

3800 Laverne Avenue North
Lake Elmo, MN 55042

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NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday November 28, 2016 at 7:00 p.m.
AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. November 14, 2016
4. Public Hearings
 - a. CAPITAL IMPROVEMENT PLAN: Hold a public hearing for the 2017-2021 capital improvement plan for the city of Lake Elmo.
5. Business Items
 - a. 2017 PLANNING DEPARTMENT WORK PLAN: Review of a work plan for the Planning Department for 2017.
6. Updates
 - a. City Council Updates – November 15, 2016
 - i. Zoning Text Amendment related to nonconforming uses, buildings and structures – passed.
 - ii. Zoning Text Amendment related to expiration of variances – passed.
 - iii. Rieder Townhome Preliminary Plat Extension – passed.
 - iv. Sign Variance 4201 Manning Ave – passed.
 - b. Staff Updates
 - i. Upcoming Meetings:
 - December 12, 2016
 - c. Commission Concerns
7. Adjourn

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



**City of Lake Elmo
Planning Commission Meeting
Minutes of November 14, 2016**

Chairman Kreimer called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

COMMISSIONERS PRESENT: Larson, Dodson, Williams, Dunn, Kreimer, and Lundquist

COMMISSIONERS ABSENT: Fields, Griffin & Haggard

STAFF PRESENT: Planning Director Wensman and City Administrator Handt

Approve Agenda:

Agenda was accepted as presented.

Approve Minutes: October 24, 2016

M/S/P: Williams/Dodson, move to approve the October 24, 2016 minutes as amended and including the letters and petition for Tartan Park, ***Vote: 6-0, motion carried unanimously.***

Business Item – Wildflower 2nd Addition Final Plat and Final PUD Plans

Wensman started his presentation stating that this is a continuation from the last meeting. The Planning Commission was looking for more information about the storm ponds and about Mr. Smith's agreement. The stormwater issues have been reviewed by the VBWD. They have made some findings, but nothing that would be detrimental to the development moving forward. Everything is being corrected through the development process.

Dodson is concerned that in the report it says that 32 inches of rain is unusual. He is concerned that with climate changes, this might not be unusual in the future. How can we be sure that this design is appropriate? Wensman stated that all stormwater planning is being built to 100 year flood elevation. We did not meet that standard this year.

Wensman researched the Mr. Smith issue that had to do with access and utilities to his sight and a couple of the neighbors. These are private agreements between the developer and the neighbors. It was discovered however that full access was to be granted to Mr. Smith with approval of phase II. This is a condition of approval for this phase. Wensman stated that there will be no encroachments allowed in the drainage

and utility easements without engineering approval and an executed encroachment agreement.

Wensman is recommending 10 conditions for approval.

M/S/P: Dunn/Larson, move to recommend approval of the final plat and PUD development plans for the Wildflower at Lake Elmo 2nd addition with 10 conditions based on the findings listed in the staff report, ***Vote: 6-0, motion carried Unanimously.***

Business Item – Comprehensive Plan Amendment Review by HC Golf Course LLC

Staff has brought back another version creating a new land use designation called “Golf Course Community”. The area that would be guided with this land use designation is a smaller area than was previously presented. There would be 4 changes required to the comprehensive land use plan. 1) a new land use category would be created called “golf course community” and suggests a future new zoning district 2) table needs to be updated to reflect the density of 1.5-2.49 and planned land use acreages 3) updated planned land use map 4) “Preservation of Community Amenities” added which further describes the need and intent of the “Golf Course Community”. MUSA amendments would also be required (not included).

Dodson asked if there was any feedback from the Met Council. Wensman stated that they did meet with Lisa Barajas from the Met Council. She stated that they would accept the Village Transitional, but she would not commit one way or the other if we would get credit for these sewered units. It sounded like it would not be a bonus, but there was nothing stated concrete. This is a little lower densities than are required, so it could affect the densities in other areas south of 10th Street. Dodson is wondering if developers are going to want to do higher density developments. Wensman stated that it is all about how the land is guided. The City is required to have a certain amount of high and medium development to meet the affordability numbers. If it is guided with higher density, it just might mean that it takes a while for the market to catch up.

Larson stated that there is more than 20 years to meet those requirements. Wensman stated that they will be starting work on the Comprehensive Plan next year so the decisions on how to guide the land will happen in the next year or two.

Williams talked about why he came up with the recreation community proposal. He thinks it would be good to have this type of zoning category that would work on this property and possibly some others as well.

Dodson is concerned about the conservation easement. He is wondering if there is some other type of easement that could be used. Williams feels that since this is a new zoning district, the criteria needs to be in the comprehensive plan so that it can be used as a basis for the zoning district. Wensman stated that item number 6 on Commissioner

Williams comments would be problematic. It states that the area used for recreational facilities would be subject to a conservation easement for a minimum of 25 years after which the land may revert to the Rural Transition guidance at the owner's option. Wensman stated that this is problematic as any reguidance would have to go back to council for a comprehensive plan amendment to reguide the property.

Larson is concerned about how long it would take to set this up. What type of delay would be created by going to a different zoning? Wensman stated that the zoning district should be figured out ahead so that you know what the rules are going to be for when the plat comes forward. Wensman feels it would be at least a month delay depending on how quickly they could turn it around. Wensman stated that the developer is in favor of Village Transitional because there would be no delays.

Dodson asked if Wensman could go through what the major differences are between the Village Transitional and Golf Course Community. Wensman stated that the Village Transitional is an overlay district that when certain conditions are met, we would allow development at the Urban Low Density levels with a PUD and sewer.

Dunn is glad to see that the area being discussed is being scaled back. Dunn is struggling with trying to keep the golf course tied to the residential as that is how the residential development will be marketed. Dodson is wondering if there is a way for the City to regulate what the golf course can be. Wensman stated that without a conservation easement in place, the process would be similar to what they are doing now. Based on the criteria for this zoning district, the golf course would probably qualify for redevelopment. Larson thinks that it is not their job to speculate on what can happen in the future, but should focus on what is before them right now.

Clark Schroeder, HC Golf, spoke to the density issue of the sewer area in the City. It was brought up that if this development goes through, the density in other areas might need to be increased to keep the density to 3 units per acre in the sewer areas. Right now, the City is at 3.2 units per acre. If this development goes through as shown, the density would change to 3.15 units per acre. Schroeder stated that eventually Cimarron will be hooking up to sewer and that is 500 units right there, and the average will go back up again. Schroeder talked about the 3 components that will need to be addressed in the 2040 comprehensive plan. Those are population, sewer units and employment numbers. Schroeder has also talked to residents north of 20th Street that are opposed to being guided for sewer. Currently there is a pressurized main line running along Lake Elmo Ave. For the residents north of 20th Street to connect, there would need to be a lift station which would be quite costly. Schroeder stated that no one knows what will happen with the golf course in the future. Schroeder stated that through the PUD process, there could be an agreement crafted that if the golf course failed, how many homes or what could go there. They are working with Mr. Emerson to obtain an easement across his property to connect to 10th Street. Schroeder would like to see the

City use the LDR PUD process, rather than going to the golf course community. If they don't like the project of the 290 sewer units, they should just deny the project.

Williams was wondering if Mr. Canner would be willing to accept a 25 year easement to the City. Schroeder is guessing that he would not be willing to do that, but would be willing to enter into an agreement as to what could be done with the property in the future if the Golf Course fails. Schroeder would like to see the LDR PUD Village Transitional that would include the Tartan property and Mr. Emerson's property, but would exclude the area between 20th and 30th Street.

Dunn is wondering where things are with the EAW and the transportation study. Wensman stated that the comment period ends at the end of the month. The only formal comments received were from VBWD.

Ann Bucheck, 2301 Legion Ave, wanted to remind the Commission that there was a petition that had 147 names that would like to see the area stay the same with OP development. She is wondering what assurance the residents between 20th and 30th Street and in the Meadows and Tartan Park will have that they will not need to connect to sewer. There is a great deal of land between 20th and 30th street that could be developed and if it is sewer, that could have a great impact. She would like to know what the bonuses are and would like to know if this is a zoning district or an overlay district. She would like to know if the Emerson property will be included or not included. Bucheck is in favor of some sort of a conservation easement.

Shelli Wilk, 11253 14th Street, this is a great plan, but needs to fit into Lake Elmo. She is concerned about the EAW and the traffic study. It was done when there was a closure of Lake Elmo Ave in downtown and may not give an accurate picture. She wants people to really think about what kind of traffic 292 additional homes, a golf course, weddings, etc. will create.

Tim Mandel, 2479 Lisbon Ave, is curious as to why we would have this LDR transitional between open space properties. It just seems odd that just because we have this large piece of property wanting to develop with sewer, we would throw this zoning right in the middle of the open space developments. This is not listening to the Comprehensive Plan and is not listening to the area.

Dodson feels that creating a new land use category of Golf Course Community is a bigger process and he thinks they should go back to focusing on Village Transitional overlay and vote either yes or no. Williams stated that any type of development in the Tartan Park area requires a comprehensive Plan amendment. Wensman stated that if they use the Urban Low Density district, they would need to create that zoning district as it currently doesn't exist. If they use the overlay district, you could use the LDR and just have it between 20th and 10th street which Met Council is ok with. Kreimer asked if they basically get to the same place if they use the overlay vs. the Village transitional

LDR. Wensman stated that the only real difference is the timing of having to do a new zoning district. Williams asked if the Commission felt the need to have a recreational community designation. Lundquist asked how the overlay district would apply to Homestead and Tartan Meadows. Wensman stated that the conditions would apply and it would only be if there was failing septic and they petitioned for sewer that they would get sewer. Handt stated that as an added layer of comfort for residents, the MUSA line will only be extended as sewer becomes available. Like down by Stonegate, the MUSA line actually excludes them. Williams and Lundquist would prefer to exclude The Homestead and Tartan Meadows development from the transition area right from the beginning.

Wensman stated that the in order for the Emerson property to be included in the Village Transitional, he would have to be part of this plat to meet the 40 contiguous acres requirement. It could be an outlot to be developed in the future. If he is not included, he would be considered a rural development. They could change the requirement to 20 contiguous acres for the Village Transitional and make that work. That might open it up for someone else to ask for a Comprehensive Plan Amendment to be considered for Village Transitional, such as the Durand property.

M/S/P: Kreimer/Lundquist, move to recommend approval of the comprehensive plan amendment to extend the Village Transition area to include land bordered by 10th Street, 20th Street, Lake Elmo Ave and Manning Avenue, excluding the Homestead and Tartan Meadows developments, **Vote: 5-1, motion carried, with Dunn voting no because there was no permanent conservation easements.**

Williams stated that he was not in favor of extending sewer to the Old Village and he was not in favor of extending sewer to this property, but he was out voted on both. If it is going to happen, he wants to see it done right. He feels that this is the best way to do that, so he plans to vote in favor of the motion.

Dunn feels that once sewer went in, it seems to keep moving along.

Wensman briefly went through what the Village Urban Low Density is and what the criteria is that is necessary for it.

M/S/P: Williams/Kreimer, move to recommend that the suggested language on page III-13 and III-14 that includes the first 2 criteria, be updated and define the geographic area that it applies to, **Vote: 6-0, motion carried unanimously.**

Business Item – Rural Density Discussion

Wensman started his presentation by stating that during a recent City Council meeting after the approval of the Open Space Preservation amendment, there was a discussion regarding the subdivision of property in the rural zoning districts into smaller lots than

what is currently allowed. The City Council wanted the Planning Commission to start the discussion to see if there is a direction that the Commission feels the City should go. Open Space Preservation Developments recently changed to require a land area of a nominal 20 contiguous acres. Land that does not meet the minimum 20 acre parcel requirement may only subdivide if parcels meet the minimum lot size for the zoning district. There is a limitation on rural estate development in favor of OP developments. Under the old OP Ordinance standards of a 40 acre minimum parcel size, the City could expect around 524 new rural households. With the new OP Ordinance standards of a 20 acre minimum, the City could expect around 1018 new rural households, an increase of 494 new rural households. If the remaining lots between 5-20 acres were allowed to be subdivided to 2.5 acre lots, that could create an additional 418 lots, which would total 1436 new rural households. Wensman stated that adding density to the rural areas gives people options for what they can do with their property, but it does not help with the numbers for the Met Council requirements, but would be in addition to the required additional sewer and affordable household numbers. The question before the Planning Commission is if the City should allow smaller lots to be created with lower minimum acreage in the rural districts.

Williams stated that the irony is pretty striking. If the Comprehensive Plan doesn't apply to Tartan Park, why should it apply anywhere else? He is in favor of allowing 2.5 acre Residential Estate zoning City wide.

Dunn stated that Rural Estate zoning is something that people have always asked about. She likes it and it is nice development. Kreimer likes rural estates development and would like to see more throughout the City. Dodson is concerned about how much blacktop is added to go to Rural Estates. Williams is not concerned with additional pavement. Dodson asked if the City needed to provide water to the new development. Handt stated that the development would need to petition the City to provide water. Kreimer would like to not limit what type of development could be done based on parcel size. He would like to see the land owner having the option of either OP or RE based on what would work best with the land. Williams thinks that any AG parcels that are under 20 acres should be rezoned to RR. Wensman stated that they would not rezone anything, but would reguide it in the Comprehensive Plan. As a development is brought forward, the request would be made to rezone the property at that time.

Larson brought up the idea of exploring what other types of homes or configurations might work. Possibly having smaller homes and lots in these areas. Wensman stated that there is a movement for these small houses, but typically they are in the sewer areas because of the small lots. There are some minimum sizes of what a home can be, which would preclude mobile homes being put on lots. Williams stated that isn't a land guidance issue but a subdivision and zoning issue.

Williams said that he would rather have the staff work on the Village Urban Low Density zoning than on this project. He feels that it is much more of a priority. Wensman stated

that he is bringing the 2017 work plan to the next meeting. He will add both of these items to the work plan and the Planning Commission can prioritize them.

City Council Updates – None

1. Upcoming Meetings
 - a. November 28, 2016
 - b. December 12, 2016

Commission Concerns

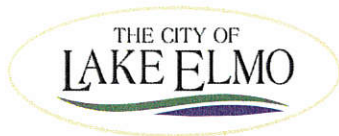
Williams is concerned with the language and statements made during the election. Referring to the development status sheet, for some reason, some members of the City Council don't seem to understand that once we have guided an area for sewer development at a certain density, and someone comes in and proposes a development that meets our requirements, the City can't refuse it. They also don't seem to understand that the reason we have fought sewer for so long is that once sewer comes in, there will be high density development. This is where we are at and we need to deal with it.

Lundquist wanted to thank Wensman for following up on the water issue at Village Preserve and Wildflower. Wensman stated that it caught some things that needed to be followed up on. Dunn is thankful that these issues were caught and it makes everyone a little more aware of things to watch for.

Meeting adjourned at 9:24 pm

Respectfully submitted,

Joan Ziertman
Planning Program Assistant



PLANNING COMMISSION COMMUNICATION

DATE: November 28, 2016
CONSENT
ITEM #4a
MOTION

AGENDA ITEM: Hold a Public Hearing on the 2017-2021 Capital Improvement Plan

SUBMITTED BY: Cathy Bendel, Finance Director

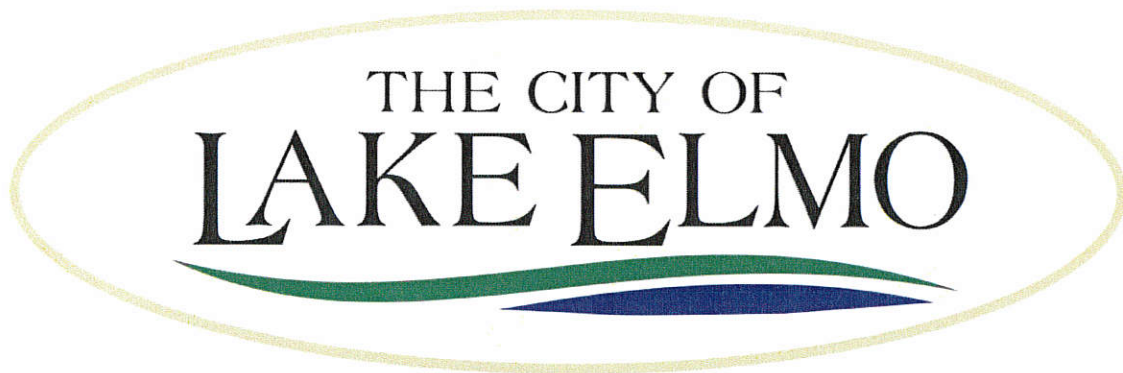
REVIEWED BY: Kristina Handt, City Administrator
Stephen Wensman, Planning Director

SUMMARY AND ACTION REQUESTED: The Planning Commission is being asked to conduct a Public Hearing and subsequently recommend approval of the 2017-2021 Capital Improvement Plan.

BACKGROUND INFORMATION/STAFF REPORT: Attached is a copy of the 2017-2021 Capital Improvement Plan (CIP) developed by staff and reviewed by the City of Lake Elmo Finance Committee. MN State Statutes views the Capital Improvement Plan as an element of the Comprehensive Plan. As a result, a Public Hearing by the Planning Commission and a subsequent formal adoption by the City Council is required. Consistent with State Statute, the required notice was published in the City's official newspaper.

ATTACHMENTS:

1. Draft 2017-2021 Capital Improvement Plan



**City of Lake Elmo
Capital Improvement Program
2017 – 2021**

Finance Committee Draft – June 14, 2016

Finance Committee Draft – August 10, 2016

Planning Commission Draft – November 28, 2016

City Council Draft – December 6, 2016

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INTRODUCTION

What is a CIP?

A Capital Improvement Program, or CIP, is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure (such as streets, parks and utility systems), vehicles, equipment and public buildings. It identifies the major projects needed and desired by the community, their potential costs and how they would be financed. Including a project in a CIP does not commit the city to that project. The City Council must specifically authorize each one, and the associated funding, before any project may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) projects may go forward as planned, advance ahead of schedule, be removed entirely, or new projects may be added, depending upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept up to date and in synch with city budgets.

The primary benefit of a CIP is as a financial planning tool, to help the city plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and help the City Council sort out competing priorities.

Scope of the CIP

Lake Elmo's CIP includes all capital projects that **cost at least \$25,000 and have a useful life span of five years or longer.** Projects include **all capital needs including major repairs to buildings and equipment purchases and replacements.** Any projects not meeting these parameters would be reviewed as part of the annual operating budget, but would not be included in the CIP.

Funding Sources

The CIP identifies a possible funding source(s) for each project listed. The various funding sources are as follows:

Debt Service Fund	<i>Projects financed by borrowing, later to be repaid with property taxes, and potentially special assessments depending upon the characteristics of the project.</i>
Vehicle Replacement Fund	<i>Internal service fund used to segregate funds set aside for planned replacements of existing major equipment. Funds are transferred from operating budgets (primarily property tax revenues.) The fund may also receive funds realized through debt financing.</i>
General Fund	<i>Annual operating budget, primarily funded by property tax revenues.</i>
Park Improvement Fund	<i>Existing City fund, receipts from cash-in-lieu of land park dedication fees paid by developers and others who subdivide their land.</i>
Stormwater Fund	<i>Funds come from fees paid by users of the system</i>
Wastewater Fund	<i>Funds come from fees paid by users on the Wastewater System</i>
Water Fund	<i>Funds come from fees paid by users on the Water System</i>
Municipal State Aid (MSA)	<i>State aid funds allocated to the City each year; annual allocation grows as the City grows.</i>

In addition to these sources, it is possible that future projects could be funded from donations, grants, user fees or other sources not listed. The City also has a City Facility Fund that was created during the building of the public works barn. There is no plan to continue contributing to the fund however there is \$272,000 in the fund that could be transferred back to the General Fund to be used for some of the projects in the CIP.

Project Priorities

Capital improvement projects should be prioritized in some way so that limited funding can be allocated to those which are most important. This is difficult because the varying nature of the projects and their benefits and objectives are so disparate as to be essentially not comparable. Some public agencies have developed elaborate rating and ranking systems to try to set priorities. Complicated scoring systems may have some disadvantages because they may give a false sense of

objectivity or precision to the priority setting process. Others use simpler systems, or simply do not try to compare projects that are like “apples and oranges.” There is no accepted system or “industry standard” for prioritizing projects.

The following system has been utilized by staff:

- 1 Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
- 2 Very important, high-priority projects that should be done as funding becomes available.
- 3 Important and worthwhile projects to be considered if funding is available; may be deferred to a subsequent year.
- 4 Less important, low-priority projects; desirable but not essential.
- 5 Future Consideration

POLICY/DECISIONS NEEDED

In reviewing the City Assets and the 2017 CIP, the following policies were identified as being needed:

Lease vs Buy – Leasing vehicles was researched and the leasing programs available were reviewed. The programs available are such that the entire cost of the vehicle is paid in lease payments and there is no residual value. Since the City vehicles are well maintained and the residual value is high, staff does not recommend leasing vehicles as analysis showed the vehicle cost was 40-50% above current cost with the current low interest rates.

Vehicle Replacement Schedule – The City needs to pass a policy related to all vehicle replacements. Currently the Fire Department vehicle replacement policy is to replace all vehicles within 5 years (vehicle warranty period). However the Public Works department keeps vehicles well beyond their useful lives.

2017-2021 CIP OVERVIEW

For 2017 through 2021, the draft CIP includes 75 separate projects with a total estimated cost of \$33,813,268. All cost estimates are preliminary and based on current dollars. No assumptions have been made about inflation. It will be important to refine and update costs when the plan is reviewed, especially for projects in the first year or two of the plan.

Some projects beyond the five-year planning period are also included in the CIP. Most of these projects are replacements for equipment and vehicles (such as fire trucks) which may have a life span of 10, 15 to 20 years or even more. The plan may include “pending” projects for which

timelines (and in most cases, cost estimates) have not yet been identified. As more information is developed about the need for, cost and possible funding sources for these projects, they will be included in future CIP updates.

Street Projects

The draft update includes the following street projects in the CIP:

- PW-007, North Tri Lakes area streets are planned for reconstruction in 2017. Also, streets included in Phase Three of the downtown area are programmed for 2017. Total project costs are \$2,320,000.
- PW-009, Manning Trail Reconstruction, for \$23,730 in 2017. This is a joint project with Washington County completed in 2016.
- PW-011, 38th, 39th, Innsdale and Phase Four of the downtown area are planned for reconstruction in 2018 for an estimated cost of \$1,560,000
- PW-013, 36th, 37th, Irwin streets, south Tri Lakes, and Phase Five of the downtown area are planned for reconstruction in 2019 at an estimated cost of \$1,750,000.
- PW-026, Reclaim roads in Heritage Farms, Stonegate 2nd and Phase Six of downtown area for \$2,030,000 in 2020
- PW-027, Reconstruction of roads in Fields of St Croix, Tamarack Farms, and Hamlet on Sunfish Lake for \$1,159,000 in 2021.
- PW-033, CSAH 13 (Ideal Ave) Phase One reconstruction is planned for 2017 at an estimated cost of \$300,000.
- PW-034, 15th St N (MSA Street) for \$950,000 in 2018 (new)
- PW-035, UP RR Crossing-Village Parkway for \$500,000 in 2018 (new)
- PW-036, UP RR Crossing-Private Drive Closure for \$100,000 in 2018 (new)
- PW-037, UP RR Crossing-Klondike Ave for \$250,000 in 2018 (new)

Vehicle Replacement Fund

City staff recommended consideration of a Vehicle Replacement Fund to set aside funds on an annual basis for planned replacement of vehicles and major pieces of operating equipment. The fund receives transfers from the operating budget of each department depending on its equipment needs. This allows the departmental budgets for each major function to accurately show the costs of funding that function, including equipment, while segregating the funds from the operating budgets. Any revenues from the sale of old equipment being replaced are also deposited into the fund.

The Finance Committee did not recommend this method of funding vehicles. Their preference is to fund them as necessary or consider a leasing alternative.

Project Highlights by Department

Administration/Finance:

- AF-001, New City Hall, is the only request in this department. The CIP proposes completing a space needs study in 2017 to begin the planning process. Finance Committee and Council should discuss if a new fire station and/or public works barn expansion should also be included in this study. A \$5 million cost for a new facility has been included merely as a place holder until the space needs study is completed and the date of construction is To Be Determined at this point.

Building Department:

- B-001, Replacement of the Inspection Vehicle for \$25,000 in 2017.

Fire:

- F-001, Rescue Engine E2 replacement at a cost of \$550,000 in 2017
- F-002, Purchase of land for a combined fire station for \$350,000 in 2017 (moved to pending by Finance Cmte on 5/10/16)
- F-003, Replace the Tahoe CV2 for \$55,000 in 2017
- F-004, Replace Tender 1 for \$450,000 in 2018
- F-005, Replacement of the parking lot at Station 2 for \$87,560 in 2018. This is dependent upon the plans for future use of the building.
- F-006, Replacement of U2 Truck for \$75,000 in 2019
- F-007, Self-Contained Breathing Apparatus (SCBA) replacements for \$207,000 in 2019
- F-008, Construction of a New Combine Fire station for \$3,000,000 in 2020 (moved to pending by FC on 5/10/16)
- F-009, Replace Tahoe CV1 for \$55,000 in 2020.
- F-010, Replace B1 for \$70,000 in 2021.

Parks and Recreation:

- PR-001, Manning Trail Updates for \$13,200 in 2017. This is a joint project with Washington County that is being completed in 2016. Payment to County in 2017.
- PR-002, 50th Street Trail. (Parks Commission recommended deleting this until more information about the trail and development occurs along 50th St)
- PR-003, Demontreville Park Improvements for \$75,000 in 2017 (improvements and addition of baseball field, fencing, etc) and \$30,000 in 2018 (pavilion). (moved to pending by FC on 8/23/16)
- PR-004, Lions Park Renovation for \$150,000 in 2017. The RFP results were received but only one was initially complete. Staff has received additional RFP submissions which are within the \$150k estimated amount (moved to pending by FC on 8/23/16).
- PR-005, Pebble Park Improvements for \$55,738 in 2017 (paving parking area and two volleyball courts) and \$80,000 in 2018 (restrooms, lighting and security features). (moved to pending by FC on 8/23/16)
- PR-006, Reid Park Improvements for \$50,000 in 2018 (this would be a grant or in-kind donation for mountain bike trails) and \$134,250 in 2019 (restrooms, tot lot, outdoor gym)

stations, bleachers (to be donated), extending fencing, and elimination of basketball court (Phase II) (moved to pending by FC on 8/23/16)

- PR-007, Sunfish Lake Park Improvements for \$2,000 in 2017 (benches) and \$148,873 in 2019 (parking lot paving and improve trails to ADA standards). (moved to pending by FC on 8/23/16)
- PR-009, Lake Elmo Regional Trail for \$827,316 in 2020 and \$765,600 in 2021. This project would be 75% grant funded and is dependent upon County participation. The City share is estimated at \$398k.
- PR-010, Pickup Truck for \$30,000 in 2017. This would be a new pickup dedicated to Parks and Rec functions. Funding would come from the general fund.

Public Works:

- Street Projects were mentioned above
- PW-002, Dump Truck with Plow Wing and Sander, for \$225,000 in 2017
- PW-004. Loader, for \$185,000 in 2019
- PW-006, Tractor, for \$80,000 in 2018
- PW-010, Hunters Crossing Turn Lane, for \$50,000 in 2017. The developer will pay \$25,000 of the cost.
- PW-014, Pickup Replacement, for \$30,000 in 2017
- PW-016, Pickup Replacement, for \$30,000 in 2018
- PW-017, Expansion of Salt Shed, for \$50,000 in 2019
- PW-018, Barn Expansion, for \$700,000 in 2019
- PW-019, Pickup Replacement, for \$30,000 in 2020
- PW-020, Pickup Replacement, for \$30,000 in 2021
- PW-021. 1 Ton Replacement, for \$70,000 in 2019
- PW-022, Dump Truck with Plow Wing and Sander, for \$225,000 in 2019
- PW-023, Vac Trailer, for \$45,000 in 2018
- PW-028, CSAH 15/50th Street Temp Signal Imp, for \$60,000 in 2017
- PW-029, CSAH 19/Hudson Blvd Signal and Turn Lane for \$500,000 in 2019
- PW-030, CSAH 15/30th St Signal (Manning) for \$100,000 in 2020

Sewer System:

- S-001, Hudson Blvd Lift Station, for \$500,000 in 2017
- S-002, Olson Lake Trail Sewer Phase 2, for \$260,000 in 2017
- S-003, Sunfish Lake Sewer (Includes Hamlet), for \$240,000 in 2018. This is per an agreement with MPCA
- S-004, Old Village Sewer Extension Phase Four, for \$350,000 in 2018
- S-005, Old Village Sewer Extension Phase Five, for \$450,000 in 2019
- S-007, Utility Vehicle, cost split between water and sewer funds in 2018. Sewer portion is \$12,000
- S-008, Lift Station #1 add permanent generator, for \$80,000 in 2018
- S-011, Old Village Sewer Extension Phase Three for \$400,000 in 2017
- S-012, Section 36 Trunk Sewer for \$1,500,000 in 2021
- S-013, Sewer Oversizing for \$129,000 in 2017 and \$35,000 in 2018

Storm Water System:

- SW-001, Phase 2 Regional Drainage Improvements for \$1,200,000 in 2018 and \$800,000 in 2019; NOTE: Less urgent due to Downtown Improvements.
- SW-002, Phase 3 Regional Drainage Improvements for \$500,000 in 2020 (new); NOTE: Less urgent due to Downtown improvements.
- SW-004, Surface Water Management Plan (Comp Plan) update for \$40,000 in 2018
- SW-005, Storm Sewer System Improvements for \$50,000 each of the next five years (moved to pending by Finance Committee since no specifics available)

Water System:

- W-001, 36th, 37th and Irwin water main for \$300,000 in 2019
- W-002, 38th, 39th and Innsdale water main for \$600,000 in 2018
- W-003, Old Village water extension Phase Four, for \$350,000 in 2018
- W-005, Old Village water main Phase Five, for \$450,000 in 2019
- W-006, Elevated Storage Tank #3, for \$200,000 in 2019 and 2,800,000 in 2020
- W-007, Hammes Estates Bypass, for \$120,000 in 2017
- W-008, Village East Trunk Water main, for \$120,000 in 2018
- W-009, Utility Vehicle, shared with sewer fund. Water fund portion is \$48,000
- W-011, Well #2 Pull and rebuild pump for \$25,000 in 2017
- W-013, Water main Oversizing for \$201,000 in 2017, \$215,000 in 2018 and \$42,000 in 2019. (new)
- W-015, Old Village Phase Three, for \$400,000 in 2017
- W-016, Hidden Meadows Trunk Water Main Connection for \$350,000 in 2020.
- W-017, Water Main replacement consistent with 2020 Street Replacement for \$50,000 in 2020
- W-018, Water Main replacement consistent with 2021 Street Replacement for \$50,000 in 2021.
- W-019, SCADA System Upgrade for \$30,000 in 2022

City of Lake Elmo, Minnesota

Capital Improvement Plan

2017 thru 2021

PROJECTS BY YEAR & PRIORITY

Project Name	Department	Project #	Priority	Project Cost
2017				
Priority 1 Critical				
Purchase Land for Combined Station	Fire Department	F-002	1	350,000
Lions Park Renovations	Parks and Recreation	PR-004	1	150,000
Pickup Truck	Parks and Recreation	PR-010	1	30,000
Dump Truck/Plow wing/Sander	Public Works Department	PW-002	1	225,000
Pickup Truck	Public Works Department	PW-014	1	30,000
<i>Total for: Priority 1</i>				785,000
Priority 2 Very Important				
Manning Trail Updates	Parks and Recreation	PR-001	2	13,200
50th Street Trail	Parks and Recreation	PR-002	2	140,000
Demontreville Park Improvements	Parks and Recreation	PR-003	2	75,000
Hudson Blvd Lift Station	Sewer Department	S-001	2	500,000
<i>Total for: Priority 2</i>				728,200
Priority 3 Important				
New City Hall Facility	Admin/Finance Department	AF-001	3	15,000
CV 2 (Tahoe)	Fire Department	F-003	3	42,000
Pebble Park Improvements	Parks and Recreation	PR-005	3	55,738
Sunfish Lake Park Improvements	Parks and Recreation	PR-007	3	2,000
2017 Street Improvements	Public Works Department	PW-007	3	2,320,000
Manning Trail Reconstruction CSAH 15	Public Works Department	PW-009	3	23,730
Hunters Crossing Turn Lane	Public Works Department	PW-010	3	50,000
CSAH15/50th Street Temp Signal Imp.	Public Works Department	PW-028	3	60,000
CSAH13 - Ideal Avenue Improvements	Public Works Department	PW-033	3	300,000
Olson Lake Trail Sewer Phase 2	Sewer Department	S-002	3	260,000
Old Village Sewer Extension Phase 3	Sewer Department	S-011	3	400,000
Sewer Oversizing	Sewer Department	S-013	3	129,000
Storm Sewer System Improvements	Storm Water Department	SW-005	3	50,000
Well #2 Pull and rebuild pump	Water Department	W-011	3	25,000
Watermain Oversizing	Water Department	W-013	3	201,000
OV Sewer Extension Phase 3; water component	Water Department	W-015	3	400,000
<i>Total for: Priority 3</i>				4,333,468
Priority 4 Less Important				
Hammes Estates 12" bypass	Water Department	W-007	4	120,000
<i>Total for: Priority 4</i>				120,000
Total for 2017				5,966,668

2018

Priority 1 Critical

Rescue Engine E2	Fire Department	F-001	1	550,000
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Project Name	Department	Project #	Priority	Project Cost
Tender 1	Fire Department	F-004	1	450,000
<i>Total for: Priority 1</i>				1,000,000
Priority 2 Very Important				
Demontreville Park Improvements	Parks and Recreation	PR-003	2	30,000
Tractor	Public Works Department	PW-006	2	80,000
Pickup Truck	Public Works Department	PW-016	2	30,000
Utility Vehicle	Sewer Department	S-007	2	12,000
Lift Station 1-Add permanent generator	Sewer Department	S-008	2	80,000
Village East Trunk Watermain	Water Department	W-008	2	120,000
Utility Vehicle	Water Department	W-009	2	48,000
<i>Total for: Priority 2</i>				400,000
Priority 3 Important				
Pebble Park Improvements	Parks and Recreation	PR-005	3	80,000
Reid Park Improvements	Parks and Recreation	PR-006	3	50,000
2018 Street Improvements	Public Works Department	PW-011	3	1,560,000
Vac Trailer	Public Works Department	PW-023	3	45,000
15th Street North (MSA Street)	Public Works Department	PW-034	3	950,000
UP RR Crossing - Village Parkway	Public Works Department	PW-035	3	500,000
UP RR Crossing - Private Drive Closure	Public Works Department	PW-036	3	100,000
UP RR Crossing: Klondike Ave	Public Works Department	PW-037	3	250,000
Sunfish Lake Sewer Extension & Lift Station	Sewer Department	S-003	3	240,000
Old Village Sewer Extension Phase 4	Sewer Department	S-004	3	350,000
Sewer Oversizing	Sewer Department	S-013	3	35,000
Phase 2 Regional Drainage Improvements	Storm Water Department	SW-001	3	1,200,000
Surface Water Management Plan (Comp Plan) update	Storm Water Department	SW-004	3	40,000
Storm Sewer System Improvements	Storm Water Department	SW-005	3	50,000
2018 Street Improvement Project - water component	Water Department	W-002	3	600,000
OV sewer extension phase 4; water component	Water Department	W-003	3	350,000
Watermain Oversizing	Water Department	W-013	3	215,000
<i>Total for: Priority 3</i>				6,615,000
Priority 4 Less Important				
Replacement of Parking Lot at Station #2	Fire Department	F-005	4	87,560
<i>Total for: Priority 4</i>				87,560
Total for 2018				8,102,560

2019

Priority 1 Critical

Replacement of U2 truck	Fire Department	F-006	1	75,000
SCBA Replacements	Fire Department	F-007	1	207,000
<i>Total for: Priority 1</i>				282,000

Priority 2 Very Important

Loader	Public Works Department	PW-004	2	185,000
Dump Truck/Plow/Sander	Public Works Department	PW-022	2	225,000
<i>Total for: Priority 2</i>				410,000

Priority 3 Important

Reid Park Improvements	Parks and Recreation	PR-006	3	134,250
Sunfish Lake Park Improvements	Parks and Recreation	PR-007	3	148,873
2019 Street Improvements	Public Works Department	PW-013	3	1,750,000
1 Ton Truck	Public Works Department	PW-021	3	70,000

Project Name	Department	Project #	Priority	Project Cost
CSAH19/Hudson Blvd Signal & Turn Lane	Public Works Department	PW-029	3	500,000
Old Village Sewer Extension Phase 5	Sewer Department	S-005	3	450,000
Phase 2 Regional Drainage Improvements	Storm Water Department	SW-001	3	800,000
Storm Sewer System Improvements	Storm Water Department	SW-005	3	50,000
2019 Street Improvement Project - water component	Water Department	W-001	3	300,000
OV Sewer Extension; Phase 5; water component	Water Department	W-005	3	450,000
Elevated Storage Tank #3	Water Department	W-006	3	200,000
Watermain Oversizing	Water Department	W-013	3	42,000
<i>Total for: Priority 3</i>				4,895,123
Priority 4 Less Important				
Expansion of Salt Shed	Public Works Department	PW-017	4	50,000
Barn Expansion	Public Works Department	PW-018	4	700,000
<i>Total for: Priority 4</i>				750,000
Total for 2019				6,337,123

2020

Priority 1 Critical

New Combined Fire Station	Fire Department	F-008	1	3,000,000
<i>Total for: Priority 1</i>				3,000,000

Priority 3 Important

Lake Elmo Regional Trail	Parks and Recreation	PR-009	3	827,316
2020 Street Improvements	Public Works Department	PW-026	3	2,030,000
CSAH 15/30th Street Signal	Public Works Department	PW-030	3	100,000
Phase 3 Regional Drainage Improvements	Storm Water Department	SW-002	3	500,000
Storm Sewer System Improvements	Storm Water Department	SW-005	3	50,000
Elevated Storage Tank #3	Water Department	W-006	3	2,800,000
Hidden Meadows Trunk Watermain Connection	Water Department	W-016	3	350,000
2020 Street & Utility Improvements-Water	Water Department	W-017	3	50,000
<i>Total for: Priority 3</i>				6,707,316

Priority 4 Less Important

CV 1 (Tahoe)	Fire Department	F-009	4	45,000
Pickup Truck	Public Works Department	PW-019	4	30,000
<i>Total for: Priority 4</i>				75,000
Total for 2020				9,782,316

2021

Priority 3 Important

B 1	Fire Department	F-010	3	70,000
Lake Elmo Regional Trail	Parks and Recreation	PR-009	3	765,600
2021 Street Improvements	Public Works Department	PW-027	3	1,159,000
Section 36 Trunk Sewer Main	Sewer Department	S-012	3	1,500,000
Storm Sewer System Improvements	Storm Water Department	SW-005	3	50,000
2021 Street & Utility Improvements-Water	Water Department	W-018	3	50,000
<i>Total for: Priority 3</i>				3,594,600

Priority 4 Less Important

Pickup Truck	Public Works Department	PW-020	4	30,000
<i>Total for: Priority 4</i>				30,000

Project Name	Department	Project #	Priority	Project Cost
Total for 2021				3,624,600
GRAND TOTAL				33,813,267

City of Lake Elmo, Minnesota

Capital Improvement Plan

2017 thru 2021

PROJECTS BY DEPARTMENT WITH DESCRIPTIONS

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Admin/Finance Department								
New City Hall Facility	AF-001	3	15,000					15,000
Admin/Finance Department Total			15,000					15,000

New City Hall Facility

AF-001

New City Hall Facility

1. Space Needs Study in 2017
2. Construction in 2020 or later (cost estimates of \$200 per sq ft)

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Fire Department								
Rescue Engine E2	F-001	3		550,000				550,000
Purchase Land for Combined Station	F-002	3	350,000					350,000
CV 2 (Tahoe)	F-003	3	42,000					42,000
Tender 1	F-004	3		450,000				450,000
Replacement of Parking Lot at Station #2	F-005	3		87,560				87,560
Replacement of U2 truck	F-006	3			75,000			75,000
SCBA Replacements	F-007	3			207,000			207,000
New Combined Fire Station	F-008	3				3,000,000		3,000,000
CV 1 (Tahoe)	F-009	3				45,000		45,000
B 1	F-010	3					70,000	70,000
Fire Department Total			392,000	1,087,560	282,000	3,045,000	70,000	4,876,560

Rescue Engine E2

F-001

Replacement of Rescue Engine purchased in 1990. Moved to station #2 in reserve status in 2014.

LED lights upgraded in 2011 for \$17k.

Purchase Land for Combined Station

F-002

Purchase land for a combined fire station.

CV 2 (Tahoe)

F-003

Replacement of 2007 Tahoe that was purchased in used in 2010.

Tender 1

F-004

Replacement of 1987 Tender that was refurbished in 2004.

Replacement of Parking Lot at Station #2

F-005

Replacement of parking lot at Fire Station #2

Replacement of U2 truck

F-006

Replacement of 1994 U2 truck

SCBA Replacements

F-007

Replacement of Self Contained Breathing Apparatus (SCBA)

Repairs done in Sept 2014 to extend the life of the SCBA's by 5 years.

Only option now is to replace.

New Combined Fire Station

F-008

CV 1 (Tahoe)

F-009

Replace 2015 Tahoe

B 1

F-010

Replace 2001 B1

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Parks and Recreation								
Manning Trail Updates	PR-001	3	13,200					13,200
50th Street Trail	PR-002	3	140,000					140,000
Demontreville Park Improvements	PR-003	3	75,000	30,000				105,000
Lions Park Renovations	PR-004	3	150,000					150,000
Pebble Park Improvements	PR-005	3	55,738	80,000				135,738
Reid Park Improvements	PR-006	3		50,000	134,250			184,250
Sunfish Lake Park Improvements	PR-007	3	2,000		148,873			150,873
Lake Elmo Regional Trail	PR-009	3				827,316	765,600	1,592,916
Pickup Truck	PR-010	3	30,000					30,000
Parks and Recreation Total			465,938	160,000	283,123	827,316	765,600	2,501,977

Manning Trail Updates

PR-001

New trail installed along Manning Trail near Oak Land Jr High. Completed in conjunction with new roadway.

50th Street Trail

PR-002

Trail along north side of 50th St

Staff estimate based on the need to acquire ROW and need to build up sections of the road

Demontreville Park Improvements

PR-003

Addition of a field and bathroom at Demontreville Park

Cost estimates:

2017:

\$75,000 for new field and regrading/updating current baseball field and fencing/tipped backstop

2018:

\$30,000 for pavillion

Lions Park Renovations

PR-004

Renovation of the Lions Park Ballfield.

Ideally this project will provide for a safe natural grass field of play and full fencing. It will also contain concession/public bathroom areas, storage, scoreboard, backstop, dugouts, and fan bleachers at a minimum. Other possible improvements may include a ticket booth, batting and practice areas, team meeting area, warning tracks, brick/veneer detailing for fences, announcers booth, parking and year round uses such as ice skating /hockey rink, prep kitchen and warming house.

Pebble Park Improvements

PR-005

Phase 1 Improvements were completed in 2016 which included a new shelter.

Phase 2 (2017) Improvements would include paving the parking area and development of two volleyball courts

Cost estimates:

Parking area is 0.3 acres (13,068sq ft) and asphalt paving is \$3.50/sq ft (\$45,738)

Volleyball Courts estimate is \$10,000

Phase 3 (2018) would be restrooms, lighting and security features

Cost estimate:

Restrooms (Vault Toilets with running water to sinks): \$65,000

Lighting and Security Features: \$15,000

Reid Park Improvements

PR-006

Improve trails to be suitable for mountain biking while also having options for walking and snowshoeing, add playground equipment for younger age groups (resident request), eliminate basketball court, addition of bathrooms, outdoor gym stations. Bleacher seats and extending fencing.

Phase 1 (2018)

Mountain biking Trail

\$50,000 assumes grant/donation from MORK/Stillwater High School Team

Phase 2 (2019)

Restrooms: \$100,000

Tot Lot: \$12,500

Demo Court: Staff Time

Outdoor Gym Stations: \$15,000

Bleacher Seats: 4,750

Extending fence to prevent fly balls: \$2,000

Sunfish Lake Park Improvements

PR-007

Phase 1 (2017)

Additional benches: \$2,000 (could be donation or Eagle Scout project)

Phase 2 (2019)

Paving of parking lot

Cost estimate:

Parking lot: \$60,984 (17,424 sq ft at \$3.50/sq ft)

Improve trails to ADA standards in Area 2 (prairie area): \$87,889 for 6 foot wide asphalt 1 mile trail

Lake Elmo Regional Trail

PR-009

Regional east west trail through Lake Elmo

Phase 1: (\$827,316-construction only, no land)

Connect to existing Oakdale trail at Stillwater Blvd and Helmo/Ideal Ave

Travel through Tablyn Park to Lake Elmo Park Reserve (LEPR)

Pass through LEPR-provide exit point to Sunfish Lake Park

Continue down Hwy5/CSAH 14 right of way to Gorman's-connect to existing trail

Phase 2: (\$765,600-construction only, no land)

Lake Elmo to Stillwater Senior High

Pickup Truck

PR-010

F250 Truck

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Public Works Department								
Dump Truck/Plow wing/Sander	PW-002	3	225,000					225,000
Loader	PW-004	3			185,000			185,000
Tractor	PW-006	3		80,000				80,000
2017 Street Improvements	PW-007	3	2,320,000					2,320,000
Manning Trail Reconstruction CSAH 15	PW-009	3	23,730					23,730
Hunters Crossing Turn Lane	PW-010	3	50,000					50,000
2018 Street Improvements	PW-011	3		1,560,000				1,560,000
2019 Street Improvements	PW-013	3			1,750,000			1,750,000
Pickup Truck	PW-014	3	30,000					30,000
Pickup Truck	PW-016	3		30,000				30,000
Expansion of Salt Shed	PW-017	3			50,000			50,000
Barn Expansion	PW-018	3			700,000			700,000
Pickup Truck	PW-019	3				30,000		30,000
Pickup Truck	PW-020	3					30,000	30,000
1 Ton Truck	PW-021	3			70,000			70,000
Dump Truck/Plow/Sander	PW-022	3			225,000			225,000
Vac Trailer	PW-023	3		45,000				45,000
2020 Street Improvements	PW-026	3				2,030,000		2,030,000
2021 Street Improvements	PW-027	3					1,159,000	1,159,000
CSAH15/50th Street Temp Signal Imp.	PW-028	3	60,000					60,000
CSAH19/Hudson Blvd Signal & Turn Lane	PW-029	3			500,000			500,000
CSAH 15/30th Street Signal	PW-030	3				100,000		100,000
CSAH13 - Ideal Avenue Improvements	PW-033	3	300,000					300,000
15th Street North (MSA Street)	PW-034	3		950,000				950,000
UP RR Crossing - Village Parkway	PW-035	3		500,000				500,000
UP RR Crossing - Private Drive Closure	PW-036	3		100,000				100,000
UP RR Crossing: Klondike Ave	PW-037	3		250,000				250,000
Public Works Department Total			3,008,730	3,515,000	3,480,000	2,160,000	1,189,000	13,352,730

Dump Truck/Plow wing/Sander

PW-002

Fleet add for staff add. Updated from budget amounts due to current costs.

1 year build out time on dump trucks and needs to be factored into the process.

Loader

PW-004

Replace 1999 loader

Tractor

PW-006

Replace 2004 Tractor

Cost include all ditch and mowing attachments

2017 Street Improvements

PW-007

North Tri-Lakes Area and OV Phase 3 streets

Manning Trail Reconstruction CSAH 15

PW-009

County reconstructing Manning Trail (CSAH 15) near Oak Land Jr High

Hunters Crossing Turn Lane

PW-010

Turn Lane by Hunters Crossing. Jointly funded with developer.

2018 Street Improvements

PW-011

Street reconstruction on 38th, 39th, Innsdale and OV Phase 4

2019 Street Improvements

PW-013

36th, 37th St, Irwin, South Tri-Lakes, OV Phase 5

Pickup Truck

PW-014

Ford 250

Pickup Truck

PW-016

Ford 250

Expansion of Salt Shed

PW-017

Expansion of existing salt shed

Barn Expansion

PW-018

Purchase of land from 3M for barn expansion

Then expansion of barn for meeting rooms and offices

Pickup Truck

PW-019

Replacement for 2012 F250

End of usefull life (7 years)

Pickup Truck

PW-020

Ford 250

1 Ton Truck

PW-021

Replacement for 2003 1 Ton Truck

Dump Truck/Plow/Sander

PW-022

Replace 1998 plow truck

One year build out lead time on large trucks needs to be factored into the timing.

Vac Trailer

PW-023

Pull behind unit used for water main breaks and storm sewer clean outs.

2020 Street Improvements

PW-026

Reconstruction of roads in Heritage Farms, Stonegate 2nd, and Old Village Phase 6

2021 Street Improvements

PW-027

Fields of St. Croix, Tamarack Farms & Hamlet on Sunfish Lake Street Improvements.

CSAH15/50th Street Temp Signal Imp.

PW-028

CSAH/50th Street Temporary Signal Improvements

CSAH19/Hudson Blvd Signal & Turn Lane

PW-029

CSAH 19/Hudson Blvd Signal and Turn Lane Improvements

CSAH 15/30th Street Signal

PW-030

CSAH 15/30th Street signal improvements. May be stand alone project or with CSAH 15 Phase 3

CSAH13 - Ideal Avenue Improvements

PW-033

CSAH13- Ideal Avenue Improvements - Phase 1

15th Street North (MSA Street)

PW-034

15th Street reconstruction

UP RR Crossing - Village Parkway

PW-035

UP RR Crossing - Village Parkway

UP RR Crossing - Private Drive Closure

PW-036

UP RR Crossing - Private driveway closure required for Village Parkway Crossing

UP RR Crossing: Klondike Ave

PW-037

UP RR Crossing - Klondike - upgraded crossing to include light and gates

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Sewer Department								
Hudson Blvd Lift Station	S-001	3	500,000					500,000
Olson Lake Trail Sewer Phase 2	S-002	3	260,000					260,000
Sunfish Lake Sewer Extension & Lift Station	S-003	3		240,000				240,000
Old Village Sewer Extension Phase 4	S-004	3		350,000				350,000
Old Village Sewer Extension Phase 5	S-005	3			450,000			450,000
Utility Vehicle	S-007	3		12,000				12,000
Lift Station 1-Add permanent generator	S-008	3		80,000				80,000
Old Village Sewer Extension Phase 3	S-011	3	400,000					400,000
Section 36 Trunk Sewer Main	S-012	3					1,500,000	1,500,000
Sewer Oversizing	S-013	3	129,000	35,000				164,000
Sewer Department Total			1,289,000	717,000	450,000		1,500,000	3,956,000

Hudson Blvd Lift Station

S-001

Replace and upsize lift station

Olson Lake Trail Sewer Phase 2

S-002

Sunfish Lake Sewer Extension & Lift Station

S-003

Sewer Extension to Sunfish Lake Park

Old Village Sewer Extension Phase 4

S-004

Exentions of sewer in Old Village Phase 4

Old Village Sewer Extension Phase 5

S-005

Sewer extension in the Old Village Phase 5

Utility Vehicle

S-007

Utility Vehicle shared between water and sewer

Lift Station 1-Add permanent generator

S-008

Update Lift Station #1 by adding a permanent generator

Old Village Sewer Extension Phase 3

S-011

OV Sewer Extension Phase 3

Section 36 Trunk Sewer Main

S-012

Section 36 Trunk Sewer Main

Sewer Oversizing

S-013

Sewer Oversizing

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Storm Water Department								
Phase 2 Regional Drainage Improvements	SW-001	3		1,200,000	800,000			2,000,000
Phase 3 Regional Drainage Improvements	SW-002	3				500,000		500,000
Surface Water Management Plan (Comp Plan) update	SW-004	3		40,000				40,000
Storm Sewer System Improvements	SW-005	3	50,000	50,000	50,000	50,000	50,000	250,000
Storm Water Department Total			50,000	1,290,000	850,000	550,000	50,000	2,790,000

Phase 2 Regional Drainage Improvements

SW-001

Land acquisition (Schiltgen) and diversion to Sunfish Lake Park

Phase 3 Regional Drainage Improvements

SW-002

Phase 3 of Regional Drainage Improvements (Lions Park)

Surface Water Management Plan (Comp Plan) update

SW-004

Surface Water Management Plan (Comp Plan) update

Storm Sewer System Improvements

SW-005

Storm Sewer System Improvements

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Water Department								
2019 Street Improvement Project - water component	W-001	3			300,000			300,000
2018 Street Improvement Project - water component	W-002	3		600,000				600,000
OV sewer extension phase 4; water component	W-003	3		350,000				350,000
OV Sewer Extension; Phase 5; water component	W-005	3			450,000			450,000
Elevated Storage Tank #3	W-006	3			200,000	2,800,000		3,000,000
Hammes Estates 12" bypass	W-007	3	120,000					120,000
Village East Trunk Watermain	W-008	3		120,000				120,000
Utility Vehicle	W-009	3		48,000				48,000
Well #2 Pull and rebuild pump	W-011	3	25,000					25,000
Watermain Oversizing	W-013	3	201,000	215,000	42,000			458,000
OV Sewer Extension Phase 3; water component	W-015	3	400,000					400,000
Hidden Meadows Trunk Watermain Connection	W-016	3				350,000		350,000
2020 Street & Utility Improvements-Water	W-017	3				50,000		50,000
2021 Street & Utility Improvements-Water	W-018	3					50,000	50,000
Water Department Total			746,000	1,333,000	992,000	3,200,000	50,000	6,321,000

2019 Street Improvement Project - water component

W-001

Water component of 2019 Street Improvement Projects

37th, 38th and Irwin

2018 Street Improvement Project - water component

W-002

. Water component of the 2018 Street Improvement projects.

38th, 39th and Innsdale

OV sewer extension phase 4; water component

W-003

OV Sewer Extension; Phase 5; water component

W-005

Replace waterman in Old Village phase 5; Upper 33rd, Lower 33r. 34/36th St. W

Elevated Storage Tank #3

W-006

Hammes Estates 12" bypass

W-007

12" water main bypass in Hammes

Village East Trunk Watermain

W-008

12" water main bypass

Utility Vehicle

W-009

Utility Vehicle shared between water and sewer (S-007)

Well #2 Pull and rebuild pump

W-011

Pull and Rebuild Well #2 pump

Watermain Oversizing

W-013

Oversizing cost of watermain pipe installed by developers.

OV Sewer Extension Phase 3; water component

W-015

OV Sewer extions Phase 3; water component

Hidden Meadows Trunk Watermain Connection

W-016

Hidden Meadows Trunk Watermain Connection

2020 Street & Utility Improvements-Water

W-017

2020 street improvement project - water component

2021 Street & Utility Improvements-Water

W-018

2021 Street & Utility Improvements-water component



PLANNING COMMISSION
DATE: 11/28/16
AGENDA ITEM: __ – BUSINESS ITEM
CASE #N/A

ITEM: 2017 Planning Department Work Plan

SUBMITTED BY: Stephen Wensman, Planning Director

REVIEWED BY: Joan Ziertman, Planning Program Assistant
Emily Becker, City Planner
Kristina Handt, City Administrator

SUMMARY AND ACTION REQUESTED:

Staff is respectfully requesting that the Planning Commission review the Planning Department Work Plan for 2017.

REQUEST DETAILS:

As the 2016 closes, the Planning Department Staff has updated the 2016 Planning Department Work Plan for 2017. Staff has attached an annotated 2017 Planning Department Work Plan with comments for the Commission's review. To summarize:

The following projects have been completed:

- Implementation of zoning map changes for specific developments in the Village and I-94 Corridor
- Updated the hunting ordinance
- Prepared an RFP for Comprehensive Planning Services
- Participated in the Washington County Manning Ave study

Some projects are currently in progress:

- Platting for minor subdivisions
- Washington County Landfill zoning
- Rural Density north of 10th Street
- Updating the AUAR
- Amend Rural Single Family land use designation to allow for sewer service within the MUSA
- Review of 201 Systems policies and management practices.

A few projects have been listed as a priority, but should follow the comprehensive plan update, scheduled to begin in early 2017.

- Codification – codes will likely change to reflect changes to land use.

- Review of wastewater chapter of the comprehensive plan – this will be addressed in the comprehensive planning process.
- Plan for population reductions as a result of the 2015 System Statement – this will be addressed in the comprehensive planning process.
- Update parks and trails system plan – this will be updated with the Comprehensive Plan update.
- Form based zoning – the comprehensive plan may impact the priority and need for the form based zoning project.

A number of project occur yearly or are ongoing and the work plan should be amended to reflect this:

- Updating the parks CIP
- Citywide CIP review
- Tracking planning and other review against escrows
- Provide support for Code Enforcement
- File archiving and management
- Scanning planning files into Laserfische system
- Streamlining and improving policies/procedures.

There are a number of projects that are unclear as to the purpose and need that the Planning Commission should provide Staff some direction:

- General performance standards (MDR/HDR) amendments
- Specific development standards amendments
- Public Facilities ordinance amendments
- Tree Preservation Ordinance amendments
- Landscape Ordinance amendments
- Outdoor Lighting Ordinance amendment
- Outdoor wood burning furnaces ordinance

Several new projects for Commission review include:

- Updating the PUD ordinance to reflect the process for OP PUDs
- Repeal Article XIB – OP Alt District
- Update the City's Master Developer Agreement
- Research and develop a policy or ordinances for stormwater reuse.

REQUESTED ACTION:

Staff is respectfully requesting that the Planning Commission review the Planning Department Work Plan for 2017.

ATTACHMENT:

- 2017 Planning Department Work Plan (with comments)

2017 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission: _____

Accepted by the City Council: _____



Key

Status	C – Complete IP – In Progress
PL	Priority Level (1-5 with 1 being the highest priority)

Project and Description	PL	Status
Zoning Map Amendments		
• Update Zoning Map to change Village parcels to VMX consistent with the Comprehensive Plan	2	IP
• Implement zoning map changes for specific developments in the Village and I-94 Corridor	2	C
Zoning Text Amendments		
• Codify Zoning Ordinance	1	
• General performance standards (MDR/HDR)	1	
• Specific development standards	4	
• Public Facilities ordinance amendments	1	
• Tree Preservation Ordinance perfecting amendments	3	
• Home Occupation Ordinance	2	
• Amend LDR Setback Requirements	4	IP
• Update PUD Ordinance to match OP PUD Process		
• Landscape Ordinance Amendment	5	
• Outdoor Lighting Ordinance Revisions	3	
• Outdoor Wood Burning Furnaces	5	
• Revise contractor work hours ordinance	3	IP
• Wireless Communications Ordinance for Microcell technology	4	
• Hunting Ordinance (City Attorney)		C
• Create new zoning district for Washington County Landfill consistent with the MPCA	3	IP
• Create V-LDR District and Regulations		
• Repeal Article XIV – OP Alt District		
• Draft a form-based code to supplement the Village Mixed-Use zoning district based on the scope of work	2	
• Incorporate design standards from the Design Standards Manual as part of a form-based code	2	
• Obtain DNR approval of revised Shoreland Ordinance	1	IP
• Adopt final version of Shoreland Ordinance based on DNR approval	1	

Commented [SW1]: On hold until Council provides direction

Commented [SW2]: Changes appear to have been made

• Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County	1	IP
• Implement City airport zoning regulations for the airport safety zones within the Village Planning Area	2	
Subdivision Ordinance Amendments		
• Platting for Minor Subdivisions	5	IP
• Update subdivision submission requirements		IP
• Prepare update to incorporate updated engineering standards	4	
Comprehensive Plan Amendments		
• Plan for possible density reductions and reguiding land use in the Village and I-94 area to address changes in the 2015 system statement	1	IP
• Amend Rural Single Family land use description to allow for sewer service within the MUSA & Amend Village MUSA		IP
• Update the Comprehensive Park and Trail System Plan	3	
• Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed	3	IP
• Prepare CPA to guide RR and A parcels less than 20 acres in size to RE		IP
Other Planning Initiatives		
• Submit application for new Village Parkway railroad crossing	2	IP
• Update Village AUAR	1	IP
• Review Waste Water chapter of Comprehensive Plan in conjunction with rural areas review	3	
• RFP for Comprehensive Planning Services	2	C
Planning Projects		
• Develop a policy or ordinance for stormwater reuse.		
• Update City's Master Developer Agreement		
• Implement Code Enforcement Module for Permit Works	2	
• Add Planning Module from Permit Works to track planning and zoning applications	1	
• Complete move of planning file system to Permit Works software	3	
• Develop application intake and completeness worksheet	2	IP
Ongoing Planning Activities		
• Update Parks 10-year CIP	2	IP
• Planning Commission review of 10-year Capital Improvement Plan for consistency with the Comprehensive Plan	2	IP
• Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems.	3	IP
• Develop list of contacts and resources for private community septic systems	3	
• Participate in Manning Avenue (CSAH 15) study with Washington County.	2	C

Commented [SW3]: On hold until Council provides direction.

Commented [SW4]: On hold until Tartan Park guidance is figured out.

Commented [SW5]: With 2040 comp plan update

Commented [SW6]: With 2040 comp plan update

• Track planning and other review time against development escrow accounts	1	IP
• Develop disaster preparedness manual for Lake Elmo	3	
• Provide support to code enforcement program with the Building Inspector as the City's code enforcement officer	3	IP
• Archive older zoning files	2	IP
• Scan zoning files in to Laserfische system	4	IP
• Streamline & Improve Policies/Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;	1	IP

2016 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission: 4/25/16

Accepted by the City Council



Key

Status	C – Complete IP – In Progress
Completion Goal (CG)	A – 0 to 3 months B – 3 to 6 months C – 6 to 9 months D – 9 to 12 months
PL	Priority Level (1-5 with 1 being the highest priority)

Project and Description	CG	PL	Status
<u>ZONING INITIATIVES</u>			
Zoning Map Updates			
<ul style="list-style-type: none"> Update Zoning Map to change Village parcels to VMX consistent with the Comprehensive Plan 	B	2	IP
<ul style="list-style-type: none"> Implement zoning map changes for specific developments in the Village and I-94 Corridor. 	B	2	
Zoning Text Amendments (Zoning Code Update)			
<ul style="list-style-type: none"> Codify Zoning Ordinance 	D	1	
<ul style="list-style-type: none"> General performance standards (MDR/HDR) 	B	1	
<ul style="list-style-type: none"> Specific development standards 	C	4	
<ul style="list-style-type: none"> Public Facilities ordinance amendments 	B	1	
<ul style="list-style-type: none"> Tree Preservation Ordinance perfecting amendments 	C	3	
<ul style="list-style-type: none"> Home Occupation Ordinance 	B	2	
<ul style="list-style-type: none"> Amend LDR Setback Requirements 	A	1	IP
<ul style="list-style-type: none"> Landscape Ordinance Amendment 	D	5	
<ul style="list-style-type: none"> Outdoor Lighting Ordinance Revisions 	D	3	
<ul style="list-style-type: none"> Outdoor Wood Burning Furnaces 	D	5	
<ul style="list-style-type: none"> Revise contractor work hours ordinance 	C	3	IP
<ul style="list-style-type: none"> Wireless Communications Ordinance for Microcell technology 	D	4	
<ul style="list-style-type: none"> Hunting Ordinance (City Attorney) 			IP
<ul style="list-style-type: none"> Platting for Minor Subdivisions 	D	5	
<ul style="list-style-type: none"> Create new zoning district for Washington County Landfill consistent with the MPCA 	D	5	
<ul style="list-style-type: none"> Rural Density North of 10th Street 	D	2	

Form-based Code			
• Prepare a scope of work to be accomplished including the need for outside assistance	A	1	
• Draft a form-based code to supplement the Village Mixed-Use zoning district based on the scope of work	C	2	
• Incorporate design standards from the Design Standards Manual as part of a form-based code	C	2	
Shoreland Ordinance Update			
• Obtain DNR approval of revised Shoreland Ordinance	B	1	IP
• Adopt final version of Shoreland Ordinance based on DNR approval	B	1	
Subdivision Ordinance			
• Prepare update to incorporate updated engineering standards and to revise submission requirements	D	4	IP
Airport Zoning			
• Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County	D	1	IP
• Implement City airport zoning regulations for the airport safety zones within the Village Planning Area	D	2	
<u>PLANNING INITIATIVES</u>			
Village Area Planning			
• Submit application for new Village Parkway railroad crossing	B	2	IP
• Update Village AUAR	B	1	
General Comprehensive Planning			
• Review Waste Water chapter of Comprehensive Plan in conjunction with rural areas review	D	3	
• RFP for Comprehensive Planning Services	B	2	
• Plan for possible density reductions and reguiding land use in the Village and I-94 area to address changes in the 2015 system statement	A	1	IP
• Amend Rural Single Family description to allow for sewer service within the MUSA	A	1	IP
Park Planning			
• Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed	D	3	
• Update the Comprehensive Park and Trail System Plan	C	3	
• Update Parks 10-year CIP	B	2	
Capital Improvement Plan			
• Planning Commission review of 10-year Capital Improvement Plan for consistency with the Comprehensive Plan	D	2	
General Planning Studies			

<ul style="list-style-type: none"> Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems. 	D	3	IP
<ul style="list-style-type: none"> Develop list of contacts and resources for private community septic systems 	C	3	
<u>TRANSPORTATION PLANNING PROJECTS</u>			
<ul style="list-style-type: none"> Participate in Manning Avenue (CSAH 15) study with Washington County. 	B	2	IP
<u>ADMINISTRATIVE INITIATIVES</u>			
Developer's Agreements and Escrows			
<ul style="list-style-type: none"> Track planning and other review time against development escrow accounts 	A	1	IP
Building Division			
<ul style="list-style-type: none"> Develop disaster preparedness manual for Lake Elmo 	D	3	
Permit Software Implementation			
<ul style="list-style-type: none"> Implement Code Enforcement Module for Permit Works 	A	2	
<ul style="list-style-type: none"> Add Planning Module from PermitWorks to track planning and zoning applications 	B	1	
<ul style="list-style-type: none"> Complete move of planning file system to PermitWorks software 	B	3	IP
Code Enforcement			
<ul style="list-style-type: none"> Provide support to code enforcement program with the Building Inspector as the City's code enforcement officer 	B	3	IP
File Archiving and Management			
<ul style="list-style-type: none"> Archive older zoning files 	B	2	IP
<ul style="list-style-type: none"> Scan zoning files in to Laserfische system 	C	4	IP
Policy and Procedures Review			
<ul style="list-style-type: none"> Develop application intake and completeness worksheet 	A	2	IP
<ul style="list-style-type: none"> Streamline & Improve Policies/Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al; 	A	1	IP