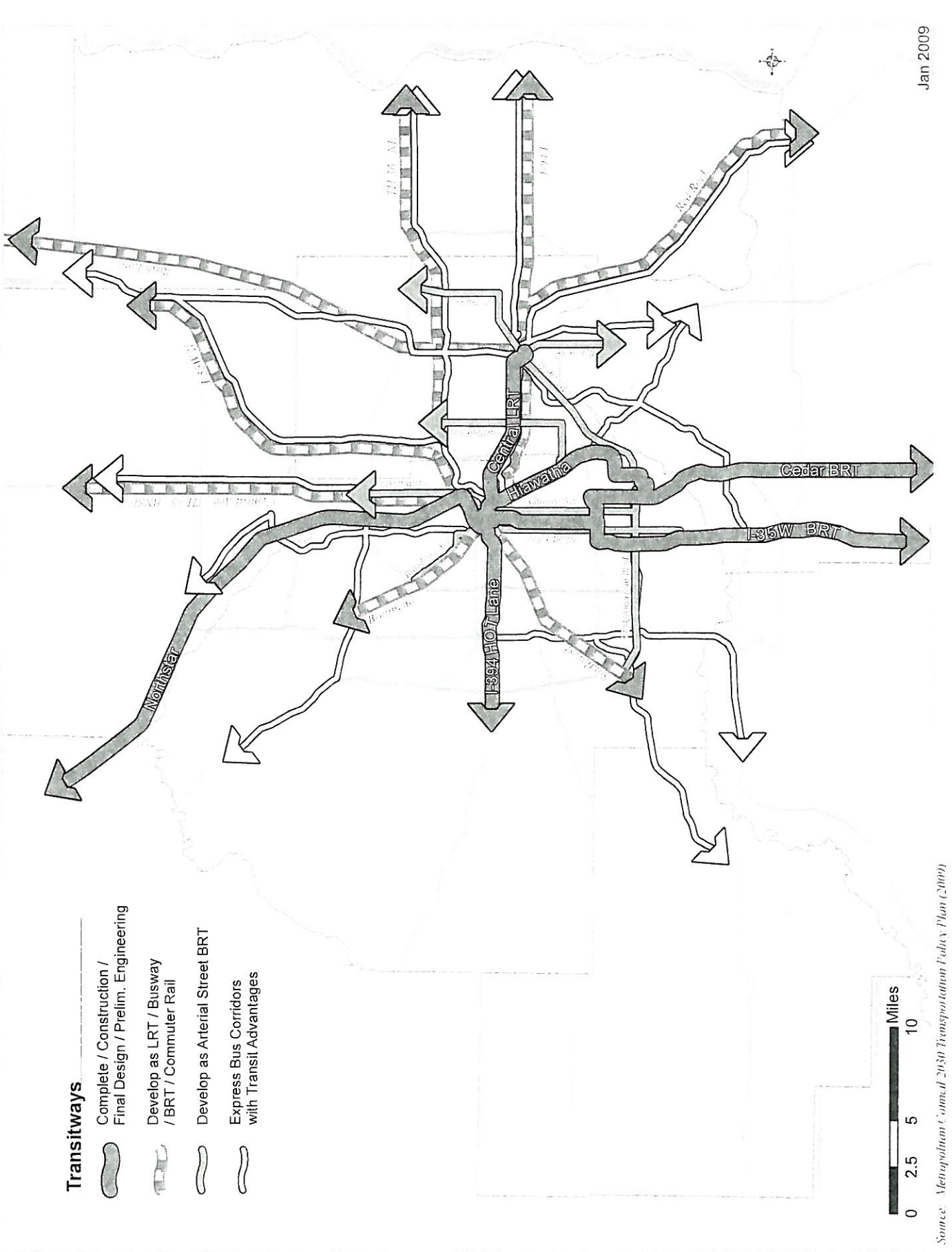


Figure 4-1: Hiawatha LRT Train at the Lake Street/Midtown Station

Figure 4-2: Twin Cities Metropolitan Area 2030 Transitway System



Source: Metropolitan Council 2030 Transportation Policy Plan (2009)



This final chapter of the plan provides criteria for planning, design, and implementation of a park-and-ride facility. The criteria are designed to inform and enable regional transit planners and local officials to work more collaboratively in the selection and approval of sites that maximize transit efficiency while serving the greatest number of customers. Suitable park-and-ride facility sites are selected through a mutual recognition, understanding and balancing of competing interests for the public good.

Park-and-Ride facilities are also subject to regional transit standards, identified in [Appendix G](#) of the 2030 Transportation Policy Plan. These standards are required for new facilities, but are generally flexible for park-and-ride facilities.

5.1: Facility Planning Phases

Planning a park-and-ride facility generally has three major phases of planning. These include

1. Determining facility need and system integration
2. Market Area Analysis
3. Site selection and design considerations

Each phase listed above also has several criteria for consideration by local officials and transit planners. Not all criteria are created equal; each phase has essential and preferred criteria. The inability of a potential site to meet an essential criterion is not a fatal flaw, but may indicate the site is less than ideal. If a candidate site fails to meet several essential criteria the chances of a successful project are low, and other sites should be considered.

In addition, there are several preferred criteria. These should be considered a bonus feature that can be used to distinguish two or more otherwise equally suitable sites.

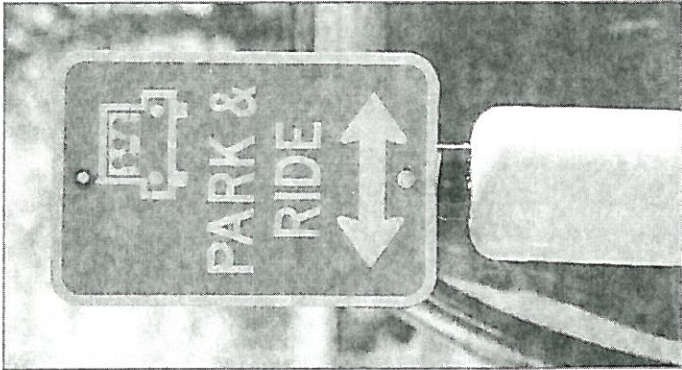


Figure 5-1: Facility Planning Phases



5.2: Facility Need and System Integration

The need for a new facility may be driven by several factors. Typical reasons are described below:

Loss of an existing park-and-ride facility (loss can be realized or anticipated)

In certain instances, it is necessary to replace an existing facility. For example, an existing facility may be located on public right-of-way needed for roadway expansion or re-alignment. Another common example is a joint-use facility without a permanent or long-term lease arrangement whose lease is terminated by the landowner. Still other facilities may be replaced to streamline service in a corridor, serving customers faster with more conveniently located facilities (this strategy is typically pursued only to replace leased facilities). A recent example is the Maple Grove Parkway facility, under construction to replace a leased (and over capacity) facility at a nearby Wal-Mart.

Existing facilities near, at, or over capacity with anticipated ongoing growth

These facilities tend to be along major transportation corridors, and are typically approached through expansion of the existing facility or by siting and constructing a new location. Facility expansion at the current site should be explored first, since the location is a proven location and likely represents a significant public investment. If expansion is not feasible, a new facility may be sought to augment or replace the crowded facility. This requires careful analysis of service levels and user origins, further described in the market area analysis section of this chapter. Recent facility expansions include expansions of the Apple Valley Transit Station or ramp construction at I-394 and County Road 73. A recent new location built to alleviate capacity shortfall is Guardian Angels Church in Oakdale. This facility involves a long term lease and parking expansion that relieved the crowded Woodbury Theatre Park-and-Ride.

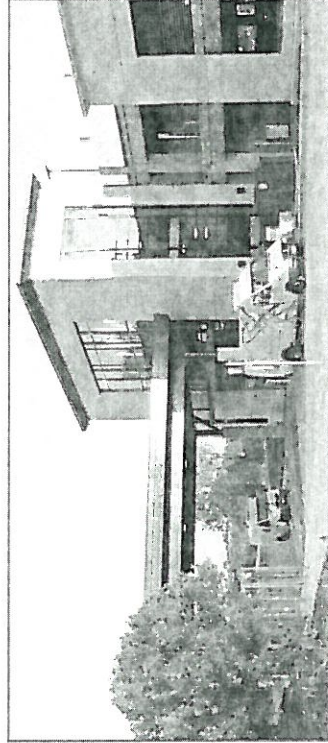


Figure 5-2: The I-394 & County Road 73 facility was expanded in 2006-2007 to meet growing demand



New market area for expansion of transit services

A new primary market area typically occurs in high population growth areas not directly served by transit or without facilities. These areas tend to be along major transportation corridors. Recent examples include new facilities and new express services from Lakeville or Forest Lake. When planning expansion into new market areas, it is critically important to consider user origins and service levels at downstream facilities. Transit users gravitate to higher levels of service; if a new facility does not have demand to support independent, robust transit service potential users will bypass the new facility to existing park-and-rides with a higher level of service. Service planning and operating resources are also of special concern when planning new facilities.

Transitway Facilities¹

A fourth category includes transitway implementation. Some transitway stations have associated park-and-ride facilities. The demand and site location process for these facilities is typically an outcome of an alternatives analysis and detailed ongoing planning. Site location criteria included in this document apply to transitways, though rail transitways may have unique access characteristics. Park-and-ride facilities may be implemented prior to full development of the transitway investment, but only if the project is a promising standalone facility. Service to the park-and-ride must be justified on its own merits, or the park-and-ride facility's construction should only be implemented alongside transitway service. Specific care must be applied to ensure compliance with federal rules.

Suggested Facilities Require Evaluation

Not all candidate park-and-ride sites arise from a site selection process generated by a triggering event as described above. Transit agencies receive numerous leads on potential park-and-ride arrangements each year. Some of these opportunities are worth pursuing in lieu of other planned facilities in the corridor, but must be carefully vetted for system and corridor compatibility, as well as site selection and design criteria described in this chapter. Many leads on potential park-and-ride facilities are found to be incompatible with one or more essential criteria.

¹ The 2030 Transportation Policy Plan includes express buses with transit advantages in the definition of transitways. This section describes transitways with individualized corridor analysis/planning and increased capital investment beyond typical transit advantages.

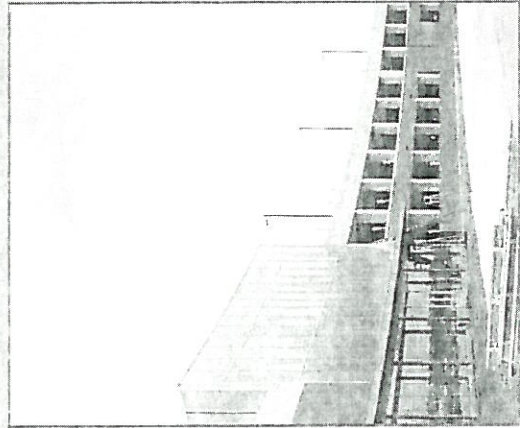


Figure 5-4: The Kenrick Avenue park-and-ride opened in late 2009 and was the first facility to open in Lakeville

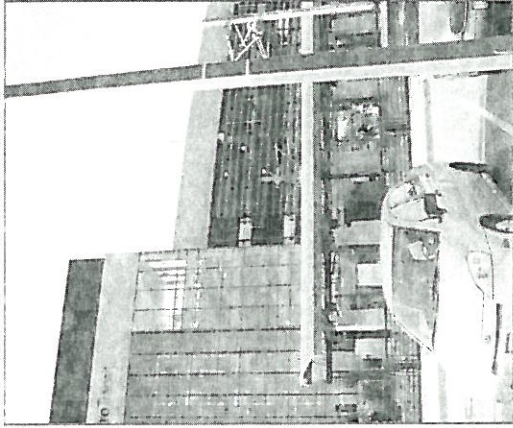


Figure 5-5: The 28th Avenue Park-and-Ride is located along the Hiawatha LRT corridor

5.3: Market Area Analysis

With the potential need for a facility identified (or a suggested site identified), a number of steps are required to ensure a facility is a successful addition to the region's transit system. The first and most important step is to conduct a market area analysis.

Park-and-Ride locations must be validated using the Regional Park-and-Ride Demand Estimation Methodology in this plan update, particularly if the location is beyond those areas identified by corridor in this plan. The map and tables included in this plan [Appendix A and B, respectively] may be updated with more recent data or adopted local Comprehensive Plan data. Park-and-Ride mode split calculations also may be refined, but primarily to rectify potential data irregularities and not as an argument for amplified mode split and facility usage.

The general process for a market area analysis starts from an identified facility need or directly from a proposed site, and should follow these steps:

Step 1: Review Existing Conditions

This involves review and documentation of existing park-and-ride user origins, existing service levels, and existing facilities and usage. Corridor transit service plans, highway plans, and local comprehensive plans should also be reviewed for contraindications.

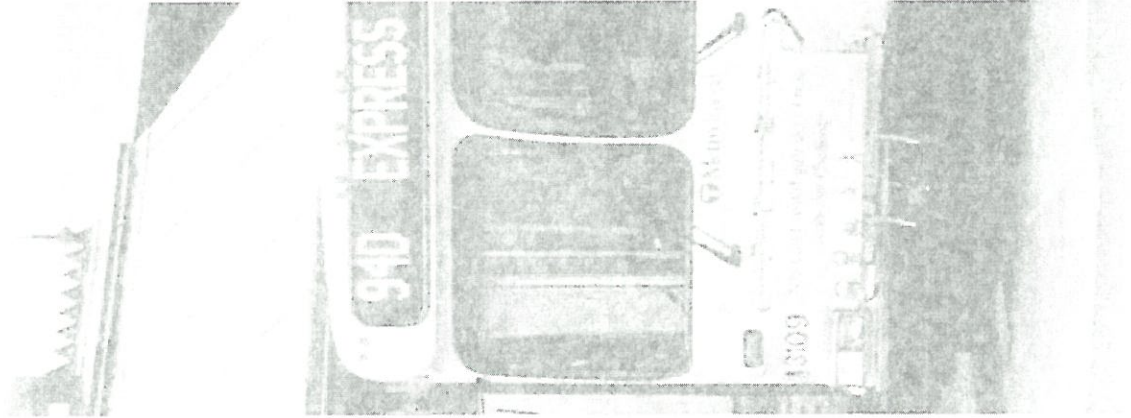
Step 2: Determine Potential Market Area

Based on the results of step 1, assign TAZs to delineate a proposed market area for the new facility using the TAZ map developed for this plan [Appendix A]. This should follow a "watershed" analysis based on existing user origins and destinations, and be informed by professional judgment of service levels in the area.

Step 3: Estimate Existing and Future Demand

Using tables developed for this plan [Appendix B], identify existing demand and medium- and long-term park-and-ride demand for the proposed facility.





Step 4: Analyze Effects of Facility and Service Competition or Reinforcement

When implementing a new facility, the influence of other nearby facility(s) and service(s) should be evaluated. Facilities placed along local or walk-up routes, or those closer than four to five miles apart within the same corridor have strong potential for competition.

Park-and-rides should not compete with local or walk-up express transit service within the same area, but in limited instances a park-and-ride may support existing walk-up routes or may be part of a service restructuring. The facility must improve and complement existing services.

Consideration of transit service levels is paramount to this evaluation. Customers tend to favor service levels over proximity- many transit users will drive farther to have additional bus trips/frequency or increased span of service (such as midday or later evening trips), even bypassing facilities closer to their home origin.

Step 5: Refine Demand Estimates

Based on the competitive effects of nearby facilities and services, discount competitive effects to reach the estimated demand for the proposed facility. For example, the new facility's market capture would not likely be 100% of the TAZs' total park-and-ride demand if a neighboring large, high frequency park-and-ride continued to offer comparatively high service levels. Similarly, if planned bus routes serve both facilities, transit planners should expect continued utilization of the innermost facility.

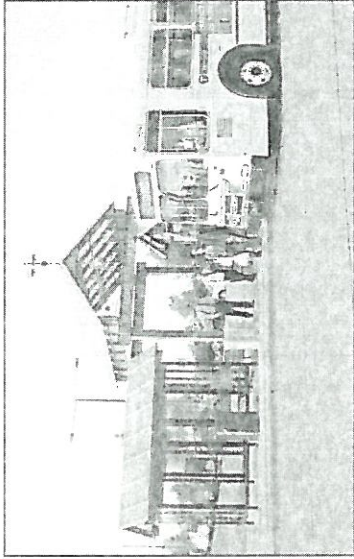


Figure 5-6: Highway 610 & Noble in Brooklyn Park is a popular park-and-ride due to its high frequency express bus service

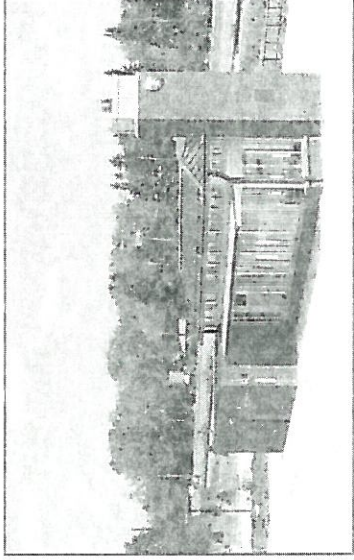


Figure 5-7: The 63rd Ave. & Bottineau Blvd. facility was strategically located in anticipation of future Bottineau Transitway investment



5.4: Site Selection and Design Criteria

Type of Land Provision

If a park-and-ride project is compatible with planned system and regional services, and a market area analysis shows a promising, complementary facility, the site selection process may begin. There are three dominant types of land ownership used for park-and-ride facilities. These include public rights-of-way, joint-use sites, and private land.

Public Rights-of-Way

The selection of public right-of-way should be driven by two factors: availability and land acquisition cost. Surplus or excess public right-of-way is sometimes available along major roadways. These parcels are often not suitable for commercial land development. Public rights-of-way tend to have lower acquisition cost than private land.

Joint-Use Opportunity

Park-and-ride use is primarily a weekday daytime activity. During evenings and weekends, parking may go underutilized. Joint-use opportunities may allow for complementary uses of parking. In addition, a retail center may also provide convenience and amenity to transit users. Historically, joint use opportunities have arisen with parks, churches, movie theaters, and retail establishments. Except for interim facilities (e.g. relievers), joint use facility development should be driven by two factors: complementary use and long-term or permanent lease arrangement. Joint-use opportunities are most applicable in corridors with little available land or at locations where large shared-use facilities are desired and reasonable.

Private Land

The selection of private land should be driven by two factors: zoning compatibility and land acquisition cost. A site for a park-and-ride facility needs to be compatible to the surrounding land uses. The acquisition of land for a park-and-ride facility must not be cost-prohibitive.

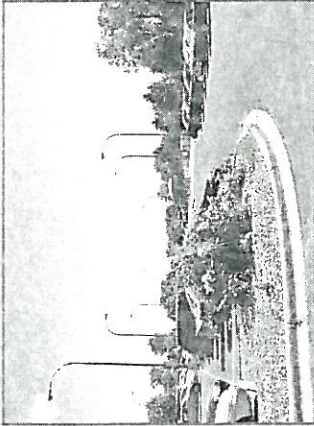


Figure 5-8: The I-35W & Co. Rd. H park-and-ride in Mounds View is located on public right-of-way

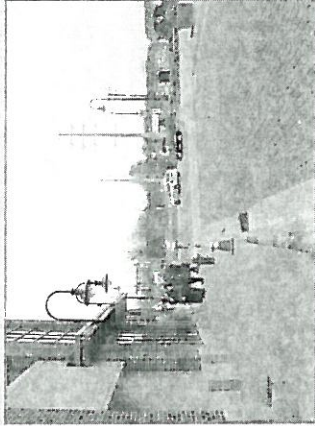


Figure 5-9: The Mound Transit Center park-and-ride is an example of a joint use facility

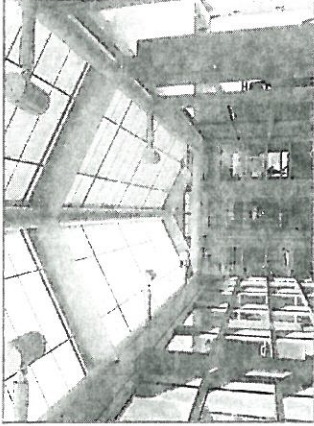


Figure 5-10: The I-35W & 95th Ave. park-and-ride property was purchased from a private owner





Figure 5-11: The Como Ave. & Eustis St. Park-and-Ride is an example of a park-and-ride within a densely populated area

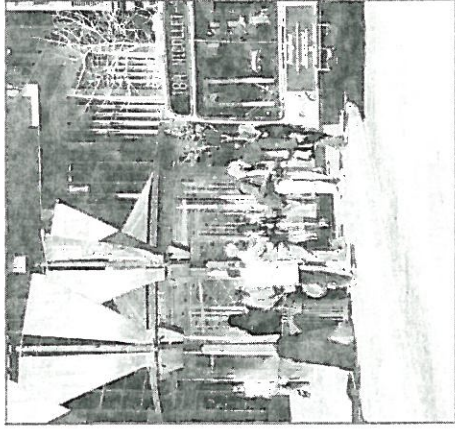


Figure 5-12: Park-and-Ride demand currently focuses on service to Downtown Minneapolis

Essential Criteria

Each site should have the following characteristics, though a deficiency on one criteria may not necessarily be a fatal flaw for continued project development:

Serving Lower-Density Areas with Less than Full Transit Service Coverage

Park-and-ride facilities are typically located in lower density developing areas, as designated in the Regional Development Framework. However, facilities may be implemented in more urbanized areas if they support or bolster (and do not undermine) existing walk-up express transit services. Park-and-rides are discouraged in center cities, except in rare or atypical circumstances.

Located on a Major Travel Corridor to a Major Regional Activity Center

Facilities should be located in areas with high levels of travel demand at major activity center(s). Currently, park-and-ride demand focuses on downtown Minneapolis, with additional demand to downtown St. Paul and the University of Minnesota.

Convenient Access to Regional Highway System

Facilities should be located within ½ mile of the nearest interchange (or intersection) accessing the regional highway system (usually principal arterial).

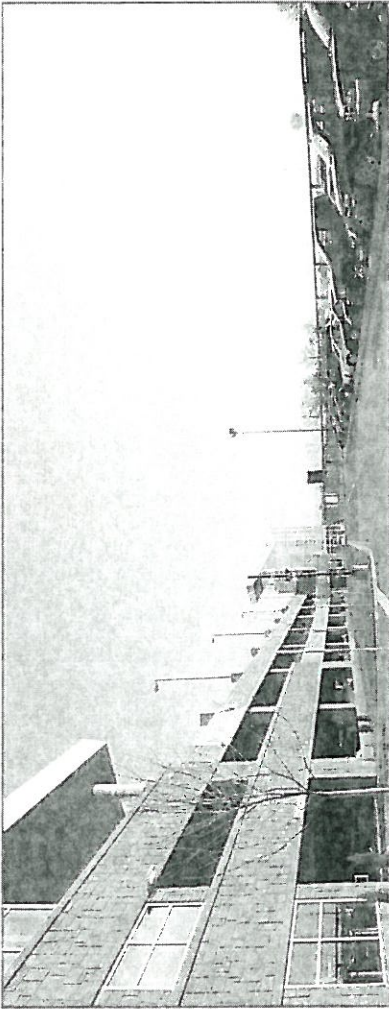


Figure 5-13: The I-35W & 95th Avenue park-and-ride in Blaine is located along I-35W and has direct access to the southbound ramp



Convenient Vehicle Access

Facilities should be located to optimize vehicle travel (transit and personal) into and out of the facility. In addition, connections to external bicycle and pedestrian networks should be included as design elements to provide equivalent access.

Minimum Capacity/ Anticipated Demand

Facilities should be sized to accommodate a minimum of three exclusive, peak-period, express bus trips. This translates to a need for at least 150 spaces, though specific sizes may depend on site factors and corridor service design. A small facility should not be located near a large facility, as increased service at the large facility will likely outcompete the smaller facility for nearby users.

Local Area Factors

There are three groups of local area factors that need to be acknowledged, considered and satisfied for local consent of a potential park-and-ride site: community or land use compatibility, environmental constraints and economic implications.



Figure 5-14: A number of facilities include bicycle infrastructure to encourage connection with local bicycle and pedestrian networks

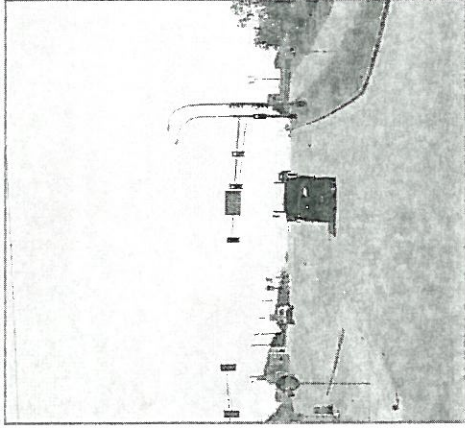


Figure 5-15: Park-and-rides often are located near a major roadway for ease of access and to minimize negative impacts on less intense land uses



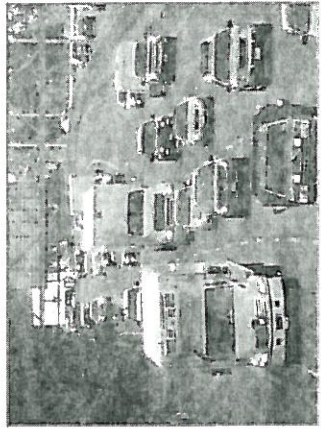


Figure 5-16: A congested freeway corridor in the Twin Cities Metro Area

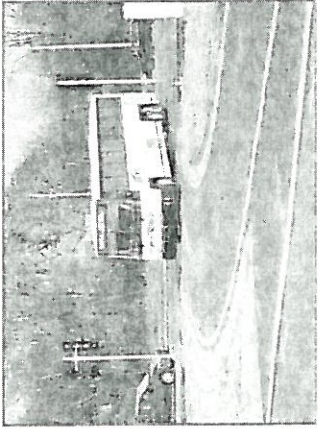


Figure 5-17: A new transit advantage for buses at Highway 62 West and Hwy 77 North provides transit travel time savings

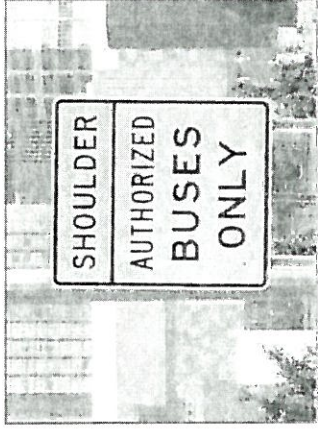


Figure 5-18: Bus-only shoulders are a unique feature of the Twin Cities' transit system

Preferred Criteria

Site selection may also be informed by how the site location offers the following characteristics:

Congested Travel Corridor

Facilities should be located in congested travel corridors. Express and park-and-ride investments focus on adding person throughput to congested corridors. Therefore, facilities concentrated along and/or serving congested metropolitan highway corridors are the highest priority for implementation.

Upstream of Major Traffic Congestion

Facilities should be located in advance of areas experiencing major traffic congestion. Diverting vehicles off the roadways prior to congestion is attractive for transit users; diverted inbound users also do not contribute to congestion en route to a park-and-ride.

Transit Advantages

The primary travel corridor, on which the facility is located, should be equipped with continuous transit advantages, such as bus-only shoulders or HOV/HOT lanes in the congested segments of the corridor.

Direct, seamless access for transit vehicles between (to and from) the facility and the adjacent primary travel corridor, on which the facility is located, is desired for transit travel time savings, such as a ramp-meter bypass.

Transit Travel Time to Major Activity Center

For optimal transit service efficiency, transit travel time from the park-and-ride facility to a major activity center should be minimized. A single bus and driver can serve multiple peak-period trips if the travel time is low, which increases system efficiency and attractiveness. This is currently limited to about 45 minutes. Distance will differ by corridor due to congestion levels and availability of transit advantages.



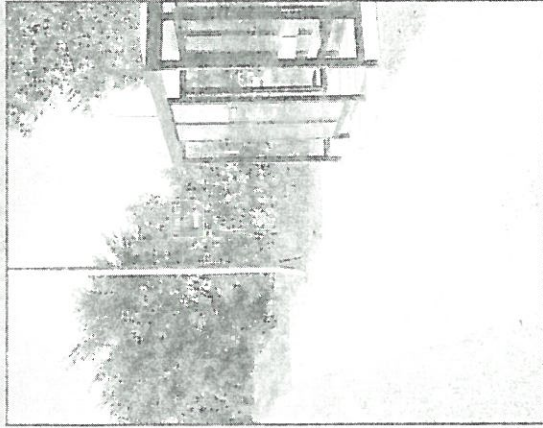


Figure 5-19: The Hwy. 61 & Co. Rd. C park-and-ride is located on a busy highway and is easily accessible to commuters

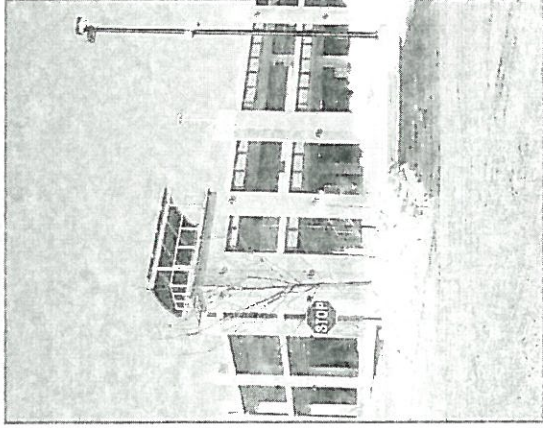


Figure 5-20: The new Apple Valley Transit Station ramp was designed to enable future expansion

Good Visibility from Primary Roadway(s)

Facilities should be oriented to ensure good visibility among potential users. Anchor facilities, those located on the end of a travel corridor, should be visible from the adjacent highway (i.e., interstate) while intermediate facilities, those located between an anchor facility and a major activity center, should be visible from the cross-roadway (i.e., county road).

Located on inbound side of primary roadway access

Access and egress to the facility should be located on the right side of the roadway in terms of the inbound direction to the primary activity center (destination). This allows the arriving commuter to make a right turn into the facility with minimum delay. Access to the facility from feeder arterials, rather than the primary one, is preferable. This location advantages morning commute times, which are typically more critical to attract and retain transit customers.

Future Expansion Potential

Expanding successful sites is often easier and faster than building entirely new facilities. A market area analysis may inform an initial land purchase that accommodates future demand, but balances current needs and resources against uncertain usage projections.

Surface (Preferred) or Structured

Surface lots should be constructed where reasonably feasible. Structured ramps could be constructed in areas with high land acquisition costs, high potential park-and-ride demand or where a complementary, shared parking joint-use venture is feasible. A thorough economic analysis should be conducted when evaluating construction of a parking structure, including initial capital costs and ongoing maintenance costs.

Transit Center Synergy

If there is a need for a transit center, one should be accommodated as part of the site selection process.



Planning Commission
Date: 3/07/11
Item: 56
Regular

ITEM: Planning Commissioner Terms – Informational Item

SUBMITTED BY: Kelli Matzek, City Planner

REVIEWED BY: Kyle Klatt, Planning Director
Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED:

Updated Commissioner Term Chart

The city code states that a Planning Commissioner’s term shall last for three years and a full voting member (FVM) can serve two consecutive terms. All appointments will expire on December 31st of a given year.

Below is a chart identifying the expiration of term for each commissioner and if a commissioner is eligible to reapply for a three year term. This has been updated to reflect the appointments made by the City Council in February of 2011.

Commissioner	Term Expires	Eligible to reapply for 3 year term
Saleh Van Erem (1 st Term)	12/31/2011	Yes
Julie Fliflet (2 nd Term)	12/31/2011	No, (reappointed to 2 nd term in Jan 2009; could not serve again consecutively as FVM, unless approved so by Council)
Todd Williams (finishing Mike Pearson’s term)	12/31/2011	Yes, (could serve two additional full 3-year terms)
Jennifer Pelletier (1 st Term)	12/31/2012	Yes
Robert Van Zandt (3 rd term abbreviated – approved by City Council)	12/31/2012	No, (could not serve again consecutively as a FVM, unless approved so by Council)
Joan Ziertman (1 st Term)	12/31/2012	Yes
Thomas Bidon (1 st Term)	12/31/2013	Yes
Steve Britz (1 st Term)	12/31/2013	Yes
Greg Hall (2 nd Term)	12/31/2013	No, (could not serve again consecutively as a FVM, unless approved so by Council)
Nadine Obermueller (1 st Alt)		
Kathy Haggard (2 nd Alt)		

No action is required at this time.