

Chair:
Roberta Thompson

Commissioners:
Brent Bartel
Angela Hames
Phillip Neururer
Clayton
Zimmerman
Steven Jones
Andy Holewa -
Alternate

Council Liaison:
Mayor David Grant



Planning Commission
February 3, 2016
6:30 p.m.
City Hall

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

Agenda

CALL TO ORDER

1. APPROVAL OF THE AGENDA

2. APPROVAL OF MINUTES

2.A. January 6, 2016, Planning Commission Regular Meeting

Documents: [01-06-16 PC.PDF](#)

3. PLANNING CASES

3.A. Planning Case 16-004 - Site Plan Review - Skyway Connection And Parking Modifications - Boston Scientific 4100 Hamline Ave. North (No Public Hearing Required)

Prepared By Matthew Bachler, Senior Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#), [ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#)

3.B. Planning Case 15-020 - Zoning Code Amendment - Retail & Thrift Store Establishments (Public Hearing Required)

Prepared By Ryan Streff, City Planner

Documents: [PC MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#), [ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#), [ATTACHMENT F.PDF](#)

4. COMMENTS AND REPORTS

4.A. REPORT FROM THE CITY COUNCIL

Prepared By Matthew Bachler, Senior Planner

Documents: [02-03-16 - REPORT FROM THE CITY COUNCIL.PDF](#)

4.B. TCAAP UPDATE

Prepared By Jill Hutmacher, Community Development Director

Documents: [PC 02 03 16.PDF](#)

4.C. COMMISSION COMMENTS & REQUESTS

4.D. STAFF COMMENTS

ADJOURN

A quorum of the City Council may be present at this meeting.



DRAFT

Approved: February 3, 2016

**CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, JANUARY 6, 2016
6:30 P.M. - ARDEN HILLS CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Chair Roberta Thompson called to order the regular Planning Commission meeting at 6:30 p.m.

ROLL CALL

Present were: Chair Roberta Thompson, Commissioners Brent Bartel, Angela Hames (arrived at 6:35 p.m.), Andrew Holewa, Steven Jones, and Phillip Neururer.

Absent: Commissioners Clayton Zimmerman (excused).

Also present were: City Planner Ryan Streff; Senior Planner Matthew Bachler; and Council Liaison Fran Holmes.

APPROVAL OF AGENDA – JANUARY 6, 2016

Chair Thompson stated the agenda will stand as published.

APPROVAL OF MINUTES

December 9, 2015 – Planning Commission Regular Meeting

Commissioner Holewa moved, seconded by Commissioner Jones, to approve the December 9, 2015, Planning Commission Regular Meeting minutes as presented. The motion carried unanimously (5-0).

December 9, 2015 – Planning Commission Work Session Meeting

Commissioner Holewa moved, seconded by Commissioner Jones, to approve the December 9, 2015, Planning Commission Work Session Meeting minutes as presented. The motion carried unanimously (5-0).

PLANNING CASES**A. Planning Case 15-025; CUP Amendment – Antenna Extension – AT&T Wireless – Public Hearing**

Senior Planner Bachler stated that the City approved a Conditional Use Permit (CUP) in 2010 to allow AT&T Mobility to install roof-mounted cellular antennas on the Brushaber Commons building on Bethel University’s campus and to construct a 160 square foot equipment shed adjacent to the building. The CUP approval was granted in Planning Case 10-010. The existing installation includes six wireless antennas that are housed in two 12-foot tall fiberglass canisters designed and located on the roof to blend in with the existing mechanical equipment.

Senior Planner Bachler explained that FDH Velocitel, on behalf of AT&T Mobility, has requested a CUP Amendment to upgrade the existing wireless antenna installation on the roof of the Brushaber Commons building. The existing six antennas would be replaced with nine new antennas to improve the provider’s service coverage and capacity in this area of the City. In order to accommodate the upgrade, the mounting poles the antennas are attached to would need to be extended by two feet for proper positioning and clearance between each antenna. The antenna assembly canisters would also be extended by two feet to a new height of 63 feet above ground level. All new antennas would continue to be housed in the canisters and entirely concealed.

Site Data

Future Land Use Plan:	Public and Institutional
Existing Land Use:	Institutional
Zoning:	B-1 - Limited Business District (Main Campus) R-1 - Single Family Residential (Athletic Complex)
Current Lot Sizes:	191.32 Acres (Including athletic complex, the main campus, and part of Lake Valentine)
Topography:	Rolling Terrain

Senior Planner Bachler reviewed the surrounding area, the Plan Evaluation and the Conditional Use Permit Evaluation Criteria.

Senior Planner Bachler provided the Findings of Fact for review:

General Findings:

1. The applicant has requested a Conditional Use Permit Amendment in order extend the height of the existing wireless antenna installation at 3900 Bethel Drive, approved in Planning Case 10-010.
2. The property at 3900 Bethel Drive is located in the B-1 - Limited Business District.
3. Cellular towers and antennas are allowed as a conditional accessory use in the B-1 District.
4. The proposed upgrade would increase the number of antennas from six (6) to nine (9).
5. The Zoning Code states that no antenna shall be mounted at a height exceeding 75 feet.
6. The proposed upgrade would increase the height of the antenna assembly canisters that house the antennas to 63 feet above ground level.
7. The antennas would be located approximately 1,185 feet from the nearest property line.

8. The antennas would be concealed inside the antenna assembly canisters, which will be painted to blend in with existing mechanical equipment on the roof.

Conditional Use Permit Evaluation Criteria:

9. The proposed plan would not have any impact on traffic or parking conditions.
10. The proposed plan will not produce any permanent noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid or solid waste, and other nuisance characteristics.
11. The proposed plan will not impact drainage.
12. The proposed plan will not impact population density.
13. The proposed antenna assembly canisters will likely only be visible from locations on Bethel University's campus and they are not anticipated to have an impact on land use compatibility with uses and structures on surrounding land or adjoining land values.
14. Park dedications are not applicable.
15. The proposed plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

Senior Planner Bachler stated that based on the submitted plans and findings of fact, staff recommends approval of Planning Case 15-025 for a Conditional Use Permit Amendment at 3900 Bethel Drive. If the Planning Commission makes a recommendation of approval for this request, staff is recommending the following five (5) conditions be included with the approval:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. A building permit shall be obtained for all proposed antennas and associated equipment prior to installation.
3. A final inspection of the existing antenna installation shall be completed by the City Building Official prior to the issuance of a building permit for the new antennas and associated equipment.
4. A Conditional Use Permit drafted by the City Attorney shall be signed by Bethel University prior to the issuance of any building permits.
5. The antenna assembly canisters shall be painted to blend in with the surrounding equipment on the roof to which they are attached.

Senior Planner Bachler reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval with Conditions
2. Recommend Approval as Submitted.
3. Recommend Denial
4. Table

Chair Thompson opened the floor to Commissioner comments.

Commissioner Jones questioned how much capacity would be added to the towers after each were lengthened by 15%.

Mark Hennek, FDH Velocitel, explained that three additional antenna would be added to the towers, which would improve the overall capacity of the structure.

Commissioner Jones asked if future expansions would be necessary and if so, if a third tower could be added instead of placing additional height on the existing towers.

Mr. Hennek stated there could be potential interference if a third tower were added. He stated that any additional towers would need to be discussed with Bethel University.

Chair Thompson inquired if the additional capacity would be solely used by the college campus.

Mr. Hennek indicated that the additional capacity would be utilized by all AT&T users within a certain range of the campus.

Chair Thompson opened the public hearing at 6:44 p.m.

Chair Thompson invited anyone for or against the application to come forward and make comment.

There being no comment Chair Thompson closed the public hearing at 6:45 p.m.

Council Liaison Holmes requested further information regarding the lease agreement with AT&T.

Senior Planner Bachler discussed the lease agreement between AT&T Mobility and Bethel University in further detail.

Council Liaison Holmes expressed concern with how the Council would address this request and believed there may be concern with the additional two feet of tower height.

Chair Thompson encouraged the AT&T representatives to have range information available at the upcoming Council meeting and to be prepared to take further questions from the Council regarding this matter.

Mr. Hennek reported he could obtain a propagation map prior to the City Council meeting.

Further discussion ensued regarding the Bethel University campus and the antennas at the 2 Pine Tree Drive location.

Commissioner Holewa moved and Commissioner Hames seconded a motion to recommend approval of Planning Case 15-025 for a Conditional Use Permit Amendment at 3900 Bethel Drive based on the findings of fact and the submitted plans, as amended by the five (5) conditions in the January 6, 2016, report to the Planning Commission. The motion carried unanimously (6-0).

UNFINISHED AND NEW BUSINESS

None.

REPORTS

A. Report from the City Council

Council Liaison Holmes updated the Planning Commission on activities from the December 14, 2015, City Council Regular Meeting, noting the City Council adopted the budget for 2016 and set the final levy for taxes payable. The adopted budget was in the amount of \$11,527,350. The tax levy was increased by 3.5 percent for a total taxes payable amount of \$3,478,775.

Council Liaison Holmes indicated that the City Council also approved Ordinance Number 2015-009 amending the public use dedication requirements in Section 1130.08 of the City Code. The purpose of the amendment was to ensure that sufficient resources will be available for park development on TCAAP, to clarify park dedication requirements throughout the City, and to affirm that these requirements may apply to redevelopment or reuse projects. The Planning Commission reviewed this item at their meeting on December 9, 2015, and recommended approval (5-1, Zimmerman).

Council Liaison Holmes stated that representatives from Ramsey County and Xcel Energy presented preliminary plans for a proposed solar photovoltaic array on the Primer Tracer Area on AHATS at the Work Session on December 21, 2015. The proposed solar array would cover approximately 40 acres and generate between 5 and 8 megawatts of power. City staff provided an overview of changes to the Zoning Code that would need to be completed to accommodate the solar array development on the property.

Council Liaison Holmes noted that the City Council continued their discussion on possible revisions to the Zoning Code to address thrift store businesses in the City. Staff presented findings on characteristics unique to these types of businesses that distinguish them from other retail uses. Proposed conditional use permit criteria for thrift stores were reviewed and the City Council discussed in what Zoning Districts thrift stores should be a permitted, conditional use, or not permitted.

Council Liaison Holmes indicated that the Council would be holding seven interviews for the open Council seat next week. She noted the search for a new City Administrator was also progressing. She reported this was her last Planning Commission meeting as the Council Liaison and noted Mayor Grant would be serving as the Council Liaison in 2016. She thanked the Planning Commission for their dedicated service to the community.

B. Planning Commission Comments and Requests

Commissioner Holewa thanked staff for the thorough presentation and packet of information for this evening's meeting.

C. Staff Comments

City Planner Streff encouraged the Planning Commission to attend the Joint Planning Commission and City Council Work Session meeting on Tuesday, January 19th at 5:00 p.m. where the group will discuss the 2016 Work Plan.

ADJOURN

Commissioner Jones moved, seconded by Commissioner Bartel, to adjourn the January 6, 2016, Planning Commission Meeting at 7:03 p.m. The motion carried unanimously (6-0).



ARDEN HILLS
MEMORANDUM

DATE: February 3, 2016

PC Agenda Item **3.A**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #16-004 – No Public Hearing Required

Applicant: Boston Scientific Corporation

Property Location: 4100 Hamline Avenue North

Request: Site Plan Review – Skyway Connection and Parking Lot Modification

Requested Action

Boston Scientific has requested a Site Plan Review to construct a skyway between Buildings 3 and 10 on their campus. The proposal includes minor modifications to the parking lot on the north side of Building 10 to accommodate the construction of the skyway.

Background

The Boston Scientific campus at 4100 Hamline Avenue North operates under a Planned Unit Development (PUD) that was originally approved in 2002 for the Guidant Corporation. The last comprehensive update to the PUD and Campus Master Plan took place in 2015 when the City approved a subdivision of the property to help facilitate the sale of Buildings A, B, and C located in the southwest corner of the campus (Planning Case 15-001). The Campus Master Plan was revised at this time to make adjustments to the location of future buildings and parking ramps so that the two new lots could function independently. Lot 1 includes Buildings A, B, and C and a parking ramp and is currently being marketed to potential buyers. Lot 2 will continue to function as the Boston Scientific campus.

New building construction or site modifications identified on the approved Campus Master Plan require the submittal of a Site Plan Review application prior to construction. The Master Plan shows a skyway between Buildings 3 and 10 connecting through the future Buildings J and M (Attachment D). The proposed skyway is generally aligned with what is shown on the Master Plan. The required modifications to the parking lot on the north side of Building 10 are consistent with the Master Plan, which indicates this surface parking lot will eventually be

replaced by an internal drive providing access to a future parking ramp located to the west of Building 10.

1. Overview of Request

The proposed skyway would extend from the west end of Building 3 to the northeast corner of Building 10. The east-west leg of the skyway across Innovation Way would be approximately 160 feet in length and maintain a clear height of 16 feet above the roadway. From this point, the skyway would slope down and run approximately 240 feet to connect with Building 10. The plans include a two-story addition on the east side of Building 10 required to tie the skyway into the internal circulation of the building. This addition would be relatively narrow, with a width of approximately 12 feet, and would extend 135 feet south from the northeast corner of the building.

An existing curb cut and driveway to the surface parking lot north of Building 10 will be shifted north to maintain adequate clear height under the skyway. Additionally, 26 parking stalls within the lot will need to be removed for the construction of the skyway. Boston Scientific has accounted for these stalls in the “proof of parking” calculation for the overall campus parking plan. The proposal includes regrading of the land adjacent to Innovation Way to allow for an at-grade sidewalk connection to the skyway from Building 14 to the north. The area adjacent to the skyway and along the sidewalk to Building 14 would be landscaped with new trees and perennials.

With the completion of the skyway, the temporary at-grade enclosed pedestrian walkway between Buildings 3 and 10 will be removed. Under the existing Agreement to Terminate Use, Boston Scientific is required to remove the walkway by February 1, 2019. Boston Scientific has stated that their goal is to complete the construction of the skyway and removal of the walkway within 24 months of receiving Site Plan Review approval. Boston Scientific is requesting planning level approval to allow for flexibility in scheduling several potential projects on the campus.

The application also includes a request to extend the March 1, 2016 deadline for the submittal of a Site Plan Review for the modification of the parking area along the Lot 1 and Lot 2 property line and a building permit for the removal of the existing skyway between Buildings B and E. As part of the City’s approval of Planning Case 15-001, Boston Scientific was required to submit a Site Plan Review application and building permit application for this work no later than March 1, 2016, or request an extension 45 days prior the deadline. Boston Scientific has noted that they continue to market Lot 1 to potential buyers and will not be able to complete the modifications or the removal of the skyway until a buyer is found.

Boston Scientific has provided a narrative explaining the project in greater detail (Attachment A). A complete plan set, including building, grading, and landscape plans, is provided in Attachment D.

2. Surrounding Area

Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Low Density Residential, Light Industrial and Office	R-1: Single Family Residential, I-1: Limited Industrial	Single Family Residential, Office
South	Light Industrial and Office, High Density Residential	I-1: Limited Industrial, R-4: Multiple Dwelling	Office, Utility, Multiple Family Residential
East (Shoreview)	RL-Residential / Office / RH- Residential	PUD (Townhouses & Offices)/ R-3:Multiple Dwelling Residential	Single Family Detached Residential / Office / Multiple Family
West	Low Density Residential Light Industrial and Office	R-1: Single Family Residential I-1: Limited Industrial	Single Family Residential Office

3. Site Data

Future Land Use Plan:	Light Industrial and Office
Existing Land Use:	Light Industrial and Office
Zoning:	I-1: Limited Industrial / PUD Overlay
Size:	Lot 1: 77.4 acres
Proposed Density:	N/A
Topography:	Level

Plan Review

The Boston Scientific campus is located in the I-1 Limited Industrial Zoning District. The approved PUD for the property acts as an additional governing document for the campus providing flexibility in certain areas that the underlying zoning regulations would not otherwise allow. The following section reviews the proposed construction based on the approved PUD and the I-1 District regulations.

Section 1320.06 – District Requirements

A. Lot Size, Structure Coverage, and Landscape Coverage

The maximum structure coverage permitted in the I-1 District is 30 percent and the minimum landscape coverage is 35 percent. The project would result in an additional 2,185 square feet of structure coverage for the addition on the east side of Building 10. This would bring the total current structure coverage on the property to 17.55 percent. The amount of landscape coverage would increase by 6,767 square feet overall due to the removal of the at-grade pedestrian walkway and the 26 parking spaces located in the parking lot north of Building 10. As a result, landscape coverage on the campus would increase to 48.56 percent of the lot area.

The last update to the Campus Master Plan approved in Planning Case 15-001 includes structure coverage of 30.06 percent and landscape coverage of 55.23 percent at full build-out.

Lot Coverage Requirements			
	Total Area (Lot 2)	Structure Coverage	Landscape Coverage
Existing Boston Scientific Campus	3,372,063 sq. ft. (77.41 Acres)	17.49% (589,775 sq. ft.)	48.42% (1,632,824 sq. ft.)
Proposed Boston Scientific Campus	3,372,063 sq. ft. (77.41 Acres)	17.55% (591,960 sq. ft.)	48.56% (1,637,406 sq. ft.)
Current Boston Scientific Campus Master Plan*	3,372,063 sq. ft. (77.41 Acres)	30.06% (1,007,527 sq. ft.)	55.23% (1,862,340 sq. ft.)
I-1 Zoning District Requirements	30,000	30% or less	35% or more
Approved PUD Planning Case 15-001	--	30.06%	--
*Denotes the campus at full build-out.			

B. Height

The maximum building height in the I-1 District is 35 feet. The skyway would have a height of approximately 29 feet at its connection with Buildings 3 and 10. At its highest point, the top of the skyway would be approximately 34 feet above the roadway surface of Innovation Way.

C. Setbacks

The approved PUD requires a 50-foot structure setback along all exterior property lines of the campus. The proposed skyway would be approximately 760 feet from the closest property line.

Section 1325.05 – Design Standards

A. Landscaping - Section 1325.05, Subdivision 1

Since the proposal includes additional building space, the City’s landscaping requirements apply. The minimum landscape requirements are determined based on the gross square footage of new building space. However, this would not apply to the gross square footage of the skyway. In this case, Boston Scientific would be required to provide 13 caliper inches of trees (4,147 gross square feet / 320 = 13). The Landscape Plan indicates a total of 47.5 caliper inches of deciduous hardwood and coniferous trees will be planted along the sidewalk to Building 14 and in the area around the parking lot north of Building 10.

B. Aesthetics - Section 1325.05, Subdivision 6

The Zoning Code does not have specific guidelines for building materials in the I-1 District. The Planning Commission should consider if the appearance of a proposed structure would cause substantial depreciation in the property values in the surrounding area or to unreasonably detract from the appearance of the area. The proposed skyway would be constructed of primarily composite metal panels and glass. The addition to Building 10 would be comprised nearly entirely of glass with metal and stone accenting. Overall, the project would have a modern aesthetic that is consistent with existing architecture on the campus. Boston Scientific has provided exterior elevation drawings that are included in Attachment D. The proposal would not cause depreciation in property values in the area or detract from the area’s appearance.

Section 1325.06 – Requirements for Parking, Loading, and Circulation

A. Off-Street Parking

Based on the existing gross building area on the campus, Boston Scientific is required to provide 3,899 parking stalls. The addition to Building 10 connecting the skyway to the internal circulation of the building would add 4,147 gross square feet of building area. Of this total, only approximately 1,164 square feet of space on the first floor could be used for office purposes. The remaining area is comprised of a main entrance and lobby area and internal corridors. An additional five parking stalls would be required for the space that could be used as office area. The addition to Building 10 is not expected to increase parking demand on the campus.

Off Street Parking Requirements		
	<i>Office</i> (1 stall/250 sq. ft. gross floor area)	<i>Manufacturing</i> (1 stall/1,000 sq. ft. floor area)
Total Area	921,101 sq. ft.	219,191 sq. ft.
Required Spaces	3,685	219
<i>Total Required Spaces</i>	3,904	
Proposed Spaces	2,782	
Proposed “Proof of Parking”	793	
<i>Total Proposed Parking</i>	3,575	

The plan includes the removal of 26 parking stalls from the parking lot north of Building 10. These stalls would not be replaced elsewhere on the campus, but Boston Scientific has accounted for them in the “proof of parking” calculation for the Campus Parking Plan (Attachment D). The total number of spaces provided between existing parking stalls and areas designated as proof of parking would remain unchanged at 3,575. The current number of employees on the Arden Hills

campus is approximately 2,200 and Boston Scientific has acknowledged that the existing parking satisfies the parking demand.

B. Traffic and Circulation

The proposed modifications to the curb cut and driveway to the surface parking lot north of Building 10 are not expected to impact internal traffic circulation. The plans have been reviewed by the Lake Johanna Fire Department and sufficient clear height is provided for the skyway to allow for emergency vehicle access.

Additional Review

Building Official

The Building Official reviewed the plans for the project and has no additional comments.

City Engineer

Comments provided by the City Engineer are included in Attachment E. All comments have either been addressed in the revised plans or have been included as recommended conditions of approval.

Lake Johanna Fire Department

The Fire Marshal for the Lake Johanna Fire Department reviewed the plans and has no comments at this time.

Findings of Fact

The Planning Commission must make a finding as to whether or not the proposed application would adversely affect the surrounding neighborhood or the community as a whole based on the aforementioned factors. Staff offers the following ten (10) findings of fact for this proposal:

1. Boston Scientific has requested approval for a Site Plan Review to construct a skyway connection between Buildings 3 and 10 and to complete minor modifications to the parking lot on the north side of Building 10 at 4100 Hamline Avenue North.
2. Boston Scientific has requested an extension for the March 1, 2016 deadline for the submittal of a Site Plan Review for the modification of the parking area along the Lot 1 and Lot 2 property line and the submittal of a building permit for the removal of the existing skyway between Buildings B and E, as required by the conditions of approval in Planning Case 15-001.
3. The Boston Scientific Campus is a conforming use in the I-1 Limited Industrial Zoning District and operates under an approved PUD.
4. New building construction or site modifications identified on the approved Campus Master Plan require the submittal of a Site Plan Review application prior to construction.

5. The location of the proposed skyway and the proposed modifications to the parking lot north of Building 10 are generally consistent with the approved Campus Master Plan.
6. A 4,147 gross square foot addition to Building 10 would be required to tie the skyway into the established internal circulation of the building.
7. The proposal is in conformance with underlying I-1 Zoning District requirements and the approved PUD.
8. The proposed modifications to the Building 10 parking lot include the removal of 26 parking stalls.
9. Boston Scientific has accounted for these removed stalls with an additional 26 “proof of parking” spaces in the Campus Parking Plan.
10. The proposal is not expected to adversely affect the surrounding neighborhood or the community as a whole.

Staff Recommendation

Based on the submitted plans and findings of fact, staff recommends approval of Planning Case 16-004 for a Site Plan Review to construct a skyway between Buildings 3 and 10 and complete minor modifications to the parking lot on the north side of Building 10 at 4100 Hamline Avenue North. If the Planning Commission recommends approval of this request, staff recommends that the following twelve (12) conditions be included with the approval:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. The applicant shall continue to abide by all previous Development Agreements, Master PUD approvals, and subsequent PUD Amendment approvals.
3. All necessary City permits for the construction of the skyway and modifications to the parking lot on the north side of Building 10 shall be obtained by September 1, 2017, or an extension request shall be submitted in writing to the City at least forty-five (45) days prior to the expiration date.
4. Final construction plans shall be subject to approval by the City Building Official, City Engineer, and Fire Marshall prior to the issuance of a Building Permit.
5. Final grading, drainage, and utility plans shall be subject to approval by the City Engineer prior to the issuance of a Grading and Erosion Control Permit.
6. The existing temporary at-grade enclosed pedestrian walkway between Buildings 3 and 10 shall be removed within sixty (60) days of the skyway connection receiving final approval by the City Building Official.
7. The applicant shall submit a financial surety in the amount of 125% of the estimated costs of landscaping prior to the issuance of any development permits. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank. The purpose of the letter of credit is to ensure that landscaping is completed in the event that the Developer defaults on this Agreement. The City will hold the letter of credit for

two years after the installation of landscaping. The letter of credit should not expire during the two-year period.

8. A Site Plan Review application, including a Landscaping Plan, is required for the modification of the parking area along the Lot 1 and Lot 2 property boundary line and shall be submitted within ninety (90) days of the sale of Lot 1 by Boston Scientific, or an extension request shall be submitted in writing to the City at least forty-five (45) days prior to that date.
9. All necessary City permits for the removal of the existing skyway structure connecting Building B and Building E as depicted on the current Campus Master Plan shall be obtained within ninety (90) days of the sale of Lot 1 by Boston Scientific, or an extension request shall be submitted in writing to the City at least forty-five (45) days prior to that date.
10. All plantings in the bio-filtration area adjacent to the parking lot to the north of Building 10 shall be shade-tolerant species.
11. A building permit shall be required for the retaining wall and fence adjacent to the sidewalk connection to Building 14. A structural analysis of the retaining wall shall be provided to show, to the satisfaction of the City Engineer, that there are no issues with the construction of the retaining wall on top of the existing sanitary sewer line.
12. The applicant shall obtain all necessary permits, including, but not limited to, NPDES and Rice Creek Watershed District. Copies of all necessary permits shall be submitted to the City prior to the issuance of any development permits.

Proposed Motion Language

1. Recommend Approval with Conditions: Motion to recommend *approval* of Planning Case 16-004 for a Site Plan Review at 4100 Hamline Avenue North, based on the findings of fact and the submitted plans as amended by the twelve (12) conditions in the February 3, 2016, Report to the Planning Commission.
2. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-004 for a Site Plan Review at 4100 Hamline Avenue North, based on the findings of fact and the submitted plans in the February 3, 2016, Report to the Planning Commission.
3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-004 for a Site Plan Review at 4100 Hamline Avenue North, based on the following findings of fact: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated.*
4. Table: Motion to *table* Planning Case 16-004 for a Site Plan Review at 4100 Hamline Avenue North, in order to gather the following information: *a specific reason and/or information request should be included with a motion to table.*

Notice

Notice was prepared by the City and mailed to property owners within 350 feet of the subject property.

Resident Comments

Staff has not received any letters, e-mails, or telephone calls from property owners or residents in regards to this planning case.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on January 11, 2016. Pursuant to Minnesota State Statute, the City must act on this request by March 11, 2016 (60 days), unless the City provides the petitioner with written reasons for an additional 60 day review period. The City may, with the consent of the applicant, extend the review period beyond the initial 120 days.

Attachments

- A. Land Use Application and Project Narrative
- B. Site and Aerial Maps
- C. Approved Campus Master Plan
- D. Proposed Skyway and Parking Lot Modification Plan Set
- E. Memo from John Anderson, Acting Public Works Director, dated 1/19/16



1245 West Highway 96
 Arden Hills, Minnesota 55112
 Telephone (651) 792-7800
 Fax (651) 634-5137
 www.cityofardenhills.org

For Office Use Only

Planning Case No.	16-004
Submittal Date	1/4/16
Application Completed Date	
Accepted by	MWB
Receipt Number	
Council Decision	
Council Decision Date	

2016 LAND USE APPLICATION

Applicant Information

Applicant: Emily Colletti _____
 Address: 4100 Hamline Ave N _____
 Telephone No.: 651-582-4466 _____ Other: _____
 Fax No.: _____
 Email Address: emily.colletti@bsci.com _____

Property Information

Property Owner: Boston Scientific Corporation _____
 Owner Address: 4100 Hamline Ave N _____
 Owner Telephone No. 651-582-5434 _____ Other: _____
 Address of Property Involved: 4100 Hamline Ave N _____
 Legal Description: 22-30-33 Guidant First Addn. Subj to Esmts Lot 1 Blk 1 _____
 Property ID No.: 22.30.23.43.0008 _____
 Type of Use: Industrial / Business _____
 Zone: I-1 _____ Property Acreage: _____

Type of Request

- | | |
|--|---|
| <input type="checkbox"/> Comprehensive Plan Amendment (Fee: \$500 + Escrow: \$1,000)
<input type="checkbox"/> Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> Preliminary Plat (Fee: \$500 + Escrow: \$1,000)
<input type="checkbox"/> Final Plat (Fee: \$500 + Escrow: \$1,000)
<input type="checkbox"/> Concept Plan Review (Fee: \$150 + Escrow: \$1,000)
<input type="checkbox"/> Master Planned Unit Development or Master Special Development Plan (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> Final Planned Unit Development or Final Special Development Plan (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> Planned Unit Development Amendment or Special Development Plan Amendment (Fee: \$350 + Escrow: \$1,000)
<input checked="" type="checkbox"/> Site Plan Review (Fee: \$350 + Escrow: \$1,000) | <input type="checkbox"/> Rezoning or TCAAP Regulating Plan Amendment (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> City Code Amendment (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> Variance or Permitted Adjustment (Fee: \$350 + Escrow: \$1,000)
<input type="checkbox"/> Vacation of Easement or Right-of-Way (Fee: \$150 + Escrow: \$1,000)
<input type="checkbox"/> Appeal of Administrative Decision (Fee: \$150 + Escrow: \$1,000)
<input type="checkbox"/> Land Use Requests – Not Already Specified (Fee: \$150 + Escrow: \$1,000) |
|--|---|

Brief Description of Request (please also include a typed, detailed letter explaining the project):

Construction of a skyway between Building 3 and Building 10, with a potential addition to Building 10

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the City Planner to discuss the application process, requirements, and deadlines. Unless waived by the City Planner or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) working days following the submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting provided that all required public notices have been sent and published.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the City Planner on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Agenda Deadline and Meeting Schedule

The deadline for submittal of land use applications is required according to the schedule outlined below. There are **no exceptions**. Failure to submit all application materials by the deadline date may delay the review process. Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. Applicants are advised that additional meetings and/or workshops are scheduled when necessary upon approval of the Planning Commission.

2016 SCHEDULE (*subject to change)

APPLICATION DEADLINE DATE*	TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally held on the last Monday at 7:00 p.m.)
December 7 (2015)	January 6	January 25
January 4	February 3	February 29
February 1	March 9	March 28
March 7	April 6	April 25
April 4	May 4	May 31
May 2	June 8	June 27
June 6	July 6	July 25
July 5	August 3	August 29
August 1	September 7	September 26
September 6	October 5	October 31
October 3	November 9	November 28
November 7	December 7	December 27
December 5	January 4 (2017)	January 30 (2017)

Acknowledgement and Signature

I acknowledge that I have read all of the information listed in the City of Arden Hills Land Use Application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application.



 Property Owner Signature (Required)



 Date

 Applicant Signature (If different than the property owner)

 Date

Please contact the City Planner at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications

MEMORANDUM

COMM. NO.: 6131.001.28
CLIENT: Boston Scientific
PROJECT: Skyway Buildings 3-2 & 10-2

SUBJECT: Land Use Application Narrative
MEMO BY: John Larson, RSP Architects
DATE: January 4, 2016

ATTENTION: Ryan Streff, City Planner, City of Arden Hills
COPY: Emily Colletti, Boston Scientific

Boston Scientific is planning to construct a skyway connection between Buildings 3 and 10 on the Arden Hills Campus. The creation of the skyway will allow for the removal of the existing “temporary” on-grade enclosed pedestrian walkway that currently serves as the connection between Buildings 3 and 10.

The skyway will extend from the west end of Building 3 to the northeast corner of Building 10. It will span across Innovation Way maintaining an approximate clear height of 16 feet at the roadway. Once across Innovation way the skyway would turn south and begin sloping down at approximately 3.8% connecting to a proposed addition at the northeast corner of Building 10. Plans call for the potential Building 10 addition to be relatively narrow, approximately 12 feet wide, and two stories in height, slightly lower in height by approximately 2 feet than Building 10. The addition would extend along the east side of Building 10 from the northeast corner approximately 135 feet south to the existing Building 10 entry just north of the new day care facility. The addition would allow employee traffic to bypass office space within Building 10 and tie into an established internal circulation route. The Building 10 addition is approximately 2,185 GSF on first floor (grade level) and 1,962 GSF on second floor (skyway level), totaling 4,147 GSF. The skyway itself is approximately 5,662 GSF.

Skyway construction will require the curb cut and driveway access to the existing surface lot north of Building 10 to shift farther north in order to maintain adequate clear height under the skyway. The land area between Building 10 and Innovation Way and the area north of Building 10 adjacent to Innovation Way will be re-graded for landscaping, to maintain clearance under the skyway and to allow for a sidewalk connection from the skyway to Building 14. The sidewalk construction may be deferred to a later date. The revised grades and use of a retaining wall will allow the sidewalk to maintain a slope that meets accessibility requirements.

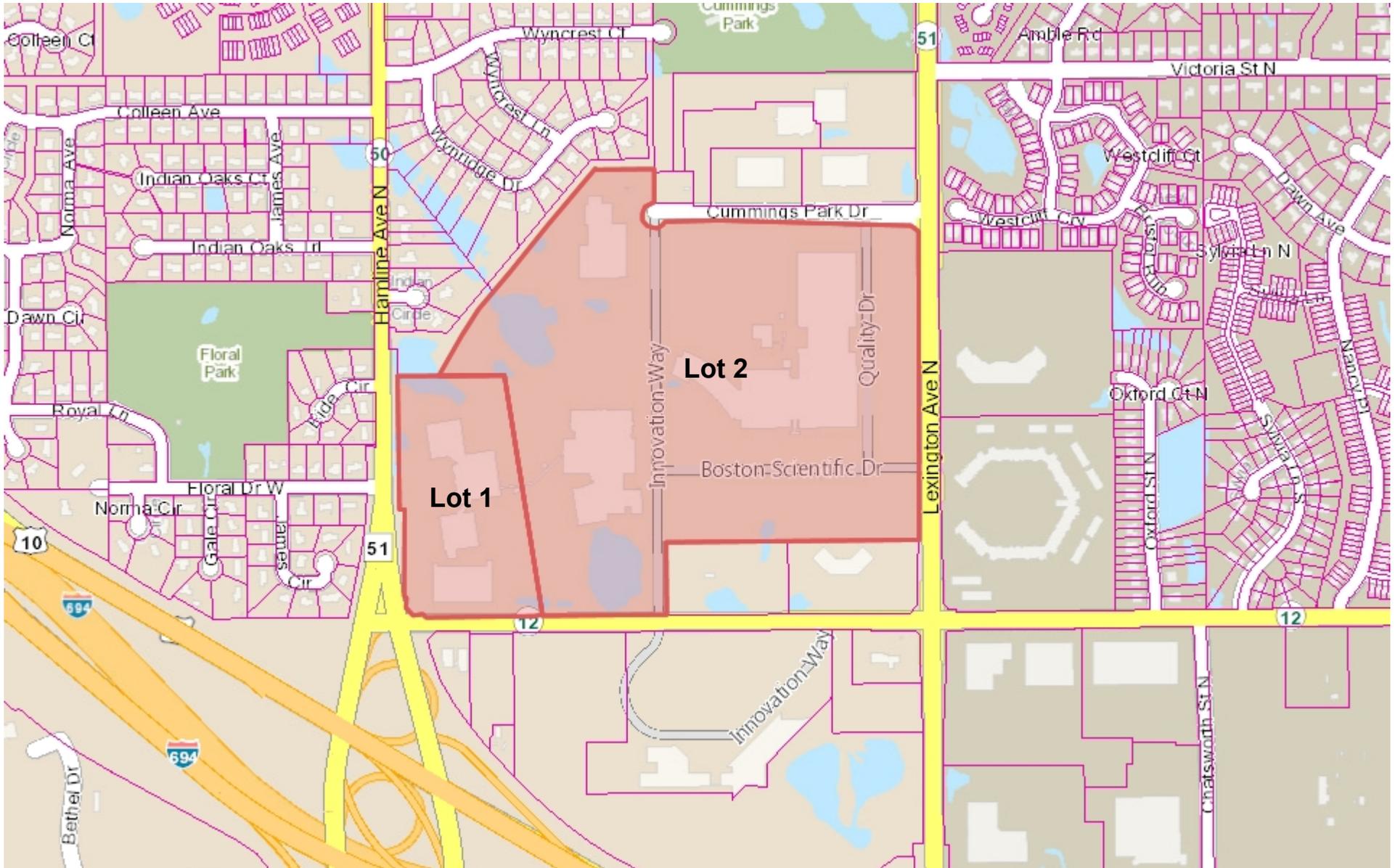
The removal of 26 parking stalls in the surface lot north of Building 10 will be required for the construction of the skyway. The stalls will not be replaced at this time, but will be accounted for in the overall campus parking plan as part of the “proof of parking” calculation. Currently Boston Scientific’s parking needs are balanced to the number of stalls provided, even with the removal of 26 stalls.

MEMORANDUM
Skyway Buildings 3-2 & 10-2
January 4, 2016
Page 2

A sidewalk will be constructed from Building 3 to the parking lot south of Building 3. The existing sidewalk which connects Building 10 via the stairs south of the Building 3 drop-off circle will be maintained.

The initiation of the skyway project may be deferred until spring of 2017.

Boston Scientific is also requesting an extension to the March 16, 2016 deadline for submittal of a landscape plan for modifying the parking area between Lots 1 and 2. Lot 2 has not been sold. Boston Scientific wishes to maintain the option of working with a potential buyer on the design of the landscape area. The timing of the demolition of the Bldg 10 – Bldg B skyway is also tied to the sale of Lot 2, therefore Boston Scientific is requesting an extension on the deadline.



1,333.3 0 666.67 1,333.3 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS

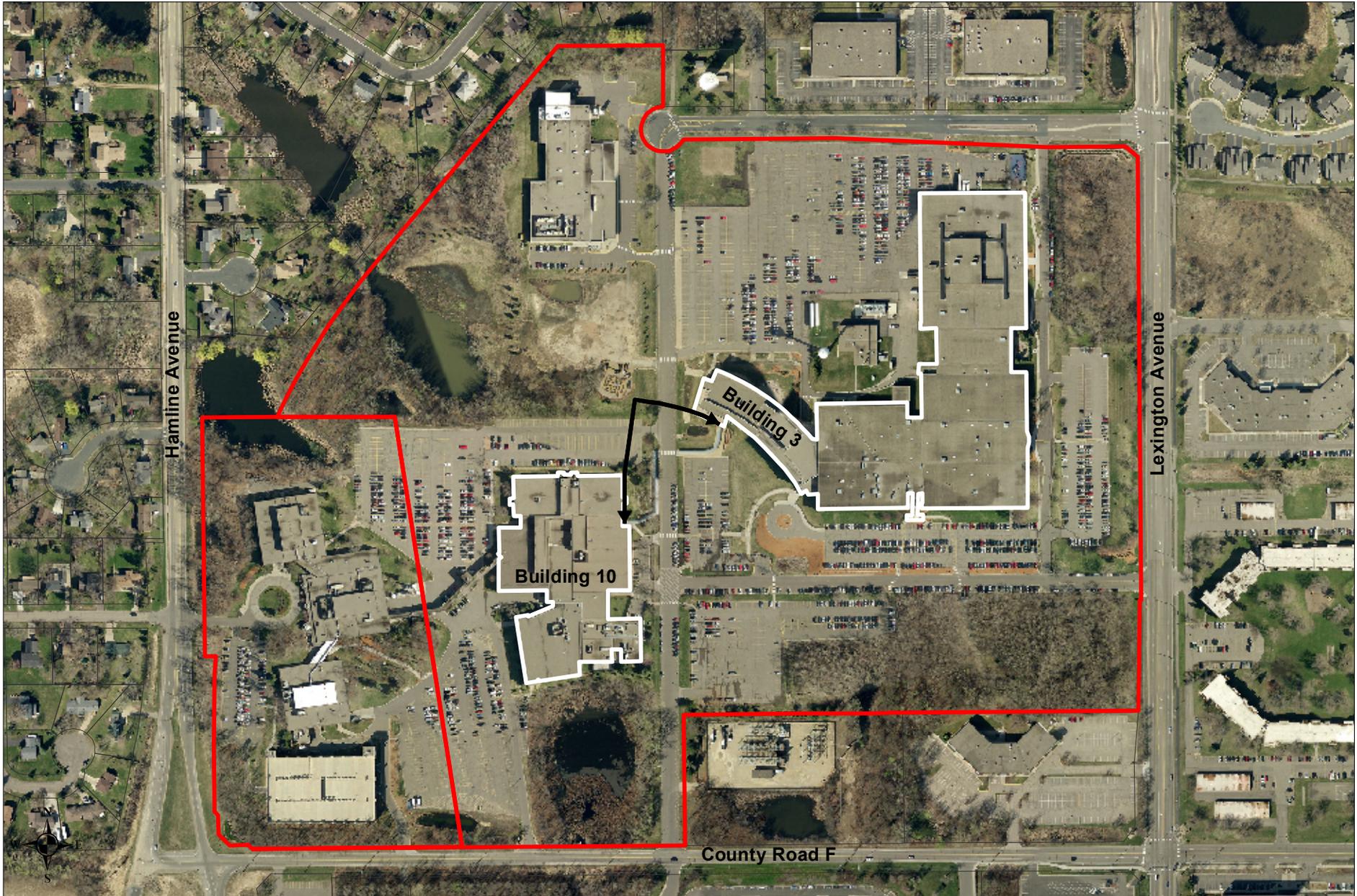
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:8,000



Planning Case #16-004
Boston Scientific - 4100 Hamline Avenue
Site Plan Review - Skyway Connection & Parking Lot Modification



0 200 400 800
Feet

Map Date: January 15, 2016

↔ Approximate location of proposed skyway connection between Buildings 3 and 10

Attachment C



RSP Architects
1220 Marshall Street NE
Minneapolis
MN 55413-1036

612.677.7100
612.677.7499 fax
www.rsparch.com

Consultants

Certification

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of Minnesota.

Signature

Registration No.

Date

Project For

Boston Scientific

Project No. 6131.011.27

Drawn By JRF

Checked By JAB

Date 5 JANUARY, 2015

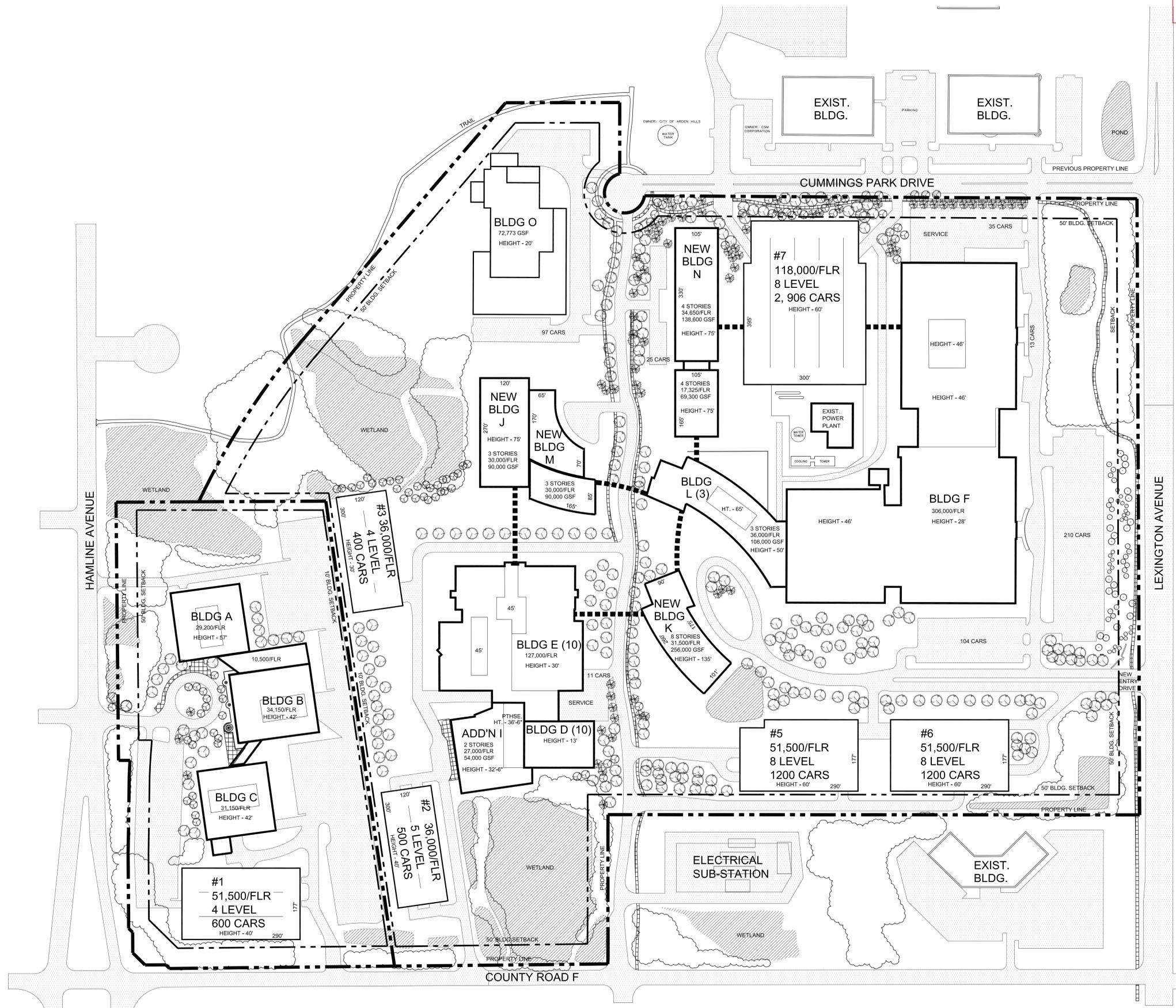
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Mark	Date	Description

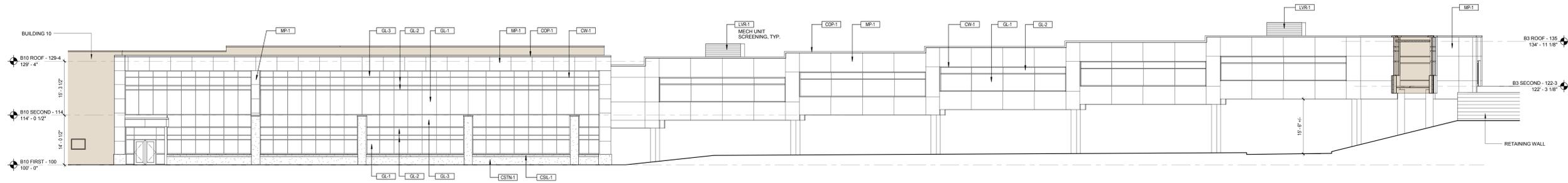
CAMPUS MASTER PLAN

G002

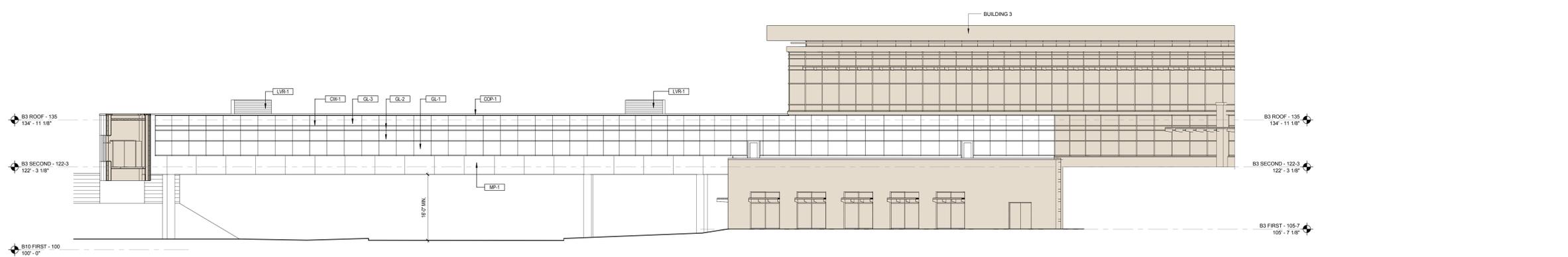


1 CAMPUS MASTER PLAN
1" = 100'-0"

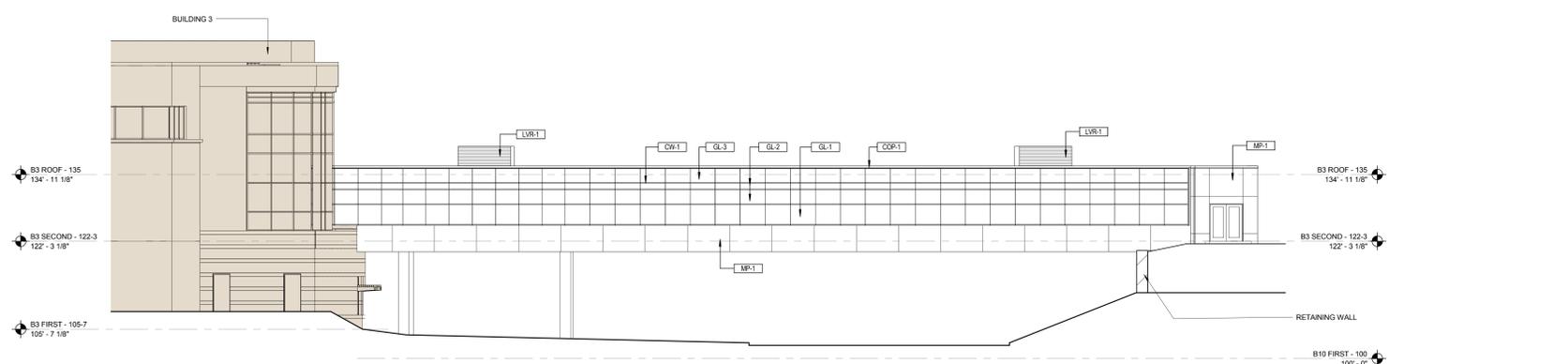




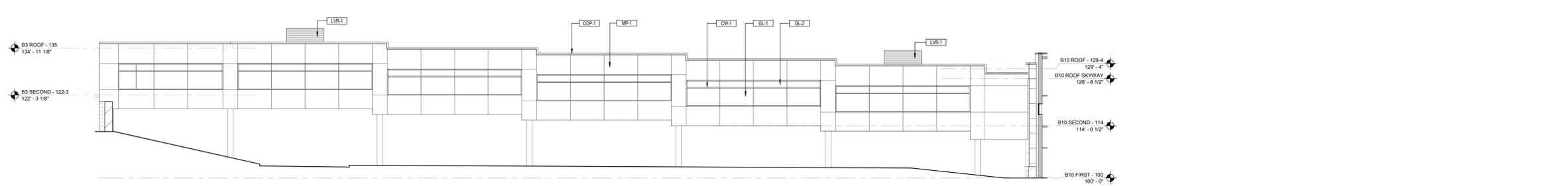
1 OVERALL EAST ELEV
 3/32" = 1'-0"



2 OVERALL SOUTH ELEV
 3/32" = 1'-0"



3 OVERALL NORTH ELEV
 3/32" = 1'-0"



4 OVERALL WEST ELEV
 3/32" = 1'-0"

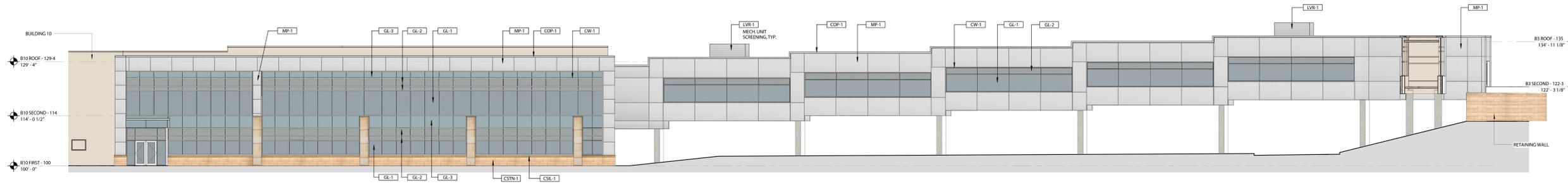
EXTERIOR BUILDING SYSTEMS				
ID	DESCRIPTION	SYSTEM DETAILS	SYSTEM DIMENSIONS	FINISH / COLOR
CSTN-1	3/8" CAST STONE VENEER	CSTN-1 + AIR SPACE + INSUL-1 + AVB-1	9'-58" OVERALL	MATCH BLDG 3
LVR-1	ALUMINUM LOUVER	INVERTED BLADE LOUVER	4" DEEP	MATCH MP-1
MP-1	2" COMPOSITE METAL PANEL	MP-1 + HAT CHANNELS + INSUL-1 + AVB-1	6 7/8" OVERALL	CUSTOM COLOR: VALSPAR ASTY
CW-1	ALUMINUM CURTAIN WALL	VERTICAL STRUCTURAL GLAZED MULLIONS & CAPPED HORIZONTAL MULLIONS	2-1/2" x 7-1/2"	CUSTOM COLOR: VALSPAR ASTY
GL-1	VISION GLAZING	INSULATED	1" THICK	VE-1-2M CLEAR
GL-1T	VISION GLAZING	INSULATED	1" THICK	VE-1-2M CLEAR
GL-2	VISION GLAZING	INSULATED	1" THICK	VE-1-2M GREEN TINTED
GL-3	SPANDREL GLAZING	INSULATED	1" THICK	VE-2-2M W/ V933F (WARM GRAY)
AVB-1	EXTERIOR CONTROL LAYER	FLUID APPLIED AIR / VAPOR BARRIER	5" FACE HEIGHT	MATCH MP-1
COP-1	PRE-FINISHED ALUMINUM COPING			
CBL-1	CAST STONE SILL	CSTN-1 WINDOW SILL	8" TALL	MATCH BLDG 3
INSUL-1	MINERAL WOOL INSULATION	INSULATION + THERMALLY BROKEN Z-Furring	4" THICK	

Project No: 6131.001.28
 Drawn By: DAB
 Checked By: JAL
 Date: 4 JANUARY 2016

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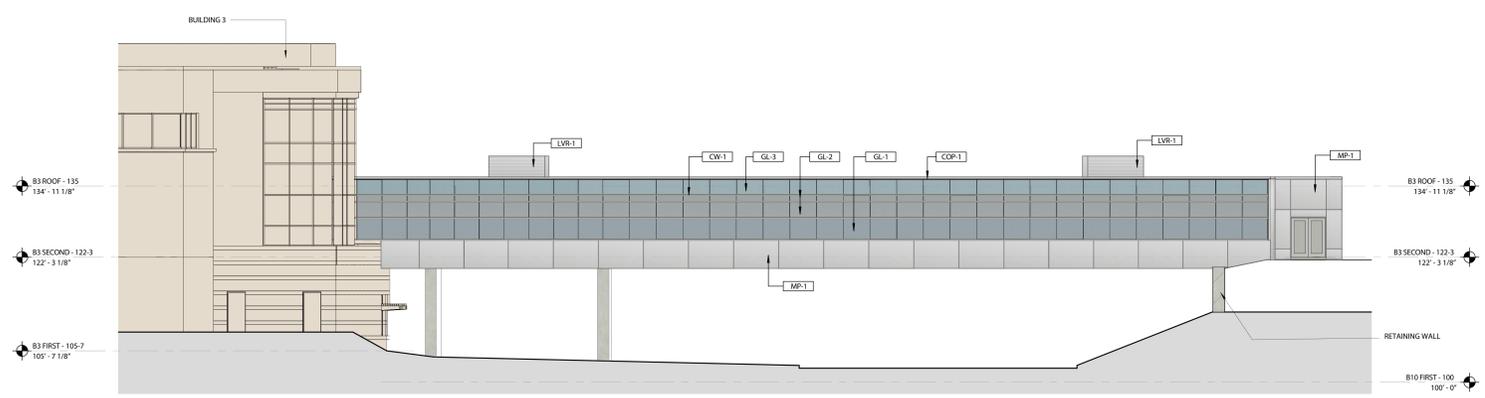
Revisions		
No.	Date	Description



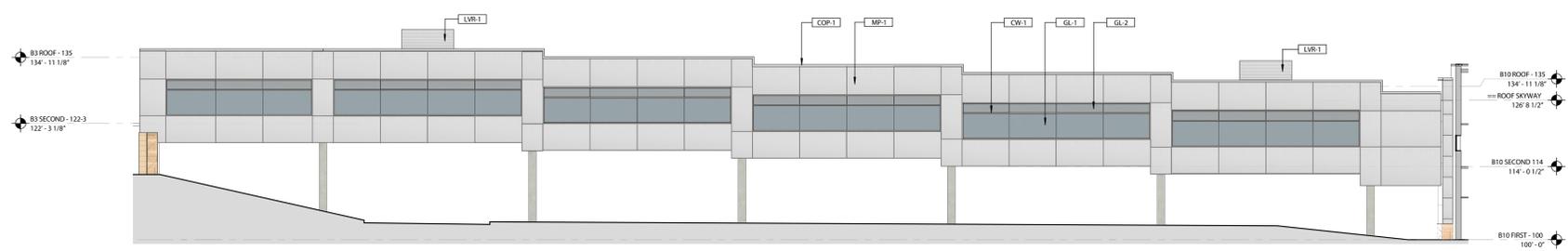
1 OVERALL EAST ELEV.
 3/32" = 1'-0"



2 OVERALL SOUTH ELEV.
 3/32" = 1'-0"



3 OVERALL NORTH ELEVATION
 3/32" = 1'-0"



4 OVERALL WEST ELEV.
 3/32" = 1'-0"

EXTERIOR BUILDING SYSTEMS					
ID	DESCRIPTION	SYSTEM DETAILS	SYSTEM DIMENSIONS	FINISH / COLOR	
CSTN-1	3/8" CAST STONE VENEER	CSTN-1 + AIR SPACE + INSUL-1 + AVB-1	9'-5 1/2" OVERALL	MATCH BLDG 3	
LVR-1	ALUMINUM LOUVER	INVERTED BLADE LOUVER	4" DEEP	MATCH MP-1	
MP-1	2" COMPOSITE METAL PANEL	MP-1 + HAT CHANNELS + INSUL-1 + AVB-1	6 7/8" OVERALL	CUSTOM COLOR: VALSPAR ASTY	
CW-1	ALUMINUM CURTAIN WALL	VERTICAL STRUCTURAL GLAZED MULLIONS & CAPPED HORIZONTAL MULLIONS	2'-1/2" x 7'-11 1/2"	CUSTOM COLOR: VALSPAR ASTY	
GL-1	VISION GLAZING	INSULATED	1" THICK	VE-1-2M CLEAR	
GL-1T	VISION GLAZING	INSULATED	1" THICK	VE-1-2M CLEAR	
GL-2	VISION GLAZING	INSULATED	1" THICK	VE-1-2M GREEN TINTED	
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AVB-1	EXTERIOR CONTROL LAYER	FLUID APPLIED AIR / VAPOR BARRIER	5" FACE HEIGHT	MATCH MP-1	
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CSL-1	CAST STONE SILL	CSTN-1 WINDOW SILL	8" TALL	MATCH BLDG 3	
INSUL-1	MINERAL WOOL INSULATION	INSULATION + THERMALLY BROKEN Z-Furring	4" THICK		

Project No. 6131.001.28
 Drawn By DAB
 Checked By JAL
 Date 4 JANUARY 2016

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Revisions		
No.	Date	Description



DATE: January 19, 2016

TO: Matthew Bachler, Senior Planner

FROM: John M. Anderson, Acting Public Works Director

SUBJECT: Boston Scientific - Site Plan Review PC 16-004

I have reviewed the plans for the Planning Case 16-004 dated January 4, 2016. The following are my comments:

1. The sanitary manhole under the skyway on the west side of Innovation way will require 16 feet clear overhead for maintenance.
2. The plantings in the bio-filtration area will be shaded by the skyway and will need to be tolerant of the shady conditions.
3. Any retaining wall over 4 feet in height requires a building permit including structural design and fencing along the top.
4. The retaining wall north of the Skyway and east of the walk way is proposed to be constructed on top of the existing sanitary sewer. Structural analysis should be provided to show there are no issues with building on top of this sewer.
5. A grading and erosion control permit issued by the City of Arden Hills will be required for this work. The applicant is responsible for determining other permits needed such as Rice Creek Watershed District and MPCA – NPDES construction permit. The applicant will provide confirmation to the city if these permits are required and if so provide copies of the issued permits to the City.



ARDEN HILLS
MEMORANDUM

DATE: February 3, 2016

PC Agenda Item **3.B**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: Planning Case #15-020 – Public Hearing Required

Applicant: City of Arden Hills

Request: Zoning Code Text Amendment – Retail and Thrift Store Establishments

Requested Action

Consider approval of Planning Case 15-020 to amend Section 1305, Section 1320, and Section 1325 of the Zoning Code in order to update the definition for Retail Sales and Service and create a new definition, land use classification, and regulations for thrift store businesses.

Background

The *Retail Sales and Service* land use category in the Zoning Code is broadly defined and includes businesses that sell both new and used merchandise. Over the last several months, staff has completed research on the operational characteristics of thrift stores that distinguish these businesses from retail stores that sell primarily new goods. Thrift stores would include antique stores, collectable stores, consignment shops, and second-hand stores such as Goodwill or Salvation Army.

Thrift stores operate differently than other retail businesses in that they receive used materials from the general public at their place of business and process items for resale. Larger thrift stores often have unique operational characteristics related to managing the collection, processing, and disposal of donated items. These characteristics may include a dedicated donation drop-off area on the exterior of the building, use of container or semi-trailers for exterior storage, and larger waste and recycling collection areas for disposal of non-saleable items.

Staff presented options for amending the Zoning Code to address thrift store businesses at the City Council Work Sessions on October 19, 2015, and December 21, 2015. The City Council directed staff to proceed with a Zoning Code Amendment that would create a new land use

City of Arden Hills

Planning Commission Meeting for February 3, 2016

P:\Planning\Planning Cases\2015\PC 15-020 - Zoning Code Amendment - Retail and Resale Businesses\Memo_Reports_15-020

category for *Thrift Store* and establish specific Conditional Use Permit criteria for thrift store businesses. Additionally, the City Council agreed that the thrift store land use should only be allowed in the B-4 Zoning District and be classified as a conditional use. The Planning Commission discussed creating a separate land use category for thrift store business at their work session on September 9, 2015. At that time, the Planning Commission did not support this type of an amendment to the Zoning Code.

Summary of Proposed Ordinance Amendments and Additions

Section 1305 – Definitions

The following changes would be made to the definitions section of the Zoning Code to clarify the differences between “Retail Sales and Service” and “Thrift Store” establishments. A draft amendment to Section 1305.04 Definitions has been provided in Attachment A.

Retail Sales and Services: An establishment engaged principally in the sale or rental of primarily new goods and the provision of services directly to the consumer, excluding those uses defined more specifically in this Code. Motor vehicle sales, motor vehicle leasing and rentals, exterior equipment rental and sales lots, repair garages, pawn shops, thrift stores, and open sales lots are not included in this definition of retail sales and service.

Thrift Store: An establishment for which the stock of goods is primarily used and includes the following operational characteristics:

- 1) Receipt of used items directly from the public at the business location.
- 2) Processing, conditioning, cleaning, or repair of used or returned items for resale.
- 3) Storage of used items on site for processing, resale, or disposal.
- 4) Receipt of goods through purchase, consignment, or donation.

Section 1320 – Land Use Chart

The Land Use Chart in Section 1320 of the Zoning Code has been update to reflect the proposed amendment and now lists Thrift Stores as a conditional use in the B-4 Zoning District. No changes have been made to the Land Use Chart related to the Retail Sales and Service land use. The draft Land Use Chart can be reviewed in Attachment B.

Section 1325 – Conditional Use Criteria

In order to identify specific Conditional Use Permit (CUP) criteria for Thrift Stores the following language would be added to the City’s Zoning Code. Staff has drafted Section 1325.046 Thrift Store Additional Conditional Use Permit Criteria for your review in Attachment C.

Subd. 1 Development Standards

- A) All merchandise receiving, transfer, sorting, processing, and storage shall occur within a completely enclosed principal structure.
- B) No exterior storage or the use of exterior storage containers or semi-trailers for storage shall be allowed upon the site.
- C) Waste and recycling receptacles and equipment shall be completely contained within a principal or accessory structure.
- D) For any thrift store that accepts donations, at least one (1) accessory drive-through service lane shall be provided for stores over 5,000 square feet in size.
- E) Accessory drive-through service lanes leading to and accessing the indoor collection/donation area shall meet the following conditions:
 - 1) Drive-through service lanes shall not be permitted within the front, side, or rear yards which abut a public street.
 - 2) Drive-through lanes shall be designed in a manner that segregates the drop-off lane from drive lanes, parking spaces, and sidewalks.
 - 3) The drive-through service lane shall be a minimum of fourteen (14) feet wide and provide up to one hundred sixty (160) linear feet of automobile stacking space within the site.
 - 4) Automobile stacking shall not interfere with on-site drive lanes, fire lanes, parking stalls, loading areas, access to trash/recycling dumpsters, or sidewalks.
 - 5) Drive-through service lanes shall not open directly onto a public street.
 - 6) Directional signage shall be provided to direct customers to the collection/donation area.
- F) Thrift stores that have drive-through collection/donation facilities shall meet the standards within Section 1325.04 Additional Minimum Requirements for Drive-in Businesses, Drive-up Windows, Fast Food Restaurants and Automobile Service Stations.

6. Additional Review

A. City Attorney

The proposed language amending the City Code and the procedures for making these ordinance changes have been reviewed by the City Attorney.

Findings of Fact:

Staff offers the following five (5) findings of fact for this proposal:

General Findings:

- 1) The proposed amendments advance the City's land use goals by further clarifying the difference between the sale of new and used goods in order to achieve the highest possible development standards.
- 2) The proposed amendments advance the City's land use goals by creating development standards that visually enhance development and promote compatibility with nearby properties and neighborhood character.
- 3) The proposed amendments advance the City's land use goals by adopting specific Conditional Use Permit (CUP) criteria for Thrift Stores to ensure that that the vision of the City is met.
- 4) The proposed amendments advance the City's implementation strategies identified in the Land Use Chapter of the Comprehensive Plan to ensure the construction of high quality, sustainable, and aesthetically enhanced developments.
- 5) The proposed amendment advances the City's implementation strategies identified in the Economic Development Chapter of the Comprehensive Plan by identifying and promoting the market strengths of Arden Hills.

Recommendation

Staff recommends approval of Planning Case 15-020 to amend Section 1305, Section 1320, and Section 1325 of the Zoning Code Ordinance, as presented in the February 3, 2016, Report to the Planning Commission.

Proposed Motion Language

1. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 15-020 for an amendment to Section 1305, Section 1320, and Section 1325 of the Zoning Code Ordinance, as presented in the February 3, 2016, Report to the Planning Commission.
2. Recommend Approval with Changes: Motion to recommend *approval* of Planning Case 15-020 for an amendment to Section 1305, Section 1320, and Section 1325 of the Zoning Code Ordinance, as presented in the February 3, 2016, Report to the Planning Commission, with the following changes.
3. Recommend Denial: Motion to recommend *denial* of Planning Case 15-020 for an amendment to Section 1305, Section 1320, and Section 1325 of the Zoning Code Ordinance, as presented in the February 3, 2016, Report to the Planning Commission: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated.*

4. Table: Motion to *table* of Planning Case 15-020 for an amendment to Section 1305, Section 1320, and Section 1325 of the Zoning Code Ordinance, as presented in the February 3, 2016, Report to the Planning Commission: *a specific reason and/or information request should be included with a motion to table.*

Public Notice

Notice of the public hearing was published in the *Shoreview-Arden Hills Bulletin* on January 13, 2016.

Resident Comment

Staff has not received any letters, e-mails, or telephone calls from property owners or residents in regards to this planning case.

Attachments

- A. Section 1305 - Zoning Code Ordinance Amendment Redline
- B. Section 1320 - Zoning Code Ordinance Amendment Redline
- C. Section 1325 – Zoning Code Ordinance Amendment Redline
- D. City County Work Session Minutes – December 21, 2015
- E. City County Work Session Minutes – October 19, 2015
- F. Planning Commission Work Session Minutes – September 9, 2015



1245 West Highway 96
 Arden Hills, Minnesota 55112
 Telephone (651) 792-7800
 Fax (651) 634-5137
 www.cityofardenhills.org

For Office Use Only

Planning Case No.	16-004
Submittal Date	1/4/16
Application Completed Date	
Accepted by	MWB
Receipt Number	
Council Decision	
Council Decision Date	

2016 LAND USE APPLICATION

Applicant Information

Applicant: Emily Colletti
 Address: 4100 Hamline Ave N
 Telephone No.: 651-582-4466 Other:
 Fax No.:
 Email Address: emily.colletti@bsci.com

Property Information

Property Owner: Boston Scientific Corporation
 Owner Address: 4100 Hamline Ave N
 Owner Telephone No. 651-582-5434 Other:
 Address of Property Involved: 4100 Hamline Ave N
 Legal Description: 22-30-33 Guidant First Addn. Subj to Esmts Lot 1 Blk 1
 Property ID No.: 22.30.23.43.0008
 Type of Use: Industrial / Business
 Zone: I-1 Property Acreage:

Type of Request

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive Plan Amendment (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Preliminary Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Final Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Concept Plan Review (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Master Planned Unit Development or Master Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Final Planned Unit Development or Final Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Planned Unit Development Amendment or Special Development Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input checked="" type="checkbox"/> Site Plan Review (Fee: \$350 + Escrow: \$1,000) | <ul style="list-style-type: none"> <input type="checkbox"/> Rezoning or TCAAP Regulating Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> City Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Variance or Permitted Adjustment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Vacation of Easement or Right-of-Way (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Appeal of Administrative Decision (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Land Use Requests – Not Already Specified (Fee: \$150 + Escrow: \$1,000) |
|--|---|

Revised: 12-18-15

Brief Description of Request (please also include a typed, detailed letter explaining the project):

Construction of a skyway between Building 3 and Building 10, with a potential addition to Building 10

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the City Planner to discuss the application process, requirements, and deadlines. Unless waived by the City Planner or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) working days following the submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting provided that all required public notices have been sent and published.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the City Planner on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Agenda Deadline and Meeting Schedule

The deadline for submittal of land use applications is required according to the schedule outlined below. There are **no exceptions**. Failure to submit all application materials by the deadline date may delay the review process. Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. Applicants are advised that additional meetings and/or workshops are scheduled when necessary upon approval of the Planning Commission.

2016 SCHEDULE (*subject to change)

APPLICATION DEADLINE DATE*	TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally held on the last Monday at 7:00 p.m.)
December 7 (2015)	January 6	January 25
January 4	February 3	February 29
February 1	March 9	March 28
March 7	April 6	April 25
April 4	May 4	May 31
May 2	June 8	June 27
June 6	July 6	July 25
July 5	August 3	August 29
August 1	September 7	September 26
September 6	October 5	October 31
October 3	November 9	November 28
November 7	December 7	December 27
December 5	January 4 (2017)	January 30 (2017)

Acknowledgement and Signature

I acknowledge that I have read all of the information listed in the City of Arden Hills Land Use Application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application.



 Property Owner Signature (Required)



 Date

 Applicant Signature (If different than the property owner)

 Date

Please contact the City Planner at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications

MEMORANDUM

COMM. NO.: 6131.001.28
CLIENT: Boston Scientific
PROJECT: Skyway Buildings 3-2 & 10-2

SUBJECT: Land Use Application Narrative
MEMO BY: John Larson, RSP Architects
DATE: January 4, 2016

ATTENTION: Ryan Streff, City Planner, City of Arden Hills
COPY: Emily Colletti, Boston Scientific

Boston Scientific is planning to construct a skyway connection between Buildings 3 and 10 on the Arden Hills Campus. The creation of the skyway will allow for the removal of the existing “temporary” on-grade enclosed pedestrian walkway that currently serves as the connection between Buildings 3 and 10.

The skyway will extend from the west end of Building 3 to the northeast corner of Building 10. It will span across Innovation Way maintaining an approximate clear height of 16 feet at the roadway. Once across Innovation way the skyway would turn south and begin sloping down at approximately 3.8% connecting to a proposed addition at the northeast corner of Building 10. Plans call for the potential Building 10 addition to be relatively narrow, approximately 12 feet wide, and two stories in height, slightly lower in height by approximately 2 feet than Building 10. The addition would extend along the east side of Building 10 from the northeast corner approximately 135 feet south to the existing Building 10 entry just north of the new day care facility. The addition would allow employee traffic to bypass office space within Building 10 and tie into an established internal circulation route. The Building 10 addition is approximately 2,185 GSF on first floor (grade level) and 1,962 GSF on second floor (skyway level), totaling 4,147 GSF. The skyway itself is approximately 5,662 GSF.

Skyway construction will require the curb cut and driveway access to the existing surface lot north of Building 10 to shift farther north in order to maintain adequate clear height under the skyway. The land area between Building 10 and Innovation Way and the area north of Building 10 adjacent to Innovation Way will be re-graded for landscaping, to maintain clearance under the skyway and to allow for a sidewalk connection from the skyway to Building 14. The sidewalk construction may be deferred to a later date. The revised grades and use of a retaining wall will allow the sidewalk to maintain a slope that meets accessibility requirements.

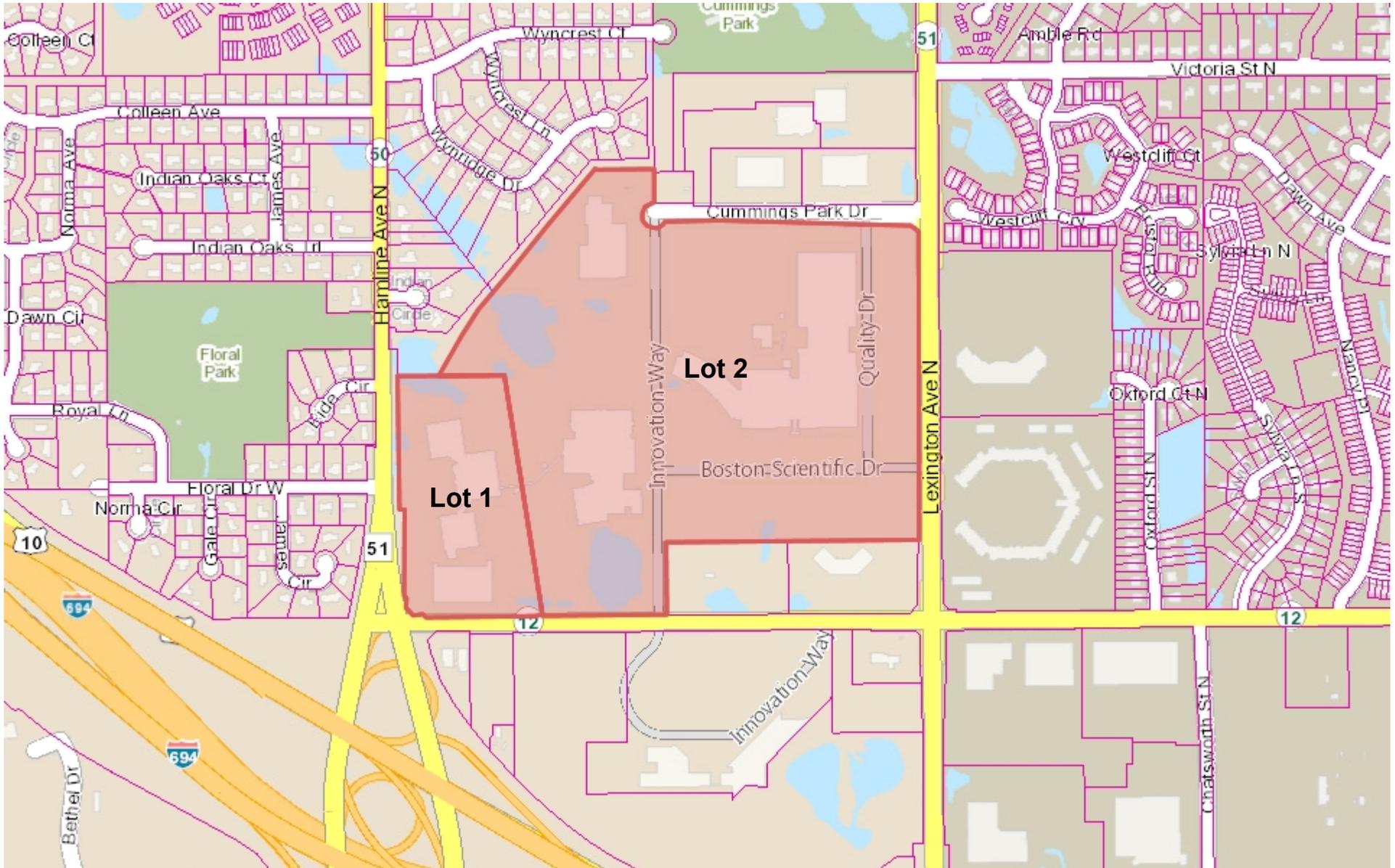
The removal of 26 parking stalls in the surface lot north of Building 10 will be required for the construction of the skyway. The stalls will not be replaced at this time, but will be accounted for in the overall campus parking plan as part of the “proof of parking” calculation. Currently Boston Scientific’s parking needs are balanced to the number of stalls provided, even with the removal of 26 stalls.

MEMORANDUM
Skyway Buildings 3-2 & 10-2
January 4, 2016
Page 2

A sidewalk will be constructed from Building 3 to the parking lot south of Building 3. The existing sidewalk which connects Building 10 via the stairs south of the Building 3 drop-off circle will be maintained.

The initiation of the skyway project may be deferred until spring of 2017.

Boston Scientific is also requesting an extension to the March 16, 2016 deadline for submittal of a landscape plan for modifying the parking area between Lots 1 and 2. Lot 2 has not been sold. Boston Scientific wishes to maintain the option of working with a potential buyer on the design of the landscape area. The timing of the demolition of the Bldg 10 – Bldg B skyway is also tied to the sale of Lot 2, therefore Boston Scientific is requesting an extension on the deadline.



1,333.3 0 666.67 1,333.3 Feet

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© Ramsey County Enterprise GIS

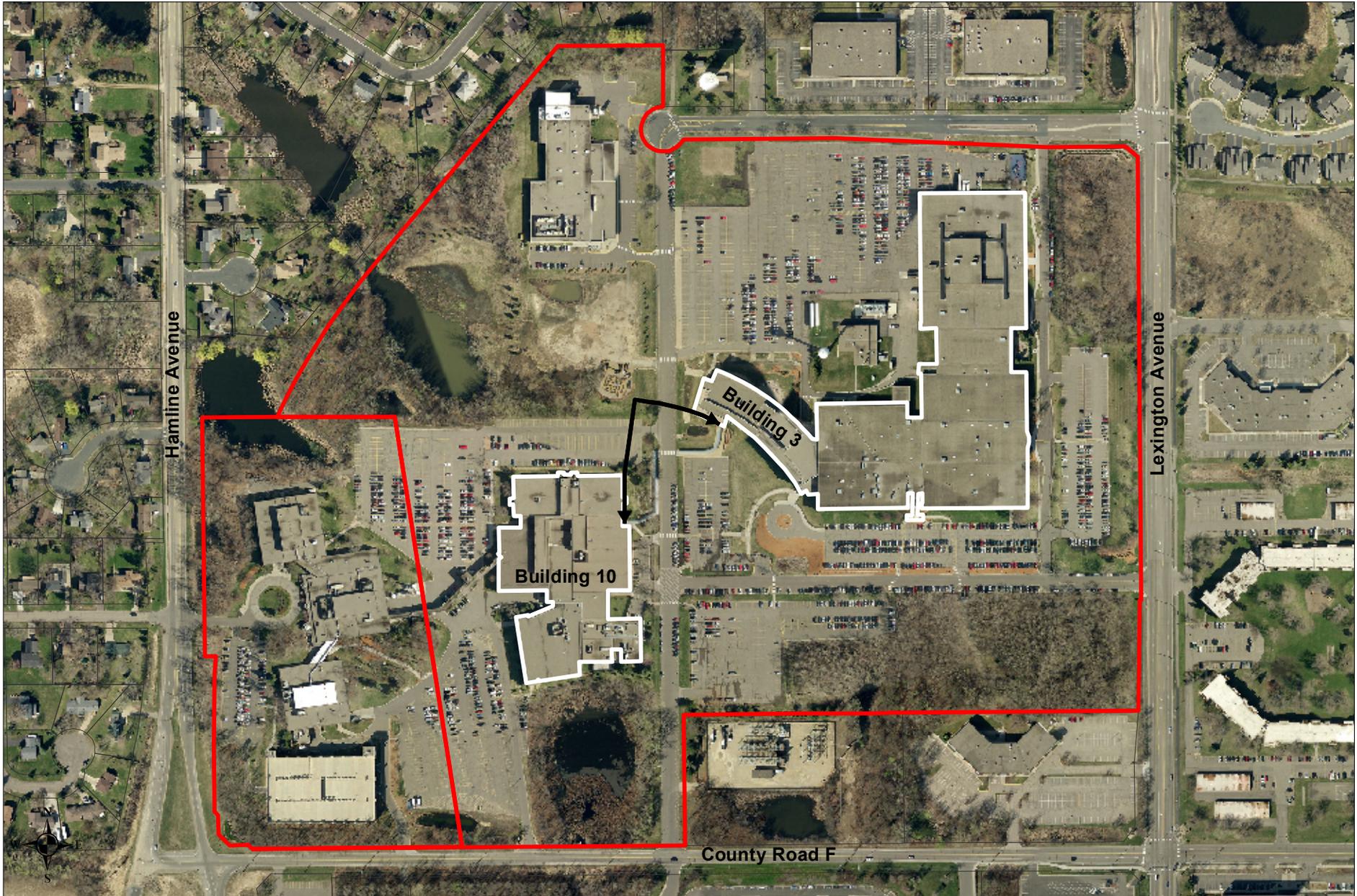
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:8,000



Planning Case #16-004
Boston Scientific - 4100 Hamline Avenue
Site Plan Review - Skyway Connection & Parking Lot Modification



0 200 400 800
Feet

Map Date: January 15, 2016

↔ Approximate location of proposed skyway connection between Buildings 3 and 10

Attachment C



RSP Architects
1220 Marshall Street NE
Minneapolis
MN 55413-1036

612.677.7100
612.677.7459 fax
www.rsparch.com

Consultants

Certification

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of Minnesota.

Signature

Registration No.

Date

Project For

Boston Scientific

Project No. 6131.011.27

Drawn By JRF

Checked By JAB

Date 5 JANUARY, 2015

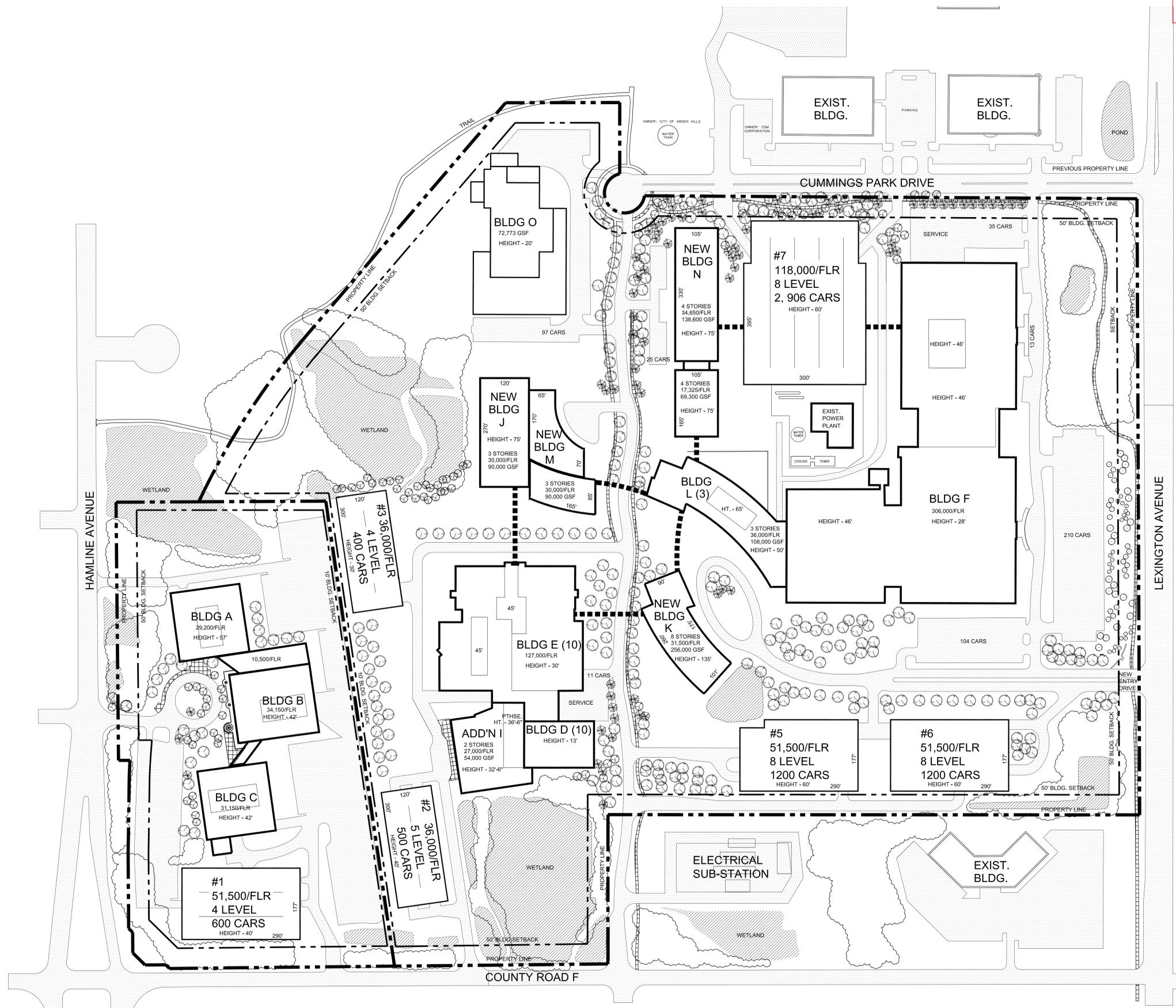
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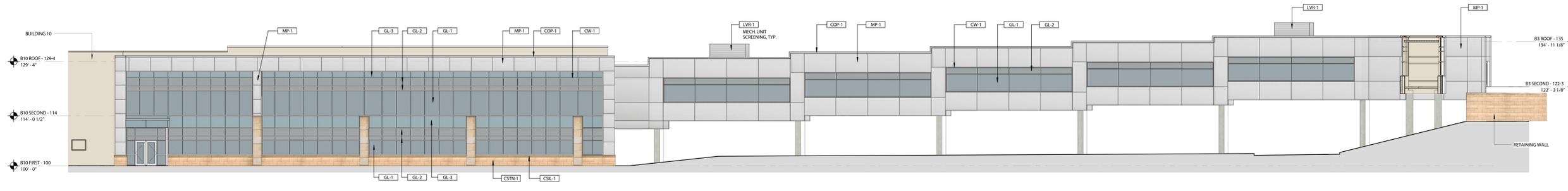
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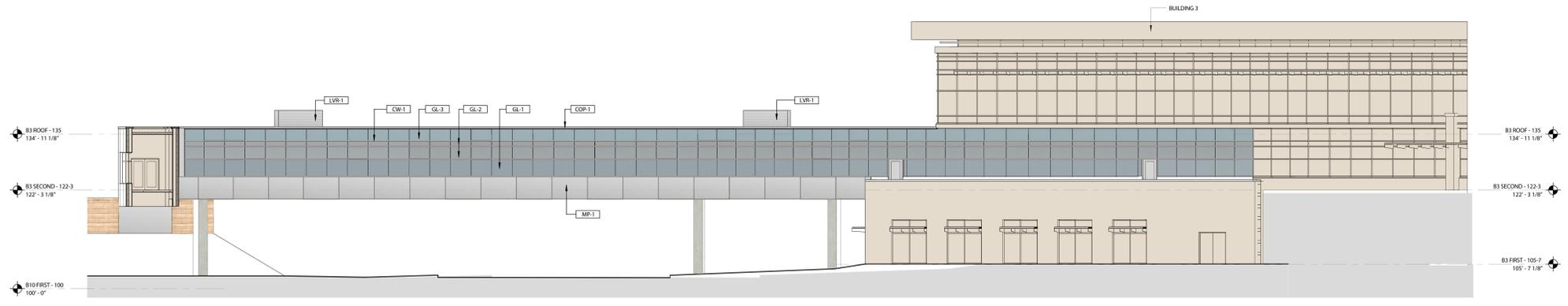
CAMPUS MASTER PLAN

G002

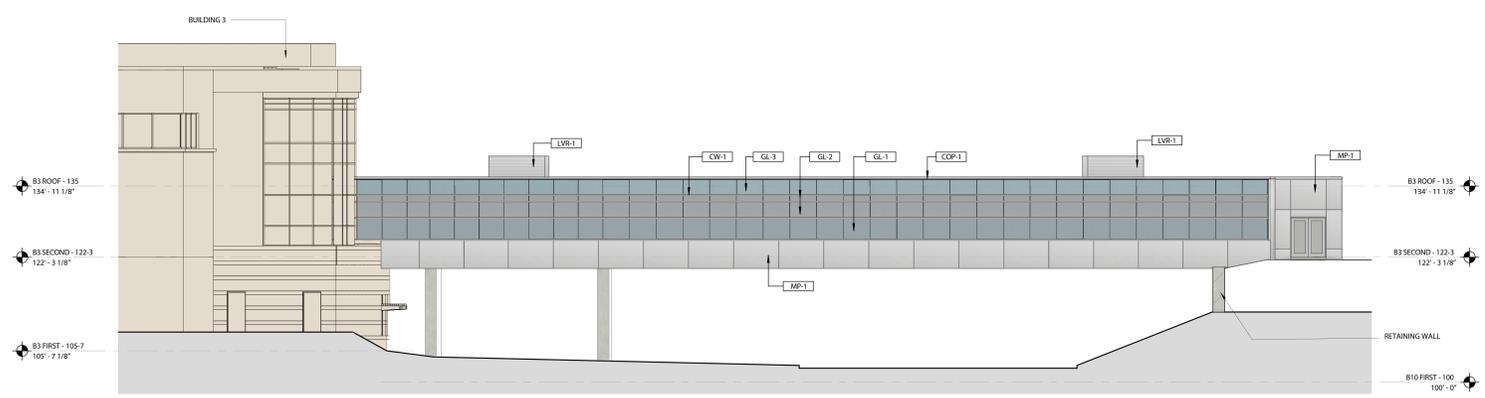




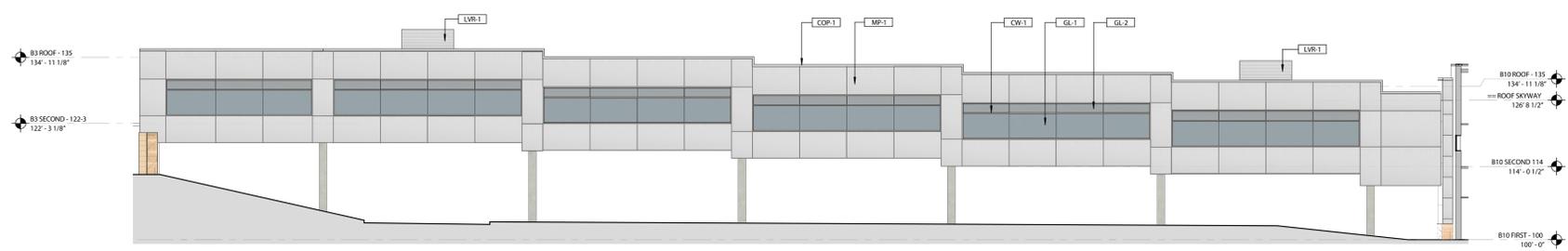
1 OVERALL EAST ELEV.
 3/32" = 1'-0"



2 OVERALL SOUTH ELEV.
 3/32" = 1'-0"



3 OVERALL NORTH ELEVATION
 3/32" = 1'-0"



4 OVERALL WEST ELEV.
 3/32" = 1'-0"

EXTERIOR BUILDING SYSTEMS					
ID	DESCRIPTION	SYSTEM DETAILS	SYSTEM DIMENSIONS	FINISH / COLOR	
CSTN-1	3/8" CAST STONE VENEER	CSTN-1 + AIR SPACE + INSUL-1 + AVB-1	9'-5 1/2" OVERALL	MATCH BLDG 3	
LVR-1	ALUMINUM LOUVER	INVERTED BLADE LOUVER	4" DEEP	MATCH MP-1	
MP-1	2" COMPOSITE METAL PANEL	MP-1 + HAT CHANNELS + INSUL-1 + AVB-1	6 7/8" OVERALL	CUSTOM COLOR: VALSPAR ASTY	
CW-1	ALUMINUM CURTAIN WALL	VERTICAL STRUCTURAL GLAZED MULLIONS & CAPPED HORIZONTAL MULLIONS	2'-1/2" x 7'-11 1/2"	CUSTOM COLOR: VALSPAR ASTY	
GL-1	VISION GLAZING	INSULATED	1" THICK	VE-1 2M CLEAR	
GL-1T	VISION GLAZING	INSULATED	1" THICK	VE-1 2M CLEAR	
GL-2	VISION GLAZING	INSULATED	1" THICK	VE-1 2M GREEN TINTED	
GL-3	SPANDREL GLAZING	INSULATED	1" THICK	VE-2 2M W/ V933F (WARM GRAY)	
AVB-1	EXTERIOR CONTROL LAYER	FLUID APPLIED AIR / VAPOR BARRIER	5" FACE HEIGHT	MATCH MP-1	
COP-1	PRE-FINISHED ALUMINUM COPING			MATCH MP-1	
CSL-1	CAST STONE SILL	CSTN-1 WINDOW SILL	8" TALL	MATCH BLDG 3	
INSUL-1	MINERAL WOOL INSULATION	INSULATION + THERMALLY BROKEN Z-FURRING	4" THICK		

Project No. 6131.001.28
 Drawn By DAB
 Checked By JAL
 Date 4 JANUARY 2016

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Revisions		
No.	Date	Description



DATE: January 19, 2016

TO: Matthew Bachler, Senior Planner

FROM: John M. Anderson, Acting Public Works Director

SUBJECT: Boston Scientific - Site Plan Review PC 16-004

I have reviewed the plans for the Planning Case 16-004 dated January 4, 2016. The following are my comments:

1. The sanitary manhole under the skyway on the west side of Innovation way will require 16 feet clear overhead for maintenance.
2. The plantings in the bio-filtration area will be shaded by the skyway and will need to be tolerant of the shady conditions.
3. Any retaining wall over 4 feet in height requires a building permit including structural design and fencing along the top.
4. The retaining wall north of the Skyway and east of the walk way is proposed to be constructed on top of the existing sanitary sewer. Structural analysis should be provided to show there are no issues with building on top of this sewer.
5. A grading and erosion control permit issued by the City of Arden Hills will be required for this work. The applicant is responsible for determining other permits needed such as Rice Creek Watershed District and MPCA – NPDES construction permit. The applicant will provide confirmation to the city if these permits are required and if so provide copies of the issued permits to the City.



Approved: November 4, 2015

**CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WORK SESSION
WEDNESDAY, SEPTEMBER 9, 2015
ARDEN HILLS CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Chair Roberta Thompson called to order the work session meeting at 6:59 p.m.

ROLL CALL

Present were: Chair Roberta Thompson, Commissioners Andrew Holewa, Steven Jones, Phillip Neururer, and Clayton Zimmerman.

Absent: Commissioner Brent Bartel and Angela Hames.

Also present were: Associate Planner Matthew Bachler and Councilmember Fran Holmes

APPROVAL OF AGENDA – SEPTEMBER 9, 2015

The Agenda was approved as presented.

DISCUSSION ITEMS

B. Planning Case 15-020 – Zoning Code Amendment – Retail & Resale Business

Associate Planner Bachler requested the Planning Commission consider revising the retail sales and services definition in the Zoning Code and adding a new definition for resale business. Staff reviewed the proposed zoning code amendment in detail with the Planning Commission and requested comment.

Chair Thompson opened the floor to Commission questions.

Commissioner Zimmerman questioned how neighboring communities addressed resale businesses.

Associate Planner Bachler reported that some of the language used for the new resale business definition was from the Vadnais Heights City Code.

Commissioner Jones discussed the number of thrift stores in the area, along with the number of pawn shops. He believed that the products for sale and the footprint should be evaluated rather than the simply disallowing a resale store.

Chair Thompson stated that another way to address this issue would be to allow resale businesses in only certain zoning districts given the small size of the City. She did not want to see an imbalance in the communities' retail and commercial shops.

Associate Planner Bachler discussed the land use chart with the Planning Commission and noted where retail sales and services were currently allowed in Arden Hills.

Commissioner Zimmerman suggested that the existing retail sales and services definition be expanded to include used or consignment goods. He discussed how the numerous college students and those living at E Street Flats would benefit by resale/consignment shops.

Chair Thompson discussed how times were changing and she believed there was a greater desire to reuse and recycle items.

Commissioner Jones was surprised that pawn shops were not allowed in Arden Hills. He was in favor of the City reconsidering pawn shops in the City of Arden Hills.

Associate Planner Bachler thanked the Commission for their input regarding retail and resale businesses.

It was the consensus of the Planning Commission that no changes should be made to the Zoning Code at this time to distinguish between retail sales and services and resale businesses.

ADJOURN

Commissioner Holewa moved, seconded by Commissioner Zimmerman, to adjourn the February 5, 2015, Planning Commission Work Session Meeting at 7:55 p.m. The motion carried unanimously (5-0).



ARDEN HILLS
MEMORANDUM

DATE: February 3, 2016

PC Agenda Item **4.A**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: Report from the City Council

January 19, 2016, City Council Work Session

The City Council and Planning Commission met in a joint Work Session to discuss the 2016 Work Plan for the Planning Commission. The City Council highlighted the importance of working on organized garbage collection for the TCAAP site as well as completing a review of the existing design standards for the B-2 and B-3 Districts. The City Council was supportive of the proposed 2016 Planning Commission Work Plan.

The City Council continued their discussion on revisions to the Zoning Code to address outdoor display and sales within the City's commercial districts. Specific areas discussed included display area dimension standards, the types of products that could be displayed, and screening from residential properties. The City Council directed staff to move forward with the proposed amendments and to schedule a public hearing for the March Planning Commission meeting.

January 25, 2016, City Council Regular Meeting

The City Council approved Planning Case 15-025 for a Conditional Use Permit Amendment allowing AT&T Mobility to upgrade their wireless antenna installation on the Brushaber Commons building at Bethel University. This case was reviewed by the Planning Commission at their regular meeting on January 6, 2016, and received a unanimous recommendation for approval.



ARDEN HILLS
MEMORANDUM

DATE: February 3, 2016 PC Agenda Item **4.B**
TO: Planning Commission Chair Thompson and Commissioners
FROM: Jill Hutmacher, Community Development Director
SUBJECT: Rice Creek Commons (TCAAP) Update

Rice Creek Commons Update

The Ramsey County Board of Commissioners voted to approve the TCAAP Master Plan on Tuesday, January 19, 2016. Ramsey County's approval of the Master Plan was required by the terms of the TCAAP Joint Powers Agreement in order to fully implement the TCAAP Joint Development Authority (JDA).

At its meeting on January 4, 2016, the JDA reviewed and approved the *Solicitation for Master Developer* for release on February 1, 2016. The JDA anticipates that a Master Developer will be selected by early May of 2016.

At its next meeting on February 1, 2016, the JDA will discuss the membership of the Solicitation Review Committee.