Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Jonathan Wicklund

Regular City Council Agenda
June 27, 2016
7:00 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.

CALL TO ORDER

1. APPROVAL OF AGENDA

2. PUBLIC INQUIRIES/INFORMATIONAL

   Public inquiries/informational is an opportunity for citizens to bring to the Council's attention any items not currently on the agenda. In addressing the Council, please state your name and address for the record, and a brief summary of the specific item being addressed to the Council. To allow adequate time for each person wishing to address the Council, we ask that individuals limit their comments to three (3) minutes. Written documents may be distributed to the Council prior to the meeting, or as bench copies, to allow a more timely presentation.

3. PUBLIC PRESENTATIONS

   3.A. Proclamation In Recognition Of Sue Schroeder, Former Communications Committee Member

   Mayor Grant

   Documents: MEMO.PDF, ATTACHMENT A.PDF

   3.B. 2015 Financial Statements

   MMKR / Aaron Nielsen

   Documents: MEMO.PDF

   3.C. MnGFOA Financial Awards Presentation

   Mn GFOA / Sue Virnig

   Documents: MEMO.PDF

   3.D. GreenStep City - First Step

   Sara Grant, Recreation Coordinator

Documents: MEMO.PDF

4. STAFF COMMENTS

4.A. Rice Creek Commons (TCAAP) And Joint Development Authority (JDA) Update

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF, ATTACHMENT A.PDF

4.B. Transportation Update

John Anderson, Acting Public Works Director

Documents: MEMO.PDF

5. APPROVAL OF MINUTES

5.A. May 31, 2016, Regular City Council

Documents: 05-31-16-R.PDF

5.B. May 31, 2016, Special City Council Work Session

Documents: 05-31-16-WS.PDF

6. CONSENT CALENDAR

Those items listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion under a Consent Calendar format. There will be no separate discussion of these items, unless a Councilmember so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

6.A. Motion To Approve Claims And Payroll

Sue Iverson, Interim City Administrator and Director of Finance and Director of Finance and Administrative Services
Ashley Bertrand, Accounting Analyst

Documents: MEMO.PDF

6.B. Approve 2015 City Financial Statements And Audit

Sue Iverson, Interim City Administrator and Director Finance and Administrative Services

Documents: MEMO.PDF

6.C. Approve 2015 4th Quarter Financial Reports

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF, ATTACHMENT A.PDF, ATTACHMENT B.PDF,

ATTACHMENT C.PDF

6.D. Approve Fund Balance Transfer From General Fund To PIR Fund And A Budget Amendment

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF

6.E. Approve Proposal For Interim Community Development Director Work

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF, ATTACHMENT A.PDF

6.F. Approve Resolution No. 2016-019 Appointing Evan Cordes To Serve On The Economic Development Commission For A Term Expiring December 31, 2018

Matthew Bachler, Senior Planner

Documents: MEMO.PDF, ATTACHMENT A.PDF, ATTACHMENT B.PDF

6.G. Authorize Request For Qualifications - Engineering Contract Pool

John Anderson, Acting Public Works Director

Documents: MEMO.PDF, ATTACHMENT A.PDF

6.H. Approve Resolution 2016-020 Supporting Ramsey County's Request For Federal Funding For Lexington Avenue Road Improvements

John Anderson, Acting Public Works Director

Documents: MEMO.PDF, ATTACHMENT A.PDF

6.I. Approve Purchase Of New Phone Equipment

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF

6.J. Accept Public Works Superintendent's Resignation

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF

6.K. Approve Authorization To Internally Post For Position Of Interim Public Works Superintendent

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF

6.L. Approve Resolution 2016-022 Establishing City Council Norms Of Behavior

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services

Documents: MEMO.PDF, ATTACHMENT A.PDF

7. PULLED CONSENT ITEMS

Those items that are pulled from the Consent Calendar will be removed from the general order of business and considered separately in its normal sequence on the agenda.

8. PUBLIC HEARINGS

8.A. Approve Resolution 2016-021 Adopting And Confirming Quarterly Special Assessments For Delinquent Utilitites

Sue Iverson, Interim City Administrator and Director of Finance and Administrative Services
Pang Silseth, Accounting Clerk

Documents: MEMO.PDF, ATTACHMENT A.PDF, ATTACHMENT B.PDF

9. NEW BUSINESS

9.A. Approve Night Work Construction Activity Waiver - Lexington Avenue/County Road F

John Anderson, Acting Public Works Director

Documents: MEMO.PDF, ATTACHMENT A.PDF

9.B. Planning Case 16-015 - 1494 Keithson Drive - Variance

Ryan Streff, City Planner

Documents: MEMO.PDF, ATTACHMENT A.PDF, ATTACHMENT B.PDF, ATTACHMENT C.PDF, ATTACHMENT D.PDF, ATTACHMENT E.PDF, ATTACHMENT F.PDF, ATTACHMENT G.PDF, ATTACHMENT H.PDF

9.C. Planning Case 16-014 - Master PUD Amendment And Final PUD Phase I - Land O' Lakes

Ryan Streff, City Planner

Documents: MEMO.PDF, ATTACHMENT A.PDF, ATTACHMENT B.PDF, ATTACHMENT C.PDF, ATTACHMENT D.PDF, ATTACHMENT E.PDF, ATTACHMENT F.PDF, ATTACHMENT G.PDF, ATTACHMENT H.PDF

9.D. Planning Case 16-013 - CUP Amendment And Variance - Mounds View High School

Ryan Streff, City Planner

Documents: MEMO.PDF, ATTACHMENT A.PDF, ATTACHMENT B.PDF, ATTACHMENT C.PDF, ATTACHMENT D.PDF, ATTACHMENT E.PDF, ATTACHMENT F.PDF, ATTACHMENT G.PDF, ATTACHMENT H.PDF,

ATTACHMENT I.PDF, ATTACHMENT J.PDF, ATTACHMENT K.PDF

10. UNFINISHED BUSINESS

11. COUNCIL COMMENTS

ADJOURN

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Interim City Administrator

FROM: Mayor Grant

SUBJECT: Proclamation in Recognition of Sue Schroeder, Former Communications Committee Member

Background/Discussion

Attached for your review is a Proclamation in recognition of Sue Schroeder, former Communications Committee Member.

Attachment

Attachment A: Proclamation for Sue Schroeder, former Communications Committee Member

Attachment A

ARDEN HILLS

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

PROCLAMATION

WHEREAS, Sue Schroeder has faithfully and diligently served the City of Arden Hills as a Communications Committee Member; and

WHEREAS, Sue Schroeder, during her years of service with the City, served with professionalism, dedication, and a commitment to improving communications with the residents of the City of Arden Hills; and

NOW THEREFORE, BE IT PROCLAIMED THIS 27TH DAY OF JUNE, 2016, by the City Council of Arden Hills, Minnesota:

That the Arden Hills City Council, on behalf of residents, and staff, express their sincere gratitude and appreciation for your service to the community.

David Grant

David Grant, Mayor

Brenda J Holden

Brenda Holden, Councilmember

Dave McClung

Dave McClung, Councilmember

Fran Holmes

Fran Holmes, Councilmember

Jonathan P Wicklund

Jonathan Wicklund, Councilmember

PUBLIC RESENTATION – 3B

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Administrative Services

SUBJECT: 2015 City Financial Statements

Background/Discussion:

The City's 2015 Financial Statements have been completed and submitted to both the State Auditor and the GFOA. The City's auditor, Aaron Nielsen from MMKR, will be present at the June 27, 2016, City Council meeting to give an overview and answer questions. The auditors have issued an unmodified ("clean") opinion on our financial statements for the year ended December 31, 2015. The total general fund balance at December 31, 2015 was $3,082,410 with $2,806,930 of unassigned available balance ($23,983 of the ending balance was in prepaid items and $251,497 was assigned) or 62.9% of total general fund budgeted expenditures for 2016. The general fund balance increased by $736,468. The City's total net position increased by $4,709,159. The combined ending fund balances for governmental funds were $7,894,582; the combined ending working capital balance for the enterprise funds were $238,381, and internal service funds were $478,952.

We have completed the report in the form prescribed by the Government Finance Officers Association of United States and Canada (GFOA) for their Certificate of Achievement for Excellence in Financial Reporting. In order to qualify for this, the report has to be published in an easily readable and efficiently organized Comprehensive Annual Financial Report (CAFR) that satisfies both accounting principles generally accepted in the United States of America and applicable legal requirements.

As a note of information, the Auditing Standards are constantly increasing and changing. With these changes, you may see increased findings. This does not mean that the City has done anything wrong compared to previous years, only that the reporting requirements have become much stricter. Many cities are experiencing these findings, and the findings are expected to increase for all cities as these standards become stricter. We are pleased to report that we did not experience any findings this year. We are pleased with the outcome of the audit.

PUBLIC PRESENTATION – 3C

ARDEN HILLS

MEMORANDUM

DATE: **June 27, 2014**

TO: **Honorable Mayor and City Council Members**

FROM: **Sue Iverson, Interim City Administrator/Director of Finance and Administrative Services**

SUBJECT: **GFOA Financial Awards Presentation**

Background

The Government Finance Officers Association of the United States and Canada (GFOA) has three award programs which promote best practices in Budget and Financial reporting.

The Certificate of Achievement for Excellence in Financial Reporting or CAFR award is for entities whose Comprehensive Annual Financial Report (CAFR) achieves the highest standards in government accounting and financial reporting. This is our financial statement.

The Award for Outstanding Achievement in Popular Annual Financial Reporting, or PAFR, is given to entities who publish a Popular Annual Financial Report (PAFR) whose contents conform to program standards of creativity, presentation, understandability and reader appeal. This report is primarily for the "non-finance" person in an easy to understand format. We send this report out annually in our newsletter.

The Distinguished Budget Presentation Award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meet the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, financial plan, operations guide, and a communications device.

Current Discussion

We are pleased to inform the Council and the public that Arden Hills has received all three awards from the GFOA. These awards are for: CAFR – 2014, PAFR – 2014, and Budget – 2015. Sue Virnig, State Representative on the Board of Directors of the Minnesota Government Finance Officers Association (MnGFOA), will be present at Monday's meeting to present these awards to the City.

Much work goes into producing these documents and the Finance staff will be present at the meeting. Success in these programs is due to the work of the entire department. Each of them takes a lead role in preparing the documents:

Dave Perrault, Finance Analyst – Budget, Financial Report, & Popular Report
Ashley Bertrand, Accounting Analyst – Financial Report
Pang Silseth, Accounting Clerk – Financial Report & Popular Report

We have received both the CAFR and PAFR awards since the 2006 reports and the Budget award since the 2009 report. We have submitted the 2016 Budget and the 2015 financial reports to the awards program and are confident that they fulfill the program requirements and will be receiving the awards in the future.

PUBLIC PRESENTATION – 3D

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Sara Grant, Parks and Recreation Coordinator
John Anderson, Acting Public Works Director

SUBJECT: GreenStep City – First Step

Discussion

At the league of Minnesota Cities Conference held on June 15-16, 2016, Cities that are participating in the GreenStep Program were recognized. Arden Hills received a certificate and its first block recognizing that it had completed the first of five steps in the program. The City of Arden Hills' GreenStep Program will start working on the second step of the program. Each time the City of Arden Hills finishes a step, it receives another block; all five blocks fit together to create a small sculpture that can be displayed in the lobby at City Hall. In the future, the GreenStep Program will be sending Arden Hills a press release for publication in the Arden Hills Notes and/or the Bulletin to inform residents of this accomplishment.

STAFF COMMENTS – 4A

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers

FROM: Sue Iverson, Interim City Administrator/Finance and Administrative Services Director

SUBJECT: Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update

Attached is an update on recent activities as prepared by Stacie Kvilvang of Ehlers.

Attachment A: June 27, 2016 TCAAP Update from Ehlers

Attachment A

Date: June 27, 2016

To: City Council

From: Stacie Kvilvang

Subject: TCAAP Update

Development

- The master development team held their internal design charrette on June 23, 2016 to begin the process of determining their vision for development of the site.

- The master development team has hired Kimley-Horn as their Civil Engineer for the site. They will be assisting them in pre-planning work including but not limited to road and utility infrastructure, mass grading, developable lot configuration, TGRS related issues, etc.

Meetings

- City and County staff, Ehlers and the master developer held their weekly project meetings on June 15th and 22nd.

Communications/Media

- On June 16, 2016 the Pioneer Press ran the attached article on the master developer team for TCAAP.

- The County is planning a media event tentatively for August 10, 2016 at 1:00 p.m. It is expected the City (Mayor) will have a role in the event. Details will be provided as more is known and date will be confirmed, but for now if the Council has a desire to attend you should place this on your calendar (tentative).

Meet the people behind the biggest redevelopment project in Ramsey County

By Sarah Horner | shorner@pioneerpress.com
June 16, 2016 | UPDATED: 5 days ago

There is a dual vision for the members of the team charged with developing the biggest chunk of empty land in Ramsey County. It's a vision for the community and it's a vision for their companies.

They see a once heavily polluted 427-acre ammunition plant being transformed into a premiere destination to live, work and play. They also see it as an "extraordinary opportunity" to leave a mark on the area.

Recently selected as the master developer for the Rice Creek Commons site in Arden Hills — formerly the Twin Cities Army Ammunition Plant — Alatus LLC is partnering with Inland Development Partners and Tradition Development Corp. to build a neighborhood from scratch.

Alatus is expected to bring the multifamily rental housing component, Inland will tackle commercial development and Tradition Development single-family home and townhouse construction.

When fully built-out over the next 10 to 15 years, the development is expected to add some 3,000 residents to the St. Paul suburb, now with a 9,500 population. The plan is to create a sustainable, walkable community full of housing, retail and good-paying jobs, built around a network of parks, trails and a "town center." The parcel is at the junction of Interstate 35W and U.S.10.

"This is one of those sites that is very unique given its proximity to Minneapolis and St. Paul and so for us as a team to be involved in something so transformative at this stage in our careers is an extraordinary opportunity," said Tom Shaver, one of the co-founders of Inland Development. "(We) all want to be able to look back on this and be very proud of what we've done."

MEET THE TEAM

One of the reasons so much is at stake for the companies, particularly Alatus, is that it beat out two much more experienced local developers — Ryan Cos. and Opus Development Co. — for the job.

The people involved in them have deep roots in local development.

Bob Lux

Bob Lux, president of Alatus, which was founded in 2005, has been in the development game for more than 30 years. His portfolio includes the Carlyle Condominiums, Grand Park Condominiums and the upscale apartment complex Latitude 45, all in Minneapolis.

Inland Development launched this past year, but its co-founders Shaver and Kent Carlson both had long careers with Opus and Ryan respectively before starting the new company, which focuses on office, industrial and retail development.

Tom Shaver

Carlson had a hand in the mixed-use development, Dean Lakes, in Shakopee, as well as Centre Pointe Business Park in Roseville. Shaver helped transform a 31-acre brownfield site in Hopkins into a Cargill corporate campus. He was also involved in building UnitedHealth Group's headquarters in Minnetonka.

Todd Stutz is president of Robert Thomas Homes, a company under the Tradition corporate umbrella, and has been involved in real estate for more than three decades. Tradition Development likely has the most direct experience tackling projects on the scale of Rice Creek Commons. In recent years it served as the residential developer on Cobblestone Lake, a 320-acre mixed use development now almost fully built-out in Apple Valley, as well as Spirit of Brandtjen Farm, a 510-acre development underway in Lakeville.

Todd Stutz

It's the diversity of expertise on the team, as well as its commitment to bringing in other area builders for the project, that will help make the development distinctive, team members said.

Q AND A

Two weeks after being selected, three of the four principals discussed their vision for the project and what the road ahead looks like. Their responses have been edited for brevity and clarity.

So now that you guys have the job, what happens next?

Lux (Alatus): There is a lot of discovery right now. (Reviewing) all the reports that have been done to date, refining the market studies, refine our concept plans, branding concepts in conjunction with the Joint Development Authority (the board overseeing the development, from Arden Hills and Ramsey County). Also, getting information from them on their sweet spots, on what is important for them. They have spent literally thousands of hours to get to this point; we want to make sure we understand what they want.

Shaver (Inland): When we say sweet spots we mean goals. The county has a set of goals and the city has a set of goals and we are starting to pull those out of them to bring forward into the plan.

Lux: Over the next six months we (also will) finalize the development contract and the purchase agreement (on the land).

Speaking of that, will Alatus be buying the land on its own or is the team buying it? Will it be purchased in phases or all at once?

Lux: Alatus (will purchase it). I am pretty sure it will be done in phases.

Let's assume everything goes smoothly with negotiations on the contract language and purchase price, when might residents actually start to see dirt flying on the site?

Lux: I think we would start to implement the development in late 2017 or early 2018.

Shaver: There is a lot of dirt flying already actually. There has been a lot of pre-development work that has taken place for bridge infrastructure, additional road infrastructure, environmental cleanup.The foresight the city and the county had to do that in anticipation of bringing on a master developer speaks volumes to their ability to work together. That's one of the great things we are benefiting from and now it's our job to bring our expertise and leverage to that work going forward.

One of the county's goals is for this development to create about 4,000 high-wage jobs on the site. It also wants to see 50 percent of the developable acres occupied by office, manufacturing and retail. Do those goals seem realistic?

Shaver: They are certainly attainable.

Has there been any corporate interest in the site so far? How will your team work to land the corporate players it needs to meet the county's employment and economic goals?

Shaver: Land O'Lakes was attracted to the site. The Vikings were attracted to the site, so there has definitely been interest. Going forward (we are going to engage) the JDA, the city and the county on a broader marketing approach that will (target) not only corporate clients in the Twin Cities but also regionally and nationally. (This site) has that kind of appeal.

One of the things we are doing as the result of the mixed-use component is really creating an amenity package that will be used to attract and retain employers. This site has a significant draw from an employee perspective and as you get into a tighter labor market, having those amenities (retail, restaurants, trails and parks, apartments, single-family homes) to be able to support a corporate campus is going to be critical. We want this to be a place you can live, work and play.

Lux: That is what really differentiates this site from a development approach compared to just building a building in a location on an interchange. From a corporate user standpoint we can really offer a (package) others don't have.

Let's talk about housing; what can we expect there?

Todd Stutz (Tradition): The master plan calls for roughly 1,400 housing units that will be a mix of different forms that appeal to different demographics. Roughly 330 will be single family or townhomes. The rest will be multifamily.

For the for-sale homes, we have solicited other builders to be part of our builder group that have experience in the far east suburban market of the cities. So not only will (buyers) have a diversity of housing types but also a wide variety of (builders).

Regarding the range of homes, what might the prices be on the low end and high end?

Stutz: It will ultimately translate to a mix of prices (and lot sizes) that appeal to a broad demographic. We don't have pricing established at this point but we know there will be some upper-end custom homes and some more affordable townhomes.

There is a significant segment of today's home buyers that would be classified as nontraditional, (millennials, empty nesters, retirees), so we would expect to offer products.

How do you appeal to those nontraditional families?

Stutz: Certainly homes that are on one level for empty nesters and retirees. Generally (millennials) are interested in smaller lots. They don't want to spend their free time mowing their yard. So they are interested in perhaps smaller homes but they expect top-end finishes.

We'll be doing some market research to try and explore what preferences are in this area and make sure we have a match.

What about apartments, what can we expect there?

Lux: We will definitely have a senior component, definitely a component leaning toward Millennials and their desires. They want smaller apartments with extraordinarily high levels of finishes and community space. It's really making making sure the amenity packages on the apartments will be very attractive to the employees of the corporate user. So making sure people can bike or walk to work and come back to a (nearby) restaurant.

The apartments will be located in the development's Town Center along with restaurants, a fitness center, a grocery store, coffee shops and other kinds of retail.

How will this development become a part of Arden Hills, and not just a community plopped within it?

Lux: A lot of that will be (due to the amenities) we plan to offer.The restaurants, the grocery store, those will be draws for the greater community, and not just for Arden Hills but regionally. We are really being cognizant that the part of Arden Hills located (outside) the development feels welcome.

Shaver: There is also the 50-acre natural resource corridor that will weave its way through the development, and the 24 acres of active park space. Also the 202 acres of (green space), and the links to the regional trail system.

What will come first, attracting employers to the site or building out the residential neighborhoods?

Shaver: The amenities being brought to the site, the Town Center and the single family homes and some of the retail that has expressed early interest will be the catalyst that will allow us to attract a corporate user.

Can you say where some of that early retail interest is coming from?

Shaver: Not at this time.

OK, any other final comments any of you would like to make?

Lux: Our goal is to make this something that is not only a legacy project for the four of us but also something that is looked at from the community of Arden Hills and Ramsey County as being a spectacular solution to what was formerly a not-so-spectacular site.

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: Transportation Update

Background

A brief oral update will be provided at the meeting regarding road construction/transportation in the City of Arden Hills.

Approved: June 27, 2016

CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
MAY 31, 2016
7:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor David Grant called to order the regular City Council meeting at 7:00 p.m.

Present: Mayor David Grant, Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Jonathan Wicklund

Absent: None

Also present: Interim City Administrator Sue Iverson; Acting Public Works Director John Anderson; City Planner Ryan Streff; Senior Planner Matthew Bachler; and City Clerk Amy Dietl

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

Mayor Grant amended Item 5N noting only one seasonal worker (Josh Johnson) was being appointed this evening and not two.

Councilmember Holden requested Item 5J be removed from the Consent Agenda and be discussed as Item 6A.

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the meeting agenda as amended. The motion carried unanimously (5-0).**

2. PUBLIC INQUIRIES/INFORMATIONAL

Kay Ryerson, 3201 Ridgewood Road, stated she has lived in Arden Hills for 25 years. She requested her neighborhood tennis court be rebuilt and believed this was a wonderful resource for her neighbors.

Viet Le, 1540 Edgewater, stated there were 30+ children living in his neighborhood. He indicated he has provided free tennis lessons to the children in his neighborhood at his neighborhood tennis court. He understood the condition of the tennis court was deteriorating; however, he requested the Council reconsider their decision and allow this amenity to remain a part of his neighborhood.

Mayor Grant reported the Council received a number of emails from the public regarding this tennis court. He noted a young child had broken a wrist at this tennis court, which led the Council to locking the gate.

Scott Austin, 1566 Glen Avenue, explained he has lived in his neighborhood for the past 12 years. He indicated he purchased his home due to the fact there was a private beach and tennis court in close proximity. He requested the Council replace the tennis court noting it was used a great deal by himself and his neighbors.

3. STAFF COMMENTS

A. Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update

City Planner Ryan Streff stated the JDA held a workshop discussion with the Alatus Development Team on Tuesday, May 24. Topics included observations on the TCAAP Redevelopment Code and how to achieve the JDA's Master Plan vision for the site. The City Council will be meeting with Alatus in a Work Session immediately following the regular City Council meeting on Monday, May 31. City and Ramsey County staff, attorneys, and Alatus have begun discussing the Master Developer Agreement that will be signed between the JDA and Alatus.

B. Transportation Update

Acting Public Works Director Anderson reported work was underway on I-694. He described how the lane closures at I-35W and I-694 have been impacting traffic. It was noted the repairs on 694 would take two years to complete.

Acting Public Works Director Anderson stated the County Road H bridge would be demolished this weekend. He stated I-35W would be closed at 10:00 p.m. on Friday night and detours would be put in place.

Acting Public Works Director Anderson explained the County Road E2 bridge project was progressing well. The abutments were rising along the interstate and pilings have been put in place for the bridge. He stated Cleveland Avenue and County Road E2 was closed at this time and would remain closed until mid-June.

Acting Public Works Director Anderson discussed the Lexington Avenue and County Road F project. He noted County Road F would remain closed through mid-June.

Councilmember McClung requested the information regarding County Road F be posted on the City's website to make the public aware of the road closures.

4. APPROVAL OF MINUTES

A. April 18, 2016, City Council Work Session
B. April 25, 2016, City Council Work Session

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the April 18, 2016, City Council Work Session meeting minutes; and April 25, 2016, City Council Work Session meeting minutes as presented. The motion carried unanimously (5-0).**

5. CONSENT CALENDAR

A. Motion to Approve Consent Agenda Item - Claims and Payroll
B. Motion to Approve Arden View Court Storm Sewer Repair
C. Motion to Approve 2016 Rain Garden Plant Material Quotes
D. Motion to Approve City Hall Parking Lot Maintenance
E. Motion to Approve 2015 Sewer Lining – Pay Estimate #3
F. Motion to Approve 2015 Pavement Management Program (PMP) Pay Estimate #7
G. Motion to Approve Cooperative Agreement for County Road H/I-35W Interchange
H. Motion to Approve Sandeen Road Mill and Overlay
I. Motion to Approve PUD Agreement – Planning Case 16-003 – Arden Square
~~J. Approve Purchase of Two MVP Goalsetter Basketball Systems~~
K. Motion to Approve Adoption of Resolution 2016-016 Accepting Donation from the Arden Hills Foundation
L. Motion to Approve Adoption of Resolution 2016-017 Appointing Terrance Finlay to the Parks, Trails and Recreation Committee (PTRC) for a Term Expiring December 31, 2018
M. Motion to Approve Lake Johanna Fire Department Capital Expenditures
N. Motion to Approve Authorization to Appoint Seasonal Maintenance Worker – Josh Johnson
O. Motion to Accept Resignation of Community Development Director
P. Motion to Accept Resignation of City Clerk
Q. Motion to Accept Proposal for City Administrator Recruitment

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the Consent Calendar as presented and to authorize execution of all necessary documents contained therein. The motion carried unanimously (5-0).**

6. PULLED CONSENT ITEMS

A. Approve Purchase of Two MVP Goalsetter Basketball Systems

Mayor Grant reported the Arden Hills Foundation received a targeted donation of $5,000 for Hazelnut Park for replacing both of the basketball hoops. He noted these hoops were used quite frequently by Arden Hills' residents. He reported the donor was Presbyterian Homes. The Arden

Hills Foundation was pleased to bring this donation forward for this specific item and requested approval from the City Council.

Councilmember Holden wanted to be sure the City had the money/donation for these purchases prior to the funds being spent.

Arlene Mitchell, 1283 Wynridge Drive, stated she was the secretary/treasurer of the Arden Hills Foundation. She explained the Arden Hills Foundation has received a check from Presbyterian Homes for $5,000 and was waiting for its next meeting to approve the disbursement of the funds to the City. This would be done by the Arden Hills Foundation at their next meeting. She explained she would work with Ms. Iverson to create a smoother process going forward.

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to authorize the purchase of two MVP Goalsetter Basketball Systems for Hazelnut Park with an expense not to exceed $5,835. The motion carried (5-0).**

7. PUBLIC HEARINGS

A. NPDES Annual Storm Water Meeting

Acting Public Works Director Anderson stated as of March 10, 2003, the Minnesota Pollution Control Agency required all cities within the Seven County Metro Region to apply for a General Storm Water Permit (Small Municipal Separate Storm Sewer Systems, or MS4, permit) as part of Federal National Pollutant Discharge Elimination System (NPDES) requirements. In 2013, the City of Arden Hills applied for reauthorization under the revised permit as administered by the Minnesota Pollution Control Agency (MPCA). On March 17, 2014, the City's application was approved and the permit to discharge stormwater was reauthorized. In order to comply with revised federal regulations, municipalities are required to modify their Storm Water Pollution Prevention Plan (SWPPP) that focuses on ways the municipality will reduce the amount of sediment and pollution entering the surrounding water bodies. The SWPPP includes six minimum control measures that need to be addressed by the City. Each measure is aimed at reducing the amount of pollution entering water bodies through various methods such as public outreach and education, regulatory ordinances, and physical structures constructed as a part of the storm water sewer system. Each control measure includes several Best Management Practices (BMPs) that will be used to accomplish the measure and each will include measurable goals that can establish the effectiveness of the SWPPP.

Acting Public Works Director Anderson indicated one of the permit requirements is that the City must hold an annual public meeting to allow interested parties to provide comments to the City on its SWPPP. The City is also required to submit an annual report to the MPCA documenting the accomplishments of the previous year. Staff provided a presentation on the City's accomplishments in 2015 along with the goals for 2016.

Mayor Grant opened the public hearing at 7:31 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 7:32 p.m.

8. NEW BUSINESS

A. Street Maintenance – Bituminous Paving

Acting Public Works Director Anderson stated one of the responsibilities of the Public Works Department is to maintain the city's street infrastructure network. The alternatives available in street maintenance can take various forms including pot hole patching, crack sealing, sealcoating, bituminous overlay, mill and overlay, mill and patch, cut and patch, and concrete curb repair to name a few. Public Works has typically provided the labor on maintenance projects when the scope fell within the bounds of the expertise and equipment available to the department. For those maintenance projects that require specialized skills or equipment not available to Public Works, the City contracts for those services.

Acting Public Works Director Anderson reported sealcoating or chipsealing has been one of the staples of pavement maintenance for many years. A relatively new pavement distress called stripping has been observed in bituminous pavement throughout Minnesota. General consensus among bituminous engineers is that sealcoating is the cause of stripping. In response to this, many cities across the metro area have curtailed sealcoating as a maintenance practice until more is known about the relationship between sealcoating and stripping. Arden Hills Public Works has followed suit and suspended any sealcoating until there are more answers on this topic.

Acting Public Works Director Anderson indicated many of the streets throughout the city have been reconstructed though a Pavement Management Project. The city has had a fairly regular schedule of reconstruction projects every one to two years for the past 16 years. During the course of these projects, one comment received from residents is "if the City maintained our street, we would not have to reconstruct it and pay the assessment". In response to that comment, Public Works tries to schedule pavement maintenance to prolong the life of streets, keep costs down and stay out of reconstructing streets.

Acting Public Works Director Anderson commented bituminous overlays are one tool that is available to Public Works in the pavement maintenance arena. Public Works currently has access to a paving machine that provides the opportunity to place pavement on roads and parking lots. Other equipment used in the paving process available to Public Works include trucks for hauling material and rollers for compacting and finishing the surface. The value of doing this work ourselves is significant. Currently, the City pays between $50 and $55 per ton for asphalt material. In contracts for small quantities, the City is charged $75 to $90 per ton for mix placed by a contractor or 50% to 60% more than if the City places the material. This cost difference provides a significant savings in the maintenance budget.

Acting Public Works Director Anderson reported projects that require the entire surface to be milled before the overlay are currently contracted as the City does not have the specialized equipment necessary to mill the entire surface. Therefore, streets that have no curb are better candidates for maintenance overlay projects that Public Works staff can complete.

Acting Public Works Director Anderson stated as discussed with the City Council at the annual Public Works Workshop, the Public Works department has been taking on paving projects as a maintenance function since the paving machine has been available. Some of the

streets that have been overlaid in the last couple years include: Harriet Avenue, Hamline Avenue, Indian Place, Snelling Avenue shoulder, and various driveways and parking lots.

Acting Public Works Director Anderson noted this year Public Works has planned to take on a couple paving projects including Ingerson Park parking lot and Thom Drive. The parking lot at Ingerson Park was just recently paved. Thom Drive between New Brighton Road and Cleveland Avenue is by far the largest project Public Works has considered undertaking as a maintenance project. The project will take between 600 and 750 tons of material at a cost of $30,000 to $40,000. It will require about a week of preparations including raising castings, milling edges and leveling depressions. The paving would take roughly a week also. Ramsey County Public Works and Arden Hills Public Works trades some services and equipment from time to time, Ramsey County will provide a large roller and tack truck to spray the surface with tack prior to paving. They also can provide tandem axel trucks to haul bituminous mix depending on the rate at which the trucks can keep up with the paver. Bituminous material is typically purchased from commercial asphalt in Blaine. As with any project that involves trucking, the proximity of the source of material is often the deciding factor on where you will obtain materials. Pricing from Commercial Asphalt has been very competitive for the materials we use.

Acting Public Works Director Anderson explained Thom Drive had a PCI rating of 29 in 2013 and has had some patching and pothole filling since that time. This rating is on the high end of the border of the range for reconstruction. It was projected this project would cost roughly $250,000 to reclaim and repave as a PMP in the future. An overlay of this road should stretch the life expectance out another 8 to 10 years making it possible for some other roads that are in worse shape to undergo reconstruction through a PMP such as Indian Oaks Trail/ Floral Avenue or Benton Way / Harriet Avenue.

Acting Public Works Director Anderson indicated the City Council budgeted $150,000 in 2015 and 2016 for sealcoating/resurfacing with sealcoating being on hold. He stated it is his understanding that those dollars would go towards resurfacing projects. In the case of Thom Drive, the pavement alternatives available are summarized in the table below along with the anticipated life expectancy of those alternatives.

Comparison of Alternatives	2016 Cost	Service Life
Future PMP - Reclaim	$ 250,000	25 - 30 years
Contracted Overlay	$ 52,500	8 to 10 years
Public Works Overlay	$ 35,000	8 to 10 years
Do nothing / pothole filling	$ 1,000	3 years

Acting Public Works Director Anderson reported the Public Works Department's intent is to stretch the maintenance dollars by utilizing the equipment currently available and prolong the life of the City's pavement.

Mayor Grant understood Thom Drive was in need of maintenance. He questioned how the Council wanted to proceed.

Councilmember Holden asked if borings have been completed on Thom Drive.

Acting Public Works Director Anderson stated borings have not been completed. He indicated staff could complete borings, but this may not provide staff with enough information either. He supported the City moving forward with a Public Work overlay given the low cost for the extension of the pavement live.

Councilmember Holmes questioned if the integrity of the City's new streets would be jeopardized if they were not sealcoated.

Acting Public Works Director Anderson provided further comment on the concerns the City had with sealcoating. He indicated the City was working to find a new tool other than sealcoating. He commented the City does still complete crack sealing.

Councilmember McClung appreciated Acting Public Works Director Anderson's thorough staff report. He supported the Public Works department overlay.

Mayor Grant believed the City had an opportunity to gain 40% to 50% in cost savings for this overlay project. For this reason, he believed the proposed overlay project made sense.

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the Public Works Street Maintenance for Thom Drive. The motion carried unanimously (5-0).**

9. UNFINISHED BUSINESS

None.

10. COUNCIL COMMENTS

Councilmember Holmes stated the Council received a sunflower plant from Dr. Robert Mullen. She discussed the work Dr. Mullen had conducted in the City's parks and thanked him for his work on behalf of the City.

Councilmember Holden reported there were a number of trees along County Road 96 that were in poor condition. She asked if these trees were the City or County's responsibility.

Acting Public Works Director Anderson indicated these trees were the City's responsibility.

Mayor Grant agreed the trees were along County Road 96 were the City's responsibility.

Councilmember Holden requested this matter be further discussed by the Council at an upcoming worksession meeting. She asked when the Council would be reviewing the PMP project for 2017.

Acting Public Works Director Anderson believed the Council to be reviewing this information in August.

Mayor Grant reviewed a letter he received from Land O' Lakes thanking the City for their continued partnership.

Mayor Grant congratulated the City for achieving Step 1 in the GreenStep Cities initiative. He noted the City would be recognized for their efforts at the upcoming League of Minnesota Cities Conference in June.

ADJOURN

MOTION: **Councilmember McClung moved and Councilmember Holden seconded a motion to adjourn. The motion carried unanimously (5-0).**

Mayor Grant adjourned the Regular City Council Meeting at 7:50 p.m.

Sue Iverson	David Grant
Interim City Administrator	Mayor

Approved: June 27, 2016

CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL WORK SESSION MEETING
MAY 31, 2016
ARDEN HILLS CITY COUNCIL CHAMBERS

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Grant called to order the City Council Work Session meeting at 7:50 p.m.

Present: Mayor David Grant; Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Jonathan Wicklund

Absent: None

Also present: Interim City Administrator Sue Iverson; City Planner Ryan Streff; Senior Planner Matthew Bachler; and City Clerk Amy Dietl

1. AGENDA ITEMS

A. City Meeting with Master Developer - TCAAP

Stacie Kvilvang, Ehlers & Associates, stated on May 2, 2016, the JDA selected a master development team for the TCAAP Property. This team consists of Alatus, Inland Development and Robert Thomas Homes. The team has been meeting with both City and County staff and held a meeting with the JDA on May 24, 2016. In order to become better acquainted and obtain City Council perspectives, the team feels it is important to also meet with the City Council. Introductions occurred between the City Council and Alatus team. She then requested the Council provide the Alatus team with feedback on TCAAP.

Bob Lux, Principal at Alatus, explained he was a Minnesota native. He reviewed his work history noting he has been in the building business his entire life. He indicated he had a passion for large scale projects and was excited to be working with the City of Arden Hills on TCAAP. He thanked the City Council for all of their efforts on the Master Plan and TRC.

Todd Stutz, Tradition Development Corporation and Robert Thomas Homes, introduced himself to the Council noting he was a local developer and semi-custom home builder. He described several larger developments that he had completed in the metro area. He explained Robert Thomas Homes constructed approximately 150 homes per year.

Kent Carlson, Inland Development Partners, stated he has been in the commercial real estate business for the past 30 years. He discussed his work history in detail with the Council and indicated he was looking forward to working with the City of Arden Hills on the TCAAP project.

Tom Shaver, Inland Development Partners, reported he has been in this industry for the past 33 years. He commented on his work experience and explained he was extremely excited to be a part of this project.

Mayor Grant stated he was looking forward to the Council being able to hold a discussion with Alatus. He requested Alatus describe the first 90 days of this project.

Mr. Shaver discussed the work that has been taking place by Alatus at this time, noting his team was working to fully understand the environmentals, site surfaces, and subgrade conditions. All of this information had to be understood prior to any mass grading being completed and would also assist Alatus in phasing the project.

Councilmember Holden wanted to see the project done right the first time and appreciated Alatus' attention to the grading details.

Mr. Shaver provided further comment on the projected timeline for the TCAAP development.

Councilmember Holmes asked if the sequencing of payments would change.

Ms. Kvilvang did not anticipate there would be any change to the timing and sequence to the project.

Mayor Grant questioned what market studies were being completed for the project.

Mr. Shaver explained that two parallel studies were being completed for the TCAAP project. He reported the studies were focusing on single and multi-family residential. He commented on the discussions that were being held with brokerage firms.

Councilmember Holden requested further information on Alatus' vision for mixed use.

Mr. Stutz believed there was such a thing as too many single family homes and too many apartments. He stated it would be important to find the right mix of diverse housing for this development to be successful in order to meet the needs of all buyers. He appreciated all of the work the Council had completed within the TRC.

Mayor Grant appreciated that Alatus was going to work to find the proper mix of housing for this project, knowing there was more than one right answer.

Councilmember Holden discussed the history of the TRC and noted the Council had reviewed the density on three separate occasions. She believed the proposed density was a maximum.

Councilmember McClung stated he would support a higher density for the project.

Mr. Stutz stated he was not focusing on density per se, but rather wanted to see the project have the right mix of housing for the community.

Ms. Kvilvang questioned if Alatus believed they could reach 1,431 units on the site.

Mr. Stutz explained the two neighborhoods (Creek and Hill) have 350 units, which allows for the balance of 1,000 units in the Town Center. He indicated there was a need for high quality high density units, which would work for the Town Center. He stated he would work to find creative ways to put the right amenities and housing in the Town Center.

Mr. Shaver commented Alatus was working to find the right mix of housing and amenities to attract both residents and corporate users to the site.

Councilmember McClung discussed the extreme success of the Centennial Lakes development. He was very interested in seeing how the water feature would become an amenity on TCAAP.

Councilmember Wicklund asked how the developers could make this property different than any other 200 home development in the metro area.

Mr. Lux explained this started with good planning and a strong development team. He indicated this property had strong access points, high traffic counts, and there was a need for restaurants.

Mr. Shaver stated entertainment and restaurant opportunities were high. He has heard there was a desire to not create two downtown areas but rather to integrate this property into existing Arden Hills. He believed that the Town Center would be a draw for the entire community which would create a connection between existing and new Arden Hills.

Further discussion ensued regarding the retail and entertainment possibilities within the Town Center.

Councilmember Holmes agreed that Town Center could be a uniting factor for the City due to the fact Arden Hills does not have a current downtown.

Councilmember McClung wanted to see trail and sidewalk connections in order for the project to also be connected to the remainder of Arden Hills. He discussed the importance of hitting the mark the first try on the amenities included in the Town Center.

Mr. Lux wanted the Town Center to be a unique space with a different environment than St. Anthony or Rosedale. This would be his challenge.

Councilmember Holden questioned how the Town Center would be addressed during the winter months.

Mr. Lux stated the Town Center environment could be enhanced during the winter months through seasonal planters, music and lighting. He believed that the seasons had to be embraced in order to continue to draw people to the area in the middle of winter.

Councilmember Holden inquired who would be responsible for the Town Center planter maintenance.

Mr. Lux anticipated that the maintenance of this would be overseen by the Town Center business owners or an HOA.

Ms. Kvilvang stated a special services district could also be established in order to assist with the maintenance of this area.

Councilmember Wicklund asked what the biggest challenge would be for Alatus in the next six months.

Mr. Stutz believed the biggest challenge would be for Alatus to get caught up on the planning efforts that have been completed to date. He stated branding was another item that would be a challenge over the coming months.

Councilmember Wicklund commented it would be nice to have Arden Hills integrated into the branding, however, he was uncertain this would sell.

Mr. Stutz indicated the branding would be tricky given the property's history. He understood it was critically important to pay homage to the property while also bringing the property forward to the present.

Councilmember McClung agreed it would be important to tie the site to the City of Arden Hills and have it incorporated into the community.

Mr. Shaver thanked the Council for this valuable feedback. He explained the branding efforts would stem from the information gathered through the market studies.

Councilmember Wicklund requested the Council be provided with the information gathered from the market studies.

Councilmember McClung asked how Alatus would work with both the JDA and the City.

Ms. Kvilvang reported Alatus was very aware that any changes to the TRC or the Master Plan would have to come before the City Council and that all other project approvals that fit within the confines of the TRC would go before the JDA.

Mr. Lux anticipated that Alatus would be holding more discussions with the City Council in order to gain feedback from the City on the vision and goals for the project throughout the planning process. He asked for comments from the Council regarding the retail center goals.

Mayor Grant questioned if the development could support a big box development.

Mr. Lux anticipated that a HyVee or Cub Foods would fit nicely into the development, but not a Super Target or Super Wal-Mart. He described the amenities that could be provided by HyVee if allowed to have up to 90,000 square feet of retail space.

Councilmember McClung believed it would be important to have an anchor to draw people to this retail site.

Further discussion ensued regarding the proper size and grocer for this project.

Councilmember Holden questioned how the grocery store would be tied to the Town Center.

Mr. Stutz believed this would hinge on how the development was laid out and connected in order to make the site walkable.

Councilmember Wicklund asked if structured parking was being considered for the Town Center. It was his opinion that structured parking would be attractive to visitors.

Mr. Shaver commented this was being considered.

Ms. Kvilvang asked if the 20 acres of land was enough to create an anchored retail space.

Mr. Shaver believed 200,000 to 250,000 square feet of space would be enough. He stated it would be important to tie this retail to the Town Center.

Councilmember Holmes understood that boutique type stores were having a hard time competing with Amazon. For this reason, she supported other big box type stores in this area.

Mr. Shaver recommended that store names be discussed further after the market studies were complete.

Ms. Kvilvang explained the City's biggest concern with this development was the retail/ commercial portion of the development. She indicated the long-term success of this area was critical to the entire development.

Mr. Lux thanked the Council for their time and for the discussion held this evening. He indicated he and his team would continue working and focusing on the success of this development.

2. COUNCIL COMMENTS AND STAFF UPDATES

None.

ADJOURN

Mayor Grant adjourned the City Council Work Session meeting at 9:30 p.m.

Sue Iverson	David Grant
Interim City Administrator	Mayor

CONSENT ITEM - 6A

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Council Members

FROM: Sue Iverson, Director of Finance and Administrative Services,
Ashley Bertrand, Accounting Analyst

SUBJECT: Claims & Payroll

Requested Action:

1. **Motion to Approve Consent Agenda Item – Claims and Payroll**

Supporting Documents:

Payroll

2016 Payroll #12	$	76,546.15
2016 Payroll #12-1	$	9,657.00
Total Payroll	**$**	**86,203.15**

Accounts Payable Claims Through 06/24/2016

Paid Claims (Check No 0 Department of Revenue)	$	211.00
Paid Claims (Check No 45770-Check No 45834)	$	75,183.93
Paid Claims (Check No 45835-Check No 45836)	$	73,428.03
Total Accounts Payable	**$**	**148,822.96**
Total Claims	**$**	**235,026.11**

CITY OF ARDEN HILLS
PAYROLL # 12
CHECKS DATED: 06/17/16
Biweekly: 05/28/16 - 06/10/16

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,177.35		EFT
SIT	2,624.68		EFT
FICA Oasdi	3,891.94	3,891.94	EFT
FICA Medicare	910.21	910.21	EFT
TOTAL TAXES	**13,604.18**	**4,802.15**	
Health Premium	2,304.53	0.00	A/P Check*
Dental Premium			A/P Check*
FSA Health Care Reimb.	133.33		A/P Check*
FSA Dependent Care Reimb.	208.33		A/P Check*
TOTAL FLEXIBLE SPENDING	**2,646.19**	**0.00**	
HSA Health Saving	770.09		
Health Care Savings Plan			EFT
Health Care Savings Plan-2%	212.49		EFT
Health Care Savings Plan-4%	517.44		EFT
TOTAL HEALTH SAVINGS	**1,500.02**	**0.00**	
PERA	3,995.99	4,610.77	EFT
ICMA	855.07	0.00	EFT
Central Pension Fund-Union	691.20		A/P Check*
MN State Retirement System	709.86		EFT
TOTAL RETIREMENT	**6,252.12**	**4,610.77**	
IUOE 49 Dues (Union)	150.75		A/P Check*
LTD/STD Insurance	0.00		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	174.73		A/P Check*
Public Employee Long Term Care			A/P Check*
UNUM	42.55		A/P Check*
AFLAC	213.75		EFT
Avesis-Vision Care	5.43		A/P Check*
TOTAL VOLUNTARY	**619.21**	**0.00**	

Total Employee Deductions	24,621.72
Net Payroll	
Direct Deposit	42,511.51
Gross Payroll Tie-Out	67,133.23
STD/LTD Gross - Up	
Plus City Paid Benefit	9,412.92
ICMA Benefit Held	0.00
TOTAL PAYROLL COST	**76,546.15**

EFT

FICA TIE-OUT	
Gross Payroll	67,133.23
Less Total FSA	2,646.19
Plus Employer Match ICMA	0.00
Plus ICMA Benefit Held	0.00
Net P/R Subject to FICA	64,487.04
FICA Oasdi @ 6.20%	3,891.94
FICA Medicare @ 1.45%	910.21

Note: Federal and State Payroll Tax obligations are satisfied by means of utilizing the "Taxtel" Electronic Tax Deposit Service. Transfers are typically made two business days after the payroll date.

* A/P Checks can be found on the *ACCOUNTS PAYABLE Check Approval* report. Checks may be paid this week or the following week.

CITY OF ARDEN HILLS
PAYROLL # 12-1
CHECKS DATED: 06/22/16
Biweekly: -

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT			EFT
SIT			EFT
FICA Oasdi		0.00	EFT
FICA Medicare		0.00	EFT
TOTAL TAXES	**0.00**	**0.00**	
Health Premium			A/P Check*
Dental Premium			A/P Check*
FSA Health Care Reimb.			A/P Check*
FSA Dependent Care Reimb.			A/P Check*
TOTAL FLEXIBLE SPENDING	**0.00**	**0.00**	
HSA Health Saving			
Health Care Savings Plan	9,657.00		EFT
Health Care Savings Plan-2%			EFT
Health Care Savings Plan-4%			EFT
TOTAL HEALTH SAVINGS	**9,657.00**	**0.00**	
PERA			EFT
ICMA			EFT
Central Pension Fund-Union			A/P Check*
MN State Retirement System			EFT
TOTAL RETIREMENT	**0.00**	**0.00**	
IUOE 49 Dues (Union)			A/P Check*
LTD/STD Insurance			A/P Check*
PERA Life Insurance			A/P Check*
Life/Addl/Dep Life			A/P Check*
Public Employee Long Term Care			A/P Check*
UNUM			A/P Check*
AFLAC			EFT
Avesis-Vision Care			A/P Check*
TOTAL VOLUNTARY	**0.00**	**0.00**	

Total Employee Deductions	9,657.00
Net Payroll	
Direct Deposit	
Gross Payroll Tie-Out	9,657.00
STD/LTD Gross - Up	
Plus City Paid Benefit	0.00
ICMA Benefit Held	0.00
TOTAL PAYROLL COST	**9,657.00**

EFT

FICA TIE-OUT	
Gross Payroll	9,657.00
Less Total FSA	0.00
Plus Employer Match ICMA	0.00
Plus ICMA Benefit Held	0.00
Net P/R Subject to FICA	9,657.00
FICA Oasdi @ 6.20%	0.00
FICA Medicare @ 1.45%	0.00

Note: Federal and State Payroll Tax obligations are satisfied by means of utilizing the "Taxtel" Electronic Tax Deposit Service. Transfers are typically made two business days after the payroll date.

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Ashley Bertrand

From: MN Revenue e-Services [eservices.mdor@state.mn.us]
Sent: Friday, June 17, 2016 11:22 AM
To: Ashley Bertrand
Subject: Your Recent Return and Payment Requests

This email is an automated notification and is unable to receive replies.

Sales and Use Tax - Return Submitted

Thank you, your request has been submitted. Please allow 3 business days for your return to appear online. Please allow 3 business days from 20-Jun-2016 for your payment to appear online. You can change or cancel this request until 5:00 p.m. Central time.

Confirmation Summary

Submitted Date and Time:	17-Jun-2016 11:21:23 AM
Legal Name:	ARDEN HILLS CITY OF
Federal Employer ID:	41-6008992
User Who Submitted:	Accounting Analyst
Type of Request Submitted:	Return for 5/31/2016
Account Name:	ARDEN HILLS CITY OF
Minnesota ID:	9047998

Return Summary

Return Confirmation Number:	1-640-032-832
Account Type:	Sales & Use Tax
Filing Period:	31-May-2016
Projected Amount/Credit Due:	$211.00

Payment Summary

Payment Confirmation Number:	0-297-855-552
Account Type:	Sales & Use Tax
Filing Period:	31-May-2016
Payment Amount:	$211.00
Payment Type:	Return
Payment Date:	20-Jun-2016
Bank Name:	US BANK NA
Bank Account Number:	********9377

Contact Us

If you need further assistance, contact our Sales and Use Tax Division at 651-296-6181, (toll-free) 800-657-3777, or (email) SalesUse.Tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

How to View and Print this Request

You can see copies of your requests by going to the History Tab.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

Accounts Payable

Checks by Date - Detail by Check Date

User: ashley.bertrand
Printed: 6/23/2016 5:50 AM

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0192	Grainger, Inc	06/16/2016	
	9116400509	PW Supplies	PW Supplies	106.40
	9116901795	PW Supplies	PW Supplies	125.02
			Total for this ACH Check for Vendor 0192:	231.42
ACH	0387	ICMA Retirement Trust- #302482	06/16/2016	
		PR Batch 00200.06.2016 ICMA Employee Dedu	PR Batch 00200.06.2016 ICM	75.00
		PR Batch 00200.06.2016 ICMA Employee Perce	PR Batch 00200.06.2016 ICM	780.07
			Total for this ACH Check for Vendor 0387:	855.07
ACH	1041	Aaron Thelen	06/16/2016	
	06132016-AT	5/31-6/9 Mileage Reimbursement	5/31-6/9 Mileage Reimbursen	22.14
			Total for this ACH Check for Vendor 1041:	22.14
ACH	1782	Willie McCray	06/16/2016	
	207	6/6-6/9 Umpiring Services	6/6-6/9 Umpiring Services	486.00
			Total for this ACH Check for Vendor 1782:	486.00
ACH	4889	Community Footworks	06/16/2016	
	06092016-CF	June 2016 Foot Clinic	June 2016 Foot Clinic	217.60
			Total for this ACH Check for Vendor 4889:	217.60
ACH	5596	Jamar Company	06/16/2016	
	455336	Streets Supplies	Streets Supplies	140.00
	455572	Streets Supplies	Streets Supplies	140.00
			Total for this ACH Check for Vendor 5596:	280.00
ACH	5643	Ryan Streff	06/16/2016	
	06092016-RS	Feb-May 2016 Expense Report	Feb-May 2016 Expense Repo	21.00
	06092016-RS	Feb-May 2016 Expense Report	Feb-May 2016 Expense Repo	120.42
			Total for this ACH Check for Vendor 5643:	141.42
45770	0600	315800-NCPERS Minnesota	06/16/2016	
	3158616	May 2016 Payroll Deductions	May 2016 Payroll Deductions	64.00
			Total for Check Number 45770:	64.00
45771	UB*00168	Anoka Hennepin Credit Union	06/16/2016	
		Refund Check		308.00
			Total for Check Number 45771:	308.00
45772	1929	Bateman, Laura	06/16/2016	
	06102016-LB	Valentine Hills Track Coach	Valentine Hills Track Coach	927.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 45772:	927.27
45773	UB*00165	Katherine Breen Refund Check	06/16/2016	5.16
			Total for Check Number 45773:	5.16
45774	CPF1 05132016-CPF	Central Pension Fund May 2016 Contributions	06/16/2016 May 2016 Contributions	1,221.12
			Total for Check Number 45774:	1,221.12
45775	40010 06102016-CNB	City of New Brighton Track Payment Reimbursement	06/16/2016 Track Payment Reimbursemei	274.07
			Total for Check Number 45775:	274.07
45776	UB*00166	John & Pat Floeder Refund Check	06/16/2016	3.47
			Total for Check Number 45776:	3.47
45777	FISG 7531	Gary L. Fischler & Assoc, PA Leadership & Management Assessment	06/16/2016 Leadership & Management As	1,195.00
			Total for Check Number 45777:	1,195.00
45778	UB*00172	Jamie Halleckson Refund Check	06/16/2016	90.00
			Total for Check Number 45778:	90.00
45779	8050 14426-2016	International Institute of Municipal Clerks Iverson Dues	06/16/2016 Iverson Dues	155.00
			Total for Check Number 45779:	155.00
45780	0147 1604-0163 6382 6383 6384 6385	ISD 621-Mounds View Community Ed 6/7 Rental 4/19-5/17 Room Rental 4/27-5/25 Room Rental 4/26-5/24 Room Rental 4/26-5/31 Room Rental	06/16/2016 6/7 Rental 4/19-5/17 Room Rental 4/27-5/25 Room Rental 4/26-5/24 Room Rental 4/26-5/31 Room Rental	 14.85 60.00 60.00 60.00 83.70
			Total for Check Number 45780:	278.55
45781	UB*00173	Jerad Kaufmann Refund Check	06/16/2016	18.88
			Total for Check Number 45781:	18.88
45782	UB*00167	Michael Kreidler Refund Check	06/16/2016	4.53
			Total for Check Number 45782:	4.53
45783	UB*00164	Landmark of Arden Hills LLC Refund Check	06/16/2016	152.32
			Total for Check Number 45783:	152.32
45784	0222	League of Minnesota Cities	06/16/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	236162	2016 Clerks Orientation Conference	2016 Clerks Orientation Confi	500.00
			Total for Check Number 45784:	500.00
45804	UB*00170	Keith Lunzer Refund Check	06/16/2016	3.63
			Total for Check Number 45804:	3.63
45805	0778 06072016-JH	MCFOA Region IV MCFOA Membership Dues-Hanson	06/16/2016 MCFOA Membership Dues-H	35.00
			Total for Check Number 45805:	35.00
45806	5443 117528	Metro Products, Inc. PW Supplies	06/16/2016 PW Supplies	69.22
			Total for Check Number 45806:	69.22
45807	1302 06132016-MC	Meyer Contract Inc. Payment #11 Round Lake Road	06/16/2016 Payment #11 Round Lake Roa	1,015.79
			Total for Check Number 45807:	1,015.79
45808	7025 0000255701	On Site Sanitation Restroom Rental Fees	06/16/2016 Restroom Rental Fees	505.00
			Total for Check Number 45808:	505.00
45809	0298 3100157031	Pitney Bowes-Meter Service Feb-Apr 2016 Postage Lease	06/16/2016 Feb-Apr 2016 Postage Lease	1,241.34
			Total for Check Number 45809:	1,241.34
45810	1074 5654	Precision Landscape & Tree Tree Services	06/16/2016 Tree Services	892.50
			Total for Check Number 45810:	892.50
45811	3100 9672443-0516	Provident Life and Accident Ins Co May 2016 UNUM Premium	06/16/2016 May 2016 UNUM Premium	85.10
			Total for Check Number 45811:	85.10
45812	0811	Ramsey County	06/16/2016	
	FLEET-000043	Feb 2016 Labor/Parts	Feb 2016 Labor/Parts	2,448.50
	FLEET-000043	Feb 2016 Labor/Parts	Feb 2016 Labor/Parts	1,749.02
	FLEET-000047	Mar 2016 Labor/Parts	Mar 2016 Labor/Parts	747.00
	FLEET-000047	Mar 2016 Labor/Parts	Mar 2016 Labor/Parts	1,975.44
	FLEET-000056	Apr 2016 Labor/Parts	Apr 2016 Labor/Parts	1,413.55
	FLEET-000056	Apr 2016 Labor/Parts	Apr 2016 Labor/Parts	3,361.50
	PUBW-015490	Street Signs	Street Signs	551.63
			Total for Check Number 45812:	12,246.64
45813	UB*00169	David Sand Refund Check	06/16/2016	165.13
			Total for Check Number 45813:	165.13
45814	UB*00171	Kelby Souhrada Refund Check	06/16/2016	1.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 45814:	1.40
45815	0327	Staples Business Advantage	06/16/2016	
	3302904825	Office Supplies	Office Supplies	89.96
			Total for Check Number 45815:	89.96
45816	0438	Taylor Swanson	06/16/2016	
	06102016-TS	Valentine Hills Track Coach	Valentine Hills Track Coach	927.27
			Total for Check Number 45816:	927.27
45817	0925	T-Mobile	06/16/2016	
	0622016-TMobile	May 2016 Tablet Charges	May 2016 Tablet Charges	388.61
			Total for Check Number 45817:	388.61
			Total for 6/16/2016:	25,097.61
ACH	0189	Gopher State One-Call, Inc.	06/23/2016	
	6050159	May 2016 Locates	May 2016 Locates	111.15
	6050159	May 2016 Locates	May 2016 Locates	111.15
	6050159	May 2016 Locates	May 2016 Locates	111.15
			Total for this ACH Check for Vendor 0189:	333.45
ACH	0285	Xcel Energy	06/23/2016	
	503293159	Apr/May Utility Expenses	Apr/May Utility Expenses	904.52
	503293159	Apr/May Utility Expenses	Apr/May Utility Expenses	1,705.39
	503293159	Apr/May Utility Expenses	Apr/May Utility Expenses	161.66
	503293159	Apr/May Utility Expenses	Apr/May Utility Expenses	2,431.83
	503293159	Apr/May Utility Expenses	Apr/May Utility Expenses	746.38
			Total for this ACH Check for Vendor 0285:	5,949.78
ACH	0320	Health Partners	06/23/2016	
	66292873	July 2016 Dental Premium	July 2016 Dental Premium	91.25
	66292873	July 2016 Dental Premium	July 2016 Dental Premium	1,006.74
			Total for this ACH Check for Vendor 0320:	1,097.99
ACH	1223	Adam's Pest Control, Inc.	06/23/2016	
	2423568	June 2016 Pest Control	June 2016 Pest Control	62.54
			Total for this ACH Check for Vendor 1223:	62.54
ACH	1330	MN CLN SERVICES LLC	06/23/2016	
	0616NN01	May 2016 Cleaning Services	May 2016 Cleaning Services	1,478.75
			Total for this ACH Check for Vendor 1330:	1,478.75
ACH	1782	Willie McCray	06/23/2016	
	208	6/13-6/16 Umpiring Services	6/13-6/16 Umpiring Services	226.00
			Total for this ACH Check for Vendor 1782:	226.00
ACH	3596	Moser, Mark	06/23/2016	
	06142016-MM	June 2016 Uniform Expense Reimbursement	June 2016 Uniform Expense I	117.94

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 3596:	117.94
ACH	7501	Kelly & Lemmons, P.A.	06/23/2016	
	45049	May 2016 Prosecution	May 2016 Prosecution	1,965.92
			Total for this ACH Check for Vendor 7501:	1,965.92
ACH	TOII	Tokle Inspections, Inc	06/23/2016	
	06012016-Tokle	May 2016 Inspections	May 2016 Inspections	2,579.20
			Total for this ACH Check for Vendor TOII:	2,579.20
ACH	0243	Metropolitan Council-Waste Water	06/23/2016	
	0001056482	July 2016 Wastewater Service Charges	July 2016 Wastewater Service	56,551.77
			Total for this ACH Check for Vendor 0243:	56,551.77
45818	2597	AARP	06/23/2016	
	06142016-AARP	June 2016 AARP Class	June 2016 AARP Class	75.00
			Total for Check Number 45818:	75.00
45819	0131	Beisswenger's How-To Store	06/23/2016	
	728350	PW Supplies	PW Supplies	7.78
	731484	PW Supplies	PW Supplies	5.30
	731725	PW Supplies	PW Supplies	18.58
	731855	PW Supplies	PW Supplies	91.60
	731959	PW Supplies	PW Supplies	26.96
	732379	PW Supplies	PW Supplies	46.98
	737236	PW Supplies	PW Supplies	39.16
			Total for Check Number 45819:	236.36
45820	1800	Bel Air Elementary	06/23/2016	
	06102016-BAE	Bussing Expenses	Bussing Expenses	960.00
			Total for Check Number 45820:	960.00
45821	0319	City of Roseville	06/23/2016	
	0221485	May 2016 IT Expenses	May 2016 IT Expenses	3,489.58
	0221516	May 2016 Phone Expenses	May 2016 Phone Expenses	447.22
			Total for Check Number 45821:	3,936.80
45822	3698	Shaila Cunningham	06/23/2016	
	06152016-SC	Adult Yoga Classes	Adult Yoga Classes	1,052.80
			Total for Check Number 45822:	1,052.80
45823	9508	Exceptional Homes	06/23/2016	
	2014-00893	GE # 2014-00893 Refund	GE # 2014-00893 Refund	2,680.21
			Total for Check Number 45823:	2,680.21
45824	3194	Kathleen Fohren Kamm	06/23/2016	
	06062016-KFK	Refund Registration Fee	Refund Registration Fee	40.00
			Total for Check Number 45824:	40.00
45825	5646	Forest Lake Contracting, Inc.	06/23/2016	
	5813	Final Payment: Lights TH51 Bridge	Final Payment: Lights TH51 I	10,879.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 45825:	10,879.75
45826	0916	Lakes Country Service Coop	06/23/2016	
	CI073HA9-0716	July 2016 Health Insurance	July 2016 Health Insurance	5,514.00
	CI073HB7-0716	July 2016 Health Insurance	July 2016 Health Insurance	2,958.00
	CI073HB7-0716	July 2016 Health Insurance	July 2016 Health Insurance	986.00
	CI073HE1-0716	July 2016 Health Insurance	July 2016 Health Insurance	403.00
	CI073HE1-0716	July 2016 Health Insurance	July 2016 Health Insurance	403.00
			Total for Check Number 45826:	10,264.00
45827	0257	Minnesota Dept. of Health	06/23/2016	
	05182016-MDH	Q2 2016 Water Supply Service Fee	Q2 2016 Water Supply Servic	4,164.00
			Total for Check Number 45827:	4,164.00
45828	1208	Premium Waters, Inc	06/23/2016	
	610207-05-16	City Hall Supplies-May 2016	City Hall Supplies-May 2016	36.43
	613317-05-16	City Hall Supplies-May 2016	City Hall Supplies-May 2016	137.88
			Total for Check Number 45828:	174.31
45829	1740	Theresa Ricke	06/23/2016	
	06092016-TR	Summer Yoga Refund	Summer Yoga Refund	80.00
			Total for Check Number 45829:	80.00
45830	1193	SelectAccount	06/23/2016	
	1149425	June 2016 Participant Fees	June 2016 Participant Fees	35.87
			Total for Check Number 45830:	35.87
45831	0327	Staples Business Advantage	06/23/2016	
	3303370257	Office Supplies	Office Supplies	37.25
	3303439364	Office Supplies	Office Supplies	70.13
			Total for Check Number 45831:	107.38
45832	0105	Brittney Swanson	06/23/2016	
	06102016-BS	Valentine Hills Track Coach Payment	Valentine Hills Track Coach P	927.27
			Total for Check Number 45832:	927.27
45833	0576	TimeSaver Off Site Secretarial	06/23/2016	
	M22142	5/16 CC Mtg	5/16 CC Mtg	330.00
			Total for Check Number 45833:	330.00
45834	1052	Xtreme Electrical Services	06/23/2016	
	2016-00595	2016-00595 Permit Refund	2016-00595 Permit Refund	1.00
	2016-00595	2016-00595 Permit Refund	2016-00595 Permit Refund	330.00
			Total for Check Number 45834:	331.00
45835	0841	Ehlers & Associates, Inc.	06/23/2016	
	70650	May 2016 TCAAP Expenses	May 2016 TCAAP Expenses	9,082.50
			Total for Check Number 45835:	9,082.50
45836	0282	Republic Services #899	06/23/2016	
	0899-002861935	May 2016 Recycling	May 2016 Recycling	7,793.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 45836:	7,793.76
			Total for 6/23/2016:	123,514.35
			Report Total (65 checks):	148,611.96

CONSENT ITEM – 6B

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Administrative Services

SUBJECT: Approve 2015 City Financial Statements & Audit

Staff Recommendation:

Motion to accept the 2015 City of Arden Hills financial report and audit results as presented.

Background/Discussion:

The 2015 financial statements and audit results are completed and a presentation is scheduled to be made to the City Council by the City's auditor, Aaron Neilson of MMKR as previously noted in a preceding agenda item.

CONSENT ITEM – 6C

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Admin Services
Dave Perrault, Finance Analyst

SUBJECT: 2015 4th Quarter Financial Reports

Background/Discussion

Attached are the 4th Quarter Actuals for 2015. Overall total expenditures were below budget mostly due to capital expenditures, vacant positions, and lower maintenance costs than in previous years. Overall Operating revenues ran higher than expected due to greater than anticipated revenues across multiple funds including building permits, water tower rentals, planning fees, tax increment increases, and utility revenues.

General Fund revenues ran over budget while operating expenditures ran under budget estimates. For 2015, the actual amount of General Fund Revenues over Expenditures was $719,559. Revenues were up $311,602 over budget primarily due to permit fees, water tower antenna rentals, and plan check fees. Expenditures were down $460,186 primarily due to staff vacancies and lower park and street maintenance costs than expected. (Please refer to the attached reports for details).

An Investment Portfolio has also been included with these financial reports. Per the Investment Policy, our Benchmark Rate is the 4M plus Rate. At December 31, 2015 – this rate was 0.06% and our portfolio is averaging 2.553%. All of our investments are in government secured or government backed deposits. The section listed at the top of the portfolio are the "liquid" investments that we can access at any time. We are trying to stay diversified in this area and we will be transferring between these accounts. We are working on cash flows with the PMP and other CIP projects, along with the utility billing cycles to determine how much we can invest and for what time periods.

Staff Recommendation

Staff requests that Council accept the 4th Quarter 2015 Financial Reports.

Attachments

Attachment A: Investment Portfolio Analysis
Attachment B: General Fund Revenues and Expenditures Summary
Attachment C: City-Wide Revenues and Expenditures Summary

Attachment A

City of Arden Hills
Investment Portfolio Analysis
December 31, 2015

Brokerage	Last Purch Date	Maturity Date	Next Call Date	Avg Maturity	Type	CUSIP	Investment Description	Category Total	Concentration	Face/Cost	Yield to Maturity	Annualized Cost Yield Amount	Market Value	Interest Earned YTD	Accrued Interest
4M Fund				30 Days	MM		MN Municipal Liquid Asset Fund (General)		22%	$241,069.84	0.020%	$48.21	$241,069.84	182.83	
4M Fund				30 Days	MM		MN Municipal Liquid Asset Fund (Payroll)		0%	-	0.020%	-	-	-	
4M PLUS Fund				90 Days	MM		MN Municipal PLUS Fund (General)		0%	10.37	0.060%	0.01	10.37	-	
4M PLUS Fund				90 Days	MM		MN Municipal PLUS Fund (PIR)		0%	0.25	0.050%	0.00	0.25	-	
Affinity Plus				30 days	MM	Share-S1	Affinity Plus Share Account		0%	372.15	0.100%	0.37	372.15	2.02	
Affinity Plus		12/31/17	12/31/17	1.00 Yr	MM/CD	I16	60 Month Certificate		9%	103,800.95	1.243%	1,290.25	103,800.95	1,281.61	
Affinity Plus		12/31/17	12/31/17	1.00 Yr	MM/CD	I48	Step-Up CD		23%	254,671.92	0.613%	1,561.14	254,671.92	2,809.59	
Affinity Plus		12/31/16	12/31/16	1.0 Yr	MM/CD	I94	WAHOO Certificate		2%	25,188.15	0.125%	31.49	25,188.15	25.36	
Wells Fargo Securities				30 Days	MM		Wells Fargo Govt MM Fund		36%	400,522.86	0.010%	40.05	400,522.86	104.78	
Saloman Smith Barney				30 Days	MM		SB Cash Clearing Account		1%	10,299.40	0.010%	1.03	10,299.40	-	
RBC Wealth Management				30 Days	MM		RBC Wealth Management MM Fund		6%	64,530.60	0.010%	6.45	64,530.60	4.36	
Wells Fargo Advisors				30 Days	MM		Wells Fargo Adv 100% Treasury MM Fund		2%	18,556.10	0.001%	0.19	18,556.10	0.12	
Sub-Total								**11%**		**1,119,022.59**	**0.266%**	**2,979.18**	**$1,119,022.59**	**4,410.67**	
US Bank Commercial	09/01/15	04/01/16	04/01/16	.40 Yr	CP		US Bank Commercial Paper		1%	100,196.87	0.100%	100.20	100,196.87	101.54	12.80
RBC Wealth Management	03/28/13	03/29/18	03/28/16	2.25 Yr	CD	94986TFM1	Wells Fargo BK N A SAN		1%	95,000.00	1.000%	950.00	94,898.35	1,847.40	7.81
RBC Wealth Management	11/08/13	08/08/23	04/08/16	7.00 Yr	CD	20084TGS6	Commercewest Bank N A Calif		2%	240,517.810	3.150%	7,576.31	240,542.40	6,938.62	476.38
RBC Wealth Management	12/03/13	10/31/23	04/30/16	7.50 Yr	CD	06427JAA8	Bank of Bluffs ILL		1%	140,674.590	3.250%	4,571.92	141,232.65	4,582.49	-
RBC Wealth Management	12/05/13	07/15/26	07/15/23	10.50 Yr	Muni	594381FQ3	Michigan City IND SCH BLDG		3%	257,984.380	4.650%	11,996.27	262,955.00	11,625.00	5,360.42
RBC Wealth Management	09/20/12	09/20/27	06/20/16	11.75 Yr	Agency	3136G0B67	Federal National Mtg Assn		2%	200,000.00	2.250%	4,500.00	198,172.00	4,500.00	1,262.50
RBC Wealth Management	07/25/13	02/22/28	02/22/16	12.00 Yr	Agency	3136G1CR8	Federal National Mtg Assn		5%	482,750.00	3.000%	14,482.50	501,565.00	15,000.00	5,375.00
RBC Wealth Management	07/31/14	07/31/34	07/31/19	18.50 Yr	CD	94986TRD1	Wells Fargo Bank N CA		1%	150,172.60	3.000%	4,505.18	150,190.50	4,223.98	752.06
RBC Wealth Management	09/24/14	02/01/20	N/A	4.0 Yr	Muni	269408MH0	Eagan Minn Tax Incr Bds 2013A		0%	0.00	2.101%	0.00	0.00	1,428.44	-
RBC Wealth Management	11/28/14	02/15/20	N/A	4.0 Yr	Muni	235218L44	Dallas Texas, GO Series B		0%	0.00	2.150%	0.00	0.00	2,290.80	-
RBC Wealth Management	12/12/14	02/01/24	N/A	8.00 Yr	Muni	537020RW1	Little Canada Minn, Taxable GO		1%	146,505.09	5.200%	7,618.26	138,608.60	6,760.00	2,816.67
RBC Wealth Management	11/21/14	06/25/18	N/A	2.50 Yr	Agency	3134G46R4	FHLMC		0%	0.00	1.371%	0.00	0.00	1,947.45	-
RBC Wealth Management	11/20/14	11/28/16	N/A	1.00 Yr	CD	59013JCE7	Merrick Bank, South Jordan, Utah		2%	247,000.00	1.000%	2,470.00	247,093.86	2,266.97	20.30
RBC Wealth Management	05/21/15	05/21/20	02/21/16	4.50 Yr	Agency	3130A56M6	Federal Home Loan Bank		1%	100,000.00	1.000%	1,000.00	100,052.00	500.00	111.11
RBC Wealth Management	06/01/15	06/30/21	N/A	5.50 Yr	Muni	686053CL1	Oregon Sch Brds Assn LTD Tax P		3%	296,624.10	0.000%	0.00	293,474.25	0.00	-
RBC Wealth Management	08/06/15	08/20/20	N/A	.25 Yr	CD	14042E5F3	Capital One Bank BA		1%	100,000.00	2.300%	2,300.00	99,700.00	0.00	932.60
RBC Wealth Management	08/06/15	08/05/20	N/A	.25 Yr	CD	140420UC2	Capital One Mclean, VA		1%	100,000.00	2.300%	2,300.00	99,700.00	0.00	932.60
RBC Wealth Management	08/12/15	08/12/20	N/A	.25 Yr	CD	38148JB83	Goldman Sachs		2%	245,000.00	2.350%	5,757.50	244,750.10		2,224.13
Morgan Stanley	12/19/12	12/19/19	05/19/16	4.00 Yr	CD	1728AQ4C9	Salt Lake City UT		2%	245,000.00	1.600%	3,920.00	245,784.00	3,920.00	128.52
Morgan Stanley	12/21/12	12/21/17	N/A	2.00 Yr	CD	856284J21	New York NY		2%	245,000.00	1.200%	2,940.00	239,556.10	2,940.00	80.32
Wells Fargo Securities	05/21/13	01/01/15	N/A	0 Yr	Muni	483836PK2	Kane Cook & DU Page Countys II Debt Cert.		0%	-	6.125%	-	-	(37,442.22)	-
Wells Fargo Securities	01/07/09	02/01/17	N/A	1.00 Yr	Muni	688443J27	Osseo MN Sch Dist 279-OPEB		3%	259,692.50	6.000%	15,581.55	262,710.00	15,000.00	6,250.00
Wells Fargo Securities	01/19/12	02/01/18	N/A	2.00 Yr	Muni	6621406G2	North St Paul - Maplewood Muni		2%	179,792.17	5.000%	8,989.61	160,071.00	7,500.00	3,118.21
Wells Fargo Securities	07/24/12	09/01/18	N/A	2.75 Yr	Muni	591852UX4	Metropolitan Council MN GO Series 2012 F		2%	200,166.11	1.300%	2,602.16	199,438.00	2,600.00	866.67
Wells Fargo Securities	08/12/11	10/01/18	N/A	2.75 Yr	Muni	679384BQ9	Olathe, KS BAB		3%	280,586.39	4.000%	11,223.46	265,580.00	10,000.00	2,500.00
Wells Fargo Securities	01/11/11	06/15/19	N/A	3.50 Yr	Muni	2596309VC3	Elkhorn Sch Dist BAB-Douglas co NE		3%	286,174.02	4.796%	13,724.91	293,182.20	12,949.20	575.52
Wells Fargo Securities	08/25/11	12/01/19	12/01/16	4.00 Yr	Muni	602245UK6	Milwaukee Cnt Pension Prom Note		3%	278,607.00	5.830%	16,242.79	258,360.75	29,042.50	1,129.56
Wells Fargo Securities	07/24/12	09/01/21	N/A	5.75 Yr	Muni	591852VA3	Metropolitan Council MN GO Series 2012 F		1%	150,182.08	1.900%	2,853.46	146,241.00	2,850.00	950.00
Wells Fargo Securities	08/12/11	10/21/21	10/01/19	5.75 Yr	Muni	602245XE7	Milwaukee Cnty GO Series		4%	389,251.04	4.550%	17,710.92	375,945.50	0.00	3,981.25
Wells Fargo Securities	12/24/12	06/07/22	03/28/16	6.50 Yr	Agency	313381C60	FHLB Agency		5%	500,491.11	2.080%	10,410.22	491,458.50	10,400.00	693.33
Wells Fargo Securities	08/12/11	02/21/23	N/A	7.00 Yr	Muni	613868JS8	Montgomery, MN ISD #349		0%	-	5.000%	-	-	(17,729.44)	-
Wells Fargo Securities	06/27/11	12/01/23	12/01/18	8.00 Yr	Muni	68825ER27	City of Oshkosh BAB		7%	655,579.81	5.500%	36,056.89	644,327.20	32,450.00	2,707.17
Wells Fargo Advisors	12/27/12	12/27/22	03/27/16	7.00 Yr	Agency	313381-GY-5	FHLBMSUB, Callable		11%	1,100,000.00	1.500%	16,500.00	1,096,810.00	9,625.00	213.89
Wells Fargo Advisors	06/13/12	06/13/17	N/A	1.50 Yr	CD	254671-CP-3	Discover Bank		2%	200,000.00	1.750%	3,500.00	201,568.00	3,500.00	182.19
Wells Fargo Advisors	06/08/12	06/21/22	N/A	6.50 Yr	CD	36157P-FB-0	GE Capital Retail Bank		2%	245,000.00	2.000%	4,900.00	247,697.45	4,900.00	322.20
Wells Fargo Advisors	11/28/14	11/28/18	N/A	2.75 Yr	CD	02587DWJ	Am Ex Centr Bk, Salt Lk Cty, UT		2%	245,000.00	2.000%	4,900.00	246,952.65	4,900.00	456.44
Wells Fargo Advisors	12/12/14	12/12/22	N/A	6.75 Yr	Agency	3130A3JC9	FHLBMSUCB, Callable		0%	-	2.000%	-	-	13,975.00	-
Wells Fargo Advisors	07/16/14	07/16/19	N/A	3.50 Yr	CD	06740K-HF-7	Barclays BK Delaware		1%	150,000.00	2.050%	3,075.00	150,900.00	3,075.00	1,423.77
Wells Fargo Advisors	08/20/14	02/28/24	03/18/16	8.00 Yr	CD	99000F-HQ-4	Worlds Foremost Bank		2%	200,000.00	2.000%	4,000.00	198,948.00	3,660.31	131.51
Wells Fargo Advisors	03/05/15	03/18/20	06/18/16	4.25 Yr	CD	48125T3E3	JP Morgan Chase,Callable		2%	245,000.00	2.050%	5,022.50	245,852.60	4,123.81	192.64
Sub-Total							**Fixed Rate Instruments**	**89%**		**8,957,947.67**	**2.839%**	**254,281.60**	**8,884,514.53**	**186,251.85**	**46,187.57**
Sub-Total							**Zero Coupon Instruments (Cost)**		**0%**	**0.00**	**0.000%**	**0.00**	**0.00**		
							Zero Instruments Interest Accretion			**0.00**					
							Zero Instruments Book Carrying Value			**0.00**		**0.00**	**0.00**		
							Total Investments	**100%**		**$10,076,970.26**	**2.553%**	**$257,260.79**	**$10,003,537.12**	**$190,662.52**	**$46,187.57**

= callable

Overall Annualized Rate of Return	2.553%	Interest Rec' 2015	$190,662.52
Annualized Rate of Return w/o Money Market	2.839%	2014 Int Rec'd 2015	$64,258.20
		2015 Int not Rec'd	$46,187.57
Benchmark - 4M Plus Rate	0.060%	Total 2015 Int Income	$172,591.89

Attachment B

City of Arden Hills
General Fund Revenues
QTR 4 2015

	Adopted FY 2015	Amended FY 2015	Actual FY2015	Budget Available	YTD % of Budget
Operating Revenue					
Mayor & Council	$ -	$ -	$ -	$ -	0.00%
Elections	-	-	-	-	0.00%
Administration	3,628,770	3,628,770	3,521,896	106,874	97.05%
Finance & Administrative Services	69,970	69,970	96,807	(26,837)	138.35%
TCAAP	-	-	-	-	0.00%
Planning & Zoning	17,373	17,373	22,398	(5,025)	128.92%
Government Buildings	91,684	91,684	98,185	(6,501)	107.09%
Police & Animal Control	86,094	86,094	83,696	2,398	97.21%
Dispatch	-	-	-	-	0.00%
Fire Protection	-	-	-	-	0.00%
Emergency Management	-	-	-	-	0.00%
Protective Inspections	271,300	271,300	627,842	(356,542)	231.42%
Street Maintenance	80,550	80,550	91,586	(11,036)	113.70%
Park Maintenance	8,230	8,230	5,612	2,618	68.19%
Recreation	97,000	97,000	114,551	(17,551)	118.09%
Celebrating Arden Hills	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Total Operating Revenues	4,350,971	4,350,971	4,662,573	(311,602)	107.16%
Other Financing Sources					
Mayor & Council	-	-	-	-	0.00%
Elections	-	-	-	-	0.00%
Administration	-	-	-	-	0.00%
Finance & Administrative Services	-	-	-	-	0.00%
TCAAP	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	0.00%
Government Buildings	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	0.00%
Dispatch	-	-	-	-	0.00%
Fire Protection	-	-	-	-	0.00%
Emergency Management	-	-	-	-	0.00%
Protective Inspections	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	0.00%
Recreation	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Total Other Financing Sources	-	-	-	-	0.00%
Total General Fund	**$ 4,350,971**	**$ 4,350,971**	**$ 4,662,573**	(311,602)	107.16%

City of Arden Hills
General Fund Expenditures
QTR 4 2015

	Adopted FY 2015	Amended FY 2015	Actual FY2015	Budget Available	YTD % of Budget
Operating Expenses					
Mayor & Council	$ 89,654	$ 66,654	$ 58,130	$ 8,524	87.21%
Elections	23,000	23,000	19,438	3,562	84.51%
Administration	285,447	285,447	245,607	39,840	86.04%
Finance & Support Services	179,322	179,322	162,545	16,777	90.64%
TCAAP	159,157	159,157	139,812	19,345	87.85%
Planning & Zoning	201,228	201,228	170,629	30,599	84.79%
Government Buildings	211,208	211,208	219,669	(8,461)	104.01%
Police & Animal Control	1,087,872	1,087,872	1,083,893	3,979	99.63%
Dispatch	69,468	69,468	68,328	1,140	98.36%
Fire Protection	459,179	459,179	459,179	-	100.00%
Emergency Management	13,504	13,504	2,580	10,924	19.11%
Protective Inspections	292,515	292,515	306,299	(13,784)	104.71%
Street Maintenance	524,986	524,986	336,397	188,589	64.08%
Park Maintenance	502,878	502,878	325,706	177,172	64.77%
Recreation	229,858	229,858	247,878	(18,020)	107.84%
Celebrating Arden Hills	-	-	-	-	0.00%
Reserves/Contingency	-	-	-	-	0.00%
Transfers	80,000	80,000	80,000	-	100.00%
Total Operating Expenses	4,409,276	4,386,276	3,926,090	460,186	89.51%
Capital Outlay					
Mayor & Council	-	-	-	-	0.00%
Elections	-	-	-	-	0.00%
Administration	-	-	-	-	0.00%
Finance	-	-	-	-	0.00%
TCAAP	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	0.00%
Government Buildings	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	0.00%
Dispatch	-	-	-	-	0.00%
Fire Protection	-	-	-	-	0.00%
Emergency Management	-	-	-	-	0.00%
Protective Inspections	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	0.00%
Recreation	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Total Capital Outlay	-	-	-	-	0.00%
Other Financing Uses					
TCAAP	-	-	-	-	0.00%
Total Other Fiancing Uses	-	-	-	-	0.00%
Total General Fund	**$ 4,409,276**	**$ 4,386,276**	**$ 3,926,090**	460,186	89.51%

Attachment C

City of Arden Hills
City-Wide Budget Summary
QTR 4 2015 Revenues

	Adopted FY 2015	Amended FY 2015	Actual FY2015	Balance Available	YTD % of Budget
Operating Revenue					
Mayor & Council	$ -	$ -	$ -	$ -	0.00%
Elections	-	-	-	-	0.00%
Administration	3,628,770	3,628,770	3,521,896	106,874	97.05%
Finance & Administrative Services	69,970	69,970	96,807	(26,837)	138.35%
TCAAP	-	-	-	-	0.00%
Planning & Zoning	17,373	17,373	22,398	(5,025)	128.92%
Government Buildings	91,684	91,684	98,185	(6,501)	107.09%
Police & Animal Control	86,094	86,094	83,696	2,398	97.21%
Dispatch	-	-	-	-	0.00%
Fire Protection	-	-	-	-	0.00%
Emergency Management	-	-	-	-	0.00%
Protective Inspections	271,300	271,300	627,842	(356,542)	231.42%
Street Maintenance	80,550	80,550	91,586	(11,036)	113.70%
Park Maintenance	8,230	8,230	5,612	2,618	68.19%
Recreation	97,000	97,000	114,551	(17,551)	118.09%
Celebrating Arden Hills	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Total General Fund	4,350,971	4,350,971	4,662,573	(311,602)	107.16%
Cable Fund	97,000	97,000	78,543	18,457	80.97%
EDA General Fund	64,000	64,000	69,000	(5,000)	107.81%
EDA Revolving Fund	2,500	2,500	3,264	(764)	130.57%
EDA TIF #2 Round Lake	350,200	350,200	428,481	(78,281)	122.35%
EDA TIF #3 Cottage Villas	49,000	49,000	74,782	(25,782)	152.62%
EDA TIF #4 Pres Homes	95,200	95,200	147,508	(52,308)	154.95%
Total Special Revenue Funds	657,900	657,900	801,578	(143,678)	121.84%
GO Tax Increment Bonds of 1998A	-	-	-		0.00%
Total Debt Service Funds	-	-	-	-	0.00%
Equipment, Bldg & Replacement	-	-	-	-	0.00%
Public Safety Capital	25,000	25,000	28,326	(3,326)	113.30%
Parks Fund	-	-	51,360	(51,360)	0.00%
TCAAP Capital	-		1,701	(1,701)	0.00%
Capital Improvement Fund (PIR)	1,850,000	1,850,000	2,440,750	(590,750)	131.93%
Total Capital Funds	1,875,000	1,875,000	2,522,137	(647,137)	134.51%
Water	2,279,055	2,279,055	2,123,459	155,596	93.17%
Sanitary Sewer	1,762,325	1,762,325	1,856,379	(94,054)	105.34%
Recycling	157,460	157,460	254,582	(97,122)	161.68%
Surface Water Management	683,065	683,065	792,239	(109,174)	115.98%
Total Enterprise Funds	4,881,905	4,881,905	5,026,658	(144,753)	102.97%
Risk Management	371,712	389,012	390,896	(1,884)	100.48%
Engineering	148,235	148,235	159,193	(10,958)	107.39%
Central Garage	227,431	227,431	180,997	46,434	79.58%
Technology	149,794	149,794	164,107	(14,313)	109.56%
Total Internal Service	897,172	914,472	895,192	19,280	97.89%
Total Operating Revenues	**12,662,948**	**12,680,248**	**13,908,138**	**(1,227,890)**	**109.68%**

	Adopted FY 2015	Amended FY 2015	Actual FY2015	Balance Available	YTD % of Budget
Other Financing Sources					
Mayor & Council	-	-	-	-	0.00%
Elections	-	-	-	-	0.00%
Administration	-	-	-	-	0.00%
Finance & Administrative Services	-	-	-	-	0.00%
TCAAP	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	0.00%
Government Buildings	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	0.00%
Dispatch	-	-	-	-	0.00%
Fire Protection	-	-	-	-	0.00%
Emergency Management	-	-	-	-	0.00%
Protective Inspections	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	0.00%
Recreation	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Total General Fund	-	-	-	-	0.00%
Cable Fund	-	-	-	-	0.00%
EDA General Fund	30,000	30,000	30,000	-	100.00%
EDA Revolving Fund	-	-	-	-	0.00%
EDA TIF #2 Round Lake	-	-	-	-	0.00%
EDA TIF #3 Cottage Villas	-	-	-	-	0.00%
EDA TIF #4 Pres Homes	-	-	-	-	0.00%
Total Special Revenue Funds	30,000	30,000	30,000	-	100.00%
GO Tax Increment Bonds of 1998A	284,900	284,900	284,900	-	100.00%
Total Debt Service Funds	284,900	284,900	284,900	-	100.00%
Equipment, Bldg & Replacement	280,765	280,765	290,030	(9,265)	103.30%
Public Safety Capital	-	-	-	-	0.00%
Parks Fund	-	-	-	-	0.00%
TCAAP Capital	-	-	-	-	0.00%
Capital Improvement Fund (PIR)	230,000	230,000	-	230,000	0.00%
Total Capital Funds	510,765	510,765	290,030	220,735	56.78%
Water	-	-	-	-	0.00%
Sanitary Sewer	-	-	-	-	0.00%
Recycling	-	-	-	-	0.00%
Surface Water Management	-	-	-	-	0.00%
Total Enterprise Funds	-	-	-	-	0.00%
Risk Management	-	-	-	-	0.00%
Engineering	-	-	-	-	0.00%
Central Garage	-	-	-	-	0.00%
Technology	-	-	-	-	0.00%
Total Internal Service	-	-	-	-	0.00%
Total Other Financing Sources	**825,665**	**825,665**	**604,930**	220,735	73.27%
Prior Period Adjustment	-	-	-	-	0.00%
Total Revenues	**$ 13,488,613**	**$ 13,505,913**	**$ 14,513,068**	**(1,007,154)**	**107.46%**

City of Arden Hills
City-Wide Budget Summary
QTR 4 2015 Expenditures

	Adopted FY 2015	Amended FY 2015	Actual FY2015	Budget Available	YTD % of Budget
Operating Expenses					
Mayor & Council	$ 89,654	$ 66,654	$ 58,130	$ 8,524	87.21%
Elections	23,000	23,000	19,438	3,562	84.51%
Administration	285,447	285,447	245,607	39,840	86.04%
Finance & Administrative Services	179,322	179,322	162,545	16,777	90.64%
TCAAP	159,157	159,157	139,812	19,345	87.85%
Planning & Zoning	201,228	201,228	170,629	30,599	84.79%
Government Buildings	211,208	211,208	219,669	(8,461)	104.01%
Police & Animal Control	1,087,872	1,087,872	1,083,893	3,979	99.63%
Dispatch	69,468	69,468	68,328	1,140	98.36%
Fire Protection	459,179	459,179	459,179	-	100.00%
Emergency Management	13,504	13,504	2,580	10,924	19.11%
Protective Inspections	292,515	292,515	306,299	(13,784)	104.71%
Street Maintenance	524,986	524,986	336,397	188,589	64.08%
Park Maintenance	502,878	502,878	325,706	177,172	64.77%
Recreation	229,858	229,858	247,878	(18,020)	107.84%
Celebrating Arden Hills	-	-	-	-	0.00%
Reserves/Contingency	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Total General Fund	4,329,276	4,306,276	3,846,090	460,186	89.31%
Cable Fund	122,651	145,651	127,202	18,449	87.33%
EDA General Fund	132,727	139,116	112,908	26,208	81.16%
EDA Revolving Fund	-	-	-	-	0.00%
EDA TIF #2 Round Lake	2,300	2,300	1,360	940	59.15%
EDA TIF #3 Cottage Villas	4,700	4,700	1,273	3,427	27.09%
EDA TIF #4 Pres Homes	88,180	88,180	133,849	(45,669)	151.79%
Total Special Revenue Funds	350,557	379,947	376,593	3,354	99.12%
GO Tax Increment Bonds of 1998A	-	-	-		0.00%
Total Debt Service Funds	-	-	-	-	0.00%
Equipment, Bldg & Replacement	-	-	-	-	0.00%
Public Safety Capital	-	-	-	-	0.00%
Parks Fund	-	-	-	-	0.00%
TCAAP Capital		-	-	-	0.00%
Capital Improvement Fund (PIR)	-	-	-	-	0.00%
Total Capital Funds	-	-	-	-	0.00%
Water	1,953,368	1,953,368	1,803,403	149,965	92.32%
Sanitary Sewer	1,549,391	1,549,391	1,587,808	(38,417)	102.48%
Recycling	154,639	154,639	136,745	17,894	88.43%
Surface Water Management	477,134	477,134	489,378	(12,244)	102.57%
Total Enterprise Funds	4,134,533	4,134,532	4,017,334	117,198	97.17%
Risk Management	463,676	480,976	377,586	103,390	78.50%
Engineering	148,235	148,235	135,575	12,660	91.46%
Central Garage	227,431	227,431	183,378	44,053	80.63%
Technology	149,794	149,794	181,471	(31,677)	121.15%
Total Internal Service	989,136	1,006,436	878,010	128,426	87.24%
Total Operating Expenses	**9,803,502**	**9,827,191**	**9,118,027**	**709,164**	**92.78%**

	Adopted FY 2015	Amended FY 2015	Actual FY2015	Balance Available	YTD % of Budget
Capital Outlay					
Mayor & Council	-	-	-	-	0.00%
Elections	-	-	-	-	0.00%
Administration	-	-	-	-	0.00%
Finance & Administrative Services	-	-	-	-	0.00%
TCAAP	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	0.00%
Government Buildings	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	0.00%
Dispatch	-	-	-	-	0.00%
Fire Protection	-	-	-	-	0.00%
Emergency Management	-	-	-	-	0.00%
Protective Inspections	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	0.00%
Recreation	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	0.00%
	-	-	-	-	0.00%
Total General Fund	-	-	-	-	0.00%
Cable Fund	7,500	7,500	-	7,500	0.00%
EDA General Fund	-	-	10,168	(10,168)	0.00%
EDA Revolving Fund	-	-	-	-	0.00%
EDA TIF #2 Round Lake	230,000	230,000	424,676	(194,676)	184.64%
EDA TIF #3 Cottage Villas	-	-	-	-	0.00%
EDA TIF #4 Pres Homes	-	-	-	-	0.00%
Total Special Revenue Funds	237,500	237,500	434,844	(197,344)	183.09%
GO Tax Increment Bonds of 1998A	-	-	-	-	0.00%
Total Debt Service Funds	-	-	-	-	0.00%
Equipment, Bldg & Replacement	466,925	466,925	407,018	59,907	87.17%
Public Safety Capital	54,593	54,593	52,935	1,658	96.96%
Parks Fund	-	-	-	-	0.00%
TCAAP Capital		-	54,894	(54,894)	0.00%
Capital Improvement Fund (PIR)	3,612,500	3,612,500	5,779,470	(2,166,970)	159.99%
Total Capital Funds	4,134,018	4,134,018	6,294,317	(2,160,299)	152.26%
Water	1,325,000	1,325,000	-	1,325,000	0.00%
Sanitary Sewer	690,000	690,000	-	690,000	0.00%
Recycling	-	-	102,980	(102,980)	0.00%
Surface Water Management	672,500	672,500	-	672,500	0.00%
Total Enterprise Funds	2,687,500	2,687,500	102,980	2,584,520	3.83%
Risk Management	-	-	-	-	0.00%
Engineering	-	-	-	-	0.00%
Central Garage	-	-	988	(988)	0.00%
Technology	-	-	-	-	0.00%
Total Internal Service	-	-	988	(988)	0.00%
Total Capital Outlay	**7,059,018**	**7,059,018**	**6,833,129**	225,889	96.80%
Debt Service					
GO Tax Increment Bonds of 1998A	285,350	285,350	284,900	450	99.84%
Total Debt Service	**285,350**	**285,350**	**284,900**	450	99.84%

	Adopted FY 2015	Amended FY 2015	Actual FY2015	Balance Available	YTD % of Budget
Other Financing Uses					
Mayor & Council	-	-	-	-	0.00%
Elections	-	-	-	-	0.00%
Administration	-	-	-	-	0.00%
Finance & Administrative Services	-	-	-	-	0.00%
TCAAP	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	0.00%
Government Buildings	-	-	-	-	0.00%
Public Safety	-	-	-	-	0.00%
Emergency Management	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	0.00%
Dispatch	-	-	-	-	0.00%
Fire Protection	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	0.00%
Recreation	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	0.00%
Transfers	80,000	80,000	80,000	-	100.00%
Total General Fund	80,000	80,000	80,000	-	100.00%
Cable Fund	-	-	-	-	0.00%
EDA General Fund	-	-	-	-	0.00%
EDA Revolving Fund	-	-	-	-	0.00%
EDA TIF #2 Round Lake	285,350	285,350	284,900	450	99.84%
EDA TIF #3 Cottage Villas	-	-	-	-	0.00%
EDA TIF #4 Pres Homes	-	-	-	-	0.00%
Total Special Revenue Funds	285,350	285,350	284,900	450	99.84%
GO Tax Increment Bonds of 1998A	-	-	-		0.00%
Total Debt Service Funds	-	-	-	-	0.00%
Equipment, Bldg & Replacement	-	-	-	-	0.00%
Public Safety Capital	-	-	-	-	0.00%
Parks Fund	-	-	-	-	0.00%
TCAAP Capital	15,000	15,000	15,000	-	100.00%
Capital Improvement Fund (PIR)	-	-	-	-	0.00%
Total Capital Funds	15,000	15,000	15,000	-	100.00%
Water	68,396	68,396	68,396	-	100.00%
Sanitary Sewer	96,870	96,870	96,870	-	100.00%
Recycling	-	-	-	-	0.00%
Surface Water Management	65,499	65,499	65,499	-	100.00%
Total Enterprise Funds	230,765	230,765	230,765	-	100.00%
Risk Management	-	-	-	-	0.00%
Engineering	-	-	-	-	0.00%
Central Garage	-	-	-	-	0.00%
Technology	-	-	-	-	0.00%
Total Internal Service	-	-	-	-	0.00%
Total Other Financing Uses	**611,115**	**611,115**	**610,665**	**450**	**99.93%**
Total Expenditures	**$ 17,758,985**	**$ 17,782,674**	**$ 16,846,721**	**935,953**	**94.74%**

CONSENT ITEM – 6D

ARDEN HILLS

MEMORANDUM

DATE: **June 27, 2016**

TO: **Honorable Mayor and City Council Members**

FROM: **Sue Iverson, Interim City Administrator/Director of Finance and Administrative Services**

SUBJECT: **Approve Fund Balance Transfer from General Fund to PIR Fund and a Budget Amendment**

Staff Recommendation

Motion to approve a transfer from the General Fund to the PIR Fund of $565,121.

Motion to approve a budget adjustment for 2016 for a transfer from the General Fund to the PIR Fund in the amount of $565,121.

Background

In 2014, the Council adopted a revised Fund Balance Policy which directs the Finance Director to transfer any excess funds over 50% of fund balance in the General Fund to the PIR Fund once the final audit is completed with Council approval.

Discussion

The final audit for 2015 is now complete and the fund balance for year-end 2015 is 62.9% over the 2016 budgeted expenditures. The amount of the transfer according to the policy is $565,121. As the Council requested, this is being brought forward to the Council for approval and a budget amendment to the 2016 budget.

CONSENT ITEM – 6E

ARDEN HILLS

MEMORANDUM

DATE: **June 27, 2016**

TO: **Honorable Mayor and City Council Members**

FROM: **Sue Iverson, Interim City Admnistrator/Director of Finance and Administrative Services**

SUBJECT: **Proposal for Interim CD Director Work**

Staff Recommendation

Motion to approve a proposal from Stacie Kvilvang to perform Interim Community Development Director work for the City at an hourly fee of $225 as presented.

Background

The City Council accepted the resignation of Jill Hutmacher, Community Development Director, effective May 27, 2016.

Discussion

The Personnel Committee reported to the City Council at its June 20, 2016, City Council Work Session that it had requested a proposal from Stacie Kvilvang to perform Interim Community Development Director work for the City until the vacancy is filled. Attached is the email with the proposal as outlined by Ms. Kvilvang.

Attachment A: Email from Stacie Kvilvang

Attachment A

From: Stacie Kvilvang
To: Sue Iverson
Subject: Interim CD Work
Date: Wednesday, June 08, 2016 12:51:04 PM
Attachments: image616471.PNG

Sue. You had asked for a proposal on providing interim Community Development Director work for the City.

As background, I already attend the TCAAP meetings and would be doing that even if you had a current CD Director. Therefore, my services for the City would be non-TCAAP related for other projects/issues that come up. My services would be to be available to you, Matt and Ryan for questions you may have or direction needed on a CD related issue, attend meetings as requested and prepare any written correspondence required. In my estimation I don't foresee the need to have more than 5 hours/week to accomplish this. The reality is, most weeks there would be no need and some weeks it make take 10 hours or more, dependent upon the issue. I would recommend billing as needed for these services on an hourly basis. My hourly fee is $225.

If we assume I actually needed to spend 5 hours/week, over a 3 month period this would equate to approximately $13,500. If we doubled this to 10 hours, it would $27,000.

Please let me know if you need anything else.

Stacie Kvilvang, CIPMA | Senior Municipal Advisor/Director
D: (651) 697-8506 | C: (612) 801-7732 | ehlers-inc.com

Ehlers logo

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CONSENT ITEM – 6F

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Matthew Bachler, Senior Planner

SUBJECT: Approve Resolution No. 2016-019 Appointing Evan Cordes to serve on the Economic Development Commission for a term expiring December 31, 2018

Background

The Economic Development Commission (EDC) currently has five members. The guidelines state that this committee can have up to nine members comprised of residents or non-residents affiliated with an Arden Hills business. A minimum of four residents must be represented on the Commission. Currently, all five EDC members are residents of Arden Hills.

Staff recently received an application from Evan Cordes who is an attorney with Hansen, Dordell, Bradt, Odlaug, & Bradt in Arden Hills. An interview panel consisting of Council Liaison Brenda Holden and Senior Planner Matthew Bachler interviewed Mr. Cordes on Thursday, June 9. After reviewing the interview panel's recommendation, Mayor Grant recommends appointing Mr. Cordes to the EDC for a three-year term expiring on December 31, 2018.

Recommended Action

Motion to approve Resolution No. 2016-019: Appointing Evan Cordes to the Economic Development Commission (EDC) for a term expiring December 31, 2018.

Attachments

- Attachment A: Resolution No. 2016-019
- Attachment B: Evan Cordes Application

Attachment A

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2016-019

A RESOLUTION APPOINTING EVAN CORDES TO THE ECONOMIC DEVELOPMENT COMMISSION (EDC) FOR A TERM EXPIRING DECEMBER 31, 2018

WHEREAS, the City Council appoints residents or non-residents affiliated with an Arden Hills business to serve in an advisory capacity to the City Council regarding economic development issues;

THEREFORE, BE IT RESOLVED: The City Council appoints Evan Cordes to serve on the EDC for a term expiring on December 31, 2018.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 27TH DAY OF JUNE, 2016

_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Attachment B

EVAN W. CORDES
4498 Evergreen Dr.• Vadnais Heights, MN 55127 •(651) 210-1942• EvanWCordes@gmail.com

April 24, 2016

Arden Hills City Hall
1245 West Highway 96
Arden Hills, MN 55112

Re: Economic Development Commission Application

Dear Mayor and City Council,

I am interested in serving on the Arden Hills Economic Development Commission because our firm wants to be a part of a successful, well respected city whose commitment to their citizens is a significant part of their culture and practice.

Our firm has had its headquarters in Arden Hills. We have a commitment to our local community and would like to increase our role in helping to grow the city as well as retain good local businesses.

On a personal level, I have served on city commissions in the past, including on the Arden Hills Communications Committee prior to attending law school outside of Minnesota. I currently serve on the Vadnais Heights Public Safety Committee and work with the Vadnais Heights Economic Development Commission. I am able to dedicate time and energy to helping move Arden Hills forward.

I am confident in my demonstrated ability to work in any capacity necessary to be part of the effective team that on the Arden Hills Economic Development Commission. I welcome the opportunity to interview for this position and discuss the possibilities. I look forward to hearing from you.

Sincerely,

Evan W. Cordes

City Commission/Committee Application Form

General Information

Last Name	Cordes
First Name	Evan
Middle Initial	W
Address1	4498 Evergreen Dr.
Address2	*Field not completed.*
City	Vadnais Heights
State	MN
Zip	55127
Home Number	651-210-1942
Home Fax	*Field not completed.*
Work Number	[redacted]
Work Fax	*Field not completed.*
Email Address	ecordes@hansendordell.com

Committees

If you wish to be considered for more than one committee, please order in number of preference.

1st Choice	Economic Development Commission
2nd Choice	Economic Development Commission
3rd Choice	Economic Development Commission

Special Interest

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests	na

Personal Information

List any Civic, Professional, and Community Activity involvement.	I am an attorney with Hansen, Dordell, Bradt, Odlaug & Bradt.
Why do you want to be on a committee?	Our firm has been located in Arden Hills for a number of year and are interested in working to improve the local community.
What skills, strengths, or abilities do you believe you will add to the committee?	I have a myriad of experience working with local big and small businesses and believe that I can bring that knowledge to the development commission to help bring in new businesses and retain current businesses, especially as the commission begins preparing for the future development of TCAAP.
List any additional comments:	*Field not completed.*

References

[redacted]

Upload Letter of Interest	ECordes Cover Letter-AH EDC.pdf
Upload Resume	Evan Cordes Resume.pdf

Note:
Please be advised that per Minnesota Statute 13.601, Subd. 3, the following information is considered public for applicants to a public committee or commission: name, city, education, employment record, volunteer experience. Once an individual has been appointed to a public committee or commission, all information on this application will be considered public.

EVAN W. CORDES

4498 Evergreen Dr. • Vadnais Heights, MN 55127 • 651-210-1942 • EvanWCordes@gmail.com

EDUCATION

UNIVERSITY OF MARYLAND SCHOOL OF LAW, Baltimore MD
Juris Doctor, 2010
GPA: 3.29
Activities: President, University Student Government Association

UNIVERSITY OF MINNESOTA, Minneapolis MN
Bachelor of Arts, Political Science and Journalism, 2007
GPA: 3.79, *summa cum laude*
Activities: Student Senate, Honors Program

EXPERIENCE

MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST, St. Paul, MN — Spring 2013-Present
Staff Counsel

- Manage workers' compensation litigation including trying cases as necessary, negotiating and drafting settlement agreements, and overseeing outside counsel.
- Advise member counties on workers' compensation, contracts, employment law, and government liability.
- Participate in the drafting and negotiating of contracts, memoranda of understanding, leases and joint powers agreements.
- Create and lead training for members' employees on workers' compensation, employment laws, and privacy issues.

WILLIAM J. KRUEGER, P.A, St. Paul, MN — Spring 2011-Spring 2013
Of Counsel

- Litigated workers' compensation, employment, Social Security disability, and personal injury cases.
- Managed client relationships by explaining legal rights and identifying goals.
- Researched and drafted pleadings for workers' compensation and civil litigation.
- Successfully challenged the nature and extent of immunity in a defamation case before the Minnesota Court of Appeals.

TARGET CORPORATION, Minneapolis, MN — Fall 2010-Spring 2011
Law Clerk

- Conducted in-depth legal analysis on upcoming legislation throughout the county that affected the company in the areas of business litigation, tort claims acts, criminal law, transportation, and environmental law.
- Developed strategies with business units to ensure regulatory compliance.

BAR ADMISSION & ACTIVITIES

- *Member,* State Bar of Minnesota — 2010-present
- *Member*, 4th Judicial District Ethics Committee — 2012-2015
- *Volunteer Attorney*, Legal Aid of Minnesota — 2010-present

AGENDA ITEM – 6G

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: Engineering Pool, Request for Qualifications

Requested Action

Authorize staff to advertise Municipal Engineering Consultant pool request for qualifications.

Background

The City of Arden Hills established an engineering consultant pool in 2007 under the direction of City of Roseville staff. Since that time the pool concept as it related to engineering consultants has not been updated. Earlier this year the City Council discussed engineering consultant selection and expressed an interest in reviving the consultant pool.

Discussion

Staff has prepared a Request for Qualifications (RFQ) to be sent out to solicit interest in an engineering consultant pool in a number of different types of work. The schedule for the RFQ is as follows:

1. Issue Request for Proposal ..... June 29, 2016
2. Questions due to city staff ..... July 14, 2016
3. SOQs due ..... July 21, 2016
4. City completes evaluation of SOQs ..... July 28, 2016
5. Council approval ..... August 8, 2016

The full RFQ is attached for your review. It is our intent to send a notice of this RFQ to about 20 consultants that do work in these areas of expertise. In addition, staff plans to advertise this RFQ on the League of Minnesota Cities website.

Attachments

Attachment A: Request for Qualifications

Attachment A

REQUEST FOR

STATEMENT OF QUALIFICATIONS

FOR

MUNICIPAL ENGINEERING CONSULTANT SERVICES

CITY OF ARDEN HILLS

June 2016

REQUEST FOR

STATEMENT OF QUALIFICATIONS

FOR

MUNICIPAL ENGINEERING CONSULTANT SERVICES

TABLE OF CONTENTS

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I. INTRODUCTION

This request for Statements of Qualifications (SOQ) has been prepared in order to retain the services of professional consulting firms to provide municipal engineering services for the City of Arden Hills. The City desires to establish various categories of services to which professional consulting firms will be assigned. The City intends to identify three to five firms for each category of service described in Section II. Firms included in the pool are eligible to be retained in as many of the areas as they are qualified for.

City staff will collect SOQ's and may select candidates for interviews. The City will establish the pools based on review of the information provided and potential interviews.

The municipal engineering services desired include the planning, engineering, and support activities necessary to implement various public improvements. The services may include, but are not limited to:

- Comprehensive system/facility plans and studies
- Applications for various funding programs
- Preliminary engineering feasibility reports
- Design, construction, and legal boundary surveys
- Detailed design and plan preparation
- Major transportation projects (MSAS, County, FHWA)
- Technical specifications
- Competitive bid solicitation and evaluation
- Construction engineering, surveying, and construction observation services
- Contract management
- Preparation of record plans and final contract close-out reports
- Traffic engineering analysis
- Environmental document preparation
- Review of environmental documents/studies
- Review of site, grading, utility, and landscaping plans prepared by developers
- Review of preliminary and final plats
- Storm water modeling and water quality analysis
- Water main and sanitary sewer system analysis
- Participation in public meetings
- Miscellaneous specialty/technical services such as bituminous trails, sidewalks, retaining walls, potable water wells, review of soils reports, utility permit reviews, drainage investigations, etc.

Selection and future work assignments will take into consideration the workload, expertise and past performance of proposing consulting firms or any of its representatives, and fee schedules.

II. CITY PROCESS FOR DISTRIBUTION OF WORK

The City of Arden Hills intends to select three to five firms for each category of service described below. These pool consultants will be selected using a qualification based process. Once the pool is established, a RFP process will be used as necessary to select a project engineer for each specific project.

A. Detailed List of Services to be Provided

The following categories provide specific examples of tasks to be completed. This list is intended to provide a broad perspective of the work necessary. This list is not intended to be all inclusive.

1. Planning & General Engineering
   - Prepare, review, update and revise comprehensive sanitary sewer, storm sewer, water quality, storm water management, transportation, and park systems' plans for the City of Arden Hills.
   - Advise staff and Council of estimated costs, alternative financing methods and recommended schedules of needed capital improvements to implement provisions of the comprehensive plans.
   - Perform other related duties as requested in writing by the City Council or authorized staff.
   - Review, evaluate and submit suggested revisions to existing fee schedules and assessment policies, utility user rates, public improvement financing surcharges, and general financing of public improvement projects.
   - Provide technical assistance and representation for the Municipal State Aid street programs.
   - Provide necessary information as requested by staff in preparation of annual reports, budgets, bond obligation finance statements, etc.
   - Assist in explanation of temporary construction easements or permanent road, utility and / or drainage easements to property owners affected by projects.
   - Provide technical assistance to City staff to resolve resident complaints.

2. Design and Construction of Municipal Projects
   a. Feasibility/Pre-design
      - Prepare preliminary engineering and feasibility reports for proposed public improvement projects.
      - Perform topographic surveying for design purposes.
      - Conduct public hearings and assist with necessary neighborhood meetings.

   b. Final design
      - Prepare detailed plans, specifications and technical drawings necessary for the construction of public improvements.
      - Submit and coordinate permit process to meet all City, Watershed, County, State and Federal requirements.
      - Determine and provide legal descriptions and assist in the acquisition of necessary easements.

- Advertise and evaluate bids.

c. Construction
- Provide overall contract/project management acting on behalf of and as an agent for the City.
- Conduct pre-construction meetings and coordinate with other utility companies, contractors, governmental agencies, etc., to ensure the proper scheduling, permit applications and general supervision of public and private improvement contracts.
- Perform construction staking and location surveying.
- Perform inspection and construction observation services to ensure compliance with City standards and approved plans and specifications.
- Document the type and location of public improvement installations and prepare accurate record plans reflecting all changes or modification.
- Prepare contract Close-Out Reports and perform the testing and inspections necessary to recommend acceptance to staff and the City Council.
- Prepare public information materials (newsletters, notices, reminders) for distribution to properties affected by construction.

d. Assessments
- Assists the City staff in determining the proper and equitable assessment rates to properly finance public improvement projects.
- Provide cost breakdown of all related project costs to allow City staff to prepare a detail assessment allocation.

3. <u>Traffic Engineering and Transportation Planning</u>
- Traffic forecasting
- Capacity analysis
- Traffic impact studies/mitigation analysis
- Review of Traffic Impact Studies prepared by developers
- Signal justification reports
- Pedestrian/bike facility design
- Traffic Signals/Signage Studies
- Speed Zone Studies
- Environmental documentation

4. <u>Surface Water Resources Engineering</u>
- Compliance review with Stormwater Management Plan
- Hydrologic analysis/Hydraulic design
- Storm water modeling
- Storm sewer design and analysis
- Water quality Studies/monitoring
- Erosion control
- Wetland delineation and mitigation analysis
- Storm water Best Management Practice (BMP) design and maintenance
- NPDES – MS4 permit compliance

B. RFP Process

Once the engineering consulting pool is established, City staff will identify specific projects that require a RFP as part of our purchasing policy. City staff will prepare a detailed scope of services and provide it to those consultants in the appropriate pool. The Consultant will respond to the RFP with a detailed proposal. The following criteria will be used for considering a consultant:

1. The expertise and experience of both the firm and assigned personnel with projects or activities similar to the one under consideration.

2. The consultant's knowledge of particular equipment, methods, time frames and services required.

3. The consultant's ability to mobilize and make sufficient time, and appropriate personnel available to complete the project or activity within a specified time frame.

4. The appropriateness and flexibility of the consultant's fee schedule in relationship to the industry, the City's desires and the scope of services to be provided.

5. The past performance of the consultant with regard to existing or previous projects or activities with the City.

6. The current workload of the consultant.

7. The proposed fees for the work to be performed.

C. Contract Award

Issuance of a RFP and receipt of proposals does not commit the City of Arden Hills to enter into a contract. The City of Arden Hills reserves the right to postpone RFP review for its own convenience, to accept or reject any or all proposals received in response to a RFP, to negotiate with other than the selected Proposer should negotiations with the selected be terminated, to negotiate with more than one Proposer simultaneously, or to cancel all or part of a RFP.

III. STATEMENT OF QUALIFICATIONS EVALUATION

Evaluation criteria for the SOQ's will include:

1. Technical Qualifications

    - Organizational structure/approach of firm.
    - Availability of technical staff.
    - Firm resources/integration of technology.
    - Problem solving/innovation/client representatives.

2. Experience

    - Qualifications and expertise/experience of key personnel.
    - Demonstrated success/quality of firm's previous and current projects with other cities.

3. Personnel

    - Size of company and availability of experienced/qualified staff.
    - Recognized experts/specialty key personnel.
    - Longevity and continuity of key staff.

4. Firm Reference

    - Proven ability to lead and/or work together as a team on projects.

5. Previous Experience

    - Experience with City staff/operations.
    - Ability to work with Mn/DOT and Ramsey County, other agencies.
    - Proven ability to meet or exceed needs/expectations.

6. Other Factors

    - Any other factors deemed relevant by the evaluation panel.

IV. PROPOSAL INSTRUCTIONS

1. All questions, correspondence, must be directed to:

   John Anderson, Acting Public Works Director
   Phone: (651) 792.7846
   JAnderson@CityofArdenHills.org

   All questions are to be submitted in writing (via e-mail or US mail) and must be received by 12:00 p.m. on July 14, 2016. City responses to questions will be forwarded to all firms.

   All submittals must be directed to:

   Sue Iverson, Acting City Administrator
   City of Arden Hills
   1245 West Highway 96
   Arden Hills, MN 55112

   All SOQs must be received by 4:00 p.m. on July 21, 2016. Documents received after that time will not be accepted.

2. SOQ Format

   Statements of Qualifications must be prepared two-sided on 8-1/2" x 11" paper, with all text clear of binding. Use of 11" x 17" foldout sheets for large tables, charts or diagrams is permissible but should be limited. Index the proposal and sequentially number all pages throughout or by section. Binders and covers will be at the Proposer's discretion. Please submit one unbound original and six (6) bound copies of the Statement of Qualifications as well as a PDF file of proposal.

3. Examination of Proposal Documents

   By submitting a SOQ, the Proposer represents that it has thoroughly examined and become familiar with the work required under this request and that it is capable of performing quality work to achieve the City's objectives.

4. Addenda/Clarifications

   Any changes to this SOQ will be made by written addendum and provided to all consultants who have received this packet. No verbal modifications will be binding. The City reserves the right to reject any or all SOQ's or to request additional information from all applicants.

5. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Proposer in:

- Preparing its proposal in response to this SOQ;
- Submitting the proposal to the City of Arden Hills;
- Preparation and participation in an oral interview;
- Negotiating with the City of Arden Hills regarding any matter related to this proposal; and
- Any other expenses incurred by the Proposer prior to the date of execution of the proposed Agreement.

6. Joint Offers

Where two or more consultants desire to submit a single proposal in response to this SOQ, they should do so on prime-subcontractor basis rather than as a joint venture. The City of Arden Hills intends to contract with a single firm and not with multiple firms doing business as a joint venture.

V. PROPOSAL CONTENTS

The consultant's submittal must contain and clearly identify the following elements.

A. Letter of Transmittal

1. Name of the firm, local address, email address and telephone and fax numbers of contact person during period of proposal evaluation and the date of your submittal; and
2. Acknowledgement of receipt of SOQ addenda, if any.

B. Table of Contents

Include a clear identification of the material by section and page number.

C. Consultant Qualifications/Profile

Include qualifications of the firm as it relates to municipal engineering services.

D. Key Personnel

The consultant must provide the names, qualifications and resumes of key personnel that will be routinely assigned to City projects. Identify the lead client service contact that will be responsible for the management and administration of a contract with the City. Identify the short- and long-term availability of all persons included in the SOQ.

E. Subconsultants

If applicable, the proposal will identify any subconsultants who may be necessary to complete any of the basic municipal services outlined in Section II, including their qualifications, key personnel, experience, and resumes.

F. Exceptions and Deviations

Any exceptions to the requirements in this SOQ must be included in the proposal submitted by the Proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

G. References

1. Please include a list of municipal clients where related services are/were provided by staff identified in Section D and the name and telephone number of a person who may be contacted at that municipality.

2. Include a list of current municipal clients identifying projects in progress, the specific activities being performed, and the name of a person who may be contacted at the municipality.

3. Include a list of previous or current services provided to the City of Arden Hills.

4. Include a list of private clients for who work has been or is being performed within the City of Arden Hills, the type of project, the specific activities performed, and the name of a person who may be contacted at the client.

H. Fees

1. Please include a fee schedule for 2016, including hourly rates, specialty rates, multipliers, percentages, etc., for the various classifications of personnel proposed to provide services under a contract with the City. Identify all services that are excluded from these hourly rates (i.e., direct expenses, mileage, etc.).

2. Specifically state the firm's preferred method of calculating fees for different types of services provided.

VI. CONSULTANT POOL SELECTION PROCESS

All SOQs received will be reviewed by a panel of City staff consisting of Sue Iverson, Interim City Administrator; John Anderson, Acting Public Works Director; and Joe Mooney Public Works Superintendent. The panel may select firms to be interviewed. If interviews are scheduled, staff anticipates the interview would last approximately one hour and would include time for both a presentation by the firm as well as questions from the interview panel. Based upon review of the SOQs and potential interviews, City staff will recommend to the City Council a pool of firms. The Arden Hills City Council will make the final determination of the municipal consultant pool and will be the contracting authority.

The following is the estimated schedule for the consultant selection process:

1. Issue Request for Proposal ..... June 29, 2016
2. Questions due to city staff ..... July 14, 2016
3. SOQs due ..... July 21, 2016
4. City completes evaluation of SOQs ..... July 28, 2016
5. Council approval ..... August 8, 2016

This schedule is approximate and may change.

VII. CONTRACTING ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decision, which affects his or her direct or indirect financial interest.

2. It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or Council person, or for any City employee or Council person to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or move favorable treatment than is normally accorded to the general public.

3. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.

4. To remove any potential or actual conflict of interest, a Regular or Specialty consultant representing any private party client submitting a project or activity to the City shall not represent or review the project or activity on behalf of the City.

5. This firm shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City of Arden Hills.

VIII. CITY INFORMATION

A suburb in the Twin Cities metropolitan area, Arden Hills is located approximately 8 miles north of downtown St. Paul and Minneapolis. It is situated in the northwestern portion of Ramey County and covers 9.4 square miles with a population of 9,652 (2000 census). Arden Hills' residents enjoy a high quality of living with great parks and trails, excellent access to the regional transportation system and stable, diverse neighborhoods. The City serves as home to many large corporations, such as Boston Scientific and Land O Lakes, a number of small to medium size businesses, and two private colleges.

The Twin Cities Army Ammunition Plant (TCAAP) and Arden Hills Army Training Site (AHATS) occupies nearly one-third of the entire land area of Arden Hills, or approximately 4 square miles (2,370 acres) in the northern part of the City.

The City is responsible for maintaining about 31 miles of roadways, about 66 cul-de-sacs, and an extensive storm water collection and treatment system. The sanitary sewer collection system includes 42 miles of mains and 14 lift stations. The City purchases its water from the City of St. Paul via the City of Roseville. The system includes two water towers, a booster station and 38 miles of pipes. The City also has many wetlands, lakes, and other significant environmental features.

The City of Arden Hills is a Plan A Statutory City. The City Council is the legislative and policy making body of the City, which is made up of four Council Members and the Mayor. The City Administrator is accountable to the City Council for the implementation of Council direction and the administration of affairs of the City. The City Council meets the second and last Monday of the month.

IT services are contracted through Joint Powers Agreements with the City of Roseville. Fire and police services are contracted with the Lake Johanna Fire Department and the Ramsey County Sheriff's Department, respectively.

CONSENT ITEM – 6H

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Susan Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: Resolution Supporting Ramsey County's Request for Federal Funding for Lexington Avenue Road Improvements

Requested Action

Approve Resolution 2016-020 Supporting Ramsey County's Request for Federal Funding for Lexington Avenue Road Improvements.

Background/Discussion

Ramsey County intends to submit a federal funding request for reconstruction of Lexington Avenue between County Road E and I-694. The work would involve a concrete inlay much like is currently under construction on Lexington Avenue north of I-694. Additionally, a traffic signal would be added at the South driveway to Target and future location of Roberts Lexington Station future phase. Also included would be sidewalk connection through this corridor on the west side of Lexington Avenue and some turn lane improvements.

Ramsey County has requested that the City of Arden Hills approve a resolution of support for the federal funding request. Ramsey County has made the same request of the City of Shoreview.

Attachments

- Resolution 2016-020

Attachment A

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2016-020

A RESOLUTION SUPPORTING RAMSEY COUNTY'S REQUEST FOR FEDERAL FUNDING FOR LEXINGTON AVENUE ROAD IMPROVEMENTS

WHEREAS, the City of Arden Hills has partnered with Ramsey County and the City of Shoreview to best serve transportation needs of the residents of the region;

WHEREAS, traffic congestion is a major problem along the Lexington Avenue corridor;

WHEREAS, The pavement surface is failing due to excessive rutting and is creating a safety hazard during rain events, due to stormwater collecting in the rutted wheelpaths;

WHEREAS, pedestrian facilities along this corridor are included in both Ramsey County and Arden Hills long range planning documents;

WHEREAS, Ramsey County, the Minnesota Department of Transportation and City of Arden Hills have already invested in pedestrian facilities along this corridor;

WHEREAS, these improvements will benefit commuters throughout the region.

THEREFORE, BE IT RESOLVED: The City of Arden Hills supports Ramsey County's request for Federal funding to construct these needed improvements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 27th DAY OF JUNE, 2016.

_____
David Grant, MAYOR

ATTEST:

_____
Julie Hanson, CITY CLERK

CONSENT ITEM – 6I

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

SUBJECT: Purchase New Phone Equipment

Budgeted Amount:	Actual Amount:	Funding Source:
$40,000	$8,000	General Fund: Government Buildings Department

Background

The City's IP Cisco phones are 10 years old and went off support last year with Cisco. While the phones still work with the server software IT is currently running, this might not be the case next spring when they do the next software patch upgrade. Cisco no longer supports these phones and is not obligated to update the software packs that recognize these old models. A number of other agencies need to replace their phones as well. Roseville, Mounds View and the Watershed District have already updated their phones.

IT is recommending that Arden Hills replace the majority of the phones with the 8800 series which is similar (but not identical) to the 7900 series phones we currently use. Based on the expected replacement cost it will be about $9,800. Cisco has been offering a trade-in program with a $75 credit for used phones but the program comes and goes. I contacted IT to find out if there was a rebate program currently in place and they confirmed that there is one if we submit our order no later than June 30, 2016. We would save about $1,800 on our replacements which is a savings of 18.5%. IT estimates with the savings our cost would be about $7,500 - $8,000 if we do it now versus waiting until early next year.

The funding would come from the maintenance line item in the Government Buildings department which currently has a budget of $40,000 for maintenance items.

Council Action Requested

1. Motion to approve replacing the current IP Cisco Phones with the 8800 series Cisco IP Phones.

CONSENT ITEM – 6J

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator, Director of Finance and Admin Services

SUBJECT: Accept Public Works Superintendent's Resignation

Background

On June 20, 2016, the City Council received a letter from Joe Mooney submitting his resignation effective July 20, 2016, as the Superintendent and returning to the bargaining unit as a Public Works Maintenance Worker.

Staff Recommendation

Motion to accept Joe Mooney's resignation from the City of Arden Hills as the Public Works Superintendent effective July 20, 2016, and returning to the bargaining unit as a Public Works Maintenance Worker for the City of Arden Hills.

CONSENT ITEM – 6K

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator, Director of Finance and Admin Services

SUBJECT: Authorization for Internally Post for the Position of Interim Public Works Superintendent

Background

On June 20, 2016, the City Council received a letter from Joe Mooney submitting his resignation effective July 20, 2016, as the Superintendent and returning to the bargaining unit as a Public Works Maintenance Worker. The Personnel Committee recommends that the Council posts internally for an Interim Public Works Superintendent until a new City Administrator and Public Works Director can be hired.

Staff Recommendation

Motion to authorize staff to internally post the position of Interim Public Works Superintendent with an effective start date of July 21, 2016.

CONSENT ITEM – 6L

ARDEN HILLS

MEMORANDUM

DATE: **June 27, 2016**

TO: **Honorable Mayor and City Council Members**

FROM: **Sue Iverson, Interim City Admnistrator/Director of Finance and Administrative Services**

SUBJECT: **City Council Norms of Behavior**

Staff Recommendation

Motion to approve Resolution 2016-022, a resolution establishing City Council Norms of Behavior.

Background

The City Council held a retreat and goal setting session on May 21, 2016. As part of the outcomes of that session, the City Council, led by Mayor Grant, discussed how norms of behaviors would help improve the Council's operations and better define roles and expectations working with City staff.

Discussion

Attached in Resolution 2016-022 are the agreed upon Norms of Behavior by the City Council at the May 21, 2016 retreat. Staff was directed to put these on a subsequent City Council agenda for adoption.

Attachment A: Resolution 2016-022

Attachment A

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2016-022

RESOLUTION ESTABLISHING CITY COUNCIL NORMS OF BEHAVIOR

BE IT RESOLVED BY THE ARDEN HILLS CITY COUNCIL THAT THE NORMS OF BEHAVIOR ARE HEREBY ESTABLISHED AS FOLLOWS:

1. Speak only for yourself, not for other Councilmembers – unless specifically tasked by your colleagues to speak for the group.

2. Don't question motives. Assume others have positive intentions, even when you disagree.

3. Be respectful of one another, and the public process, at all times. Do not criticize Staff or others in public.

4. Aim of consensus, but accept decisions of the majority once made.

5. Stay focused on the elected official role – policy, prioritization, and citizen representation.

6. Work primarily through the City Administrator or a Department Head, and through line staff with prior arrangement. May work with the writer of a memo in a packet to request information for clarification. Refrain from attending staff meetings, trainings, "rides-along" or group staff functions unless specifically invited or cleared by the City Administrator.

7. Respect Staff and the fact that they work for the Council as a whole. Don't expect or ask them to engage in the fray (secrets, gossip, triangulation), make your individual case (to take sides), or to be your "insider" (informant).

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 27th DAY OF JUNE, 2016.

_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

PUBLIC HEARING – 8A

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Council Members

FROM: Susan Iverson, Acting City Administrator/Director of Finance and Admin Services, Pang Silseth, Accounting Clerk

SUBJECT: Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities

Background:

Delinquent utility amounts are certified to Ramsey County quarterly.

A list of utility accounts with a delinquent balance was compiled and notices dated May 9, 2016 were mailed. These customers were informed of their delinquent status and were asked to make payment of the delinquent balance by June 10, 2016. Utility accounts with an unpaid delinquent balance after June 10, 2016 would be certified to Ramsey County to be added to property taxes payable in 2017. The certification amount is equal to the unpaid delinquent balance plus an eight percent penalty.

A list of remaining delinquent utility accounts, as of June 22, 2016 is attached. The City will request that Ramsey County levy the delinquent balances against the respective properties.

Recommended Action:

Motion to approve Resolution 2016-021 certifying the attached list of delinquent utility accounts to Ramsey County.

Attachments

Attachment A: Resolution No. 2016-021
Attachment B: List of Delinquent Utility Accounts

Attachment A

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2016-021

RESOLUTION ADOPTING AND CONFIRMING QUARTERLY SPECIAL ASSESSMENTS FOR DELINQUENT UTILITIES

WHEREAS, the amount to be specially assessed for DELINQUENT UTILITIES has been duly calculated in accordance with the provisions of the Municipal Code and Minnesota Statues; and

WHEREAS, notices have been duly mailed as required by law; and

WHEREAS, said proposed assessments have at all times since their filling been open for public inspection, and an opportunity has been given to all interest parties to present objections if any, to the proposed assessments; and

WHEREAS, there were no oral or written objections received.

1. The amounts so calculated and set forth in said notices are hereby levied against the respective parcels of land described therein, and

2. The proposed assessments are hereby adopted and confirmed as special assessments for each of said parcels of land and the assessments together with an additional penalty of eight percent (8%) of the original unpaid amount, inclusive of any previous delinquency penalty, shall be a lien concurrent with general taxes upon such parcel.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Arden Hills, Minnesota, that the City Administrator be authorized and directed to transmit to the County Auditor a certified duplicate of the assessment roll to be extended upon the property tax lists of the County, and the County Auditor shall collect said special assessments with taxes levied in 2016, payable in 2017:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 27TH DAY OF JUNE 2016.

ATTEST: **David Grant, Mayor**

Julie Hanson, City Clerk

Attachment B

PID	Prior Cert	Customer	Service Address	Utility Arrears	8% Cert Fee	Total Delinquent
223023340011		Mathews Redden	1365 Eide Circle	$307.62	$24.61	$332.23
223023340036		Beuning	4101 Hamline Avenue N	$300.90	$24.07	$324.97
223023240275		DelCastillo	4442 Arden View Court	$245.47	$19.64	$265.11
223023240278		Simon	4445 Arden View Court	$447.73	$35.82	$483.55
223023240326		Larson	4370 Arden View Court	$163.74	$13.10	$176.84
223023210048		Griffendorf	1383 Arden View Drive	$166.59	$13.33	$179.92
223023210108		Riester	1444 Arden View Drive	$148.49	$11.88	$160.37
223023120013		Besser	1307 Karth Lake Circle	$255.96	$20.48	$276.44
223023340047		Wagner	4101 Gale Circle	$176.56	$14.12	$190.68
223023310019		Yaman	1423 Colleen Avenue	$100.00	$8.00	$108.00
223023320035		Haik	1550 Briarknoll Circle	$185.08	$14.81	$199.89
283023240021		Malecha	1822 Venus Avenue	$245.80	$19.66	$265.46
283023240018		Hames	1839 Venus Avenue	$216.14	$17.29	$233.43
283023330013		Mauricio	2027 Thom Drive	$241.02	$19.28	$260.30
213023140006		Cushing	4401 Old Highway 10	$119.75	$9.58	$129.33
213023140007		Carlson	4375 Old Highway 10	$119.75	$9.58	$129.33
163023340007		Dosedel	4633 Old Highway 10	$137.85	$11.03	$148.88
163023340015		Erickson	4627 Highway 10	$180.87	$14.47	$195.34
283023410038		Markegard	3757 McCracken Lane	$248.71	$19.90	$268.61
283023440022		Harrington	1683 Chatham Avenue	$347.37	$27.79	$375.16
213023430017		Paulsen	1791 Janet Court	$172.97	$13.84	$186.81
333023110036		Moberg	1611 Lake Johanna Boulevard	$266.81	$21.34	$288.15
283023120052		Erickson	1761 Lake Valentine Road	$185.29	$14.82	$200.11
213023410051		Fresonke	1681 Brueberry Lane	$155.05	$12.40	$167.45
283023120048		Heineman	1707 Valentine Avenue	$192.40	$15.39	$207.79
343023330018		Ronchak	1516 Edgewater Avenue	$167.33	$13.39	$180.72
333023430022		Mason	3208 Shorewood Drive	$158.58	$12.69	$171.27
343023410055		Whiting	1171 Carlton Drive	$453.36	$36.27	$489.63
333023340020		Johnson	3223 Lake Johanna Boulevard	$195.36	$15.63	$210.99
343023310046		Kulman	1468 Bussard Court	$119.75	$9.58	$129.33
343023210016		Davies	1437 Arden Place	$185.49	$14.84	$200.33
333023420038		McCloskey	3290 Lake Johanna Boulevard	$195.12	$15.61	$210.73
333023240032		McCloskey	1876 Grant Road	$221.18	$17.69	$238.87
343023420053		Neuberger	3330 Dunlap Street N	$143.54	$11.48	$155.02
333023240094		Weeks	1873 Stowe Avenue	$200.21	$16.02	$216.23
343023440077		Spalding	3205 Lexington Avenue N	$167.25	$13.38	$180.63
333023240027		Berscheid	1840 Grant Road	$191.57	$15.33	$206.90
343023310015		Campbell	3354 Snelling Avenue N	$149.06	$11.92	$160.98
343023230017		Hagen	1532 Arden Place	$163.38	$13.07	$176.45
333023320003		Prayfrock	1950 Stowe Avenue	$303.55	$24.28	$327.83
343023140042		Marinoff	1177 Benton Way	$143.80	$11.50	$155.30
333023330034		Morrissette	2028 Edgewater Avenue	$207.78	$16.62	$224.40
333023240108		Trites	1850 Indian Place	$236.51	$18.92	$255.43
273023140005		Health Partners	3930 Northwoods Drive	$3,336.33	$266.91	$3,603.24
283023310016		Smith	3786 Brighton Way	$227.77	$18.22	$245.99
333023420002		Schmidt	3352 Lake Johanna Boulevard	$196.19	$15.70	$211.89
343023210039		Baldridge	1450 Arden Place	$170.08	$13.61	$183.69

PID	Prior Cert	Customer	Service Address	Utility Arrears	8% Cert Fee	Total Delinquent
213023430025		Bramantes Arden Hills Land	1720 Parkshore Drive	$24.04	$1.92	$25.96
223023240240		Ordos	4412 Arden View Court	$176.24	$14.10	$190.34
343023420040		Jones	1305 Tiller Lane	$242.73	$19.42	$262.15
343023140009		Bermudez	1115 Benton Way	$183.72	$14.70	$198.42
223023240283		Speggen	4463 Arden View Court	$180.26	$14.42	$194.68
223023330015		Foghe	4149 Norma Avenue	$194.72	$15.58	$210.30
223023310011		Knudson	1388 Colleen Avenue	$164.43	$13.15	$177.58
343023210059		GW Agency LTD	3530 Glenarden Road	$24.06	$1.92	$25.98
333023320008		McDonald	2000 Stowe Avenue	$296.15	$23.69	$319.84
223023210117		Herber	1450 Arden View Drive	$159.02	$12.72	$171.74
223023240273		Lambert	4454 Arden View Court	$164.39	$13.15	$177.54
223023240303		Jacobson	4394 Arden View Court	$262.91	$21.03	$283.94
213023410028		Lange	1675 Brueberry Lane	$181.31	$14.50	$195.81
223023240248		Okeleye	4416 Arden View Court	$178.22	$14.26	$192.48
283023330011		Kuhn	1971 Thom Drive	$173.78	$13.90	$187.68
333023310030		Schmidt	1827 Beckman Avenue	$252.83	$20.23	$273.06
223023230016		Braaten	1528 McClung Drive	$193.34	$15.47	$208.81
343023420030		Botelho	1270 Ingerson Road	$885.20	$70.82	$956.02
223023320026		Stoesz Eldridge	1469 Colleen Avenue	$286.26	$22.90	$309.16
333023310012		Tall	1910 Stowe Avenue	$189.37	$15.15	$204.52
213023440014		Bramantes Arden Hills Land	1718 Parkshore Drive	$22.69	$1.82	$24.51
213023440015		Bramantes Arden Hills Land	1722 Parkshore Drive	$29.20	$2.34	$31.54
213023440013		Bramantes Arden Hills Land	4177 Old Highway 10	$43.58	$3.49	$47.07
283023320040		Nguyen	3820 Cleveland Ave N, Unit 100	$244.13	$19.53	$263.66
223023240322		Rogers	4478 Arden View Court	$143.46	$11.48	$154.94
223023140034		Carlson	4365 Lexington Avenue N	$46.07	$3.69	$49.76
				$17,803.22	$1,424.26	$19,227.48

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Susan Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: Night Work Construction Activity Waiver
Lexington Avenue / County Road F

Requested Action

Approve the Night Time Construction Activity Waiver for the Lexington Avenue / County Road F project for overnight concrete sawing.

Background/Discussion

The concrete paving that is being placed on Lexington Avenue requires sawing of joints to take place within a short period of time as the concrete begins to cure. Typically, the joints need to be sawed within a 6 to 12 hour window and that occurs the night following the paving operations. City ordinance does not allow work to take place between the hours of 9:00 PM and 7:00 AM. City Ordinance does allow for a Waiver to the Ordinance to allow night time operations. The specific wording of the Ordinance is reproduced below:

Section 630 - Construction Activities

630.01 Prohibited Activities.
No person shall engage in or permit construction activities involving the use of any kind of electric, diesel or gas powered machine or other power equipment except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. and 9:00 p.m. on any weekend or holiday.

630.10 Prohibited Activities.
Except as allowed by permit of the City Council, no person shall engage in or permit construction activities involving the use of any kind of electric, diesel or gas powered machine or other power equipment except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. and 9:00 p.m. on any weekend or holiday. Upon application

for a waiver and notification to all properties within 500 feet from the property line at least ten days prior to the City Council meeting, the City Council may grant a permit waiving the requirements of this Section for maintenance activities and may impose reasonable conditions to it.

C.S. McCrossan the Lexington Avenue / County Road F contractor, has applied for a waiver to perform night time work following their concrete paving operations. Concrete paving operations will fall into two primary times the first being the southbound lanes of Lexington Avenue which is planned to begin the week of June 20 and take roughly 10 days. The second paving operation would be the northbound lanes expected to take 10 days and occur sometime in late July or early August. County Road F is paved with bituminous pavement and the sawing operations would be limited to Lexington Avenue.

Staff prepared a notice and mailed it to all Arden Hills properties within 500 feet of the construction limits. The only residential property within this area is the apartments on County Road F which are a substantial distance from the location of the actual work on Lexington Avenue.

As of the preparation of this memo, city staff has received no comments from the properties notified

Attachments

Attachment A: Night Time Construction Activity Waiver request

Attachment A

C.S. McCrossan Construction, Inc.

Box 1240, 7865 Jefferson Highway, Maple Grove, Minnesota 55311-6240 763/425-4167
Fax: Estimating 763/425-0520 • Administration 763/425-1255

June 14th 2016

Mr. John Anderson
City of Arden Hills
1245 W Hwy 96
Arden Hills, MN 55126

RE: S.P. 6285-154, S.A.P 062-651-048, 187-020-015
CSAH 51 – Lexington Avenue

Subject: Noise Variance for Green Sawing of Concrete Pavement.

Dear John:

C.S. McCrossan Construction, Inc. requests that a noise variance for Green Sawing the pavement joints be issued for this project in order to complete the concrete paving operations on south bound Lexington Avenue. We anticipate the paving operations would start on June 18th and would (with cure times) be completed by June 28th and another 10 days of paving on north bound Lexington late July early August The actual paving operations will be preformed within the city's allowable work hours but the green sawing must be preformed within a time period where the concrete has cured enough that the saw can run on the concrete and not cured to the point that we start getting random cracking. The sawing operations could go through out the night depending on the temperature and humidity.

If you have any questions please feel free to call. Thank you for your attention to this matter.

Sincerely,

Mark Reich,

C.S. McCrossan Construction, Inc.

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Matthew Bachler, Senior Planner

SUBJECT: **Planning Case #16-015**
Applicant: Steve and Jennifer Jytyla
Property Location: 1494 Keithson Drive
Request: Variance

Requested Action

Motion to approve Planning Case 16-015 for a rear yard setback Variance at 1494 Keithson Drive, based on the findings of fact and submitted plans, as amended by the five conditions in the June 27, 2016, Report to the City Council.

Background

The property at 1494 Keithson Drive was developed by Pulte Homes as part of the Fox Ridge subdivision approved by the City in 2011. The lot area measures 32,736 square feet, however, a wetland area covers a large portion of the lot and limits the area that can be developed. As part of the subdivision approval, Pulte was required to dedicate a drainage and utility easement that covers the wetland and a five-foot buffer along the wetland's edge. The City Code restricts the placement of any structures within a drainage and utility easement. The property also includes a public walking path that traverses the lot on the south side of the existing house connecting Keithson Drive to the City trail that runs between the Fox Ridge subdivision and the townhomes to the east. A trail easement across the walking path was dedicated on the Fox Ridge plat.

Due to environmental constraints, the existing house was placed in the far northeastern corner of the lot near the 30-foot rear yard and 10-foot north side yard setback lines. The dwelling also required a setback of approximately 73 feet from the front property line to avoid the drainage and utility easement and conform to structure setback requirements. In comparison, most of the

homes in the Fox Ridge subdivision as well as those on Keithson Drive to the north of the subject property are setback approximately 40 feet from the front property line.

Overview of Request

The applicants have requested a rear yard setback variance in order to construct a 216 square foot three-season porch addition on the rear side of the house. The porch addition would encroach 3 feet – 6 inches into the required 30-foot rear yard setback, creating a setback of 26 feet – 6 inches from the rear property line. The project would also include a 211 square foot deck that would be accessed through the new porch addition. In this case, a variance is only needed for the porch addition as the deck encroachment in the rear yard setback is allowed under the permitted encroachment provisions in Section 1325.03, Subd. 2 of the Zoning Code.

The applicants have submitted a letter addressing the variance criteria along with photographs of the site (Attachment A). A site plan of the property and construction plans for the proposed addition have also been provided (Attachments C and D).

Plan Evaluation

A full evaluation of the proposal was presented to the Planning Commission at their meeting on June 8, 2016. The staff report to the Planning Commission is included in Attachment G.

Additional Review

Building Official and City Engineer
The Building Official and City Engineer have reviewed the plans and have no additional comments at this time. A building permit will be required prior to any construction taking place.

Rice Creek Watershed District
The Rice Creek Watershed District has reviewed the plans and determined that a permit is not required for the project.

Variance Evaluation Criteria

On May 5, 2011, the Governor signed into law new variance legislation that changed the review criteria cities must use when evaluating variance requests. The new law renames the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retains the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes: "Variances shall only be permitted when they are in harmony with the general purposes and

intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan."

Therefore, in evaluating variance requests under the new law, in order to find a practical difficulty, cities should adopt findings addressing the following questions:

- Is the variance in *harmony with* the purposes and intent of the *ordinance*?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

As was the case before the new legislation took effect, economic considerations alone cannot constitute a practical difficulty. Furthermore, the new law clarifies that conditions may be imposed on granting of variances if those conditions are directly related to and bear a rough proportionality to the impact created by the variance.

Findings of Fact

The Planning Commission reviewed Planning Case 16-015 at their regular meeting on June 8, 2016. Draft minutes from the meeting are included in Attachment H. The Planning Commission offers the following findings of fact for consideration:

General Findings:

1. The property at 1494 Keithson Drive is located in the R-1 Single Family Residential Zoning District.
2. The lot is in conformance with the minimum lot size and dimensions for the R-1 District.
3. The existing conditions on the property are in conformance with the setback and structure and lot coverage requirements for properties in the R-1 District.
4. The proposed porch addition would encroach 3 feet – 6 inches into the rear yard setback creating a setback of 26 feet – 6inches from the rear property line. The minimum rear yard setback in the R-1 District is 30 feet. The proposed porch addition would meet all other setback requirements for the R-1 District.
5. The proposed deck is in conformance with the Zoning Code as Section 1325.03, Subd. 2 (A) permits decks to extend six feet into the rear yard setback as long as the encroachment is not closer than six feet from the rear lot line. The proposed deck would be setback 26 feet – 6 inches from the rear property line.
6. All other aspects of the proposed porch and deck addition are in conformance with the Zoning Code requirements for the R-1 District.
7. The proposed addition would not encroach on any flood plains, wetlands, or easements.
8. The proposed addition is not expected to impact any significant trees on the property.

Variance Findings:

9. The variance would be in harmony with the purpose and intent of the City's Code because the impact of the addition on adjacent properties would be mitigated by the location of the addition at the rear of the house, the elevation change between the subject property and the adjacent property to the east, and the presence of several large trees along the rear property line that provide screening.
10. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property investment that complements and enhances the character of the City's established neighborhoods.
11. The proposed porch addition is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
12. The property is unique because of the wetland area that covers a large portion of the site. A drainage and utility easement covers the wetland area and a 5-foot buffer along the wetland's edge, limiting where additions to the home can be constructed. The unique characteristics of the property were not created by the property owners.
13. The proposed addition would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
14. The requested variance does not appear to be based on economic considerations alone.

Recommendation

The Planning Commission recommends approval (4-1, Thompson) of Planning Case 16-015 for a rear yard setback Variance at 1494 Keithson Drive, based on the findings of fact and submitted plans in the June 27, 2016, Report to the City Council, as amended by the following five conditions:

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 required prior to commencement of construction.
3. The porch addition shall match the color and architectural style of the rest of the principal structure.
4. An encroachment of 3 feet – 6 inches shall be permitted for the porch addition into the 30-foot rear setback requirement. This will result in a setback of 26 feet – 6 inches from the rear property line.
5. The structure shall conform to all other regulations in the City Code.

Options

1. Approve the proposal as submitted.

2. Approve the proposal with conditions (Recommended Action).
3. Deny the application with reasons for denial.
4. Table for additional information.

Notice

Although a variance does not require a public hearing, a public meeting notice was prepared by the City and mailed to properties within 350 feet of the subject property.

Public Comments

The City received a phone call from the resident at 1474 Arden View Drive who stated their opposition to the variance request. The resident expressed concerns about the setback distance of the proposed addition from the adjacent townhomes and from the public walking path on the applicant's property.

The City received an email from the residents at 1477 Arden View Drive stating their opposition to the variance request. A copy of the email is provided in Attachment F.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on May 26, 2016. Pursuant to Minnesota State Statute, the City must act on this request by July 25, 2016 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. The City may extend the review period beyond the 120 days, with the applicant's permission.

Attachments

A. Land Use Application, Variance Request Letter, and Site Photographs
B. Location and Aerial Maps
C. Property Survey
D. Proposed Site Plan
E. Proposed Building Plans and Elevations
F. Public Comments
G. Planning Commission Report, June 8, 2016
H. Draft Planning Commission Minutes, June 8, 2016

Attachment A

ARDEN HILLS

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- 015
Submittal Date	5/2/16
Application Completed Date	
Accepted by	MWB
Receipt Number	#864073
Council Decision	
Council Decision Date	

2016 LAND USE APPLICATION

Applicant Information

Applicant: Steve + Jennifer Jytyla

Address: 1494 Keithson Drive

Telephone No.: 612-787-8978 Other: —

Fax No.: —

Email Address: stevejytyla@yahoo.com

Property Information

Property Owner: Steve + Jennifer Jytyla

Owner Address: 1494 Keithson Drive Arden Hills MN 55112

Owner Telephone No. 612-787-8978 Other:

Address of Property Involved: 1494 Keithson Drive Arden Hills MN 55112

Legal Description: Lot 18, Block 4, Fox Ridge, Ramsey County, MN

Property ID No.: 2230232200 69

Type of Use: Residential

Zone: R1 Property Acreage: 0.752

Type of Request

- ☐ Comprehensive Plan Amendment (Fee: $500 + Escrow: $1,000)
- ☐ Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: $350 + Escrow: $1,000)
- ☐ Preliminary Plat (Fee: $500 + Escrow: $1,000)
- ☐ Final Plat (Fee: $500 + Escrow: $1,000)
- ☐ Concept Plan Review (Fee: $150 + Escrow: $1,000)
- ☐ Master Planned Unit Development or Master Special Development Plan (Fee: $350 + Escrow: $1,000)
- ☐ Final Planned Unit Development or Final Special Development Plan (Fee: $350 + Escrow: $1,000)
- ☐ Planned Unit Development Amendment or Special Development Plan Amendment (Fee: $350 + Escrow: $1,000)
- ☐ Site Plan Review (Fee: $350 + Escrow: $1,000)
- ☐ Rezoning or TCAAP Regulating Plan Amendment (Fee: $350 + Escrow: $1,000)
- ☐ Zoning Code or TCAAP Redevelopment Code Amendment (Fee: $350 + Escrow: $1,000)
- ☐ City Code Amendment (Fee: $350 + Escrow: $1,000)
- ☐ Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: $350 + Escrow: $1,000)
- ☒ Variance or Permitted Adjustment (Fee: $350 + Escrow: $1,000)
- ☐ Vacation of Easement or Right-of-Way (Fee: $150 + Escrow: $1,000)
- ☐ Appeal of Administrative Decision (Fee: $150 + Escrow: $1,000)
- ☐ 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):

Build an 18' x 12' covered 3-Season porch extending off the Southern most section of the East side (Back side) of the home. Plus build a 10' x 20' (open) deck directly extending south off the 3-Season porch.

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.

Stephen a. Tytyk — 4/30/14

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

Revised: 12-18-15

City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112

Dear Planning Commission:

The attached proposal details the evidence supporting our request for a variance from the Zoning Code. The strict interpretation of the zoning code restricts the reasonable use of the property in question due to the unique characteristics of the property. Issuance of a variance to the zoning code would not jeopardize the spirit of the zoning code or deviated from the character of the neighborhood.

Our building project consists of an 18' x 12' covered 3-season porch extending off the Southern most section of the East side (back side) of the home, adjacent to the currently existing Egress/Ingress door. Extending to the south directly off the 3-season porch is a 10' x 20' uncovered porch that slightly wraps around the southern edge of the home (please see the attached rendering of the proposed porch). We plan to use the licensed builder Archadeck – Outdoor Living (License #: BC642018) to complete the building project.

It is our belief that this variance is well within the spirit of the zoning code. It is my understanding from my discussion with Arden Hills Senior Planner Matthew Bachler that the spirit of the Zoning Code is to protect the adjacent neighbors from obstruction of view, encroachment of property and other "unsightliness" resulting from such building projects. I have taken the liberty to take photographs of the three closest neighbors (closest neighbor to the North, East and South) who would have the greatest impacted by this building project. The photos show two different perspectives; the first is a direct line of sight from the proposed deck to the neighbor's house and the other is from the neighbor's home with direct line of site toward the proposed deck. (Please see attached photos). When viewing these photographs you can see that the direct line of sight from the neighbor to the North is completely obstructed from the Northern face of our home (since the proposed deck is on the South Eastern section of the home). The neighbor directly to the South is nearly 200 yards away from the proposed deck with trees and other vegetation to buffer the view. The Neighbor to the East is roughly 35 yards (115 feet) from the proposed deck with trees and other vegetation buffering the view along with the fact that this neighbor's main viewing is to the North and South, not to the West toward the proposed deck.

It is also our belief that this variance is within the character of the neighborhood. Of the 39 homes in the Fox Ridge Neighborhood well over half of the homes have decks both with and without 3-season porches. Of the three closets neighbors discussed previously all three have decks currently.

Hardship Criteria:

1. *The property in question cannot be put to a reasonable use if used under conditions allowed by the official controls*: The property where we propose building the deck would only allow an unusably small 3-season porch and greatly limited deck if used under the conditions allowed by the zoning code due to the proximity of the home to the property set back. We are also limited on locations to place the deck and porch due to restriction from the neighbor to the North and the Pond to the South.

2. *The plight of the landowner is due to circumstances unique to the property not created by the landowner*: Due to the large pond to the south of the home Pulte Homes set the home nearly 90' from the front property line thus creating the situation where the rear of the home is too close to the rear set back. Prior to building we requested from Pulte homes to move the home closer to the Front Property line but they refused.

3. *The deviation from the ordinance with any attached conditions will still be in keeping with the spirit and intent of the ordinance*: It is our belief that this variance is well within the spirit of the zoning code. It is my understanding from my discussion with Arden Hills Senior Planner Matthew Bachler that the spirit of the Zoning Code is to protect the adjacent neighbors from obstruction of view, encroachment of property and other "unsightliness" resulting from such building projects. I have taken the liberty to take photographs of the three closest neighbors (closest neighbor to the North, East and South) who would have the greatest impacted by this building project. The photos show two different perspectives; the first is a direct line of sight from the proposed deck to the neighbor's house and the other is from the neighbor's home with direct line of site toward the proposed deck. (Please see attached photos). When viewing these photographs you can see that the direct line of sight from the neighbor to the North is completely obstructed from the Northern face of our home (since the proposed deck is on the South Eastern section of the home). The neighbor directly to the South is nearly 200 yards away from the proposed deck with trees and other vegetation to buffer the view. The Neighbor to the East is roughly 35 yards (115 feet) from the proposed deck with trees and other vegetation buffering the view along with the fact that this neighbor's main viewing is to the North and South, not to the West toward the proposed deck.

4. *The variance will not create a land use not permitted in the zone:* This area is zoned from a 3-season porch and deck.

5. *The variance will not alter the essential character of the City*: It is also our belief that this variance is within the character of the neighborhood. Of the 39 homes in the Fox Ridge Neighborhood well over half of the homes have decks both with and without 3-season porches. Of the three closets neighbors discussed previously all three have decks currently.

6. *The variance is not for economical reasons alone*: The reason for the variance is to increase the comfort, usability and functionality of our home, no economic benefits.

Photo #1: View from the proposed deck looking toward the neighbor directly to the North

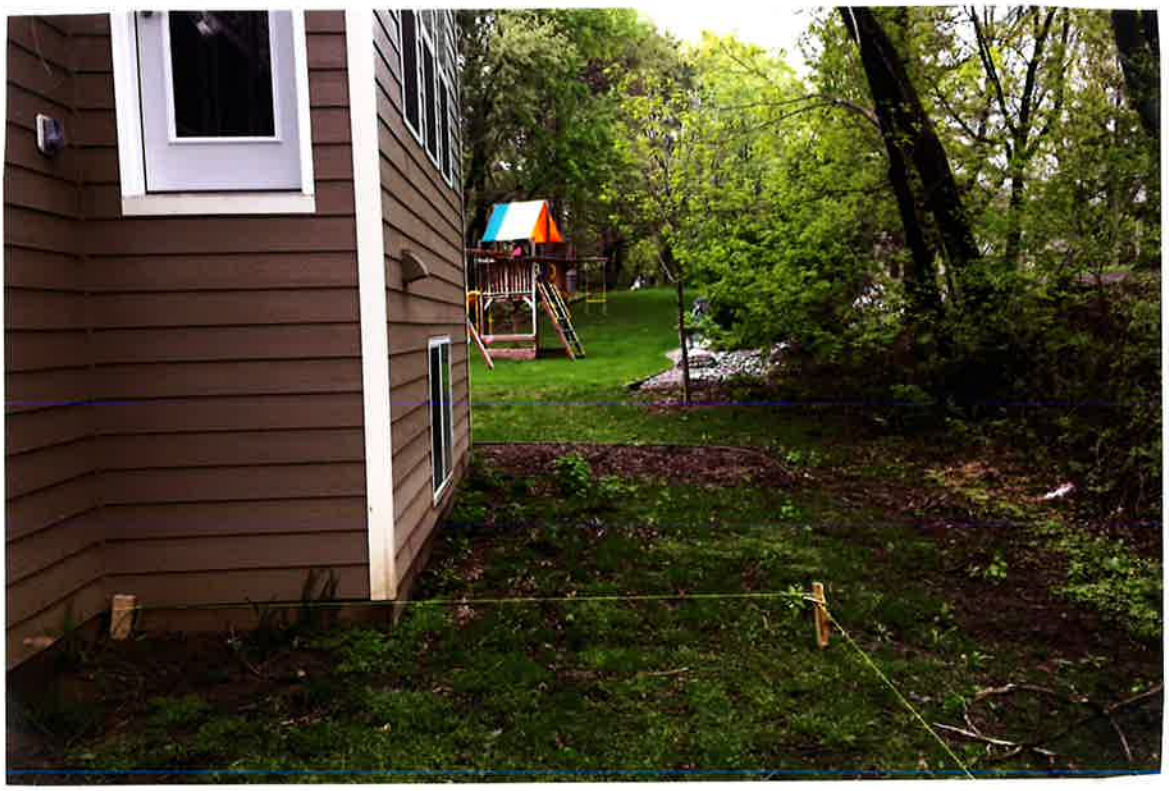


Photo #2: View from the proposed deck looking toward the neighbor directly to the East

Photo #3: View from proposed deck looking toward neighbor directly to the South

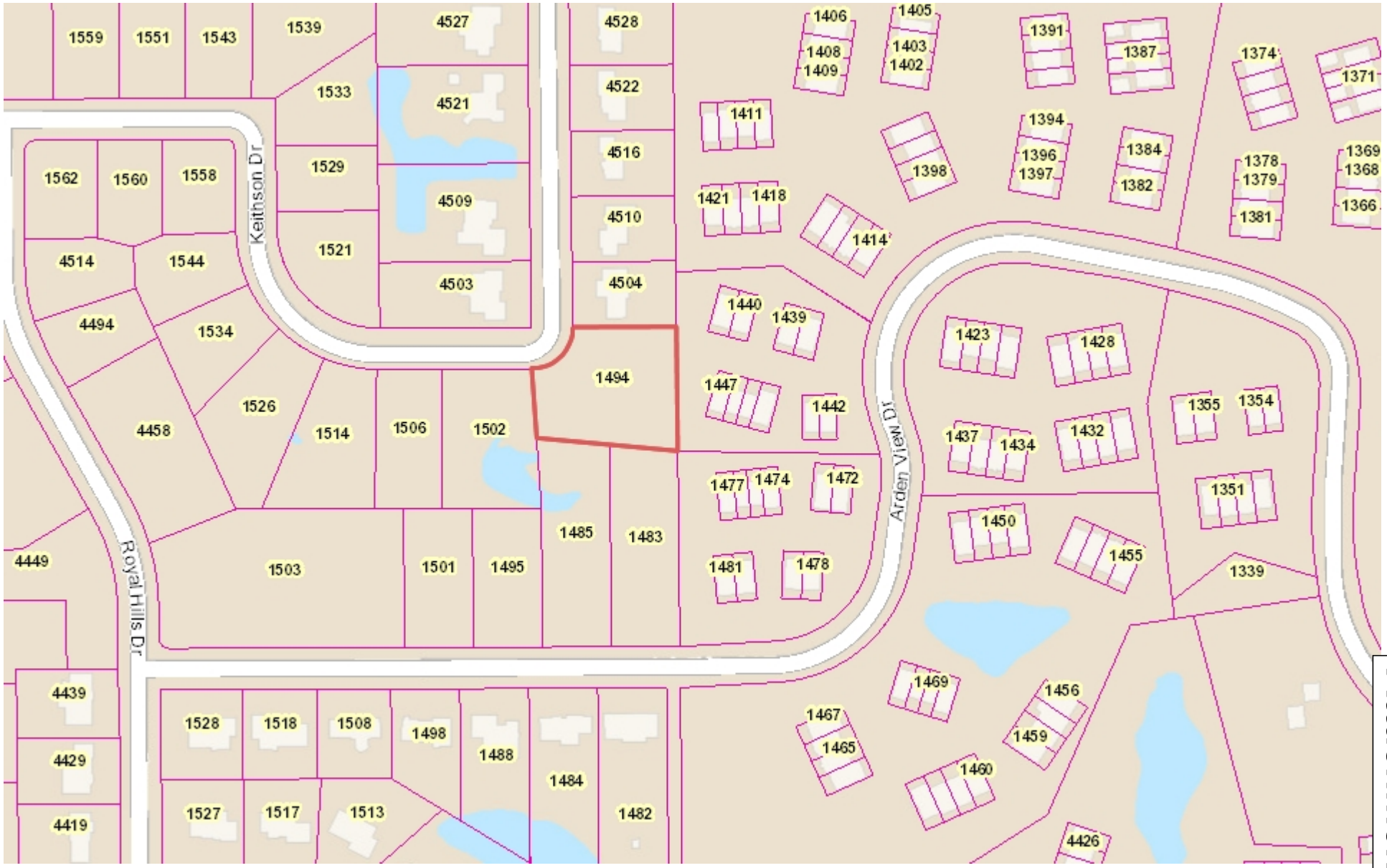
Photo #4: View from the back deck of the neighbor directly to the North looking toward proposed deck. (NOTE: Unable to see the proposed deck from this vantage point)

Photo #5: View from the back door of the neighbor to the East looking toward the proposed deck

Photo #6: View from the back door of the neighbor directly to the South looking toward the proposed deck.

MapRamsey

1494 Keithson Drive



Attachment B

399.8 0 199.92 399.8 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet

© Ramsey County Enterprise GIS

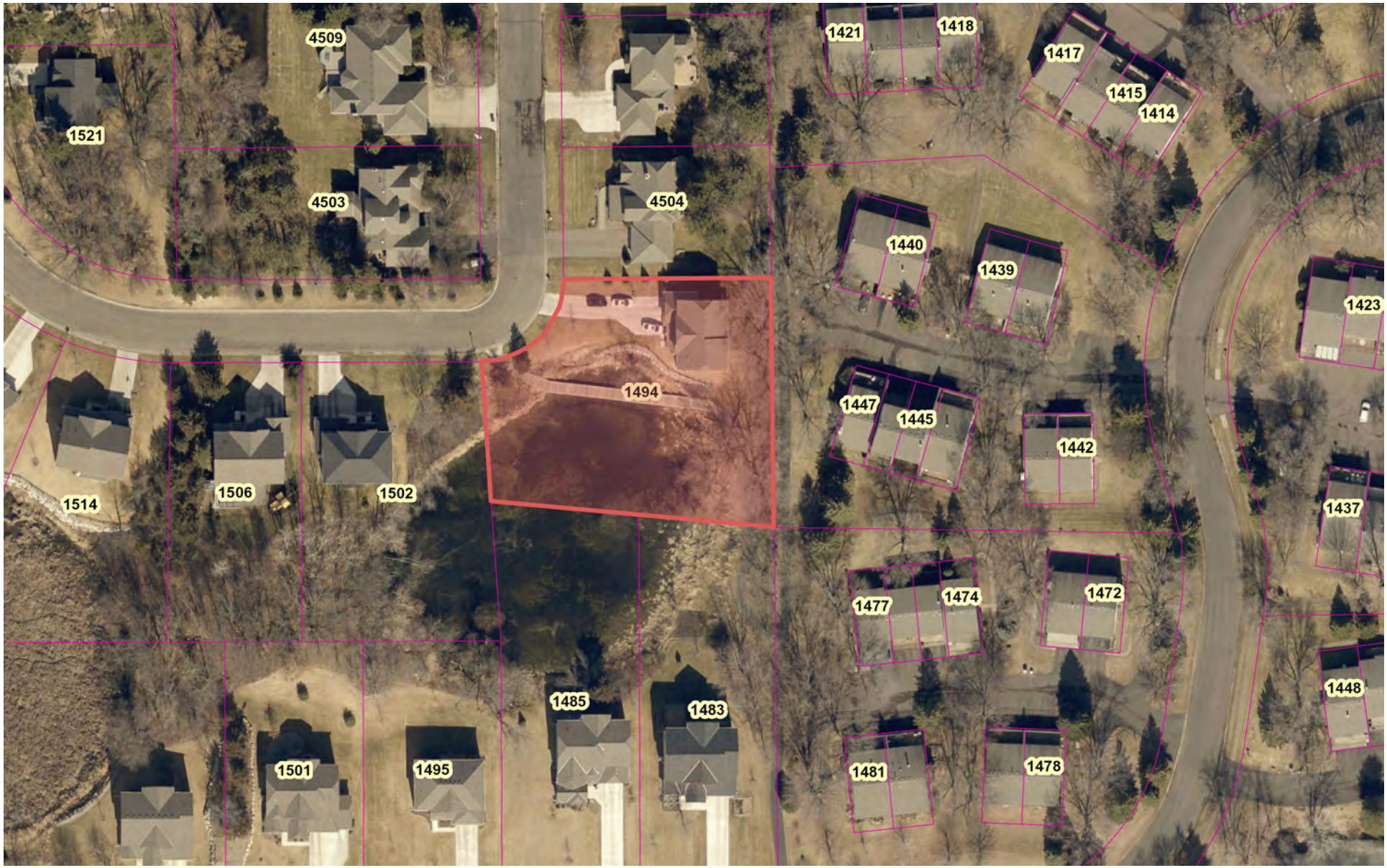
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 2,399

MapRamsey

1494 Keithson Drive



199.8 0 99.92 199.8 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: 1,199

Attachment C

CERTIFICATE OF SURVEY FOR:

PULTE HOMES

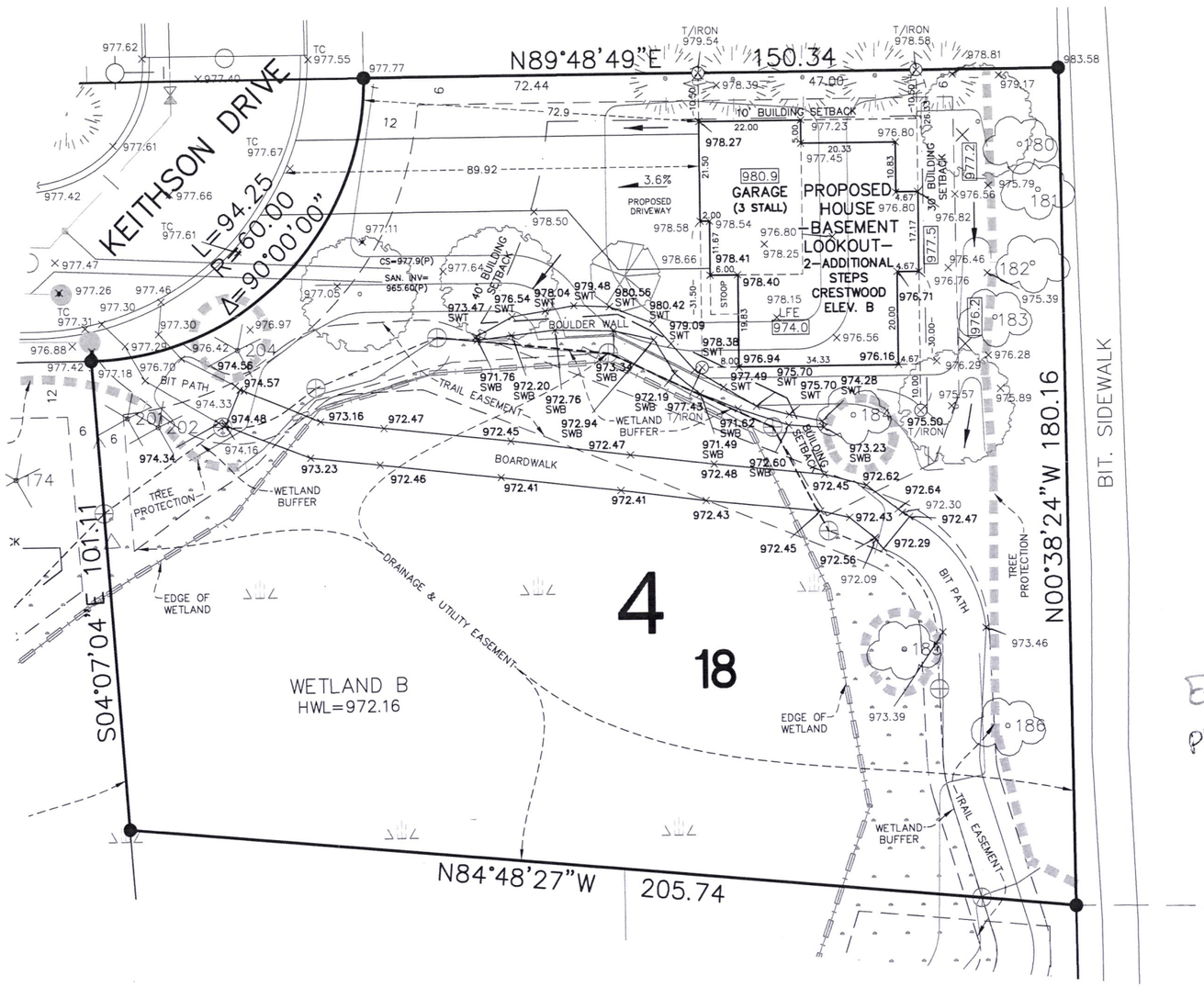
7500 Office Ridge Circle, Suite 325
Eden Prairie, MN 55344
Office: (952) 988-8202 Fax: (952) 936-7839

FRONT & REAR YARD TREES LEGEND:

DECIDUOUS OVERSTORY TREES:
TREES TO BE PROVIDED IN THIS AREA- AUTUMN BLAZE MAPLE, NORTHWOOD RED MAPLE, LITTLELEAF LINDEN, SWAMP WHITE OAK, HACKBERRY, RED OAK, SUGAR MAPLE. REQUIRED TREES SHALL BE FOUR (4") INCHES IN DIAMETER AS MEASURED FROM SIX (6) INCHES ABOVE GROUND.

CONIFEROUS TREES:
AUSTRIAN PINE, BLACK HILLS SPRUCE, COLORADO SPRUCE, RED PINE, SCOTCH PINE. REQUIRED CONIFEROUS TREES SHALL BE TEN (10) FEET IN HEIGHT.

DECIDUOUS ORNAMENTAL TREES:
JAPANESE TREE LILAC, PRAIRIE FIRE CRABAPPLE, RED SPLENDER CRABAPPLE, RIVER BIRCH, SPRING SNOW CRABAPPLE, THORNLESS HAWTHORN, WHITESPIRE BIRCH, ORNAMENTAL TREES SHALL BE FOUR (3.5") INCHES IN DIAMETER OR TWELVE (12') FEET IN HEIGHT CLUMP FORM.



LEGEND:

934.0	EXISTING ELEVATION
934.0	PROPOSED ELEVATION
	DIRECTION OF DRAINAGE
CS	CURB STOP
EOF	EMERGENCY OVERFLOW
LFE	LOWEST POSSIBLE FLOOR
TC	TOP OF CURB
●	IRON MONUMENT FOUND
EB	ELECTRIC BOX
	TELEPHONE BOX
	CABLE TV BOX
⊞	SCRIBED "X" SET
○	SET CAP IRON MONUMENT 18425
	EDGE OF TREE
	STORM MANHOLE
	SANITARY MANHOLE
	CONSERVATION MONUMENT SIGN
(P)	PROPOSED ELEVATION
⊕	WETLAND BUFFER MONUMENT
900	PROPOSED CONTOURS
	EXISTING TREE
SWT	WALL TOP
SWB	WALL BOTTOM

Engineering 10/2/12
Planning 10/2/12

N

0 15 30 60
SCALE IN FEET

LEG

Lot

LOT AREA:

LOT AREA = 32,736 SQ. FT. OR 0.752 ACRES
IMPERVIOUS AREA = 3,641 SQ. FT (11.1%)
BUILDING FOOTPRINT AREA = 2,091 SQ. FT.

PULTE HOUSE PLAN:

"CRESTWOOD"
-BASEMENT LOOKOUT-
2-ADDITIONAL STEPS
(ELEV. B)
PLAN # CRESTWOOD
PLAN DATE: REV. 3/23/12
PULTE JOB # 01804

ADDRESS:

1494 KEITHSON DRIVE
ARDEN HILLS, MINNESOTA

PROPOSED ELEVATIONS:

TOP OF FOUNDATION	= 982.7
GARAGE FLOOR	= 980.9
BASEMENT FLOOR	= 974.7
LOWEST POSSIBLE FLOOR	= 974.0
REAR	= 977.7
LOWEST OPENING	= 977.5

BENCHMARKS:

TNH ON N. SIDE OF KEITHSON DRIVE AT 1521 KEITHSON DRIVE HAS AN ELEVATION= 971.77.

TNH LOCATED 4503 KETHSON DRIVE HAS AN ELEVATION= 979.68.

NOTES:

1. SURVEY PREPARED FROM ALLIANT ENGINEERING, INC. GRADING PLAN DATED JULY 12, 2011.
2. BEARINGS ARE ASSUMED PER PLAT
3. BUILDING DIMENSIONS SHOWN ARE TO OUTSIDE FOUNDATION WALL. ALL DIMENSIONS AND LOCATIONS ARE TO BE VERIFIED IN THE FIELD WITH THE ARCHITECTURAL PLANS.
4. THE DEVELOPMENT PLAN IS GRAY SCALED ON SURVEY. THE LOT IS DESIGNED FOR LOOKOUT BASEMENT WITH A LOWEST POSSIBLE FLOOR OF 974.0 & LOWEST POSSIBLE OPENNING OF 976.8 PER THE DEVELOPMENT PLAN. SITE GRADING IS COMPLETED WITH PAD HOLD DOWN FROM FINAL CONTOURS. FINAL GRADING TO BE COMPLETED BY HOME BUILDER.

Revised: 10/1/12 Boardwalk, wetland buffer, wall & re-stake.
Revised: 9/26/12 new wall adjustment.

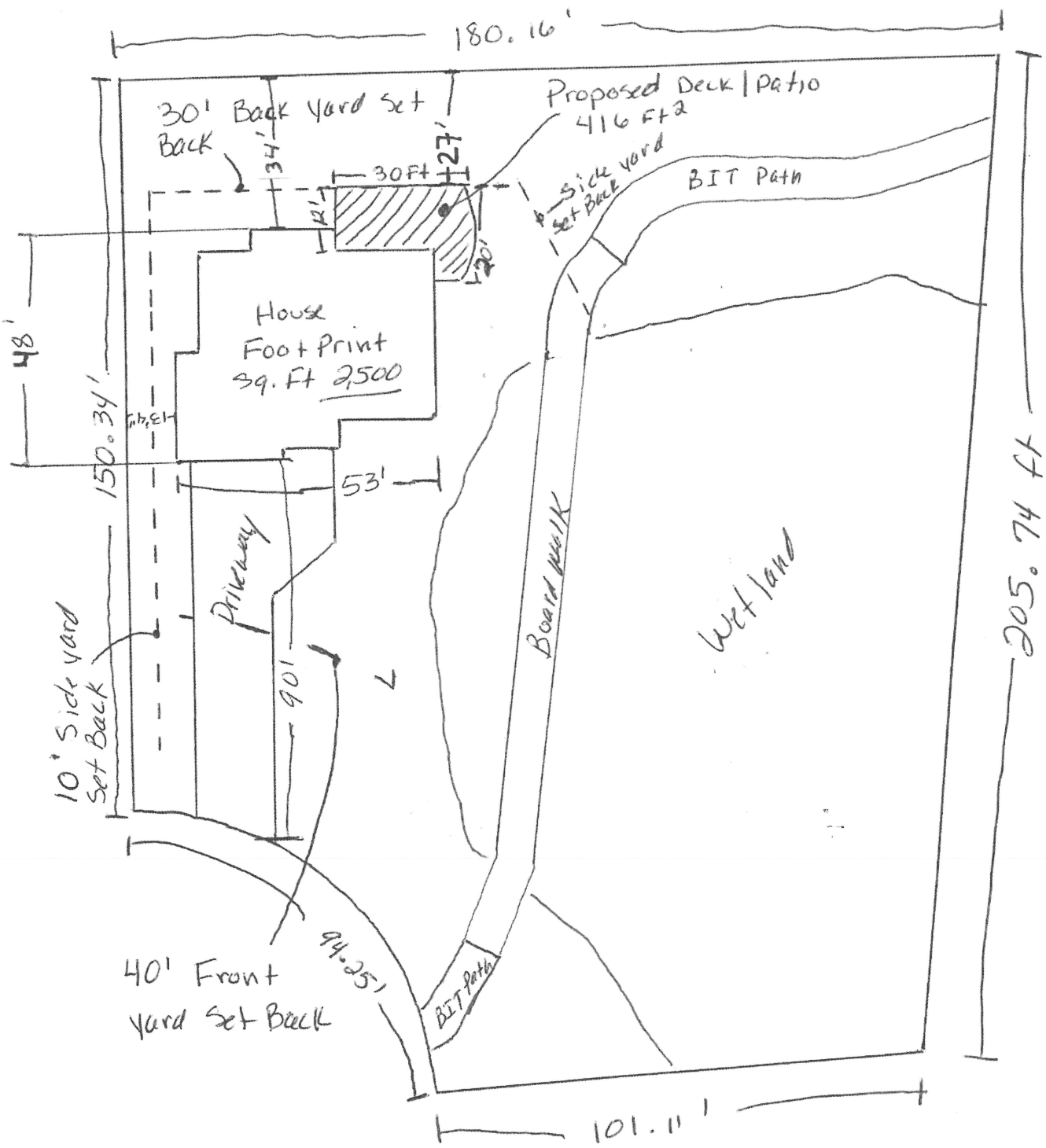
Pulte Job #: 01804	Date Staked: 8/23/12	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under Minnesota statutes 326.02 to 326.16.
Alliant Job # 100055-01804	Checked By: DBO	DENNIS B. OLMSTEAD Print Name
Field Crew: CE	Drawn By: LT	Signature AUGUST 30, 2012 Date 18425 License Number

FOX RIDGE
ARDEN HILLS, MINNESOTA
LOT 18, BLOCK 4

ALLIANT ENGINEERING, INC.
233 PARK AVE. SOUTH, SUITE 300
MINNEAPOLIS, MN 55415
PHONE (612) 758-3080
FAX (612) 758-3099

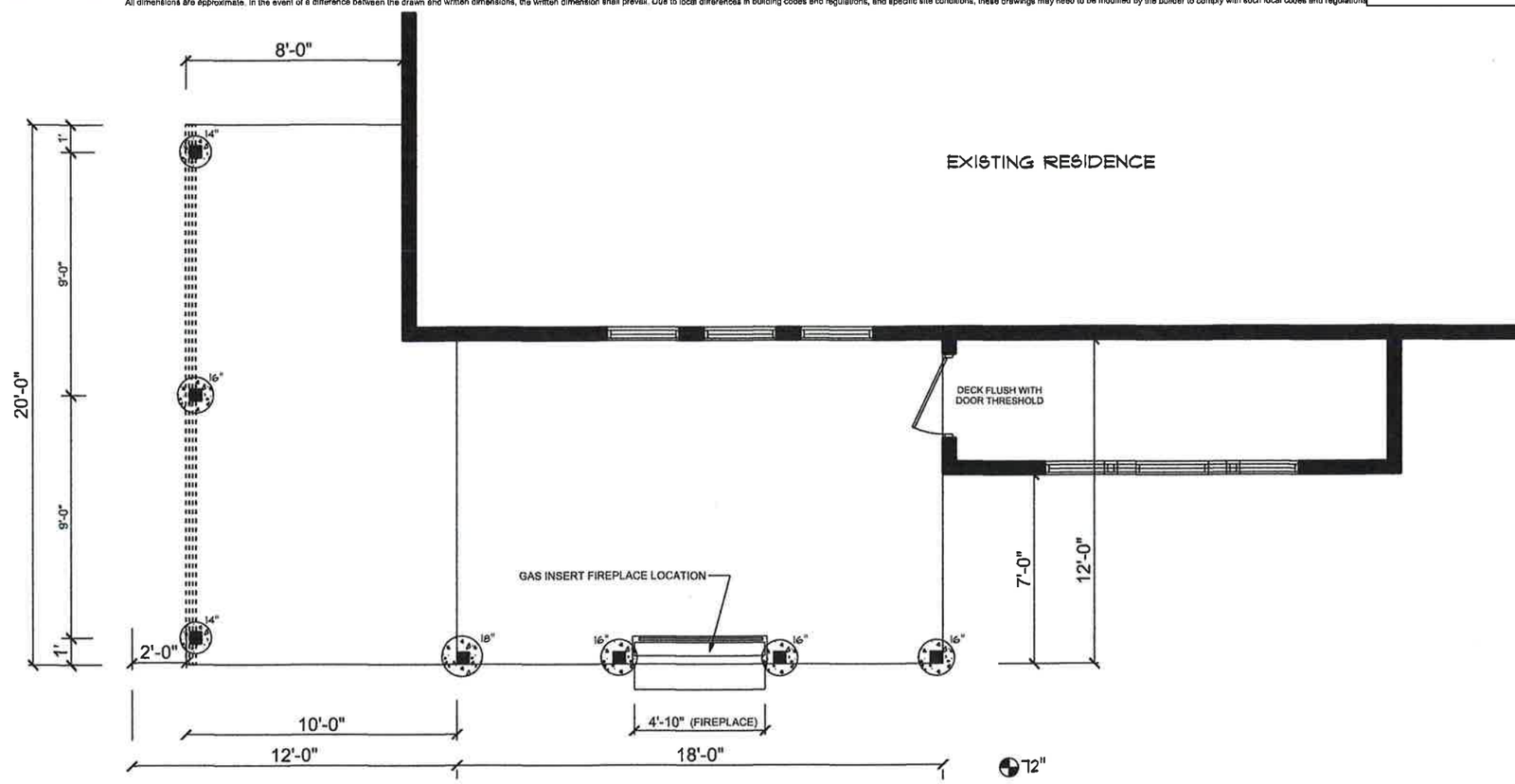
Attachment D

1494 Keithson Drive
Arden Hills, MN 55112
Steve + Jennifer Jytyla
ph: (612) 787-8978
Construction site And owner
Address same as above.



Attachment E

All dimensions are approximate. In the event of a difference between the drawn and written dimensions, the written dimension shall prevail. Due to local differences in building codes and regulations, and specific site conditions, these drawings may need to be modified by the builder to comply with such local codes and regulations



SCALE 3/16 = 1'

GENERAL DECK NOTES
16" X 10" THICK POURED IN PLACE FOOTING (TYPICAL), UNLESS NOTED OTHERWISE. SEE PLAN FOR LOCATION
(3) 2 x 10 PT SYP MAIN DECK BEAM
6 x 6 SUPPORT COLUMNS TREATED FOR GROUND CONTACT

SHEET

FD-1

archadeck® outdoor living of Hennepin County

SHEET DESCRIPTION

FOUNDATION

SCALE: 1/4"

Prepared by:
Archadeck Franchising Corporation
2924 Emerywood Parkway
Suite 101
Richmond, VA 23294

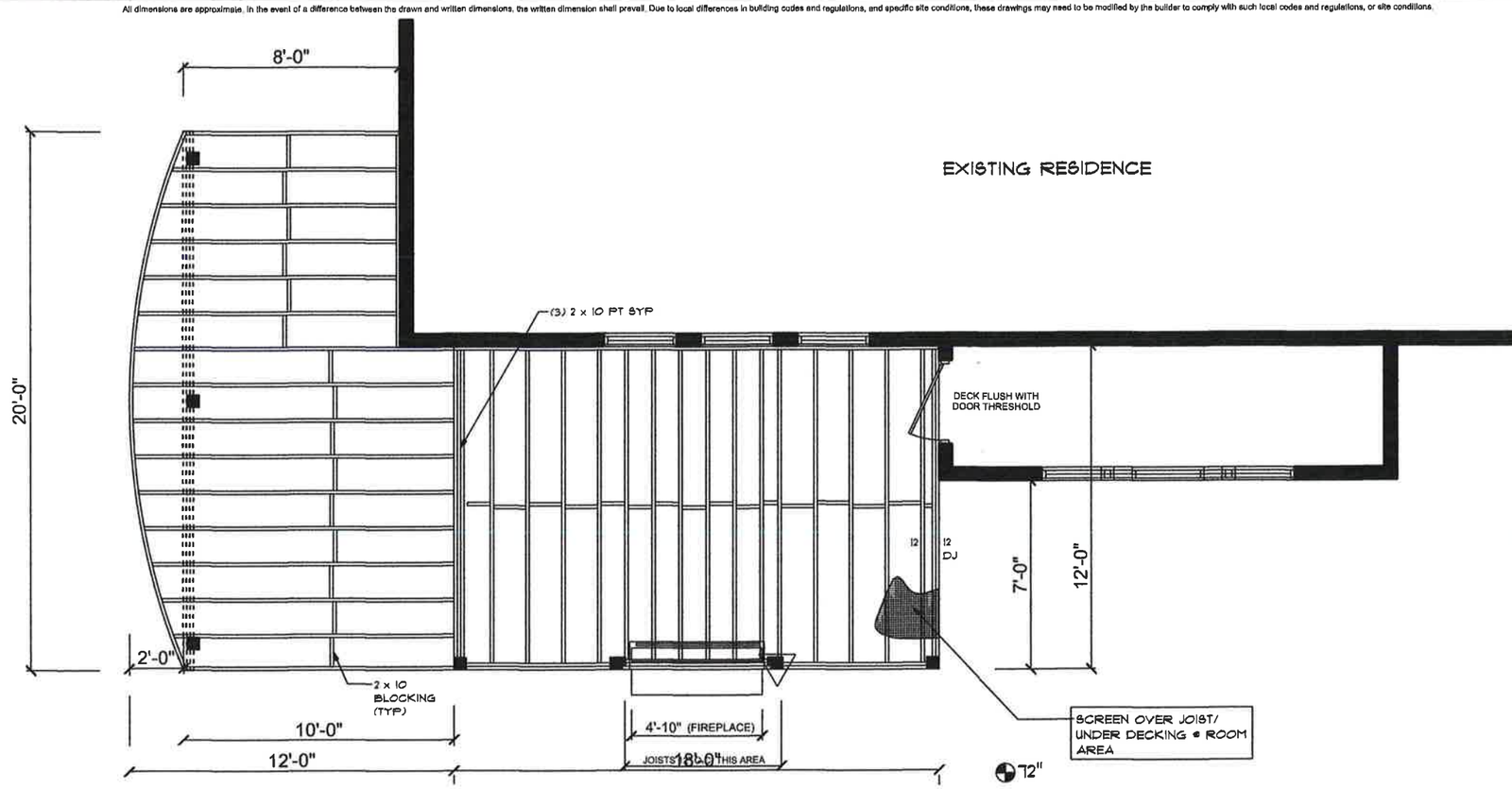
Construction & Drafting Department

©2016 Archadeck Franchising Corporation
All rights reserved. Unauthorized duplication is a violation of all applicable laws.

133-JYTYLA-076469
1494 KEITHSON DRIVE
ARDEN HILLS, MN. 55112
DRAWN BY: TMG EXT. #233
APRIL 14, 2016

2

All dimensions are approximate. In the event of a difference between the drawn and written dimensions, the written dimension shall prevail. Due to local differences in building codes and regulations, and specific site conditions, these drawings may need to be modified by the builder to comply with such local codes and regulations, or site conditions.



SCALE 3/16 = 1'

GENERAL DECK NOTES
2 x 10 PT SYP JOISTS @ 16"O.C.
(2) 2X10 PT SYP RIM - PORCH AREA
2 x 10 PT SYP LEDGER ATTACHED PER CODE - FLASHED

SHEET

FF-1

archadeck® outdoor living of Hennepin County

SHEET DESCRIPTION

FLOOR FRAMING

SCALE = 1/4"

Prepared by:
Archadeck Franchising Corporation
2824 Emerywood Parkway
Suite 101
Richmond, VA 23294

Construction & Drafting Department
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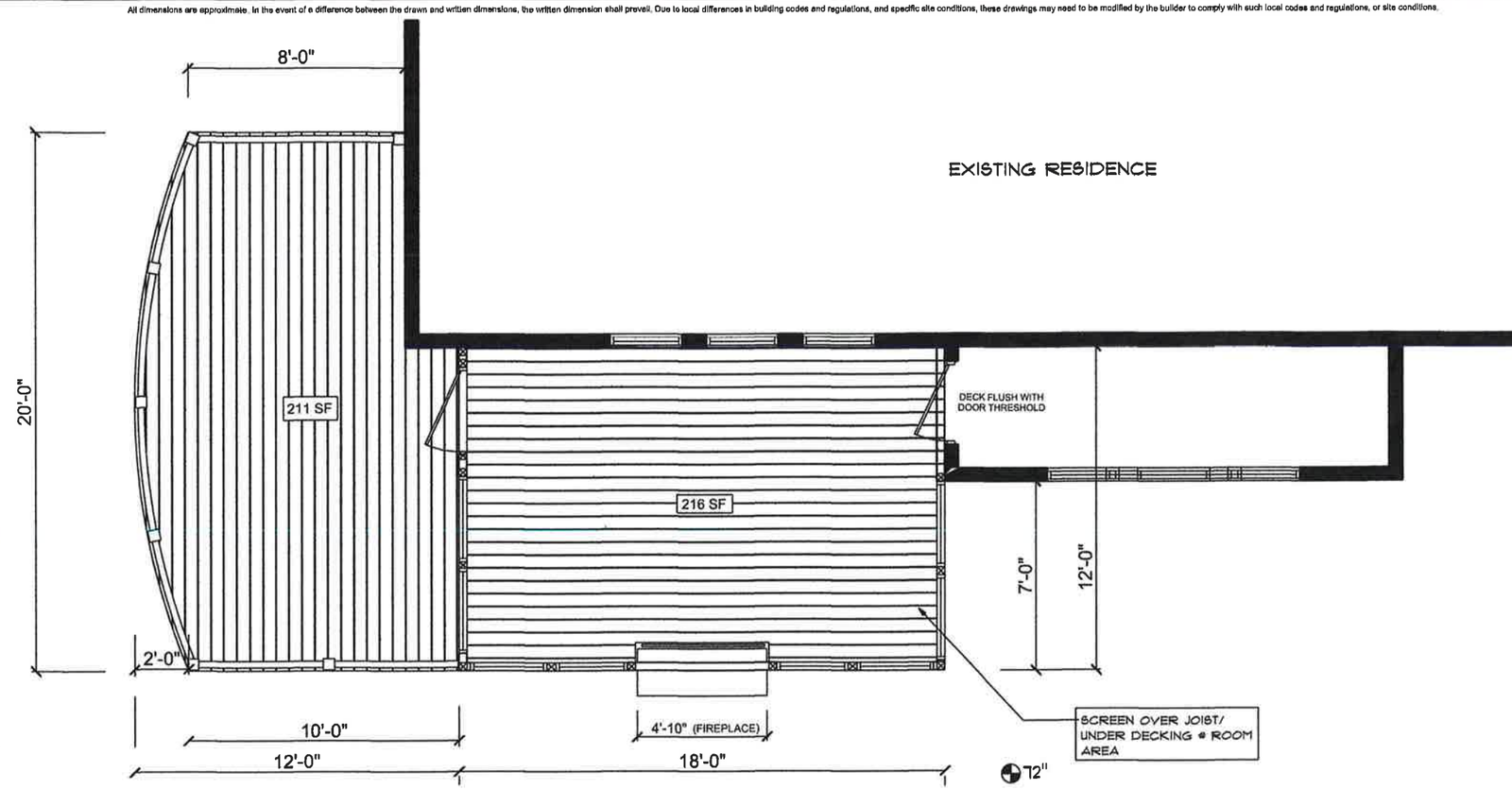
133-JYTYLA-076469
1494 KEITHSON DRIVE
ARDEN HILLS, MN. 55112
DRAWN BY: TMG EXT. #233
APRIL 14, 2016

3

All dimensions are approximate. In the event of a difference between the drawn and written dimensions, the written dimension shall prevail. Due to local differences in building codes and regulations, and specific site conditions, these drawings may need to be modified by the builder to comply with such local codes and regulations, or site conditions.



SCALE 3/16 = 1'

GENERAL DECK NOTES

5/4 x 6 TREX TRANSCEND DECKING W/HIDDEN FSTNRS
1 x 12 TREX PVC FASCIA
36" HIGH AFCO ALUMINUM DECK RAILING SYSTEM, (INSTALLED PER MANUFACTURER's SPECIFICATION's)

GENERAL PORCH NOTES

5/4 x 6 TREX TRANSCEND DECKING W/HIDDEN FSTNRS
(8) 34" x 84" MONRAY GLASSWALLS - TEMPERED WINDOWS
HEAT N GLO GAS FIREPLACE INSERT

SHEET

FP-1

archadeck® outdoor living of Hennepin County

SHEET DESCRIPTION

FLOOR PLAN

SCALE = 1/4"

Prepared by:
Archadeck Franchising Corporation
2824 Emerywood Parkway
Suite 101
Richmond, VA 23294

Construction & Drafting Department

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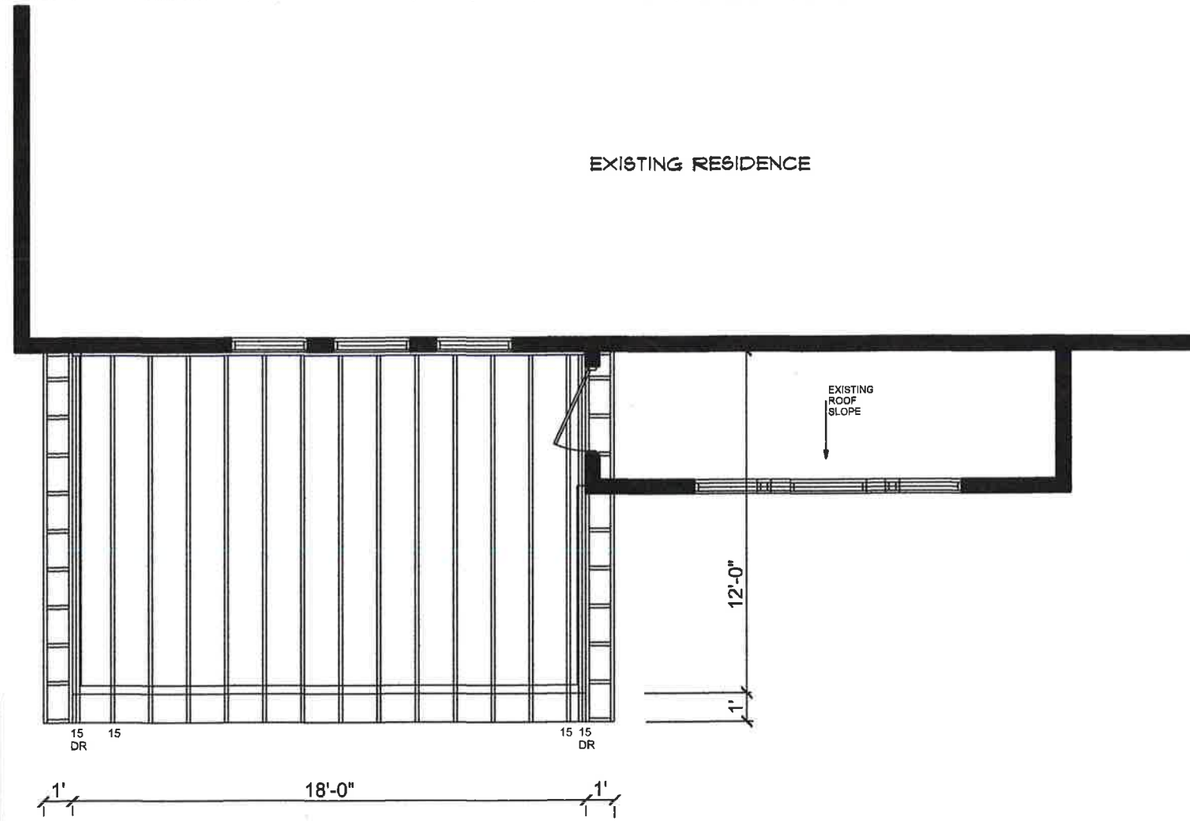
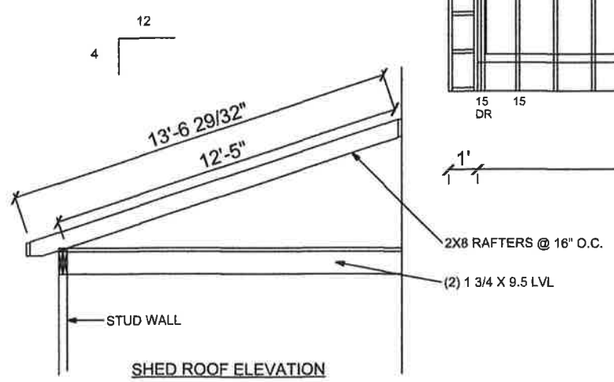
133-JYTYLA-076469
1494 KEITHSON DRIVE
ARDEN HILLS, MN. 55112
DRAWN BY: TMG EXT. #233
APRIL 14, 2016

4

All dimensions are approximate. In the event of a difference between the drawn and written dimensions, the written dimension shall prevail. Due to local differences in building codes and regulations, and specific site conditions, these drawings may need to be modified by the builder to comply with such local codes and regulations, or site conditions.



SCALE 3/16 = 1'



SHED ROOF ELEVATION

GENERAL PORCH NOTES
8'-0" 2X4 WALL HEIGHT (2) 1 3/4 X 9 1/2 LVL CONTINUOS HEADER
4:12 SHED ROOF w/ SIDEWALL CONNECTION
2 x 8 RAFTERS @ 16" O.C. (TYP.)
CATHEDRAL CEILING w/ ENCLOSED RAFTERS & 4' x 8' LP PLYWOOD CEILING FINISH
ENCLOSED GABLE ENDS w/ PLYWOOD INTERIOR FINISH & LP SIDING ON EXTERIOR
ALUMINUM ENCLOSED SOFFIT w/ 12" OVERHANG

SHEET

RF-1

archadeck® outdoor living of Hennepin County

SHEET DESCRIPTION

ROOF FRAMING

SCALE = 1/4"

Prepared by:
Archadeck Franchising Corporation
2924 Emerywood Parkway
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Construction & Drafting Department

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133-JYTYLA-076469
1494 KEITHSON DRIVE
ARDEN HILLS, MN. 55112
DRAWN BY: TMG EXT. #233
APRIL 14, 2016

Attachment F

From: [redacted]
To: Matthew Bachler
Subject: PC 16-015
Date: Wednesday, June 01, 2016 6:07:02 PM

Re: Variance
1494 Keithson Drive
Arden Hills, MN 55112

We reside at 1477 Arden View Drive and have lived at this address for 33 years. We strongly oppose the granting of the above-described variance. We have watched the encroachment, the deterioration of the wetlands, the intrusion of "gardens" into the wetlands, loss of trees, blocking of views due to the recent building of homes and believe allowing further encroachment by building porches, decks, swimming pools, or any other additions to the existing homes should be denied. Folks that build large homes on small lots need to be respectful of their existing neighbors.

John and Peggy Lenke
1477 Arden View Drive
Arden Hills, MN 55112

Sent from my iPad

Attachment G

ARDEN HILLS

MEMORANDUM

DATE: June 8, 2016 PC Agenda Item **3.A**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: **Planning Case #16-015 – No Public Hearing Required**
Applicant: Steve and Jennifer Jytyla
Property Location: 1494 Keithson Drive
Request: Variance

Requested Action

The applicants have requested a rear yard setback variance in order to construct a three-season porch addition that would encroach 3 feet – 6 inches into the required 30-foot rear setback.

Background

The property 1494 Keithson Drive was developed by Pulte Homes as part of the Fox Ridge subdivision approved by the City in 2011. The lot area measures 32,736 square feet, however, a wetland area covers a large portion of the lot and limits the area that can be developed. As part of the Fox Ridge subdivision approval, Pulte was required to dedicate a drainage and utility easement that covers the wetland and a five-foot buffer along the wetland's edge. The City Code restricts the placement of any structures within a drainage and utility easement. The property also includes a public walking path that traverses the lot on the south side of the existing house connecting Keithson Drive to the north-south City trail that runs between the Fox Ridge subdivision and the townhomes to the east. A trail easement across the walking path was dedicated on the Fox Ridge plat.

Due to the environmental constraints on the property, the existing house was placed in the far northeastern corner of the lot close to the 30-foot rear yard and 10-foot north side yard setback lines. The dwelling also required a setback of approximately 73 feet from the front property line to avoid the drainage and utility easement and conform to structure setback requirements. In comparison, most of the homes in the Fox Ridge subdivision as well as those on Keithson Drive to the north of the subject property are setback approximately 40 feet from the front property line.

1. Overview of Request

The applicants have requested a rear yard setback variance in order to construct a 216 square foot three-season porch and a 211 square foot deck addition to their house. Both the porch and deck would be constructed on the rear side of the house with the deck being accessed through the new porch addition. In this case, a variance is only needed for the porch addition as the deck encroachment in the rear yard setback is allowed under the permitted encroachment provisions in Section 1325.03, Subd. 2 of the Zoning Code. The porch addition would encroach 3 feet – 6 inches into the required 30-foot rear yard setback, creating a setback of 26 feet – 6 inches from the rear property line. No other variances from the Zoning Code are needed for this project and the property would otherwise be incompliance with all aspects of the Zoning Code.

The applicants have submitted a letter addressing the variance criteria along with photographs of the site (Attachment A). A site plan of the property and construction plans for the proposed addition have also been provided (Attachments C and D).

2. Site Data

Future Land Use Plan:	Very Low Density Residential
Existing Land Use:	Single Family Detached Residential
Zoning:	R-1: Single Family Residential
Lot Size:	.75 Acres (32,736 square feet)
Topography:	Relatively flat

3. Surrounding Area

Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Low Density Residential	R-1: Single Family Residential	Single Family Detached Residential
South	Very Low Density Residential	R-1: Single Family Residential	Single Family Detached Residential
East	Medium Density Residential	R-3: Townhouse & Low Density Multiple Dwelling District	Single Family Attached Residential
West	Very Low Density Residential	R-1: Single Family Residential	Single Family Detached Residential

Plan Evaluation

1. R-1 Regulations, Existing Conditions, and Proposed Addition

A. *Lot Size & Dimensions – Conforming*

The survey indicates that the lot is 32,736 square feet in size. The width of the lot is approximately 140 feet and the depth is approximately 178 feet.

B. *Structure Setback – Variance Required*

Applicable R-1 Lot Requirements	
1. Minimum Lot Area (sf.)	14,000
2. Minimum Lot Size (ft., width/depth)	95/130
3. Height (ft.)	35
4. Floor Area Ratio (FAR)	0.3
5. Lot Covered by Structure	25%
6. Minimum Landscape Lot Area	65%
7. Minimum Building Setbacks (ft)	
Front Yard	40
Rear Yard (Principle)	30
Rear Yard (Accessory)	10
Side Yard Interior - Principal (Minimum/total both yards on lot)	10/25
Side Yard Interior - Accessory	10
Side Yard Corner	40

The existing dwelling is in conformance with the R-1 District setback requirements. A variance is needed in this case to allow for the proposed three-season porch to encroach 3 feet – 6inches into the required 30-foot rear yard setback, creating a setback of 26 feet – 6 inches. The porch would extend 12 feet from the rear side of the house and measure 18 feet in width for a total area of 216 square feet. The porch includes a gas fireplace on the east side of the structure and the cantilevered area for the fireplace would extend 6 inches closer to the rear property line.

The proposed project would include a deck that would wrap around the southern side of the house and be accessed through the new porch addition. The deck would measure approximately 10 feet by 20 feet with a total area of 211 square feet. While the deck would be constructed in line with the eastern side of the porch, a rear yard setback variance would not be required for the deck portion of the project. Section 1325.03, Subd. 2 (A) of the Zoning Code allows for certain parts of principal structures, including decks, to extend into required setback areas. In the R-1 District, decks may extend six feet into the rear yard setback but cannot be less than six feet from the lot line. The applicants would be allowed to construct a deck up to 24 feet from the rear property line. As proposed, the deck would be setback 27 feet from this lot line.

C. Structure Height – Conforming

The existing dwelling is 35 feet in height, which is the maximum height permitted in the R-1 District. The proposed porch addition would be elevated above grade and constructed at the main level of the dwelling. The height of the porch addition would be less than the height of the existing house.

D. Lot Coverage – Conforming

The property is currently in conformance with the structure and landscape coverage requirements for the R-1 District. The proposed addition would increase structure coverage by a total of 427 square feet to 7.69 percent of the lot area. Landscape coverage would be reduced to 87.58 percent. Properties in the R-1 District are permitted up to 25 percent structure coverage and must maintain a minimum landscape lot area of 65 percent.

Lot Coverage	Existing		Proposed		R-1 Regulations
	Square Feet	Percent	Square Feet	Percent	
Dwelling	1,365.5	4.17%	1,581.5	4.83%	
Garage	725.5	2.22%	725.5	2.22%	
Decks	-	-	211	0.64%	
Total Structure	*2,091*	*6.39%*	*2,518*	*7.69%*	**Maximum of 25%**
Driveway	1,500	4.58%	1,500	4.58%	
Walkways	50	0.15%	50	0.15%	
Total Impervious Coverage	3,641	11.12%	4,068	12.42%	**Maximum of 35%**
Landscape Area	*29,095*	*88.88%*	*28,668*	*87.58%*	**Minimum of 65%**
Lot Size	32,736		32,736		**14,000 s.f.**

E. Floor Area Ratio – Conforming

The floor area ratio (FAR) is calculated by dividing the gross square footage of the dwelling by the lot area. In the R-1 District, the maximum FAR permitted is 0.3. The existing dwelling has a total floor area of 4,250.4 square feet for an FAR of 0.13. The proposed porch addition would increase total floor area by 216 square feet for a new FAR of 0.14. Decks are not counted towards the gross square footage of a dwelling.

F. Tree Preservation

The proposed project is not expected to impact any significant trees on the property. If any significant trees are removed as a result of the project, mitigation may be required.

2. Flood Plain, Wetlands, and Easements

The proposed addition is outside of any flood plains, wetlands, or easements.

3. Additional Review

Building Official
The Building Official has reviewed the plans and has no additional comments at this time. A building permit will be required prior to any construction taking place.

City Engineer
The City Engineer has reviewed the plans and has no additional comments at this time.

Rice Creek Watershed District
The Rice Creek Watershed District has reviewed the plans and determined that a permit is not required for the project.

Variance Evaluation Criteria

On May 5, 2011, the Governor signed into law new variance legislation that changed the review criteria cities must use when evaluating variance requests. The new law renames the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retains the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan."

Therefore, in evaluating variance requests under the new law, in order to find a practical difficulty, cities should adopt findings addressing the following questions:

- Is the variance in *harmony with* the purposes and intent of the *ordinance*?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

As was the case before the new legislation took effect, economic considerations alone cannot constitute a practical difficulty. Furthermore, the new law clarifies that conditions may be imposed on granting of variances if those conditions are directly related to and bear a rough proportionality to the impact created by the variance.

Findings of Fact

Staff offers the following findings of fact for review:

General Findings:

1. The property at 1494 Keithson Drive is located in the R-1 Single Family Residential Zoning District.
2. The lot is in conformance with the minimum lot size and dimensions for the R-1 District.
3. The existing conditions on the property are in conformance with the setback and structure and lot coverage requirements for properties in the R-1 District.
4. The proposed porch addition would encroach 3 feet – 6 inches into the rear yard setback creating a setback of 26 feet – 6inches from the rear property line. The minimum rear yard setback in the R-1 District is 30 feet. The proposed porch addition would meet all other setback requirements for the R-1 District.

5. The proposed deck is in conformance with the Zoning Code as Section 1325.03, Subd. 2 (A) permits decks to extend six feet into the rear yard setback as long as the encroachment is not closer than six feet from the rear lot line. The proposed deck would be setback 26 feet – 6 inches from the rear property line.
6. All other aspects of the proposed porch and deck addition are in conformance with the Zoning Code requirements for the R-1 District.
7. The proposed addition would not encroach on any flood plains, wetlands, or easements.
8. The proposed addition is not expected to impact any significant trees on the property.

Variance Findings:

9. The variance would be in harmony with the purpose and intent of the City's Code because the impact of the addition on adjacent properties would be mitigated by the location of the addition at the rear of the house, the elevation change between the subject property and the adjacent property to the east, and the presence of several large trees along the rear property line that provide screening.
10. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property investment that complements and enhances the character of the City's established neighborhoods.
11. The proposed porch addition is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
12. The property is unique because of the wetland area that covers a large portion of the site. A drainage and utility easement covers the wetland area and a 5-foot buffer along the wetland's edge, limiting where additions to the home can be constructed. The unique characteristics of the property were not created by the property owners.
13. The proposed addition would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
14. The requested variance does not appear to be based on economic considerations alone.

Recommendation

The findings of fact for this variance request support a recommendation for approval. If the Planning Commission chooses to make a recommendation for denial, the Findings of Fact would need to be amended to reflect the reasons for the denial. If the Planning Commission recommends approval of this variance, staff recommends the following five conditions:

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 required prior to commencement of construction.
3. The porch addition shall match the color and architectural style of the rest of the principal structure.

4. An encroachment of 3 feet – 6 inches shall be permitted for the porch addition into the 30-foot rear setback requirement. This will result in a setback of 26 feet – 6 inches from the rear property line.
5. The structure shall conform to all other regulations in the City Code.

Proposed Motion Language

1. Recommend Approval with Conditions: Motion to recommend *approval* of Planning Case 16-015 for a rear yard setback variance at 1494 Keithson Drive, based on the findings of fact and submitted plans, as amended by the five conditions in the June 8, 2016, Report to the Planning Commission.

2. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-015 for a rear yard setback variance at 1494 Keithson Drive, based on the findings of fact and submitted plans in the June 8, 2016, Report to the Planning Commission.

3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-015 for a rear yard setback variance at 1494 Keithson Drive 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 16-015 for a rear yard setback variance at 1494 Keithson Drive: *a specific reason and/or information request should be included with a motion to table.*

Notice

Although a variance does not require a public hearing, a public meeting notice was prepared by the City and mailed to properties within 350 feet of the subject property.

Public Comments

The City received a phone call from the resident at 1474 Arden View Drive who stated their opposition to the variance request. The resident expressed concerns about the setback distance of the proposed addition from the adjacent townhomes and from the public walking path on the applicant's property.

The City received an email from the residents at 1477 Arden View Drive stating their opposition to the variance request. A copy of the email is provided in Attachment F.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on May 26, 2016. Pursuant to Minnesota State Statute, the City must act on this request by July 25, 2016 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. The City may extend the review period beyond the 120 days, with the applicant's permission.

Attachments

A. Land Use Application, Variance Request Letter, and Site Photographs
B. Location and Aerial Maps
C. Property Survey
D. Proposed Site Plan
E. Proposed Building Plans and Elevations
F. Public Comments

Attachment H

Approved:

CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, JUNE 8, 2016
6:30 P.M. - ARDEN HILLS CITY HALL

PLANNING CASES

A. Planning Case 16-015 – Variance – 1494 Keithson Drive –*No Public Hearing Required*

Senior Planner Bachler stated that the property 1494 Keithson Drive was developed by Pulte Homes as part of the Fox Ridge subdivision approved by the City in 2011. The lot area measures 32,736 square feet, however, a wetland area covers a large portion of the lot and limits the area that can be developed. As part of the Fox Ridge subdivision approval, Pulte was required to dedicate a drainage and utility easement that covers the wetland and a five-foot buffer along the wetland's edge. The City Code restricts the placement of any structures within a drainage and utility easement. The property also includes a public walking path that traverses the lot on the south side of the existing house connecting Keithson Drive to the north-south City trail that runs between the Fox Ridge subdivision and the townhomes to the east. A trail easement across the walking path was dedicated on the Fox Ridge plat.

Senior Planner Bachler commented that due to the environmental constraints on the property, the existing house was placed in the far northeastern corner of the lot close to the 30-foot rear yard and 10-foot north side yard setback lines. The dwelling also required a setback of approximately 73 feet from the front property line to avoid the drainage and utility easement and conform to structure setback requirements. In comparison, most of the homes in the Fox Ridge subdivision as well as those on Keithson Drive to the north of the subject property are setback approximately 40 feet from the front property line.

Senior Planner Bachler reported that the applicants have requested a rear yard setback variance in order to construct a 216 square foot three-season porch and a 211 square foot deck addition to their house. Both the porch and deck would be constructed on the rear side of the house with the deck being accessed through the new porch addition. In this case, a variance is only needed for the porch addition as the deck encroachment in the rear yard setback is allowed under the permitted encroachment provisions in Section 1325.03, Subd. 2 of the Zoning Code. The porch addition would encroach 3 feet – 6 inches into the required 30-foot rear yard setback, creating a setback of 26 feet – 6 inches from the rear property line. No other variances from the Zoning Code are needed for this project and the property would otherwise be in compliance with all aspects of the Zoning Code.

Site Data

Land Use Plan:	Very Low Density Residential
Existing Land Use:	Single Family Detached Residential
Zoning:	R-1: Single Family Residential
Current Lot Sizes:	.75 Acres (32,736 square feet)
Topography:	Relatively Flat

Senior Planner Bachler reviewed the surrounding area, the Plan Evaluation and the Variance Evaluation Criteria.

Senior Planner Bachler provided the Findings of Fact for review:

General Findings:

1. The property at 1494 Keithson Drive is located in the R-1 Single Family Residential Zoning District.
2. The lot is in conformance with the minimum lot size and dimensions for the R-1 District.
3. The existing conditions on the property are in conformance with the setback and structure and lot coverage requirements for properties in the R-1 District.
4. The proposed porch addition would encroach 3 feet – 6 inches into the rear yard setback creating a setback of 26 feet – 6 inches from the rear property line. The minimum rear yard setback in the R-1 District is 30 feet. The proposed porch addition would meet all other setback requirements for the R-1 District.
5. The proposed deck is in conformance with the Zoning Code as Section 1325.03, Subd. 2 (A) permits decks to extend six feet into the rear yard setback as long as the encroachment is not closer than six feet from the rear lot line. The proposed deck would be setback 26 feet – 6 inches from the rear property line.
6. All other aspects of the proposed porch and deck addition are in conformance with the Zoning Code requirements for the R-1 District.
7. The proposed addition would not encroach on any flood plains, wetlands, or easements.
8. The proposed addition is not expected to impact any significant trees on the property.

Variance Findings:

9. The variance would be in harmony with the purpose and intent of the City's Code because the impact of the addition on adjacent properties would be mitigated by the location of the addition at the rear of the house, the elevation change between the subject property and the adjacent property to the east, and the presence of several large trees along the rear property line that provide screening.
10. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property investment that complements and enhances the character of the City's established neighborhoods.
11. The proposed porch addition is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
12. The property is unique because of the wetland area that covers a large portion of the site. A drainage and utility easement covers the wetland area and a 5-foot buffer along the wetland's edge, limiting where additions to the home can be constructed. The unique characteristics of the property were not created by the property owners.

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13. The proposed addition would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
14. The requested variance does not appear to be based on economic considerations alone.

Senior Planner Bachler stated that the findings of fact for this variance request support a recommendation for approval. If the Planning Commission chooses to make a recommendation for denial, the Findings of Fact would need to be amended to reflect the reasons for the denial. If the Planning Commission recommends approval of this variance, staff recommends the following five conditions:

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 required prior to commencement of construction.
3. The porch addition shall match the color and architectural style of the rest of the principal structure.
4. An encroachment of 3 feet – 6 inches shall be permitted for the porch addition into the 30-foot rear setback requirement. This will result in a setback of 26 feet – 6 inches from the rear property line.
5. The structure shall conform to all other regulations in the City Code.

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 Lambeth explained that with the setback requirements and easements on this property, only 20% of the lot remained buildable. He believed the applicant's request was reasonable and stated he supported the 42-inch encroachment into the rear yard setback for the proposed porch.

Chair Thompson requested the applicant come forward for questions.

Steve Jytyla, 1494 Keithson Drive, introduced himself to the Commission.

Chair Thompson asked if the applicant had considered having a different design or layout for the porch.

Mr. Jytyla stated he looked at numerous options for the porch and deck addition. He explained that none of the options met his family's and the City's requirements. For this reason, he was

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requesting a variance. It was his hope to have a three-season porch attached to the house and not simply a deck.

Chair Thompson questioned if Mr. Jytyla had worked with Pulte Homes when the home was built.

Mr. Jytyla indicated he did not have a lot of input with Pulte Homes on where the dwelling would be located. He asked for the home to be moved forward but his request was not granted. He explained he moved to this neighborhood because he loved the area and the school district. He understood there were restrictions on the lot, but had hoped that the City would allow for a variance of 42 inches given the fact he would not be vastly encroaching on his neighbors.

Chair Thompson inquired if Mr. Jytyla had spoken to his neighbors regarding the proposed deck and porch. She noted the City had received objections from two property owners behind Mr. Jytyla's property.

Mr. Jytyla commented he had spoken to a number of his neighbors about the project and several were willing to attend this evening in support of the project.

Commissioner Jones asked if the porch would be glass or screen.

Mr. Jytyla explained the porch would have glass that could be raised over the screens. He reported the screen porch would have a fireplace in order for it to be used later in the fall.

Commissioner Lambeth questioned if the home was purchased on spec or if it was purchased to be built. He asked if Pulte Homes disclosed the fact that the rear property line had a restriction.

Mr. Jytyla reported he purchased the home to be built from Pulte Homes. He indicated the home came with no options and was basically bought on spec. He stated Pulte had made him aware of the setback constraints, but he was uncertain as to the specifics and conducted more research on this topic on his own.

Commissioner Hames asked if this request shed any light on the City Code regarding the differences between deck and porch setbacks.

Senior Planner Bachler described the differences between deck and porch rear yard setback requirements. He noted that in the R-1 District, decks can encroach up to six feet into the rear yard setback, but must not be closer than six feet from a property line.

Commissioner Hames discussed the importance of outdoor living space. She believed that the homeowner was bound by the home location and that this was not of his doing. It was her opinion that the homeowner was being penalized for something that was out of his control.

Commissioner Lambeth questioned if the porch would be constructed on piers.

Senior Planner Bachler reported this was the case.

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Commissioner Lambeth stated this meant no additional impervious surface area would be added to the property.

Senior Planner Bachler clarified that although the porch and deck would be constructed on piers, they would both count as impervious coverage on the property. He noted that the property would still be in conformance with the lot coverage requirements with the proposed addition.

Commissioner Zimmerman moved and Commissioner Hames seconded a motion to recommend approval of Planning Case 16-015 for a rear yard setback variance at 1494 Keithson Drive, based on the findings of fact and submitted plans, as amended by the five conditions in the June 8, 2016, Report to the Planning Commission. The motion carried 4-1 (Chair Thompson opposed).

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ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Ryan Streff, City Planner

SUBJECT: **Planning Case #16-014**
Applicant: Land O'Lakes
Property Location: 4001 Lexington Avenue North
Request: Master Planned Unit Development (PUD) Amendment and Final PUD Phase 1

Requested Action

Motion to approve Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment and Final PUD for Phase 1 located at 4001 Lexington Avenue North, based on the findings of fact and submitted plans, and the sixteen (16) conditions in the June 27, 2016, Report to the City Council.

Background/Overview of Request

The Land O'Lakes corporate headquarters has operated in Arden Hills since 1981. The campus operates as a Planned Unit Development (PUD) originally approved in Planning Case 79-004.

The Land O'Lakes campus is comprised of approximately 49 acres and contains two principal buildings situated towards the center of the property: the corporate headquarter building and a research and development building. Between these two facilities, the campus includes 263,800 gross square feet of building space. Additional improvements on the site include a surface parking lot with approximately 931 parking stalls and regional stormwater facilities. The remainder of the property is covered by wooded and open lawn areas.

The proposed Master PUD Amendment for the site provides a general plan for the two phased development. Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan includes

the expansion of the south parking lot on the campus and Phase 2 includes the construction of a new four-story office building along with the reconfiguration and expansion of the parking area on the north side of the campus.

1. Project Description

The applicant is requesting approval of a major addition to their campus that would allow the company to consolidate their Arden Hills and Shoreview locations into one headquarters facility at their existing Arden Hills property. The proposal includes the construction of a four-story, approximately 155,000 gross square foot office building just to the north of the existing principal buildings. Land O'Lakes is incorporating sustainable best practices into the design of the building and will seek a minimum of LEED Gold certification for the project. Other site improvements would include the expansion of the surface parking lots to provide approximately 1,678 parking stalls and the provision of extensive native landscaping areas to enhance the overall character of the site.

Land O'Lakes currently leases office facilities in Shoreview at the southeast corner of Lexington Avenue North and County Road F. Approximately 900 employees now work at this location and would be relocated to the Arden Hills campus with the completion of the new building. The company estimates that 2,100 employees will work on the site after consolidation in late 2018.

Planning Case 16-014 includes two separate components:

1. Master Planned Unit Development Amendment
2. Final Planned Unit Development Phase 1

Land O'Lakes will be completing the new office building and site improvements over two phases. Phase I includes the expansion and reconfiguration of the visitor parking lot on the south side of the existing campus. This phase is expected to be completed by late summer 2016. Phase 2 would comprise the remaining components of the expansion project, including the new office building and the expansion of the employee surface parking lot on the north side of the campus. Construction on Phase 2 is expected to be complete by December 31, 2018. At this time, Land O'Lakes is requesting City approvals for the overall Master PUD Amendment and the Final PUD for Phase I of the project. The Final PUD application for Phase 2 is tentatively scheduled for review by the Planning Commission and the City Council in July of 2016.

The applicant has submitted a project narrative explaining the proposed Land O'Lakes expansion project in further detail, where flexibility is being requested, and why the overall proposal is within the public interest (Attachment A). A complete plan set (Attachment B) has been submitted for the Master PUD Amendment and Final PUD for Phase 1. The submitted plan set

includes the site plan, tree preservation & landscaping plan, circulation plan, parking plan, photometric plan, grading plan, utility plans, and proposed building elevations.

2. Planned Unit Development (PUD) Process:

The Planned Unit Development process is a tool that provides additional flexibility for development that an underlying zoning district would not otherwise allow. For example, a PUD may make exceptions to setbacks, lot coverage, parking requirements, signage, building materials, or landscaping requirements. It is intended to overcome the limitations of zoning regulations and improve the overall design of a project. While the PUD process allows the City to negotiate certain aspects of the development, any conditions imposed on the PUD must have a rational basis related to the expected impact of the development. A PUD cannot be used to permit uses that would not otherwise be permitted in the underlying zoning district.

The first step in the PUD process is the Master PUD, which is a detailed concept plan for the entire development proposal, often outlining individual phases for development over a specified period of time. The second step is the Final PUD for each phase, which is a more detailed review as each development phase moves forward. During the Master PUD stage, the City works with the applicant to set an overall design framework or standard for a proposed development. These standards are then written into a development agreement which generally includes the design standards, a list of conditions, the size of the development, and what, if any, deviations from the underlying zoning district will be permitted. Once the Master PUD is approved, the applicant then creates a development that conforms to the development agreement for each subsequent Final PUD phase. The level of detail is guided by the type and scale of the development as well as the guidance or flexibility within the Zoning Code.

Plan Evaluation

1. Chapter 13, Zoning Regulations Review

As noted, this project is being reviewed through the Planned Unit Development (PUD) process. The following sections review the project based on the I-1 Limited Industrial District and general regulations, and notes where flexibility is being requested.

Section 1320 – District Provisions (I-1 Limited Industrial District)

A. Building Coverage and Landscaped Lot Area – Meets Requirements

The applicant has submitted a comprehensive site plan for the Master PUD and Phase 1 of the proposed development. As indicated, site improvements to be completed during Phase 1

include the expansion of the south parking area on the property. The proposed improvements in Phase 1 will decrease the landscaping coverage from 71.55% to 64.36% and increase the impervious coverage from 31.39% to 35.64%. The Master PUD and future Phase 2 of the project suggests structure coverage of 7.85%, landscaping coverage of 58.4%, and a total impervious coverage of 41.6%. Within the I-1 Limited Industrial District the City Code permits maximum structure coverage of up to 30%, a minimum landscaping coverage of 35%, and a total maximum impervious coverage of 65%.

	Permitted	**Existing**	**Proposed Phase 1**	**Future Phase 2**
Structure Coverage	30% Max. (619,073 sf)	5.62% (116,109 sf)	--**	8.07% (166,553 sf)
Landscaping Coverage	35% Min. (722,252 sf)	71.55% (1,476,507 sf)	64.36% (1,328,119 sf)	57.25% (1,238,490 sf)
Total Impervious Coverage*	65% Max. (1,341,325 sf)	31.39% (647,833 sf)	35.64% (735,497 sf)	42.75% (882,142 sf)

*Total impervious coverage includes the building coverage.
**No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure with a footprint of 50,444 square feet.
***The lot is 47.37 acres or 2,063,577.7 square feet.

B. Floor Area Ratio (FAR) – Meets Requirements

The FAR is the sum of the gross horizontal area of all floors of a building as measured in square feet from the exterior sides of the exterior walls, but not including covered porches; decks; any space where the average floor-to-ceiling height is less than six feet; attached or detached garages; and other detached accessory structures. FAR is calculated by dividing the sum of all gross horizontal floor areas by the square footage of the lot.

Within the I-1 – Limited Industrial District, a total FAR of up to 60% is permitted for structures. Although Phase 1 of the project does not include any new structures, the Master PUD and Phase 2 of the project suggest a new four (4) story office building with an additional 155,000 square feet. When the future Phase 2 of the project is completed and combined with the existing square footage on the property, a total FAR of 20.3% is proposed with approximately 418,800 square feet of floor area.

	Permitted	**Existing**	**Proposed Phase 1**	**Future Phase 2**	**Total**
FAR	60%	12.78%	--*	7.51%	20.3%
Square feet		263,800	--*	155,000	418,800

*No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure that would add approximately 155,000 square feet of floor area.
**The lot is 47.37 acres or 2,063,577.7 square feet.

C. Building Height – Meets Requirements

The maximum building height within the I-1 – Limited Industrial District Zoning District is 35 feet. During Phase 1 of the project no additional structures will be constructed on the site. Flexibility in building height will be required for Phase 2 of the project as a building height of approximately fifty-six (56) feet is being suggested at this time. The original PUD that was approved in 1979 in Planning Case 79-004 permitted the east building to be constructed at a height of fifty-six (56) feet.

	Zoning Code	Existing	Proposed Phase 1	Future Phase 2
Building Height	35’	56’	--*	56’
*No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure at approximately 56 feet in height.				

D. Setbacks – Meets Requirements

The minimum building setbacks in the I-1 – Limited Industrial District include a 55 foot front yard setback, 20 foot rear yard setback, 20 foot side yard setbacks, and a 50 foot side yard corner setback where applicable. Although Phase 1 of the project does not include any new structures, the Master PUD and future Phase 2 of the project includes a new office building. As proposed, the new structure proposed in Phase 2 of the Master PUD will meet all setback requirements.

	Permitted	Existing	Proposed Phase 1	Future Phase 2
Front Yard Setback	55’	400’	--*	390’
Rear Yard Setback	20’	436’	--*	436’
Side Yard Setback (East)	20’	103’	--*	103’
Side Yard Setback (West)	20’	561’	--*	561’
Side Yard Corner (East)	50’	619’	--*	619’
*No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure.				

Section 1325 – General Regulations

A. Tree Preservation – Meets Requirements

The applicant submitted a Tree Survey and Tree Replacement Plan as part of their tree preservation and mitigation requirements (Attachment B). The following table outlines these numbers and the additional requirements of the tree preservation ordinance pertaining to tree removal and tree mitigation regulations.

Development of the site as proposed in the Master PUD requires extensive tree removal. The applicant has stated their intent to expand the Land O'Lakes Campus in such a way that preserves as many high quality trees as possible, knowing that many of the significant trees will have to be removed in order for the property to accommodate the expansion of the Campus. During Phase 1 of the project, approximately 140 trees will be planted within the construction boundary of the south parking lot. Based on the proposed tree removal for both phases of the project, the City's Tree Preservation Ordinance requires 2,709 caliper inches of tree plantings. At this time, the applicant is proposing a total of 2,728 caliper inches or 780 trees.

	Caliper Inches	**Number of Trees**
Proposed Phase 1		
Proposed Removal	782	75
Trees Preserved	30,854	2,473
Future Phase 2		
Proposed Removal	7,800	564
Trees Preserved	23,054	1,819
Entire Site		
Existing Significant Trees	31,636	2,548
10% Permitted Removal	3,164	255
Proposed Removal	8,582	729
Total Trees Preserved	19,890	1,564
Replacement Trees Required*	2,709	--**
Replacement Trees Proposed	**2,728**	**780**

* Replacement trees are calculated by subtracting the ten percent permitted removal from the proposed removal and dividing by two.
** The number of trees required may vary depending on the size of the trees planted by the developer. City Code requires a certain number of caliper inches to be planted. If larger trees are planted then fewer trees would be required.

A variety of trees species and tree sizes are proposed to be planted during Phase 1 of construction. The proposed trees plantings consist of Red Maple, Sugar Maple, Ironwood, Common Hackberry, Quaking Aspen, White Oak, Northern Pin Oak, Bur Oak, Northern Red Oak, Basswood, and Prairie Expedition Elm.

B. <u>Perennials and Shrubberies – Meets Requirements</u>

The City Code requires that at least ten (10) percent of the total landscaped area be covered with perennials and/or shrubbery. In this case, Phase 2 of the project suggests that a total of 225,395 square feet or 18.19% of the landscaped area will be covered by perennials and shrubberies when Phase 2 is complete.

	Zoning Code	Proposed Phase 1	Future Phase 2	Total
Percent (%) of Plantings	10% Min.	2.98%	14.99%	18.19%
Square feet of Plantings	--	39,632	185,763	225,395 sf.
Total Landscaped Area	--	1,328,119 sf.	1,238,490 sf.	1,238,490 sf.

C. Planting Islands – Meets Requirements

At least ten (10) percent of a parking and driving area must be occupied by planting islands that are at least 150 square feet in size and have at least one tree. As proposed, Phase 1 of the project meets the minimum requirements with 14.89 percent of the parking lot occupied by planting islands. The Master PUD and future Phase 2 of the project suggest that after the expansion and reconfiguration of the north parking lot, 7.62 percent of the total parking and driving areas on the property will be occupied by planting islands, hence the applicant will be requiring flexibility in the future Phase 2 of the project.

	Zoning Code	Proposed Phase 1	Future Phase 2	Total
Percent (%) of Planting Islands	10% Min.	14.89%	5.9%	7.62%
Square feet of Planting Islands	63,494	18,172	30,240	48,412
Square feet of Parking Lot	--	122,054	512,886	634,940

D. Off Street Parking Spaces – Meets Requirement

The number of parking stalls required by the City Code is determined based on the type of land use proposed for a site. In this case, Land O'Lakes is classified as an office use and is required to provide one (1) parking space for each 250 square feet of gross floor area.

Phase 1 of the project does not include any new structures and, therefore, no additional parking spaces are required. However, because the applicant is expanding their Campus in Phase 2 additional parking spaces are required by the City Code. In order to accommodate the proposed construction in Phase 2, the south parking lot is being expanded to provide a total of 267 parking spaces.

With the proposed construction of the new 155,000 square foot four (4) story office structure in Phase 2, a total of 1,676 parking spaces are required by the Code. The applicant is proposing that 1,678 parking spaces be constructed between both phases and that an additional 461 proof-of-parking spaces be provided for future expansion.

	Building Square Feet	Parking Ratio	Required Parking	Existing/Proposed Parking
Existing				
Office	263,800	1 per 250 sq. ft.	1,056	931 (North Lot = 891) (South Lot = 40)
Proposed Phase 1*				
Office	263,800	1 per 250 sq. ft.	1,056	267
South Parking Lot				(Increase of 227)
Future Phase 2				
Office	155,000	1 per 250 sq. ft.	620	1,411
North Parking Lot				(Increase of 520)
Proof of Parking (POP)				
				461
Total				
Proposed	418,800	1 per 250 sq. ft.	1,676	1,678
Proposed with POP				2,139
*No additional building square footage will be constructed during Phase 1. Phase 1 only includes the expansion of the parking lot on the south side of the campus. The Master PUD suggests that an additional 1,411 spaces will be required with Phase 2 of the project.				

E. <u>Area and Dimensions of Each Parking Space – Meets Requirements</u>

The Zoning Code requires individual parking stalls to be at least 9 feet in width and 18 feet in length. All parking stalls shown on the Site Plan conform to this standard.

F. <u>Location of Parking Spaces – Meets Requirements</u>

Off-street parking stalls must be located a minimum of 20 feet from the public right-of-way line and 5 feet from any side or rear property lines. With the proposed expansion of the south parking lot in Phase 1, no new parking spaces would encroach into the setback requirements for parking lots. The Master PUD and future Phase 2 suggests that the parking lot expansion on the north side of the Campus would also meet the requirements for parking spaces as required by City Code.

2. Chapter 12, Sign Code Review

A. Freestanding and Wall Signage

No additional freestanding or wall signage is being requested as part of the Phase 1 of the Master PUD. However, the Master PUD and future Phase 2 of the project suggest that a new

monument sign will be erected at the secondary main entrance across from Innovation Way along County Road F West.

3. Chapter 11, Subdivision Code

A. Park Dedication

The City Code does not require that additional park dedication fees be collected for the Master PUD or Final PUD for Phase 1. However, park dedication fees will be negotiated when the applicant applies for the future Phase 2 of the project.

Section 1130.08 of the Subdivision Code (Public Use Dedications) states that the City may require as a condition of approval for a Planned Unit Development the dedication of land, or payment in lieu, and park improvement fees if it is determined the project will result in an increased demand for park land or improvements. In establishing the amount required the City is to take into consideration previous payments or dedications for park purposes. As a condition of approval for the PUD approval in Planning Case 79-004, Land O'Lakes was required to pay a park dedication fee in the amount of $151,981.10.

4. Traffic Study

A traffic study for the proposed expansion of the Land O'Lakes Campus was completed by SRF Consulting and can be reviewed in Attachment D. On page 22 and 23 of the report a summary and conclusions section has been provided, where 9d suggests that a 3/4 access be constructed with Phase 1 of the project at the access drive along Lexington Avenue North. The traffic study was submitted to the Ramsey County Traffic Engineer for review, and their comments for both Phase 1 and Phase 2 of the Master PUD can be reviewed in Attachment C.

5. Tax Abatement

On April 11, 2016, the City Council approved an Abatement Contract with Land O'Lakes to facilitate the company's plans for the corporate headquarters consolidation. Under the terms and conditions of the Contract, Land O'Lakes must complete certain minimum improvements including the construction of an at least 145,000 square foot office building expansion. The proposed Master PUD includes a new approximately 155,000 gross square foot office building and meets the requirements of the Abatement Contract.

6. Additional Review

A. Building Official, City Engineer, and Fire Marshal

The Building Official, City Engineer, and Fire Marshal have reviewed the submitted Plans for development. Their comments have been provided in Attachment C and have been corrected within the updated plan set. All final building plans will be subject to the Building Official and Fire Marshal's approval prior to the issuance of any permits for development. All final grading and utility plans will be subject to the approval by the City Engineer prior to the issuance of any development permits.

B. Ramsey County Review

Ramsey County has reviewed the plans for the expansion of the Land O'Lakes Campus and require that a 3/4 access be constructed at the entrance along Lexington Avenue North in order to prevent left turns out of the property. The Planning Commission has included a condition of approval that requires the 3/4 access be constructed before the commencement of Phase 2. The comments from the Ramsey County Traffic Engineer for both Phase 1 and Phase 2 of the Master PUD can be reviewed in Attachment C.

C. Rice Creek Watershed District

The RCWD has conducted their review of the proposed project located at 4001 Lexington Avenue North and have granted Conditional Approval pending the receipt of the changes included within the letter dated May 3, 2016 (Attachment C).

Findings of Fact:

The Planning Commission reviewed Planning Case 16-014 at their regular meeting on June 8, 2016. Draft minutes from the meeting are included in Attachment G. The Planning Commission offers the following eleven (11) findings of fact for consideration:

General Findings:

1. The applicant is requesting approval of a Master Planned Unit Development (PUD) Agreement & Final PUD for Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan located at 4001 Lexington Avenue North.
2. Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan includes the expansion of the south parking lot on the campus and Phase 2 includes the construction of a new four-story office building along with the reconfiguration and expansion of the parking area on the north side of the campus.

3. The PUD process allows for flexibility within the City's regulations through a negotiated process with a developer.
4. The Land O'Lakes property is comprised of 47.37 acres.
5. The Land O'Lakes property is located at 4001 Lexington Avenue North.
6. The Land O'Lakes property is located in the I-1 – Limited Industrial District.
7. The proposed use is a permitted use in the I-1 – Limited Industrial District.
8. The Master Planned Unit Development (PUD) Amendment and Final PUD for Phase 1 are in substantial conformance with the requirements set forth in the City's Zoning Code and design standards.
9. Where the plan is not in conformance with the City's Zoning Code, flexibility has been requested by the applicant.
10. A traffic study has been completed for the expansion of the Campus and suggests that a 3/4 access be constructed during Phase 1 of the project.
11. The proposed plan is in conformance with the City's 2030 Comprehensive Plan. The property at 4001 Lexington Avenue North is guided for Light Industrial and Office (I/O). The IO area is designated for a broad range of light industrial uses such as warehousing with manufacturing and office.

Recommendation

The findings of fact for the Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 support approval. However, if the City Council chooses to deny the application, the findings of fact would need to be amended to reflect the reasons for the denial.

The Planning Commission reviewed Planning Case 16-014 at their regular meeting on June 8, 2016, and unanimously recommends approval (5-0) for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 located at 4001 Lexington Avenue North, based on the finding of fact and submitted plans, as amended by the sixteen (16) conditions in the June 27, 2016, Report to the City Council.

1. That the project shall be completed in accordance with the submitted plans 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. That the applicant shall obtain a permit within one year of the Final Phase 1 PUD approval or the approval shall expire unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
3. That the applicant shall apply for a Final Phase II PUD within one year of the approval of the Final Phase 1 PUD or the approval shall expire unless extended by the

City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.

4. That a Master PUD Agreement and Phase I Development Contract shall be prepared by the City Attorney and subject to City Council approval. The Master PUD Agreement and Final Phase I Development Contract shall be executed prior to the issuance of any development permits for Phase I.
5. The applicant shall provide a construction phasing plan that includes plans for fire and police access throughout construction, subject to the approval of the Fire Marshall, Public Works Director, and Ramsey County Sheriff prior to the issuance of any development permits.
6. The Developer shall submit a financial surety in the amount of $200,000 for site improvements, including grading, utilities, and paving, prior to the issuance of any development permits. Upon completion of required Developer improvements, and acceptance by the City, the City may reduce the amount of security for the improvements still to be completed. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank, and be in a form acceptable to the City. The purpose of the letter of credit is to ensure that private site improvements stabilized in the event that the Developer defaults on the Master PUD Agreement and Phase I Development Contract.
7. The Developer shall submit a cash escrow for site improvements, including grading, utilities, and paving, in the amount of $20,000 prior to the issuance of any development permits. The escrow will be used for City costs related to review, approval, and inspection of site improvements or any costs incurred by the City in the event of a developer default. If at any time during the course of construction on the project the amount in the account is reduced to below $5,000, the Developer shall replenish the account to not less than $20,000. In the event there is a failure to replenish the account in accordance with the terms of the Agreement, the City has the right to withhold the issuance of a Certificate of Occupancy until the deficiency is paid. Upon completion of the project, payment of all outstanding bills and satisfaction of this Agreement, the City shall refund the remainder of the account to the Developer.
8. The Developer shall submit a financial surety in the amount of 125 percent 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 letter of credit shall automatically renew for successive one-year terms unless at least sixty (60) days prior to the next annual renewal date, the issuing bank delivers notice to the City that it intends to modify the terms of, or cancel, the letter of credit. A partial reduction in the letter of credit may be granted by the City in the event that landscaping improvements are installed over successive growing seasons. The purpose of the letter of credit is to ensure that landscaping is completed in the event that the developer defaults on the Development Agreement.

9. The Developer shall submit a cash escrow for landscaping improvements in the amount of $15,000 prior to the issuance of any development permits. The escrow will be held by the City for two years after installation of landscaping and used for City costs related to review, approval, and inspection of landscaping, or developer default.
10. That the proposed project may require permits, including, but not limited to, MPCA-NPDES, Rice Creek Watershed District, Minnesota Department of Health, Ramsey County and City Right of Way, and City Grading and Erosion Control permits. Copies of all issued permits shall be provided to the City prior to the issuance of any development permits.
11. That the final plans for Phase 1 shall be subject to approval by the City Engineer, Building Official, and Fire Marshal prior to the issuance of a grading and erosion control permit.
12. Final grading, drainage, utility, and site plans shall be subject to approval by the Public Works Director, City Engineer, and City Planner prior to the issuance of a grading and erosion control permit or other development permits.
13. That upon completion of grading and utility work on the site, a grading as-built and utility as-built shall be provided to the City for review.
14. That the final Lighting and Photometric Plan for Phase 1 shall be reviewed and approved by the City prior to the issuance of a grading and erosion control permit for Phase 1.
15. That the access onto Lexington Avenue North shall be revised to a 3/4 access to prevent left turns out of the site. A "pork chop" median shall be constructed to prevent the left turns out. That the 3/4 access shall be completed prior to the issuance of any development permits for Phase II of the Master PUD.
16. That the applicant shall conform to all other City regulations.

Options

1. Approve the proposal as submitted.
2. Approve the proposal with conditions (Recommended Action).
3. Deny the application with reasons for denial.
4. Table for additional information.

Public Notice

A public hearing notice was mailed to all properties within 1,000 feet of the subject property and published in the *Shoreview-Arden Hills Bulletin* on May 18, 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.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on May 2, 2016. Pursuant to Minnesota State Statute, the City is required to act on this request by June 30, 2016, (60 days), unless the City provided the petitioner with written reasons for an additional 60-day review period.

Attachments

A. Project Narrative
B. Development Plan Set
C. Comments - Development Review Committee
D. Traffic Study
E. Aerial Site Map
F. PUD Site Plan
G. Draft Planning Commission Minutes – June 8, 2016
H. Planning Commission Report – June 8, 2016

Attachment A

Land O'Lakes Planned Unit Development (PUD) Narrative

Name of Project:

Land O'Lakes Corporate Headquarters Consolidation

Location of Project and assigned site address:

The project site is located south of County Road F, west of Lexington Avenue North, north of Interstate Highway No. 694, and east of Hamline Avenue North. The site is approximately 47.37 acres and contains two corporate campus buildings, surface parking lot areas, wooded areas, open lawn areas and regional stormwater facilities.

Address:

Marcia Droege

Director, Real Estate & Facilities

4001 Lexington Avenue North

Arden Hills, MN 55126

Name and Address of owner/developer:

Land O'Lakes, Inc.

Attn: Marcia Droege, Director of Real Estate & Facilities

4001 Lexington Avenue N

Arden Hills, MN 55126

Nature of Applicant's Interest

Land O'Lakes intends to consolidate their Arden Hills and Shoreview locations into one campus headquarters at their existing Arden Hills property. The consolidation will include construction of a new four-story corporate office building of approximately 155,000 gross floor area and related site improvements. The new corporate building and site will be designed with sustainable best practices and will seek a minimum of LEED-NC 2009 Gold certification. The site parking lot will be reconstructed to provide approximately 1678 parking stalls. Native landscaping proposed with this project will enhance the overall character of the existing site, as well as establish overall management standards to improve the quality of the existing native plant communities.

The consolidation will bring approximately 900 employees currently located at the Shoreview site onto the Arden Hills campus. The estimated employee count after the consolidation in late 2018 will be approximately 2100 employees.

Also included in the project is the renovation of approximately 138,000 square feet in the existing Arden Hills corporate building. The renovation will include the expansion of the corporate cafeteria/conference (approximately 20,000 sf.), reconfiguration of the loading dock area (approximately 11,000 sf.) and renovation of office areas (approximately 107,000 sf.) based on new workplace strategies.

Existing Site and Past Approvals

The project site contains two existing corporate campus buildings, surface parking lot with approximately 931 parking stalls, approximately 22.7 acres of wooded area, (approx. 31,636 cal. Inches of trees on site), open lawn areas and regional stormwater facilities. The following are descriptions of the existing uses on site:

1. Land O'Lakes east Headquarter building: Four story building, 56' in height, with a total of 201,300 gross floor area.
2. Land O'Lakes Research and Development building: Two story building, 28' feet in height, with the exception of a 3,000 sq. ft. element that will be 50 feet tall, and approximately 62,500 gross floor area.

It should be noted that Land O'Lakes does not own the small triangular parcel (south-east corner of the Land O'Lakes site) at the north-west corner of the intersection of Lexington Avenue N. and the on-ramp for Highway 694 west. This parcel is owned by Roger J. Reiling and his trust.

Past Approvals

In 1979, the City of Arden Hills approved a Special Use Permit – Case No. 79-4 for the original PUD plan for the Land O'Lakes corporate headquarters site. A list of all of the processed planning cases for the project site are identified below:

1. Special Use Permit Agreement & Planned Unit Development: Planning Case 79-004
2. Site Plan Review – Parking Lot Expansion: Planning Case 87-027
3. Site Plan Review – Building Addition: Planning Case 88-028

Development Concept

The overall design concept for the corporate headquarters consolidation project is based on the strong commitment that Land O'Lakes has to building strong communities, creating enduring livelihoods and being effective stewards of natural resources. The company has a strong track record working with its public and private partners to address everything from water quality and soil conservation to pollinator health. For this project, Land O'Lakes would like to reinforce these core values by constructing a new corporate building and related site improvements that is driven by best sustainable design practices and reinforces their strong commitment to land stewardship.

The proposed new four-story corporate building will be approximately 155,000 gross floor area. The first floor of the building includes reception space, credit union, childcare area, medical clinic, corporate workout facilities, a flexible meeting space and conference center and support functions. The upper three floors will include employee office/work/meeting space. The proposed building will be oriented on an east-west access directly to the north of the existing buildings, in what is the current drop-off and parking lot The primary entrance to the proposed building will be located on the north side of the building facing County Road F. and adjacent to a new vehicle drop-off. A secondary entrance is located at the west end of the building and also on the south side of the building facing a proposed central courtyard.

Site Parking

Based on the overall 418,800 gross floor area of the proposed and existing buildings on the site, and the City zoning requirements of 1 stall per 250 GSF, we have determined that approximately 1,676 vehicle parking spaces will be required to support the project. The current north parking lot (Phase 2) on the site will be completely reconstructed to include 1411 parking stalls. Approximately 25 parking stalls will be designated for handicapped accessible stalls, 20 parking stalls for preferred parking, 10 stalls for motorcycle parking and 15 stalls for daycare drop-off. To facilitate the required number of parking stalls on the site, the north parking lot will be expanded to the west and impact the existing wooded area. Approximately 620 trees will be removed from the wooded area, which equates to 7468 cal. inches. Based on the necessary tree removal, approximately 2000 cal. inches of trees will need to be remediated (includes the permitted 10% removal of site trees). See attached spreadsheet for tree species, sizes and quantities that will be impacted.

The south parking (Phase 1) lot will be partially reconstructed to include 267 parking stalls, including 7 parking stalls designated for handicapped accessible stalls. A majority of the drop-off will remain intact including the hardscape and landscaping existing within the center island.

Site Traffic and Circulation

See DRAFT Land O'Lakes Expansion Traffic Study Update prepared by SRF Consulting Group for recommendations.

Site Landscaping

The concept plan for the overall site landscaping is based on the desire to reinforce the natural beauty and character of the site. A native plant palette will be utilized for the proposed site improvements and enhance the native plant communities that exist on the site. An east-west vegetated woodland buffer will be created at the front of the building to connect the western wooded area to the east of the site. The vegetated woodland buffer will include a lighted pedestrian trail to connect all of the parking areas on the north side of the building to the main building entrance. Identified below are percentages for site landscape areas (all percentages include existing plant credits):

1. Overall landscape coverage on the entire campus site (47.37 acres) is approximately 60% of the total site area.
2. Phase 1 (South Parking Lot) proposed landscape coverage is approximately 64.36% of the total area.
3. Phase 2 (North of existing buildings) proposed landscaping is approximately 57.25% of the total area.

A new central courtyard of approximately 50,900 sf will be created as a part of the project. The courtyard will be located in the space that is created between the new and existing buildings. The central courtyard will be a flexible programmable space that will include a variety of meeting, dining and seating areas. The courtyard will be designed to include hardscaped and landscaped areas. Over story canopy trees will provide shaded areas for small informal gatherings, while open hardscaped plaza areas will provide areas for connectivity and larger gatherings.

An outdoor playground of approximately 8,000 sf will be included to support the childcare functions. The playground will be designed to support use of children form the age of 3-12 years. The playground will include structured seating, resilient surfacing, native landscaping and other playground amenities. The playground will incorporate a fence along the western edge to secure the playground area from the adjacent corporate plaza space.

Loading Dock/Delivery Area

The loading dock area located on the north end of the current corporate building will be reconfigured to provide one additional semi-truck loading dock, and a relocated trash compactor and recycling container area. Current vehicular circulation in the delivery area will be maintained to support the expanded loading dock functions.

Compliance with Current City of Arden Hills Zoning Code

The proposed consolidation project is consistent with the adopted City of Arden Hills Comprehensive Plan and previously approved PUD - Case No. 79-4 for the project site. The current zoning for the existing and surrounding sites is I-1 Limited Industrial District. All of the defined uses in the proposed project (credit union, childcare facility (over 10), medical clinic, and corporate workout facilities) are permitted uses within the district. Based on the surrounding zoning, the proposed consolidation project is visually compatible with adjacent land uses and does not impact the surrounding sites in a negative manner.

The proposed Land O'Lakes Corporate Headquarters Consolidation project will exceed the current City of Arden Hills zoning requirements in numerous ways. Some of the specific zoning code requirements that will be exceeded include the following:

1. Currently within the I-1 Limited Industrial District there are no requirements for indoor/outdoor bicycle storage. We are currently proposing 32 outdoor bicycle parking spots and have a design option for an additional 20 indoor bicycle parking spots.
2. Our proposed landscape for Phase 1 and 2 improvements is approximately 35% of the total site which exceeds the City requirement of 10%.

3. The project will meet or exceed tree requirements related to building height (4 stories)
    a. 50% trees 2” to 3” cal. inches (includes 95 evergreen trees that average 2”-3” cal. inches)
    b. 31% tree 3.5” to 4” cal. inches
    c. 26% trees 4.5” to 6” cal. inches
4. Environmental Conservation and Sustainability
    a. Per Ordinance 1325.05 Subsection 8 – Additional Design Standards for New Development in B2/B3 districts, the City encourages the use of green materials and environmentally friendly construction and site design such as the use of pervious surfaces, green rooftops, energy efficient materials, LEED standards, and other green building techniques. The new corporate building and site will be designed with sustainable best practices and will seek a minimum of LEED-NC 2009 Gold certification even in an I-1 Limited Industrial District. The site will be developed to fulfill multiple Sustainable Site LEED credits such as Stormwater Design Quality and Quantity, Light Pollution Reduction as well as Water Efficient Landscaping. Transportation amenities such as interior and exterior bicycle parking and preferred parking for carpool and electric vehicles including charging stations will be incorporated into the parking design. Along with meeting LEED standards for internal water efficiency and the use of energy efficient lighting and mechanical systems, the new corporate building will strive to use local materials that are healthy to the building occupants.

5. Additional Design Compliance
    a. Per Ordinance 1325.05 Subsection 8 – Additional Design Standards for New Development in B2/B3 districts, the purpose of these additional design standards is to promote a high level of architectural, landscaping, and site design in the business districts of Arden Hills. The City seeks to create a unified, harmonious, and high-quality environment to foster a distinct, positive, and successful image for the City. The materials of the new corporate building and site will be designed to comply with many of these standards even in an I-1 Limited Industrial District.
    b. Per Section D, buildings shall be constructed of materials that are enduring, timeless, and well-detailed. The design of the new building will likely use the same brick as the original building along with high quality, energy efficient glazing and architectural metal wall panels.
    c. Per Section E, the arrangement, massing, materials and colors shall work to create a high quality development that is responsive to existing buildings, site features, and site design on adjoining sites in the district. With the use of the original brick used on the existing corporate buildings for the new corporate building, a cohesive campus aesthetic will be created.

Zoning Actions

The Land O’Lakes corporate headquarters expansion project will be requesting flexibility thru the Final PUD planning process (for identified South Parking lot in Phase 1) for Section 1325.05, Subd. 1, F. Minimum Landscape Requirements, Perennials and Shrubberies. The identified requirements states at least ten (10) percent of the total landscaped area shall be covered with perennials and/or shrubbery and be planted within the perimeter of private parking, building, and driveway areas. Based on our

current design for the south parking lot (Phase 1) we have provided approximately 36,221 sf. of planting areas, for a total of 2.53%.

The primary justification for flexibility thru the approved PUD related to the Minimum Landscape Requirements for Perennials and Shrubs are identified below:

1. The overall design intent for the south parking lot is to provide enough parking stalls, without impacting the existing natural areas and character, to meet the overall parking requirements of 1676 stalls on the entire campus site (as identified in the Master PUD submission). The south parking lot serves as the primary guest entrance to the campus, so a balance was desired to limit to overall impervious parking areas, while trying to maintain the existing natural features (wetlands, wooded areas and lawns). The design accomplishes this by focusing the perennial plantings and shrubs adjacent to the entrance roadway to frame and extend the drivers entry experience as you enter towards the campus buildings. The parking lot areas are buffered from the entrance roadway (a min. 20' wide landscape boulevard has been provided) by the ground level plantings and over story trees to extend the "natural" character all the way up to the building entrances. Subsequently, perennials and ground covers are limited at the parking lot outer edges to allow visitors un-interupted views into the adjacent natural areas. The areas adjacent to the parking lot edges will be planted with a combination of a native turf (approximately 18,900 sf.) and a woodland seed/plug plant mix (26,000 sf.) to enhance these edges and provide long-term vegetated cover.
2. As part of the future proposed work in Phase 2, we have defined approximately 176,778 additional sf. of perennial and shrub plantings which equate to approximately 14.26% of the Phase 2 project area. This proposed Phase 2 landscaping, in combination with the Phase 1 landscaping, would result in over 212,999 sf. of perennial and shrub landscaping on the entire project site for a total of 16.79%. This total % of perennial and shrub landscaping would exceed the current zoning code by approximately 170%. This is a two Phased design and construction project, so all proposed improvements will function as one landscape and should be reviewed accordingly.

The Land O'Lakes corporate headquarters expansion project will also be requesting future flexibility thru the Final PUD planning process (for identified north project site in Phase 2) for Section 1325.05, Subd. 1, F. Minimum Landscape Requirements, Planting Islands. The requirements state that planting islands shall be required to visually break up expanses of hard-surface parking areas, to provide safe and efficient traffic movement, and to define rows of parking. Planting islands shall occupy at least ten (10) percent of the parking area. Planting islands shall be edged with concrete curbs. Parking lot planting islands shall be a minimum of 150 square feet in area, be of appropriate width and length, and include at least one tree meeting the requirements of this ordinance. Based on our proposed design, we estimate we will provide approximately 30,240 sf. of planting islands, for a total of 5.9%.

The primary justification for flexibility thru the approved PUD related to Minimum Landscape Requirements for Planting Islands are identified below:

1. The required number for parking (as identified in the Master PUD submission) to support the overall campus expansion is 1676 stalls. This required parking stall count has caused hardship related to providing the necessary amount of land needed to accommodate this parking while trying to limit the impacts on the valuable natural features of the site. The current site is approximately 47.37 acres, with the wooded areas comprising approximately 22.7 acres,

pond/wetland areas comprising 4.5 acres, and existing and proposed development approximately 18.5 acres. Based on the need to provide 1676 stalls on the campus site to support expansion, it has required the proposed parking expansion into the wooded area on the west edge of the site, thus reducing this natural feature from approximately 7.5 acres to 4.2 acres. Based on the impacts to the western wooded area, it has been determined that the design will try and limit any additional impacts to natural site features by limiting some of the landscaped islands at the outer edges of the parking areas. By creating landscaped islands throughout the outer edges of the parking lots where they are not currently proposed, we would effectively be removing parking stalls, which would require us to remove more of the wooded area to the west to provide parking stalls that were removed to accommodate landscaped islands. To mitigate the loss of the landscape islands, the site design has incorporated a new east-west "green belt" (green belt is approximately 60' in width and runs the entire length of the proposed Phase 2 improvements) located directly north of the proposed corporate building expansion. This wooded green belt will provide two site amenities; the first being an enhanced entry experience for staff and visitors to the site (imagine exiting your car and walking thru the woods to the front door of the new corporate building), and secondly, provide a view into a natural landscaped area for users in the new corporate building (existing buildings on the site have been designed to maximize views to natural areas and limit views to the parking lots).

2. As part of the proposed work in Phase 1 (South parking lot), we have defined 18,172 sf. of planting islands, which would exceed the current zoning code by approximately 150%. The combined Phase 1 and Phase 2 parking lot islands would average to approximately 7.62% of the total parking lot areas on site, which is significantly closer to the required 10%.

Project Schedule

The project will occur July 2016 – January 2019. See schedule below for additional detail.

Land O'Lakes Headquarters Consolidation
Project Schedule

TASK	START	FINISH
Preconstruction Planning & Design	**01/04/2016**	**06/02/2017**
Schematic Design	**01/04/2016**	**04/01/2016**
PUD Applications		
South Lot Final PUD Application Submittal		**05/02/2016**
Campus Master PUD Application Submittal		**05/02/2016**
Campus Final PUD Application Submittal		**06/06/2016**
Design Development	**04/04/2016**	**07/13/2016**
Construction Documents	**04/04/2016**	**06/02/2017**

CP-1: Workplace Strategy Pilot Project Construction Documents	06/01/2016		
CP-2: South Parking Lot Construction Documents	06/08/2016	*06/21/2016*	*Submit to City*
CP-3: North Parking Lot Construction Documents	07/06/2016	*07/19/2016*	*Submit to City*
CP-4: Foundations, UG Utilities, Below Grade Waterproofing	10/07/2016		
CP-5: Superstructure	10/21/2016		
CP-6: Core & Shell / Final Site	01/13/2017		
CP-7: Interiors / 1st Floor Renovation - Dock & Cafeteria	03/03/2017		
CP-8: Existing Building Renovation - Floors 2-4	06/02/2017		

PUD Application - City of Arden Hills Approvals	
South Lot Final PUD Planning Commission Approval	06/08/2016
Campus Master PUD Planning Commission Approval	06/08/2016
South Lot Final PUD City Council Approval	06/27/2016
Campus Master PUD City Council Approval	06/27/2016
South Lot PUD City Staff Approval	07/11/2016
Campus Master PUD Staff Approval	07/11/2016
South Lot Development Agreement Executed	**07/11/2016**
Campus Final PUD Planning Commission Approval	07/06/2016
Campus Final PUD City Council Approval	07/25/2016
Campus Final PUD Staff Approval	08/08/2016
Campus Development Agreement Executed	**08/08/2016**

Construction Permits	
CP-1: Workplace Strategy Pilot Project - Existing Building Renovation Permit	06/15/2016
CP-2: South Lot Permit	07/12/2016
CP-3: North Lot Permit	08/09/2016
CP-4: Building Foundations Permit	11/04/2016
CP-5: Building Superstructure Permit	11/18/2016
CP-6: Core & Shell Construction Permit	02/10/2017
CP-7: Interiors / 1st Floor Renovation - Dock & Cafeteria Permit	03/31/2017
CP-8: Existing Building Renovation - Floors 2-4 Permit	06/30/2017

Construction	**06/15/2016**	**09/19/2018**
Workplace Strategy Pilot Project	06/15/2016	09/16/2016
Site	07/12/2016	10/06/2017
South Lot	07/12/2016	08/08/2016
North Lot / Courtyard Landscaping	08/09/2016	10/06/2017
New Building Construction	11/07/2016	02/16/2018
Existing Building Renovation	04/02/2018	09/19/2018

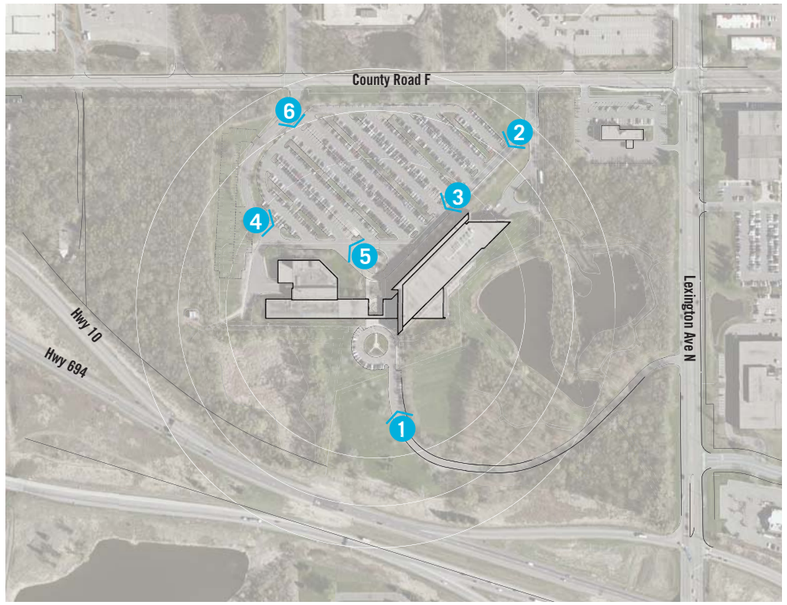
Attachment B

LAND O'LAKES Corporate Headquarters Consolidation

Final Planned Unit Development Submission - Phase 1
Master Planned Unit Development Submission - Phase 2

May 2, 2016

PERKINS+WILL



SITE PHOTOS

LAND O'LAKES Corporate Headquarters Consolidation

PERKINS+WILL

May 2 2016

SITE PHOTOS

LAND O'LAKES Corporate Headquarters Consolidation

PERKINS+WILL

May 2 2016

SITE PHOTOS

LAND O'LAKES Corporate Headquarters Consolidation

PERKINS+WILL

May 2 2016

EXISTING SITE

Existing Buildings

Existing Total GSF	**263,800**
Corporate Building	201,300
R&D Building	62,500

Existing Parking

01 Main Lot	746
02 West Lot	145
03 Guest Lot	40
Existing Total	**931**

EXISTING SITE

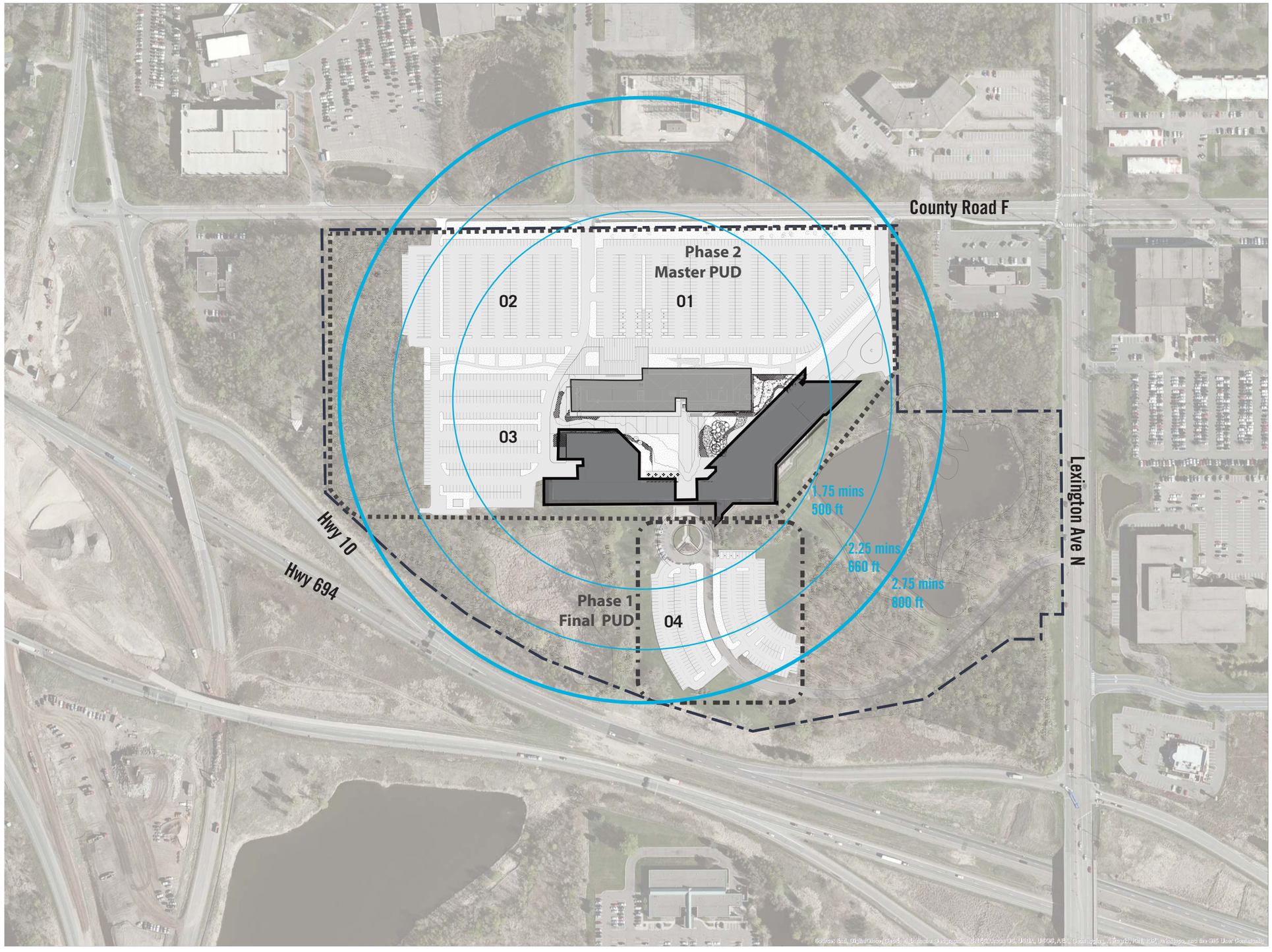
LAND O'LAKES Corporate Headquarters Consolidation

PERKINS+WILL

May 2 2016

PROPOSED PARKING

Existing Buildings	
Existing Total GSF	**263,800**
New Building	
Proposed Total GSF	**155,000**
Total Proposed GSF	**418,800**
Required Parking	
1 per 250 GSF	1675
Proposed Parking	
01 Main North Lot (Phase 2)	655
02 North-West Lot (Phase 2)	435
03 South-West Lot (Phase 2)	321
04 South Guest Lot (Phase 1)	267
Proposed Total	**1678**



PROPOSED SITE IMPROVEMENTS

LAND O'LAKES Corporate Headquarters Consolidation

PERKINS + WILL

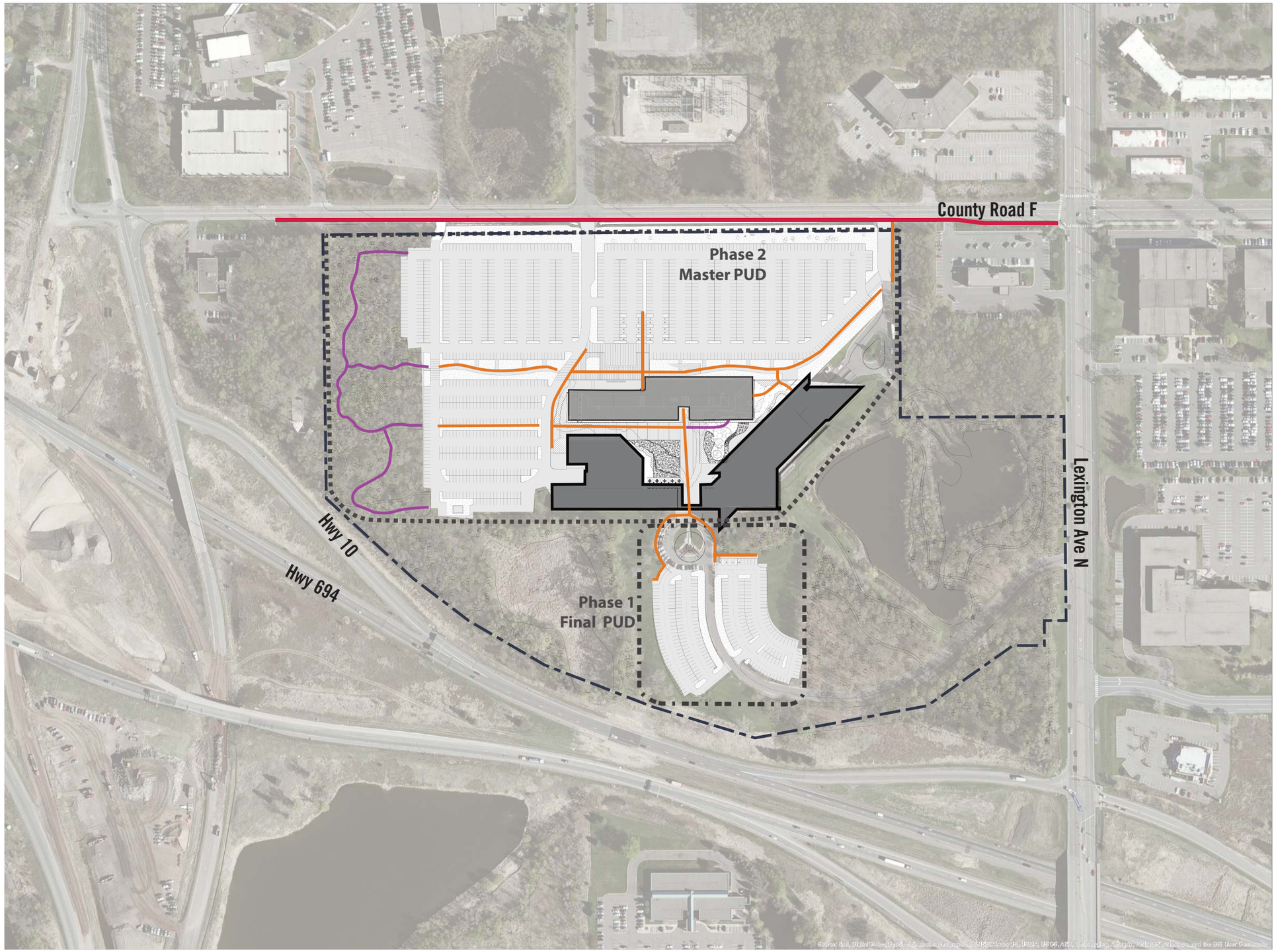
May 2 2016

PEDESTRIAN CIRCULATION

Primary Pedestrian Routes

Existing Trail

Secondary Pedestrian Routes



PEDESTRIAN CIRCULATION

LAND O'LAKES Corporate Headquarters Consolidation

PERKINS + WILL

May 2 2016

LAND O'LAKES HEADQUARTERS

MAY 02, 2016
PW PROJECT #051354.040

4001 Lexington Ave N. Arden Hills, MN

PUD APPLICATION DOCUMENTS
VOLUME1

OWNER	OWNERS REP	ARCHITECT	LANDSCAPING	CIVIL	STRUCTURAL	MEP	CONTRACTOR
LAND O' LAKES, INC. 4001 LEXINGTON AVE N. ARDEN HILLS, MN 55126 651.375.3168 (TEL) CONTACT: ANN DOHMEN AMDohmen@landolakes.com	FAITHFUL+GOULD 45 SOUTH 7TH STREET SUITE 2500 MINNEAPOLIS, MN 55402 612.338.3120 (TEL) CONTACT: KEVIN WIESE Kevin.Wiese@fgould.com	PERKINS+WILL Minneapolis, MN 55403 612.851.5000 (TEL) 612.851.5001 (FAX) CONTACT: TONY LAYNE tony.layne@perkinswill.com	PERKINS+WILL 612.851.5044 (TEL) CONTACT: JOHN SLACK john.slack@perkinswill.com	BKBM 5930 BROOKLYN BOULEVARD MINNEAPOLIS, MN 55429 763.843.0420 (TEL) CONTACT: TOM CESARE tcesare@bkbm.com	BKBM 5930 BROOKLYN BOULEVARD MINNEAPOLIS, MN 55429 763.843.0420 (TEL) CONTACT: ANDY RAUCH arauch@bkbm.com	MICHAUD COOLEY ERICKSON 333 SOUTH SEVENTH STREET, SUITE 1200 MINNEAPOLIS, MN 55402 612.339.4941 (TEL) mfauske@michaudcooley.com, mplumedahl@michaudcooley.com CONTACT: MARK FAUSKE-MECH, MICHAEL PLUMEDAHL-ELEC	MCGOUGH 2737 FAIRVIEW AVE N ST. PAUL, MN 55113 651.633.5050 (TEL) CONTACT: CARY MILLER CMiller@mcgough.com

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SHEET NUMBER	SHEET NAME	SCHEMATIC DESIGN	PUD APPLICATION
01-GENERAL			
G00-00	COVER SHEET	x	x
G00-01	INDEX OF DRAWINGS	x	x
02-CIVIL			
C01-00	SELECTIVE SITE DEMOLOTION NOTES AND DETIALS	x	x
C01-01	SELECTIVE SITE DEMOLITION PLAN - PHASE ONE	x	x
C01-02	SELECTIVE SITE DEMOLITION PLAN - PHASE TWO	x	x
C02-00	GRADING, DRAINAGE, AND EROSION CONTROL NOTES AND DETAILS	x	x
C02-01	GRADING, DRAINAGE, AND EROSION CONTROL PLAN - PHASE ONE	x	x
C02-02	GRADING, DRAINAGE, AND EROSION CONTROL PLAN - PHASE TWO	x	x
C03-00	UTILITY NOTES AND DETAILS	x	x
C03-01	UTILITY NOTES AND DETAILS	x	x
C03-02	UTILITY PLAN - PHASE ONE	x	x
C03-03	UTILITY PLAN - PHASE TWO	x	x
C03-04	SANITARY SEWER AND STORM SEWER SCHEDULES	x	x
C03-05	PUBLIC WATERMAIN PLAN AND PROFILE		x
C04-00	PAVING AND GEOMETRIC NOTES AND DETAILS	x	x
C04-01	PAVING AND GEOMETRIC PLAN - PHASE ONE	x	x
C04-02	PAVING AND GEOMETRIC PLAN - PHASE TWO	x	x
C05-00	STORM WATER POLLUTION PREVENTION PLAN		x
C05-01	STORM WATER POLLUTION PREVENTION PLAN - PHASE ONE		x
C05-02	STORM WATER POLLUTION PREVENTION PLAN - PHASE TWO		x
03-LAND			
L01-01	LAYOUT PLAN	x	
L01-02	LANDSCAPE PLAN	x	
L01-03	IMPACTED TREES	x	
L04-01	ENLARGED CENTRAL PLAZA	x	
L04-02	ENLARGED PLAN NORTH GARDEN	x	
L04-03	ENLARGED PLAN PLAYGROUND	x	
L04-04	SITE PLAN		x
L04-05	LANDSCAPE PLAN		x
L04-07B	SOUTH PARKING LANDSCAPE PLAN		x
L04-07D	TREE SURVEY		x
L04-10	PROOF OF PARKING		x
L11-01	DETAILS	x	
L11-02	DETAILS	x	
04-ARCHITECTURAL			
A00-01	ARCHITECTURAL ABBREVIATIONS, SYMBOLS & GEN NOTES	x	
A01-01	CODE COMPLIANCE PLANS	x	
A01-02	CODE COMPLIANCE PLANS	x	
A01-03	CODE COMPLIANCE PLANS	x	
A04-02	OVERALL SITE PLAN	x	x
A09-01	RENOVATION LEVEL 01 OVERALL FLOOR PLAN	x	x
A09-02	RENOVATION LEVEL 02 OVERALL FLOOR PLAN	x	x
A09-03	RENOVATION LEVEL 03 OVERALL FLOOR PLAN	x	x
A09-04	RENOVATION LEVEL 04 OVERALL FLOOR PLAN	x	x
A10-01	OVERALL FLOOR PLANS	x	x
A10-02	OVERALL FLOOR PLANS	x	x
A10-03	OVERALL FLOOR PLANS	x	x
A10-06	ARCHITECTURAL ROOF PLAN	x	
A11-01C	LEVEL 01 FLOOR PLAN		x
A11-02A	LEVEL 02 FLOOR PLAN - AREA A		x
A11-02B	LEVEL 02 FLOOR PLAN - AREA B		x
A11-02C	LEVEL 02 FLOOR PLAN - AREA C		x
A11-03A	LEVEL 03 FLOOR PLAN - AREA A		x
A11-03B	LEVEL 03 FLOOR PLAN - AREA B		x
A11-03C	LEVEL 03 FLOOR PLAN - AREA C		x
A11-04A	LEVEL 04 FLOOR PLAN - AREA A		x
A11-04B	LEVEL 04 FLOOR PLAN - AREA B		x
A11-05A	LEVEL 05 FLOOR PLAN - AREA A		x
A11-05B	LEVEL 05 FLOOR PLAN - AREA B		x

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SHEET NUMBER	SHEET NAME	SCHEMATIC DESIGN	PUD APPLICATION
A12-01	LEVEL 01 REFLECTED CEILING PLAN	x	
A12-02	LEVEL 02 REFLECTED CEILING PLAN	x	
A12-03	LEVEL 03 REFLECTED CEILING PLAN	x	
A12-04	LEVEL 04 REFLECTED CEILING PLAN	x	
A12-05	LEVEL 05 REFLECTED CEILING PLAN	x	
A18-01	ISOMETRIC VIEWS	x	
A20-01	EXTERIOR ELEVATION	x	x
A20-02	EXTERIOR ELEVATION	x	x
A20-10	ENLARGED EXTERIOR ELEVATION		
A20-12	ENLARGED EXTERIOR ELEVATION		
A20-13	ENLARGED EXTERIOR ELEVATION		
A30-01	BUILDING SECTION	x	
A31-01	EXTERIOR WALL SECTIONS	x	
A31-02	EXTERIOR WALL SECTIONS	x	
A31-03	EXTERIOR WALL SECTIONS	x	
A31-04	EXTERIOR WALL SECTIONS	x	
A70-01	RENDERED NW PERSPECTIVE		x
07-MECH			
M000	MECHANICAL TITLE SHEET	x	
M10-01	MECHANICAL HVAC PLAN LEVEL 01	x	
M10-02	MECHANICAL HVAC PLAN LEVEL 02	x	
M10-03	MECHANICAL HVAC PLAN LEVEL 03	x	
M10-04	MECHANICAL HVAC PLAN LEVEL 04	x	
M10-05	MECHANICAL HVAC PLAN LEVEL 05	x	
M10-06	MECHANICAL HVAC PLAN LEVEL 06	x	
09-PLUMB			
P10-02	PLUMBING LEVEL 2	x	
P10-03	PLUMBING LEVEL 3	x	
P10-04	PLUMBING LEVEL 4	x	
P10-05	PLUMBING LEVEL 5	x	
10-ELEC			
E00-01	ELECTRICAL TITLE SHEET	x	
E01-01	SITE PLAN	x	
E10-01	LIGHTING- POWER & SYSTEMS PLAN LEVEL 01	x	
E10-02	LIGHTING- POWER & SYSTEMS PLAN LEVEL 02	x	
E10-03	LIGHTING- POWER & SYSTEMS PLAN LEVEL 03	x	
E10-04	LIGHTING- POWER & SYSTEMS PLAN LEVEL 04	x	
E10-05	LIGHTING- POWER & SYSTEMS PLAN LEVEL 05	x	
E10-06	ROOF PLAN	x	
E44-01	ENLARGED PLANS	x	
E52-01	RISER DIAGRAM	x	
EL01-01	SITE LIGHTING PHOTOMETRIC PLAN		x
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F10-01	FIRE PROTECTION OVERALL LEVEL 1	x	
F10-02	FIRE PROTECTION OVERALL LEVEL 2	x	
F10-03	FIRE PROTECTION OVERALL LEVEL 3	x	
F10-04	FIRE PROTECTION OVERALL LEVEL 4	x	
F10-05	FIRE PROTECTION OVERALL LEVEL 5	x	

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SHEET NUMBER	SHEET NAME	SCHEMATIC DESIGN	PUD APPLICATION

_SHEET INDEX

SHEET NUMBER	SHEET NAME	SCHEMATIC DESIGN	PUD APPLICATION

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MINNEAPOLIS, MN 55402
MEP
MICHAUD COOLEY ERICKSON
333 SOUTH SEVENTH STREET, SUITE 1200
MINNEAPOLIS, MN 55402

www.michaudcooley.com
P: 612.339.4941

PUD
APPLICATION
MAY 02, 2016

NOT FOR CONSTRUCTION

PROJECT

LAND O'LAKES
HEADQUARTERS

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126

KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

Job Number	051354.040
Drawn	Author
Checked	Checker
Approved	Approver

TITLE

INDEX OF DRAWINGS

SHEET NUMBER

G00-01

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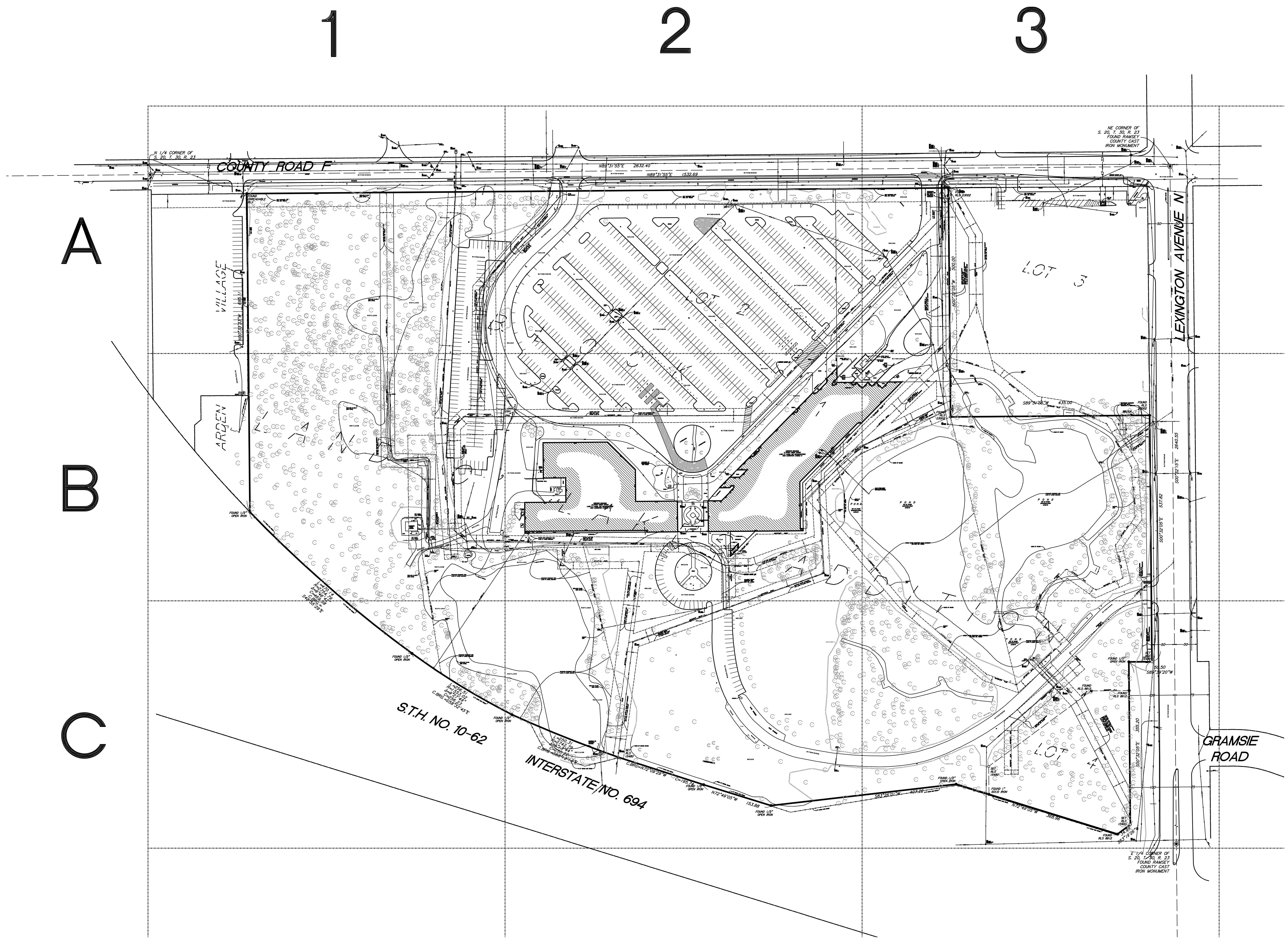
LAND O' LAKES HEADQUARTERS
MASTER SHEET



LEGEND

AC	Denotes air conditioner
AGP	Denotes above ground pipe
AIS	Denotes advertisement/information sign
ATM	Denotes automatic teller machine
BE	Denotes building entrance
BH	Denotes beehive catch basin
BTL	Denotes beaver tail curb
CB	Denotes catch basin
CBOX	Denotes control box
CBX	Denotes communication box
CC	Denotes curb cut
CMH	Denotes communication manhole
CMP	Denotes corrugated metal pipe
DG	Denotes drain grate
DIP	Denotes ductile iron pipe
EB	Denotes electric box
EM	Denotes electric meter
EMH	Denotes electric manhole
EO	Denotes electric outlet
FES	Denotes flared end section
FF	Denotes finished floor
FH	Denotes fire hookup
FOL	Denotes fiber optic line
FP	Denotes flag pole
G	Denotes gutter
GAS V	Denotes gas valve
GM	Denotes gas meter
GEN	Denotes generator
GP	Denotes guard post
GRDL	Denotes ground light
GW	Denotes guy wire
GYP	Denotes guy pole
HCPB	Denotes handicap door push button
HCR	Denotes handicap ramp
HCS	Denotes handicap sign
HH	Denotes hand hole
HHC	Denotes communication hand hole
HHE	Denotes electric hand hole
HHF	Denotes fiber optic hand hole
HHSL	Denotes signal light hand hole
HYD	Denotes fire hydrant
INV	Denotes structure invert
KWB	Denotes keystone wall base
LD	Denotes loading dock
LP	Denotes light pole
MC	Denotes metal cover
MH	Denotes manhole
OD	Denotes overhead door
OHE	Denotes overhead electric line
PKS	Denotes parking sign
PP	Denotes power pole
PPLP	Denotes power and light pole
PPU	Denotes power pole with underground electric
PVC	Denotes polyvinylchloride pipe
RCP	Denotes reinforced concrete pipe
SAN	Denotes sanitary manhole
SAN S	Denotes sanitary sewer
SANC	Denotes sanitary cleanout
SB	Denotes soil boring
SMH	Denotes storm manhole
ST S	Denotes storm sewer
STCO	Denotes storm cleanout
TC	Denotes top of concrete curb
TCBOX	Denotes traffic control box
TCS	Denotes traffic control sign
TL	Denotes traffic light
TRANS	Denotes transformer box
UGC	Denotes underground communication line
UGE	Denotes underground electric line
UGP	Denotes underground pipe
VCP	Denotes vitrified clay pipe
VP	Denotes vent pipe
W	Denotes water line
WET	Denotes wetland flag
WMH	Denotes water main manhole
WV	Denotes water valve
ASP	Denotes Aspen tree
BAS	Denotes Basswood tree
BIR	Denotes Birch tree
BOX	Denotes Boxelder tree
BLCH	Denotes Black Cherry tree
BUT	Denotes Butternut tree
COT	Denotes Cottonwood tree
CRAB	Denotes Crabapple tree
DOG	Denotes Dogwood tree
FIRD	Denotes Douglas Fir tree
HACK	Denotes Hackberry tree
IRON	Denotes Ironwood tree
MPL	Denotes Maple tree
MPLAM	Denotes Amur Maple tree
PIN	Denotes Pine tree
PINW	Denotes White Pine tree
POP	Denotes Poplar tree
SHB	Denotes Shrub
SPCG	Denotes Colorado Green Spruce tree
SPR	Denotes Spruce tree
TR	Denotes deciduous tree
WIL	Denotes Willow tree

DESCRIPTION OF PROPERTY SURVEYED

Lots 2 & 4, Block 1, LAND O' LAKES ADDITION,

Ramsey County, Minnesota.

PLAT RECORDING INFORMATION

The plat of LAND O' LAKES ADDITION was filed of record on March 5, 1980 as Document No. 689367.

TITLE COMMITMENT

This survey was prepared without the benefit of current title work. Easements, appurtenances, and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a current title insurance commitment or attorney's title opinion.

GENERAL NOTES

1.) Survey coordinate and bearing basis: Ramsey County System (North American Datum of 1983 Coordinates, final adjustment December 17, 1991)

2.) Wetlands shown hereon are per field location of stakes as set by Pinnacle Engineering, on August 18, 2015.

UTILITY NOTES

1.) Utility information from plans and markings was combined with observed evidence of utilities to develop a view of the underground utilities shown hereon. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, excavation may be necessary.

2.) Other underground utilities of which we are unaware may exist. Verify all utilities critical to construction or design.

3.) Some underground utility locations are shown as marked onsite by those utility companies whose locators responded to our Gopher State One Call, ticket number 152240639.

4.) Contact GOPHER STATE ONE CALL at 651-454-0002 (800-252-1166) for precise onsite location of utilities prior to any excavation.

BENCH MARKS (BM)

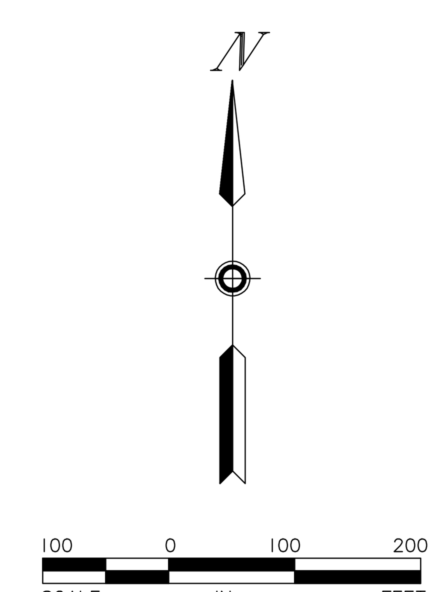
1.) Top of Ramsey County Aluminum Monument stamped with No. 9022 38 feet ± west of the northeast corner of Lot 3, Block 1, LAND O' LAKES ADDITION, Ramsey County, MN.
Elevation = 964.01 feet (Sheet A-3)

2.) Top of top nut of fire hydrant 125 feet ± west of the most northerly northwest corner of the existing building.
Elevation = 975.70 feet (Sheet B-2)

3.) Top of top nut of fire hydrant on the east side of the cul-de-sac named Visitor's Drive, south of the building.
Elevation = 964.56 feet (Sheet B-2)

4.) Top of top nut of fire hydrant near northeast building corner south of turn around drive for loading docks.
Elevation = 951.99 feet (Sheet B-3)

NOTE: Elevations based on NAVD 1988 datum.



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 23rd day of October, 2015

SUNDE LAND SURVEYING, LLC.

By: *Mark S. Hanson*
Mark S. Hanson, P.L.S. Minn. Lic. No. 15480

Revision	By	Date
	NDN	

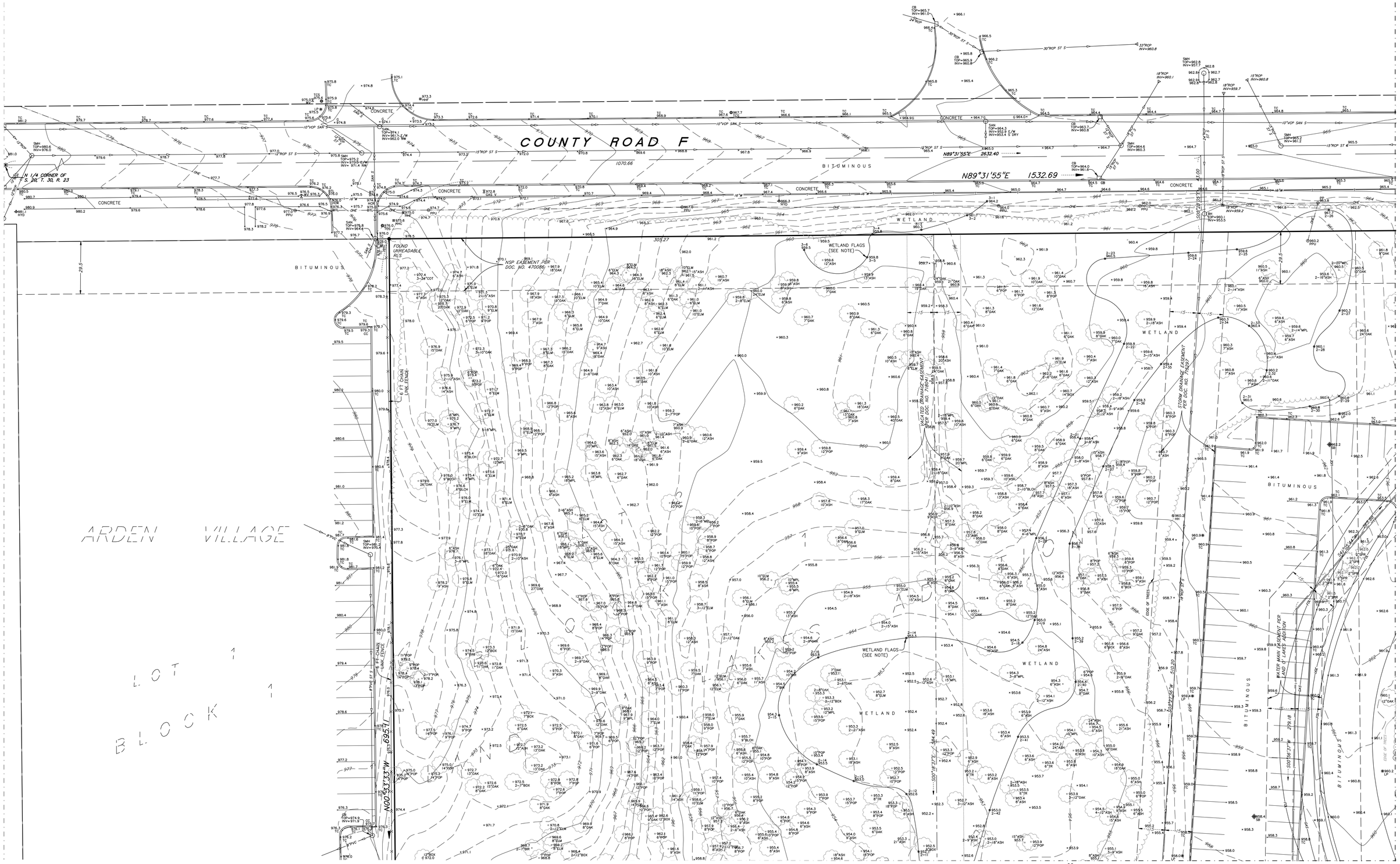
Drawing Title:
**MASTER SHEET
SURVEY FOR:
LAND O' LAKES HEADQUARTERS**

SUNDE LAND SURVEYING
www.sunde.com
Main Office:
9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)
West Office:
Mandan, North Dakota 701-663-5562

Project: 2008-173-2015 Bk/Pg: 687/69	Date: 10/23/2015
Township: 030 Range: 23 Section: 27	
File: 20081732015001.dwg	Sheet: 1 of 10

MASTER SHEET
PRINT DATE: October 23, 2015

N:\2008\2008173\2008173\2015\Dwgs\20081732015001.dwg 10/26/2015 3:47:16 PM CDT



LAND O' LAKES HEADQUARTERS

SCALE 20 0 20 40 IN FEET

DATED: October 23, 2015

N

SHEET A-1

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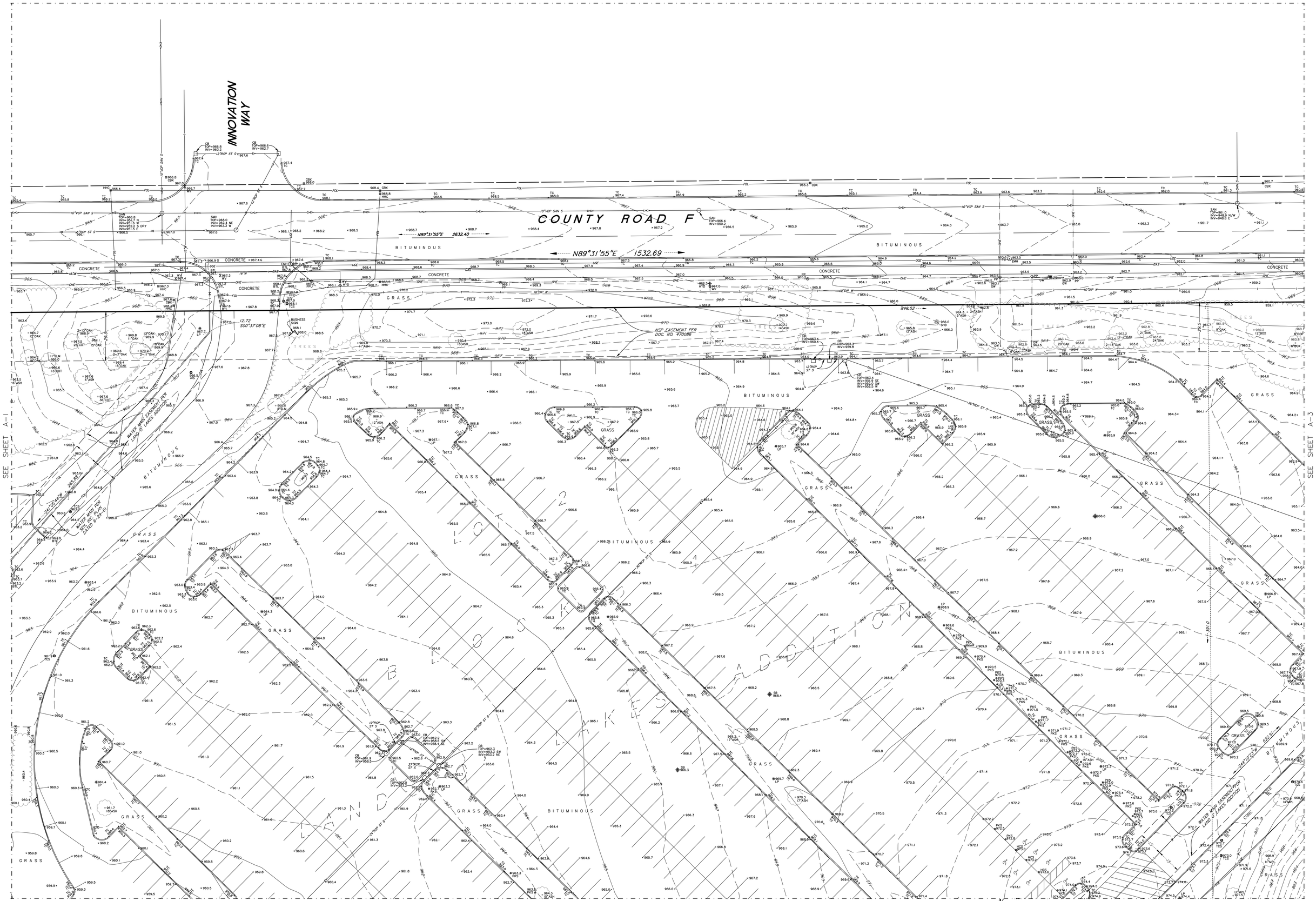
File: 20081732015001.dwg

Sheet: 2 of 10



LAND O' LAKES HEADQUARTERS

SCALE IN FEET: 20 0 20 40

DATED: October 23, 2015

SHEET A-2

SUNDE LAND SURVEYING
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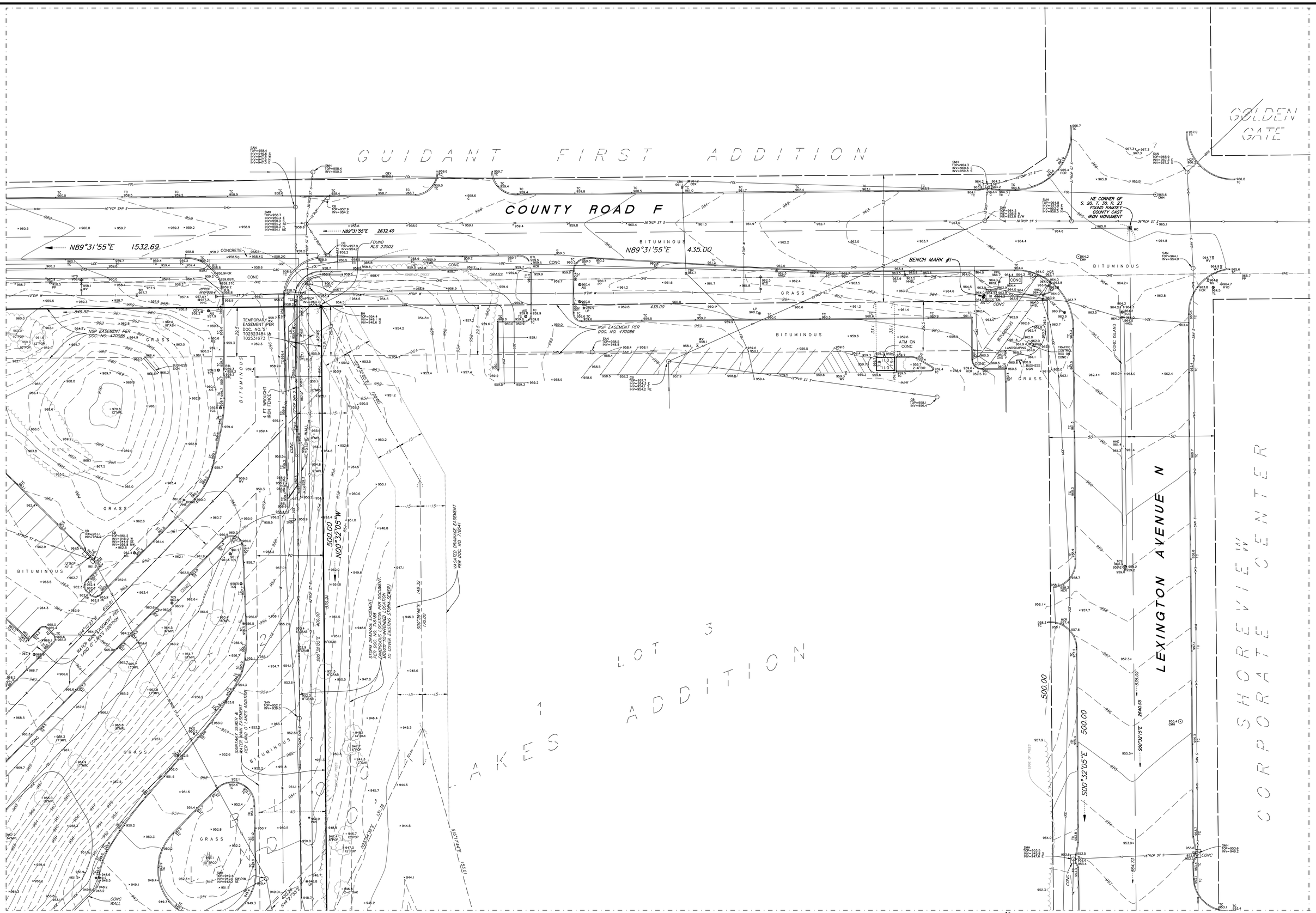
File: 2008173201500 1.dwg

Sheet: 3 of 10



LAND O' LAKES HEADQUARTERS

SCALE 20 0 20 40 IN FEET

DATED: October 23, 2015

N

SHEET A-3

SUNDE LAND SURVEYING
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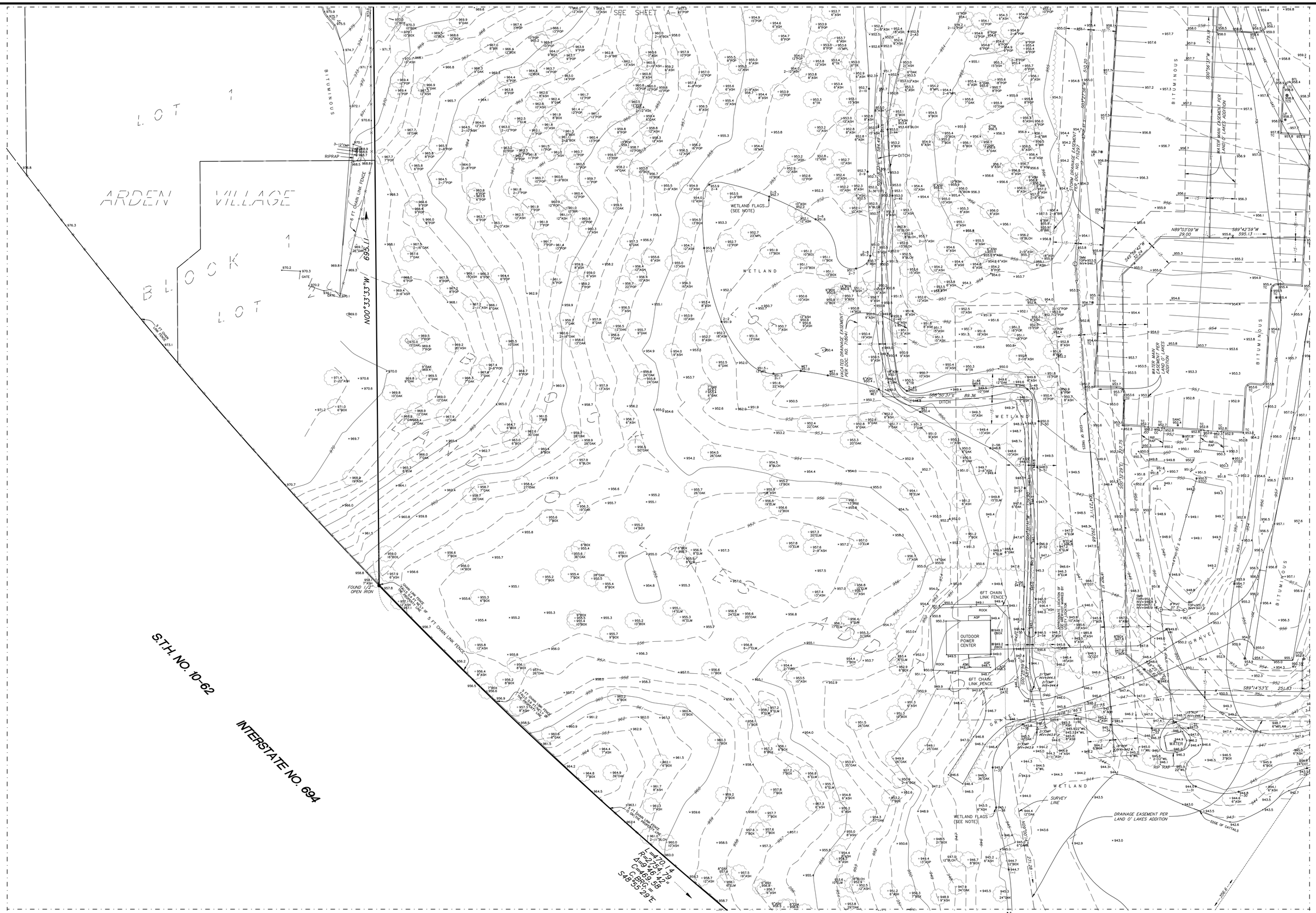

LAND O' LAKES HEADQUARTERS

SCALE 20 0 20 40 IN FEET

DATED: October 23, 2015

N

SHEET B-1

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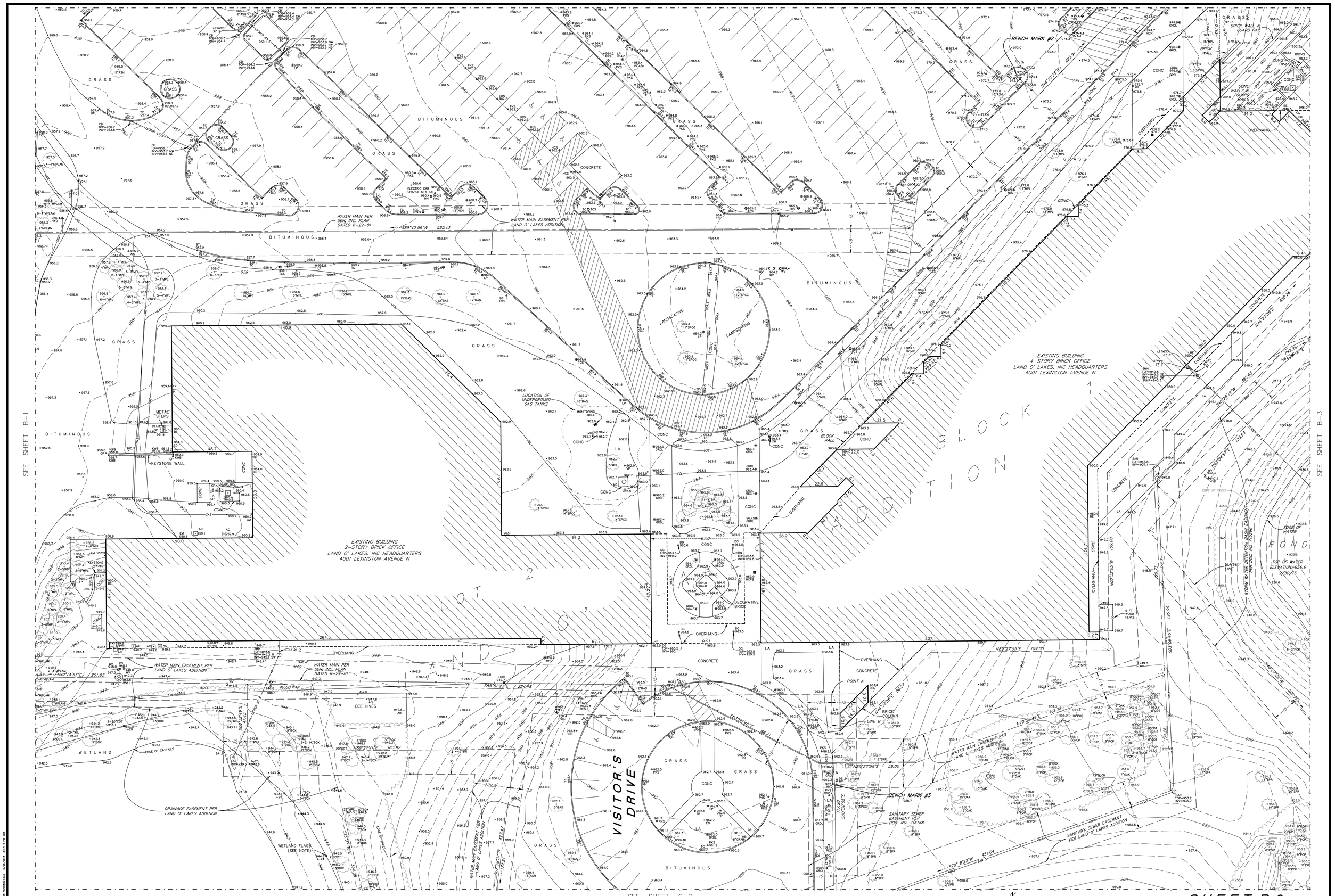

LAND O' LAKES HEADQUARTERS

SHEET B-2

SUNDE LAND SURVEYING
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File: 20081732015001.dwg

Sheet: 6 of 10

LAND O' LAKES HEADQUARTERS

SCALE 20 0 20 40 IN FEET

DATED: October 23, 2015

SHEET B-3

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File: 20081732015001.dwg

LAND O' LAKES HEADQUARTERS

SCALE 20 0 20 40 IN FEET

DATED: October 23, 2015

N

SHEET C-1

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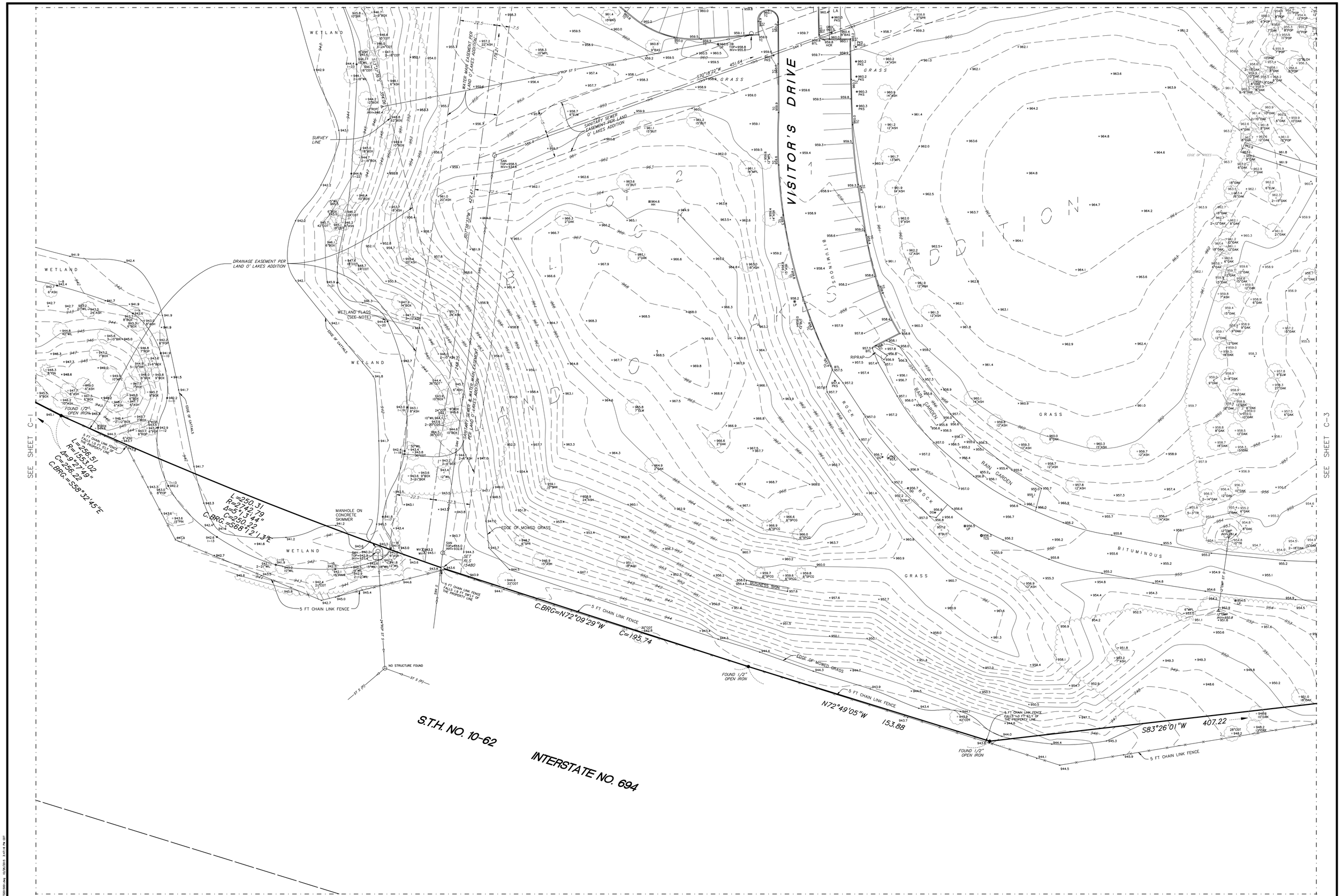

LAND O' LAKES HEADQUARTERS

SCALE 20 0 20 40 IN FEET

DATED: October 23, 2015

N

SHEET C-2

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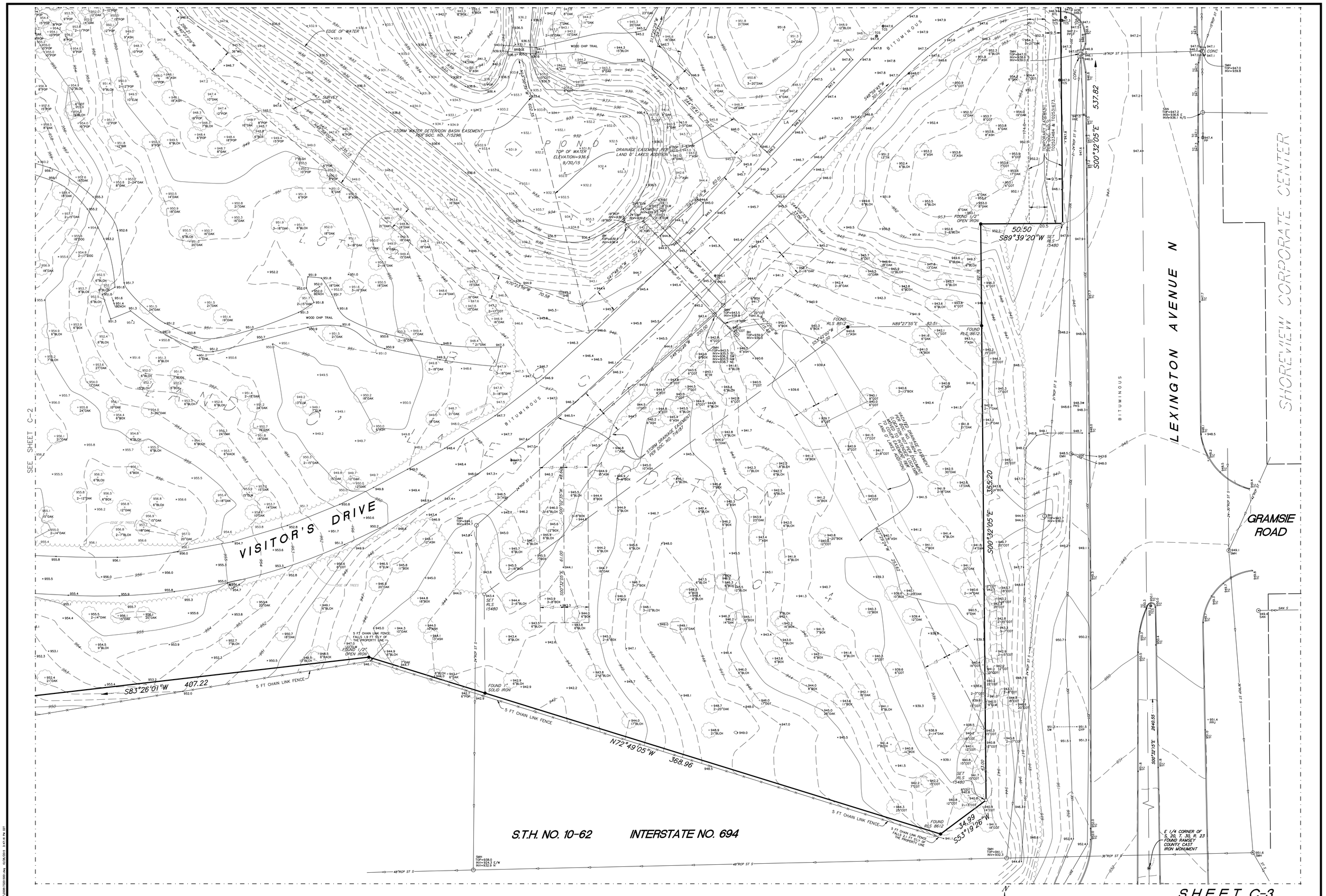
File: 20081732015001.dwg

Sheet: 9 of 10



LAND O' LAKES HEADQUARTERS

SCALE 20 0 20 40 IN FEET

DATED: October 23, 2015

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SHEET C-3

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File: 20081732015001.dwg

Sheet: 10 of 10

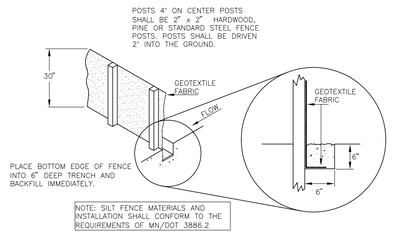
NOTE:
APPROXIMATE NUMBER OF TREES TO BE REMOVED IS 730 TREES (8594 CALIPER INCHES) COORDINATE TREE REMOVAL WITH LANDSCAPE ARCHITECTURAL PLANS PRIOR TO REMOVAL.

DEMOLITION AND REMOVAL NOTES:

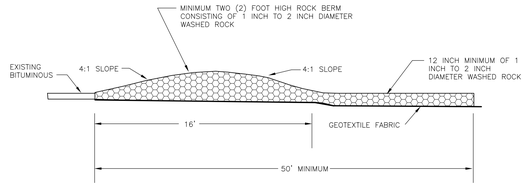
1. PRIOR TO START OF DEMOLITION, ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE INSTALLED BY THE CONTRACTOR AND INSPECTED BY THE CITY OF ARDEN HILLS, RAMSEY COUNTY, AND RICE CREEK WATERSHED DISTRICT. ALL SILT FENCES SHALL BE INSTALLED AND INSPECTED PRIOR TO ANY CONSTRUCTION ACTIVITY. SILT FENCES SHALL BE INSTALLED ALONG THE CONTOUR.
2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATION, ELEVATION AND MARK ALL EXISTING UTILITIES 48 HOURS BEFORE CONSTRUCTION STARTS. THE ENGINEER, ARCHITECT OR OWNER DOES NOT GUARANTEE THAT ALL THE UTILITIES ARE MAPPED, OR IF MAPPED, ARE SHOWN CORRECTLY. CONTACT GOPHER STATE ONE CALL AT 651–454–0002 FOR FIELD LOCATING EXISTING UTILITIES. CONTACT UTILITY OWNER IF DAMAGE OCCURS DUE TO CONSTRUCTION.
3. PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR IS TO CLEARLY IDENTIFY IN THE FIELD THE WETLAND PERIMETERS THAT ARE NOT TO BE IMPACTED SO THAT NO ENCROACHMENT OCCURS. AFTER THE PERIMETERS ARE CLEARLY MARKED IN THE FIELD, THE CONTRACTOR SHALL CONTACT RICE CREEK WATERSHED DISTRICT TO CONFIRM AND APPROVE NO ENCROACHMENT LIMITS.
4. THERE MAY BE MISCELLANEOUS ITEMS TO BE REMOVED THAT ARE NOT IDENTIFIED ON THESE PLANS. THE CONTRACTOR SHALL VISIT THE SITE AND REVIEW THE DOCUMENTS TO OBTAIN A CLEAR UNDERSTANDING OF THE INTENDED SCOPE OF WORK.
5. PRIOR TO START OF CONSTRUCTION, DISCONNECT ALL GAS AND ELECTRIC SERVICES UNDER PROPOSED BUILDING FOOT PRINT. COORDINATE DISCONNECTION OF EACH UTILITY WITH THE UTILITY OWNER. REMOVE ALL GAS AND ELECTRIC LINES UNDER PROPOSED BUILDING FOOTPRINT.
6. ANY UTILITIES NOT INDICATED FOR REMOVAL OR ABANDONMENT, ARE TO BE PROTECTED AT ALL TIMES. REFER TO MECHANICAL/ELECTRICAL PLANS FOR REMOVALS OF FIBER OPTIC, ELECTRIC, GAS , CABLE, ETC..
7. ALL EXISTING CURB AND GUTTER IS TO BE REMOVED WITHIN THE SCOPE OF THE PROJECT FROM THE SAW CUT LINES TO THE NEAREST JOINT.
8. THE TOPOGRAPHIC BACKGROUND INFORMATION WAS PREPARED BY SUNDE LAND SURVEYING. (952) 881–2455.
9. ALL WORK IN THE PUBLIC RIGHT OF WAY IS TO BE COORDINATED WITH RAMSEY COUNTY. ROADWAY REPAIRS, BOULEVARD REPAIRS, AND TRAFFIC CONTROL ARE TO BE PER RAMSEY COUNTY STANDARDS AND SPECIFICATIONS.

GENERAL NOTES:

1. CONCRETE CURB AND GUTTER REMOVAL, PAVEMENT REMOVAL, AND UTILITY REMOVAL LIMITS ARE TO BE COORDINATED WITH RAMSEY COUNTY AND UTILITY OWNER. REFER TO ALL CONSTRUCTION DOCUMENTS.
2. THE CONTRACTOR SHALL DEVELOP AND IMPLEMENT A TRAFFIC CONTROL PLAN WHILE WORKING WITHIN THE RIGHT–OF–WAY. THE TRAFFIC CONTROL PLAN SHALL BE APPROVED BY RAMSEY COUNTY AND CITY OF ARDEN HILLS PRIOR TO STREET ENCROACHMENT.
3. CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING AND REVIEW ALL CONSTRUCTION DOCUMENTS AND GEOTECHNICAL REPORTS. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR ITEMS THAT SHOULD HAVE BEEN ANTICIPATED BY PERFORMING THE ABOVE.
4. THE ROCK CONSTRUCTION ENTRANCE INDICATED ON THE PLAN IS SHOWN IN AN APPROXIMATE LOCATION. PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR IS TO COORDINATE WITH THE CITY OF ARDEN HILLS FOR THE EXACT ROCK CONSTRUCTION ENTRANCE LOCATION.

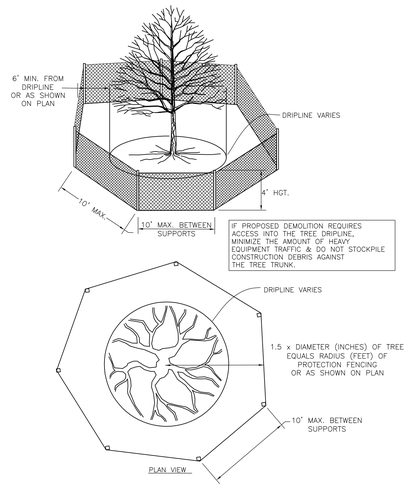


3 C01–00 SILTATION FENCE
NOT TO SCALE

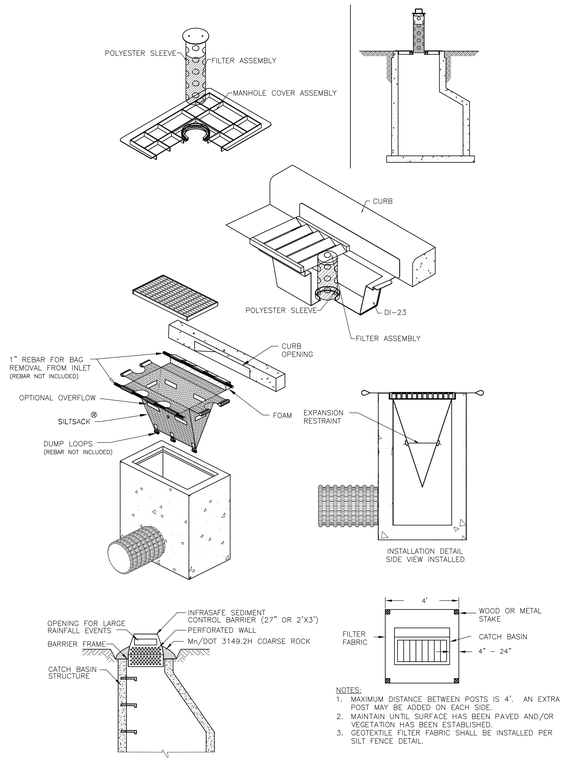


NOTE:
1. MINIMUM LENGTH OF 50 FEET AND WIDTH OF 12 FEET.
2. FOLLOW ALL CITY, WATERSHED DISTRICT AND MPCA STANDARDS.
3. CLEAN STREETS ON A DAILY BASIS OR MORE FREQUENTLY IF REQUESTED BY CITY, WATERSHED DISTRICT OR MPCA.

1 C01–00 BERMED ROCK CONSTRUCTION ENTRANCE
NOT TO SCALE



4 C01–00 TREE PROTECTION
NOT TO SCALE



NOTES:
1. MAXIMUM DISTANCE BETWEEN POSTS IS 4'. AN EXTRA POST MAY BE ADDED ON EACH SIDE.
2. MAINTAIN UNTIL SURFACE HAS BEEN PAVED AND/OR VEGETATION HAS BEEN ESTABLISHED.
3. GEOTEXTILE FILTER FABRIC SHALL BE INSTALLED PER SILT FENCE DETAIL.

2 C01–00 INLETS SEDIMENTATION PROTECTION OPTIONS
NOT TO SCALE

PERKINS + WILL
84 10th St. South
Suite 200
Minneapolis, MN 55403
t 612.851.5000
f 612.851.5001
www.perkinswill.com

CONSULTANTS

CIVIL/STRUCTURAL

BKBM ENGINEERS
5930 Brooklyn Boulevard
Minneapolis, MN 55429-2518
(763) 843-0420 Fax: (763) 843-0421
www.bkbm.com

MICHAUD COOLEY ERICKSON
333 SOUTH SEVENTH STREET, SUITE 1200
MINNEAPOLIS, MN 55402
www.michaudcooley.com
P: 612.339.4941

PUD
APPLICATION
MAY 02, 2016

NOT FOR CONSTRUCTION

LAND O'LAKES HEADQUARTERS CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

SELECTIVE SITE DEMOLITION NOTES AND DETAILS

C01-00

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1 / C01-01 SELECTIVE SITE DEMOLITION PLAN – PHASE ONE
1" = 40'

FINAL PUD SUBMITTAL	Cal. Inches	Number of Trees
PHASE 1		
Proposed Removal	782	75
Trees Preserved (Total minus Phase 1)	30854	2473
PHASE 2		
Proposed Removal	7800	654
Trees Preserved (Total minus Phase 1 and 2)	23054	1819
ENTIRE SITE		
Existing Significant Trees	31636	2548
10% Permitted Removal	3164	255
Proposed Removal	8582	729
Total Trees Preserved	19890	1564
Replacement Trees Required	2709	TBD
Replacement Trees Proposed	2728	780

Note: "X" Symbol represents trees to be removed. Symbol can represent more than one tree.

ABBREVIATIONS

BLDG	Building
BM	Bench Mark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

APPROXIMATE PHASE ONE DISTURBED AREA IS 3.54 ACRES

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAIL 2/C01-00 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- SILTATION FENCE
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- ROCK CONSTRUCTION ENTRANCE
- BITUMINOUS REMOVAL
- CONCRETE REMOVAL
- PIPE REMOVAL
- CURB REMOVAL
- FENCE REMOVAL
- TREE REMOVAL
- SOIL BORING (B-1, CB-2)

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY NO ON PLAN.

1. INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C01-00.
2. INSTALL PERIMETER EROSION CONTROL. REFER TO DETAIL 3/C01-00.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAIL 2/C01-00.
4. REMOVE CURB AND GUTTER IN ITS ENTIRETY TO THE EXTENT SHOWN. SAWCUT AND REMOVE AT NEAREST JOINT.
5. SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE EXTENTS SHOWN.
6. REMOVE CONCRETE PAVEMENT IN ITS ENTIRETY TO THE EXTENTS SHOWN.
7. NOT USED.
8. REMOVE STORM SEWER IN ITS ENTIRETY TO THE EXTENTS SHOWN. COORDINATE REMOVAL LIMITS WITH UTILITY CONTRACTOR.
9. NOT USED.
10. REMOVE TREE IN ITS ENTIRETY INCLUDING STUMP. **CONTRACTOR SHALL REMOVE ALL TREES AND VEGETATION IN HEAVILY WOODED AREA.**
11. NOT USED.
12. REMOVE EXISTING LIGHT POLE, BASE, CONCRETE, AND APPURTENANCES.
13. REMOVE FENCE IN ITS ENTIRETY TO THE EXTENTS SHOWN.
14. EXISTING TREES OUTSIDE AND INSIDE OF DESIGNATED CONSTRUCTION LIMITS TO REMAIN. PROTECT AT ALL TIMES. REFER TO DETAIL 4/C01-00.
15. EXISTING BUILDING TO REMAIN. PROTECT AT ALL TIMES.
16. NOT USED.
17. EXISTING STORM SEWER TO REMAIN. PROTECT AT ALL TIMES.
18. EXISTING SANITARY SEWER TO REMAIN. PROTECT AT ALL TIMES.
19. EXISTING WATERMAIN TO REMAIN. PROTECT AT ALL TIMES.
20. REMOVE EXISTING SIGN.
21. NOT USED.
22. EXISTING SIGN TO REMAIN. PROTECT AT ALL TIMES.
23. NOT USED.
24. NOT USED.

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CONSULTANTS

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PUD APPLICATION MAY 02, 2016

NOT FOR CONSTRUCTION

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KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

SELECTIVE SITE DEMOLITION PLAN - PHASE ONE

C01-01

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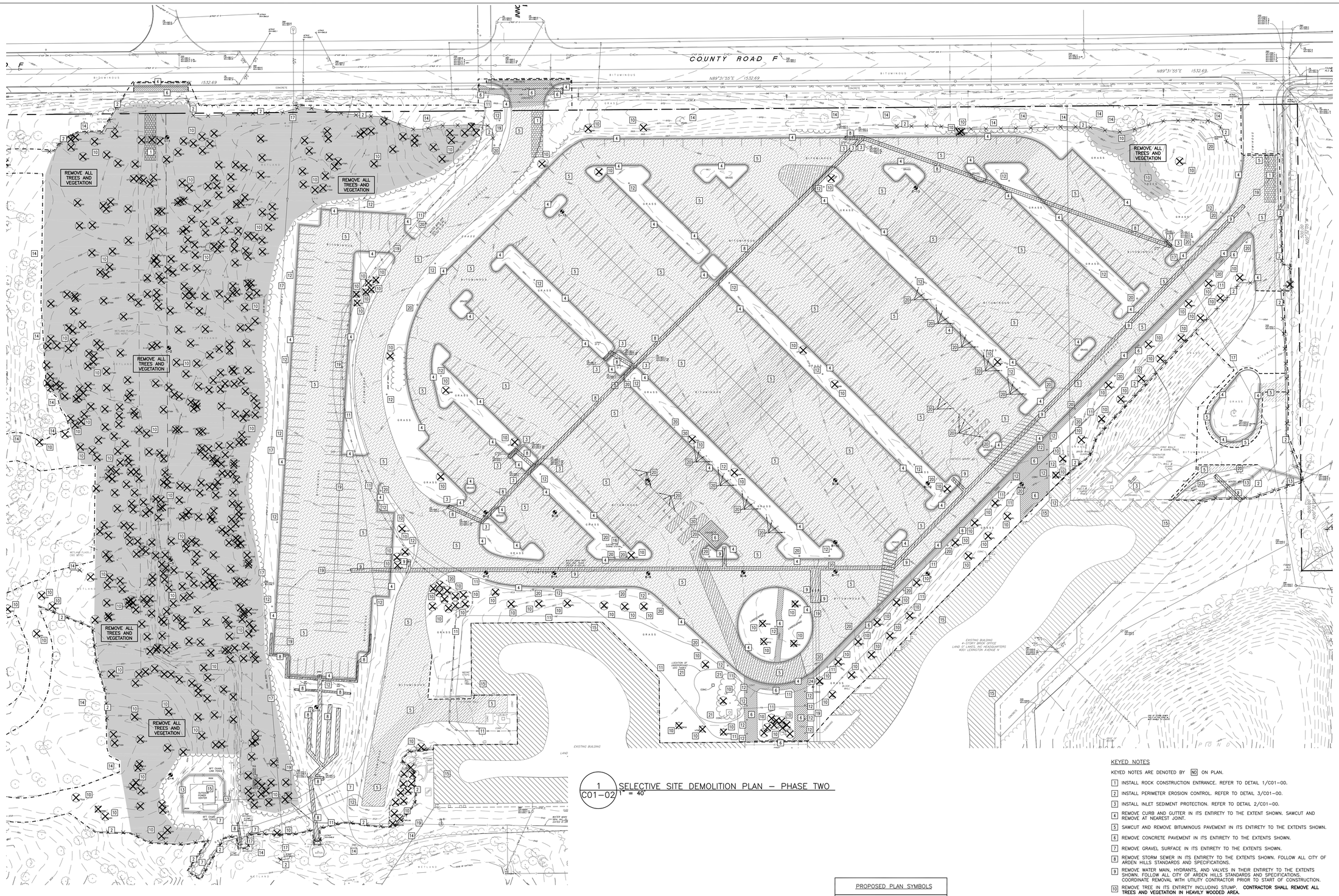

SEE SHEET C04-03 FOR TRAIL EXTENTS, GRADING, AND TREE REMOVAL

1 / C01-02 SELECTIVE SITE DEMOLITION PLAN – PHASE TWO
1" = 40'

Note: "X" Symbol represents trees to be removed. Symbol can represent more than one tree.

ABBREVIATIONS	
BLDG	Building
BM	Bench Mark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

APPROXIMATE PHASE TWO DISTURBED AREA IS 19.37 ACRES

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAIL 2/C01-00 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- SILTATION FENCE
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- ROCK CONSTRUCTION ENTRANCE
- BITUMINOUS REMOVAL
- CONCRETE REMOVAL
- PIPE REMOVAL
- CURB REMOVAL
- FENCE REMOVAL
- TREE REMOVAL
- TREE REMOVAL AREA — REMOVE ALL TREES AND VEGETATION
- SOIL BORING — B-1, C-6

N

SCALE 1" = 40'
40' 20' 0 40' 80'

KEYED NOTES

KEYED NOTES ARE DENOTED BY NO ON PLAN.

1. INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C01-00.
2. INSTALL PERIMETER EROSION CONTROL. REFER TO DETAIL 3/C01-00.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAIL 2/C01-00.
4. REMOVE CURB AND GUTTER IN ITS ENTIRETY TO THE EXTENT SHOWN. SAWCUT AND REMOVE AT NEAREST JOINT.
5. SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE EXTENTS SHOWN.
6. REMOVE CONCRETE PAVEMENT IN ITS ENTIRETY TO THE EXTENTS SHOWN.
7. REMOVE GRAVEL SURFACE IN ITS ENTIRETY TO THE EXTENTS SHOWN.
8. REMOVE STORM SEWER IN ITS ENTIRETY TO THE EXTENTS SHOWN. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
9. REMOVE WATER MAIN, HYDRANTS, AND VALVES IN THEIR ENTIRETY TO THE EXTENTS SHOWN. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. COORDINATE REMOVAL WITH UTILITY CONTRACTOR PRIOR TO START OF CONSTRUCTION.
10. REMOVE TREE IN ITS ENTIRETY INCLUDING STUMP. **CONTRACTOR SHALL REMOVE ALL TREES AND VEGETATION IN HEAVILY WOODED AREA.**
11. RELOCATION OF EXISTING SMALL UTILITIES TO BE COORDINATED WITH ELECTRICAL AND MECHANICAL PRIOR TO START OF CONSTRUCTION.
12. REMOVE EXISTING LIGHT, POLE, AND FOUNDATION.
13. REMOVE FENCE IN ITS ENTIRETY TO THE EXTENTS SHOWN.
14. EXISTING TREES OUTSIDE OF DESIGNATED CONSTRUCTION LIMITS TO REMAIN. PROTECT AT ALL TIMES. REFER TO DETAIL 4/C01-00.
15. EXISTING BUILDING TO REMAIN. PROTECT AT ALL TIMES.
16. REMOVE AND SALVAGE EXISTING ELECTRIC CAR CHARGING STATION. COORDINATE REMOVAL AND RELOCATION WITH MECHANICAL PRIOR TO START OF CONSTRUCTION.
17. EXISTING STORM SEWER TO REMAIN. PROTECT AT ALL TIMES.
18. NOT USED.
19. EXISTING WATERMAIN TO REMAIN. PROTECT AT ALL TIMES.
20. REMOVE EXISTING SIGN.
21. THE TWO UNDERGROUND FUEL TANKS (20,000 GALLONS AND 3,000 GALLONS) ARE TO BE REMOVED AND LEGALLY DISPOSED OF BY OWNER.
22. NOT USED.
23. REMOVE WOOD WALL IN ITS ENTIRETY.
24. REMOVE EXISTING FIRE DEPARTMENT CONNECTION UP TO EXISTING BUILDING. COORDINATE WITH MECHANICAL FOR REMOVAL OF FIRE DEPARTMENT CONNECTION INSIDE OF THE BUILDING. COORDINATE WITH STRUCTURAL FOR FILLING EXISTING WALL PENETRATION. FILL EXISTING WALL PENETRATION WITH NON SHRINK GROUT.

PERKINS + WILL

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PUD APPLICATION MAY 02, 2016

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LAND O'LAKES HEADQUARTERS CONSOLIDATION

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4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

TITLE

SELECTIVE SITE DEMOLITION PLAN - PHASE TWO

SHEET NUMBER

C01-02

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EROSION CONTROL NOTES:

1. ALL EROSION CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY SITE GRADING OPERATIONS. THE CITY ENGINEERING DEPARTMENT AND RICE CREEK WATERSHED DISTRICT MUST BE NOTIFIED UPON COMPLETION OF THE INSTALLATION OF THE REQUIRED EROSION CONTROL FACILITIES AND PRIOR TO ANY GRADING OPERATION BEING COMMENCED. THE CONTRACTOR IS RESPONSIBLE TO SCHEDULE A PRE-CONSTRUCTION GRADING MEETING ON-SITE WITH THE CITY AND RICE CREEK WATERSHED DISTRICT. IF DAMAGED OR REMOVED DURING CONSTRUCTION, ALL EROSION CONTROL FACILITIES SHALL BE RESTORED AND IN PLACE AT THE END OF EACH DAY.
2. ANY EROSION CONTROL FACILITIES DEEMED NECESSARY BY THE CITY OR RICE CREEK WATERSHED DISTRICT; BEFORE, DURING OR AFTER THE GRADING ACTIVITIES, SHALL BE INSTALLED AT THEIR REQUEST.
3. NO DEVIATIONS SHALL BE MADE FROM THE ELEVATIONS SHOWN ON THE APPROVED GRADING PLAN, WITHOUT PRIOR APPROVAL FROM THE CITY.
4. FOR SITES GREATER THAN 1.0 ACRE, AS REQUIRED BY THE MPCA PERMIT REQUIREMENTS, THE PERMIT APPLICANT MUST KEEP AN EROSION CONTROL INSPECTION LOG. INSPECTION MUST BE MADE ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS AFTER EVERY RAIN EVENT. THE INSPECTION RECORD MUST BE MADE AVAILABLE TO THE CITY AND RICE CREEK WATERSHED DISTRICT WITHIN 24 HOURS OF REQUEST.
5. FLOWS FROM DIVERSION CHANNELS OR PIPES (TEMPORARY OR PERMANENT) SHALL BE ROUTED TO SEDIMENTATION BASINS OR APPROPRIATE ENERGY DISSIPATERS TO PREVENT TRANSPORT OF SEDIMENT TO OUTFLOW TO LATERAL CONVEYORS AND TO PREVENT EROSION AND SEDIMENTATION WHEN RUNOFF FLOWS INTO THESE CONVEYORS.
6. SITE ACCESS ROADS SHALL BE GRADED OR OTHERWISE PROTECTED WITH SILT FENCES, DIVERSION CHANNELS, OR DIKES AND PIPES TO PREVENT SEDIMENT FROM EXITING THE SITE VIA THE ACCESS ROADS. SITE-ACCESS ROADS/DRIVEWAYS SHALL BE SURFACED WITH CRUSHED ROCK WHERE THEY ADJOIN EXISTING PAVED ROADWAYS.
7. SOILS TRACKED FROM THE SITE BY MOTOR VEHICLES OR EQUIPMENT SHALL BE CLEANED DAILY FROM PAVED ROADWAY SURFACES, OR MORE FREQUENTLY IF REQUESTED BY CITY OR RICE CREEK WATERSHED DISTRICT, THROUGHOUT THE DURATION OF CONSTRUCTION.
8. DUST CONTROL MEASURES SHALL BE PERFORMED PERIODICALLY WHEN CONDITIONS REQUIRE AND/OR AS DIRECTED BY THE CITY AND RICE CREEK WATERSHED DISTRICT.
9. ALL EROSION CONTROL MEASURES SHALL BE USED AND MAINTAINED FOR THE DURATION OF SITE CONSTRUCTION. IF CONSTRUCTION OPERATIONS OR NATURAL EVENTS DAMAGE OR INTERFERE WITH THESE EROSION CONTROL MEASURES, THEY SHALL BE RESTORED TO SERVE THEIR INTENDED FUNCTION AT THE END OF EACH DAY OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.
10. ALL CONSTRUCTION AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED AS SOON AS POSSIBLE. ANY AREAS WHICH HAVE BEEN FINISHED GRADED OR AREAS THAT HAVE BEEN DISTURBED AND FOR WHICH GRADING OR SITE BUILDING CONSTRUCTION OPERATIONS ARE NOT ACTIVELY UNDERWAY SHALL BE SEEDED AND MULCHED AS SET FORTH IN THE FOLLOWING PARAGRAPHS WITHIN 14 DAYS:
    - A. ALL SEEDED AREAS SHALL BE EITHER MULCHED AND DISC-ANCHORED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION. TEMPORARY STRAW MULCH SHALL BE DISC-ANCHORED AND APPLIED AT A UNIFORM RATE OF NOT LESS THAN TWO TONS PER ACRE AND NOT LESS THAN 80% COVERAGE.
    - B. IF THE GRADED AREA IS ANTICIPATED TO BE RE-DISTURBED/DEVELOPED WITHIN SIX MONTHS, PROVIDE A TEMPORARY VEGETATIVE COVER CONSISTING OF MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) SEED MIXTURE 21-111 (OATS), OR 21-112 (WINTER WHEAT), AT A RATE OF 100 POUNDS PER ACRE.
    - C. IF GRADED AREA WILL NOT BE DEVELOPED FOR A PERIOD GREATER THAN SIX MONTHS, PROVIDE A SEMI-PERMANENT VEGETATIVE COVER OF SEED MIXTURE MNDOT 22-112 AT A RATE OF 40 POUNDS PER ACRE.
    - D. GRADING BONDS OR THE EQUIVALENT SECURITIES SHALL BE RETAINED UNTIL TURF HAS GERMINATED AND SURIVIVED A 60-DAY GROWING PERIOD.
    - E. UNLESS SPECIFIED ELSEWHERE WITHIN THE CONSTRUCTION DOCUMENTS (I.E. ARCHITECTURAL SITE PLAN OR LANDSCAPE PLAN), ALL AREAS THAT WILL NOT BE MOWED OR MAINTAINED AS PART OF THE ULTIMATE DESIGN WILL BE PERMANENTLY RESTORED USING SEED MIXTURE MNDOT 25-141 AT A RATE OF 59 POUNDS PER ACRE.
    - F. UNLESS SPECIFIED ELSEWHERE WITHIN THE CONSTRUCTION DOCUMENTS (I.E. ARCHITECTURAL SITE PLAN OR LANDSCAPE PLAN), PERMANENT TURF RESTORATION SHALL CONSIST OF MN/DOT SEED MIXTURE 25-131 (COMMERCIAL TURF GRASS) AT A RATE OF 220 POUNDS PER ACRE.
    - G. WHENEVER OTHER EROSION AND SEDIMENT CONTROL PRACTICES ARE INADEQUATE, TEMPORARY ON-SITE SEDIMENT BASINS THAT CONFORM TO THE CRITERIA FOR ON-SITE DETENTION BASINS SHALL BE PROVIDED.
    - H. MULCH, HYDROMULCH, AND TACKIFIERS MAY NOT BE USED FOR STABILIZATION IN SWALES OR DRAINAGE DITCHES.
11. RUNOFF SHALL BE PREVENTED FROM ENTERING ALL STORM SEWER CATCH BASINS PROVIDING THEY ARE NOT NEEDED DURING CONSTRUCTION. WHERE STORM SEWER CATCH BASINS ARE NECESSARY FOR SITE DRAINAGE DURING CONSTRUCTION, A SILT FENCE OR SEDIMENT PROTECTION DEVICES AS DETAILED SHALL BE INSTALLED AND MAINTAINED AROUND ALL CATCH BASINS UNTIL THE TRIBUTARY AREA TO THE CATCH BASIN IS RESTORED.
12. GRADING ACTIVITIES PROPOSED TO BEGIN AFTER OCTOBER 15 WILL REQUIRE AN APPROVED PHASING SCHEDULE. THE AREA OF LAND THAT THE CITY WILL ALLOW TO BE DISTURBED AT THIS TIME OF YEAR WILL BE SEVERELY LIMITED. THE CITY WILL ALSO REQUIRE ADDITIONAL EROSION CONTROL DEVISES, I.E., TEMPORARY SEDIMENT BASINS, DORMANT SEEDING AND HIGH RATES OF APPLICATION OF BOTH SEED AND MULCH.
13. FILTER BLANKET AND RIPRAP SHALL BE INSTALLED ON THE DOWNSTREAM SIDES OF ALL STORM SEWER OUTLETS 24 HOURS AFTER CONSTRUCTION AS INDICATED AND DETAILED. ALL RIPRAP SHALL BE INSTALLED WITH A FILTER MATERIAL MEETING THE MNDOT SPECIFICATIONS FOR RIPRAP AND FILTER MATERIAL.
14. EROSION CONTROL FACILITIES SHALL BE INSTALLED AND MAINTAINED AROUND THE PERIMETER OF ALL LAKES, PONDS AND WETLANDS WITHIN OR ADJACENT TO THE AREA TO BE GRADED UNTIL THE TRIBUTARY AREA TO THE LAKE, POND OR WETLAND IS RESTORED.
15. TO MINIMIZE EROSION, ALL 3:1 SLOPES SHALL BE COVERED WITH A MN/DOT 3885 CATEGORY 2 STRAW EROSION CONTROL BLANKETS OR STAKED SOD.
16. ACCUMULATION OF ALL SEDIMENT OCCURRING IN STORM SEWERS, DITCHES, LAKES, PONDS AND WETLANDS SHALL BE REMOVED PRIOR TO, DURING AND AFTER COMPLETION OF GRADING ACTIVITIES.
17. EROSION CONTROL ITEMS AND DEVICES SHALL BE REMOVED ONLY AFTER THE AREA HAS RECEIVED FINAL STABILIZATION OR AS DIRECTED BY THE CITY AND/OR RICE CREEK WATERSHED DISTRICT.

GRADING NOTES:

1. THE CONTRACTOR SHALL VISIT THE SITE, REVIEW ALL CONSTRUCTION DOCUMENTS AND FIELD VERIFY THE EXISTING CONDITIONS PRIOR TO BIDDING. NO ADDITIONAL COMPENSATION WILL BE GIVEN FOR WORK THAT COULD HAVE BEEN IDENTIFIED BY A SITE VISIT OR CONSTRUCTION DOCUMENT REVIEW.
2. THE TOPOGRAPHIC BACKGROUND INFORMATION WAS PREPARED BY SUNDE LAND SURVEYING. (952) 881-2455.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATION, ELEVATION AND MARK ALL EXISTING UTILITIES 48 HOURS BEFORE CONSTRUCTION STARTS. THE ENGINEER, ARCHITECT OR OWNER DOES NOT GUARANTEE THAT ALL THE UTILITIES ARE MAPPED, OR IF MAPPED, ARE SHOWN CORRECTLY. CONTACT GOPHER ONE AT 651-454-0002 FOR FIELD LOCATING EXISTING UTILITIES. CONTACT UTILITY OWNER IF DAMAGE OCCURS DUE TO CONSTRUCTION.
4. PROTECT ALL EXISTING STRUCTURES AND UTILITIES WHICH ARE NOT SCHEDULED FOR REMOVAL.
5. NOTIFY CITY BUILDING INSPECTOR BEFORE TRENCHING AND EXCAVATION WORK COMMENCES. THE CONTRACTOR SHALL OBTAIN ALL APPLICABLE PERMITS PRIOR TO START OF CONSTRUCTION.
6. ALL SPOT ELEVATIONS SHOWN AS 62.20, FOR EXAMPLE, ARE TO BE UNDERSTOOD TO MEAN 962.20.
7. ALL SPOT ELEVATIONS ALONG THE CURB-LINE INDICATE THE ELEVATION OF THE GUTTER, UNLESS NOTED OTHERWISE.
8. NO LANDSCAPED SLOPES ARE TO EXCEED 3:1 (3 FEET HORIZONTAL TO 1 FOOT VERTICAL) UNLESS NOTED OTHERWISE.
9. ACCESSIBLE PARKING AREAS SHALL NOT HAVE SLOPES IN ANY DIRECTION THAT EXCEED 2%.
10. PROVIDE POSITIVE DRAINAGE FROM BUILDINGS AT ALL TIMES.
11. UPON COMPLETION OF THE GRADING AND UTILITY WORK, THE DEVELOPER SHALL CERTIFY THAT ALL GRADING AND UTILITY WORK WAS PERFORMED IN ACCORDANCE WITH THE APPROVED GRADING AND UTILITY PERMITS. AN AS-BUILT GRADING AND UTILITY PLAN SHALL BE SUBMITTED TO THE CITY FOR REVIEW AND DISTRIBUTION.
12. PRIOR TO ISSUANCE OF BUILDING PERMITS, ALL NECESSARY EROSION CONTROL DEVICES MUST BE IN PLACE AND FUNCTIONING. THE CITY AND RICE CREEK WATERSHED DISTRICT WILL INSPECT THE SITE TO DETERMINE ITS SUITABILITY FOR BUILDING ACTIVITIES. IF THE PUBLIC UTILITIES HAVE NOT BEEN INSTALLED AT THIS POINT, IT MAY BE NECESSARY TO WITHHOLD BUILDING PERMITS FOR VARIOUS LOTS TO ALLOW THE CONTRACTOR ADEQUATE SPACE TO PERFORM THIS WORK.
13. ALL DEBRIS CREATED IN THE PROCESS OF CLEARING AND GRADING THE SITE SHALL BE REMOVED FROM THE SITE. THIS INCLUDES TREES AND SHRUBS. UNDER NO CIRCUMSTANCES SHALL THIS TYPE OF MATERIAL BE BURIED OR BURNED ON THE SITE.
14. THE INTENT IS TO STRIP AND SALVAGED TOPSOIL FOR POTENTIAL RE-SPREADING ON THE SITE, IF APPROVED BY THE LANDSCAPE ARCHITECT AND/OR SPECIFICATIONS. SIX INCHES OF TOPSOIL – AFTER COMPACTION – SHALL BE RE-SPREAD PRIOR TO SEEDING AND MULCHING. EXCESS TOPSOIL MAY BE REMOVED FROM THE SITE PROVIDING THERE IS ADEQUATE TOPSOIL REMAINING TO PROPERLY FINISH THE SITE AS NOTED ABOVE. THE TOPSOIL STRIPPING, STOCKPILING AND RE-SPREADING SHALL BE DONE IN ACCORDANCE TO, AND NOTED ON, THE APPROVED GRADING PLAN AND SPECIFICATIONS. THE CONTRACTOR SHALL REFER TO THE LANDSCAPE DRAWINGS AND SPECIFICATIONS FOR ANY SPECIAL TOPSOIL OR PLANTING REQUIREMENTS.
15. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION. EROSION CONTROL MEASURES SHALL BE INSTALLED TO PREVENT SEDIMENT FROM RUNNING OFF ONTO ADJACENT PROPERTIES. ANY DAMAGE TO ADJACENT PROPERTIES MUST BE CORRECTED AND RESTORED AS SOON AS PERMISSION IS GRANTED FROM THE ADJACENT PROPERTY OWNER(S).
16. IF CONSTRUCTION OF THE SITE WORK PROCEEDS THROUGH THE WINTER MONTHS, ANY DISTURBED AREAS OUTSIDE THE BUILDING FOOTPRINTS ARE TO BE MINIMALLY STABILIZED PRIOR TO MARCH 1, AS FOLLOWS: AREAS PLANNED TO RECEIVE PAVEMENTS ARE TO HAVE CLASS 5 BASE INSTALLED; ALL OTHER DISTURBED AREAS ARE TO BE SEEDED, STRAW MULCH PLACED, AND DISC-ANCHORED.
17. WINTER MULCHING:
    - 17.A. SNOW MULCHING SHALL BE DEFINED AS MULCH MATERIAL SPREAD OVER THE TOP OF SNOW SO THAT THE MULCH MELTS THROUGH THE SNOW AND STICKS TO THE EXPOSED SOILS.
    - 17.B. FROZEN GROUND MULCHING SHALL BE DEFINED AS MULCH MATERIAL SPREAD OVER FROZEN GROUND. MULCH MATERIALS THAT DO NOT REQUIRE DISC-ANCHORING INTO THE SOIL MAY BE PLACED WITHOUT MODIFICATION. MULCH MATERIALS THAT REQUIRE DISC-ANCHORING MAYBE ANCHORED WITH HYDRAULIC SOIL STABILIZERS OR MAY BE FROZEN TO THE SOIL BY APPLYING WATER, AT A RATE OF 2000 GALLONS PER ACRE, OVER THE MULCH AS A SUBSTITUTION FOR DISC-ANCHORING.
18. RETAINING WALLS AND APPROPRIATE SAFETY FENCING ALONG THE TOP OF WALLS ARE TO BE DESIGNED AND CERTIFIED BY A REGISTERED PROFESSIONAL ENGINEER. SUBMIT RETAINING WALL SHOP DRAWINGS TO PROJECT TEAM PRIOR TO CONSTRUCTION.
19. THE CONTRACTOR SHALL LIMIT THE DISTURBED AREA AS MUCH AS POSSIBLE.

RETAINING WALL NOTES:

1. ALL TOP AND BOTTOM ELEVATIONS CORRESPOND TO THE RESPECTIVE GRADE ELEVATIONS ON EACH SIDE OF THE WALL.

2. THE BOTTOM ELEVATION IS THE ELEVATION OF THE LOW-GRADE SIDE OF THE WALL, NOT THE TOP ELEVATION OF THE BURIED BLOCK COURSE OR BOTTOM OF FOOTING.

3. ALL RETAINING WALLS SHALL HAVE PROTECTIVE FENCING AT THE TOP WHERE THE VERTICAL HEIGHT EXCEEDS 30 INCHES. REFER TO ARCHITECTURAL AND LANDSCAPE PLANS AND SPECIFICATIONS.

4. MODULAR BLOCK RETAINING WALL SHALL BE DESIGNED AND CERTIFIED BY A LICENSED PROFESSIONAL ENGINEER. DESIGN CALCULATIONS AND SHOP DRAWINGS SHALL BE SUBMITTED TO THE OWNER AND ARCHITECT PRIOR TO CONSTRUCTION OF WALL.

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Date 05-02-2016 Lic. No. 52209

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Drawn	WH-NA
Checked	TJC
Approved	KAB

GRADING, DRAINAGE, AND EROSION CONTROL NOTES AND DETAILS

C02-00

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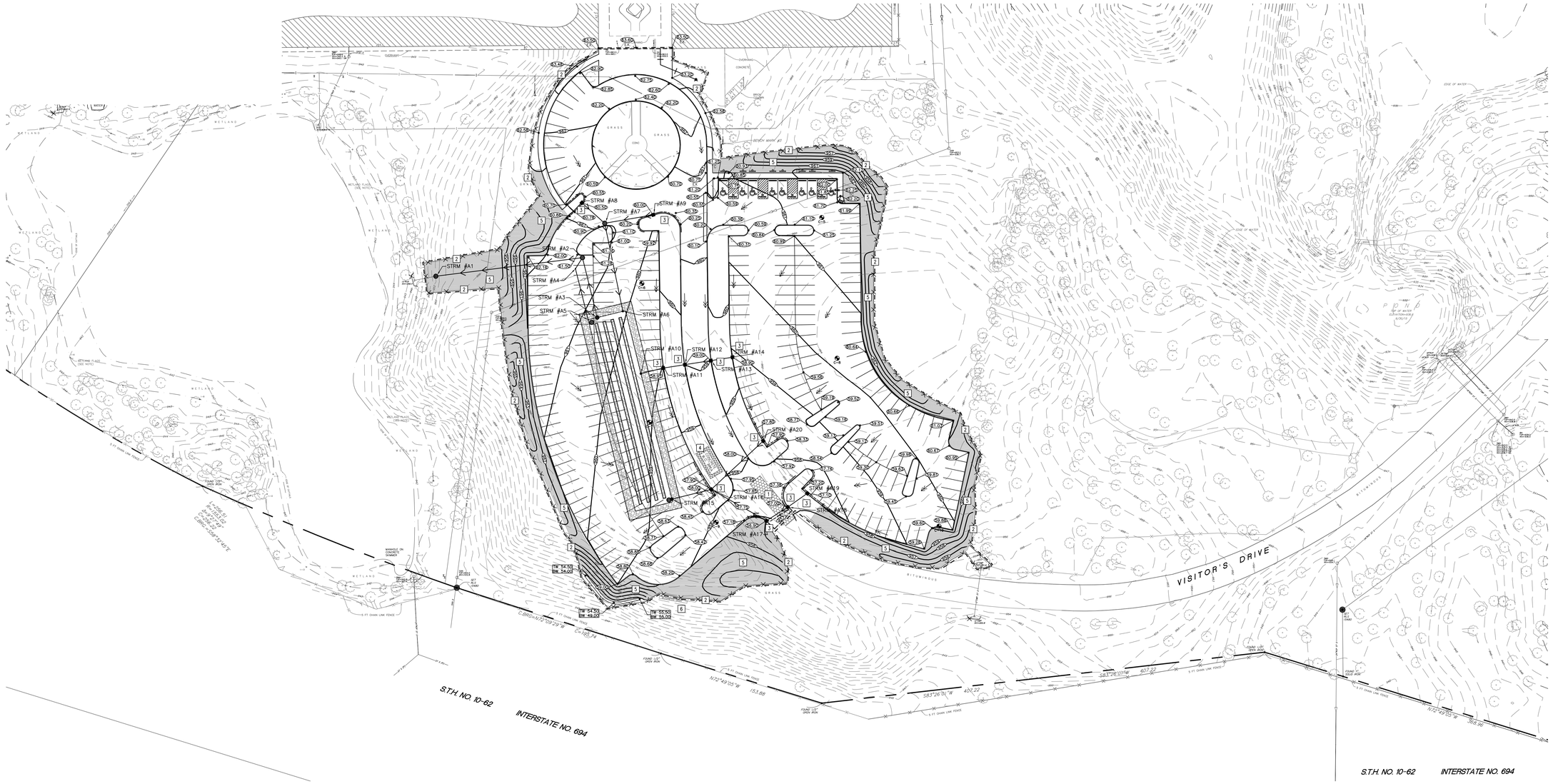

1 C02-01 GRADING, DRAINAGE, AND EROSION CONTROL PLAN – PHASE ONE
1" = 40'

ABBREVIATIONS	
BLDG	Building
BM	Bench Mark
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
TC	Top of Curb
TW	Top of Wall
W.O.	Washout

APPROXIMATE PHASE ONE DISTURBED AREA IS 3.54 ACRES

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAIL 2/C01-00 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- SILTATION FENCE
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- PROPOSED CONTOUR (960)
- DRAIN TILE
- STORM SEWER
- WATER MAIN
- FIRE DEPARTMENT CONNECTION
- RETAINING WALL
- CATCH BASIN
- MANHOLE
- EROSION CONTROL BLANKET (TEMPORARY)
- ROCK CONSTRUCTION ENTRANCE
- DRAINAGE FLOW ARROW
- RETAINING WALL SPOT ELEVATION (TW 54.50 BW 50.15)
- SPOT ELEVATION (97.0)
- SOIL BORING (B-1 C-11)
- CONCRETE WASHOUT AREA (CONCRETE W.O. AREA)

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY NO ON PLAN.

1. INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C01-00.
2. INSTALL SILT FENCE. REFER TO DETAIL 3/C01-00.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAIL 2/C01-00.
4. APPROXIMATE LOCATION OF TEMPORARY CONTAINED CONCRETE WASH OUT BIN. REFER TO THE MINNESOTA'S NPDES/SDS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY FOR MORE DETAILS. SELF CONTAINED CONCRETE WASHOUTS ON CONCRETE DELIVERY TRUCKS IS AN ACCEPTABLE ALTERNATIVE TO ON-SITE CONTAINMENT.
5. INSTALL MN/DOT 3885 CATEGORY 2 TEMPORARY STRAW FIBER EROSION CONTROL BLANKET.
6. BUSINESS SIGN IS NOT TO BE DISTURBED. PROTECT AT ALL TIMES.

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TITLE
GRADING, DRAINAGE, AND EROSION CONTROL PLAN - PHASE ONE

SHEET NUMBER
C02-01

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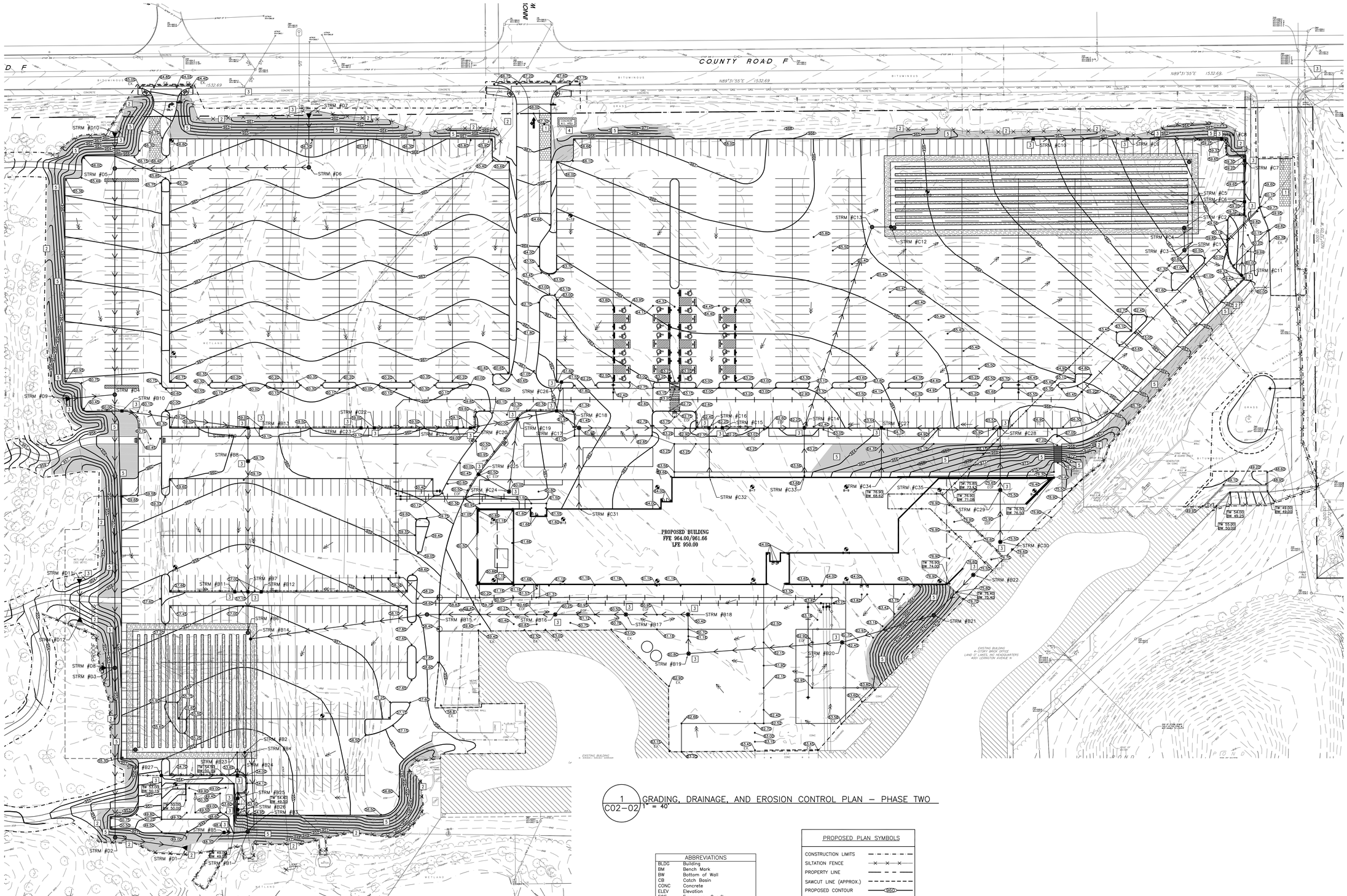

1 C02-02 GRADING, DRAINAGE, AND EROSION CONTROL PLAN – PHASE TWO
1" = 40'

ABBREVIATIONS	
BLDG	Building
BM	Bench Mark
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EOF	Emergency Overflow
EX	Existing
FFE	Finished Floor Elevation
HWL	High Water Level
INV	Invert
LFE	Lower Floor Elevation
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
TC	Top of Curb
TW	Top of Wall
W.O.	Washout

APPROXIMATE PHASE TWO DISTURBED AREA IS 19.37 ACRES

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAIL 2/C01-00 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	
SILTATION FENCE	
PROPERTY LINE	
SAWCUT LINE (APPROX.)	
PROPOSED CONTOUR	960
DRAIN TILE	
STORM SEWER	
WATER MAIN	
FIRE DEPARTMENT CONNECTION	
RETAINING WALL	
CATCH BASIN	
MANHOLE	
EROSION CONTROL BLANKET (TEMPORARY)	
ROCK CONSTRUCTION ENTRANCE	
DRAINAGE FLOW ARROW	
RETAINING WALL SPOT ELEVATION	TW 54.50 BW 50.15
SPOT ELEVATION	92.20
SOIL BORING	B-6 C-11
CONCRETE WASHOUT AREA	CONCRETE WASHOUT AREA

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY NO ON PLAN.

1. INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C01-00.
2. INSTALL SILT FENCE. REFER TO DETAIL 3/C01-00.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAIL 2/C01-00.
4. APPROXIMATE LOCATION OF TEMPORARY CONTAINED CONCRETE WASH OUT BIN. REFER TO THE MINNESOTA'S NPDES/SDS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY FOR MORE DETAILS. SELF CONTAINED CONCRETE WASHOUTS ON CONCRETE DELIVERY TRUCKS IS AN ACCEPTABLE ALTERNATIVE TO ON-SITE CONTAINMENT.
5. INSTALL MN/DOT 3885 CATEGORY 2 TEMPORARY STRAW FIBER EROSION CONTROL BLANKET.

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GRADING, DRAINAGE, AND EROSION CONTROL PLAN - PHASE TWO

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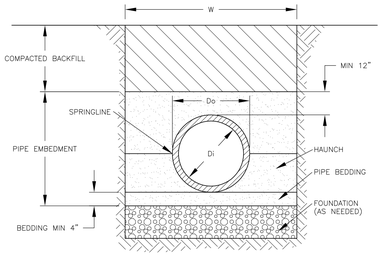
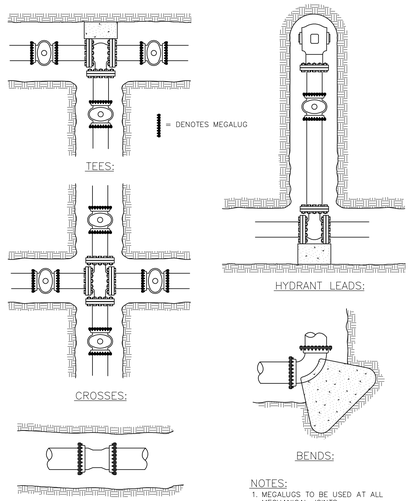


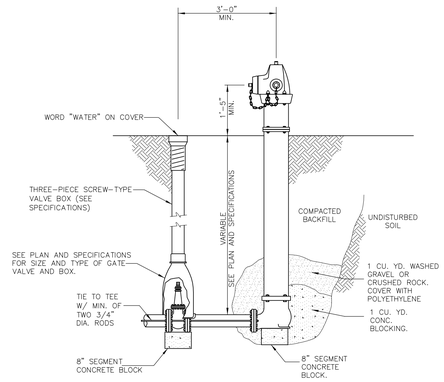
NOTES:
1. THE MINIMUM TRENCH WIDTH "W" SHALL BE W=Do+16" OR 1.25*Do+12 WHICHEVER IS GREATER.
2. PIPE EMBEDMENT MATERIAL SHALL BE CLASS I OR CLASS II MATERIAL. REFER TO SPECIFICATIONS FOR DETAILS.
3. REFER TO ASTM D2321–05 "UNDERGROUND INSTALLATION OF THERMOPLASTIC PIPE FOR SEWERS AND OTHER GRAVITY–FLOW APPLICATIONS" FOR DETAILS.

7 / C03–00 TYPICAL PIPE BEDDING FOR PVC AND HDPE
NOT TO SCALE



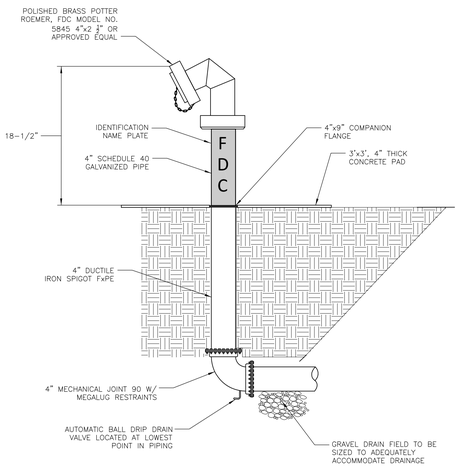
NOTES:
1. MEGALUGS TO BE USED AT ALL MECHANICAL JOINTS.
2. PLACE CONCRETE BLOCK UNDER ALL GATE VALVES AND HYDRANTS.
3. THRUST BLOCKING AT ALL TEES, BENDS AND AT HYDRANTS.

5 / C03–00 TYPICAL MEGALUG LOCATION
NOT TO SCALE

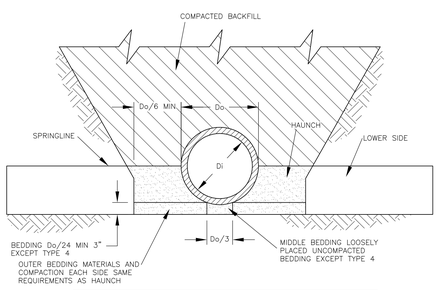


3 / C03–00 TYPICAL HYDRANT WITH GATE VALVE AND BOX
NOT TO SCALE

UTILITY NOTES:
1. COORDINATE SERVICE CONNECTION LOCATIONS AT THE BUILDING WITH THE MECHANICAL CONTRACTOR PRIOR TO CONSTRUCTION. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR UNCOORDINATED WORK.
2. ALL SERVICE CONNECTIONS WITH LESS THEN 5 FEET OF COVER OVER THE TOP OF PIPE ARE TO BE INSULATED. INSULATION SHALL BE INSTALLED FROM THE CONNECTION OF THE SERVICE AT THE BUILDING TO THE POINT WHICH THE SERVICE ATTAINS 5 FEET OF COVER. CONTRACTOR SHALL OBTAIN WRITTEN PERMISSION FROM ARCHITECT OR ENGINEER PRIOR TO INSTALLATION OF INSULATION.
3. PROTECT ALL EXISTING STRUCTURES AND UTILITIES WHICH ARE NOT SCHEDULED TO BE REMOVED.
4. ALL SEWER AND WATER CROSSINGS SHALL HAVE A MINIMUM VERTICAL SEPARATION OF 1.5 FEET AND HORIZONTAL SEPARATION OF 10 FEET. FOLLOW ALL HEALTH DEPARTMENT AND CITY OF ARDEN HILLS AND RAMSEY COUNTY STANDARDS.
5. ALL WATER MAINS SHALL BE DUCTILE IRON PIPE, CLASS 52, UNLESS NOTED OTHERWISE.
6. ALL WATER MAIN SHALL HAVE A MINIMUM DEPTH OF COVER OF 7.5 FEET OVER TOP OF WATER MAIN.
7. PROVIDE THRUST BLOCKING ON ALL WATER MAIN PER CITY OF ARDEN HILLS. PROVIDE MECHANICAL JOINT RESTRAINTS ON ALL BENDS, VALVES, TEES, PLUGS AND HYDRANT LEADS.
8. SANITARY SEWER PIPING SHALL BE PVC SDR 35 UNLESS NOTED OTHERWISE.
9. STORM SEWER PIPING SHALL BE REINFORCED CONCRETE PIPE (RCP), UNLESS NOTED OTHERWISE. ALL 12–INCH THROUGH 18–INCH RCP STORM SEWER PIPE SHALL BE CLASS 5. RCP PIPE LARGER THAN 18–INCH SHALL BE CLASS 3 UNLESS NOTED OTHERWISE. ALL STORM SEWER PIPE THAT IS EXTENDED TO THE BUILDING FOR ROOF DRAIN SERVICES IS TO BE PVC, SCHEDULE 40.
10. ALL FLARED END SECTIONS ARE TO HAVE TRASH GUARDS, ALL DOWNSTREAM FLARED END SECTIONS SHALL HAVE GEOTEXTILE FABRIC AND RIPRAP PER MNDOT STANDARDS, AS DETAILED.
11. CONTRACTORS ARE TO COORDINATE ALL WORK WITH GAS, ELECTRIC, TELEVISION AND TELEPHONE COMPANIES PRIOR TO START OF CONSTRUCTION.
12. ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10–FEET OF THE BUILDING OR WATER SERVICE LINE SHALL BE TESTED IN ACCORDANCE WITH MN PLUMBING CODE.
13. ALL JOINTS AND CONNECTIONS IN THE STORM SEWER SYSTEM SHALL BE GAS TIGHT OR WATER TIGHT IN ACCORDANCE TO MN PLUMBING CODE. APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATER TIGHT CONNECTIONS TO MANHOLES, CATCH BASINS, AND OTHER STRUCTURES. GROUT RINGS ARE AN ACCEPTABLE ALTERNATIVE. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.



8 / C03–00 FIRE DEPARTMENT CONNECTION
NOT TO SCALE

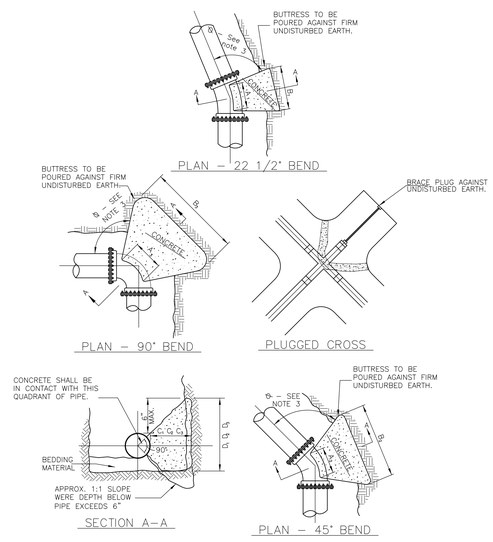


STANDARD TRENCH INSTALLATION SOIL AND MINIMUM STANDARD PROCTOR COMPACTION REQUIREMENTS		
INSTALLATION TYPE	HAUNCH AND OUTER BEDDING	LOWER SIDE
TYPE 1	95% CATEGORY I	90% CATEGORY I 95% CATEGORY II 100% CATEGORY III
TYPE 2	90% CATEGORY I 95% CATEGORY II	85% CATEGORY I 90% CATEGORY II 95% CATEGORY III
TYPE 3	85% CATEGORY I 90% CATEGORY II 95% CATEGORY III	85% CATEGORY I 90% CATEGORY II 95% CATEGORY III
TYPE 4	NO COMPACTION REQUIRED, EXCEPT IF CATEGORY III USE 85% CATEGORY III	NO COMPACTION REQUIRED, EXCEPT IF CATEGORY III USE 85% CATEGORY III

EQUIVALENT SOIL CLASSIFICATIONS FOR SOIL DESIGNATIONS		
SOIL	UNIFIED SOIL CLASSIFICATION SYSTEM (USCS)	MN/DOT SPECIFICATION
CATEGORY I	CLEAN COURSE GRAINED SOILS: SW, SP, GW, GP, OR ANY SOIL BEGINNING WITH ONE OF THESE SYMBOLS WITH 12% OR LESS PASSING A #200 SIEVE	COARSE FILTER AGGREGATE MN/DOT 3149.2H
CATEGORY II	COURSE GRAINED SOILS WITH FINES: GM, GC, SM, SC, OR ANY SOIL BEGINNING WITH ONE OF THESE SYMBOLS CONTAINING MORE THAN 12% PASSING A #200 SIEVE	AGGREGATE BEDDING MN/DOT 3149.2G
CATEGORY III	FINE GRAINED SOILS: CL, ML, (OR CL–ML, CL.ML, ML/CL) WITH LESS THAN 30% RETAINED ON A #200 SIEVE.	NOT APPLICABLE

NOTES:
1. COMPACTION AND SOIL SYMBOLS–I.E. "95% CATEGORY I" REFERS TO CATEGORY I SOIL MATERIAL WITH MINIMUM STANDARD PROCTOR COMPACTION OF 95%.
2. SOIL IN BEDDING AND HAUNCH ZONES SHALL BE COMPACTED TO AT LEAST THE SAME COMPACTION AS SPECIFIED FOR THE MAJORITY OF SOIL IN THE BACKFILL ZONE.
3. THE TRENCH WIDTH SHALL BE WIDER THAN SHOWN IF REQUIRED FOR ADEQUATE SPACE TO ATTAIN SPECIFIED COMPACTION IN THE HAUNCH AND BEDDING ZONES.
4. FOR TRENCH WALLS WITH GREATER THAN 10 DEGREE SLOPES THAT CONSIST OF EMBANKMENT, THE LOWER SIDE SHALL BE COMPACTED TO AT LEAST THE SAME COMPACTION AS SPECIFIED FOR THE SOIL IN THE BACKFILL ZONE.
5. NO BEDDING IS REQUIRED FOR TYPE 4 STANDARD INSTALLATION.
6. REFER TO ASTM C1479–07 FOR DETAILS.
7. TYPE III BEDDING SHALL BE USED UNLESS NOTED OTHERWISE.

6 / C03–00 TYPICAL PIPE BEDDING FOR RCP AND DIP
NOT TO SCALE



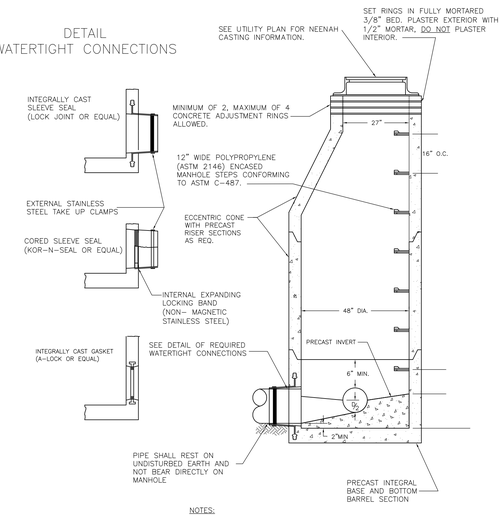
NOTES:
1. DIMENSIONS IN TABLE ARE BASED ON A WATER PRESSURE OF 150 P.S.I. AND AN EARTH RESISTANCE OF 1 TON PER SQUARE FOOT.
2. DIMENSIONS C1,C2,C3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE O EQUAL TO OR LARGER THAN 45°.
3. DIMENSION A1,A2,A3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH M.J. BOLTS.
4. SHAPE OF BACK OF BUTTRESS MAY VARY AS LONG AS POUR IS AGAINST FIRM UNDISTURBED EARTH.

BUTTRESS DIMENSIONS

PIPE	22 1/2 Bend		45° Bend		90° Bend	
SIZE	B_1	D_1	B_2	D_2	B_3	D_3
6"	1'–5"	1'–5"	1'–5"	1'–5"	2'–1"	1'–6"
8"	1'–5"	1'–5"	2'–1"	1'–6"	2'–8"	2'–0"
12"	1'–10"	1'–10"	3'–4"	2'–0"	4'–9"	2'–6"
16"	3'–0"	2'–0"	3'–10"	3'–0"	6'–2"	3'–6"
20"	3'–6"	2'–8"	5'–6"	3'–4"	8'–4"	4'–0"
24"	4'–0"	3'–0"	6'–10"	3'–10"	9'–8"	5'–0"

4 / C03–00 THRUST BLOCK DETAIL FOR MECHANICAL PIPE BENDS
NOT TO SCALE

DETAIL
WATERTIGHT CONNECTIONS



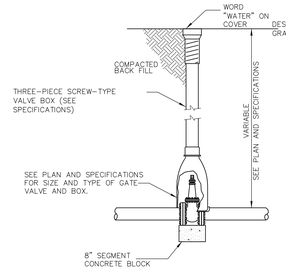
NOTES:

PRECAST RISER SECTIONS TO MEET ASTM C–478

JOINTS BETWEEN PRECAST SECTIONS SHALL USE O–RING RUBBER GASKET CONFORMING TO ASTM C–443

WATERTIGHT PIPE CONNECTIONS SHALL MEET ASTM C–923 & C–443 AND ALLOW FOR 10° DEFLECTION IN ANY DIRECTION.

1 / C03–00 SANITARY SEWER MANHOLE
NOT TO SCALE



2 / C03–00 GATE VALVE AND BOX INSTALLATION
NOT TO SCALE

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MINNEAPOLIS, MN 55402
www.michaudcooley.com
P: 612.339.4941

PUD
APPLICATION
MAY 02, 2016

NOT FOR
CONSTRUCTION

LAND O'LAKES
HEADQUARTERS
CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

UTILITY NOTES AND DETAILS

C03-00

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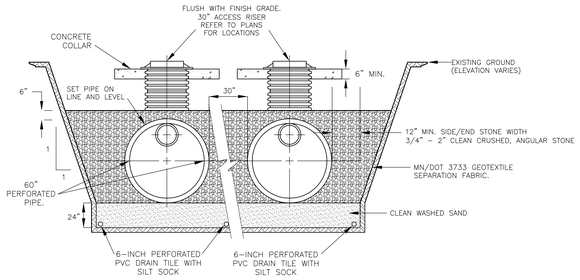
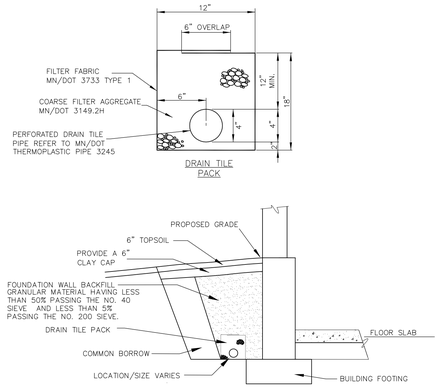


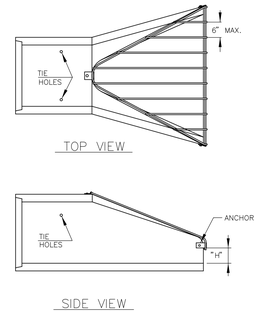
1. UTILIZE CARE WHEN LOWERING UNIT INTO THE TRENCH. HANDLE USING NYLON SLINGS AND TWO PICK POINTS.
2. PLACE BACKFILL AROUND THE UNIT IN UNIFORM 8"–12" LIFTS, COMPACTED TO 95% SPD.
3. WHEN THE UNIT CONSISTS OF 2 SECTIONS, PLACE THE DOWNSTREAM SECTION FIRST. CONNECT AND HOME THE REMAINING SECTIONS.
4. ALL CONNECTION POINTS ARE TO BE SOIL PROOF.
5. ACCESS RISERS AND CONCRETE COLLARS SHALL BE DESIGNED TO WITHSTAND HS25 LOADING.

ROW LENGTH:	310 FEET
NUMBER OF ROWS:	10
NUMBER OF HEADERS:	2
FILTRATION VOLUME:	67,019 CUBIC FEET
TOTAL STORAGE VOLUME:	95,804 CUBIC FEET

10 / C03-01 FILTRATION TANK SYSTEM – EAST
NOT TO SCALE



7 / C03-01 BUILDING PERIMETER DRAIN TILE
NOT TO SCALE



RIPRAP REQUIRED

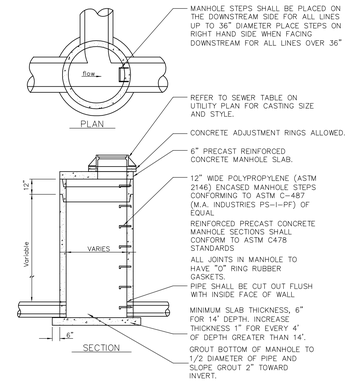
SIZE OF PIPE	CU. YD. MN/DOT 3601 CL II
12" TO 24"	4
27" TO 33"	8
36" TO 48"	12
54" TO 72"	16

NOTES:
1. TIE LAST 3 JOINTS. USE 2 TIE BOLT FASTENERS PER JOINT INSTALLED AT 60° FROM TOP OF BOTTOM OF PIPE.
2. PROVIDE 3 CLIPS TO FASTEN TRASH GUARD TO FLARED END. HOT DIP GALVANIZE AFTER FABRICATION.

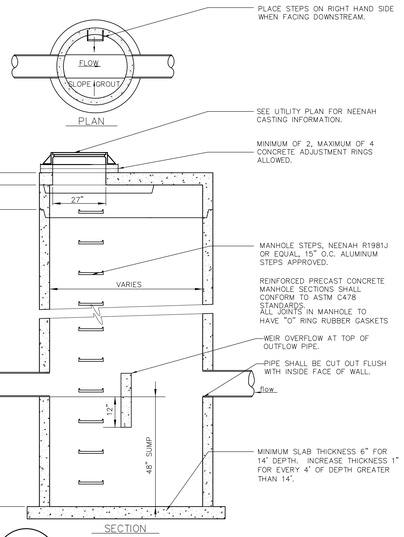
TRASH GUARD

SIZE OF PIPE	BARS	"H"	BOLTS
12" TO 18"	3/4"	4"	5/8"
21" TO 42"	1"	6"	3/4"
48" TO 72"	1-1/4"	12"	1"

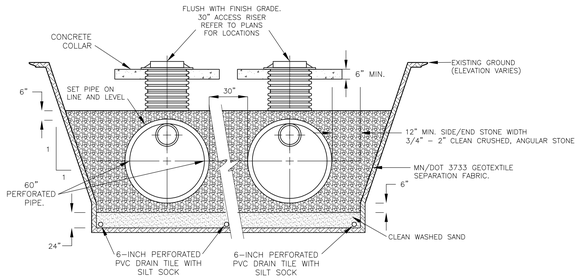
4 / C03-01 FLARED-END SECTION
NOT TO SCALE



1 / C03-01 STORM SEWER MANHOLE/CATCH BASIN
NOT TO SCALE



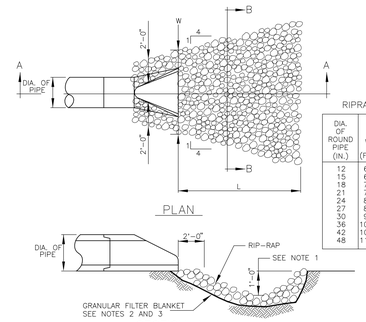
11 / C03-01 SUMP MANHOLE WITH WEIR
NOT TO SCALE



1. UTILIZE CARE WHEN LOWERING UNIT INTO THE TRENCH. HANDLE USING NYLON SLINGS AND TWO PICK POINTS.
2. PLACE BACKFILL AROUND THE UNIT IN UNIFORM 8"–12" LIFTS, COMPACTED TO 95% SPD.
3. WHEN THE UNIT CONSISTS OF 2 SECTIONS, PLACE THE DOWNSTREAM SECTION FIRST. CONNECT AND HOME THE REMAINING SECTIONS.
4. ALL CONNECTION POINTS ARE TO BE SOIL PROOF.
5. ACCESS RISERS AND CONCRETE COLLARS SHALL BE DESIGNED TO WITHSTAND HS25 LOADING.

ROW LENGTH:	170 FEET
NUMBER OF ROWS:	5
NUMBER OF HEADERS:	2
FILTRATION VOLUME:	19,705 CUBIC FEET
TOTAL STORAGE VOLUME:	30,244 CUBIC FEET

8 / C03-01 FILTRATION TANK SYSTEM – SOUTH
NOT TO SCALE

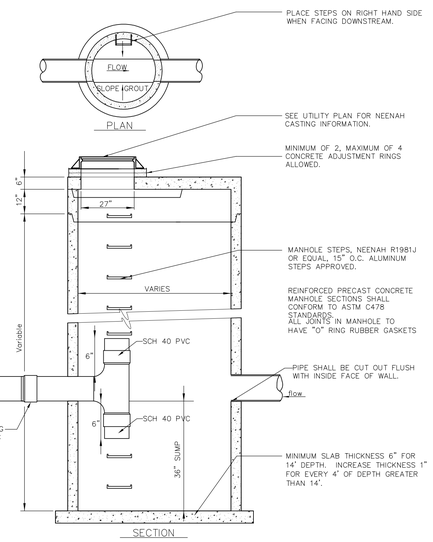


RIPRAP REQUIREMENTS

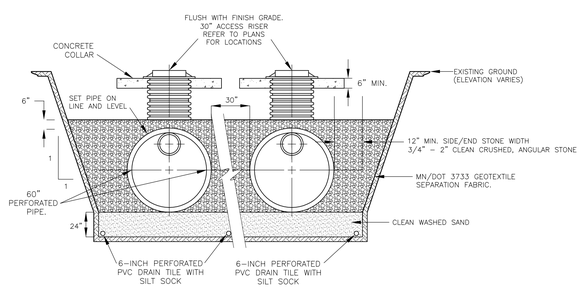
DIA. OF ROUND PIPE (IN.)	W (FT.)	L (FT.)	12" DEPTH CLASS II RIPRAP (CU. YDS.)	18" DEPTH CLASS III RIPRAP (CU. YDS.)
12	6.0	8	2.8	4.1
15	6.5	8	2.9	4.4
18	7.0	10	3.9	5.9
21	7.5	10	4.2	6.3
24	8.0	12	5.5	8.3
27	8.5	12	5.8	8.7
30	9.0	14	7.3	10.9
36	10.0	16	9.2	13.8
42	10.5	18	10.9	16.3
48	11.0	20	12.9	19.4

NOTE:
1. FOR PIPES GREATER THAN 30" USE 1'-6".
2. THE CONTRACTOR AT HIS OPTION, MAY SUBSTITUTE A GEOTEXTILE FABRIC BLANKET, Mn/DOT SPEC. 3601, FOR THE GRANULAR FILTER BLANKET UNLESS OTHERWISE NOTED IN THE SPECIFICATIONS.
3. VOLUMES OF GRANULAR FILTER SHALL BE 1/2 THE VOLUME OF OF RIP-RAP AT ANY GIVEN PIPE DIAMETER.
4. RIP-RAP SHALL BE PLACED IN ACCORDANCE WITH Mn/DOT SPEC. 2511.

5 / C03-01 RIP-RAP AT FLARED ENDS
NOT TO SCALE



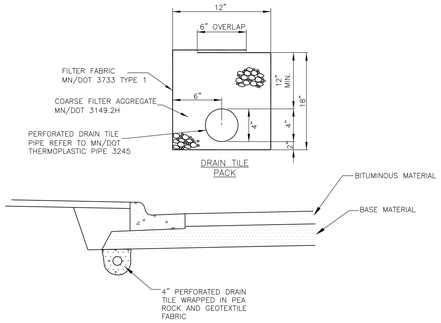
2 / C03-01 SUMP MANHOLE
NOT TO SCALE



1. UTILIZE CARE WHEN LOWERING UNIT INTO THE TRENCH. HANDLE USING NYLON SLINGS AND TWO PICK POINTS.
2. PLACE BACKFILL AROUND THE UNIT IN UNIFORM 8"–12" LIFTS, COMPACTED TO 95% SPD.
3. WHEN THE UNIT CONSISTS OF 2 SECTIONS, PLACE THE DOWNSTREAM SECTION FIRST. CONNECT AND HOME THE REMAINING SECTIONS.
4. ALL CONNECTION POINTS ARE TO BE SOIL PROOF.
5. ACCESS RISERS AND CONCRETE COLLARS SHALL BE DESIGNED TO WITHSTAND HS25 LOADING.

ROW LENGTH:	120 FEET
NUMBER OF ROWS:	17
NUMBER OF HEADERS:	2
FILTRATION VOLUME:	47,629 CUBIC FEET
TOTAL STORAGE VOLUME:	67,020 CUBIC FEET

9 / C03-01 FILTRATION TANK SYSTEM – WEST
NOT TO SCALE



1) A MINIMUM OF 60 FEET OF DRAIN TILE SHALL BE PLACED AT ALL LOW POINT CATCH BASINS.

2) 4" PERFORATED DRAIN TILE WITH GEOTEXTILE SOCK SHALL BE PLACED IN A MINIMUM OF 12" OF FINE FILTER AGGREGATE (¼" DIA. PEA ROCK).

3) THE FIRST 18" AT CATCH BASIN SHALL BE SOLID WALL SCH 40 PVC. DRAIN TILE SHALL BE PLACED BEHIND THE PROPOSED CURB LINE.

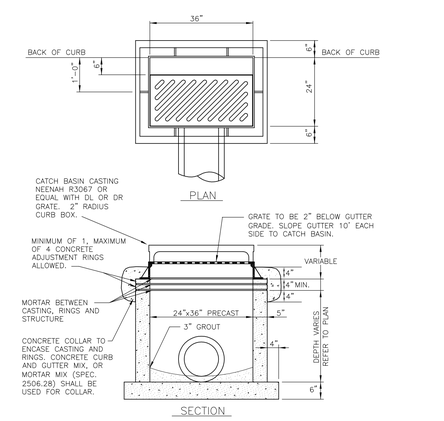
4) MAINTAIN POSITIVE SLOPE AWAY FROM CATCH BASIN AT ALL TIMES. DRAIN TILE SLOPE SHALL MATCH PROPOSED AT GRADE SLOPE OR 0.5 PERCENT, WHICH EVER IS GREATER.

5) FOR CATCH BASINS NOT LOCATED IN A CURB LINE CONTRACTOR SHALL EXTEND DRAIN TILE IN 4 DIRECTIONS, IN THE SHAPE OF AN "X", FOR 15-FEET FROM EDGE OF CATCH BASIN STRUCTURE.

6) NO DRAIN TILE WILL BE ALLOWED WITHIN 10-FEET OF ANY WATER LINE.

7) DRAIN TILE SHALL CONNECT TO STRUCTURE AT 26" AND 29" BELOW RIM ELEVATION FOR LIGHT DUTY AND HEAVY DUTY BITUMINOUS PAVEMENT RESPECTIVELY.

6 / C03-01 DRAIN TILE FOR LOW POINT CATCH BASINS
NOT TO SCALE



NOTES:
1. RIGHT HAND GRATE SHOWN IN PLAN VIEW.
2. REINFORCED PRECAST CONCRETE CATCH BASIN SECTIONS SHALL CONFORM TO ASTM C478 STANDARDS.

3 / C03-01 24" x 36" PRECAST CATCH BASIN
NOT TO SCALE

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PUD
APPLICATION
MAY 02, 2016

NOT FOR
CONSTRUCTION

LAND O'LAKES
HEADQUARTERS
CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

UTILITY NOTES AND
DETAILS

C03-01

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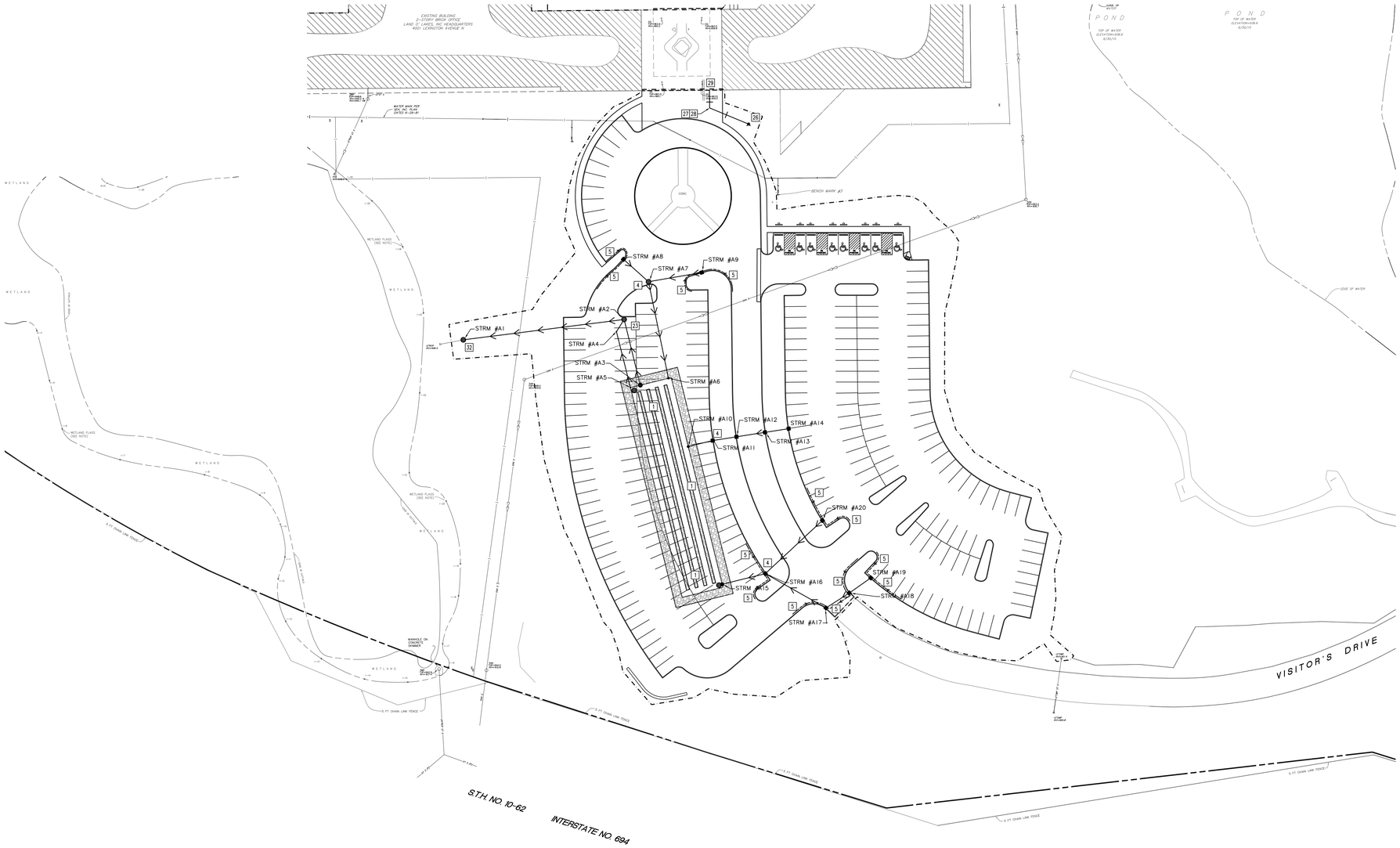

1 / C03-02 UTILITY PLAN – PHASE ONE
1" = 40'

ABBREVIATIONS	
BLDG	Building
BM	Bench Mark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
HDPE	High Density Polyethylene
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
T.O.P.	Top Of Pipe

PROPOSED PLAN SYMBOLS
CONSTRUCTION LIMITS
PROPERTY LINE
SAWCUT LINE (APPROX.)
DRAIN TILE
STORM SEWER
WATER MAIN
FIRE DEPARTMENT CONNECTION
CATCH BASIN
MANHOLE
RETAINING WALL

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

1. INSTALL SOUTH INFILTRATION SYSTEM PER DETAIL 8/C03-01 WITH ACCESS RISERS WHERE SHOWN ON PLANS. INFILTRATION SYSTEM SHALL HAVE AN INFILTRATION VOLUME OF 19,705 CUBIC FEET, A TOTAL VOLUME OF 30,244 CUBIC FEET, AND MEET THE RATE CONTROL REQUIREMENTS INDICATED ON SHEET C05-01. ANY ALTERNATE DESIGNS MUST BE APPROVED BY CIVIL ENGINEER PRIOR TO CONSTRUCTION. INSTALL A MINIMUM OF 2 ACCESS / INSPECTION RISERS PER MANUFACTURES SPECIFICATIONS.
2. NOT USED.
3. NOT USED.
4. INSTALL SUMP CATCH BASIN/MANHOLE. REFER TO DETAIL 2/C03-01.
5. INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 6/C03-01.
6. NOT USED.
7. NOT USED.
8. NOT USED.
9. NOT USED.
10. NOT USED.
11. NOT USED.
12. NOT USED.
13. NOT USED.
14. NOT USED.
15. NOT USED.
16. NOT USED.
17. NOT USED.
18. NOT USED.
19. NOT USED.
20. NOT USED.
21. NOT USED.
22. NOT USED.
23. REFER TO DETAIL 1/C03-04 FOR WEIR MANHOLE DETAILS.
24. NOT USED.
25. NOT USED.
26. INSTALL 4-INCH FIRE DEPARTMENT CONNECTION. REFER TO DETAIL
27. INSTALL 4-INCH 22.5-DEGREE BEND WITH THRUST BLOCKING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
28. INSTALL 4-INCH 45-DEGREE BEND WITH THRUST BLOCKING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
29. STUB 4-INCH FIRE DEPARTMENT CONNECT LINE TO WITHIN 5-FEET OF PROPOSED BUILDING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. COORDINATE WITH MECHANICAL ENGINEER PRIOR TO START OF CONSTRUCTION.
30. NOT USED.
31. NOT USED.
32. PRIOR TO ORDERING STRM #1, CONTRACTOR IS TO VERIFY EXACT INVERT ELEVATION OF EXISTING STORM SEWER PIPE AND IMMEDIATELY CONTACT CIVIL ENGINEER WITH FINDINGS.

PERKINS + WILL

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PUD APPLICATION MAY 02, 2016

NOT FOR CONSTRUCTION

LAND O'LAKES HEADQUARTERS CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

TITLE

UTILITY PLAN - PHASE ONE

SHEET NUMBER

C03-02

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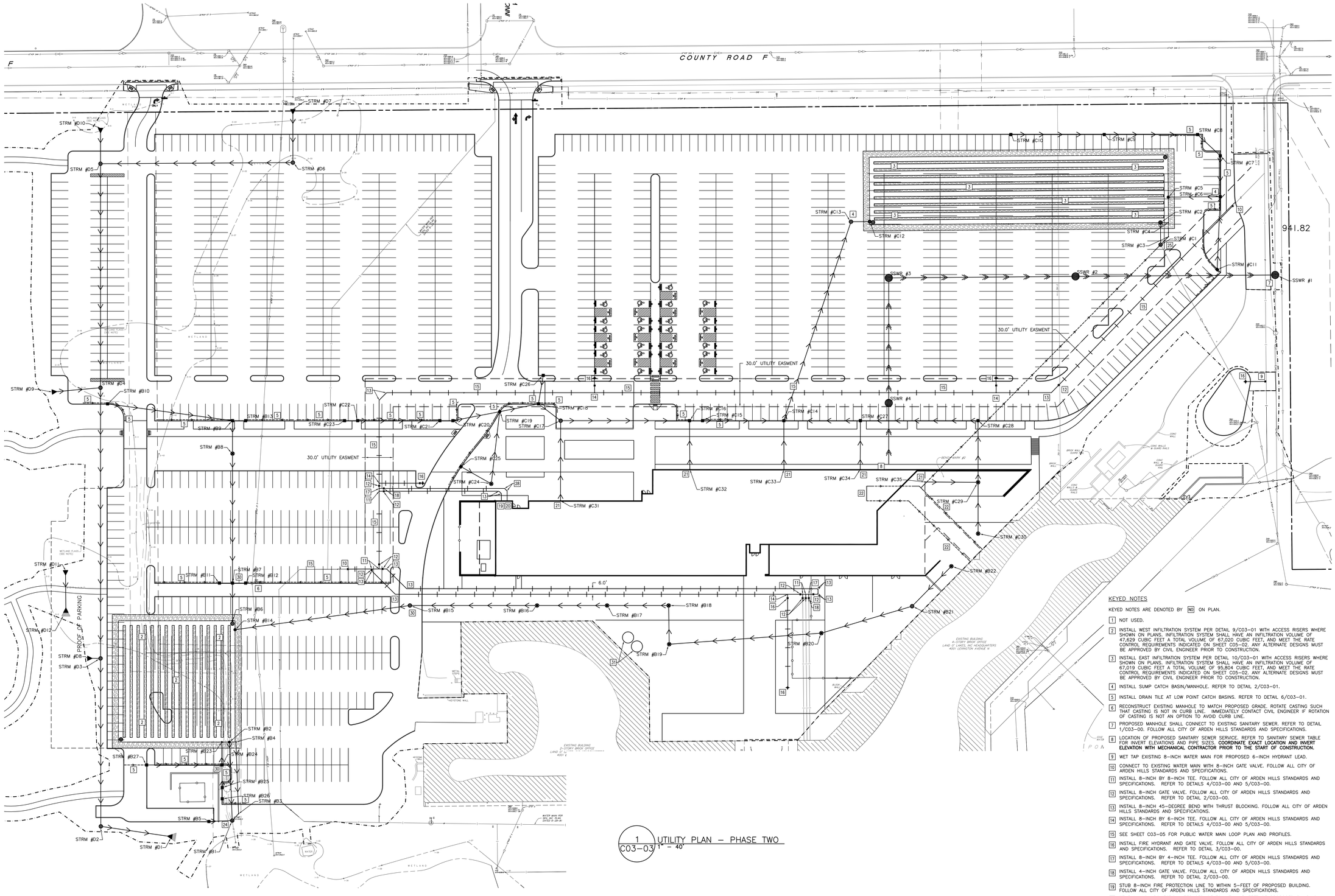

1 C03-03 UTILITY PLAN – PHASE TWO
1" = 40'

ABBREVIATIONS

BLDG	Building
BM	Bench Mark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
HDPE	High Density Polyethylene
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
T.O.P.	Top Of Pipe

PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- SANITARY SEWER
- WATER PIPE
- DRAIN TILE
- STORM SEWER
- FIRE HYDRANT
- GATE VALVE
- FIRE DEPARTMENT CONNECTION
- CATCH BASIN
- MANHOLE
- RETAINING WALL

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY NO ON PLAN.

1. NOT USED.
2. INSTALL WEST INFILTRATION SYSTEM PER DETAIL 9/C03–01 WITH ACCESS RISERS WHERE SHOWN ON PLANS. INFILTRATION SYSTEM SHALL HAVE AN INFILTRATION VOLUME OF 47,629 CUBIC FEET A TOTAL VOLUME OF 67,020 CUBIC FEET, AND MEET THE RATE CONTROL REQUIREMENTS INDICATED ON SHEET C05–02. ANY ALTERNATE DESIGNS MUST BE APPROVED BY CIVIL ENGINEER PRIOR TO CONSTRUCTION.
3. INSTALL EAST INFILTRATION SYSTEM PER DETAIL 10/C03–01 WITH ACCESS RISERS WHERE SHOWN ON PLANS. INFILTRATION SYSTEM SHALL HAVE AN INFILTRATION VOLUME OF 67,019 CUBIC FEET A TOTAL VOLUME OF 95,804 CUBIC FEET, AND MEET THE RATE CONTROL REQUIREMENTS INDICATED ON SHEET C05–02. ANY ALTERNATE DESIGNS MUST BE APPROVED BY CIVIL ENGINEER PRIOR TO CONSTRUCTION.
4. INSTALL SUMP CATCH BASIN/MANHOLE. REFER TO DETAIL 2/C03–01.
5. INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 6/C03–01.
6. RECONSTRUCT EXISTING MANHOLE TO MATCH PROPOSED GRADE. ROTATE CASTING SUCH THAT CASTING IS NOT IN CURB LINE. IMMEDIATELY CONTACT CIVIL ENGINEER IF ROTATION OF CASTING IS NOT AN OPTION TO AVOID CURB LINE.
7. PROPOSED MANHOLE SHALL CONNECT TO EXISTING SANITARY SEWER. REFER TO DETAIL 1/C03–00. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
8. LOCATION OF PROPOSED SANITARY SEWER SERVICE. REFER TO SANITARY SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. **COORDINATE EXACT LOCATION AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.**
9. WET TAP EXISTING 8–INCH WATER MAIN FOR PROPOSED 6–INCH HYDRANT LEAD.
10. CONNECT TO EXISTING WATER MAIN WITH 8–INCH GATE VALVE. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
11. INSTALL 8–INCH BY 8–INCH TEE. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. REFER TO DETAILS 4/C03–00 AND 5/C03–00.
12. INSTALL 8–INCH GATE VALVE. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. REFER TO DETAIL 2/C03–00.
13. INSTALL 8–INCH 45–DEGREE BEND WITH THRUST BLOCKING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
14. INSTALL 8–INCH BY 6–INCH TEE. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. REFER TO DETAILS 4/C03–00 AND 5/C03–00.
15. SEE SHEET C03–05 FOR PUBLIC WATER MAIN LOOP PLAN AND PROFILES.
16. INSTALL FIRE HYDRANT AND GATE VALVE. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. REFER TO DETAIL 3/C03–00.
17. INSTALL 8–INCH BY 4–INCH TEE. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. REFER TO DETAILS 4/C03–00 AND 5/C03–00.
18. INSTALL 4–INCH GATE VALVE. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. REFER TO DETAIL 2/C03–00.
19. STUB 8–INCH FIRE PROTECTION LINE TO WITHIN 5–FEET OF PROPOSED BUILDING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
20. STUB 4–INCH DOMESTIC WATER SERVICE TO WITHIN 5–FEET OF PROPOSED BUILDING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
21. LOCATION OF PROPOSED ROOF DRAIN LEAD. REFER TO STORM SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. **COORDINATE EXACT LOCATION AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.**
22. INSTALL PERIMETER DRAIN TILE. REFER TO DETAIL 7/C03–01. CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION OF CONNECTION TO BUILDING SUMP WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION. PROVIDE SOLID PIPE AND WATER TIGHT CONNECTIONS TO 10–FEET OF EITHER SIDE OF ALL WATER CROSSINGS PER MN PLUMBING CODE.
23. NOT USED.
24. REFER TO DETAIL 2/C03–04 FOR WEIR MANHOLE DETAILS.
25. REFER TO DETAIL 3/C03–04 FOR WEIR MANHOLE DETAILS.
26. NOT USED.
27. NOT USED.
28. INSTALL 4–INCH 45–DEGREE BEND WITH THRUST BLOCKING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS.
29. NOT USED.
30. INSTALL SUMP CATCH BASIN/MANHOLE WITH WEIR. REFER TO DETAIL 11/C03–01.
31. ABOVE GROUND IRRIGATION TANKS. IRRIGATION TANKS TO RECEIVE STORMWATER RUNOFF. FROM PROPOSED BUILDING ROOF.
32. NOT USED.

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PUD APPLICATION MAY 02, 2016

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LAND O'LAKES HEADQUARTERS CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

UTILITY PLAN - PHASE TWO

C03-03

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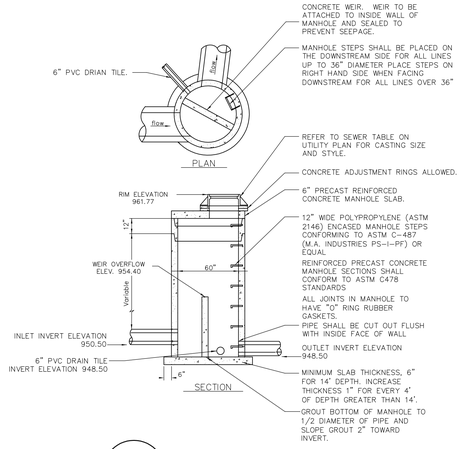
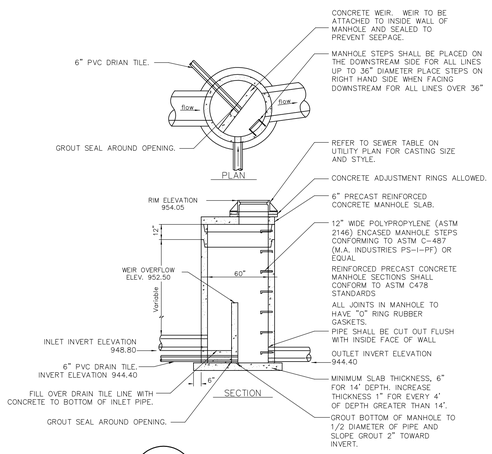
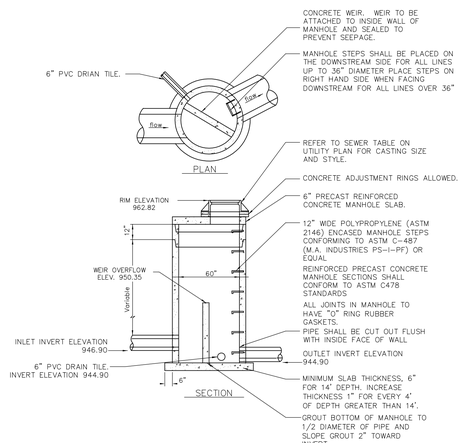


1 STORM SEWER MANHOLE WITH WEIR (STRM #A2)
C03-04 NOT TO SCALE



2 STORM SEWER MANHOLE WITH WEIR (STRM #B1)
C03-04 NOT TO SCALE



3 STORM SEWER MANHOLE WITH WEIR (STRM #C1)
C03-04 NOT TO SCALE

PHASE TWO - NETWORK C STORM SEWER TABLE

SEWER STRUCTURE TABLE

STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #C1	60" MH	R-3067	960.65	N = 946.90 NE = 946.90	24 L.F. OF 36" RCP @ 0.00%, STRM #C2 12 L.F. OF 6" HDPE @ 0.00%, STRM #C3
STRM #C2	TANK CONNECTION	NA	NA	S = 946.90	--------
STRM #C3	45 DEGREE BEND	NA	NA	SW = 946.90 N = 946.90	-------- 15 L.F. OF 6" HDPE @ 0.00%, STRM #C4
STRM #C4	DRAIN TILE CONNECTION	NA	NA	S = 946.90	--------
STRM #C5	TANK CONNECTION	NA	NA	E = 950.50	56 L.F. OF 24" RCP @ 1.01%, STRM #C6
STRM #C6	60" MH	R-3067	959.20	W = 951.06 N = 951.06 S = 952.06	-------- 44 L.F. OF 24" RCP @ 1.00%, STRM #C7 78 L.F. OF 12" RCP @ 1.00%, STRM #C11
STRM #C7	48" MH	R-3067	959.20	S = 951.50 NW = 951.50	-------- 33 L.F. OF 24" RCP @ 1.02%, STRM #C8
STRM #C8	48" MH	R-3067	959.25	SE = 951.84 W = 951.84	-------- 100 L.F. OF 18" RCP @ 1.00%, STRM #C9
STRM #C9	48" MH	R-3067	960.75	E = 952.84 W = 952.84	-------- 100 L.F. OF 18" RCP @ 1.00%, STRM #C10
STRM #C10	24"x36" CB	R-3067	962.25	E = 953.84	--------
STRM #C11	24"x36" CB	R-3067	959.33	N = 952.84	--------
STRM #C12	TANK CONNECTION	NA	NA	W = 947.25	20 L.F. OF 36" RCP @ 1.00%, STRM #C13
STRM #C13	72" MH	R-1733	964.86	E = 947.45 S = 947.45	-------- 225 L.F. OF 36" RCP @ 1.00%, STRM #C14
STRM #C14	72" MH	R-3067	962.25	N = 949.69 S = 956.58 W = 949.69 E = 956.30	-------- 52 L.F. OF 8" PVC @ 1.00%, STRM #C33 87 L.F. OF 36" RCP @ 1.00%, STRM #C15 82 L.F. OF 15" RCP @ 2.00%, STRM #C27
STRM #C15	60" MH	R-3067	962.25	E = 950.56 W = 950.56	-------- 14 L.F. OF 36" RCP @ 1.00%, STRM #C16
STRM #C16	60" MH	R-3067	962.25	E = 950.70 W = 950.70 S = 956.58	-------- 138 L.F. OF 30" RCP @ 1.00%, STRM #C17 52 L.F. OF 8" PVC @ 1.00%, STRM #C32
STRM #C17	60" MH	R-1733	961.46	E = 952.08 S = 955.79 NW = 952.08	-------- 86 L.F. OF 8" PVC @ 1.00%, STRM #C31 30 L.F. OF 30" RCP @ 1.01%, STRM #C18
STRM #C18	60" MH	R-3067	960.96	SE = 952.38 N = 952.38 W = 952.38	-------- 31 L.F. OF 18" RCP @ 1.00%, STRM #C26 42 L.F. OF 24" RCP @ 1.02%, STRM #C19
STRM #C19	72" MH	R-3067	960.00	E = 952.81 W = 952.81 S = 952.81	-------- 51 L.F. OF 24" RCP @ 1.00%, STRM #C20 78 L.F. OF 18" RCP @ 1.00%, STRM #C24
STRM #C20	48" MH	R-3067	959.00	E = 953.32 W = 953.32	-------- 14 L.F. OF 18" RCP @ 1.00%, STRM #C21
STRM #C21	48" MH	R-3067	959.00	E = 953.46 W = 953.46	-------- 88 L.F. OF 15" RCP @ 1.00%, STRM #C22
STRM #C22	48" MH	R-3067	959.00	E = 954.34 W = 954.34	-------- 14 L.F. OF 12" RCP @ 1.00%, STRM #C23
STRM #C23	24"x36" CB	R-3067	959.00	E = 954.48	--------
STRM #C24	48" MH	R-2535	960.00	N = 953.59 NW = 953.59	-------- 37 L.F. OF 12" RCP @ 1.02%, STRM #C25
STRM #C25	24"x36" CB	R-3067	960.00	SE = 953.97	--------
STRM #C26	24"x36" CB	R-3067	961.55	S = 952.69	--------
STRM #C27	48" MH	R-3067	963.54	W = 957.94 S = 959.85 E = 957.94	-------- 52 L.F. OF 8" PVC @ 1.00%, STRM #C34 126 L.F. OF 12" RCP @ 1.50%, STRM #C28
STRM #C28	48" MH	R-3067	965.53	W = 959.83 S = 959.83	-------- 66 L.F. OF 12" RCP @ 11.47%, STRM #C29
STRM #C29	48" MH	R-4353	975.50	N = 967.40 S = 967.40 W = 969.33	-------- 55 L.F. OF 12" RCP @ 2.00%, STRM #C30 57 L.F. OF 8" PVC @ 1.00%, STRM #C35
STRM #C30	27" CB	R-4353	975.50	N = 968.50	--------
STRM #C31	ROOF CONNECTION	NA	NA	N = 956.65	--------
STRM #C32	ROOF CONNECTION	NA	NA	N = 957.10	--------
STRM #C33	ROOF CONNECTION	NA	NA	N = 957.10	--------
STRM #C34	ROOF CONNECTION	NA	NA	N = 960.37	--------
STRM #C35	Null Structure	NA	NA	E = 969.90	--------

PHASE TWO - NETWORK D STORM SEWER TABLE

SEWER STRUCTURE TABLE

STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #D1	30" FES	NA	NA	W = 949.50	77 L.F. OF 30" RCP @ 0.81%, STRM #D2
STRM #D2	60" MH	R-1733	954.04	E = 950.12 N = 950.12	-------- 180 L.F. OF 30" RCP @ 0.80%, STRM #D3
STRM #D3	60" MH	R-1733	955.06	S = 951.56 N = 952.65 W = 951.56	-------- 290 L.F. OF 18" RCP @ 0.80%, STRM #D4 14 L.F. OF 18" RCP @ 0.79%, STRM #D8
STRM #D4	60" MH	R-1733	960.16	S = 954.97 N = 954.97 W = 953.95	-------- 240 L.F. OF 18" RCP @ 0.80%, STRM #D5 956 L.F. OF 18" RCP @ -1835.96%, STRM #D9
STRM #D5	60" MH	R-1733	965.80	S = 956.89 E = 956.89 N = 954.62	-------- 206 L.F. OF 18" RCP @ 0.80%, STRM #D6 38 L.F. OF 18" RCP @ 1.20%, STRM #D10
STRM #D6	60" MH	R-1733	965.59	W = 958.54 N = 958.54	-------- 57 L.F. OF 18" RCP @ 0.81%, STRM #D7
STRM #D7	18" FES	NA	NA	S = 959.00	--------
STRM #D8	18" FES	NA	NA	E = 951.67	--------
STRM #D9	18" FES	NA	NA	E = -0.75	--------
STRM #D10	18" FES	NA	NA	S = 955.08	--------
STRM #D11	18" FES	NA	NA	S = 952.75	--------
STRM #D12	18" FES	NA	NA	N = 951.75	45 L.F. OF 18" RCP @ 2.22%, STRM #D11

PHASE TWO - SANITARY SEWER TABLE

SEWER STRUCTURE TABLE

STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
EX. SSWR MH	48" MH	NA	942.52	N = 939.00	62 L.F. OF 8" PVC @ 5.68%,
SSWR #1	48" MH	R-1733	942.85	W = 940.54	214 L.F. OF 8" PVC @ 0.99%, SSWR #2
SSWR #2	48" MH	R-1733	962.40	E = 942.65 W = 942.65	-------- 200 L.F. OF 8" PVC @ 1.00%, SSWR #3
SSWR #3	48" MH	R-1733	965.04	E = 944.65 S = 944.65	-------- 134 L.F. OF 8" PVC @ 1.00%, SSWR #4
SSWR #4	48" MH	R-1733	964.19	N = 945.99 S = 945.99	-------- 68 L.F. OF 8" PVC @ 1.00%, SSWR #5
SSWR #5	48" MH	NA	969.00	N = 946.67	--------

PHASE ONE - NETWORK A STORM SEWER TABLE

SEWER STRUCTURE TABLE

STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #A1	48" MH	R-1733	NA	E = 947.15	135 L.F. OF 12" RCP @ 1.00%, STRM #A2
STRM #A2	60" WEIR MH	R-1733	961.40	W = 948.50 S = 951.00 SW = 948.50	-------- 56 L.F. OF 30" RCP @ 0.00%, STRM #A3 12 L.F. OF 6" HDPE @ 0.00%, STRM #A4
STRM #A3	TANK CONNECTION	NA	NA	N = 951.00	--------
STRM #A4	45 DEGREE BEND	NA	NA	NE = 948.50 S = 948.50	-------- 48 L.F. OF 6" HDPE @ 0.00%, STRM #A5
STRM #A5	DRAIN TILE CONNECTION	NA	NA	N = 948.50	--------
STRM #A6	TANK CONNECTION	NA	NA	N = 954.30	82 L.F. OF 12" RCP @ 1.00%, STRM #A7
STRM #A7	60" SUMP MH	R-1733	960.95	S = 955.12 NW = 955.12 E = 955.12	-------- 28 L.F. OF 12" RCP @ 1.00%, STRM #A8 45 L.F. OF 12" RCP @ 1.00%, STRM #A9
STRM #A8	24"x36" CB	R-3067	960.50	SE = 955.40	--------
STRM #A9	24"x36" CB	R-3067	960.00	W = 955.57	--------
STRM #A10	TANK CONNECTION	NA	NA	E = 954.25	21 L.F. OF 15" RCP @ 1.00%, STRM #A11
STRM #A11	60" SUMP CB	R-3067	958.95	W = 954.46 E = 954.46	-------- 20 L.F. OF 12" RCP @ 1.00%, STRM #A12
STRM #A12	48" MH	R-3067	959.00	W = 954.66 E = 954.66	-------- 24 L.F. OF 12" RCP @ 1.00%, STRM #A13
STRM #A13	48" MH	R-3067	959.00	W = 954.90 E = 954.90	-------- 20 L.F. OF 12" RCP @ 1.00%, STRM #A14
STRM #A14	24"x36" CB	R-3067	958.90	W = 955.10	--------
STRM #A15	TANK CONNECTION	NA	NA	E = 951.32	37 L.F. OF 24" RCP @ 1.00%, STRM #A16
STRM #A16	72" SUMP CB	R-3067	957.90	W = 951.69 SE = 951.69 NE = 951.69	-------- 58 L.F. OF 18" RCP @ 1.00%, STRM #A17 65 L.F. OF 18" RCP @ 1.00%, STRM #A20
STRM #A17	48" MH	R-3067	956.90	NW = 952.27 NE = 952.27	-------- 23 L.F. OF 12" RCP @ 1.00%, STRM #A18
STRM #A18	48" MH	R-3067	957.00	SW = 952.50 NE = 952.50	-------- 22 L.F. OF 12" RCP @ 1.00%, STRM #A19
STRM #A19	24"x36" CB	R-3067	957.10	SW = 952.72	--------
STRM #A20	24"x36" CB	R-3067	957.80	SW = 952.34	--------

PHASE TWO - NETWORK B STORM SEWER TABLE

SEWER STRUCTURE TABLE

STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #B1	60" MH	R-1733	954.97	N = 948.80 W = 944.40 NE = 948.80	84 L.F. OF 36" RCP @ 0.00%, STRM #B2 25 L.F. OF 12" RCP @ 1.00%, STRM #B5 10 L.F. OF 6" HDPE @ 0.00%, STRM #B3
STRM #B2	TANK CONNECTION	NA	NA	S = 948.80	--------
STRM #B3	45 DEGREE BEND	NA	NA	SW = 948.80 N = 948.80	-------- 77 L.F. OF 6" HDPE @ 0.00%, STRM #B4
STRM #B4	DRAIN TILE CONNECTION	NA	NA	S = 948.80	--------
STRM #B5	24"x36" CB	R-3067	948.30	E = 944.65	--------
STRM #B6	TANK CONNECTION	NA	NA	N = 951.21	40 L.F. OF 24" RCP @ 1.00%, STRM #B7
STRM #B7	60" MH	R-3067	957.00	S = 951.61 N = 951.61 E = 952.15 W = 952.15	-------- 139 L.F. OF 24" RCP @ 1.00%, STRM #B8 14 L.F. OF 12" RCP @ 1.00%, STRM #B12 14 L.F. OF 12" RCP @ 1.00%, STRM #B11
STRM #B8	48" MH	R-4353	959.10	S = 953.00 N = 953.00	-------- 35 L.F. OF 24" RCP @ 1.00%, STRM #B9
STRM #B9	60" MH	R-3067	959.00	S = 953.35 W = 953.35 E = 953.35	-------- 135 L.F. OF 18" RCP @ 1.00%, STRM #B10 14 L.F. OF 15" RCP @ 1.00%, STRM #B13
STRM #B10	24"x36" CB	R-3067	960.00	E = 954.70	--------
STRM #B11	24"x36" CB	R-3067	957.00	E = 952.29	--------
STRM #B12	24"x36" CB	R-3067	957.00	W = 952.29	--------
STRM #B13	24"x36" CB	R-3067	959.00	W = 953.49	--------
STRM #B14	TANK CONNECTION	NA	NA	E = 950.55	189 L.F. OF 18" RCP @ 1.10%, STRM #B15
STRM #B15	48" MH	R-1733	958.22	W = 952.63 E = 952.63	-------- 136 L.F. OF 18" RCP @ 1.00%, STRM #B16
STRM #B16	48" MH	R-2535	960.50	W = 953.99 E = 953.99	-------- 75 L.F. OF 15" RCP @ 1.00%, STRM #B17
STRM #B17	48" MH	R-2535	960.50	W = 954.74 E = 954.74	-------- 66 L.F. OF 15" RCP @ 1.00%, STRM #B18
STRM #B18	48" MH	R-2535	960.40	W = 955.40 S = 955.40	-------- 42 L.F. OF 12" RCP @ 3.54%, STRM #B19
STRM #B19	48" MH	R-2535	960.80	N = 956.87 E = 956.87	-------- 163 L.F. OF 12" RCP @ 1.00%, STRM #B20
STRM #B20	48" MH	R-2535	962.45	W = 958.50 E = 958.50	-------- 101 L.F. OF 12" RCP @ 3.00%, STRM #B21
STRM #B21	48" MH	R-1733	973.33	W = 961.54 NE = 961.54	-------- 60 L.F. OF 12" RCP @ 10.00%, STRM #B22
STRM #B22	27" CB	R-4353	975.50	SW = 967.54	--------
STRM #B23	TANK CONNECTION	NA	NA	S = 948.80	25 L.F. OF 24" RCP @ 1.02%, STRM #B24
STRM #B24	60" MH	R-3067	953.85	N = 949.05 W = 949.08 S = 949.05	-------- 81 L.F. OF 15" RCP @ 1.01%, STRM #B27 24 L.F. OF 18" RCP @ 1.03%, STRM #B25
STRM #B25	48" MH	R-3067	953.80	N = 949.30 S = 949.30	-------- 12 L.F. OF 15" RCP @ 1.00%, STRM #B26
STRM #B26	24"x36" CB	R-3067	953.80	N = 949.42	--------
STRM #B27	24"x36" CB	R-3067	953.39	E = 949.89	--------

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PUD APPLICATION
MAY 02, 2016

NOT FOR CONSTRUCTION

LAND O'LAKES HEADQUARTERS CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

SANITARY SEWER AND STORM SEWER SCHEDULES

C03-04

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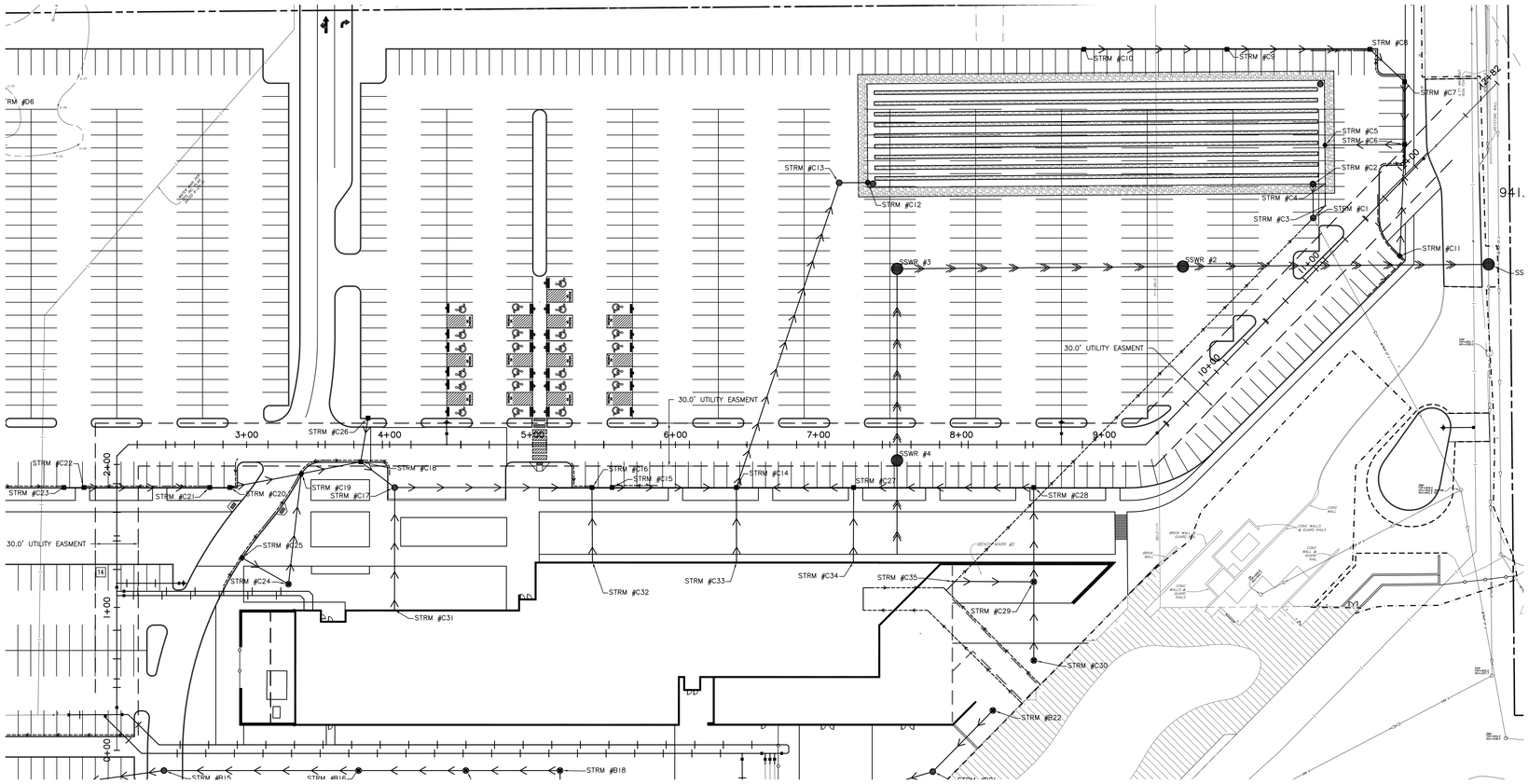
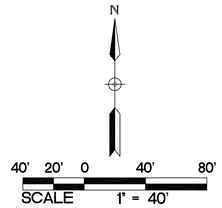
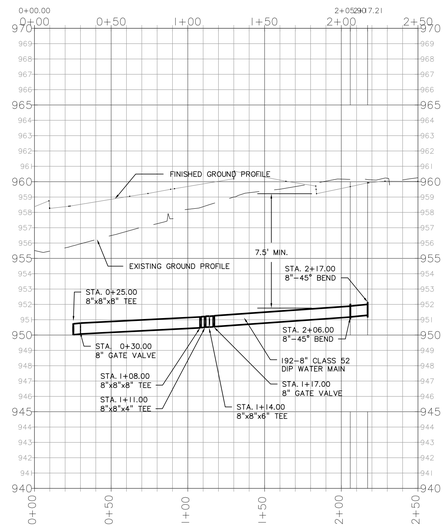
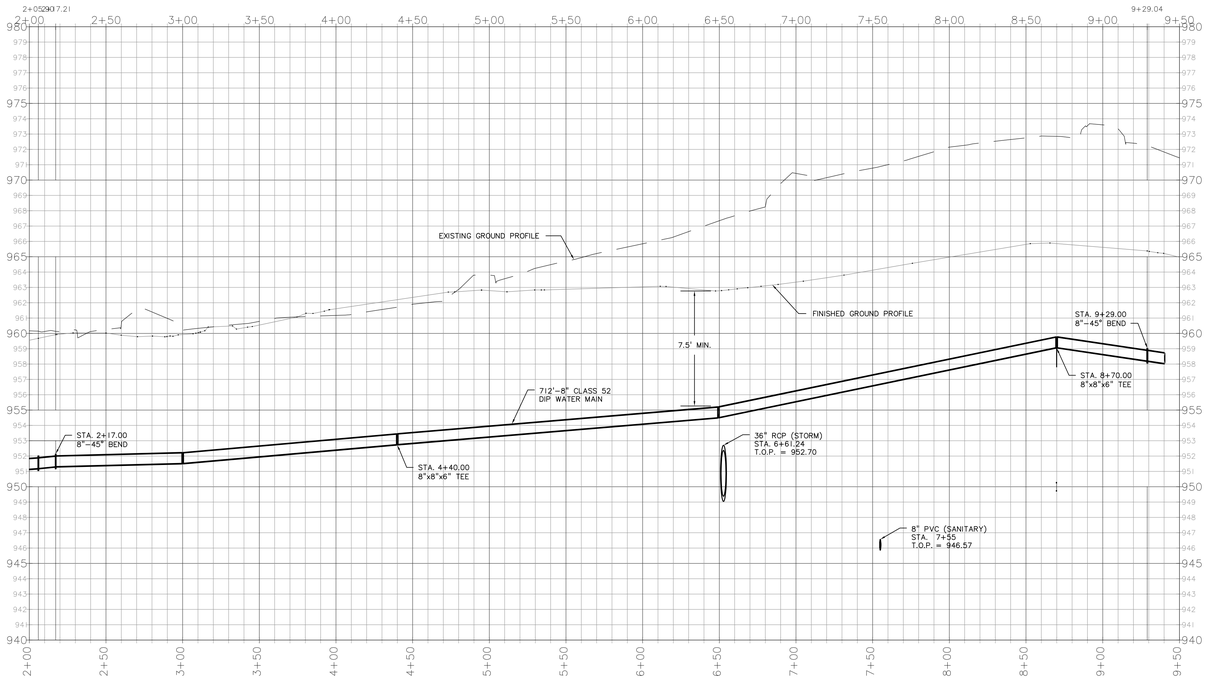


PUBLIC WATER MAIN RELOCATION PLAN

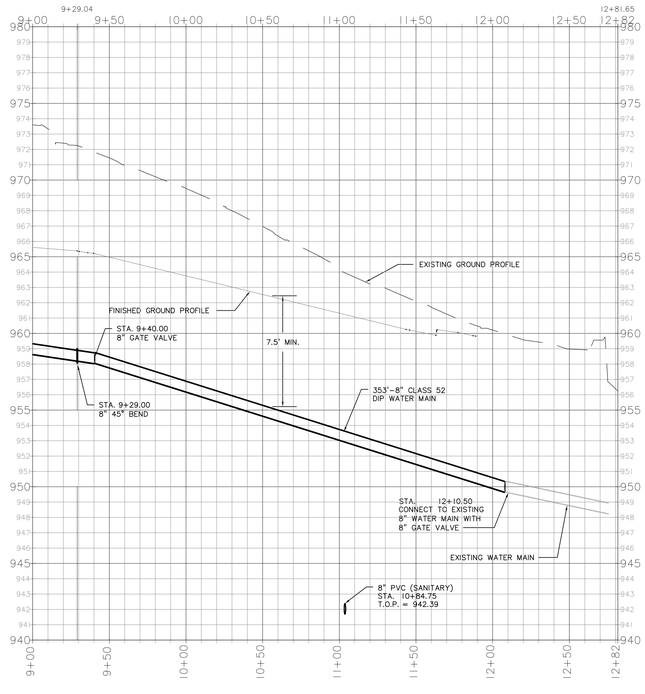




PUBLIC WATER MAIN LOOP
PROFILE A
STA. 0+00 TO STA. 2+17



PUBLIC WATER MAIN LOOP
PROFILE B
STA. 2+17 TO STA. 9+29



PUBLIC WATER MAIN LOOP
PROFILE C
STA. 9+29 TO STA. 12+82

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KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

TITLE

PUBLIC WATERMAIN PLAN AND PROFILE

SHEET NUMBER

C03-05

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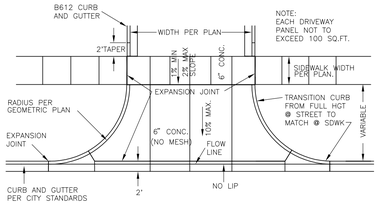
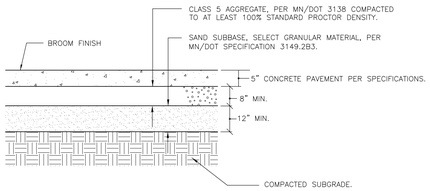
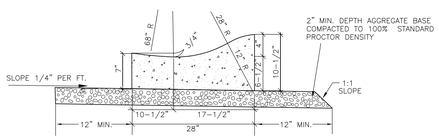


10 / C04-00 CONCRETE DRIVE ENTRANCE
NOT TO SCALE



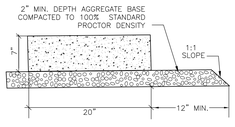
NOTE: JOINT SPACING SHALL NOT EXCEED 24 TO 30 TIMES THE PAVEMENT THICKNESS WITH A MAXIMUM OF 15 FEET.

11 / C04-00 CONCRETE PAVEMENT
NOT TO SCALE



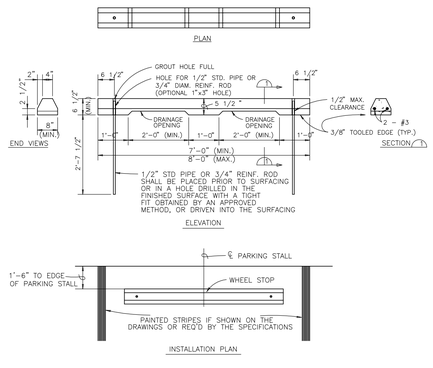
NOTE:
DIRECTION OF TRANSVERSE GUTTER SLOPE TO MATCH DIRECTION OF ADJACENT PAVEMENT SLOPE.

12 / C04-00 SURMOUNTABLE CURB SECTION
NOT TO SCALE

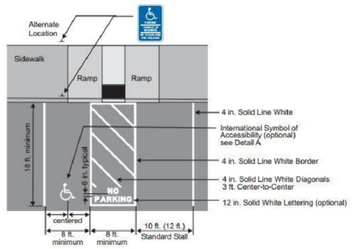


NOTE:
CURB SECTION IS TO SLOPE TOWARD PARKING LOT PER GRADING PLAN. TRANSITION INTO B612 CURBING USING NOSE-DOWN CURB SECTION.

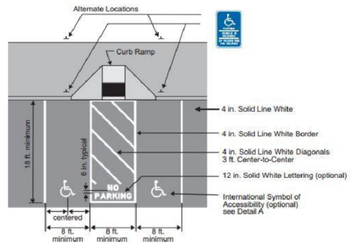
13 / C04-00 FLAT CURB/CONCRETE EDGER
NOT TO SCALE



14 / C04-00 PRECAST WHEEL STOP
NOT TO SCALE

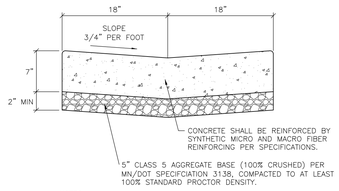


SINGLE PARKING STALL



DOUBLE PARKING STALL

7 / C04-00 PEDESTRIAN CURB RAMP – DETECTABLE WARNING
NOT TO SCALE

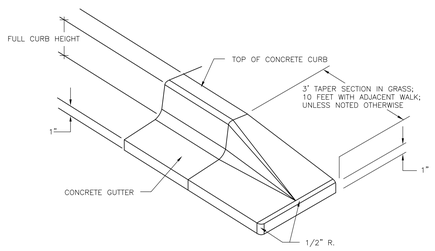


NOTES:

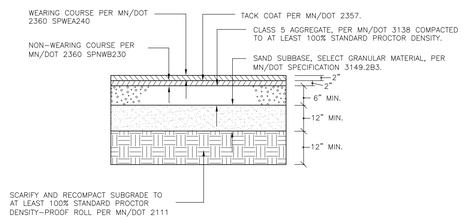
1. CONSTRUCT VALLEY GUTTER IN ACCORDANCE WITH MNDOT SPECIFICATION 2531.

2. CONTRACTOR SHALL EXTEND AGGREGATE BASE BELOW CONCRETE VALLEY GUTTER A MINIMUM OF 2" OR TO BOTTOM OF ADJACENT PAVEMENT AGGREGATE BASE, WHICH EVER IS GREATER.

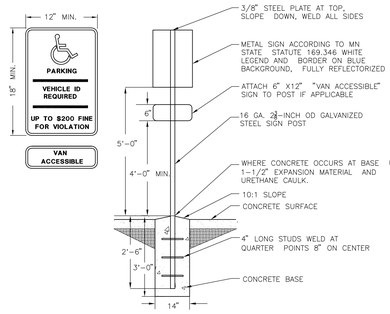
8 / C04-00 CONCRETE VALLEY GUTTER
NOT TO SCALE



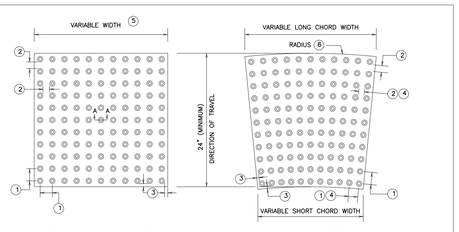
9 / C04-00 NOSE-DOWN CURB SECTION
NOT TO SCALE

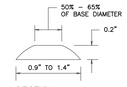


4 / C04-00 LIGHT-DUTY BITUMINOUS PAVEMENT
NOT TO SCALE



5 / C04-00 ACCESSIBLE SIGN AND POST – CONCRETE PLACEMENT
NOT TO SCALE





SECTION A–A
TRUNCATED DOME

TYPICAL RADIAL TRUNCATED DOME PLATES

RADIUS (FEET) ⑦	LONG CHORD WIDTH (INCHES)	SQ. FT. PER PLATE	PLATES REQUIRED FOR 90 DEGREE TURN
10	23-1/2	3.53	8
15	18-13/16	2.93	15
15	23-1/2	3.67	12
20	18-13/16	3.00	20
20	18-7/8	2.98	20
25	20-1/2	3.28	23
25	23-9/16	3.77	20
30	22-5/8	3.65	25
35	22	3.56	30

NOTES:

DETECTABLE WARNING SURFACES SHALL FOLLOW THE PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG).

DETECTABLE WARNINGS CONSIST OF TRUNCATED DOMES ALIGNED IN A SQUARE OR RADIAL GRID PATTERN.

DETECTABLE WARNINGS ARE REQUIRED:
–WHERE RAMPS, LANDINGS, OR BLENDED TRANSITIONS PROVIDE A FLUSH PEDESTRIAN CONNECTION TO THE ROADWAY.
–WHERE PEDESTRIAN ACCESS ROUTES CROSS COMMERCIAL DRIVEWAYS THAT ARE PROVIDED WITH TRAFFIC CONTROL DEVICES OR OTHERWISE PERMITTED TO OPERATE LIKE A PUBLIC ROADWAY.
–AT PEDESTRIAN RAILWAY CROSSINGS.
–ON RAIL PLATFORMS WHERE BOARDING EDGES ARE NOT PROTECTED.

DETECTABLE WARNINGS SHALL EXTEND:
–A MINIMUM OF 24" IN THE DIRECTION OF TRAVEL,
–THE FULL WIDTH OF THE RAMP, LANDING, OR BLENDED TRANSITION, WITHIN 3" OF FULL WIDTH ON EITHER END.
–THE FULL LENGTH OF THE PUBLIC USE AREA OF A RAIL PLATFORM.

DETECTABLE WARNING SURFACES SHALL CONTRAST VISUALLY WITH ADJACENT GUTTER, ROADWAY, OR WALKWAY, EITHER A LIGHT-ON-DARK OR DARK-ON-LIGHT. CONTRAST MAY BE PROVIDED ON THE FULL RAMP SURFACE, EXCLUDING THE FLARED SIDES.

FOR MN/DOT PROJECTS, SEE MN/DOT'S APPROVED/QUALIFIED PRODUCT LISTS.

DETECTABLE WARNING SURFACE SHALL BE PAID FOR AS TRUNCATED DOMES BY THE SQUARE FOOT.

ALL TRUNCATED DOME SYSTEMS SHALL BE PLACED IN STRICT ACCORDANCE WITH THE RECOMMENDATIONS OF THE MANUFACTURER.

1. CENTER TO CENTER DOME SPACING: 1.6" MINIMUM, 2.4" MAXIMUM.
2. BASE TO BASE DOME SPACING: 0.65" MINIMUM.
3. DOME BASE TO PLATE EDGE SPACING: 0.35" MINIMUM, 0.75" MAXIMUM.
4. SPACING VARIES ON RADIAL PLATES.
5. TYPICAL WIDTHS AVAILABLE: 12", 18", 24", 30", 36". CHECK WITH MANUFACTURERS FOR AVAILABLE WIDTHS.
6. ON RADIAL PLATE, RADIUS DEFINED AT BACK OF CURB.
7. TYPICAL RADII. CHECK WITH MANUFACTURERS FOR AVAILABLE RADII.

STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION	SPECIFICATION REFERENCE	STANDARD PLATE NO.
DETECTABLE WARNING SURFACE TRUNCATED DOMES	2531	7038A

NOTE:
FOR ADA COMPLIANT PEDESTRIAN RAMPS, REFER TO MN/DOT STANDARD PLAN 5-297.250 PEDESTRIAN CURB RAMP DETAILS AT THE FOLLOWING WEB ADDRESS:
HTTP://STANDARDPLATES.DOT.STATE.MN.US/STDPLATE.ASPX

CONTRACTOR SHALL COORDINATE FINAL CURB RAMP LOCATION AND PEDESTRIAN CURB RAMP DETAIL WITH THE CITY AND OWNER PRIOR TO INSTALLATION.

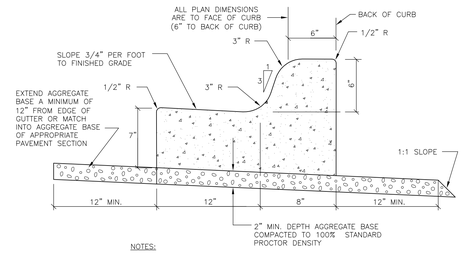
6 / C04-00 PEDESTRIAN CURB RAMP – DETECTABLE WARNING
NOT TO SCALE

GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS NOTED OTHERWISE.
2. ALL CURB AND GUTTER IS TO BE B612 CONCRETE CURB AND GUTTER UNLESS NOTED OTHERWISE.
3. NO SIDEWALK IS TO HAVE MORE THAN A 2% CROSS SLOPE OR MORE THAN A 5% LONGITUDINAL SLOPE.
4. REFER TO ARCHITECTURAL PLANS FOR PROPOSED BUILDING LAYOUT.
5. FOLLOW ALL CITY OF ARDEN HILLS AND RAMSEY COUNTY RULES, REGULATIONS AND SPECIFICATIONS WHEN WORKING IN PUBLIC RIGHT OF WAY.
6. NO PONDING OF WATER OR ABRUPT TRANSITIONS WILL BE ALLOWED WHERE NEW PAVEMENT/CURB/SIDEWALK MATCHES INTO EXISTING PAVEMENT/CURB/SIDEWALK.
7. ALL PARKING STALLS ARE TO BE 9 FEET WIDE BY 18 FEET LONG. REFER TO LAYOUTS 1/C04.01 AND 1/C04.02 FOR ACCESSIBLE PARKING STALLS.
8. THE CONTRACTOR IS TO CONTACT THE LAKE JOHANNA FIRE DEPARTMENT FOR THE EXACT PLACEMENT OF FIRE LANES, YELLOW-PAINTED CURBING AND NO PARKING AREAS FOR FIRE PROTECTION PURPOSES.

PAVING NOTES:

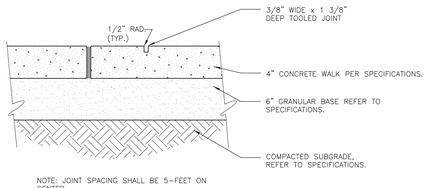
1. REFER TO STRUCTURAL PLANS FOR STOOP DETAILS. ALL WALKS ARE TO BE CENTERED ON THE DOORS.
2. INSTALL APPROPRIATE EXPANSION MATERIAL WHERE CONCRETE IS ADJACENT TO BUILDING FACE.
3. SAWCUT AND MATCH NEW BITUMINOUS PAVEMENT INTO EXISTING PAVEMENT. NO ABRUPT GRADE TRANSITIONS OR PONDING OF WATER WILL BE ALLOWED.
4. MATCH NEW CONCRETE CURB AND GUTTER INTO EXISTING. FOLLOW ALL CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS FOR CURB TYPE, MATERIAL AND INSTALLATION METHODS.
5. SAWCUT EXISTING BITUMINOUS PAVEMENT AND CURB AND GUTTER TO NEAREST JOINT. COORDINATE REMOVAL LIMITS WITH SITE DEMOLITION CONTRACTOR AND CONSTRUCTION MANAGER. INSTALL DRIVE ENTRANCE PER CITY OF ARDEN HILLS STANDARDS AND SPECIFICATIONS. FOLLOW ALL CITY OF ARDEN HILLS AND RAMSEY COUNTY REQUIREMENTS FOR TRAFFIC CONTROL.



NOTES:

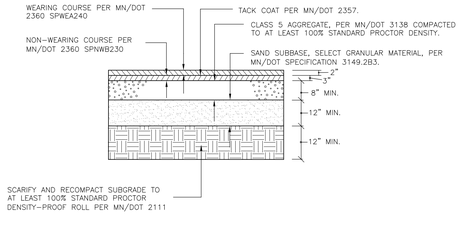
1. DIRECTION OF TRANSVERSE GUTTER SLOPE TO MATCH DIRECTION OF ADJACENT PAVEMENT SLOPE.
2. CONSTRUCT CURB AND GUTTER IN ACCORDANCE WITH MNDOT SPECIFICATION 2531.

1 / C04-00 B612 CONCRETE CURB AND GUTTER
NOT TO SCALE



NOTE: JOINT SPACING SHALL BE 5-FEET ON CENTER.

2 / C04-00 CONCRETE SIDEWALK CONSTRUCTION (TYP.)
NOT TO SCALE



3 / C04-00 HEAVY-DUTY BITUMINOUS PAVEMENT
NOT TO SCALE

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TITLE

PAVING AND GEOMETRIC NOTES AND DETAILS

SHEET NUMBER

C04-00

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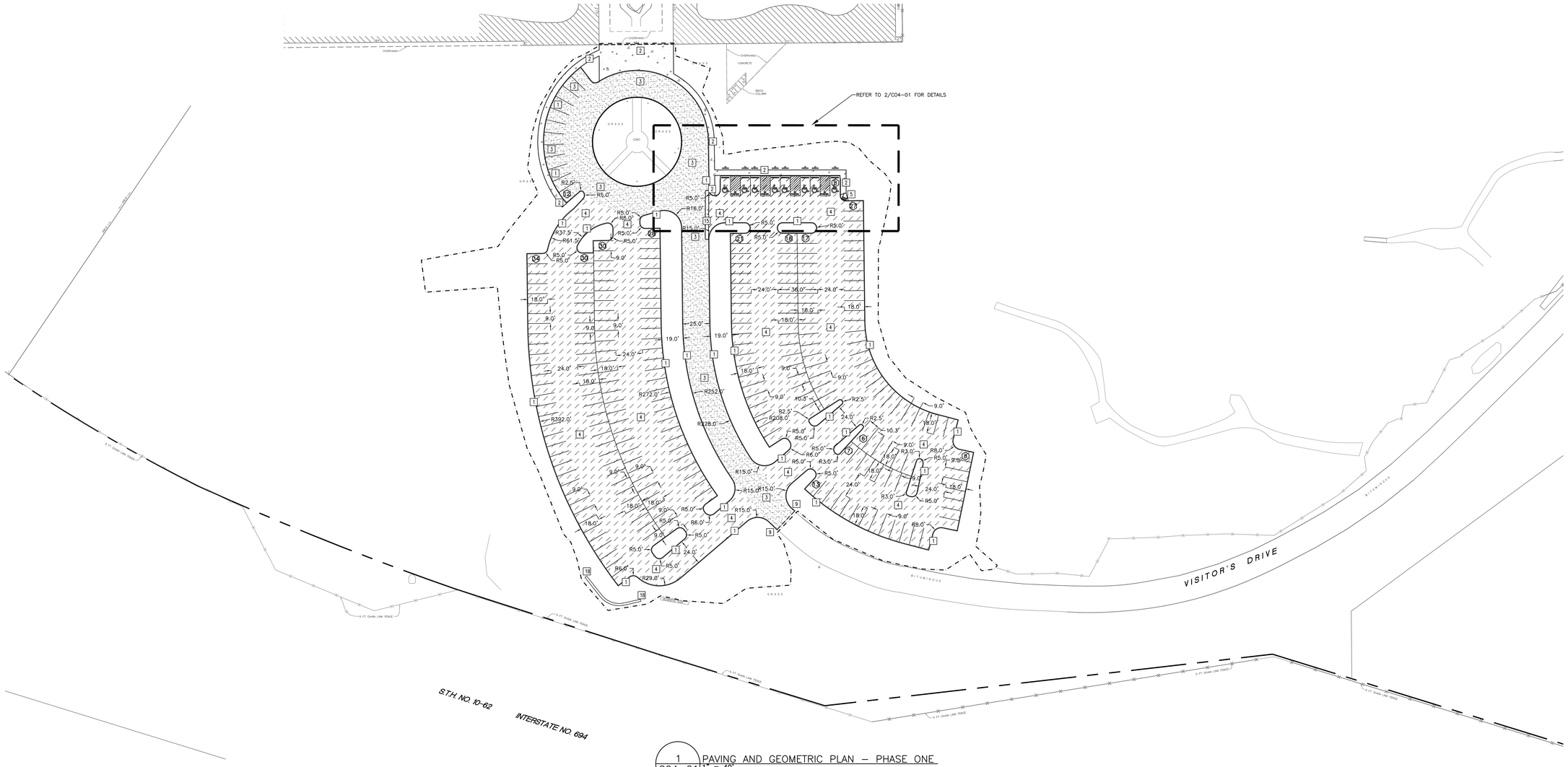
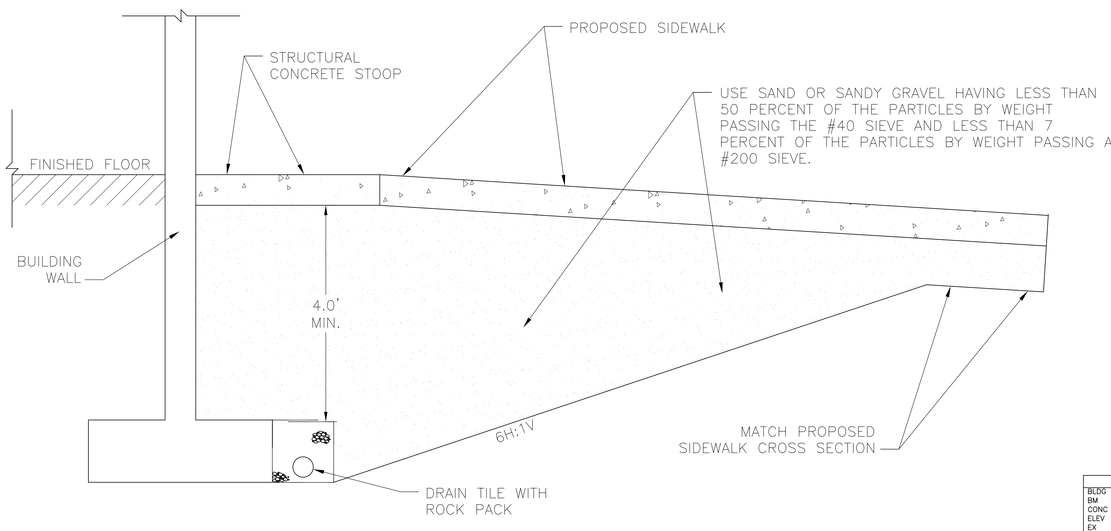
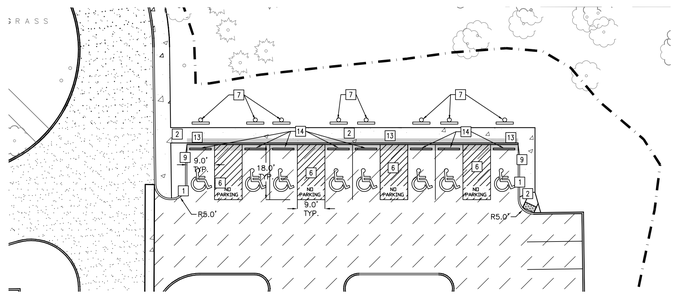


1 C04-01 PAVING AND GEOMETRIC PLAN – PHASE ONE
1" = 40'



3 C04-01 FROST PROTECTION–SIDEWALK TRANSITION
NOT TO SCALE



2 C04-01 ACCESSIBLE PARKING, PAVING AND GEOMETRIC PLAN – PHASE ONE
1" = 20'

ABBREVIATIONS	
BLDG	Building
BM	Bench Mark
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
LFE	Lower Floor Elevation
TW	Top of Wall
BW	Bottom of Wall
MAX	Maximum
MIN	Minimum
R	Radius
TYP.	Typical
MNMUTCD	Minnesota Manual on Uniform Traffic Control Devices

PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- RETAINING WALL
- LAYOUT
- HEAVY DUTY PAVEMENT SECTION
- LIGHT DUTY PAVEMENT SECTION
- CONCRETE PAVEMENT/SIDEWALK
- FLAT/SURMOUNTABLE CURB AND GUTTER
- ACCESSIBLE PARKING SYMBOL
- SIGN
- PARKING STALL COUNT (8)

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

1. INSTALL B612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 1/C04–00.
2. INSTALL CONCRETE WALK, CONCRETE STOOP, AND PLAZA AREA. REFER TO DETAIL 2/C04–00. REFER TO LANDSCAPE PLANS FOR CONCRETE FINISH AND JOINTING. REFER TO DETAIL 3/C04–01 FOR FROST TRANSITION ZONE.
3. INSTALL HEAVY–DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 3/C04–00.
4. INSTALL LIGHT–DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 4/C04–00.
5. INSTALL PEDESTRIAN CURB RAMP. REFER TO DETAIL 6/C04–00. REFER TO MN/DOT STANDARD PLAN 5–297.250 AND MN/DOT STANDARD PLATE 7038.
6. INSTALL PAINTED NO PARKING & ACCESS AISLE STRIPING. REFER TO DETAIL 7/C04–00.
7. INSTALL ACCESSIBLE PARKING SIGN / NO PARKING SIGN. REFER TO DETAIL 5/C04–00.
8. NOT USED.
9. INSTALL NOSE–DOWN CURB SECTION. REFER TO DETAIL 9/C04–00.
10. NOT USED.
12. NOT USED.
13. INSTALL FLAT CONCRETE CURB AND GUTTER. REFER TO DETAIL 13/C04–00.
14. INSTALL PRECAST CONCRETE WHEEL STOP. REFER TO DETAIL 14/C04–00.
15. INSTALL CONCRETE VALLEY GUTTER. REFER TO DETAIL 8/C04–00.
16. NOT USED.
17. NOT USED.
18. INSTALL RETAINING WALL. REFER TO STRUCTURAL PLANS FOR CAST IN PLACE WALL. MODULAR BLOCK RETAINING WALLS SHALL BE DESIGNED BY A LICENSED PROFESSIONAL ENGINEER. REFER TO SHEETS C02–01, C02–02, AND C02–03 FOR PROPOSED RETAINING WALL NOTES AND TW/BW ELEVATIONS.
19. NOT USED.
20. NOT USED.
21. NOT USED.
22. NOT USED.
23. NOT USED.

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PUD APPLICATION MAY 02, 2016

NOT FOR CONSTRUCTION

LAND O'LAKES HEADQUARTERS CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126
KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

TITLE

PAVING AND GEOMETRIC PLAN - PHASE ONE

SHEET NUMBER

C04-01

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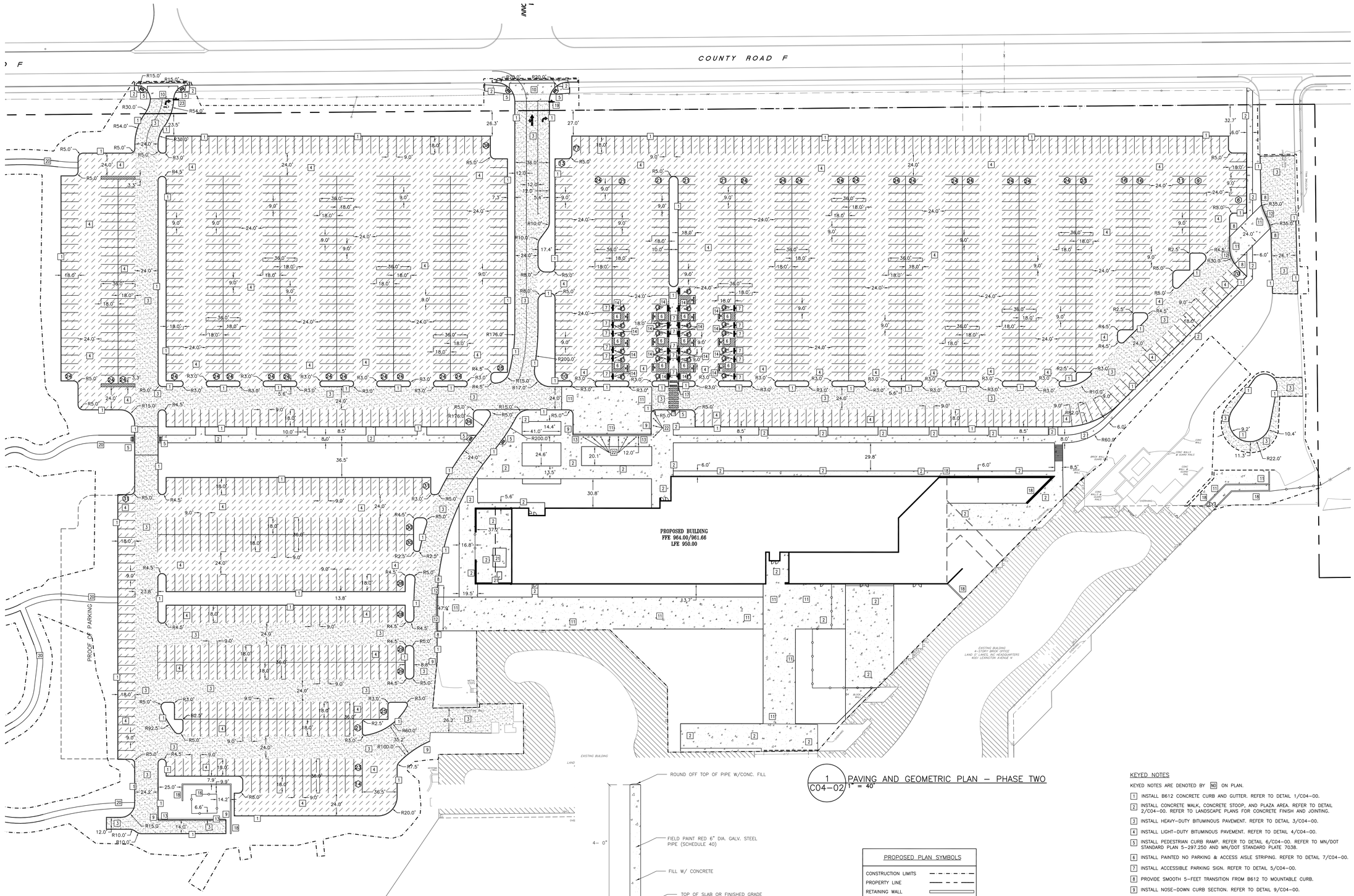
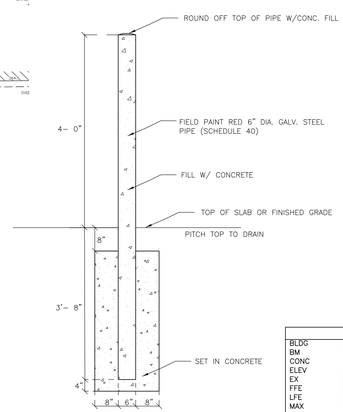


1 C04-02 PAVING AND GEOMETRIC PLAN – PHASE TWO
1" = 40'



3 C04-02 BOLLARD SECTION
NOT TO SCALE

ABBREVIATIONS	
BLDG	Building
BM	Bench Mark
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP.	Typical
MNMUTCD	Minnesota Manual on Uniform Traffic Control Devices

PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- PROPERTY LINE
- RETAINING WALL
- INTERIOR WALL
- FENCE
- HEAVY DUTY BITUMINOUS PAVEMENT
- LIGHT DUTY BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT/SIDEWALK
- FLAT/SURMOUNTABLE CURB AND GUTTER
- PEDESTRIAN CURB RAMP
- ACCESSIBLE PARKING SYMBOL
- SIGN
- PARKING STALL COUNT (8)

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY NO ON PLAN.

1. INSTALL B612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 1/C04–00.
2. INSTALL CONCRETE WALK, CONCRETE STOOP, AND PLAZA AREA. REFER TO DETAIL 2/C04–00. REFER TO LANDSCAPE PLANS FOR CONCRETE FINISH AND JOINTING.
3. INSTALL HEAVY–DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 3/C04–00.
4. INSTALL LIGHT–DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 4/C04–00.
5. INSTALL PEDESTRIAN CURB RAMP. REFER TO DETAIL 6/C04–00. REFER TO MN/DOT STANDARD PLAN 5–297.250 AND MN/DOT STANDARD PLATE 7038.
6. INSTALL PAINTED NO PARKING & ACCESS AISLE STRIPING. REFER TO DETAIL 7/C04–00.
7. INSTALL ACCESSIBLE PARKING SIGN. REFER TO DETAIL 5/C04–00.
8. PROVIDE SMOOTH 5–FEET TRANSITION FROM B612 TO MOUNTABLE CURB.
9. INSTALL NOSE–DOWN CURB SECTION. REFER TO DETAIL 9/C04–00.
10. INSTALL CONCRETE DRIVE ENTRANCE. REFER TO DETAIL 10/C04–00. FOLLOW ALL RAMSEY COUNTY RULES AND REULATIONS.
11. INSTALL CONCRETE PAVEMENT. REFER TO DETAIL 11/C04–00.
12. INSTALL SURMOUNTABLE CONCRETE CURB AND GUTTER. REFER TO DETAIL C12/C04–00.
13. INSTALL FLAT CONCRETE CURB AND GUTTER. REFER TO DETAIL 13/C04–00.
14. INSTALL PRECAST CONCRETE WHEEL STOP. REFER TO DETAIL 14/C04–00.
15. NOT USED.
16. INSTALL NEW FENCE AROUND OUTDOOR POWER CENTER. REFER TO ARCHITECTURAL PLANS FOR DETAILS.
17. INSTALL TRUNCATED DOME DETECTABLE WARNING PLATES. REFER TO DETAIL 6/C04–00.
18. INSTALL RETAINING WALL. REFER TO STRUCTURAL PLANS FOR CAST IN PLACE WALL. MODULAR BLOCK RETAINING WALLS SHALL BE DESIGNED BY A LICENSED PROFESSIONAL ENGINEER. REFER TO SHEETS C02–01, C02–02, AND C02–03 FOR PROPSED RETAINING WALL NOTES AND TW/BW ELEVATIONS.
19. INSTALL STOP SIGN. PER MNMWUTCD 2B.10.
20. REFER TO SHEET C04–03 AND LANDSCAPE PLANS FOR TRAIL LAYOUT THROUGH WOODED AREA.
21. INSTALL CONCRETE MECHANICAL PAD. REFER TO STRUCTURAL PLANS. VERIFY ACTUAL DIMENSIONS OF PAD WITH MECHANICAL PRIOR TO START OF CONSTRUCTION.
22. INSTALL BOLLARD. REFER TO DETAIL 3/C04–02.
23. INSTALL YEILD SIGN. PER MNMWUTCD 2B.10.

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MARK	ISSUE	DATE

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KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

TITLE

PAVING AND GEOMETRIC PLAN - PHASE TWO

SHEET NUMBER

C04-02

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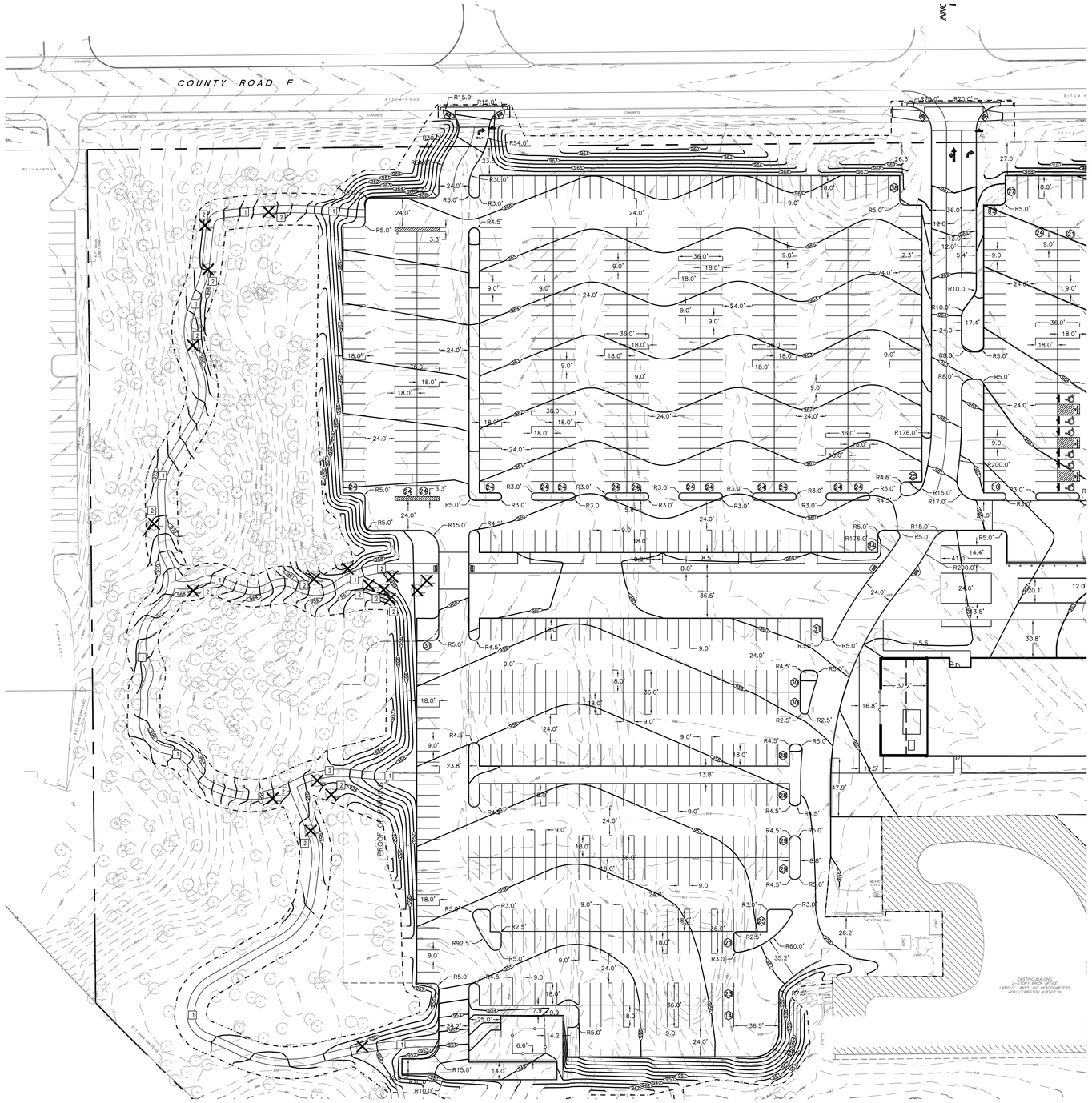
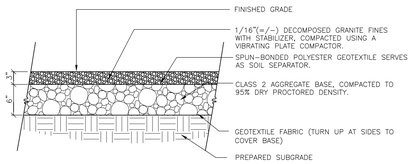


1 C04–03 WOODED AREA TRAIL PLAN – PHASE TWO
1" = 40'



2 C04–03 DECOMPOSED GRANITE PAVING
NOT TO SCALE

NOTE:
PRIOR TO START OF TRAIL CONSTRUCTION, CONTRACTOR SHALL CONTACT CIVIL ENGINEER AND LANDSCAPE ARCHITECT TO REVIEW TRAIL PATH IN FIELD. TREES TO BE REMOVED SHALL BE TAGGED BY LANDSCAPE ARCHITECT. ALL OTHER TREES TO REMAIN SHALL BE PROTECTED AT ALL TIMES.

ABBREVIATIONS	
BLDG	Building
BM	Bench Mark
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP.	Typical
MNMUTCD	Minnesota Manual on Uniform Traffic Control Devices

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	
PROPERTY LINE	
TREE REMOVAL	

N

40' 20' 0 40' 80'
SCALE 1" = 40'

KEYED NOTES

KEYED NOTES ARE DENOTED BY NO ON PLAN.

1 REFER TO LANDSCAPE PLANS FOR TRAIL LAYOUT THROUGH WOODED AREA. REFER TO DETAIL 2/C04–03.

2 REMOVE TREE IN ITS ENTIRETY.

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KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

TITLE

WOODED AREA
TRAIL PLAN
- PHASE TWO

SHEET NUMBER

C04-03

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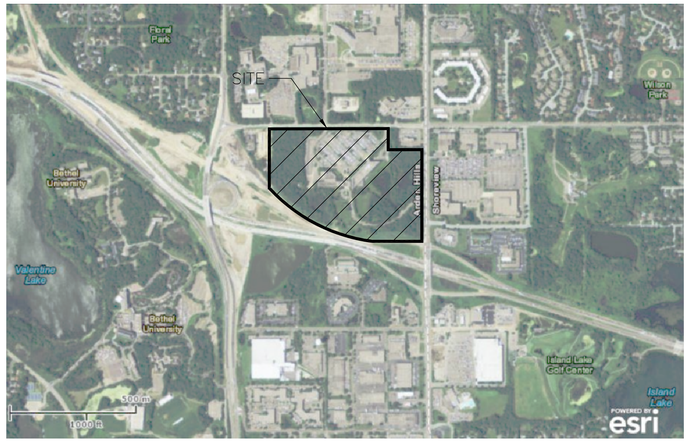
PROJECT NARRATIVE

THE PROJECT IS LOCATED SOUTH OF COUNTY ROAD F WEST, BETWEEN HAMLINE AVENUE AND LEXINGTON AVENUE NORTH. THE PROPERTY IS APPROXIMATELY 48.87 ACRES. THE APPROXIMATE DISTURBED AREA IS 22.9 ACRES. THE EXISTING IMPERVIOUS AREAS, A BITUMINOUS PARKING LOT, AND CONCRETE SIDEWALKS, TOTAL 0.65 ACRES. STORMWATER RUNOFF FROM THE EXISTING SITE SHEETS FLOWS TO THE SOUTHEAST WETLAND, TO THE EXISTING ONSITE DRAINAGE POND, TO COUNTY ROAD F WEST, TO MN/DOT RIGHT OF WAY, AND TO ONSITE RAIN GARDENS.

THE PROPOSED DEVELOPMENT INCLUDES THE CONSTRUCTION OF A BITUMINOUS PARKING AREA AND SIDEWALKS. THE PROPOSED NEW/REDEVELOPED IMPERVIOUS AREA IS APPROXIMATELY 16.2 ACRES. STORMWATER RUNOFF FROM THE PARKING AREAS WILL BE DIRECTED TO ONSITE STORM SEWER. THE STORM SEWER DIRECTS STORMWATER TO FILTRATION TANK SYSTEMS LOCATED UNDER THE PARKING AREA.



SITE MAP
ARDEN HILLS, MN

SPECIAL AND IMPAIRED WATERS

THESE SPECIAL AND IMPAIRED WATERS ARE LOCATED WITHIN ONE MILE (AERIAL RADIUS) OF THE PROJECT LIMITS AND RECEIVE RUNOFF FROM THE PROJECT SITE. DUE TO THE PROXIMITY OF THESE SPECIAL ADN IMPAIRED WATERS, THE BMPS DESCRIBED IN APPENDIX A OF THE NPDES PERMIT WILL APPLY TO ALL AREAS OF THE SITE.

WATERBODY	IMPAIRMENT(S)
VALENTINE LAKE	NUTRIENT/EUTROPHICATION BIOLOGICAL INDICATORS
ISLAND LAKE	MERCURY IN FISH TISSUE, NUTRIENT/EUTOPHICATION BIOLOGICAL INDICATORS

OTHER NOTES:

1. LONG TERM MAINTENANCE OF THE SITE WILL BE PERFORMED BY LAND O'LAKES AS OUTLINED IN THE RECORDED MAINTENANCE AGREEMENT WITH RICE CREEK WATERSHED DISTRICT.
2. THIS SWPPP WAS PREPARED BY PERSONNEL THAT ARE CERTIFIED IN THE DESIGN OF CONSTRUCTION SWPPPS, COPIES OF THE CERTIFICATIONS ARE ON FILE WITH BKBM AND ARE AVAILABLE UPON REQUEST.
3. THIS SWPPP DOCUMENT MUST BE AMENDED AS NECESSARY DURING CONSTRUCTION IN ORDER TO KEEP IT CURRENT WITH THE POLLUTANT CONTROL MEASURES UTILIZED AS THE SITE. THE SITE MAP SHOWING LOCATIONS OF ALL STORM WATER CONTROLS MUST BE POSTED ON THE SITE AND UPDATED TO REFLECT THE PROGRESS OF CONSTRUCTION.

POLLUTION PREVENTION MANAGEMENT MEASURES

SOLID WASTE DISPOSED PROPERLY; COMPLY WITH MPCA REQUIREMENTS.

HAZARDOUS WASTE STORED (SECONDARY CONTAINMENT, RESTRICTED ACCESS) AND DISPOSED IN COMPLIANCE WITH MPCA REQUIREMENTS.

EXTERNAL WASHING OF TRUCKS AND OTHER CONSTRUCTION VEHICLES MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF MUST BE CONTAINED AND WASTE PROPERLY DISPOSED.

NO ENGINE DEGREASING ALLOWED ON-SITE.

CONCRETE WASHOUT ON-SITE: ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. A COMPACTED CLAY LINER THAT DOES NOT ALLOW LIQUIDS TO ENTER GROUND WATER IS CONSIDERED AN IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES. THE CONCRETE WASHOUT AREA INDICATED ON THE PLANS IS SHOWN IN AN APPROXIMATE LOCATION. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION IN ACCORDANCE WITH MPCA REQUIREMENTS.

HANDLING AND STORAGE OF HAZARDOUS MATERIALS:

IF THE CONTRACTOR INTENDS TO USE POLYMERS, FLOCCULANTS, OR OTHER SEDIMENTATION TREATMENT CHEMICALS ON THE PROJECT SITE, THE CONTRACTOR MUST COMPLY WITH THE FOLLOWING MINIMUM REQUIREMENTS:

1. THE CONTRACTOR MUST USE CONVENTIONAL EROSION AND SEDIMENT CONTROLS PRIOR TO CHEMICAL ADDITION TO ENSURE EFFECTIVE TREATMENT. CHEMICALS MAY ONLY BE APPLIED WHERE TREATED STORMWATER IS DIRECTED TO A SEDIMENT CONTROL SYSTEM WHICH ALLOWS FOR FILTRATION OR SETTLEMENT OF THE FLOC PRIOR TO DISCHARGE.
2. CHEMICALS MUST BE SELECTED THAT ARE APPROPRIATELY SUITED TO THE TYPES OF SOILS LIKELY TO BE EXPOSED DURING CONSTRUCTION, AND TO THE EXPECTED TURBIDITY, PH AND FLOW RATE OF STORMWATER FLOWING INTO THE CHEMICAL TREATMENT SYSTEM OR AREA.
3. CHEMICALS MUST BE USED IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES, AND WITH DOSING SPECIFICATIONS AND SEDIMENT REMOVAL DESIGN SPECIFICATIONS PROVIDED BY THE MANUFACTURER OR PROVIDER/SUPPLIER OF THE APPLICABLE CHEMICALS.

ON-SITE FUEL TANKS REQUIRE SECONDARY CONTAINMENT AS REQUIRED BY THE PERMIT. PORTABLE FUEL TRUCKS SHALL HAVE THEIR SPILL KITS AVAILABLE DURING FUELING. SPILLS GREATER THAN 5 GALLONS MUST BE REPORTED TO THE PROPER AUTHORITIES.

NOTE:

THE STORM WATER POLLUTION PREVENTION PLAN FOR THIS PROJECT INCLUDES THE CIVIL ENGINEERING PLANS AND THE PROJECT MANUAL.

CONTRACTOR TO SUPPLY CONSTRUCTION PHASING NARRATIVE, ESTIMATED PRELIMINARY QUANTITIES OF ALL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S ANTICIPATED AT THE START OF THE PROJECT AND FOR THE LIFE OF THE PROJECT, AND LOCATION OF AREAS WHERE CONSTRUCTION WILL BE PHASED TO MINIMIZE DURATION OF EXPOSED SOIL AREAS. CONTRACTOR IS TO REVIEW MINNESOTA POLLUTION CONTROL AGENCY'S INSTRUCTIONS FOR THE APPLICATION FOR MINNESOTA'S NPDES/SDS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY PRIOR TO SUBMITTING APPLICATION.

GRADING & SOILS

BASED ON SOIL BORING(S) PROVIDED BY AMERICAN ENGINEERING TESTING SOILS TYPICALLY FOUND ON THIS PROJECT ARE: SM, SC, AND CL

REFER TO THE GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION.

SEDIMENT AND EROSION CONTROL MAINTENANCE

PERIMETER SEDIMENT CONTROL PRACTICES: WHEN SEDIMENT REACHES 1/3 THE HEIGHT OF THE BMP, THE SEDIMENT MUST BE REMOVED WITHIN 24 HOURS. IF PERIMETER SEDIMENT CONTROL HAS BEEN DAMAGED OR IS NOT FUNCTIONING PROPERLY, IT MUST BE REPAIRED AND/OR REPLACED WITHIN 24 HOURS. PERIMETER BMP MEASURES MAY INCLUDE SILT FENCING.

CONSTRUCTION SITE VEHICLE EXIT LOCATIONS: ALL TRACKED SEDIMENT ONTO PAVED SURFACES MUST BE REMOVED WITHIN 24 HOURS OF DISCOVERY OR MORE FREQUENTLY IF REQUIRED BY CITY OR WATERSHED.

CONSTRUCTION SITE DEWATERING: THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL DEWATERING PERMITS. DISCHARGE FROM ALL DEWATERING OPERATIONS SHALL BE DIRECTED TO ON-SITE DEPRESSIONS. NO DISCHARGE FROM DEWATERING OPERATIONS SHALL BE DIRECTED OFF-SITE TOWARDS A WATER OF THE STATE.

FINAL STABILIZATION

STABILIZATION BY UNIFORM PERENNIAL VEGETATIVE COVER (70% DENSITY)

DRAINAGE DITCHES STABILIZED.

ALL TEMPORARY SYNTHETIC AND STRUCTURAL BMP'S REMOVED.

CLEAN OUT SEDIMENT FROM CONVEYANCES AND SEDIMENTATION BASINS (RETURN TO DESIGN CAPACITY).

MECHANICAL AND NON STORMWATER DISCHARGES, EXISTING AND PROPOSED

1. WATER LINE FLUSHING
2. LANDSCAPE IRRIGATION
3. DISCHARGE FROM POTABLE WATER SOURCES
4. FOUNDATION DRAINS
5. FLOWS FROM RIPARIAN HABITATS AND WETLANDS
6. STREET WASH WATERS
7. RESIDENTIAL BUILDING WASH WATERS WITHOUT DETERGENTS.

CONTACTS

CITY OF ARDEN HILLS
ENGINEERING DEPARTMENT
PHONE: (651) 792-7800

MINNESOTA POLLUTION CONTROL AGENCY
PHONE: (651) 296-6300

RICE CREEK WATERSHED DISTRICT
PHONE: (763) 398-3070

OWNER
LAND O'LAKES
4001 LEXINGTON AVE. N.
ARDEN HILLS, MN 55126
PHONE: (651) 375-2222

NOTE:

THE CONTRACTOR MUST COMPLETE, SIGN, OBTAIN OWNERS SIGNATURE, PAY FEE, AND SEND IN THE NPDES PERMIT APPLICATION. CONTRACTOR SHALL PROVIDE A CERTIFIED EROSION CONTROL SUPERVISOR. SWPPP DOCUMENTATION, INCLUDING INSPECTION REPORTS SHALL BE RETAINED FOR A PERIOD OF THREE (3) YEARS. DESIGN CALCULATIONS ARE ON FILE AT BKBM.

THE OWNER AND CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS, BEFORE, DURING, AND AFTER CONSTRUCTION UNTIL THE NOTICE OF TERMINATION HAS BEEN FILED.

STOCKPILES:

ON-SITE STOCKPILES OF SOIL SHALL HAVE PERIMETER SEDIMENT CONTROL. STOCKPILES SHALL BE STABILIZED WITH BLANKETS, TARPS, OR HYDRO MULCH IF LEFT ON-SITE FOR MORE THAN 7 DAYS.

TEMPORARY SEDIMENT BASINS:

TEMPORARY SEDIMENT BASINS SHALL BE PROVIDED PER APPENDIX A, SECTION C.1.B OF THE MPCA GENERAL STORMWATER PERMIT.

ENGINEER ANTICIPATES THAT, PRIOR TO INSTALLATION OF FILTRATION MEDIA AND DRAIN TILE, CONTRACTOR WILL USE PROPOSED FILTRATION BASINS AS TEMPORARY SEDIMENT BASINS. CONTRACTOR SHALL EXCAVATE TEMPORARY BASINS AND CLAY LINE PRIOR TO USE. SURFACE WATER SHALL BE REMOVED BY SKIMMER DEVICE SUCH AS FAIRCLOTH SKIMMER OR THIRST DUCK, OR USING A PUMP WITH A FILTER. ALTERNATIVE TEMPORARY SEDIMENT BASINS SHALL BE APPROVED BY ENGINEER PRIOR TO USE.

IN LIEU OF USING TEMPORARY SEDIMENT BASINS, THE CONTRACTOR MAY PHASE THEIR CONSTRUCTION SO THAT NOT MORE THAN 5 ACRES OF AREA IS DISTURBED AT ONE TIME. FULL STABILIZATION OF THE DISTURBED AREA IS REQUIRED PRIOR TO DISTURBING ADDITIONAL AREAS.

CONSTRUCTION ACTIVITY EROSION PREVENTION PRACTICES

CONTRACTOR SHALL STABILIZE ALL EXPOSED SOIL AREAS (INCLUDING STOCKPILES). STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHENEVER ANY CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 7 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 7 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

FOR PUBLIC WATER THAT THE DNR HAS PROMULGATED "WORK IN WATER RESTRICTIONS" DURING SPECIFIED FISH SPAWNING TIME FRAMES, ALL EXPOSED SOIL AREAS THAT ARE WITHIN 200 FEET OF THE WATER'S EDGE, AND DRAIN TO THESE WATERS MUST COMPLETE THE STABILIZATION ACTIVES WITHIN 24 HOURS DURING THE RESTRICTION PERIOD.

PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24-HOURS AFTER CONNECTION TO A SURFACE WATER.

SEDIMENT CONTROL MEASURES MUST BE INSTALLED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UPGRADIENT LAND DISTURBING ACTIVITIES BEGIN.

INSPECTIONS

EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A 1/2 INCH OVER 24 HOURS RAIN EVENT.

STABILIZED AREAS: ONCE EVERY 30 DAYS.

FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.

RECORDS: A COPY OF THE GRADING, DRAINAGE EROSION CONTROL PLAN AND WATERSHED DATA & SWPPP PLANS AS WELL AS THE INSPECTIONS/MAINTENANCE LOGS ARE TO BE KEPT EITHER IN THE FIELD OFFICE, INSPECTOR'S VEHICLE OR CONTRACTOR'S VEHICLE.

PORTABLE TOILET NOTES:

1. PORTABLE TOILETS POSE AN ENVIRONMENTAL HAZARD WHEN PLACED IN THE VICINITY OF STORM DRAINS OR BODIES OF WATER. PORTABLE TOILET CLEANING ACTIVITIES CAN ALSO GENERATE POLLUTANTS THAT CAN DEGRADE WATER QUALITY.
2. PORTABLE TOILET PLACEMENT:
   - 2.1. PLACE PORTABLE TOILETS ON FLAT STABLE GROUND WITH CLEAR ACCESS TO THE UNITS.
   - 2.2. LOCATE TOILETS A MINIMUM OF 20 FEET FROM ANY WATER BODY AND 10 FEET FROM ANY CURB AND GUTTER. IF UNFEASIBLE, AN EARTHERN BERM OR SAND BAG BERM SHALL BE PLACED AROUND THE UNIT FOR SPILL AND LEAK CONTAINMENT.
   - 2.3. AVOID PLACING TOILETS ON IMPERVIOUS SURFACES THAT WILL QUICKLY DRAIN TO STORM SEWERS.
   - 2.4. LOCATE TOILETS SO THAT EXPOSURE TO TRAFFIC AND MOVING EQUIPMENT IS MINIMIZED.
   - 2.5. SECURE TOILETS TO THE GROUND WITH STAKES OR CABLES.
   - 2.6. RINSE WATER FROM CLEANING ACTIVITIES SHALL NOT BE DISPOSED ON SITE.
3. REGULARLY CHECK TOILETS FOR DAMAGE, LEAKS AND SPILLS AS PART OF THE WEEKLY STORMWATER SITE INSPECTION.
4. OWNER IDENTIFICATION AND CONTACT INFORMATION SHALL BE DISPLAYED IN A PROMINENT LOCATION ON EACH UNIT.

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STORM WATER POLLUTION PREVENTION PLAN

C05-00

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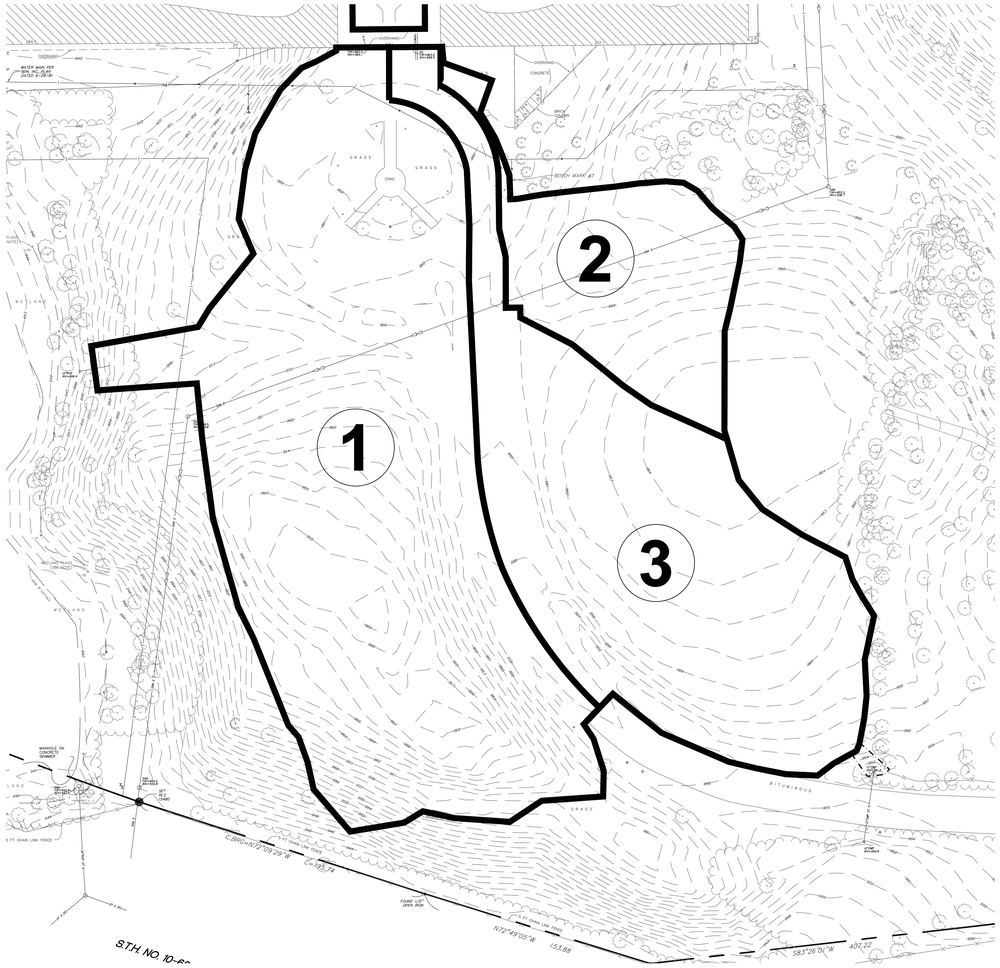
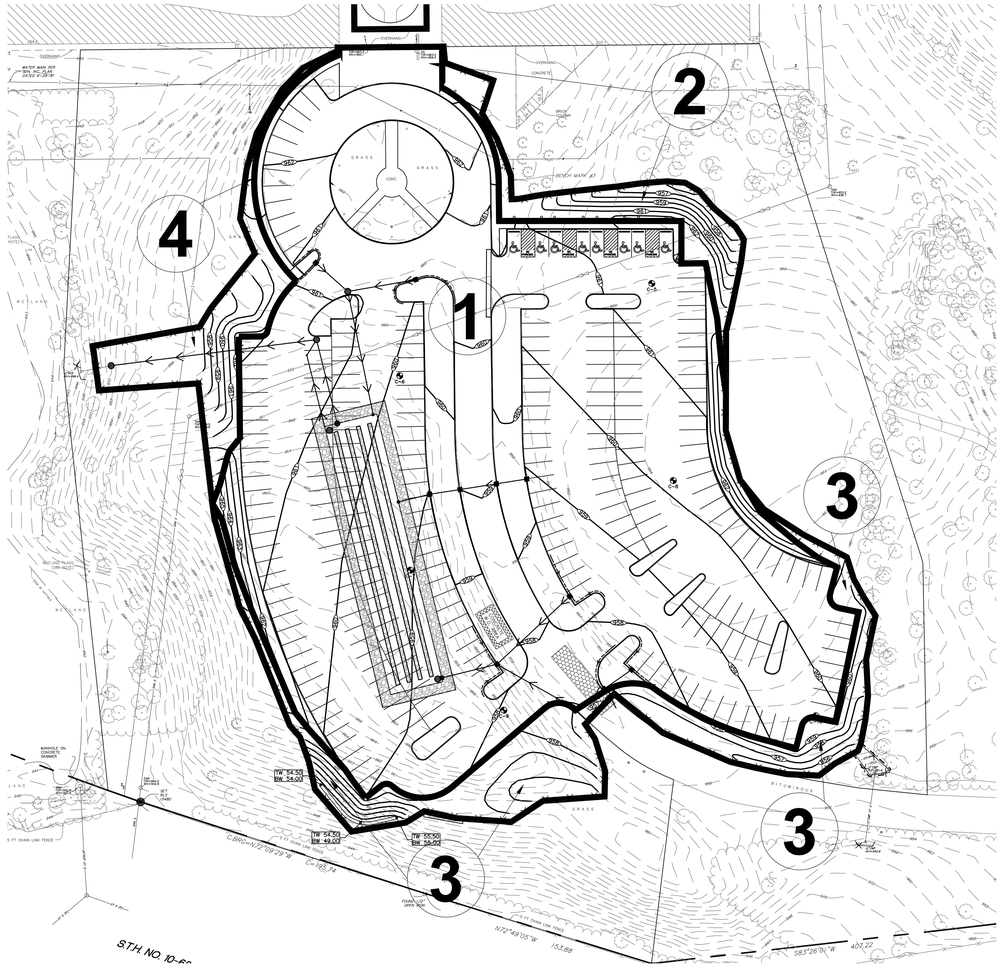


1 C05-01 EXISTING CONDITIONS – PHASE ONE
1" = 40'



2 C05-01 PROPOSED CONDITIONS – PHASE ONE
1" = 40'

N

40' 20' 0 40' 80'
SCALE 1" = 40'

EXISTING DRAINAGE AREAS							
DRAINAGE AREA	IMPERVIOUS AREA (ACRES)	PERVIOUS AREA (ACRES)	TOTAL AREA (ACRES)	Q OUT (CFS) STORM EVENT			ROUTING
				2–YEAR (2.81")	10–YEAR (4.20")	100–YEAR (7.32")	
1	0.38	1.55	1.93	2.31	4.63	9.73	SHEET FLOW WEST TO WETLAND
2	0.00	0.43	0.43	0.42	1.03	2.40	SHEET FLOW NORTHEAST TO POND
3	0.26	0.92	1.18	2.03	3.98	8.15	SHEET FLOW SOUTH TO MN/DOT ROW
TOTAL	0.64	2.90	3.54	4.76	9.64	20.28	

PROPOSED DRAINAGE AREAS							
DRAINAGE AREA	IMPERVIOUS AREA (ACRES)	PERVIOUS AREA (ACRES)	TOTAL AREA (ACRES)	Q OUT (CFS) STORM EVENT			ROUTING
				2–YEAR (2.81")	10–YEAR (4.20	100–YEAR (7.32")	
1	2.43	0.50	2.93	–	–	–	SHEET FLOW TO SOUTH FILTRATION BASIN
2	0.00	0.13	0.13	0.16	0.39	0.89	SHEET FLOW NORTHEAST TO POND
3	0.00	0.31	0.31	0.40	0.95	2.16	SHEET FLOW SOUTH TO MN/DOT ROW
4	0.00	0.17	0.17	0.21	0.49	1.13	SHEET FLOW WEST TO WETLAND
SOUTH FILTRATION TANKS	–	–	–	0.19	2.68	7.98	TO WETLAND VIA ONSITE STORM SEWER
TOTAL	2.43	1.11	3.54	0.96	4.51	12.16	

STORMWATER RUNOFF SUMMARY			
	2–YR STORM (2.81") RUNOFF (CFS)	10–YR STORM (4.20") RUNOFF (CFS)	100–YR STORM (7.32") RUNOFF (CFS)
EXISTING SITE	4.76	9.64	20.28
20% REDUCTION FROM EXISTING	3.81	7.71	16.22
PROPOSED SITE	0.96	4.51	12.16

ABBREVIATIONS	
BLDG	Building
BMP	Best Management Practice
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
MPCA	Minnesota Pollution Control Agency
NPDES	National Pollutant Discharge Elimination System
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
TW	Top of Wall
W.O.	Washout

MINIMUM ESTIMATED QUANTITIES FOR EROSION CONTROL – PHASE ONE		
ITEM DESCRIPTION	ESTIMATED QUANTITY	
DRAINAGE STRUCT. INLET FILTER	1	EACH
ROCK CONSTRUCTION ENTRANCE	1	EACH
CONCRETE WASHOUT	1	EACH
SILT FENCE	1750	LF
EROSION CONTROL BLANKET	2856	SY
EROSION CONTROL MAT	0	SY

NOTE: QUANTITEIS SHOWN ARE THE MINIMUM REQUIRED, ADDITIONAL QUANTITIES MAY BE NEEDED IF REQUIRED BY THE MPCA, WATERSHED DISTRICT, OR CITY. CONTRACTOR IS RESPONSIBLE FOR FINAL DETERMINATION OF QUANTITIES PRIOR TO CONSTRUCTION.

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PUD
APPLICATION
MAY 02, 2016

NOT FOR
CONSTRUCTION

LAND O'LAKES
HEADQUARTERS
CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126

KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE

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 Professional Engineer under the laws of the state of Minnesota.

KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

STORM WATER
POLLUTION
PREVENTION PLAN
- PHASE ONE

C05-01

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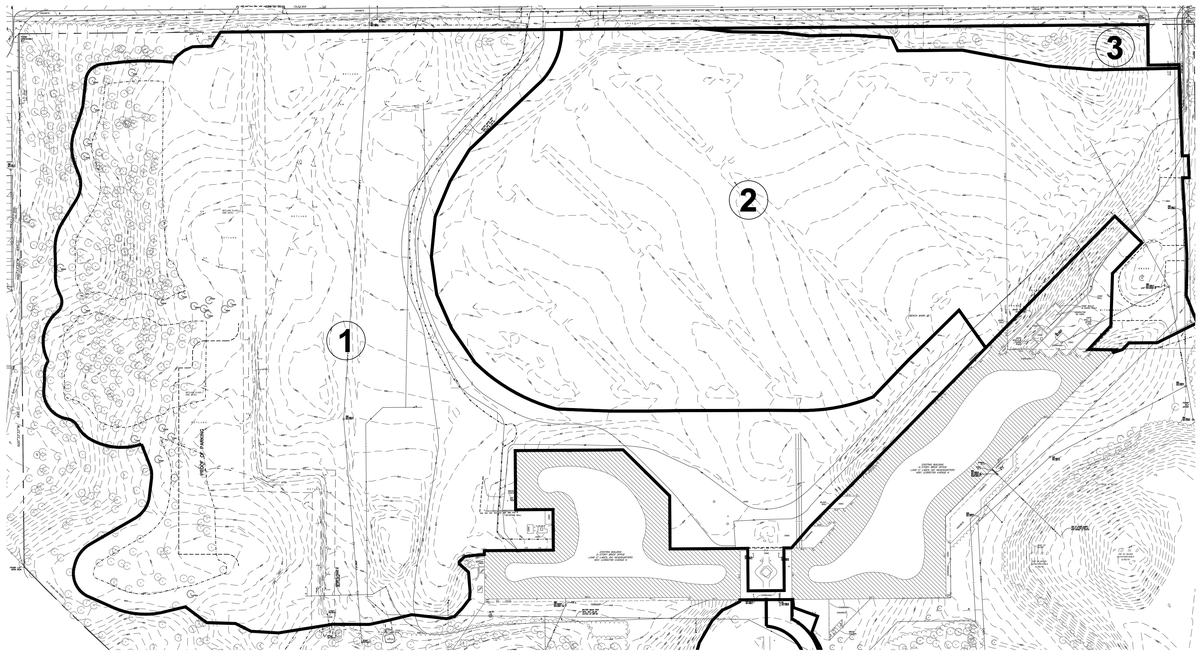
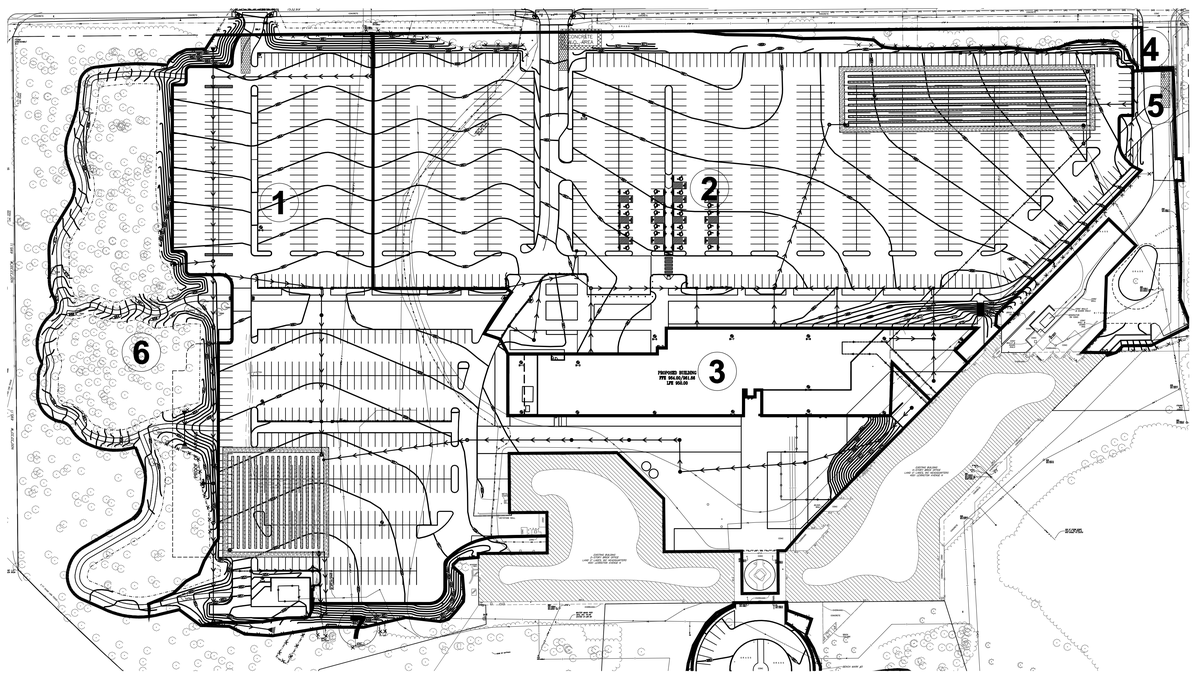


1 C05-02 EXISTING CONDITIONS – PHASE TWO
1" = 80'

N

80' 40' 0 80' 160'
SCALE 1" = 80'



2 C05-02 PROPOSED CONDITIONS – PHASE TWO
1" = 80'

EXISTING DRAINAGE AREAS							
DRAINAGE AREA	IMPERVIOUS AREA (ACRES)	PERVIOUS AREA (ACRES)	TOTAL AREA (ACRES)	Q OUT (CFS) STORM EVENT			
				2–YEAR (2.81")	10–YEAR (4.20")	100–YEAR (7.32")	ROUTING
1	2.32	8.50	10.82	17.96	35.46	72.99	SHEET FLOW TO SOUTHWEST WETLAND
2	6.82	2.15	8.97	23.06	36.37	61.81	SHEET FLOW TO NORTHEAST CB
3	0.00	0.39	0.39	0.50	1.19	2.71	SHEET FLOW TO COUNTY RD F WEST
TOTAL	9.14	11.04	20.18	41.52	73.02	137.51	

PROPOSED DRAINAGE AREAS							
DRAINAGE AREA	IMPERVIOUS AREA (ACRES)	PERVIOUS AREA (ACRES)	TOTAL AREA (ACRES)	Q OUT (CFS) STORM EVENT			
				2–YEAR (2.81")	10–YEAR (4.20")	100–YEAR (7.32")	ROUTING
1	5.24	1.56	6.80	–	–	–	SHEET FLOW TO WEST FILTRATION TANK
2	6.97	1.18	8.15	–	–	–	SHEET FLOW TO EAST FILTRATION TANK
3	1.16	0.13	1.29	–	–	–	DRAINS TO EAST FILTRATION TANK
4	0.01	0.24	0.25	0.33	0.75	1.70	SHEET FLOW TO COUNTY RD F WEST
5	0.44	0.28	0.72	2.17	3.54	6.20	SHEET FLOW SOUTH TO ON–SITE DRAINAGE POND
6	0.19	2.54	2.73	3.96	8.74	19.25	SHEET FLOW TO SOUTHWEST WETLAND
7	0.00	0.24	0.24	0.30	0.72	1.65	SHEET FLOW TO SOUTHWEST WETLAND
EAST FILTRATION TANK	–	–	–	0.61	3.67	41.09	OVERFLOW TO ON–SITE DRAINAGE POND
WEST FILTRATION TANK	–	–	–	0.42	1.89	29.82	OVERFLOW TO SOUTHWEST WETLAND
TOTAL	14.01	6.17	20.18	7.79	19.31	99.71	

STORMWATER RUNOFF SUMMARY			
	2–YR STORM (2.81") RUNOFF (CFS)	10–YR STORM (4.20") RUNOFF (CFS)	100–YR STORM (7.32") RUNOFF (CFS)
EXISTING SITE	41.52	73.02	137.51
20% REDUCTION FROM EXISTING	33.22	58.42	110.01
PROPOSED SITE	7.79	19.31	99.71

ABBREVIATIONS	
BLDG	Building
BMP	Best Management Practice
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
HWL	High Water Level
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
MPCA	Minnesota Pollution Control Agency
NPDES	National Pollutant Discharge Elimination System
NWL	Normal Water Level
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
TW	Top of Wall
W.O.	Washout

MINIMUM ESTIMATED QUANTITIES FOR EROSION CONTROL – PHASE TWO		
ITEM DESCRIPTION	ESTIMATED QUANTITY	
DRAINAGE STRUCT. INLET FILTER	57	EACH
ROCK CONSTRUCTION ENTRANCE	3	EACH
CONCRETE WASHOUT	1	EACH
SILT FENCE	4159	LF
EROSION CONTROL BLANKET	XX	SY
EROSION CONTROL MAT	0	SY

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MARK	ISSUE	DATE

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KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
Drawn	WH-NA
Checked	TJC
Approved	KAB

TITLE

STORM WATER
POLLUTION
PREVENTION PLAN
- PHASE TWO

SHEET NUMBER

C05-02

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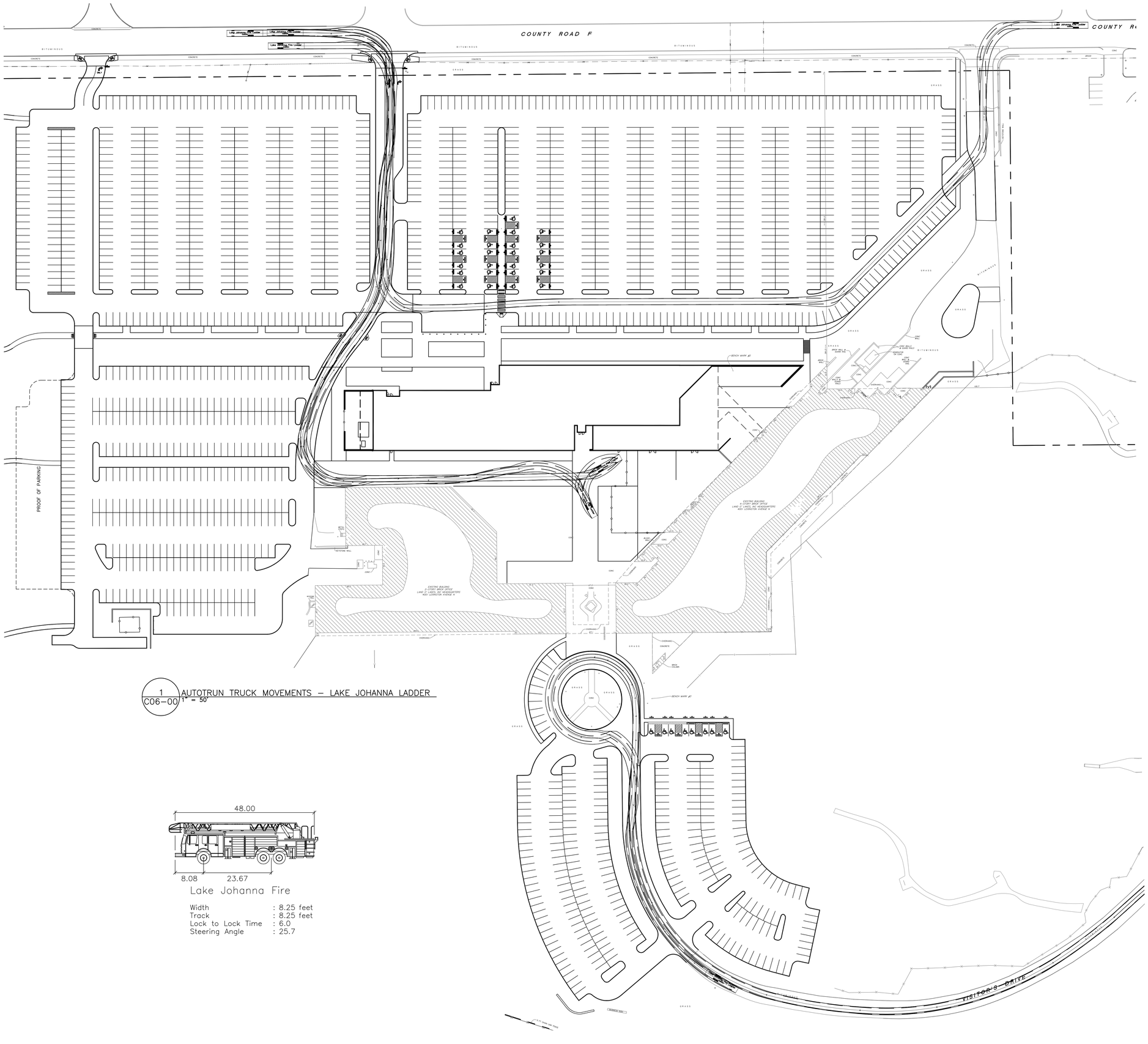

1 C06-00 AUTOTRUN TRUCK MOVEMENTS – LAKE JOHANNA LADDER
1" = 50'

Lake Johanna Fire

Width	: 8.25 feet
Track	: 8.25 feet
Lock to Lock Time	: 6.0
Steering Angle	: 25.7

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PUD APPLICATION MAY 02, 2016

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KEVIN A. BOHL
Date 05-02-2016 Lic. No. 52209

Job Number	15401
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Approved	KAB

TITLE

TRUCK TURNING MOVEMENT PLAN

EXHIBIT-1

SHEET NUMBER

C06-00

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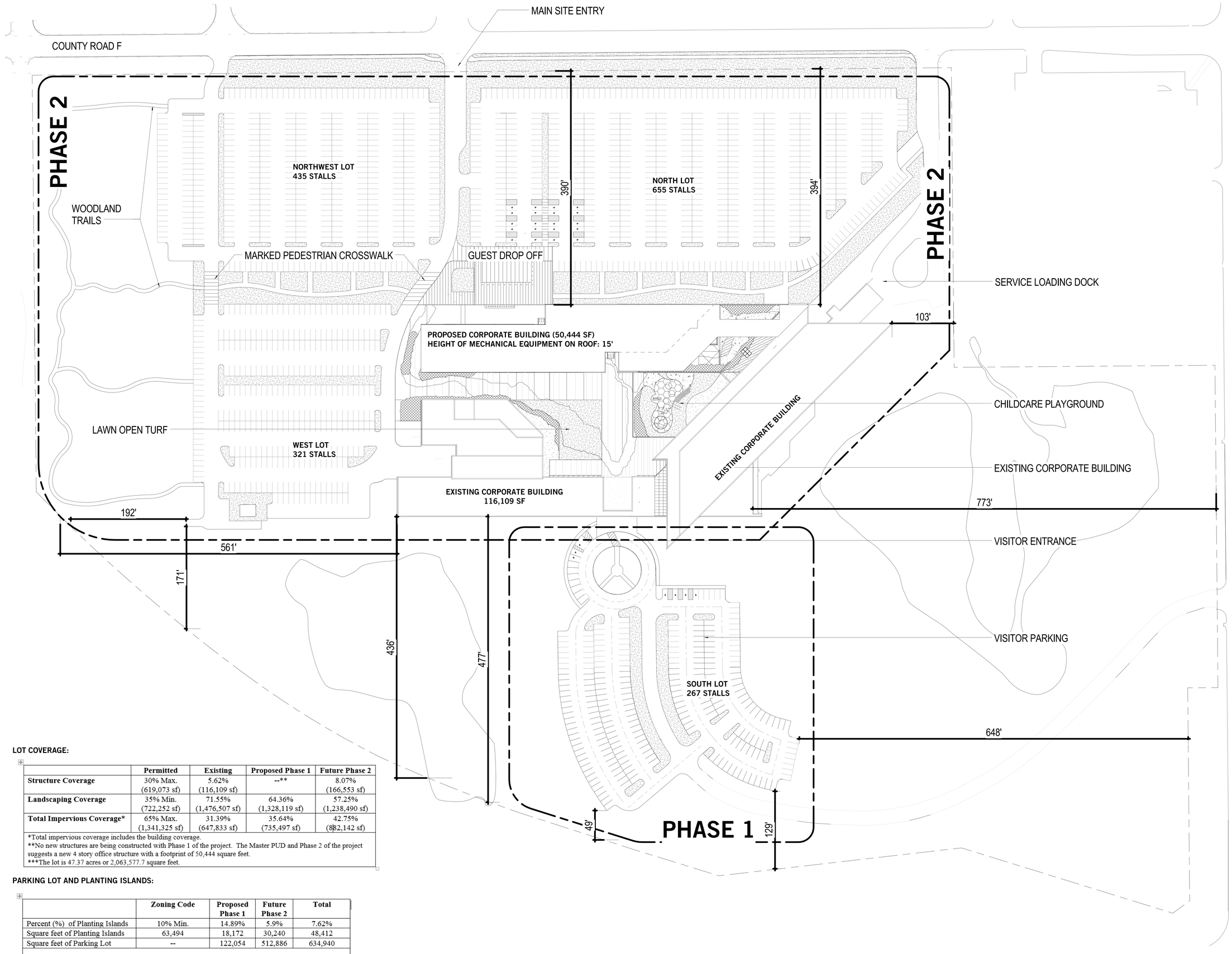

LOT COVERAGE:

	Permitted	Existing	Proposed Phase 1	Future Phase 2
Structure Coverage	30% Max. (619,073 sf)	5.62% (116,109 sf)	--**	8.07% (166,553 sf)
Landscaping Coverage	35% Min. (722,252 sf)	71.55% (1,476,507 sf)	64.36% (1,328,119 sf)	57.25% (1,238,490 sf)
Total Impervious Coverage*	65% Max. (1,341,325 sf)	31.39% (647,833 sf)	35.64% (735,497 sf)	42.75% (882,142 sf)

*Total impervious coverage includes the building coverage.
**No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure with a footprint of 50,444 square feet.
***The lot is 47.37 acres or 2,063,577.7 square feet.

PARKING LOT AND PLANTING ISLANDS:

	Zoning Code	Proposed Phase 1	Future Phase 2	Total
Percent (%) of Planting Islands	10% Min.	14.89%	5.9%	7.62%
Square feet of Planting Islands	63,494	18,172	30,240	48,412
Square feet of Parking Lot	--	122,054	512,886	634,940

1 PUD LAYOUT PLAN
1" = 50'-0"

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PUD APPLICATION 05/02/2016

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PROJECT

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4001 Lexington Ave N. Arden Hills, MN

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126

KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE
Job Number		051354.040
Drawn		Author
Checked		Checker
Approved		Approver

TITLE

SITE PLAN

SHEET NUMBER

L04-04

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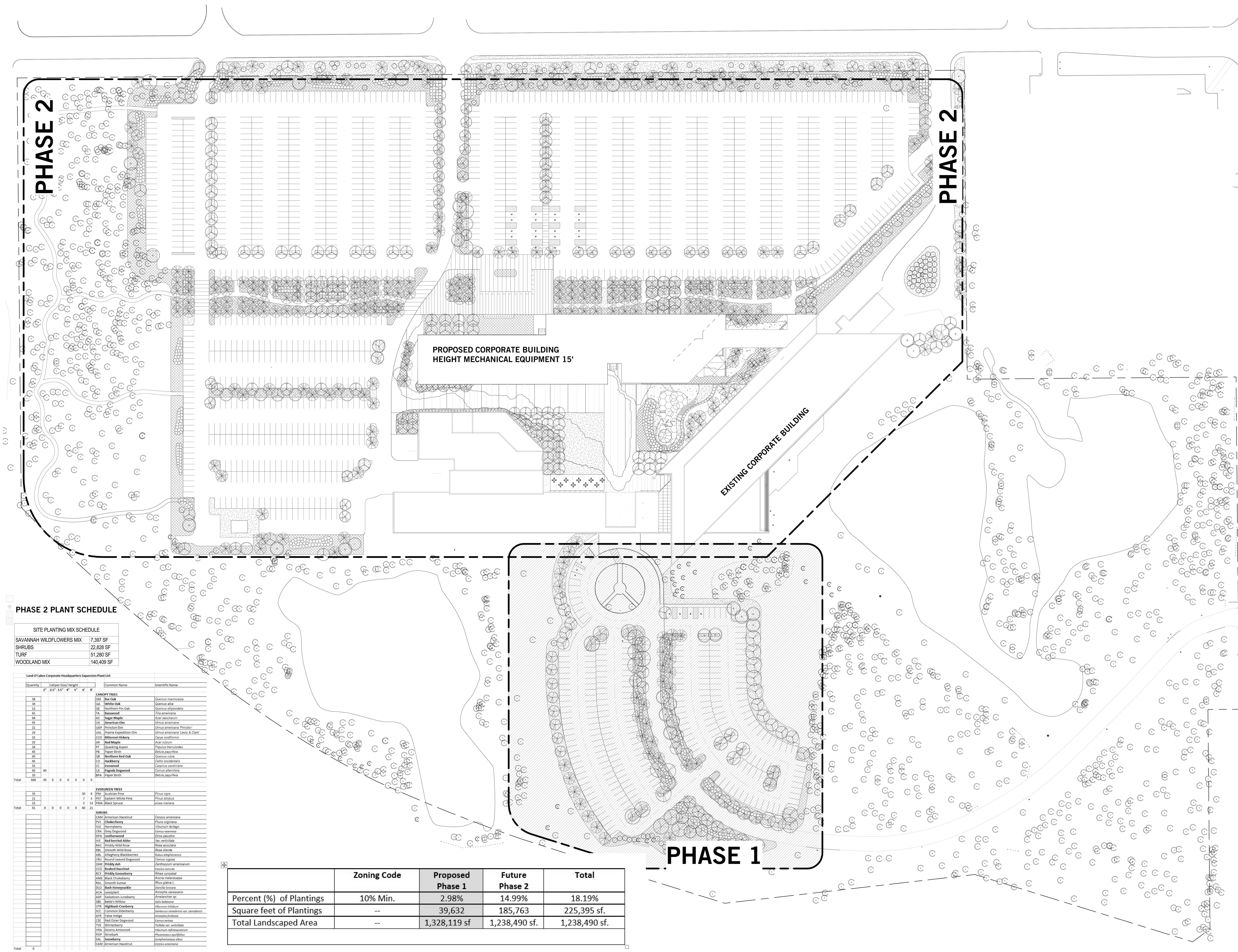

PHASE 2 PLANT SCHEDULE

SITE PLANTING MIX SCHEDULE	
SAVANNAH WILDFLOWERS MIX	7,397 SF
SHRUBS	22,828 SF
TURF	51,280 SF
WOODLAND MIX	140,409 SF

Land O'Lakes Corporate Headquarters Expansion Plant List

	Quantity	Caliper Size/ Height								Common Name	Scientific Name
		2"	2.5"	3.5"	4"	5"	6'	8'			
									CANOPY TREES		
	38								QM	**Bur Oak**	*Quercus macrocarpa*
	34								QA	**White Oak**	*Quercus alba*
	12								QE	Northern Pin Oak	*Quercus ellipsoidalis*
	41								TA	**Basswood**	*Tilia americana*
	64								AS	**Sugar Maple**	*Acer saccharum*
	45								UA	**American Elm**	*Ulmus americana*
	21								UAP	Princton Elm	*Ulmus americana 'Princton'*
	29								UAL	Prairie Expedition Elm	*Ulmus americana 'Lewis & Clark'*
	15								CCO	**Bitternut Hickory**	*Carya cordiformis*
	35								AR	**Red Maple**	*Acer rubrum*
	56								PT	Quacking Aspen	*Populus tremuloides*
	45								PB	Paper Birch	*Betula papyrifera*
	45								QR	**Northern Red Oak**	*Quercus rubra*
	45								CO	**Hackberry**	*Celtis occidentalis*
	55								CC	**Ironwood**	*Carpinus caroliniana*
	45	45							CA	**Pagoda Dogwood**	*Cornus alternifolia*
	35								BPA	Paper Birch	*Betula papyrifera*
Total	660	45	0	0	0	0	0	0			
									EVERGREEN TREES		
	35						30	6	PNI	Austrian Pine	*Pinus nigra*
	11						7	3	PST	Eastern White Pine	*Pinus strobus*
	15						3	12	PMA	Black Spruce	*picea mariana*
Total	61	0	0	0	0	0	40	21			
									SHRUBS		
									CAM	American Hazelnut	*Corylus americana*
									PVI	**Chokecherry**	*Pruns virginiana*
									VLE	Nannyberry	*Viburnum lentago*
									CRA	Grey Dogwood	*Cornus racemosa*
									DPA	**Leatherwood**	*Dirca palustris*
									IVE	**Red berried Alder**	*Ilex verticillata*
									RAC	Prickly Wild Rose	*Rosa acicularis*
									RBL	Smooth Wild Rose	*Rosa blanda*
									ABL	Allegheny Blackberries	*Rubus allegheniensis*
									CRU	Round Leaved Dogwood	*Cornus rugosa*
									ZAM	**Prickly Ash**	*Zanthoxylum americanum*
									CCO	**Beaked Hazelnut**	*Corylus cornuta*
									RCY	**Prickly Gooseberry**	*Ribes cynosbat*
									AME	Black Chokeberry	*Aronia melanocarpa*
									RGL	Smooth Sumac	*Rhus glabra L.*
									DLO	**Bush Honeysuckle**	*Diervilla lonicera*
									ACA	Leadplant	*Amorpha canescens*
									ASP	Saskatoon Juneberry	*Amelanchier sp.*
									SBE	Bebb's Willow	*Salix bebbiana*
									VTR	**Highbush Cranberry**	*Viburnum trilobum*
									SCC	Common Elderberry	*Sambucus canadensis var. canadensis*
									AFR	False Indigo	*Amorpha fruticosa*
									CSE	Red Osier Dogwood	*Cornus sericea*
									TVE	Winterberry	*Ticillata var. verticillata*
									VRA	Downy Arrowood	*Viburnum rafinesquianum*
									POP	Ninebark	*Physocarpus opulifolius*
									SAL	**Snowberry**	*Symphoricarpos albus*
									CAM	American Hazelnut	*Corylus americana*
Total	0										

	Zoning Code	Proposed Phase 1	Future Phase 2	Total
Percent (%) of Plantings	10% Min.	2.98%	14.99%	18.19%
Square feet of Plantings	--	39,632	185,763	225,395 sf.
Total Landscaped Area	--	1,328,119 sf	1,238,490 sf.	1,238,490 sf.

1 PUD_LANDSCAPE PLAN - PHASE **1**
1" = 50'-0"

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KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE
Job Number		051354.040
Drawn		Author
Checked		Checker
Approved		Approver

TITLE

LANDSCAPE PLAN

SHEET NUMBER

L04-05

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PHASE 1 PLANTING

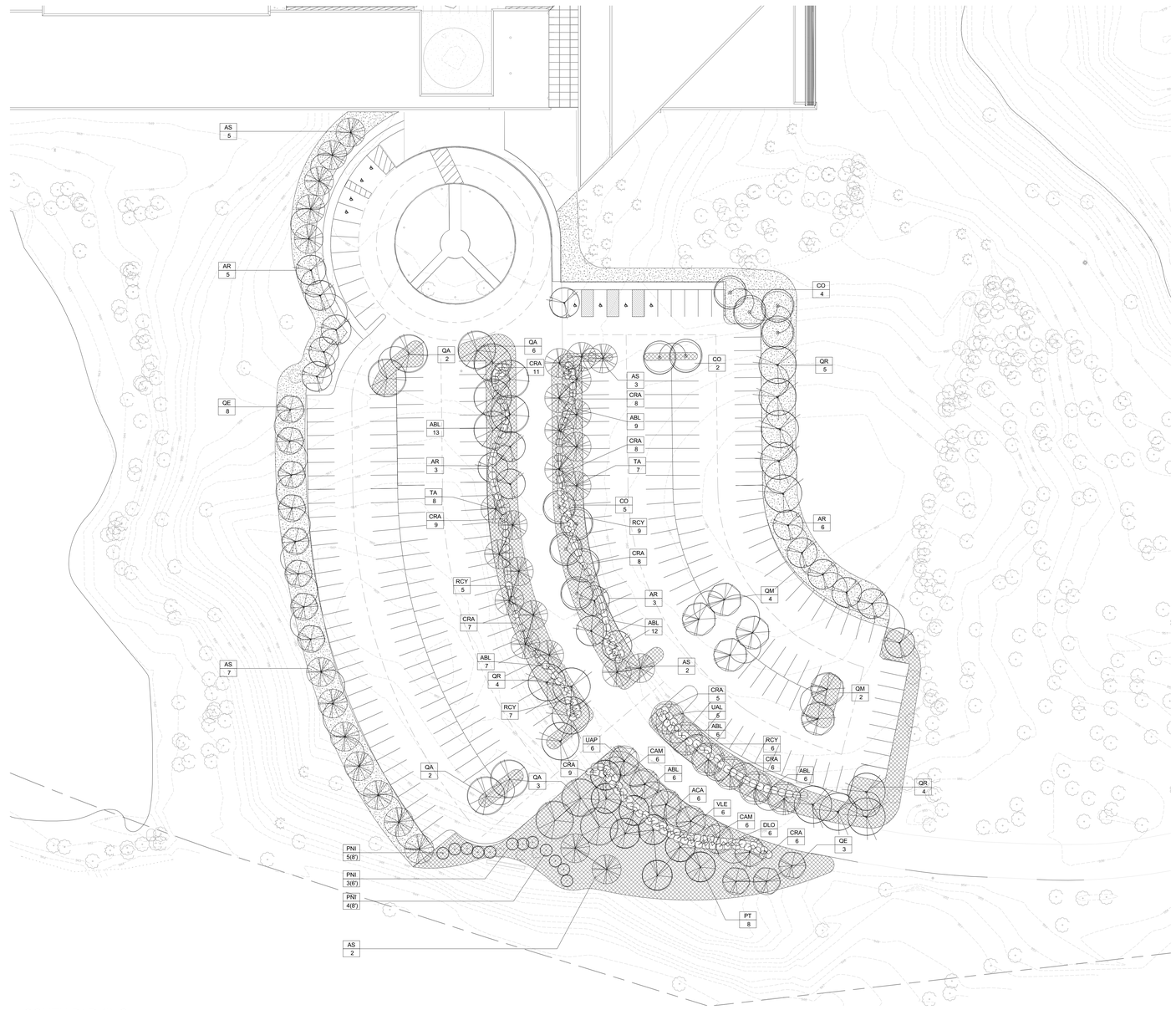
Name	Area
SHRUBS	3,728 SF
TURF	18,941 SF
WOODLAND MIX	26,022 SF

TREE SCHEDULE - PHASE 1

Type Mark	Caliper Size 2"	2.5"	3.5"	4"	5"	Plant Common Name	Latin	Description
AR	0	12	6	0	3	Red maple	Acer rubrum	DECIDUOUS
AS	0	12	5	2	0	Sugar maple	Acer saccharum	DECIDUOUS
CC	0	3	7	0	0	Ironwood	Caripinus caroliniana	DECIDUOUS
CO	0	8	0	5	0	Common hackberry	Celtis occidentalis	DECIDUOUS
PT	0	0	8	0	0	Quaking aspen	Populus tremuloides	DECIDUOUS
QA	0	0	3	2	0	White Oak	Quercus alba	DECIDUOUS
QE	0	5	3	5	0	Northern Pin Oak	Quercus ellipsoidalis	DECIDUOUS
QM	0	2	1	3	0	Bur oak	Quercus macrocarpa	DECIDUOUS
QR	0	5	4	0	0	Northern red oak	Quercus rubra	DECIDUOUS
TA	0	4	11	5	0	Basswood	Tilia americana	DECIDUOUS
UAL	0	4	0	0	0	Prairie Expedition Elm	Ulmus americana 'lewis & clark'	DECIDUOUS
PNI	0	12	0	0	0	Austrian Pine	Pinus nigra	CONIFEROUS
Grand total: 140	0	55	48	22	3			

SHRUB SCHEDULE - PHASE 1

Quantity		Common Name	Scientific Name
29	ABL	Allegheny Blackberries	Amsonia 'hubrichtii'
6	CAM	American Hazelnut	Corylus americana
64	CRA	Gray Dogwood	Amsonia 'hubrichtii'
54	CSE	Red Osier Dogwood	Cornus sericea (stolonifera)
12	DLO	Bush Honeysuckle	Diervilla lonicera
19	PVI	Chokeberry	Pruns virginiana
9	SAL	Snowberry	Symphoricarpos albus
193			



1 SOUTH PARKING
1" = 30'-0"

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ISSUE CHART

MARK	ISSUE	DATE
Job Number		051354.040
Drawn		Author
Checked		Checker
Approved		Approver

TITLE

SOUTH PARKING LANDSCAPE PLAN

SHEET NUMBER

L04-07B

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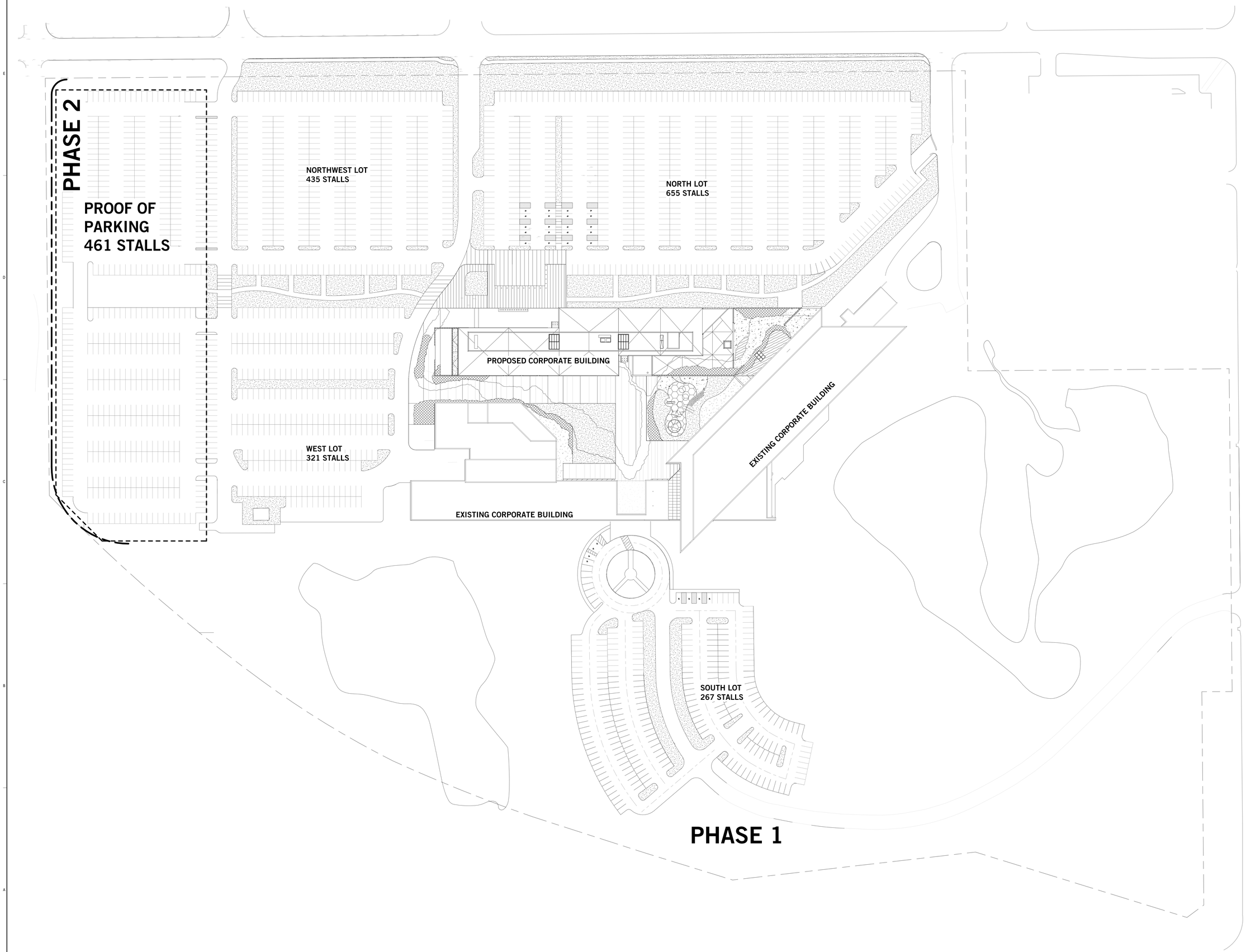

1 PUD_PROOF OF PARKING
1" = 50'-0"

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LANDSCAPING
PERKINS+WILL

PUD APPLICATION 05/02/2016

NOT FOR CONSTRUCTION

PROJECT

LAND O'LAKES HEADQUARTERS CONSOLIDATION
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LAND O'LAKES
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KEYPLAN

ISSUE CHART

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PROOF OF PARKING

SHEET NUMBER

L04-10

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LAND O'LAKES HEADQUARTERS

VOLUME 1
PUD APPLICATION
MAY 02, 2016

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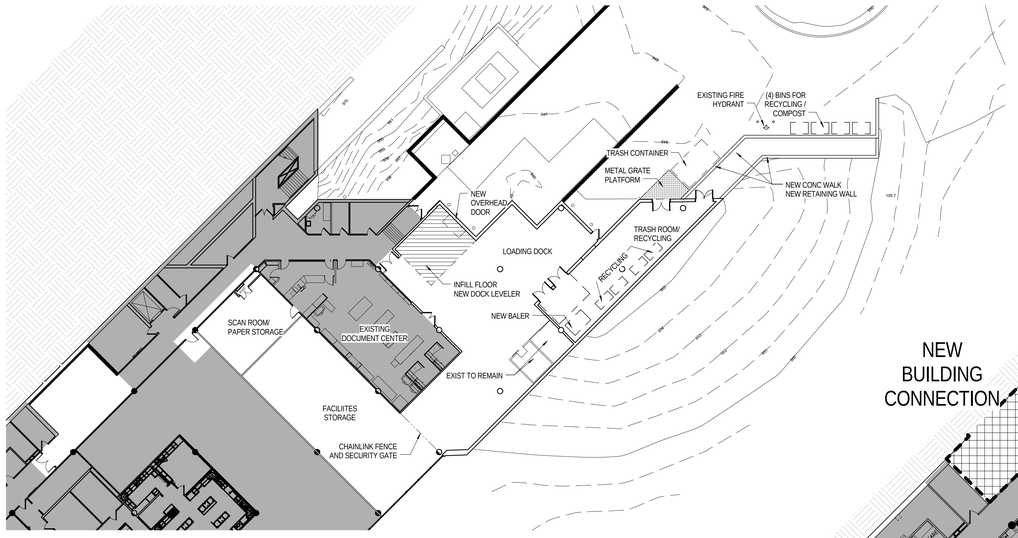

3 LEVEL 01 - LOADING DOCK RENOVATION
3/64" = 1'-0"

1 EXISTING LEVEL 01
1/16" = 1'-0"

2 LEVEL 01 - SERVERY/ DINING RENOVATION
1/16" = 1'-0"

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TITLE

RENOVATION LEVEL 01
OVERALL FLOOR PLAN

SHEET NUMBER

A09-01

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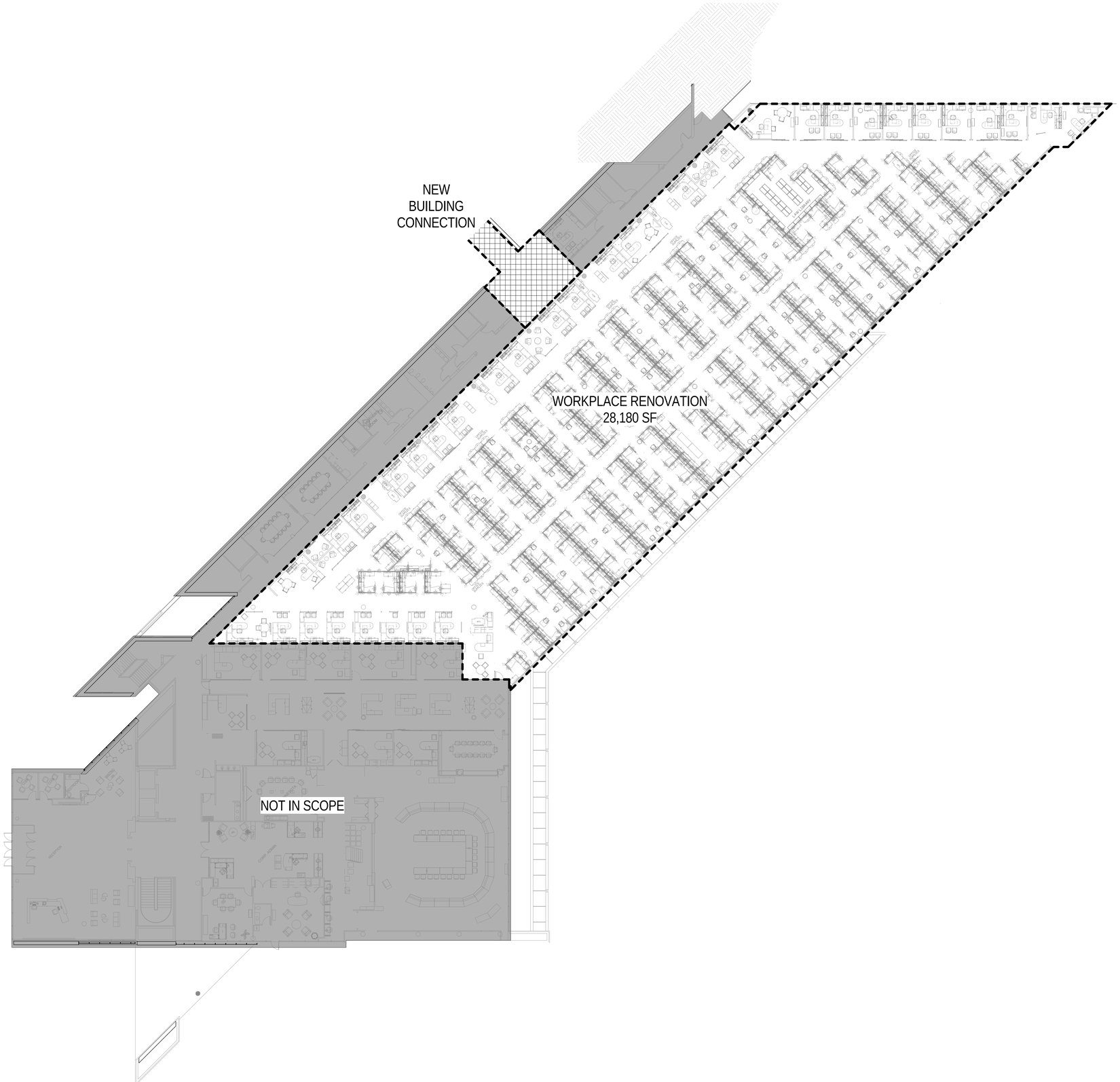

1 EXISTING LEVEL 02
1/16" = 1'-0"

NOTE:
PROVIDE PRICING BASED ON PILOT'S COST PER SQUARE FOOT FOR WORKPLACE RENOVATION AREA.

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RENOVATION LEVEL 02
OVERALL FLOOR PLAN

SHEET NUMBER

A09-02

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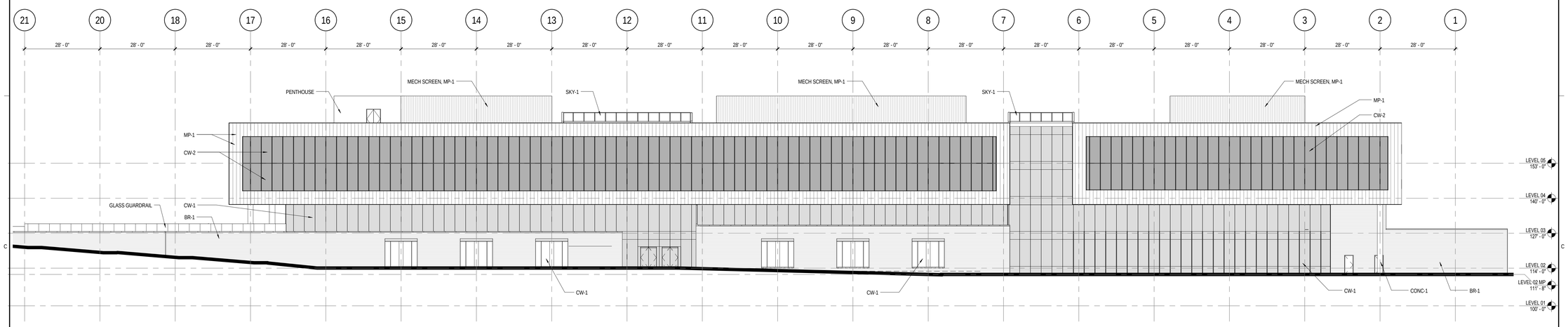
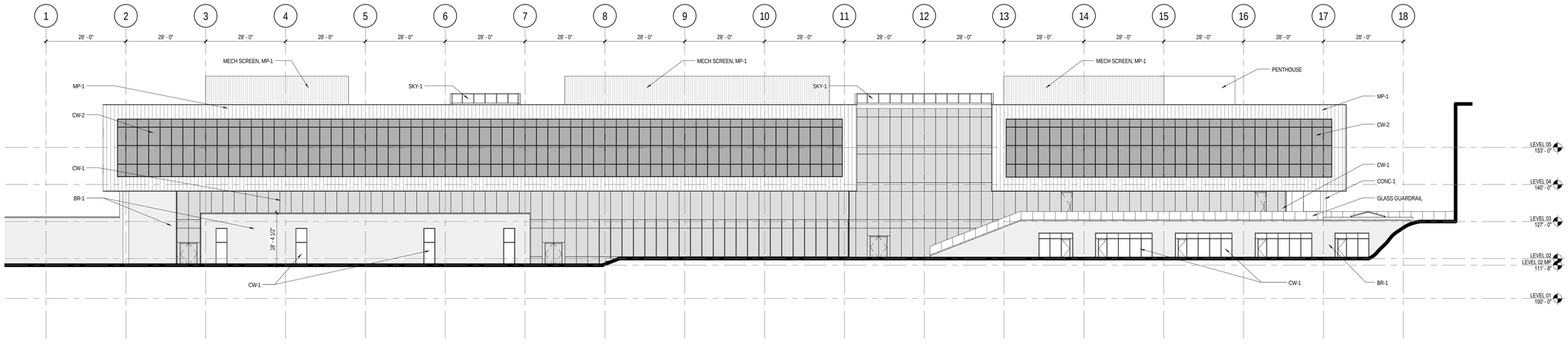


2 NORTH EXTERIOR ELEVATION

1/16" = 1'-0"



1 SOUTH EXTERIOR ELEVATION

1/16" = 1'-0"

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EXTERIOR ELEVATION

SHEET NUMBER

A20-01

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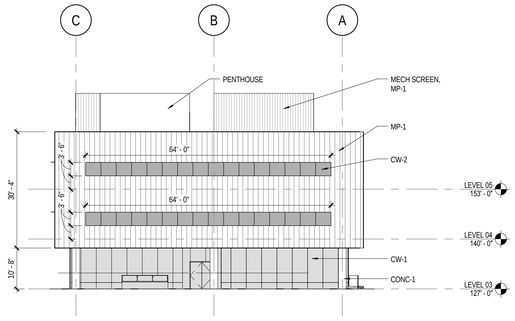
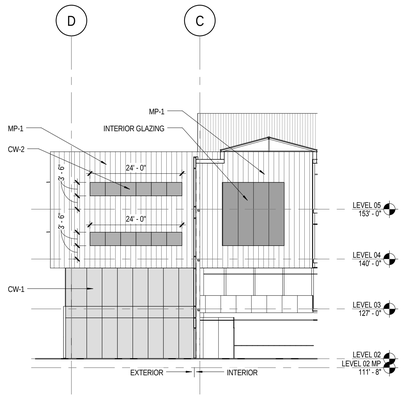
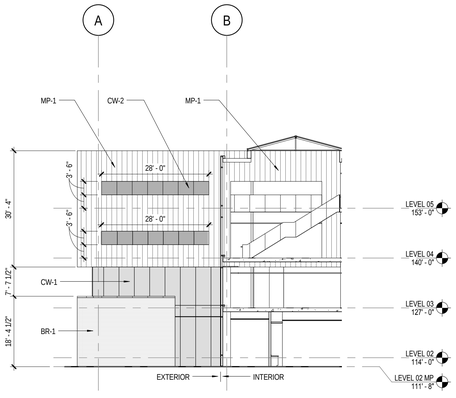


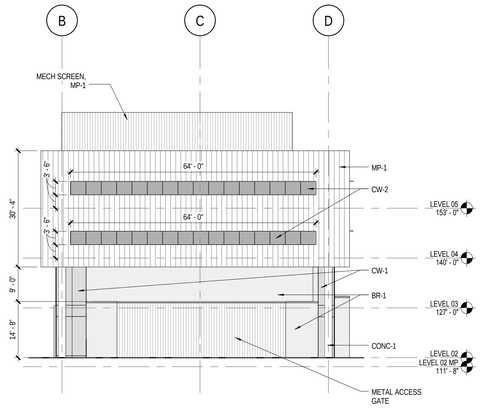
4 EAST EXETERIOR ELEVATION
1/16" = 1'-0"



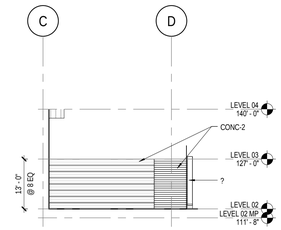
3 EAST EXTERIOR ELEVATION
1/16" = 1'-0"



2 WEST EXTERIOR ELEVATION
1/16" = 1'-0"



1 WEST EXTERIOR ELEVATION
1/16" = 1'-0"



5 EXTERIOR GRAND STAIRS
1/16" = 1'-0"

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EXTERIOR ELEVATION

SHEET NUMBER

A20-02

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ARCHITECTURAL CONCEPT BUILDING PERSPECTIVE

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L04-07E

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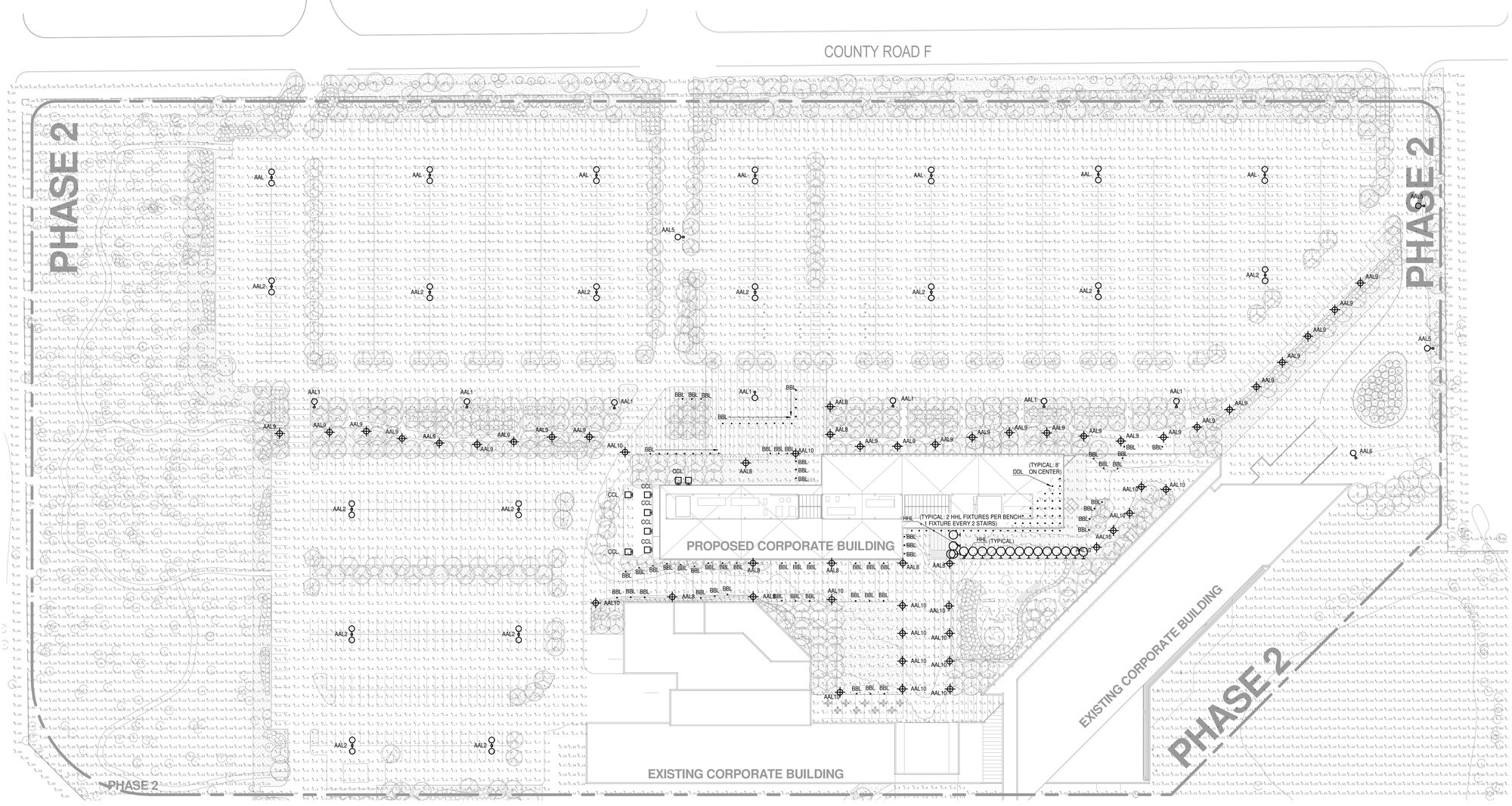
LIGHT FIXTURE SCHEDULE - SITE

LTR TYPE	FIXTURE TYPE	SOURCE	MOUNTING	LAMPS	FEATURES	VOLTAGE	BALLAST	MANUFACTURER & CATALOG SERIES	NOTES
AAL	25' DOUBLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(2) 188W LED/ 4000K/ 16,000 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DOUBLE HEADS, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III DISTRIBUTION WITH BACKLIGHT CONTROL OPTICS	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL1	25' SINGLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(1) 188W LED/ 4000K/ 21,500 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III MEDIUM DISTRIBUTION	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL2	25' DOUBLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(2) 188W LED/ 4000K/ 21,500 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DOUBLE HEADS, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE IV MEDIUM DISTRIBUTION	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL5	25' SINGLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(1) 188W LED/ 4000K/ 16,000 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III DISTRIBUTION WITH BACKLIGHT CONTROL OPTICS	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL6	25' SINGLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(1) 188W LED/ 4000K/ 21,500 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE IV DISTRIBUTION WITH HOUSE-SIDE SHIELD	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL7	25' SINGLE HEAD PARKING LOT AREA LIGHT-ROADWAY	LED	22' ST.SQ. ALUM POLE	(1) 137W LED/ 4000K/ 12,000 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III DISTRIBUTION WITH BACKLIGHT CONTROL OPTICS	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-530 LED SERIES	
AAL8	SINGLE HEAD POST TOP MOUNT-DECORATIVE	LED	14' ST.RD. ALUM POLE	48W LED/ 4000K/ 4000 DLVD. LUMENS	TYPE III DISTRIBUTION, CUTOFF, 14' POLE HEIGHT, 0-10V DIMMING	277 V	INTEGRAL DRIVER	EATON INVUE ARBOR POSTTOP	
AAL9	SINGLE HEAD POST TOP MOUNT-DECORATIVE	LED	14' ST.RD. ALUM POLE	48W LED/ 4000K/ 4000 DLVD. LUMENS	TYPE II DISTRIBUTION, CUTOFF, 14' POLE HEIGHT, 0-10V DIMMING	277 V	INTEGRAL DRIVER	EATON INVUE ARBOR POSTTOP	
AAL10	SINGLE HEAD POST TOP MOUNT-DECORATIVE	LED	14' ST.RD. ALUM POLE	48W LED/ 4000K/ 4000 DLVD. LUMENS	TYPE V DISTRIBUTION, CUTOFF, 14' POLE HEIGHT, 0-10V DIMMING	277 V	INTEGRAL DRIVER	EATON INVUE ARBOR POSTTOP	
BBL	ROUND BOLLARD LIGHT	LED	SURFACE DIRECT BURIAL	15W LED/ 4000K/ 580 LUMENS	4.5" DIA. EXTRUDED ALUMINUM FIXTURE BODY WITH DIE CAST TOP, 43.3" TALL, 180 DEGREE DISTRIBUTION WITH CUTOFF, CLEAR POLYCARBONATE LENS, DIRECT BURIAL, 0-10V DIMMING	277 V	INTEGRAL DRIVER	LOUIS POULSEN FLINDT	
CCL	FULL CUT-OFF WALL MTD LED AREA LIGHT	LED	SURFACE WALL MTD.	24W LED/ 4000K/ 2000 LUMENS	FULL CUT-OFF, APPROX. 16" X 7" X 9", TRAPEZOIDAL SHAPE, MEETS LM79 AND LM80, UL WET LOCATION LISTED, TYPE IV DISTRIBUTION	277 V	INTEGRAL DRIVER	LITHONIA WST LED	
DDL	EXTERIOR 4" RECESSED DOWNLIGHT	LED	RECESSED - SOFFIT	13W LED/ 4000K/ 1000 LUMENS	SPECULAR CLEAR ALZAK CONE, UL DAMP LISTED	277 V	INTEGRAL DIMMABLE DRIVER	GOTHAM LIGHTING EVO 4" SERIES	
HHL	RECESSED STEP LIGHT	LED	RECESSED - WALL	11.2W LED/ 4000K/ 340 LUMENS	DIE CAST ALUMINUM HOUSING, SEALED AND GASKETED, 0-10V DIMMING	120 V	INTEGRAL DIMMABLE DRIVER	BEGA 22384 LED	

Calculation Summary					
Label	Units	Avg	Max	Min	Avg/Min
LEED Boundary Horizontal	Fc	0.00	0.03	0.00	N.A.
Lot to LEED Boundaries - Horiz	Fc	0.06	2.57	0.00	N.A.
North Parking Lot	Fc	1.84	22.2	0.0	N.A.
Plaza	Fc	1.46	19.7	0.0	N.A.
Roadway	Fc	1.75	4.2	0.0	N.A.
Roof Terrace_Top	Fc	4.01	22.6	0.0	N.A.
South Parking Lot	Fc	2.27	17.6	0.1	22.70



1 NORTH PARKING LIGHTING PHOTOMETRIC PLAN
1" = 50'-0"

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PUD APPLICATION 05/02/2016

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PROJECT

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KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE
Job Number		051354.040
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NORTH PARKING LIGHTING PHOTOMETRIC PLAN

SHEET NUMBER

EL01-01A

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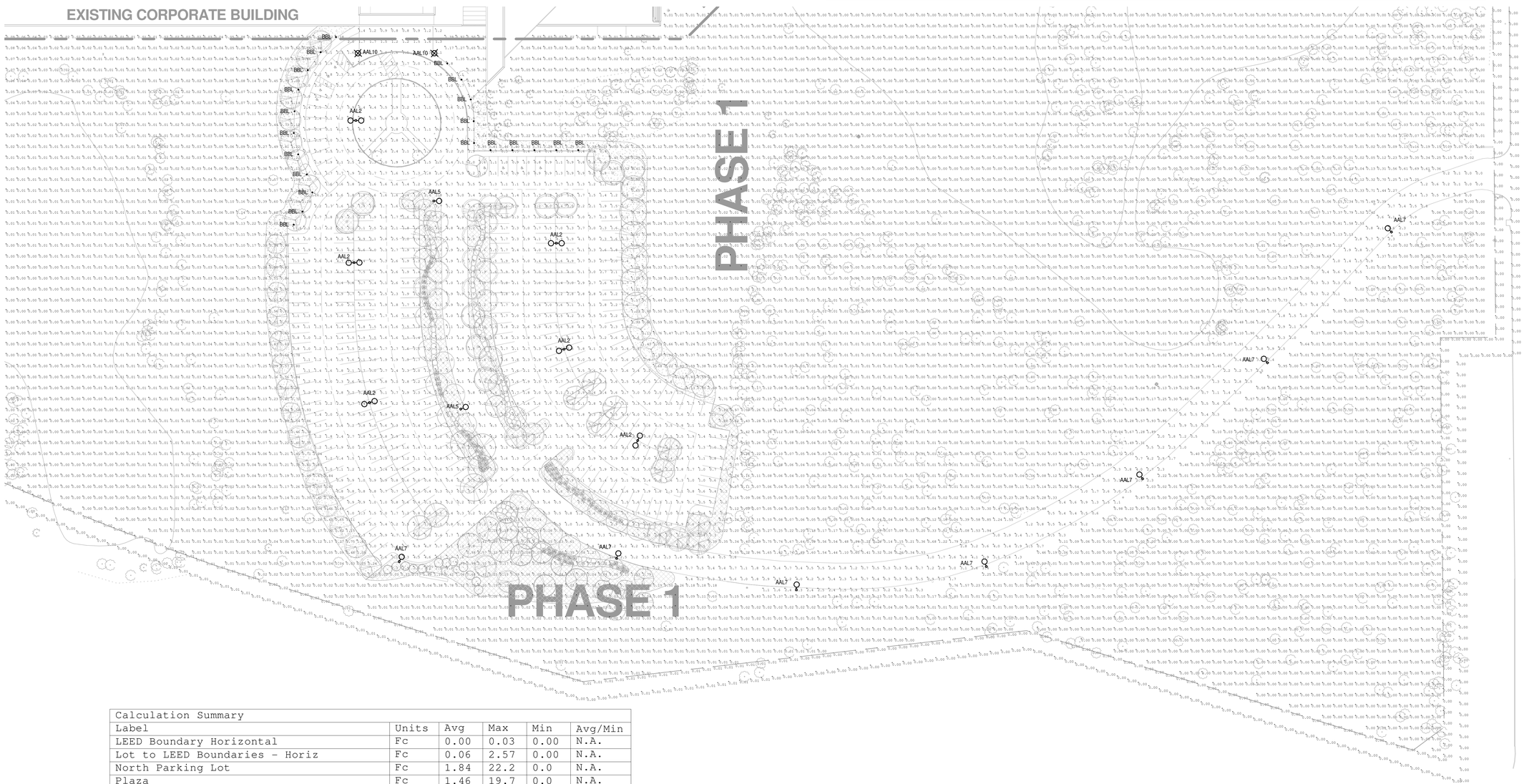
LIGHT FIXTURE SCHEDULE - SITE

LTR TYPE	FIXTURE TYPE	SOURCE	MOUNTING	LAMPS	FEATURES	VOLTAGE	BALLAST	MANUFACTURER & CATALOG SERIES	NOTES
AAL	25' DOUBLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(2) 188W LED/ 4000K/ 16,000 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DOUBLE HEADS, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III DISTRIBUTION WITH BACKLIGHT CONTROL OPTICS	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL1	25' SINGLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(1) 188W LED/ 4000K/ 21,500 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III MEDIUM DISTRIBUTION	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL2	25' DOUBLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(2) 188W LED/ 4000K/ 21,500 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DOUBLE HEADS, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE IV MEDIUM DISTRIBUTION	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL5	25' SINGLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(1) 188W LED/ 4000K/ 16,000 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III DISTRIBUTION WITH BACKLIGHT CONTROL OPTICS	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL6	25' SINGLE HEAD PARKING LOT AREA LIGHT	LED	22' ST.SQ. ALUM POLE	(1) 188W LED/ 4000K/ 21,500 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE IV DISTRIBUTION WITH HOUSE-SIDE SHIELD	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-700 LED SERIES	
AAL7	25' SINGLE HEAD PARKING LOT AREA LIGHT-ROADWAY	LED	22' ST.SQ. ALUM POLE	(1) 137W LED/ 4000K/ 12,000 LUMENS	22' POLE PLUS 3' CONCRETE BASE, DIE-CAST ALUMINUM HOUSING, SEALED AND GASKETED, FULL CUTOFF, TYPE III DISTRIBUTION WITH BACKLIGHT CONTROL OPTICS	277 V	INTEGRAL DRIVER	LITHONIA DSX2-80C-530 LED SERIES	
AAL8	SINGLE HEAD POST TOP MOUNT-DECORATIVE	LED	14' ST.RD. ALUM POLE	48W LED/ 4000K/ 4000 DLVD. LUMENS	TYPE III DISTRIBUTION, CUTOFF, 14' POLE HEIGHT, 0-10V DIMMING	277 V	INTEGRAL DRIVER	EATON INVUE ARBOR POSTTOP	
AAL9	SINGLE HEAD POST TOP MOUNT-DECORATIVE	LED	14' ST.RD. ALUM POLE	48W LED/ 4000K/ 4000 DLVD. LUMENS	TYPE II DISTRIBUTION, CUTOFF, 14' POLE HEIGHT, 0-10V DIMMING	277 V	INTEGRAL DRIVER	EATON INVUE ARBOR POSTTOP	
AAL10	SINGLE HEAD POST TOP MOUNT-DECORATIVE	LED	14' ST.RD. ALUM POLE	48W LED/ 4000K/ 4000 DLVD. LUMENS	TYPE V DISTRIBUTION, CUTOFF, 14' POLE HEIGHT, 0-10V DIMMING	277 V	INTEGRAL DRIVER	EATON INVUE ARBOR POSTTOP	
BBL	ROUND BOLLARD LIGHT	LED	SURFACE DIRECT BURIAL	15W LED/ 4000K/ 580 LUMENS	4.5" DIA. EXTRUDED ALUMINUM FIXTURE BODY WITH DIE CAST TOP, 43.3" TALL. 180 DEGREE DISTRIBUTION WITH CUTOFF, CLEAR POLYCARBONATE LENS, DIRECT BURIAL, 0-10V DIMMING	277 V	INTEGRAL DRIVER	LOUIS POULSEN FLINDT	
CCL	FULL CUT-OFF WALL MTD LED AREA LIGHT	LED	SURFACE WALL MTD.	24W LED/ 4000K/ 2000 LUMENS	FULL CUT-OFF, APPROX. 16" X 7" X 9", TRAPEZOIDAL SHAPE, MEETS LM79 AND LM80, UL WET LOCATION LISTED, TYPE IV DISTRIBUTION	277 V	INTEGRAL DRIVER	LITHONIA WST LED	
DDL	EXTERIOR 4" RECESSED DOWNLIGHT	LED	RECESSED - SOFFIT	13W LED/ 4000K/ 1000 LUMENS	SPECULAR CLEAR ALZAK CONE, UL DAMP LISTED	277 V	INTEGRAL DIMMABLE DRIVER	GOTHAM LIGHTING EVO 4" SERIES	
HHL	RECESSED STEP LIGHT	LED	RECESSED - WALL	11.2W LED/ 4000K/ 340 LUMENS	DIE CAST ALUMINUM HOUSING, SEALED AND GASKETED, 0-10V DIMMING	120 V	INTEGRAL DIMMABLE DRIVER	BEGA 22384 LED	



Calculation Summary					
Label	Units	Avg	Max	Min	Avg/Min
LEED Boundary Horizontal	Fc	0.00	0.03	0.00	N.A.
Lot to LEED Boundaries - Horiz	Fc	0.06	2.57	0.00	N.A.
North Parking Lot	Fc	1.84	22.2	0.0	N.A.
Plaza	Fc	1.46	19.7	0.0	N.A.
Roadway	Fc	1.75	4.2	0.0	N.A.
Roof Terrace_Top	Fc	4.01	22.6	0.0	N.A.
South Parking Lot	Fc	2.27	17.6	0.1	22.70

1 SOUTH PARKING LIGHTING PHOTOMETRIC PLAN
1" = 40'-0"

PERKINS + WILL
84 10th St. South
Suite 200
Minneapolis, MN 55403
t 612.851.5000
f 612.851.5001
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PUD APPLICATION 05/02/2016

NOT FOR CONSTRUCTION

PROJECT

LAND O'LAKES HEADQUARTERS CONSOLIDATION

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126

KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE
Job Number		051354.040
Drawn		WJJ
Checked		WSO
Approved		PMJ

TITLE

SOUTH PARKING LIGHTING PHOTOMETRIC PLAN

SHEET NUMBER

EL01-01B

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Attachment C

Plan Review Comments

Date:	May 13, 2016
Project:	Land O'Lakes Master PUD & Phase I Final PUD
Address:	4001 Lexington Ave
Permit No.:	

Comments

1. Provide property line setbacks for existing buildings.

2. Provide building footprint area for existing and proposed buildings.

3. Provide total area of landscape coverage on property.

4. Provide the percentage of total landscaped area that will be planted with trees, shrubs, or perennials.

5. Provide total area calculations for parking lots, courtyards, walkways, and other impervious surfaces on the property.

6. Provide height of roof-mounted mechanical equipment as measured from top of roof surface.

7. Provide tree preservation plan spreadsheet including tree species, sizes, and quantities impacted.

8. Include any plans to update existing building, monument, or entrance signs on the property, if applicable.

Plan Review Comments

Date:	May 12, 2016
Project:	Preliminary site review Land O Lakes
Address:	4001 Lexington Ave
Permit No.:	

Comments

1. North parking lot indicates 1411 stalls with 21 accessible. Code requires 25 accessible spaces.

2. Verify courtyard fire department access. See Lake Johanna fire department comments.

RAMSEY COUNTY
Public Works

May 11, 2016

Ryan Streff
City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112

Re: Land O'Lakes PUD Amendment

Dear Mr. Streff,

I have reviewed the Land O'Lakes PUD amendment plans dated May 2nd, 2016 and have the following comments:

1. The easterly access to County Road F will only be allowed for delivery vehicles. The connection to the employee parking lot must be removed. This access is in a poor location. It is close to the Lexington Ave. intersection and is offset from the Gradient access which creates conflicting turning movements. Employees entering or exiting from the site shall use the other two westerly accesses.

2. Right and left turn lanes at the main site entry will be required on County Road F.

3. A right turn lane into the westerly access will be required on County Road F. The westerly access will be restricted to a 3/4's access, where lefts in are prohibited unless a left turn lane is constructed. Otherwise a "pork chop" median shall be constructed to prevent lefts in.

4. Funding for road improvements including the proposed signal shall be provided for by Land O'Lakes and potential partners. Funding requirements shall be detailed in the City's developer's agreement. Ramsey County does not have funds available to contribute to the necessary road improvements. Ramsey County's contribution will be to administer the construction project for the public road improvements and provide inspection services.

5. The turning movements for trucks show that trucks will cross the centerline of County Road F and into the oncoming traffic lane. This is not acceptable. The accesses shall be revised to prevent trucks from crossing the centerline. Trucks turning right into the main access cross into the outbound traffic lanes. This will cause backups on County Road F when vehicles occupy those outbound lanes. A turning movement for right turns at the east access should be

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Arden Hills, MN 55112
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provided. All truck turning movements shall be updated with a revised layout which includes the required turn lanes on County Road F. The County has also provided SRF with the new intersection design at Lexington and County Road F which extends west on County Road F which will aid in this design.

6. The access onto Lexington Ave. shall be revised to a 3/4's access to prevent lefts out of the site. A "pork chop" median shall be constructed to prevent the lefts out. The SRF traffic report also identified this as a recommended mitigation measure due to the site improvements.

Thank you for the opportunity to review the plans. If you have any questions or concerns please contact me at 651-266-7105 or email at erin.laberee@co.ramsey.mn.us.

Sincerely,

Erin Laberee, PE
Traffic Engineer

LAKE JOHANNA FIRE DEPARTMENT
5545 LEXINGTON AVENUE NORTH • SHOREVIEW, MN 55126
OFFICE (651) 481-7024 • FAX (651) 486-8826

May 10, 2016

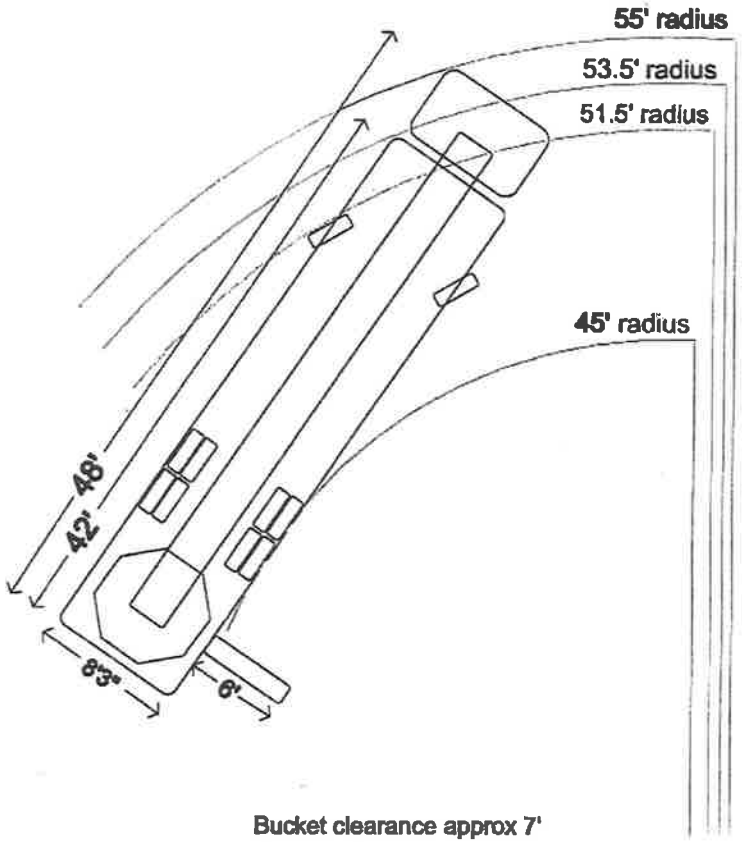
Perkins + Will
80 S 8th Street
Minneapolis, MN 55402

- New specs need to be accounted for aerial apparatus in both the Courtyard, North, and South Lots. The specs do not meet the specs that were provided on our current aerial apparatus. Outrigger width is 20'3". Current specs are attached.
- Is current FDC on Current Building within 150' on the south end?
- Is there a hydrant in the new proposed court yard?

Sincerely,

Nate Berg
Fire Marshal/Deputy Chief
Lake Johanna Fire Department

843 Statistics



Bucket clearance approx 7'
Bumper clearance approx 1.5'
Overall vehicle height approx 12' 1"
Overall vehicle weight approx 69,000 lbs

Rev. June 6, 2000

RCWD
RICE CREEK WATERSHED DISTRICT

WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers

Permit Application Number: 16-043
Permit Applicant Name: Land O'Lakes – Project Sapphire Sky

Applicant:

Kevin Taaffe
Land O'Lakes, Inc.
4001 Lexington Avenue N
Arden Hills, MN 55126
Ph: 651-481-2087
Fx: 651-766-1376
kptaaffe@landolakes.com

Consultant:

Kevin Bohl
BKBM Engineers
5930 Brooklyn Blvd.
Minneapolis, MN 55429
Ph: 763-843-0427
Fx: 763-843-0421
kbohl@bkbm.com

Tom Cesare
BKBM Engineers
Ph: 763-843-0464
tcesare@bkbm.com

Project Name: Land O'Lakes – Project Sapphire Sky

Purpose: FSD – Final Site Drainage; Construct a parking lot expansion on the south side of the existing Land O'Lakes facility to accommodate approximately 298 vehicles. Underground filtration/rate control tanks are proposed.

Site Size: 48.87± acre parcel / 3.7 ± acres of disturbed area; existing and proposed impervious area is 0.65 ± acres and 2.25 ± acres, respectively

Location: 4001 Lexington Avenue North, Arden Hills, Ramsey Co

T-R-S: NSWE ¼, Section 27, T30N, R23W

District Rule: C, D

Recommendations: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items.

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:

   (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.

   (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

Administrative

2. Send one final, signed full sized plan set to the District, and e-mail a pdf copy to both the District and the District Engineer. Include a list of changes that have been made since approval by the RCWD Board.

3. Submit a copy of the plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Arden Hills).

4. The applicant must address comments and re-submit a revised Draft Declaration for Maintenance of Stormwater Management Facilities for proposed onsite stormwater management and pretreatment features for approval.

5. The applicant must submit a copy of receipt from County Recorder and signed/notarized attested legal document(s).

6. The applicant must submit a surety of $11,500 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The applicant must provide the first $5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a check or a Performance Bond or Letter of Credit. The surety is based on $2,500 for 3.7 acres of disturbance, $9,000 for 17,990 CF of water quality treatment volume.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. An as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) is to be submitted to the District for verification of compliance with the approved plans before return of the surety.

Exhibits:

1. Plan set containing sheets dated 4-14-2016 and received 4-15-2016.

2. Permit application and fee, dated 4-8-2016 and received 4-15-2016.

3. Permit application checklist, no date, received 4-15-2016.

4. Stormwater Calculations, dated 4-14-2016 and received 4-15-2016, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.

5. Declaration of Maintenance, no date, received 4-15-2016.

6. Geotechnical report by American Engineering Testing, Inc. dated 3-24-2016 and received 4-15-2016.

7. NPDES permit application, no date, received 4-15-2016.

8. Wetland Determination and Delineation by Pinnacle Engineering dated 8-26-2015 received 4-15-2016.

Findings:

1. Description – The proposed project is a parking addition to the Land O'Lakes campus that includes new bituminous parking lots, curb and gutter, and related storm sewer improvements in the City of Arden Hills on a 48.87 acre parcel. The project will increase the impervious surface by 1.60± acres and will reconstruct 0.65± acres of existing impervious surface. The project will disturb 3.7± acres overall. The applicant has submitted an incorrect application fee of $3,750 application fee. The correct application fee should be $2,250, which corresponds to 1 to 2.5acres of new/redeveloped impervious surface and 2.5 to 10 acres of land disturbance. The applicant is due a refund of $1,500. Runoff from this project flows through stormsewer under I-694 and ultimately flows to Valentine Lake which is the resources of concern (ROC).

2. Stormwater – The applicant is proposing the BMP as described below for the project:

Proposed BMP Description	Location	Pretreatment:	Volume provided
Subsurface Filtration Basin	Western parking lot	Sump Manholes	19,106± cubic feet below the weir

Soils on site are primarily clay sands (HSG C) soils. Thus, infiltration is not considered feasible and subsurface filtration is acceptable to meet the water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 2.2-inches over the new/reconstructed area (2.25± acres) for a total requirement of 17,990± cubic feet.

Adequate pretreatment has been provided by sumps located at every manhole prior to discharging into the subsurface filtration basin. The subsurface filtration basin is expected to draw-down within 72-hour drawdown. Treatment is provided through a subsurface filtration basin filtering through 24" of sand before draining through perforated draintile. The draintile has been placed above the Seasonal High Water Table. The treatment volume provided below the overflow weir exceeds the volume required. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(c).

The wetland has been classified as moderately susceptible, and the applicant has met the bounce and inundation requirements of Rule C.8.

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
West (Existing DA 1 & proposed DA1+4)	2.32	0.40	4.64	3.17	9.75	9.13
Northeast (DA2)	0.41	0.16	1.00	0.37	2.33	0.85
Southeast (DA3)	2.04	0.42	3.99	0.98	8.17	2.22
80% of existing	3.82		7.70		16.20	
Totals		0.98		4.52		12.20

The project is located within the Flood Management Zone. The project is in compliance with District Rule C.7(c) rate control requirements.

3. Wetlands – While there are no wetlands within the project area, flow from the proposed BMP outfall pipe will discharge into a proposed DNR wetland. Per RCWD review file 15-156R the RCWD acting as the Local Government Unit (LGU) approved the wetland boundary for this DNR wetland. The outfall, including stabilization was above the depicted wetland delineation, and thus will not impact the wetland.

4. Floodplain – The site is not in a regulatory floodplain.

5. Erosion Control – Proposed erosion control methods include silt fence, erosion control blanket, rock construction entrances, inlet protection and concrete washout. An NPDES permit is required for the project. A draft application has been received, however proof of application to the MPCA is required. The SWPP Plan is located on sheets C05-00 and C05-01. The information listed under the Erosion and Sedimentation Control Recommendations needs to be submitted. Otherwise, the project complies with RCWD Rule D requirements.

6. Documenting Easements and Maintenance Obligations – Applicant has provided a draft Declaration for Maintenance and comments were returned on 5-2-2016. Applicant must address comments and submit a revised draft maintenance declaration for approval, and a receipt showing recordation of the approved maintenance declaration.

7. Previous Permit Information – The site contains several existing permits for various improvements on the Land O'Lakes property. The original permit for development is 79-046. Large redevelopment for the site is permit 08-066 and sidewalk improvements are on permit 08-037. Permit 12-007 includes additional parking which drains to the same wetland that this permit discharges to. Review file 15-156R contains the wetland delineation for the wetland that this permit discharges to. Review file 16-033R is for construction of a dining/meeting terrace and future amenity trails.

I assisted in the preparation of this report under the supervision of the District Engineer.

5-3-16

Alex Schmidt, EIT

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

5-3-16

Greg Bowles
MN Reg. No 41929

Attachment D

SRF Consulting Group, Inc. | ENGINEERS PLANNERS DESIGNERS

DRAFT Memorandum

SRF No. 0158997.01

To: John Slack, RLA, ASLA, Senior Landscape Architect/Urban Designer
PERKINS + WILL

From: Jordan Schwarze, PE, Senior Engineer
Nick Semeja, Engineer
Brent Clark, Engineer

Date: May 2, 2016

Subject: LAND O'LAKES EXPANSION TRAFFIC STUDY UPDATE

Introduction

Due to site plan revisions, SRF has completed an update to the *Land O'Lakes Expansion Traffic Study* (dated November 12, 2015). The main objectives of this study are to review the updated site plan with respect to trip generation, parking, circulation, and access; evaluate traffic impacts to the adjacent roadway network; and recommend any necessary improvements to accommodate the proposed expansion. The following information provides the assumptions, analysis, and study recommendations offered for consideration.

Existing Conditions

Land O'Lakes headquarters is located at 4001 Lexington Avenue North in Arden Hills, MN. In addition to the Arden Hills campus, Land O'Lakes currently leases nearby offices in Shoreview, MN at 1050 and 1080 County Road F (see Figure 1: Project Location). The existing conditions in the vicinity of these locations were reviewed to establish a baseline in order to identify any future impacts associated with the proposed expansion. The evaluation of existing conditions includes peak hour intersection turning movement counts, field observations, and an intersection capacity analysis.

Due to ongoing construction along Lexington Avenue and County Road F, traffic data collected in the years 2014 and 2015 for the *Land O' Lakes Corporate Campus Access/Circulation Review* (dated May 20, 2014) and the aforementioned *Land O'Lakes Expansion Traffic Study* was utilized to establish existing conditions within the study area. However, peak period turning movement counts were collected by SRF during the week of March 28, 2016 at the County Road F/Hamline Avenue intersection to establish general travel patterns and magnitudes at this additional study intersection. This data was modified accordingly to reflect non-construction conditions. Historical traffic volumes in the study area were provided by the Minnesota Department of Transportation (MnDOT).

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SRF Consulting Group, Inc.

Project Location

Land O'Lakes Expansion Traffic Study Update

Arden Hills, MN

Figure 1

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May 2016

The following traffic control is currently in place at study intersections:

- County Road F/Hamline Avenue: Traffic signal
- County Road F/Innovation Way (Land O'Lakes Central Access): Side-street stop control
- County Road F/Land O'Lakes East Access: Side-street stop control
- County Road F/Lexington Avenue: Traffic signal
- Lexington Avenue/Land O'Lakes South Access: Side-street stop control

Field observations were completed to identify roadway characteristics within the study area (i.e. roadway geometry, posted speed limits, and traffic controls). Lexington Avenue is currently a five-lane undivided roadway with a continuous center two-way left-turn lane and a posted speed limit of 40 miles per hour (mph). However, Lexington Avenue is currently being reconstructed to include a raised median, which will alter access within the study area. Further details regarding the Lexington Avenue reconstruction are documented later in this study.

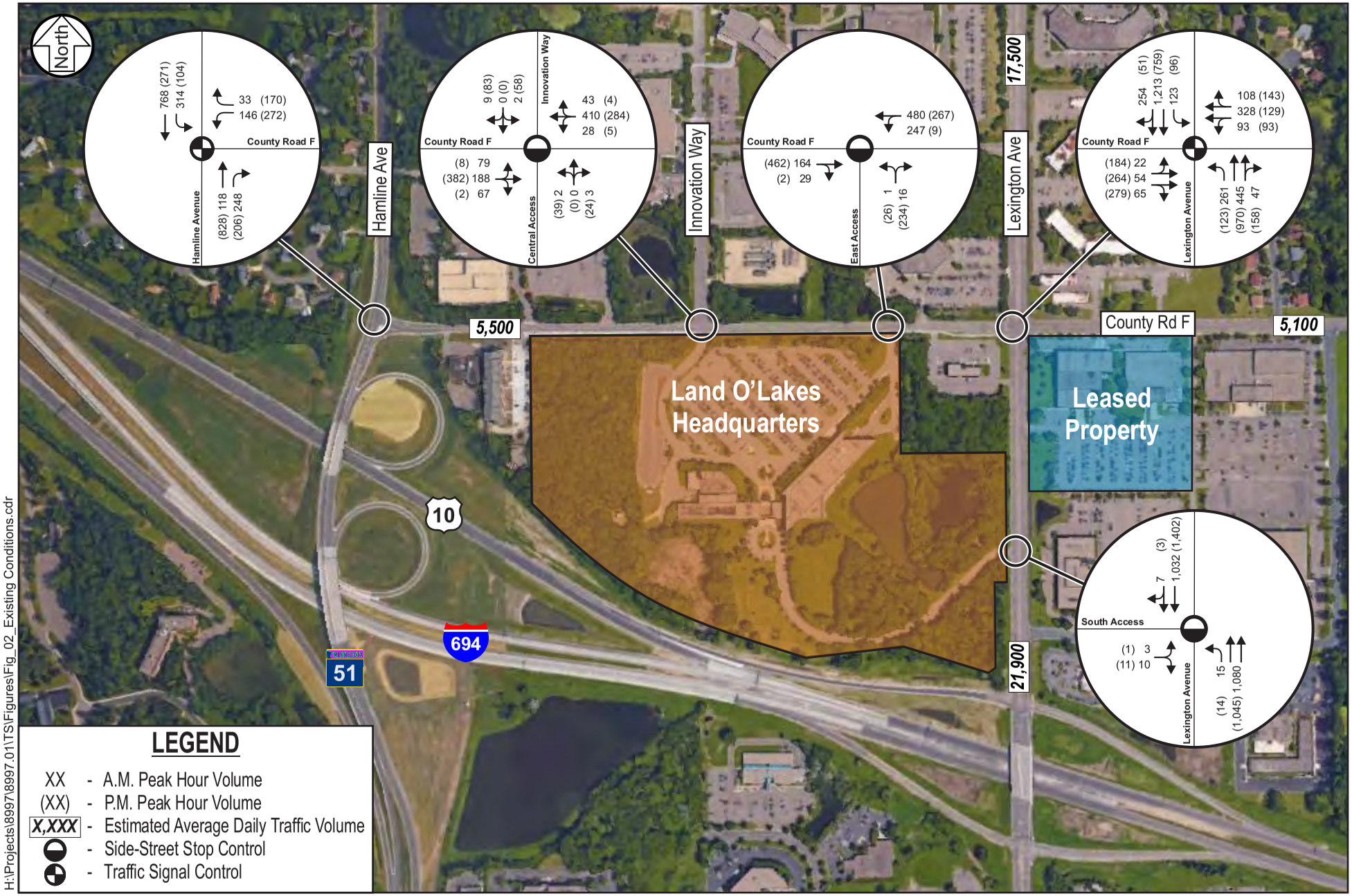
County Road F, west of Lexington Avenue, is primarily a two-lane undivided roadway with a posted speed limit of 45 mph. County Road F, east of Lexington Avenue, is primarily a four-lane undivided roadway with a posted speed limit of 40 mph. It should be noted that both Lexington Avenue and County Road F are functionally classified as minor arterials. Existing geometrics, traffic controls, and traffic volumes in the study area are shown in Figure 2.

Existing Intersection Capacity Analysis

An existing intersection capacity analysis was completed to establish a baseline condition to which future traffic operations can be compared. The capacity analysis was completed for the a.m. and p.m. peak hours using Synchro/SimTraffic software (V9.1). Capacity analysis results identify a Level of Service (LOS), which indicates the quality of traffic flow through an intersection. Intersections are given a ranking from LOS A through LOS F. The LOS results are based on average delay per vehicle, which correspond to the delay threshold values shown in Table 1. LOS A indicates the best traffic operation, with vehicles experiencing minimal delays. LOS F indicates an intersection where demand exceeds capacity, or a breakdown of traffic flow. An overall LOS A through D is generally considered acceptable by drivers in the Twin Cities Metropolitan Area.

Table 1 Level of Service Criteria for Signalized and Unsignalized Intersections

LOS Designation	Signalized Intersection Average Delay/Vehicle (seconds)	Unsignalized Intersection Average Delay/Vehicle (seconds)
A	≤ 10	≤ 10
B	> 10 - 20	> 10 - 15
C	> 20 - 35	> 15 - 25
D	> 35 - 55	> 25 - 35
E	> 55 - 80	> 35 - 50
F	> 80	> 50



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SRF Consulting Group, Inc.

Existing Conditions

Land O'Lakes Expansion Traffic Study Update

Arden Hills, MN

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May 2016

Figure 2

For side-street stop controlled intersections, special emphasis is given to providing an estimate for the level of service of the side-street approach. Traffic operations at an unsignalized intersection with side-street stop control can be described in two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes. Second, it is important to consider the delay on the minor approach. Since the mainline does not have to stop, the majority of delay is attributed to the side-street approaches. It is typical of intersections with higher mainline traffic volumes to experience high levels of delay (i.e. poor levels of service) on the side-street approaches, but an acceptable overall intersection level of service during the peak hours.

Results of the existing intersection capacity analysis shown in Table 2 indicate that all study intersections currently operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours. In addition, no significant side-street delays or queuing issues were observed in the field except at the signalized study intersections, which are summarized later.

Table 2 Existing Intersection Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
County Road F/Hamline Avenue	A	9 sec.	C	25 sec.
County Road F/Innovation Way (1)	A/A	9 sec.	A/A	9 sec.
County Road F/East Access (1)	A/A	3 sec.	A/B	13 sec.
County Road F/Lexington Avenue	C	28 sec.	C	25 sec.
Lexington Avenue/South Access (1)	A/B	12 sec.	A/A	9 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst side-street approach LOS. The delay shown represents the worst side-street approach delay.

County Road F/Hamline Avenue Intersection

Although the County Road F/Hamline Avenue intersection currently operates at an acceptable overall LOS C during the p.m. peak hour, the following queuing issues were observed:

P.M. Peak Hour

- Queueing was observed on the northbound intersection approach (95th percentile queue ~ 500 feet), resulting in occasional blockage of access to the northbound right-turn lane.
- Queueing was observed on the westbound intersection approach (95th percentile queue ~ 250 feet), resulting in occasional blockage of access to the westbound right-turn lane.

County Road F/Lexington Avenue Intersection

Although the County Road F/Lexington Avenue intersection currently operates at an acceptable overall LOS C during the a.m. and p.m. peak hours, the following queuing issues were observed:

A.M. Peak Hour

- Queueing was observed on the southbound intersection approach (95th percentile queue ~ 450 feet), resulting in occasional blockage of access to a driveway on the west side of Lexington Avenue.

P.M. Peak Hour

- Queueing was observed on the eastbound intersection approach (95th percentile queue ~ 300 feet), resulting in occasional blockage of access to the eastbound shared through/ right-turn lane.

Proposed Expansion

The proposed Land O'Lakes headquarters expansion, shown in Figure 3, includes construction of an approximate 155,000 square foot building, as well as parking and access improvements. Once completed in the year 2018, the expanded campus is expected to employ approximately 2,100 people, which includes employees from the nearby leased Shoreview offices relocating to the expanded headquarters. The capacity of the expanded campus is estimated to be approximately 2,500 employees. A summary of key project parameters is shown in Table 3.

Table 3 Land O'Lakes Headquarters Expansion Parameters

Parameter	Existing Conditions	Year 2018 Conditions	Capacity Conditions
Gross Floor Area	263,800 Square Feet	418,800 Square Feet	418,800 Square Feet
Employees	991	2,109	2,519

Access to the expanded campus is proposed at the following locations:

- County Road F:
  - Right-in/right-out access located approximately 950 feet east of Hamline Avenue opposite an existing driveway (West Access)
  - Full-access located opposite Innovation Way with traffic signal control (Existing Central Access)
  - Right-in/right-out access located approximately 525 feet west of Lexington Avenue (Existing East Access)
- Lexington Avenue: Full-access located approximately 925 feet south of County Road F (Existing South Access)

Further discussion regarding parking and site access is documented later in this study.

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SRF Consulting Group, Inc.

Site Plan

Land O'Lakes Expansion Traffic Study Update

Arden Hills, MN

0168997.01
May 2016

Figure 3

Trip Generation

To account for traffic impacts associated with the proposed expansion, trip generation estimates for the a.m. and p.m. peak hours as well as a daily basis were developed. These trip generation estimates, shown in Table 4, were developed using existing observed trip generation rates and engineering judgment. Trip generation estimates completed based on the *ITE Trip Generation Manual, 9th Edition* compare well with the a.m. and p.m. peak hour estimates based on observed trip generation rates.

Table 4 Trip Generation Estimates

Land Use Type *(ITE Code)*	Size	A.M. Peak Hour Trips		P.M. Peak Hour Trips		Daily Trips
		In	Out	In	Out	
Existing Conditions						
Observed Trips	991 Employees	394	35	35	336	N/A
Observed Trip Rate		0.398	0.035	0.035	0.339	N/A
Corporate Headquarters Trips *(714)*		415	31	41	335	2,310
Year 2018 Conditions						
Estimated Trips	2,109 Employees	838	74	74	715	N/A
Corporate Headquarters Trips *(714)*		883	66	88	713	4,914
Capacity Conditions						
Estimated Trips	2,519 Employees	1,001	89	89	854	N/A
Corporate Headquarters Trips *(714)*		1,054	79	105	852	5,870

Results of the trip generation estimates indicate that the proposed expanded campus is expected to generate approximately 912 a.m. peak hour and 789 p.m. peak hour trips upon opening in the year 2018. Since existing total daily trip observations were not available, the ITE trip generation estimate of approximately 4,914 daily trips is an appropriate supplement. Upon reaching employee capacity, the proposed expanded campus is expected to generate approximately 1,090 a.m. peak hour, 943 p.m. peak hour, and 5,870 daily trips. These trips were distributed throughout the area based on the directional distribution shown in Figure 4, which was developed based on existing travel patterns and engineering judgment.

Year 2018 Conditions

To help determine impacts associated with the proposed expansion, traffic forecasts were developed for year 2018 conditions (i.e. year of opening). The year 2018 conditions take into account general area background growth and traffic generated by the proposed expansion. The following sections provide details on the planned Lexington Avenue reconstruction, background traffic forecasts, and the intersection capacity analysis for year 2018 conditions.

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SRF Consulting Group, Inc.

Directional Distribution

Land O'Lakes Expansion Traffic Study Update

Arden Hills, MN

0168997.01
May 2016

Figure 4

Lexington Avenue Reconstruction

Lexington Avenue reconstruction between I-694 and Cummings Park Drive is expected to be completed by the end of the year 2016. The County Road F/Lexington Avenue intersection will be reconstructed to include northbound/southbound dual left-turn lanes and single right-turn lanes as well as eastbound/westbound single left-turn lanes. In addition to County Road F/Lexington Avenue intersection improvements, a raised median will be added along Lexington Avenue within the study area. The raised median will restrict some side-street access along Lexington Avenue, which would be expected to result in minor travel pattern changes. However, the Land O'Lakes South Access is expected to remain a full-movement intersection.

Traffic Forecasts

To account for general background growth in the area, an annual growth rate of one-half to one percent was applied to the existing peak hour traffic volumes to develop year 2018 background traffic forecasts. These growth rates are consistent with the *Metropolitan Council Regional Travel Demand Model*. The resultant year 2018 traffic forecasts, which include general background growth and trips generated by the proposed expanded campus, are shown in Figure 5. It should be noted that existing peak hour trips to/from the nearby leased Shoreview offices were not removed from the year 2018 roadway network, as it was assumed these offices would eventually be occupied by other tenants.

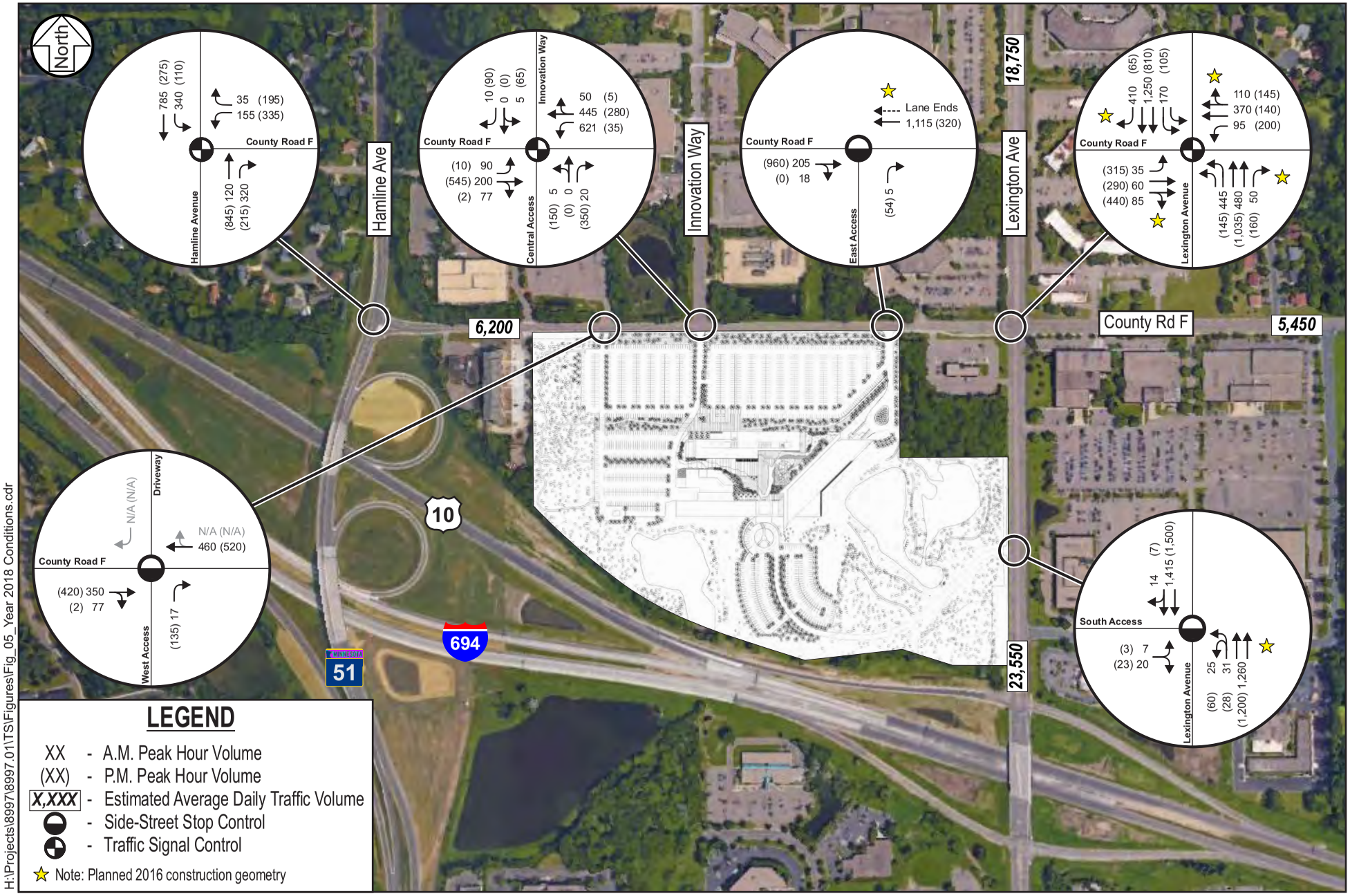
Intersection Capacity Analysis

To determine if the roadway network reconstructed in the year 2016 can accommodate the year 2018 traffic forecasts, a detailed traffic capacity analysis was completed using Synchro/SimTraffic software. Results of the year 2018 intersection capacity analysis shown in Table 5 indicate that all study intersections are expected to operate at an acceptable overall LOS D or better during the a.m. and p.m. peak hours. However, significant side-street delays and queuing issues were observed in the traffic simulation, especially during the p.m. peak hour. It should be noted that the County Road F/ Innovation Way intersection was assumed to be signalized with dedicated eastbound/westbound left-turn lanes and northbound/southbound right-turn lanes under year 2018 conditions.

Table 5 Year 2018 Intersection Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
County Road F/Hamline Avenue	A	9 sec.	C	29 sec.
County Road F/West Access (1)	A/A	5 sec.	A/A	7 sec.
County Road F/Innovation Way	A	8 sec.	B	11 sec.
County Road F/East Access (1)	A/A	2 sec.	A/F	81 sec.
County Road F/Lexington Avenue	C	34 sec.	D	39 sec.
Lexington Avenue/South Access (1)	A/D	34 sec.	A/F	55 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst side-street approach LOS. The delay shown represents the worst side-street approach delay.



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SRF Consulting Group, Inc.

Year 2018 Conditions

Land O'Lakes Expansion Traffic Study Update

Arden Hills, MN

Figure 5

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May 2016

County Road F/Hamline Avenue Intersection

Although the County Road F/Hamline Avenue intersection is expected to operate at an acceptable overall LOS C during the p.m. peak hour, the following queuing issues were observed in the traffic simulation:

P.M. Peak Hour

- Queueing was observed on the northbound intersection approach (95th percentile queue ~ 600 feet), resulting in occasional blockage of access to the northbound right-turn lane.
- Queueing was observed on the westbound intersection approach (95th percentile queue ~ 300 feet), resulting in occasional blockage of access to the westbound right-turn lane.

County Road F/East Access Intersection

Although the County Road F/East Access intersection is expected to operate at an acceptable overall LOS A during the p.m. peak hour, the following side-street delay and queuing issues were observed in the traffic simulation:

P.M. Peak Hour

- Eastbound County Road F queues at Lexington Avenue were occasionally observed to extend through the adjacent East Access intersection. These queues, in combination with limited gaps in free-flow eastbound traffic, result in significant delays on the northbound East Access intersection approach (LOS F), which impacts approximately 50 p.m. peak hour vehicles.

County Road F/Lexington Avenue Intersection

Although the County Road F/Lexington Avenue intersection is expected to operate at an acceptable overall LOS D or better during the a.m. and p.m. peak hours, the following queuing issues were observed:

A.M. Peak Hour

- Queueing was observed on the southbound intersection approach (95th percentile queue > 450 feet), resulting in occasional blockage of access to the southbound dual left-turn lanes and single right-turn lane.

P.M. Peak Hour

- Queueing was observed on the eastbound intersection approach (95th percentile queue ~ 500 feet), resulting in the occasional blockage of access to the eastbound left-turn lane and shared through/right-turn lane.
- Queueing was observed on the northbound intersection approach (95th percentile queue ~ 450 feet), resulting in occasional blockage of access to the northbound dual left-turn lanes and single right-turn lane.

Lexington Avenue/South Access Intersection

Although the Lexington Avenue/South Access intersection is expected to operate at an overall LOS A during the p.m. peak hour, significant side-street delays were observed in the traffic simulation:

P.M. Peak Hour

- Limited gaps in free-flow southbound Lexington Avenue traffic, in combination with northbound U-turn maneuvers, result in significant delays on the eastbound South Access intersection approach (LOS F), which impacts approximately 25 p.m. peak hour vehicles.

Recommended Short-Term Improvements

To provide the study area and proposed expansion with acceptable levels of service/queuing and safe operations in the short-term, the following geometric/traffic control improvements are recommended for consideration.

Study Intersections

County Road F/Hamline Avenue Intersection

- Extend the westbound right-turn lane to accommodate 150 feet of additional vehicle storage.

County Road F/Innovation Way Intersection

- Implement traffic signal control.
  - Construct the northbound/southbound approaches with a shared through/left-turn lane and a dedicated right-turn lane.
  - Construct the eastbound/westbound approaches with a dedicated left-turn lane and a shared through/right-turn lane.

County Road F/East Access Intersection

- Implement three-quarter access to maintain inbound heavy truck access.

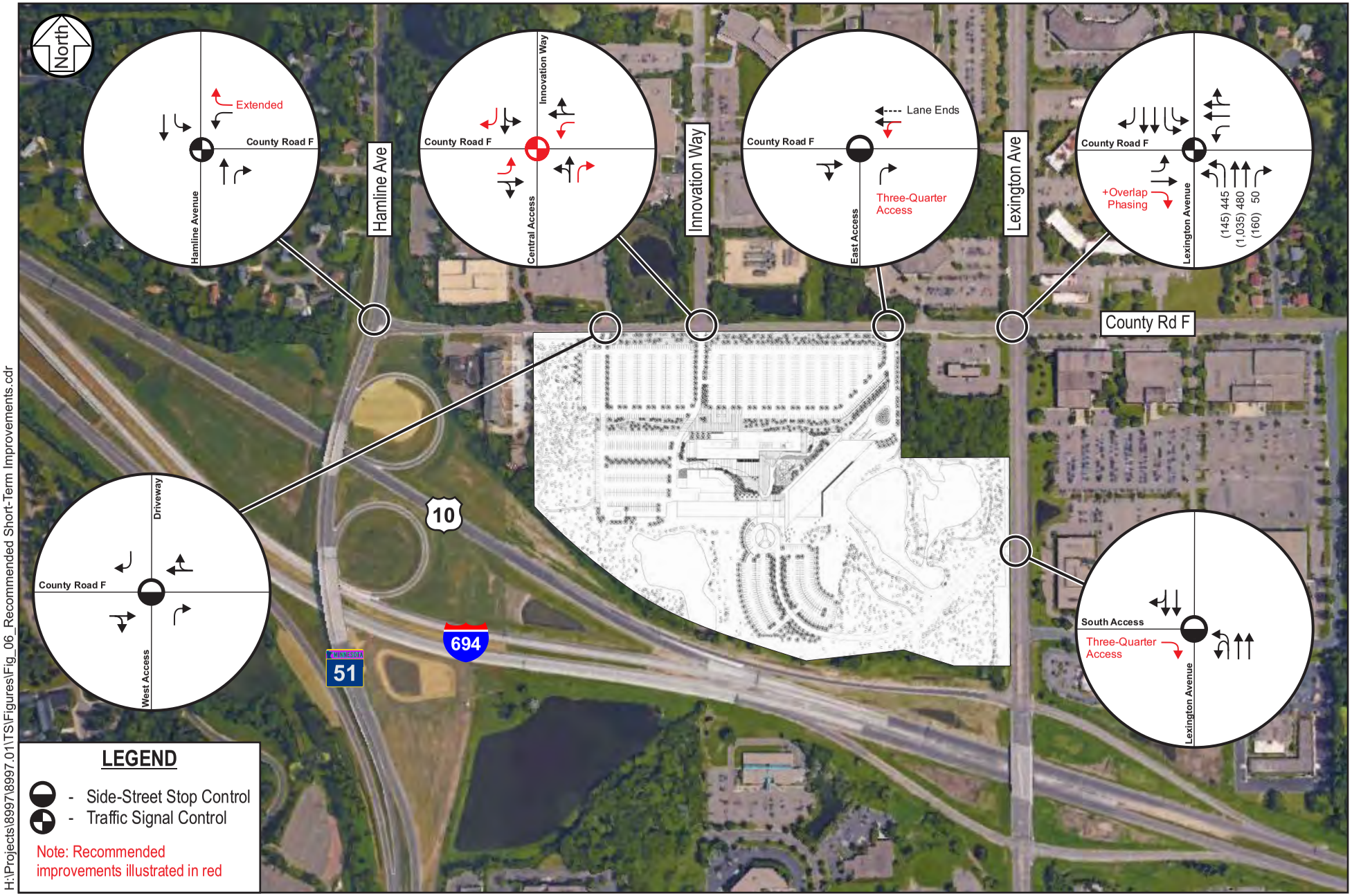
County Road F/Lexington Avenue Intersection

- Reassign the three eastbound approach lanes as dedicated left-turn/through/right-turn lanes. Implement an eastbound right-turn overlap with the northbound left-turn signal phasing.

Lexington Avenue/South Access Intersection

- Construct a three-quarter access intersection to prohibit eastbound left-turn maneuvers. This intersection layout would be expected to function well with the planned three-quarter access intersection at Lexington Avenue/Gramsie Road.

An illustration of recommended short-term improvements is shown in Figure 6.



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Recommended Short-Term Improvements

Land O'Lakes Expansion Traffic Study Update

Arden Hills, MN

Figure 6

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May 2016

Year 2038 Conditions

To help determine impacts associated with the proposed expansion once at full capacity, an evaluation of year 2038 (i.e. 20-years after opening) conditions was completed. The following sections provide details on background traffic forecasts and the intersection capacity analysis for year 2038 conditions.

Traffic Forecasts

Annual growth rates of one-half to one percent were again applied to the existing peak hour traffic volumes to develop year 2038 background traffic forecasts. These growth rates are consistent with the *Metropolitan Council Regional Travel Demand Model*. The resultant year 2038 traffic forecasts, which include general background growth and trips generated by the proposed expanded campus at capacity, are shown in Figure 7.

Intersection Capacity Analysis

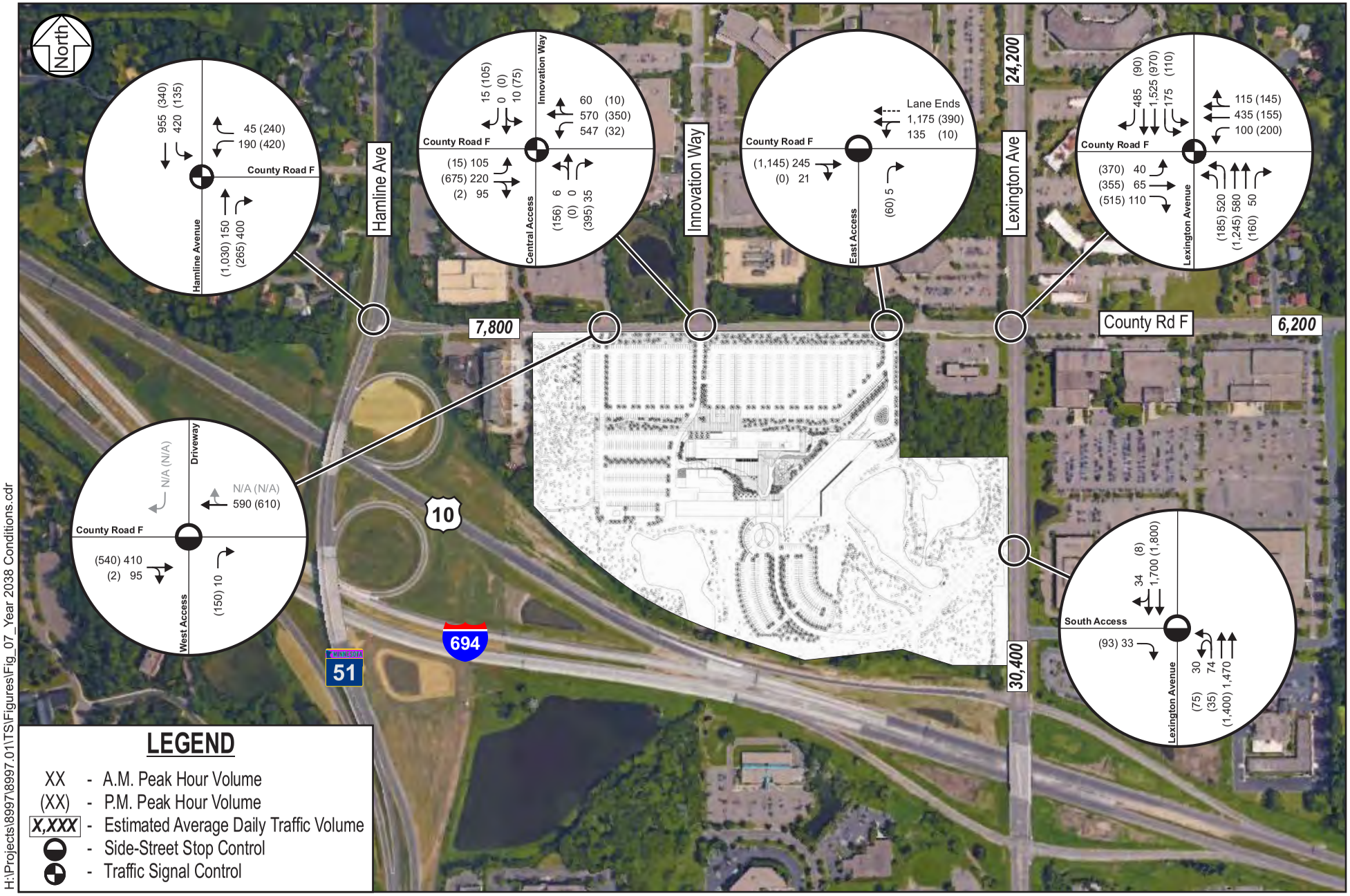
To determine if the roadway network reconstructed in the year 2016 including recommended short-term improvements can accommodate the year 2038 traffic forecasts, a detailed traffic capacity analysis was again completed using Synchro/SimTraffic software.

Results of the year 2038 intersection capacity analysis shown in Table 6 indicate that all study intersections, except the County Road F/Hamline Avenue and County Road F/Lexington Avenue intersections, are expected to operate at an acceptable overall LOS D or better during the a.m. and p.m. peak hours. The County Road F/Lexington Avenue intersection is expected to operate at an overall LOS E during the a.m. peak hour while the County Road F/Hamline Avenue intersection is expected to operate at an overall LOS F during the p.m. peak hour. Furthermore, side-street delay and queueing issues were observed in the traffic simulation.

Table 6 Year 2038 Intersection Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
County Road F/Hamline Avenue	B	14 sec.	F	175 sec.
County Road F/West Access (1)	A/A	5 sec.	B/B	12 sec.
County Road F/Innovation Way	B	10 sec.	C	22 sec.
County Road F/East Access (1)	A/A	3 sec.	B/F	> 3 min.
County Road F/Lexington Avenue	E	62 sec.	D	43 sec.
Lexington Avenue/South Access (1)	A/A	2 sec.	A/A	2 sec.

(1) Indicates an unsignalized intersection with side-street stop or yield control, where the overall LOS is shown followed by the worst side-street approach LOS. The delay shown represents the worst side-street approach delay.



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Year 2038 Conditions

Land O'Lakes Expansion Traffic Study Update

Arden Hills, MN

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May 2016

Figure 7

County Road F/Hamline Avenue Intersection

Significant northbound and westbound delays and queuing are anticipated at the County Road F/ Hamline Avenue intersection during the p.m. peak hour, resulting in an overall LOS F.

County Road F/Lexington Avenue Intersection

Significant southbound delays and queuing are anticipated at the County Road F/Lexington Avenue intersection during the a.m. peak hour, resulting in an overall LOS E. Although the County Road F/ Lexington Avenue intersection is expected to operate at an acceptable overall LOS D during the p.m. peak hour, queues on the eastbound approach are expected to occasionally block access to the eastbound left- and right-turn lanes, as well as the East Access exit to County Road F.

Recommended Long-Term Improvements

To provide the study area and proposed expansion with acceptable levels of service/queuing and safe operations in the long-term, the following geometric/traffic control improvements are recommended for consideration.

Study Segments

County Road F (Hamline Avenue to Lexington Avenue)

- Consider constructing as a four-lane roadway.

Study Intersections

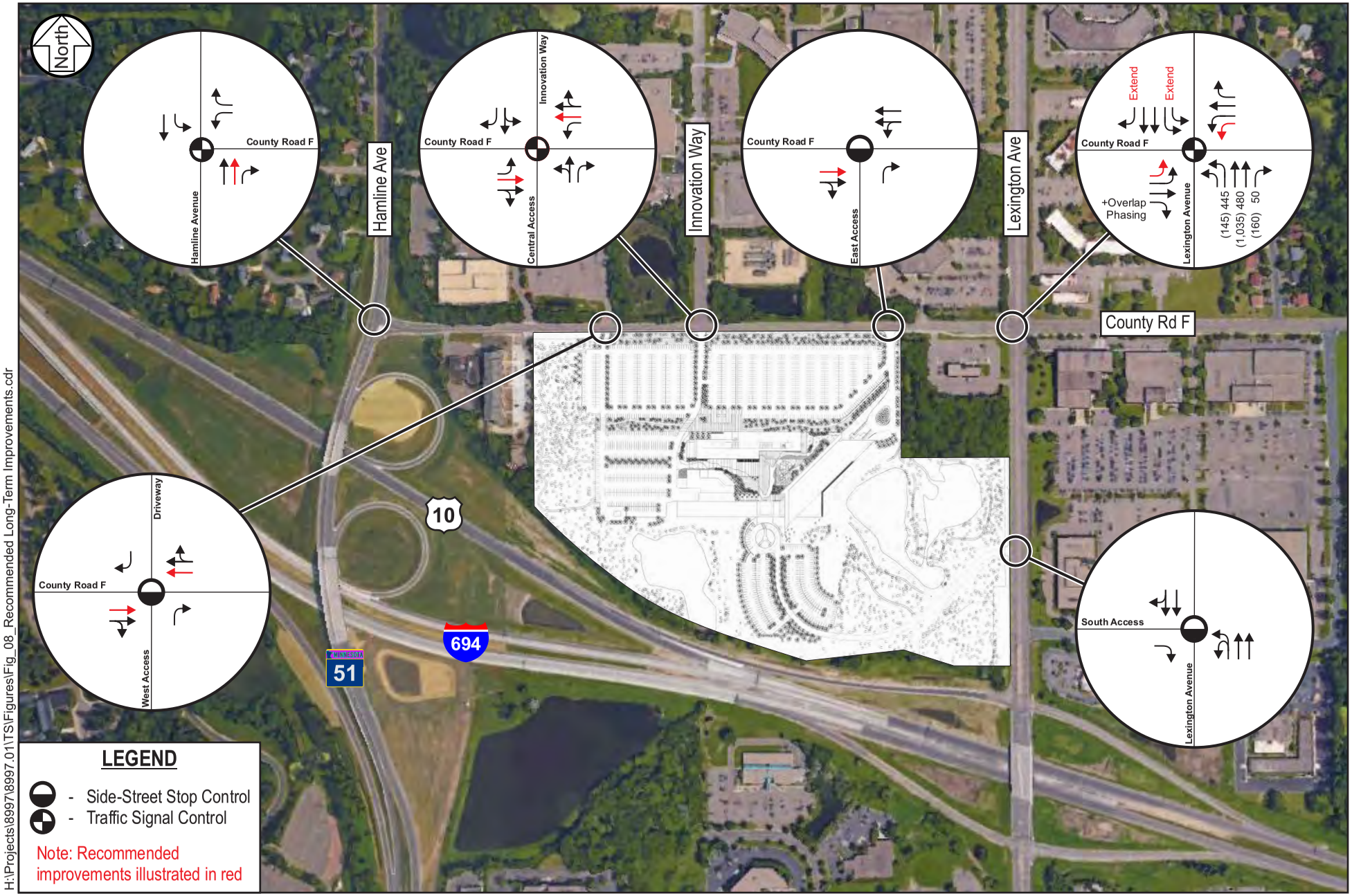
County Road F/Hamline Avenue Intersection

- Consider extending two northbound lanes through the intersection as far north as Eide Circle. This improvement would minimize northbound queuing in the high-speed transition area between MN Highway 51 and Hamline Avenue while maximizing traffic signal green time for the westbound direction.

County Road F/Lexington Avenue Intersection

- Construct the eastbound/westbound approaches with dual dedicated left-turn lanes, and single through and right-turn lanes. This improvement would minimize eastbound/ westbound queueing while maximizing traffic signal green time for the northbound/ southbound directions.
- Extend southbound left- and right-turn lanes to accommodate additional vehicle storage.

An illustration of recommended long-term improvements is shown in Figure 8.



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SRF Consulting Group, Inc.

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May 2016

Recommended Long-Term Improvements

Land O'Lakes Expansion Traffic Study Update
Arden Hills, MN

Figure 8

Traffic Signal Warrant Analysis

Due to significant anticipated traffic volumes along County Road F, left-turn, through, and potentially right-turn maneuvers from the Central Access at Innovation Way are expected to be difficult during the peak periods under the forecast year 2018 and 2038 conditions with side-street stop control. Turn-lane improvements alone would not provide the gaps necessary for vehicles to safely and efficiently perform these maneuvers. Therefore, a traffic control improvement (i.e. traffic signal) would be necessary to improve intersection operations to acceptable levels of service.

A preliminary traffic signal warrant analysis was performed based on anticipated year 2018 and 2038 traffic volumes at the County Road F/Innovation Way intersection. Results of the preliminary traffic signal warrant analysis indicate that the County Road F/Innovation Way intersection is expected to meet a peak hour warrant under year 2018 conditions. Furthermore, multiple signal warrants are expected to be met under year 2038 conditions.

Metro Transit A-Line Snelling Bus Rapid Transit

Metro Transit A-Line bus rapid transit (BRT) will connect the METRO Blue and Green light rail transit (LRT) lines with the Snelling Avenue corridor and Rosedale Center. A-Line BRT will offer a package of transit enhancements which add up to a faster trip and an improved experience, including:

- Frequent service
- Train-like features
- Enhanced stations with more amenities
- Enhanced security
- Specialized vehicles

Starting in June 2016, A-Line BRT will operate via 46th Street, Ford Parkway, and Snelling Avenue between the 46th Street/Hiawatha Avenue Station in Minneapolis and the Rosedale Transit Center in Roseville. Although the northern terminus of A-Line BRT will be Rosedale Center (approximately four miles south of Land O'Lakes headquarters) a potential future extension could bring A-Line BRT to Arden Hills. This potential future extension is neither funded nor in an official planning stage. However, should an extension be completed, A-Line BRT could potentially produce a reduction (on the order of magnitude of five percent or less) in Land O'Lakes site trips and parking demand.

Site Plan/Access Review

A review of the proposed site plan was completed to identify any issues and recommend potential improvements with regard to site access, circulation, and parking. In general, the following should be considered when designing internal traffic controls and roadways:

- Incorporate traffic controls, signing and striping based on guidelines established in the *Manual on Uniform Traffic Control Devices* (MUTCD).
    - In particular, it is important to identify traffic controls at intersections between internal parking lot aisles to minimize vehicular conflicts and driver confusion.

Access

The recommended access spacing along minor arterial roadways such as County Road F and Lexington Avenue in the *MnDOT Access Management Manual* is shown in Table 7.

Table 7 MnDOT Recommended Access Spacing – Minor Arterial

Area	Primary Full-Movement Intersection	Secondary Intersection	Signal Spacing
Urban/Urbanizing	1/4 Mile	1/8 Mile	1/4 Mile

As proposed, the Central Access located opposite Innovation Way is approximately one-quarter mile to signalized intersections in both directions along County Road F (i.e. at Hamline Avenue and Lexington Avenue). Therefore, a traffic signal would be appropriate at this intersection from an access and signal spacing perspective. Since the proposed West Access and East Access are located less than one-quarter mile from adjacent full-movement intersections along County Road F, these site accesses would be considered secondary intersections. Similarly, the South Access is located less than one-quarter mile from adjacent full-movement intersections along Lexington Avenue, and would also be considered a secondary intersection. Restricting movements at these secondary intersections may produce safety and operational benefits. Therefore, the following access restrictions are recommended for consideration:

County Road F/West Access Intersection

- Construct a right-in/right-out access intersection. Similarly, the opposing driveway would also function as a right-in/right-out intersection.

County Road F/East Access Intersection

- Construct a three-quarter access intersection to prohibit northbound left-turn maneuvers.

Lexington Avenue/South Access Intersection

- Construct a three-quarter access intersection to prohibit eastbound left-turn maneuvers. This intersection layout would be expected to function well with the planned three-quarter access intersection at Lexington Avenue/Gramsie Road.

Further discussions should occur between the City of Arden Hills, Ramsey County, and local businesses regarding future access along County Road F.

Circulation

The movement of general passenger vehicles onsite is not expected to be an issue. However, access to loading docks on the east side of the existing structure could be difficult for heavy trucks approaching Land O'Lakes on westbound County Road F with the proposed right-in/right-out access. Therefore, as noted previously, implementing a three-quarter access at the County Road F/ East Access intersection to allow more direct heavy truck access is recommended.

Parking

To evaluate the future parking need at the expanded headquarters, various data points were compiled. Parking lot inventories were completed in October 2015 during the following time periods:

- Weekday – 9:30 a.m. to 10:30 a.m.
- Weekday – 1:30 p.m. to 2:30 p.m.

Additionally, aerial imagery from weekdays dating back to the year 2013 were reviewed. Finally, a parking generation estimate was completed using the *ITE Parking Generation Manual, Fourth Edition* based on the average peak parking rate for the most comparable land use for which parking data was available. A summary of compiled parking data is shown in Table 8.

Table 8 Parking Generation Summary

Parking Parameter	Size	Parking Demand	Parking Capacity
Existing Conditions			
Maximum Observed Parking (Site Visit)	991 Employees	832 Vehicles	931 Spaces (Existing Capacity)
Maximum Observed Parking (Aerials)		761 Vehicles	
Maximum Observed Parking Rate		0.840 Veh./Employee	
Office Building *(701)*		823 Vehicles	
Year 2018 Conditions			
Estimated Peak Parking Demand Based on Maximum Observed Parking Rate	2,109 Employees	1,772 Vehicles	1,860 Spaces (Parking Demand Including Five Percent Surplus)
Office Building *(701)*		1,751 Vehicles	
Capacity Conditions			
Estimated Peak Parking Demand Based on Maximum Observed Parking Rate	2,519 Employees	2,116 Vehicles	2,220 Spaces (Parking Demand Including Five Percent Surplus)
Office Building *(701)*		2,091 Vehicles	

Based on the existing maximum observed parking rate, a peak parking demand of 2,116 vehicles is estimated for employee capacity conditions at the expanded headquarters. It is recommended that a minimum five percent surplus of parking spaces be provided to reduce unnecessary circulation of motorists looking for parking and the perception of inadequate parking. Therefore, a minimum of 2,220 parking spaces is recommended at the expanded Land O'Lakes headquarters for employee capacity conditions.

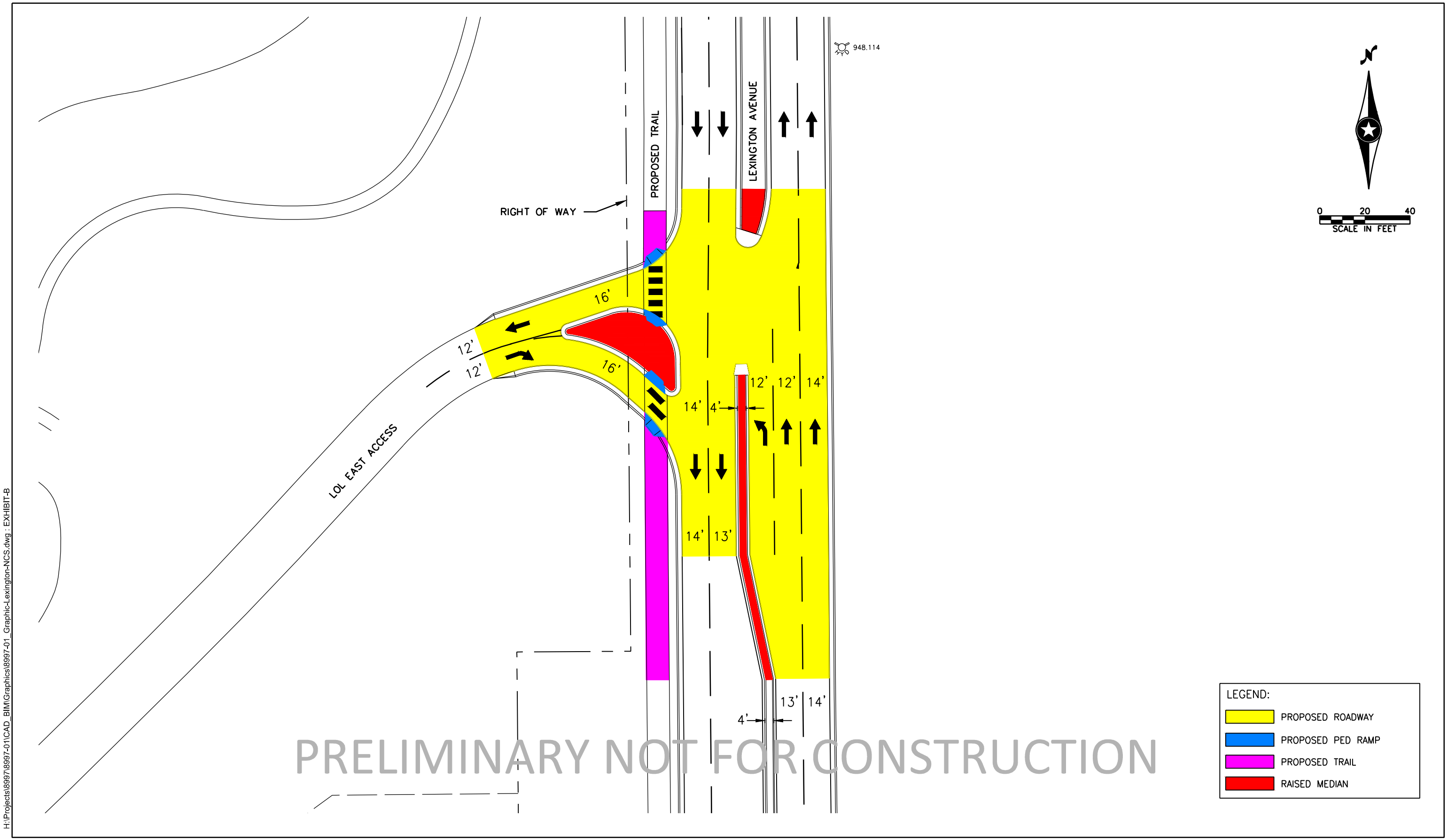
It should be noted that the currently proposed parking capacity for the expanded Land O'Lakes headquarters is 1,685 spaces. A parking deficit of approximately 535 spaces is estimated based on the recommended capacity of 2,220 spaces. However, it should be noted that the Requirements for Parking, Loading and Circulation (1325.06) in the *Arden Hills Zoning Code* require one space of off-street parking for every 250 square feet of gross floor area for business and professional offices. At this rate, the proposed 418,800 square foot facility requires only 1,676 off-street parking spaces.

Summary and Conclusions

The following study summary and conclusions are offered for your consideration:

1) Results of the existing intersection capacity analysis indicate that all study intersections currently operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours. In addition, no significant side-street delays or queuing issues were observed in the field or traffic simulation, except at the County Road F/Hamline Avenue and County Road F/Lexington Avenue signalized intersections.
2) Once completed in the year 2018, the expanded Land O'Lakes headquarters is expected to employ approximately 2,100 people. However, site capacity is estimated at approximately 2,500 employees. Access to the site is proposed at the following locations:
   a. County Road F:
      i. Right-in/right-out access located approximately 950 feet east of Hamline Avenue opposite an existing driveway (West Access)
      ii. Full-access located opposite Innovation Way with traffic signal control (Existing Central Access)
      iii. Right-in/right-out access located approximately 525 feet west of Lexington Avenue (Existing East Access)
   b. Lexington Avenue: Full-access located approximately 925 feet south of County Road F (Existing South Access)
3) Under year 2018 conditions, the expanded campus is expected to generate approximately 912 a.m. peak hour, 789 p.m. peak hour, and 4,914 daily trips. Upon reaching employee capacity, the expanded campus is expected to generate approximately 1,090 a.m. peak hour, 943 p.m. peak hour, and 5,870 daily trips.
4) Lexington Avenue reconstruction between I-694 and Cummings Park Drive is expected to be completed by the end of the year 2016. The County Road F/Lexington Avenue intersection will be reconstructed to include northbound/southbound dual left-turn lanes and single right-turn lanes as well as eastbound/westbound single left-turn lanes. In addition to the County Road F/ Lexington Avenue intersection improvements, a raised median will be added along Lexington Avenue within the study area. However, the Land O'Lakes South Access is expected to remain a full-movement intersection.
5) Results of the year 2018 (i.e. year of opening) intersection capacity analysis indicate that all study intersections are expected to operate at an acceptable overall LOS D or better during the a.m. and p.m. peak hours. However, significant side-street delays and queuing issues were observed, especially during the p.m. peak hour.
   a. Consequently, a number of short-term geometric and traffic control improvements are recommended for consideration (See **Recommended Short-Term Improvements**).

6) Results of the year 2038 intersection capacity analysis indicate that all study intersections, except the County Road F/Hamline Avenue and County Road F/Lexington Avenue intersections, are expected to operate at an acceptable overall LOS D or better during the a.m. and p.m. peak hours. The County Road F/Lexington Avenue intersection is expected to operate at an overall LOS E during the a.m. peak hour while the County Road F/Hamline Avenue intersection is expected to operate at an overall LOS F during the p.m. peak hour. Furthermore, side-street delay and queueing issues were observed in the traffic simulation.
   a. Consequently, a number of long-term geometric and traffic control improvements are recommended for consideration (See **Recommended Long-Term Improvements**).
7) A preliminary traffic signal warrant analysis was performed based on anticipated year 2018 and 2038 traffic volumes at the County Road F/Innovation Way intersection. Results of the preliminary traffic signal warrant analysis indicate that the County Road F/Innovation Way intersection is expected to meet a peak hour warrant under year 2018 conditions. Furthermore, multiple signal warrants are expected to be met under year 2038 conditions.
8) A future extension of Metro Transit A-Line Snelling Bus Rapid Transit could potentially produce a reduction (on the order of magnitude of five percent or less) in Land O'Lakes site trips and parking demand. However, a potential extension is neither funded nor in an official planning stage.
9) A review of the proposed site plan was completed to identify any issues and recommend potential improvements with regard to site access, circulation, and parking. Recommendations for consideration include:
   a. Incorporate traffic controls, signing and striping based on guidelines established in the *Manual on Uniform Traffic Control Devices* (MUTCD).
      i. In particular, it is important to identify traffic controls at intersections between internal parking lot aisles to minimize vehicular conflicts and driver confusion.
   b. Construct right-in/right-out access at the County Road F/West Access intersection. Similarly, an opposing driveway would also function as a right-in/right-out intersection.
   c. Construct three-quarter access at the County Road F/East Access intersection to prohibit northbound left-turn maneuvers.
      i. This intersection layout would allow more direct truck access to loading docks on the east side of the existing structure.
   d. Construct three-quarter access at the Lexington Avenue/South Access intersection to prohibit eastbound left-turn maneuvers.
      i. This intersection layout would be expected to function well with the planned three-quarter access intersection at Lexington Avenue/Gramsie Road.
   e. A minimum of 2,220 parking spaces is recommended for employee capacity conditions based on the existing maximum observed parking rate.
      i. However, the proposed 418,800 square foot facility requires only 1,676 off-street parking spaces per *Arden Hills Zoning Code*.



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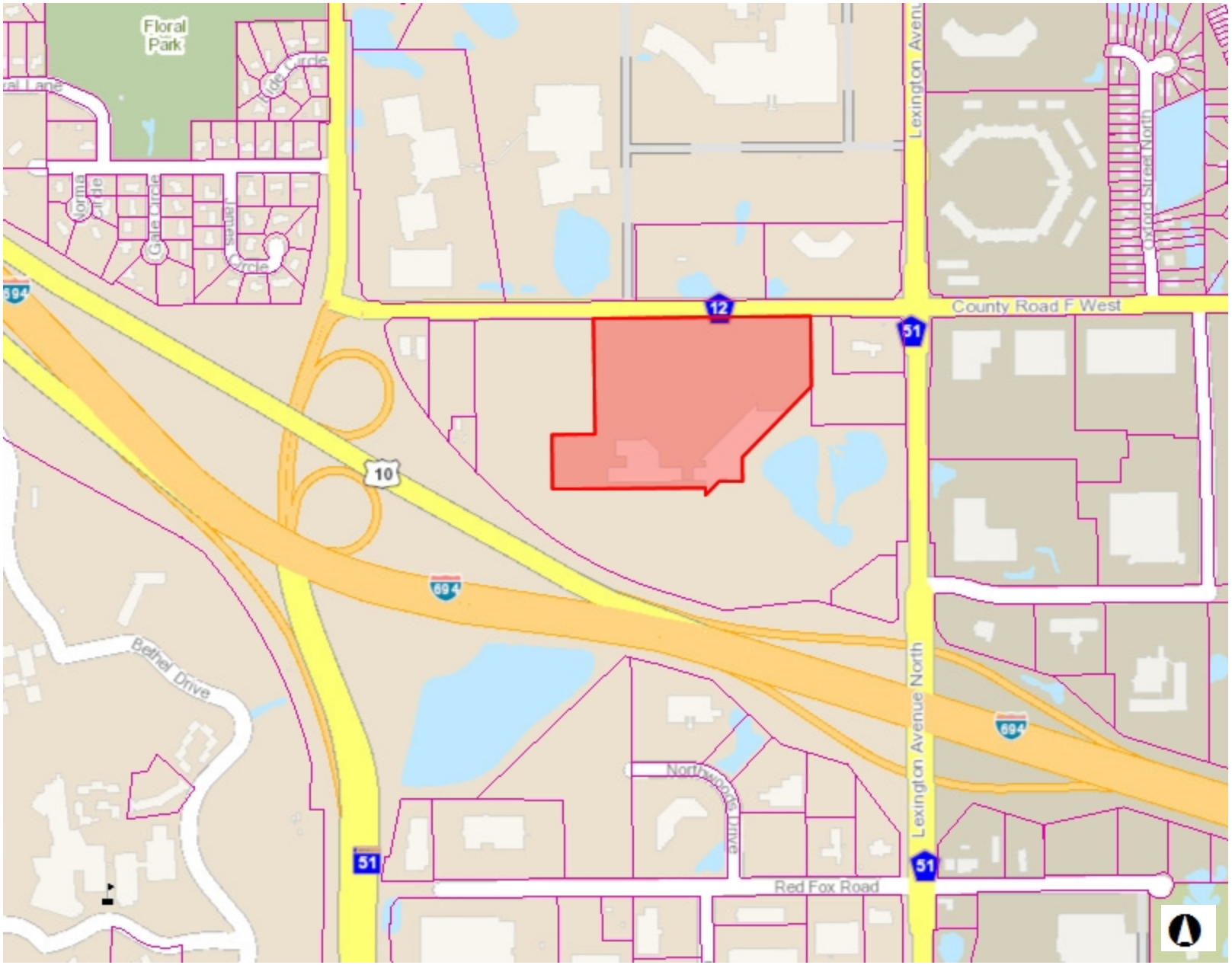
Job # 8997.01
5/24/2016 - 2:18PM

Ramsey County - Lexington Ave. Entrance to Land O'Lakes - Conceptual Layout

Land O' Lakes Expansion Traffic Study Update
Arden Hills, MN

Figure B

MapRamsey



Legend

- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Airports

Notes

Enter Map Description

Attachment E

1,333.2 0 666.58 1,333.2 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet

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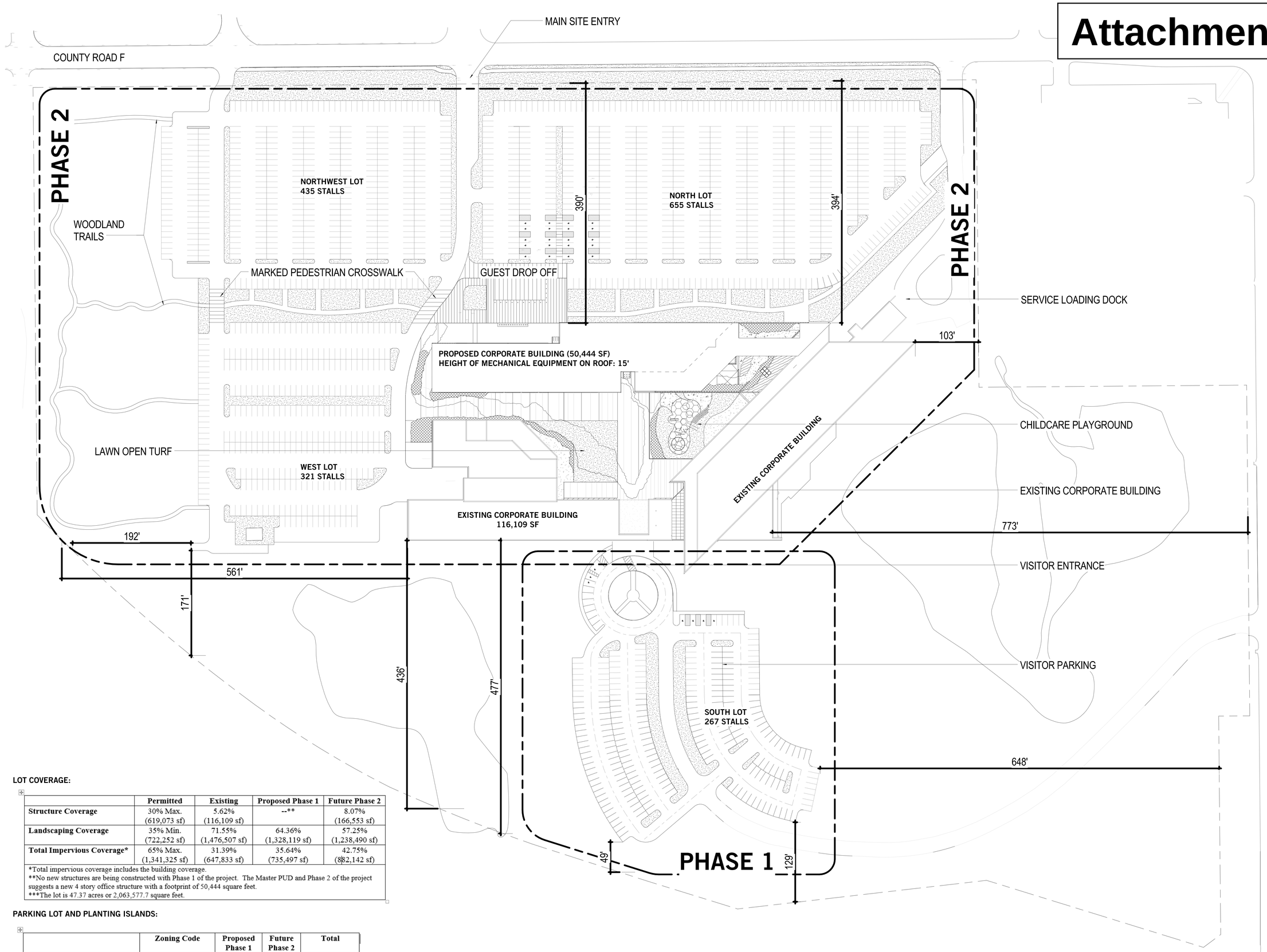
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Attachment F



LOT COVERAGE:

	Permitted	Existing	Proposed Phase 1	Future Phase 2
Structure Coverage	30% Max. (619,073 sf)	5.62% (116,109 sf)	--**	8.07% (166,553 sf)
Landscaping Coverage	35% Min. (722,252 sf)	71.55% (1,476,507 sf)	64.36% (1,328,119 sf)	57.25% (1,238,490 sf)
Total Impervious Coverage*	65% Max. (1,341,325 sf)	31.39% (647,833 sf)	35.64% (735,497 sf)	42.75% (882,142 sf)

*Total impervious coverage includes the building coverage.
**No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure with a footprint of 50,444 square feet.
***The lot is 47.37 acres or 2,063,577.7 square feet.

PARKING LOT AND PLANTING ISLANDS:

	Zoning Code	Proposed Phase 1	Future Phase 2	Total
Percent (%) of Planting Islands	10% Min.	14.89%	5.9%	7.62%
Square feet of Planting Islands	63,494	18,172	30,240	48,412
Square feet of Parking Lot	--	122,054	512,886	634,940

1 PUD LAYOUT PLAN
1" = 50'-0"

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LANDSCAPING
PERKINS+WILL

PUD APPLICATION 05/02/2016

NOT FOR CONSTRUCTION

PROJECT

LAND O'LAKES HEADQUARTERS CONSOLIDATION
4001 Lexington Ave N. Arden Hills, MN

LAND O'LAKES
4001 Lexington Ave N.
Arden Hills, MN 55126

KEYPLAN

ISSUE CHART

MARK	ISSUE	DATE
Job Number		051354.040
Drawn		Author
Checked		Checker
Approved		Approver

TITLE

SITE PLAN

SHEET NUMBER

L04-04

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Attachment G

DRAFT

Approved:

CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, JUNE 8, 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 Angela Hames, Steven Jones, James Lambeth, and Clayton Zimmerman.

Absent: Commissioners Brent Bartel (excused), Nick Gehrig (excused), and Phillip Neururer (excused).

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

APPROVAL OF AGENDA – JUNE 8, 2016

Chair Thompson stated the agenda will stand as published.

APPROVAL OF MINUTES

April 6, 2016 – Planning Commission Regular Meeting

Commissioner Zimmerman moved, seconded by Commissioner Jones, to approve the April 6, 2016, Planning Commission Regular Meeting minutes as presented. The motion carried unanimously (5-0).

PLANNING CASES

B. Planning Case 16-014; Master PUD and Final PUD Phase 1 – Land O'Lakes – *Public Hearing*

City Planner Streff stated that the Land O'Lakes corporate headquarters has operated in Arden Hills since 1981. The campus operates as a Planned Unit Development originally approved by

Conditional Use Permit (CUP), previously known as a Special Use Permit (SUP), in Planning Case 79-004.

City Planner Streff explained that the Land O'Lakes campus is comprised of approximately 49 acres and is generally located north of Interstate 694, east of Hamline Avenue North, south of County Road F, and west of Lexington Avenue North. Currently, the site contains two principal buildings situated towards the center of the property: the corporate headquarter building and a research and development building. Between these two facilities, the campus includes 263,800 gross square feet of building space. Additional improvements on the site include a surface parking lot with approximately 931 parking stalls and regional stormwater facilities. The remainder of the property is covered by wooded and open lawn areas.

City Planner Streff indicated that the applicant is requesting approval of a major addition to their campus that would allow the company to consolidate their Arden Hills and Shoreview locations into one headquarters facility at their existing Arden Hills property. The proposal includes the construction of a four-story, approximately 155,000 gross square foot office building just to the north of the existing principal buildings. Land O'Lakes is incorporating sustainable best practices into the design of the building and will seek a minimum of LEED Gold certification for the project. Other site improvements would include the expansion of the surface parking lots to provide approximately 1,678 parking stalls and the provision of extensive native landscaping areas to enhance the overall character of the site.

City Planner Streff reported that Land O'Lakes currently leases office facilities in Shoreview at the southeast corner of Lexington Avenue North and County Road F. Approximately 900 employees now work at this location and would be relocated to the Arden Hills campus with the completion of the new building. The company estimates that 2,100 employees will work on the site after consolidation in late 2018. It was noted Planning Case 16-014 includes two separate components:

1. Master Planned Unit Development Amendment
2. Final Planned Unit Development Phase 1

City Planner Streff stated that the Master PUD Amendment request would update the campus master plan. Land O'Lakes will be completing the new office building and site improvements over two phases. Phase I includes the expansion and reconfiguration of the visitor parking lot on the south side of the existing buildings. This phase is expected to be completed by late summer 2016. Phase II would comprise the remaining components of the expansion project, including the new office building and the expansion of the employee surface parking lot on the north side of the buildings. Construction on Phase II is expected to be complete by December 31, 2018. At this time, Land O'Lakes is requesting City approvals for the overall Master PUD and the Final PUD for Phase I of the project. The company expects to submit a Final PUD application for Phase II in June 2016.

City Planner Streff commented that the Planned Unit Development process is a tool that provides additional flexibility for development that an underlying zoning district would not otherwise allow. For example, a PUD may make exceptions to setbacks, lot coverage, parking requirements, signage, building materials, or landscaping requirements. It is intended to overcome the limitations of zoning regulations and improve the overall design of a project.

While the PUD process allows the City to negotiate certain aspects of the development, any conditions imposed on the PUD must have a rational basis related to the expected impact of the development. A PUD cannot be used to permit uses that would not otherwise be permitted in the underlying zoning district.

City Planner Streff indicated that the first step in the PUD process is the Master PUD, which is a detailed concept plan for the entire development proposal, often outlining individual phases for development over a specified period of time. The second step is the Final PUD for each phase, which is a more detailed review as each development phase moves forward. During the Master PUD stage, the City works with the applicant to set an overall design framework or standard for a proposed development. These standards are then written into a development agreement which generally includes the design standards, a list of conditions, the size of the development, and what, if any, deviations from the underlying zoning district will be permitted. Once the Master PUD is approved, the applicant then creates a development that conforms to the development agreement for each subsequent Final PUD phase. The level of detail is guided by the type and scale of the development as well as the guidance or flexibility within the Zoning Code.

<u>Site Data</u>

Land Use Plan:	I/O Light Industrial and Office
Existing Land Use:	OFC – Office
Zoning:	I-1 – Limited Industrial District
Current Lot Sizes:	47.37 Acres (2,063,577.7 square feet)
Topography:	Fairly Flat

City Planner Streff reviewed the surrounding area and the Plan Evaluation.

City Planner Streff provided the Findings of Fact for review:

General Findings:

1. The applicant is requesting approval of a Master Planned Unit Development (PUD) Agreement & Final PUD for Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan located at 4001 Lexington Avenue North.
2. Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan includes the expansion of the south parking lot on the campus and Phase 2 includes the construction of a new four-story office building along with the reconfiguration and expansion of the parking area on the north side of the campus.
3. The PUD process allows for flexibility within the City's regulations through a negotiated process with a developer.
4. The Land O'Lakes property is comprised of 47.37 acres.
5. The Land O'Lakes property is located at 4001 Lexington Avenue North.
6. The Land O'Lakes property is located in the I-1 – Limited Industrial District.
7. The proposed use is a permitted use in the I-1 – Limited Industrial District.
8. The Master Planned Unit Development (PUD) Amendment and Final PUD for Phase 1 are in substantial conformance with the requirements set forth in the City's Zoning Code and design standards.
9. Where the plan is not in conformance with the City's Zoning Code, flexibility has been requested by the applicant.

10. A traffic study has been completed for the expansion of the Campus and suggests that a 3/4 access be constructed during Phase 1 of the project.
11. The proposed plan is in conformance with the City's 2030 Comprehensive Plan. The property at 4001 Lexington Avenue North is guided for Light Industrial and Office (I/O). The IO area is designated for a broad range of light industrial uses such as warehousing with manufacturing and office.

City Planner Streff stated that based on the submitted plans and findings of fact, staff recommends approval of Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 at 4001 Lexington Avenue North. If the Planning Commission recommends approval of this request, staff recommends that the following sixteen (16) conditions be included with the approval:

1. That the project shall be completed in accordance with the submitted plans 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. That the applicant shall obtain a permit within one year of the Final Phase 1 PUD approval or the approval shall expire unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
3. That the applicant shall apply for a Final Phase II PUD within one year of the approval of the Final Phase 1 PUD or the approval shall expire unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
4. That a Master PUD Agreement and Phase I Development Contract shall be prepared by the City Attorney and subject to City Council approval. The Master PUD Agreement and Final Phase I Development Contract shall be executed prior to the issuance of any development permits for Phase I.
5. The applicant shall provide a construction phasing plan that includes plans for fire and police access throughout construction, subject to the approval of the Fire Marshall, Public Works Director, and Ramsey County Sheriff prior to the issuance of any development permits.
6. The Developer shall submit a financial surety in the amount of $200,000 for site improvements, including grading, utilities, and paving, prior to the issuance of any development permits. Upon completion of required Developer improvements, and acceptance by the City, the City may reduce the amount of security for the improvements still to be completed. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank, and be in a form acceptable to the City. The purpose of the letter of credit is to ensure that private site improvements stabilized in the event that the Developer defaults on the Master PUD Agreement and Phase I Development Contract.
7. The Developer shall submit a cash escrow for site improvements, including grading, utilities, and paving, in the amount of $20,000 prior to the issuance of any development permits. The escrow will be used for City costs related to review, approval, and inspection of site improvements or any costs incurred by the City in the event of a developer default. If at any time during the course of construction on the project the amount in the account is reduced to below $5,000, the Developer shall

replenish the account to not less than $20,000. In the event there is a failure to replenish the account in accordance with the terms of the Agreement, the City has the right to withhold the issuance of a Certificate of Occupancy until the deficiency is paid. Upon completion of the project, payment of all outstanding bills and satisfaction of this Agreement, the City shall refund the remainder of the account to the Developer.

8. The Developer shall submit a financial surety in the amount of 125 percent 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 letter of credit shall automatically renew for successive one-year terms unless at least sixty (60) days prior to the next annual renewal date, the issuing bank delivers notice to the City that it intends to modify the terms of, or cancel, the letter of credit. A partial reduction in the letter of credit may be granted by the City in the event that landscaping improvements are installed over successive growing seasons. The purpose of the letter of credit is to ensure that landscaping is completed in the event that the developer defaults on the Development Agreement.
9. The Developer shall submit a cash escrow for landscaping improvements in the amount of $15,000 prior to the issuance of any development permits. The escrow will be held by the City for two years after installation of landscaping and used for City costs related to review, approval, and inspection of landscaping, or developer default.
10. That the proposed project may require permits, including, but not limited to, MPCA-NPDES, Rice Creek Watershed District, Minnesota Department of Health, Ramsey County and City Right of Way, and City Grading and Erosion Control permits. Copies of all issued permits shall be provided to the City prior to the issuance of any development permits.
11. That the final plans for Phase 1 shall be subject to approval by the City Engineer, Building Official, and Fire Marshal prior to the issuance of a grading and erosion control permit.
12. Final grading, drainage, utility, and site plans shall be subject to approval by the Public Works Director, City Engineer, and City Planner prior to the issuance of a grading and erosion control permit or other development permits.
13. That upon completion of grading and utility work on the site, a grading as-built and utility as-built shall be provided to the City for review.
14. That the final Lighting and Photometric Plan for Phase 1 shall be reviewed and approved by the City prior to the issuance of a grading and erosion control permit for Phase 1.
15. That the access onto Lexington Avenue North shall be revised to a 3/4 access to prevent left turns out of the site. A “pork chop” median shall be constructed to prevent the left turns out. That the 3/4 access shall be completed prior to the issuance of any development permits for Phase II of the Master PUD.
16. That the applicant shall conform to all other City regulations.

City Planner Streff 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.

Chair Thompson requested the applicant and their representatives come forward at this time.

Marcia Droege, Land O'Lakes, introduced herself and her team members to the Planning Commission. She thanked the City for their assistance in preparing her request and appreciated the Commission's consideration. She provided the Commission with a high level overview of the proposed campus expansion. She described the long-term planning that had occurred at Land O'Lakes in order for the corporation to migrate to a single campus in Arden Hills. The principles and business drivers of the Land O'Lakes workplace strategy were discussed.

John Slack, Perkins & Will, commented on the complex plan and design for the single campus for Land O'Lakes. He explained the company was extremely tied to their land. He then reviewed the core aesthetic elements that would be included in the building expansions. He reported the proposed project would be completed in phases. The phases were described at length. He provided further comment on the parking available on site. He described the natural area and wetlands on site noting how they had worked to keep the unique wooded look and feel of the site. The landscaping and green belt on the site was discussed.

Mr. Slack reviewed the traffic study with the Commission noting Land O'Lakes had worked with the County on the site access plan. The three key recommendations from the plan were described in detail. It was noted an additional access point from the site would be made to County Road F. The courtyard area was described to the Commission.

Commissioner Zimmerman asked if the view of Land O'Lakes from I-694 would be altered.

Mr. Slack discussed how the property would be impacted by the proposed campus renovations and noted the site would be heavily landscaped in order to keep the site hidden from the freeway.

Commissioner Lambeth questioned when the groundbreaking would occur for the new building.

Mr. Slack noted that Land O'Lakes planned to break ground on the new building mid-October to early November of 2016. The parking and restriping plan for the parking lots was reviewed.

Commission Lambeth expressed concern with the number of parking spaces that would be lost during construction for staging purposes.

Ms. Droege stated Lake O'Lakes was leasing space in Shoreview for additional parking. It was noted a shuttle would be used to get employees from Shoreview to the Arden Hills campus.

Commissioner Jones questioned if the two buildings would be connected by underground tunnels or a skyway.

Mr. Slack reported the two buildings would have connections on Level 1 and Level 2.

Chair Thompson appreciated the detailed plans that were provided by Land O'Lakes. She requested further information on the storm water management plan for this site.

Mr. Slack described the storm water management plan in detail with the Commission. He noted this project would be LEED certified and therefore the project would have very high storm water standards.

Commissioner Zimmerman asked how snow would be managed on the Land O'Lakes campus.

Mr. Slack explained many conversations have occurred regarding snow removal and there may be a need to remove snow from the site. There was a potential that environmentally friendly deicing materials may be used on site. He indicated regional stormwater would be managed on this site and he wanted to be conscience of the chemicals used on site.

Chair Thompson opened the public hearing at 8:21 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 8:22 p.m.

Commissioner Zimmerman moved and Commissioner Hames seconded a motion to recommend approval of Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 at 4001 Lexington Avenue North, based on the findings of fact, submitted plans, and the sixteen (16) conditions in the June 8, 2016, Report to the Planning Commission.

Commissioner Hames thanked staff and the Land O'Lakes representatives for providing the Commission with highly detailed reports for this request.

Commissioner Lambeth wished the project manager best of luck on this project.

Chair Thompson was pleased to see that Land O'Lakes would be expanding and remaining in the City of Arden Hills.

The motion carried unanimously (5-0).

Attachment H

ARDEN HILLS

MEMORANDUM

DATE: June 8, 2016 PC Agenda Item **3.C**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: **Planning Case #16-014 – Public Hearing Required**
Applicant: Land O'Lakes
Property Location: 4001 Lexington Avenue North
Request: Master Planned Unit Development (PUD) and Final PUD Phase 1

Requested Action

The applicant is requesting approval of a Master Planned Unit Development (PUD) and Final PUD for Phase 1. The proposed Master PUD for the site provides a general plan for the two phased development. Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan includes the expansion of the south parking lot on the campus and Phase 2 includes the construction of a new four-story office building along with the reconfiguration and expansion of the parking area on the north side of the campus.

Background/Overview of Request

The Land O'Lakes corporate headquarters has operated in Arden Hills since 1981. The campus operates as a Planned Unit Development originally approved by Conditional Use Permit (CUP), previously known as a Special Use Permit (SUP), in Planning Case 79-004. The following is a list of all known land use requests that have been reviewed by the City for the property:

Planning Case	Application	Request	City Council Action
79-004	Special Use Permit	PUD - Corporate Campus	5/21/79 - Approved
85-009	Variance	Entrance & Monument Signs	8/12/85 - Approved
87-027	Site Plan Review	Parking Lot Expansion	8/10/87 - Approved
88-028	Site Plan Review	3,000 s.f. Building Addition	8/8/88 - Approved

The Land O'Lakes campus is comprised of approximately 49 acres and is generally located north of Interstate 694, east of Hamline Avenue North, south of County Road F, and west of Lexington

Avenue North. Currently, the site contains two principal buildings situated towards the center of the property: the corporate headquarter building and a research and development building. Between these two facilities, the campus includes 263,800 gross square feet of building space. Additional improvements on the site include a surface parking lot with approximately 931 parking stalls and regional stormwater facilities. The remainder of the property is covered by wooded and open lawn areas.

1. Project Description

The applicant is requesting approval of a major addition to their campus that would allow the company to consolidate their Arden Hills and Shoreview locations into one headquarters facility at their existing Arden Hills property. The proposal includes the construction of a four-story, approximately 155,000 gross square foot office building just to the north of the existing principal buildings. Land O'Lakes is incorporating sustainable best practices into the design of the building and will seek a minimum of LEED Gold certification for the project. Other site improvements would include the expansion of the surface parking lots to provide approximately 1,678 parking stalls and the provision of extensive native landscaping areas to enhance the overall character of the site.

Land O'Lakes currently leases office facilities in Shoreview at the southeast corner of Lexington Avenue North and County Road F. Approximately 900 employees now work at this location and would be relocated to the Arden Hills campus with the completion of the new building. The company estimates that 2,100 employees will work on the site after consolidation in late 2018.

Planning Case 16-014 includes two separate components:

1. Master Planned Unit Development
2. Final Planned Unit Development Phase 1

The Master PUD request would consolidate the previous land use approvals for the property along with the current expansion proposal under an updated campus master plan. Land O'Lakes will be completing the new office building and site improvements over two phases. Phase I includes the expansion and reconfiguration of the visitor parking lot on the south side of the existing buildings. This phase is expected to be completed by late summer 2016. Phase II would comprise the remaining components of the expansion project, including the new office building and the expansion of the employee surface parking lot on the north side of the buildings. Construction on Phase II is expected to be complete by December 31, 2018. At this time, Land O'Lakes is requesting City approvals for the overall Master PUD and the Final PUD for Phase I of the project. The company expects to submit a Final PUD application for Phase II in June 2016.

The applicant has submitted a project narrative explaining the proposed Land O'Lakes expansion project in further detail, where flexibility is being requested, and why the overall proposal is within the public interest (Attachment A). A complete plan set (Attachment B) has been

submitted for the Master PUD and Final PUD for Phase 1. The submitted plan set includes the site plan, tree preservation & landscaping plan, circulation plan, parking plan, photometric plan, grading plan, utility plans, and proposed building elevations (Phase 2).

2. Planned Unit Development (PUD) Process:

The Planned Unit Development process is a tool that provides additional flexibility for development that an underlying zoning district would not otherwise allow. For example, a PUD may make exceptions to setbacks, lot coverage, parking requirements, signage, building materials, or landscaping requirements. It is intended to overcome the limitations of zoning regulations and improve the overall design of a project. While the PUD process allows the City to negotiate certain aspects of the development, any conditions imposed on the PUD must have a rational basis related to the expected impact of the development. A PUD cannot be used to permit uses that would not otherwise be permitted in the underlying zoning district.

The first step in the PUD process is the Master PUD, which is a detailed concept plan for the entire development proposal, often outlining individual phases for development over a specified period of time. The second step is the Final PUD for each phase, which is a more detailed review as each development phase moves forward. During the Master PUD stage, the City works with the applicant to set an overall design framework or standard for a proposed development. These standards are then written into a development agreement which generally includes the design standards, a list of conditions, the size of the development, and what, if any, deviations from the underlying zoning district will be permitted. Once the Master PUD is approved, the applicant then creates a development that conforms to the development agreement for each subsequent Final PUD phase. The level of detail is guided by the type and scale of the development as well as the guidance or flexibility within the Zoning Code.

3. Surrounding Area:

Direction	Future Land Use Plan	Zoning	Existing Land Use
North	I/O – Light Industrial and Office	I-1 – Limited Industrial District	MUI – Mixed Use Industrial OFC – Office ULT – Utility
South	ROW – Right-of-Way	ROW – Right-of-Way	ROW – Right-of-Way
East	I/O – Light Industrial and Office City of Shoreview	I-1 – Limited Industrial District City of Shoreview	OFC – Office City of Shoreview
West	HDR – High Density Residential UTL - Utility	I-1 – Limited Industrial District R-4 – Multiple Dwelling District	MF – Multiple Family ULT – Utility

4. Site Data:

Future Land Use Plan:	I/O – Light Industrial and Office
Existing Land Use:	OFC - Office

Zoning:	I-1 – Limited Industrial District
Lot Size:	47.37 Acres (2,063,577.7 square feet)
Topography:	Fairly Flat

Plan Evaluation

1. Chapter 13, Zoning Regulations Review

As noted, this project is being reviewed through the Planned Unit Development (PUD) process. The following sections review the project based on the I-1 Limited Industrial District and general regulations and notes where flexibility is being requested.

Section 1320 – District Provisions (I-1 Limited Industrial District)

A. Lot Area – Meets Requirements

The existing lot is 47.37 acres or approximately 2,063,577.7 square feet in size. The Zoning Code requires a minimum lot size of 30,000 square feet in the I-1 Limited Industrial District.

B. Lot Dimensions – Meets Requirements

The Code requires parcels within the I-1 Limited Industrial District to have a street frontage of at least 100 feet and a lot depth of at least 130 feet. Lot frontage is measured at the minimum front yard setback, which allows buildings to be constructed on a radius, such as on a cul-de-sac or curve. This lot has approximately 1,530 feet of street frontage along County Road F West, 545 feet of street frontage along Lexington Avenue North, and an overall lot depth of approximately 1,160 feet.

C. Building Coverage and Landscaped Lot Area – Meets Requirements

The applicant has submitted a comprehensive site plan for the Master PUD and Phase 1 of the proposed development. As indicated, site improvements to be completed during Phase 1 include the expansion of the south parking area on the property. The proposed improvements in Phase 1 will decrease the landscaping coverage from 69.63% to 67.32% and increases the impervious coverage from 30.54% to 34.54%. The Master PUD and future Phase 2 of the project suggests structure coverage of 7.85%, landscaping coverage of 58.4%, and a total impervious coverage of 41.6%. Within the I-1 Limited Industrial District the City Code permits maximum structure coverage up to 30%, a minimum landscaping coverage of 35%, and a total maximum impervious coverage of 65%.

	Permitted	Existing	Proposed Phase 1	Future Phase 2
Structure Coverage	30% Max.	5.62%	--**	8.07%

	(619,073 sf)	(116,109 sf)		(166,553 sf)
Landscaping Coverage	35% Min. (722,252 sf)	71.55% (1,476,507 sf)	64.36% (1,328,119 sf)	57.25% (1,238,490 sf)
Total Impervious Coverage*	65% Max. (1,341,325 sf)	31.39% (647,833 sf)	35.64% (735,497 sf)	42.75% (882,142 sf)

*Total impervious coverage includes the building coverage.
**No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure with a footprint of 50,444 square feet.
***The lot is 47.37 acres or 2,063,577.7 square feet.

D. Floor Area Ratio (FAR) – Meets Requirements

The FAR is the sum of the gross horizontal area of all floors of a building as measured in square feet from the exterior sides of the exterior walls, but not including covered porches; decks; any space where the average floor-to-ceiling height is less than six feet; attached or detached garages; and other detached accessory structures. FAR is calculated by dividing the sum of all gross horizontal floor areas by the square footage of the lot.

Within the I-1 – Limited Industrial District a total FAR of up to 60% is permitted for structures in this district. Although Phase 1 of the project does not include any new structures, the Master PUD and Phase 2 of the project suggest a new four (4) story office structure with an additional 155,000 square feet. When the future Phase 2 of the project is completed and combined with the existing square footage on the property, a total FAR of 20.3% is proposed with approximately 418,800 square feet of floor area.

	Permitted	**Existing**	**Proposed Phase 1**	**Future Phase 2**	**Total**
FAR	60%	12.78%	--*	7.51%	20.3%
Square feet		263,800	--*	155,000	418,800

*No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure that would add approximately 155,000 square feet of floor area.
**The lot is 47.37 acres or 2,063,577.7 square feet.

E. Building Height – Meets Requirements

During Phase 1 of the project no additional structures will be constructed on the site. However, as proposed by the Master PUD and future Phase 2 of the project a new four (4) story office building will be constructed on the property and positioned just north of the two (2) existing structures on the site.

The maximum building height within the I-1 – Limited Industrial District Zoning District is 35 feet. Flexibility in building height will be required for Phase 2 of the project as a building height of approximately fifty-six (56) feet is being suggested at this time. The original PUD that was approved in 1979 in Planning Case 79-004 permitted the east building to be constructed at a height of fifty-six (56) feet.

	Zoning Code	Existing	Proposed Phase 1	Future Phase 2
Building Height	35’	56’	--*	56’
*No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure at approximately 56 feet in height.				

F. Setbacks – Meets Requirements

The minimum building setbacks in the I-1 – Limited Industrial District include a 55 foot front yard setback, 20 foot rear yard setback, 20 foot side yard setbacks, and a 50 foot side yard corner setback where applicable. Although Phase 1 of the project does not include any new structures, the Master PUD and future Phase 2 of the project includes a new office building. As proposed, the new structure proposed in Phase 2 of the Master PUD will meet all setback requirements.

	Permitted	Existing	Proposed Phase 1	Future Phase 2
Front Yard Setback	55’	400’	--*	390’
Rear Yard Setback	20’	436’	--*	436’
Side Yard Setback (East)	20’	103’	--*	103’
Side Yard Setback (West)	20’	561’	--*	561’
Side Yard Corner (East)	50’	619’	--*	619’
*No new structures are being constructed with Phase 1 of the project. The Master PUD and Phase 2 of the project suggests a new 4 story office structure.				

Section 1325 – General Regulations

A. Tree Preservation – Meets Requirements

The applicant submitted a Tree Survey and Tree Replacement Plan as part of their tree preservation and mitigation requirements (Attachment B). The following table outlines these numbers and the additional requirements of the tree preservation ordinance pertaining to tree removal and tree mitigation regulations.

Development of the site as proposed in the Master PUD requires extensive tree removal. The applicant has stated their intent to expand the Land O’Lakes Campus in such a way that preserves as many high quality trees as possible, knowing that many of the significant trees will have to be removed in order for the property to accommodate the expansion of the Campus. During Phase 1 of the project, approximately 140 trees will be planted within the construction boundary of the south parking lot. Based on the proposed tree removal for both phases of the project, the City’s Tree Preservation Ordinance requires 2,000 caliper inches of tree plantings. At this time, the application is proposing a total of 2,475 caliper inches or 745 trees.

	Caliper Inches	Number of Trees
Proposed Phase 1		
Proposed Removal	570	56
Trees Preserved	31,066	2,492
Future Phase 2		
Proposed Removal	6,593	564
Trees Preserved	25,043	1,928
Entire Site		
Existing Significant Trees	31,636	2,548
10% Permitted Removal	3,164	255
Proposed Removal	7,163	620
Total Trees Preserved	56,109	1,928
Replacement Trees Required*	2,000	--**
Replacement Trees Proposed	**2,475**	**745**

* Replacement trees are calculated by subtracting the ten percent permitted removal from the proposed removal and dividing by two.
** The number of trees required may vary depending on the size of the trees planted by the developer. City Code requires a certain number of caliper inches to be planted. If larger trees are planted then fewer trees would be required.

A variety of trees species and tree sizes are proposed to be planted during Phase 1 of construction. The proposed trees plantings consist of Red Maple, Sugar Maple, Ironwood, Common Hackberry, Quaking Aspen, White Oak, Northern Pin Oak, Bur Oak, Northern Red Oak, Basswood, and Prairie Expedition Elm.

B. Perennials and Shrubberies – Flexibility Requested

The City Code requires that at least ten (10) percent of the total landscaped area be covered with perennials and/or shrubbery. A total of 123,946 square feet of perennial and shrubbery plantings are required for the development based on the Code's requirements at the completion of Phase 2. In this case, the applicant is requesting flexibility in the amount of perennials and shrubberies that will be provided on the property upon the completion of Phase 1. The applicant is proposing 39,632 square feet, or 2.98% of the total landscape coverage area, be covered with perennials and shrubberies at the end of Phase 1. However, the proposed Master PUD and future Phase 2 of the project suggests that a total of 205,052 square feet or 16.13% of the landscaped area will be covered by perennials and shrubberies when Phase 2 is complete.

	Zoning Code	Proposed Phase 1	Future Phase 2	Total
Percent (%) of Plantings	10% Min.	2.98%	13.35%	16.33%
Square feet of Plantings	--	39,632	165,420	205,052 sf.
Total Landscaped Area	--	1,328,119 sf.	1,238,490 sf.	1,238,490 sf.

C. Planting Islands – Meets Requirements

At least ten (10) percent of a parking and driving area must be occupied by planting islands that are at least 150 square feet in size and have at least one tree. As proposed, Phase 1 of the project meets the minimum requirements with 14.89 percent of the parking lot occupied by planting islands. The Master PUD and future Phase 2 of the project suggest that after the expansion and reconfiguration of the north parking lot, 7.62 percent of the total parking and driving areas on the property will be occupied by planting islands, hence the applicant will be requiring flexibility in the future Phase 2 of the project.

	Zoning Code	**Proposed Phase 1**	**Future Phase 2**	**Total**
Percent (%) of Planting Islands	10% Min.	14.89%	5.9%	7.62%
Square feet of Planting Islands	63,494	18,172	30,240	48,412
Square feet of Parking Lot	--	122,054	512,886	634,940

D. Off Street Parking Spaces – Meets Requirement

The number of parking stalls required by the City Code is determined based on the type of land use proposed for a site. In this case, Land O'Lakes is classified as an office use and is required to provide one (1) parking space for each 250 square feet of gross floor area.

Phase 1 of the project does not include any new structures and therefore, no additional parking spaces are required. However, because the applicant is expanding their Campus in Phase 2 additional parking spaces are required by the City Code. In order to accommodate the proposed construction in Phase 2,the south parking lot is being expanded to provide a total of 267 parking spaces.

With the proposed construction of the new 155,000 square foot four (4) story office structure in Phase 2, a total of 1,676 parking spaces are required by the Code. The applicant is proposing that 1,678 parking spaces be constructed between both phases and that an additional 461 proof-of-parking spaces be provided for future expansion.

	Building Square Feet	**Parking Ratio**	**Required Parking**	**Existing/Proposed Parking**
Existing				
Office	263,800	1 per 250 sq. ft.	1,056	931 (North Lot = 891) (South Lot = 40)
Proposed Phase 1*				

Office	263,800	1 per 250 sq. ft.	1,056	267
South Parking Lot				(Increase of 227)
Future Phase 2				
Office	155,000	1 per 250 sq. ft.	620	1,411
North Parking Lot				(Increase of 520)
Proof of Parking (POP)				
				461
Total				
Proposed	418,800	1 per 250 sq. ft.	1,676	1,678
Proposed with POP				2,139
*No additional building square footage will be constructed during Phase 1. Phase 1 only includes the expansion of the parking lot on the south side of the campus. The Master PUD suggests that an additional 1,411 spaces will be required with Phase 2 of the project.				

E. Area and Dimensions of Each Parking Space – Meets Requirements

The Zoning Code requires individual parking stalls to be at least 9 feet in width and 18 feet in length. All parking stalls shown on the Site Plan conform to this standard.

F. Location of Parking Spaces – Meets Requirements

Off-street parking stalls must be located a minimum of 20 feet from the public right-of-way line and 5 feet from any side or rear property lines. With the proposed expansion of the south parking lot in Phase 1, no new parking spaces would encroach into the setback requirements for parking lots. The Master PUD and future Phase 2 suggests that the parking lot expansion on the north side of the Campus would also meet the requirements for parking spaces as required by City Code.

2. Chapter 12, Sign Code Review

A. Freestanding and Wall Signage

No additional freestanding or wall signage is being requested as part of the Phase 1 of the Master PUD. However, the Master PUD and future Phase 2 of the project suggest that a new monument sign will be erected at the secondary main entrance across from Innovation way along County Road F West.

3. Chapter 11, Subdivision Code

A. Park Dedication

The City Code does not require that additional park dedication fees are collected for the Master PUD or Final PUD for Phase1. However, park dedication fees will be negotiated when the applicant applies for the future Phase 2 of the project.

Section 1130.08 of the Subdivision Code (Public Use Dedications) states that the City may require as a condition of approval for a Planned Unit Development the dedication of land, or payment in lieu, and park improvement fees if it is determined the project will result in an increased demand for park land or improvements. In establishing the amount required the City is to take into consideration previous payments or dedications for park purposes.

The City approved a Special Use Permit for Land O'Lakes to construct and operate a Planned Unit Development at 4001 Lexington Avenue in 1979 (PC 79-004). As a condition of approval, park and open space dedication requirements were to be resolved prior to the issuance of an occupancy permit. The City Council considered the park dedication requirement on December 22, 1980, and approved a payment of $151,981.10 to be provided within one year of the issuance of an occupancy permit as full satisfaction of the park dedication requirement.

4. Traffic Study

A traffic study for the proposed expansion of the Land O'Lakes Campus was completed by SRF Consulting and can be reviewed in Attachment D. On page 22 and 23 of the report a summary and conclusions section has been provided, where 9d suggests that a 3/4 access be constructed with Phase 1 of the project at Land O'Lakes access along Lexington Avenue North. The traffic study was submitted to the Ramsey County Traffic Engineer for review, their comments for both Phase 1 and Phase 2 of the Master PUD can be reviewed in Attachment C.

5. Tax Abatement

On April 11, 2016, the City Council approved an Abatement Contract with Land O'Lakes to facilitate the company's plans for the corporate headquarters consolidation. Under the terms and conditions of the Contract, Land O'Lakes must complete certain minimum improvements including the construction of an at least 145,000 square foot office building expansion. The proposed Master PUD includes a new approximately 155,000 gross square foot office building and meets the requirements of the Abatement Contract.

6. Additional Review

A. <u>Building Official, City Engineer, and Fire Marshal</u>

The Building Official, City Engineer, and Fire Marshal have reviewed the submitted Plans for development. Their comments have been provided in Attachment C and have been corrected within the updated plan set. All final building plans will be subject to the Building Official and Fire Marshal's approval prior to the issuance of any permits for development. All final grading and utility plans will be subject to the approval by the City Engineer prior to the issuance of any development permits.

B. Ramsey County Review

Ramsey County has reviewed the plans for the expansion of the Land O'Lakes Campus and have suggested that during Phase 1 of the Master PUD that a 3/4 access be constructed at the entrance along Lexington Avenue North in order to prevent left turns out of the property. The comments from the Ramsey County Traffic Engineer for both Phase 1 and Phase 2 of the Master PUD can be reviewed in Attachment C.

C. Rice Creek Watershed District

The RCWD has conducted their review of the proposed project located at 4001 Lexington Avenue North and have granted Conditional Approval pending the receipt of the changes included within the letter dated May 3, 2016 (Attachment C).

Findings of Fact:

Staff offers the following eleven (11) findings of fact for this proposal:

General Findings:

1. The applicant is requesting approval of a Master Planned Unit Development (PUD) Agreement & Final PUD for Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan located at 4001 Lexington Avenue North.
2. Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan includes the expansion of the south parking lot on the campus and Phase 2 includes the construction of a new four-story office building along with the reconfiguration and expansion of the parking area on the north side of the campus.
3. The PUD process allows for flexibility within the City's regulations through a negotiated process with a developer.
4. The Land O'Lakes property is comprised of 47.37 acres.
5. The Land O'Lakes property is located at 4001 Lexington Avenue North.
6. The Land O'Lakes property is located in the I-1 – Limited Industrial District.
7. The proposed use is a permitted use in the I-1 – Limited Industrial District.

8. The Master Planned Unit Development (PUD) Amendment and Final PUD for Phase 1 are in substantial conformance with the requirements set forth in the City's Zoning Code and design standards.
9. Where the plan is not in conformance with the City's Zoning Code, flexibility has been requested by the applicant.
10. A traffic study has been completed for the expansion of the Campus and suggests that a 3/4 access be constructed during Phase 1 of the project.
11. The proposed plan is in conformance with the City's 2030 Comprehensive Plan. The property at 4001 Lexington Avenue North is guided for Light Industrial and Office (I/O). The IO area is designated for a broad range of light industrial uses such as warehousing with manufacturing and office.

Recommendation

Based on the submitted plans and findings of fact, staff recommends approval of Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 at 4001 Lexington Avenue North. If the Planning Commission recommends approval of this request, staff recommends that the following sixteen (16) conditions be included with the approval:

1. That the project shall be completed in accordance with the submitted plans 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. That the applicant shall obtain a permit within one year of the Final Phase 1 PUD approval or the approval shall expire unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
3. That the applicant shall apply for a Final Phase II PUD within one year of the approval of the Final Phase 1 PUD or the approval shall expire unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
4. That a Master PUD Agreement and Phase I Development Contract shall be prepared by the City Attorney and subject to City Council approval. The Master PUD Agreement and Final Phase I Development Contract shall be executed prior to the issuance of any development permits for Phase I.
5. The applicant shall provide a construction phasing plan that includes plans for fire and police access throughout construction, subject to the approval of the Fire Marshall, Public Works Director, and Ramsey County Sheriff prior to the issuance of any development permits.
6. The Developer shall submit a financial surety in the amount of $200,000 for site improvements, including grading, utilities, and paving, prior to the issuance of any

development permits. Upon completion of required Developer improvements, and acceptance by the City, the City may reduce the amount of security for the improvements still to be completed. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank, and be in a form acceptable to the City. The purpose of the letter of credit is to ensure that private site improvements stabilized in the event that the Developer defaults on the Master PUD Agreement and Phase I Development Contract.

7. The Developer shall submit a cash escrow for site improvements, including grading, utilities, and paving, in the amount of $20,000 prior to the issuance of any development permits. The escrow will be used for City costs related to review, approval, and inspection of site improvements or any costs incurred by the City in the event of a developer default. If at any time during the course of construction on the project the amount in the account is reduced to below $5,000, the Developer shall replenish the account to not less than $20,000. In the event there is a failure to replenish the account in accordance with the terms of the Agreement, the City has the right to withhold the issuance of a Certificate of Occupancy until the deficiency is paid. Upon completion of the project, payment of all outstanding bills and satisfaction of this Agreement, the City shall refund the remainder of the account to the Developer.
8. The Developer shall submit a financial surety in the amount of 125 percent 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 letter of credit shall automatically renew for successive one-year terms unless at least sixty (60) days prior to the next annual renewal date, the issuing bank delivers notice to the City that it intends to modify the terms of, or cancel, the letter of credit. A partial reduction in the letter of credit may be granted by the City in the event that landscaping improvements are installed over successive growing seasons. The purpose of the letter of credit is to ensure that landscaping is completed in the event that the developer defaults on the Development Agreement.
9. The Developer shall submit a cash escrow for landscaping improvements in the amount of $15,000 prior to the issuance of any development permits. The escrow will be held by the City for two years after installation of landscaping and used for City costs related to review, approval, and inspection of landscaping, or developer default.
10. That the proposed project may require permits, including, but not limited to, MPCA-NPDES, Rice Creek Watershed District, Minnesota Department of Health, Ramsey County and City Right of Way, and City Grading and Erosion Control permits. Copies of all issued permits shall be provided to the City prior to the issuance of any development permits.
11. That the final plans for Phase 1 shall be subject to approval by the City Engineer, Building Official, and Fire Marshal prior to the issuance of a grading and erosion control permit.
12. Final grading, drainage, utility, and site plans shall be subject to approval by the Public Works Director, City Engineer, and City Planner prior to the issuance of a grading and erosion control permit or other development permits.

13. That upon completion of grading and utility work on the site, a grading as-built and utility as-built shall be provided to the City for review.
14. That the final Lighting and Photometric Plan for Phase 1 shall be reviewed and approved by the City prior to the issuance of a grading and erosion control permit for Phase 1.
15. That the access onto Lexington Avenue North shall be revised to a 3/4 access to prevent left turns out of the site. A "pork chop" median shall be constructed to prevent the left turns out. That the 3/4 access shall be completed prior to the issuance of any development permits for Phase II of the Master PUD.
16. That the applicant shall conform to all other City regulations.

Proposed Motion Language

1. Recommend Approval with Conditions: Motion to recommend *approval* of Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 at 4001 Lexington Avenue North, based on the findings of fact, submitted plans, and the sixteen (16) conditions in the June 8, 2016, Report to the Planning Commission.

2. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 at 4001 Lexington Avenue North, based on the findings of fact and the submitted plans in the June 8, 2016, Report to the Planning Commission.

3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 at 4001 Lexington Avenue North, based on the following findings of fact…..

4. Table: Motion to *table* Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 at 4001 Lexington Avenue North: *a specific reason and/or information request should be included with a motion to table.*

Public Notice

A public hearing notice was mailed to all properties within 1,000 feet of the subject property and published in the *Shoreview-Arden Hills Bulletin* on May 18, 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.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on May 2, 2016. Pursuant to Minnesota State Statute, the City is required to act on this request by June 30, 2016, (60 days), unless the City provided the petitioner with written reasons for an additional 60-day review period.

Attachments

A. Project Narrative
B. Development Plan Set
C. Comments - Development Review Committee
D. Traffic Study
E. Aerial Site Map
F. PUD Site Plan

ARDEN HILLS

MEMORANDUM

DATE: June 27, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Ryan Streff, City Planner

SUBJECT: **Planning Case # 16-013**
Applicant: Mounds View High School
Property Address: 1900 Lake Valentine Road
Request: Conditional Use Permit (CUP) Amendment and Variance

Requested Action

Motion to approve Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic field complex located at 1900 Lake Valentine Road, based on the finding of fact and submitted plans, as amended by the ten (10) conditions in the June 27, 2016, Report to the City Council.

The Variance in this case, is being requested to allow the scoreboard and press box to exceed fifteen (15) feet in height.

Background

Mounds View High School currently operates under a Conditional Use Permit (CUP) that was approved in 1978. Any modification to the original CUP requires that a CUP amendment be processed. The original CUP has been amended from time-to-time as the school and campus have expanded over the past years. In this case, the Mounds View School District is requesting an amendment to the existing CUP in order to replace the existing scoreboard and press box at the football stadium and to construct a new storage building adjacent to the baseball field. A variance is also required in this planning case in order for the scoreboard and press box to exceed

fifteen (15) feet in height. The site plan that depicts the proposed improvement to the athletic field can be reviewed in Attachment B.

Mounds View High School is located in the R-1 Single Family Residential Zoning District, which permits schools as a conditional use, however, any additions to the campus, or amendments to the original CUP must still meet the requirements of the underlying zoning district.

The applicant has submitted a project narrative (Attachment A), site plan (Attachment B), community notice letter (Attachment C), scoreboard plans (Attachments D, E & F), press box plans (Attachment G), and accessory building plans (Attachment H).

1. Overview of Request:

The Mounds View School District is proposing a Conditional Use Permit (CUP) Amendment and Variance in order make the following improvements to the athletic field complex at their property located at 1900 Lake Valentine Road.

1) **Scoreboard** (Attachment D) – Replace the existing scoreboard that was installed in the 1980s with a new scoreboard from Daktronics. The existing scoreboard is approximately 11-feet in height by 25-feet in width, or 275 square feet in size. The proposed scoreboard to be installed is 12-feet 11-inches in height by 23-feet 11-inches in width, or approximately 309 square feet in size. Both the existing scoreboard and the proposed scoreboard are elevated on posts that are 10-feet above grade. The new scoreboard would be positioned in the same location as the existing scoreboard.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. In this case, the scoreboard is considered an accessory structure and the new scoreboard is being proposed at a total height above grade at 22-feet 11-inches. In order for the new scoreboard to be constructed a Variance along with the CUP Amendment is required.

	Height	**Width**	**Total Square Feet**	**Distance Above Grade**	**Total Height**
Existing Scoreboard	11’	25’	275	10’	21’
Proposed Scoreboard	12’ 11”	23’ 11”	309	10’	22’ 11”

2) **Press Box** (Attachment G) – Replace the existing press box located on the "home side" of the football stadium and positioned above the bleachers. The new press box would be 9-feet by 54-feet, or 486 square feet in size. The existing press pox is approximately 9-feet by 30-feet, or 270 square feet in size.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The press box is considered an accessory structure and is being proposed at a total height of 19-feet 4-inches above grade from the back of the bleachers or 33-feet 4-inches above the grade of the playing field.

	Height	Length	Width	Total Square Feet	Total Height Behind Bleachers From Grade	Total Height Above Grade of Field
Existing Press Box	9' 4"	30'	9'	270	19' 4"	33' 4"
Proposed Press Box	9' 4"	54'	9'	486	19' 4"	33' 4"

3) **Accessory Storage Building** (Attachment H) – Construct a new 20-foot by 20-foot (400 sq. ft.) accessory storage building adjacent to the west side of the baseball field near batting cages on the west side of the field.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The new accessory structure would be 10-feet in height and comparable in design and the materials used on other structures within the athletic field complex. The exterior finish of the structure would largely consist of rock faced block to match the block that was used to construct the dugouts. The structure would have one (1) service door entrance installed along with two (2) 10-foot wide by 8-foot tall overhead doors.

	Height	Length	Width	Total Square Feet
Zoning Code	15'	--	--	--
Proposed Structure	10'	20'	20'	400

Plan Evaluation

1. Zoning Regulations

A. Proposed Use – Meets Requirements

The proposed improvements to the Mounds View High School athletic field complex are allowed by an approved CUP under *Section 1320.075 Special Requirements of the Single Family Residential (R1) District*.

Section 1325 – General Regulations

A. Height – *Variance Required*

The Mounds View High School athletic field complex is located in the R-1 Single Family District where the maximum building height for an accessory structure is fifteen (15) feet. As proposed, the scoreboard would be 22-feet 11-inches in height and the press box would be approximately 19-feet 4-inches from the back of the bleachers or 33-feet 4-inches above the grade of the playing field.

C. Lighting and Sound – *Meets Requirements*

No additional outside lighting is being proposed; however, new LED lighting technology is being used for display purposes on the new scoreboard. The lighting detail for the new scoreboard can be reviewed in Attachment E. The proposed sound system for the football stadium is being upgraded and will be fully contained within the scoreboard. The old sound system located on the light poles within the stadium will be removed. Details on the proposed sound system can be reviewed in Attachment F.

Representative from the Mounds View High School and Daktronics will be in attendance to address any questions regarding lighting and sound associated with the scoreboard.

F. Aesthetics – *Meets requirement*

The Zoning Code does not have specific guidelines for building materials in the R-1 District. However, Section 1325.05 Subd. 6 of the Zoning Code states that the Planning Commission and City Council should evaluate the proposed design, scale, massing, materials, height, and other aspects of the proposed structure with respect to structures and properties in the surrounding area. During this evaluation the City should also consider if the appearance of a proposed structure would cause substantial depreciation in the property values in the surrounding area or unreasonably detract from the appearance of the area.

The exterior finish of the proposed accessory storage building would be comparable in design and the materials used on other structures within the athletic field complex. The

exterior finish of the structure would largely consist of rock faced block to match the block that was used to construct the dugouts adjacent to the baseball field.

2. Conditional Use Permit Criteria

Section 1355.04 Subd 3 of the Arden Hills Zoning Code lists the criteria for evaluating a Conditional Use Permit. The City Council shall consider the effect of the proposed use upon the health, safety, convenience and general welfare of the owners and occupants of the surrounding land, in particular, and the community as a whole, in general, including but not limited to the following factors:

1. Existing and anticipated traffic and parking conditions;
2. Noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid or solid waste, and other nuisance characteristics;
3. Drainage;
4. Population density;
5. Visual and land use compatibility with uses and structures on surrounding land; adjoining land values;
6. Park dedications where applicable; and the
7. Orderly development of the neighborhood and the City within the general purpose and intent of this ordinance and the Comprehensive Development Plan for the City.

3. <u>Variance Evaluation Criteria</u>

On May 5, 2011, the Governor signed into law new variance legislation that changed the review criteria cities must use when evaluating variance requests. The new law renames the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retains the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan".

Therefore, in evaluating variance requests under the new law, in order to find a practical difficulty, cities should adopt findings addressing the following questions:

- Is the variance in *harmony with* the purposes and intent of the *ordinance*?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?

- Will the variance, if granted, alter the *essential character* of the locality?

As was the case before the new legislation took effect, economic considerations alone cannot constitute a practical difficulty. Furthermore, the new law clarifies that conditions may be imposed on granting of variances if those conditions are directly related to and bear a rough proportionality to the impact created by the variance.

4. Additional Review

The City Engineer and Building Official reviewed the project and have not expressed any objections to the proposal. A Building Permit will be required by the City. The structure will be built to meet all building and fire code requirements.

Findings of Fact

The Planning Commission reviewed Planning Case 16-013 at their regular meeting on June 8, 2016. Draft minutes from the meeting are included in Attachment J. The Planning Commission offers the following nineteen (19) findings of fact for consideration:

General Findings:

1. The property at 1900 Lake Valentine Road is located in the R-1 Single Family Residential Zoning District.
2. The applicant is requesting a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the athletic field complex.
3. The Variance in this case, is being requested to allow the scoreboard and press box to exceed fifteen (15) feet in height.
4. Mounds View High School operates under a Conditional Use Permit in the R-1 Zoning District.
5. Athletic fields and accessory equipment are permitted under the original CUP for Mounds View High School.
6. The proposed application will not exceed the lot coverage limits for the property.
7. The proposed application meets all setback requirements.

Conditional Use Permit Evaluation Findings:

8. The proposed project is not expected to have any significant impact on traffic or parking conditions since no change in the school population is expected.

9. The proposed project will not produce any permanent noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste.
10. The proposed project will not impact storm water runoff since impervious coverage of the property is not being significantly increased.
11. The proposed project is not expected to have any impacts on school population or density.
12. The proposed project will not impact visual and land use compatibility with surrounding land because of the distance between the athletic field improvements and the nearest residential property.
13. The park dedication fee is not applicable to this application.
14. The proposed project does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

Variance Findings:

15. The proposed project is in harmony with the purpose and intent of the Zoning Ordinance because scoreboards are permitted accessory uses with athletic fields.
16. The proposed project is consistent with Comprehensive Plan because the property in questions is guided for its current and proposed use as a high school.
17. The proposed project is reasonable because scoreboards, press boxes, and accessory structures are addressed in the Code as reasonable uses within educational athletic facilities.
18. The property is unique because of its size, the considerable setback from adjacent properties, and its use as a high school in a residential district.
19. The proposed project will not alter the essential character of the locality.

Recommendation

The findings of fact for the Conditional Use Permit (CUP) Amendment and Variance support approval. However, if the City Council chooses to deny the application, the findings of fact would need to be amended to reflect the reasons for the denial.

The Planning Commission reviewed Planning Case 16-013 at their regular meeting on June 8, 2016, and unanimously recommends approval (5-0) for a CUP Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic field complex located at 1900 Lake Valentine Road, based on the finding of fact and submitted plans, as amended by the ten (10) conditions in the June 27, 2016, Report to the City Council.

1. That 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. That the applicant shall continue to abide by all previous agreements and Conditional Use Permits, as amended by the conditions of approval of this application.
3. That a Conditional Use Permit Amendment Agreement shall be prepared by the City Attorney and subject to City Council approval. The CUP agreement shall be signed by the applicant and approved by Council prior to the issuance of any building permits.
4. That a building permit shall be obtained for the proposed improvements to the athletic field complex.
5. That building permits for the proposed improvements shall be issued by June 27, 2017, or an extension shall be requested at least 45 days preceding this deadline.
6. That a minimum of one (1) tree shall be planted within the Mounds View High School property to meet the Zoning Code requirements. Each deciduous tree is required to be a minimum of two and one-half (2.5) caliper inches and coniferous trees are required to be six (6) feet in height.
7. That all building and setback requirements shall be met.
8. That an automatic dimmer module shall be installed to reduce the nighttime light output of the LED lighting of the scoreboard based on ambient light levels.
9. That the sound system being installed within the scoreboard shall meet all applicable standards set by the EPA and MPCA.
10. That the scoreboard shall not be used as a dynamic sign to display messages or videos.

Options

1. Approve the proposal as submitted.
2. Approve the proposal with conditions (Recommended Action).
3. Deny the application with reasons for denial.
4. Table for additional information.

Public Notice

Notice of the public hearing was published in the *Shoreview-Arden Hills Bulletin* on May 18, 2016, and mailed to all properties within 500 feet of the subject property.

Public Comments

No letters, e-mails, or telephone calls from property owners or residents in regards to this planning case have been received by City staff.

The Mounds View School District held a community meeting regarding the proposed improvements to the athletic field complex on Monday, March 28, 2016, at 6pm. The meeting was held in order for district staff to gather feedback regarding the proposed improvements from the residents that live adjacent to the athletic field complex. During the meeting the proposed scoreboard, sound system, and press box at the football stadium were discussed along with the proposed storage building adjacent to the baseball field.

The residents that attended the meeting appreciated that adjustments can be made to the direction in which the sound is directed from that scoreboard and that the intensity of the sound produced from the scoreboard can be adjusted if needed. The residents also asked that the new scoreboard proposed for the football stadium remain in the same location as the existing scoreboard. The meeting notice and a brief summary of the meeting can be reviewed in Attachment C.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on May 9, 2016. Pursuant to Minnesota State Statue, the City is required to act on this request by July 7, 2016, (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period.

Attachments

A) Project Narrative
B) Site Plan – Proposed Improvements
C) Community Meeting Notice & Summary
D) Scoreboard Proposed & Existing
E) Scoreboard Lighting Detail
F) Scoreboard Sound Detail
G) Press Box Detail
H) Storage Shed Detail
I) Aerial Map
J) Draft Planning Commission Minutes – June 8, 2016
K) Planning Commission Report – June 8, 2016

Attachment A

Mounds View
HIGH SCHOOL
Mounds View Public Schools

Dr. Jeffery P. Ridlehoover
Principal

Stephanie Bruggers
Associate Principal

Michael Schwartz
Associate Principal

Robert Madison
Activities Director

April 4, 2016

Dear City of Arden Hills and Planning Commission:

Thank you for considering the following improvements to Mounds View's facilities:

- Stadium Scoreboard - We are looking to replace our scoreboard that was installed in the 1980's. We are no longer to purchase bulbs for the score board. The score board would allow us to direct sound away from the residential area east of the stadium field. Existing speakers and sound system will not be used. Specifications and description are included. Please note that the scoreboard will have a sensor that controls the brightness. The brightness is determined by whether the games are played during the daylight or after dark.
- Press Box - The dimensions of the new press box will be 54' x 9'. The ceiling lights shall be on three separate circuits. This means not all lights will need to be on when the press box is in use.
- Storage Building - A 20' x 20' storage building of block construction will be built near the current batting cages. Block will match the dugouts.

Please see the attached for further details on each item.

- Invitation for a meeting passed out to our neighbors.
- Invitation along with a summary of our discussion.
- Site Plan for the proposed locations.
- Scoreboard specifications
- Sounds system diagram showing coverage pattern
- Stadium summary of usage of lights, scoreboard, and sound system.
- Press box specifications
- Storage building description

Thank you again.

Sincerely,

R. Madison J.

Robert Madison Jr.

1900 Lake Valentine Road ▪ Arden Hills, MN 55112-2841 ▪ 651-621-7100 phone ▪ 651-621-7105 fax ▪ www.moundsviewschools.org/moundsview

From:	Robert Madison
To:	Ryan Streff
Subject:	Fwd:
Date:	Tuesday, April 05, 2016 12:40:47 PM

Ryan,
Here's the testimonial from Stillwater HS. I am also working on the other items.

Thank you.
---------- Forwarded message ----------
From: **Ricky Michel** <michelr@stillwaterschools.org>
Date: Wed, Mar 16, 2016 at 8:35 AM
Subject: Re:
To: Robert Madison <robert.madison@moundsviewschools.org>

Dear Mounds View,

We made a change to our stadium sound system two years ago because the neighbors to the south of our property continuously complained about the noise level on game days for soccer, lacrosse, and football. We purchased a scoreboard/sound system through Daktronics that has solved nearly all of the concerns.

The sound comes directly out of the scoreboard unit, which is located on the end of the stadium (similar to your stadium). Trees provide a barrier to the south, again similar to your stadium. Sound from the scoreboard is directional, which means that it travels north, away from our neighbors. Clarity, volume, and overall quality is far better than anything we had previously.

Our coaches and public are pleased with the product that was purchased.

Respectfully,
Ricky

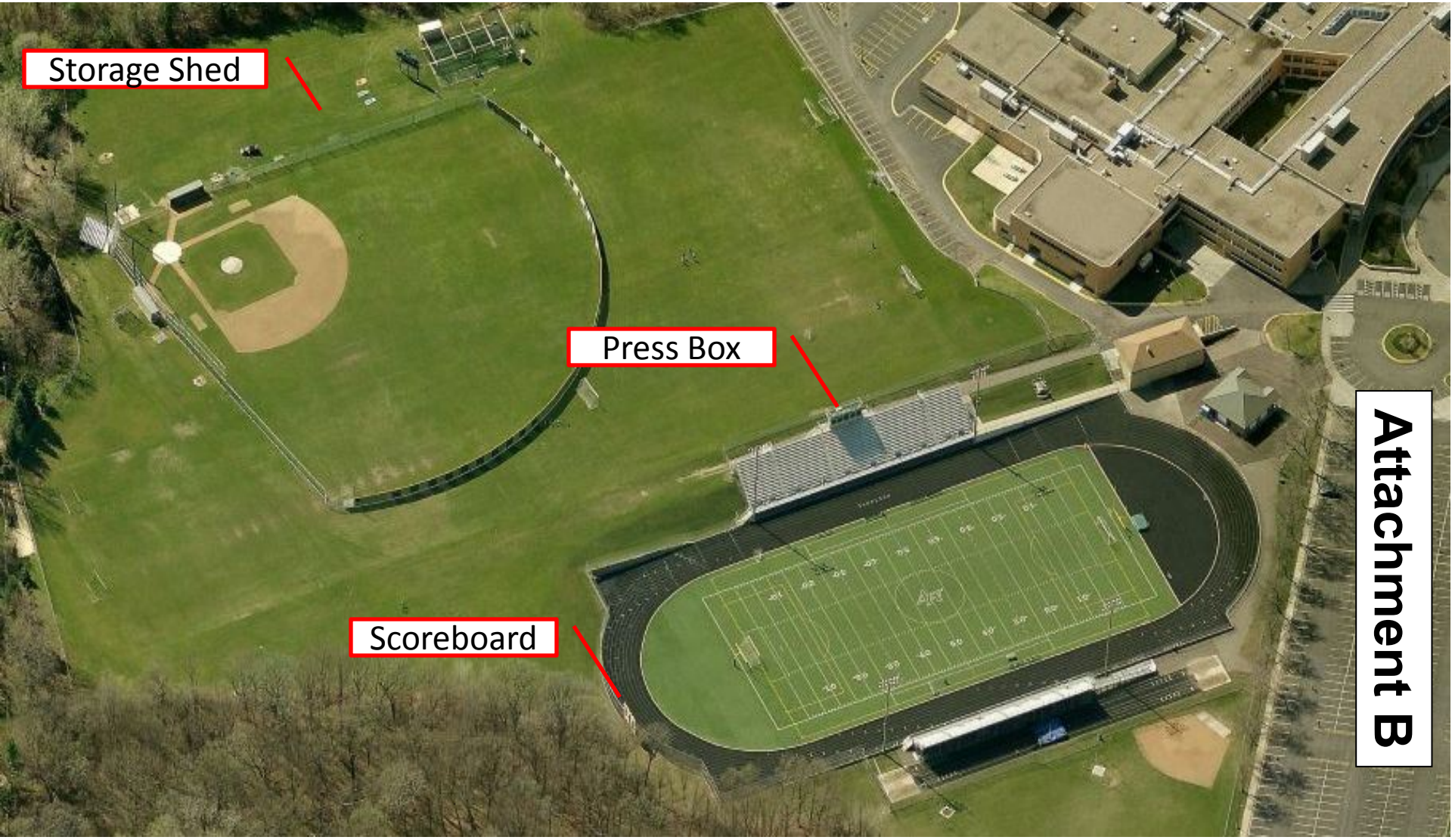
On Wed, Mar 16, 2016 at 8:16 AM, Robert Madison <robert.madison@moundsviewschools.org> wrote:

> Reminder to send me an email on the benefits of your stadium sound system when you can!
>
> --
> Bob Madison
> Activities Director
> Mounds View High School
> 651-621-7121 (P)
> 651-621-7287 (F)
> robert.madison@moundsviewschools.org
> ***@gomvmustangs***
> ***Go Mustangs!***

Stadium Use #'s 2015

Activity	Scoreboard	Sound System	Lights
Soccer	22	22	18
Football	16	16	16
Track	4	8	8
Lacrosse	28	28	28
Youth Soccer	0	0	40
Youth Football	0	0	20

Site Plan



Attachment B

Football/Track & Field Stadium

Baseball Field

Attachment C

Mounds View
HIGH SCHOOL
Mounds View Public Schools

Dr. Jeffery P. Ridlehoover, *Principal*
Stephanie Bruggers, *Associate Principal*
Michael Schwartz, *Associate Principal*
Robert Madison, *Activities Director*

To: Mounds View High School neighbors

From: Bob Madison, Activities Director RJM

Subject: Stadium Improvements

Date: March 2016

Mounds View High School is proposing some stadium improvements we would like to share with you. You are invited to a brief meeting on **Monday, March 28 at 6 PM** in the "Paddock". (Room 106)

During the meeting, we will discuss the following:

- A proposed scoreboard that is similar-sized to the current scoreboard.
- A sound system that directs the sound away from the residential area.
- A press box that will be more aesthetically pleasing and operational.
- New storage between the batting cage and bleachers that would be a visual improvement for neighbors adjacent to the field.

Our goal for all of these improvements is to enhance our campus and decrease the impact on neighbors when stadium events occur.

If you would like to attend, R.S.V.P. to Robert Madison at robert.madison@moundsviewschools.org or call at 651-621-7122. If you can't attend, but would like more information, please contact me as well.

1900 Lake Valentine Road ▪ Arden Hills, MN 55112-2841 ▪ 651-621-7100 phone ▪ 651-621-7105 fax ▪ www.moundsviewschools.org/moundsview

Mounds View
HIGH SCHOOL
Mounds View Public Schools

Dr. Jeffery P. Ridlehoover, *Principal*
Stephanie Bruggers, *Associate Principal*
Michael Schwartz, *Associate Principal*
Robert Madison, *Activities Director*

To: Mounds View High School neighbors

From: Bob Madison, Activities Director

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SUMMARY of MEETING:

Liz and Jerry Garski along with Terry and Marta Johnson were present at our meeting. They were very appreciative of the offering. Scoreboard, sound system, press box and storage building proposals were described. They were enthused about the sound system's flexibility for controlling sound. They also like the fact that the direction can be adjusted. They asked that the scoreboard be left in the same area as they like to see the score of games. There were no concerns about the size of the scoreboard.

MOUNDS VIEW HIGH SCHOOL
ARDEN HILLS, MN

FOOTBALL DISPLAY OPTION 1

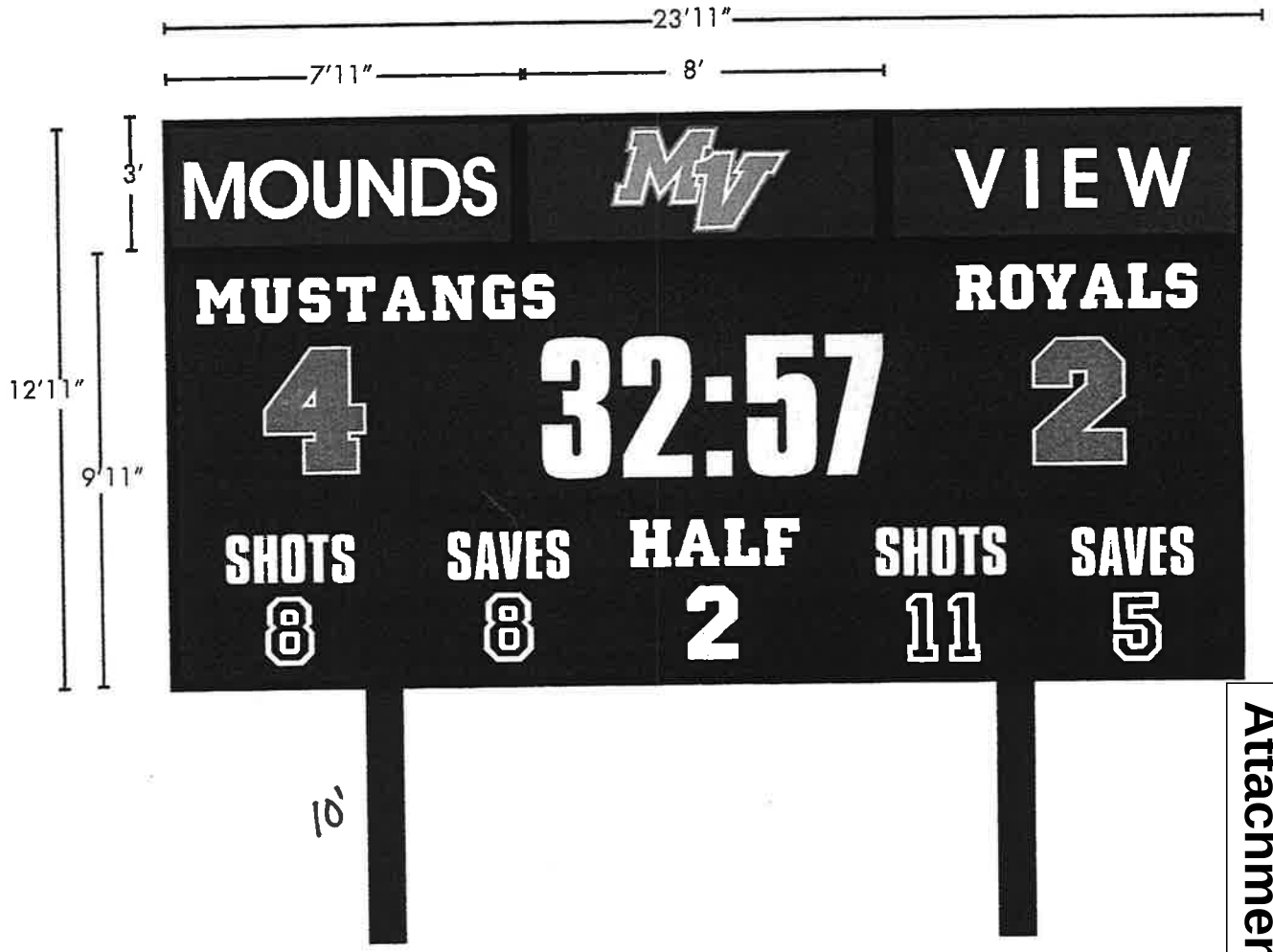
SOUND DISPLAY
One (1) SS-500HD Display
3'h x 8'w

ID PANELS
Two (2) Backlit ID Panels
3'h x 7'11"w

DIGITAL DISPLAY
One (1) DVXMC Message Display
144 x 360 - 19.8mm
9'11"h x 23'11"w

or

One (1) DVXMC Message Display
108 x 270 - 26.5mm
9'11"h x 23'11"w



DAKTRONICS

DAKTRONICS
SPORTS MARKETING

Attachment D

25' feet wide
MUSTANG STADIUM
HOME
GUEST
DOWN
TO GO
BALL ON
QTR
FIELD IMPROVEMENTS DONATED BY
LIGHT BRIGADE INC.
11' feet heigh
10' feet from grade to scoreboard
Existing Scoreboard: 275 square feet

Attachment E

201 Daktronics Dr. PO Box 5128
Brookings, SD 57006-5128

tel 800-325-7446 605-692-0200
fax 605-692-0381

www.daktronics.com

May 9, 2016

City of Arden Hills

Re: Lighting Analysis for Daktronics LED DVXMC Scoreboard

To Whom This May Concern:

The accompanying graph pertains to the Daktronics LED DVXMC scoreboard proposed for installation at Mounds View High School located at 1900 Lake Valentine Rd. in Arden Hills. Additionally, answers to requested information from the City (letter dated April 21, 2016) is documented in Appendix A. We hope you find the following information beneficial.

Daktronics' lighting analysis are computed using a measurement of illuminance (footcandles) in order to show a display's light impact at various angles and distances. The unit 'Nits', a measurement of luminance, measures the amount of light a sign emits and is used by manufacturers to specify maximum daytime brightness of an LED display. While Nits values do change at various angles from the display face, measuring in Nits does not correlate to how much light output will reach certain areas. For instance, as the measurer stands at off angles, the physical size of the display that is viewable decreases significantly, however, measuring in Nits would not account for this decrease in viewable area, and thus provide an incorrect measurable to the light impact. On the other hand, footcandles measures the amount of light that hits a certain location, such as 450 ft from the face, a neighboring roadway or house. Since the lighting analysis was completed to address light impact to the adjacent roadway and neighboring residential areas, footcandles would be the recommended form of measurement.

The accompanying graph depicts illumination levels in footcandles that the proposed display will produce based on nighttime running levels[i] at a measurement height of five feet above ground level (which is approximately eye height). [ii] These levels are based on a worst-case scenario of an all-white display. Actual levels will be much lower than what is represented on the graph, as typical content runs at 25 to 35 percent of the brightness of an all-white display.

It is important to note that the accompanying graph assumes absolute darkness with regard to surrounding ambient light. In other words, the presence of ambient light producing elements at night including but not limited to roadway lighting, residential lighting, the moon, etc. will further diminish the impact of the light output from the display in question. If there is a game at night utilizing the scoreboard, the presence of spotlights to light up the field will significantly reduce any display lighting impact.

It is also important to note that the accompanying lighting analysis graph shows there will be no lighting impact from the Daktronics LED scoreboard to Lake Valentine Road and the residential neighborhoods to the north and east of the stadium. For example, at 450 ft and an angle of 75 degrees, the graph shows a lighting level of 0.00 footcandles.

DAKTRONICS

DP-02766

DAKTRONICS

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fax 605-692-0381

www.daktronics.com

The lighting analysis also shows most of the illumination is directed to the field with limited amounts of light falling on other areas off the field. The highest illumination level, 0.05 footcandles, off the field is located at 250 ft at an angle of 40 degrees from the sign face. To put this level into perspective, that is only 5% of the light of a single wax candle viewed one foot away. This level is also only 10% of the average parking lot lighting (0.5 footcandles) as documented on the enclosed 'Dark Sky Recommended Lighting Levels for Exterior Lighting' document. Additionally, as a comparison, a local residential roadway's average illumination is 0.4 footcandles while the average lighting on an expressway is 1.2 footcandles. Finally, as stated above, it's important to emphasize the proposed scoreboard lighting will not have any lighting impact to Lake Valentine road and the neighboring residential properties.

Finally, it is important to note the illumination levels are only representative of Daktronics LED scoreboards. Other digital display manufacturers may use different LEDs which have different light emissions.

Daktronics is committed to providing digital displays that adhere to the regulatory environment, working closely with our customers for a responsible approach to the market.

Please let me know if you have any questions or concerns.

Sincerely,
Daktronics, Inc.

Angela Bailey

Angela Bailey
Signage Legislation
605-692-0200

---

[i] Please note, while the sign's brightness during daylight hours would be almost always incidental, there may be times in which the sign would produce illumination levels above ambient light during such hours. Examples when such an occurrence could happen would be during a very dark and stormy day. It is important to note, however, that the sign is equipped with a working photo-sensor that automatically adjusts its brightness based on ambient light. The photo-sensor adjusts the sign's brightness to lower levels, preventing the sign from appearing overly bright during those rare occasions where its brightness would exceed ambient light.

[ii] Also note, the illumination levels cited take into account a height above ground level of 15 feet and provide the illumination which will be measured by the testing meter located 5 feet above ground level.

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Appendix A:

In the letter from the city dated April 21, 2016, the following items were requested. Daktronics answers are in red text.

Scoreboard Lighting:

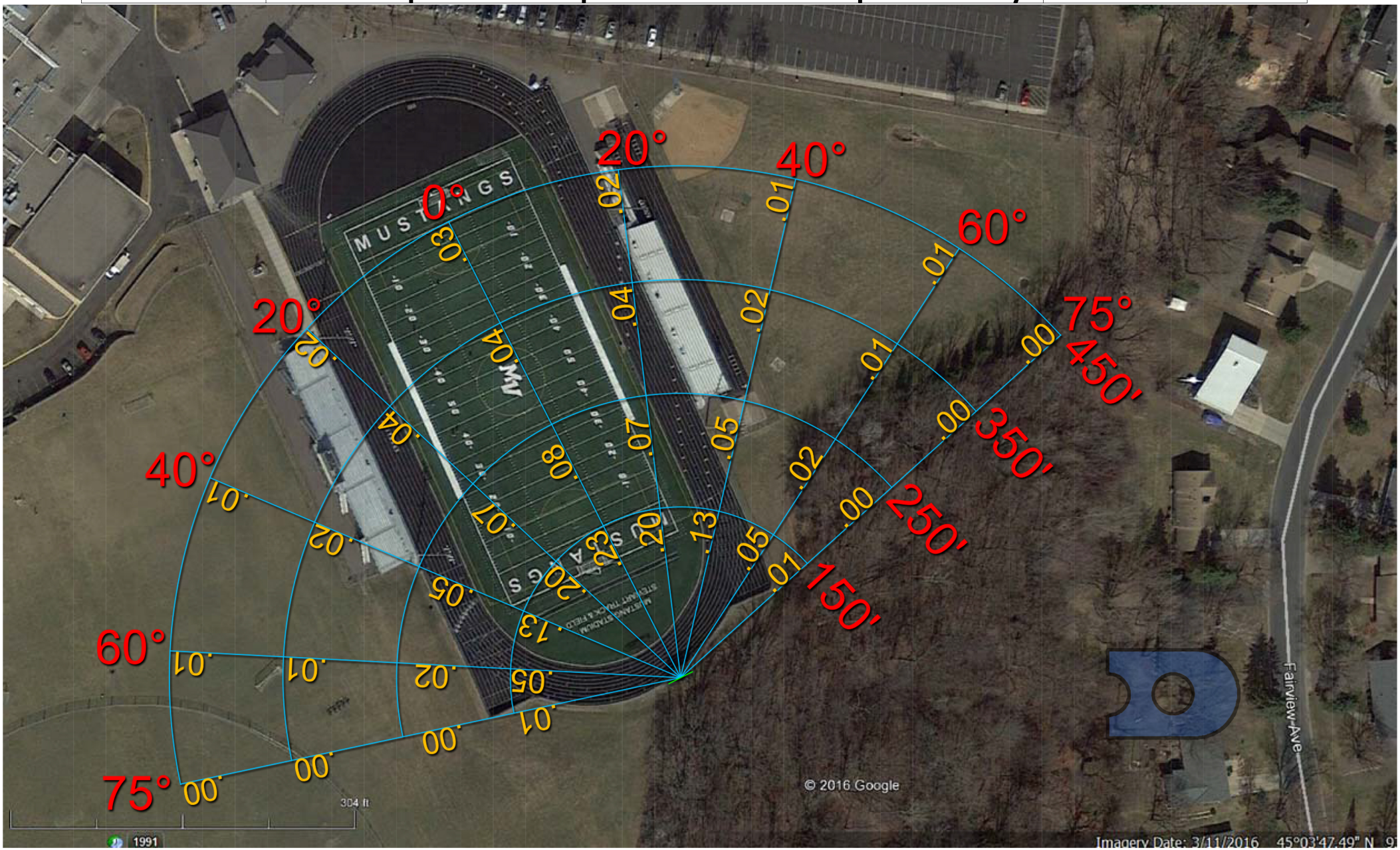
o Further details on the lighting and lighting levels/measurements (nits) to be used on the scoreboard during events at the stadium.
 Minimum and maximum lighting levels used for day and evening activities.
The maximum lighting level in the daytime for this display is 11,000 nits. As ambient light level reduces (during rainy/cloudy conditions or during dusk), the display will reduce its intensity automatically as detected through the light sensor. As sunny daytime conditions progress into dusk, the display can dim from the maximum of 11,000 nits all the way down to the minimum of 440 nits (4% of the maximum). As the maximum intensity of 11,000 is reached primarily during bright, sunny conditions, the minimum intensity is reached during darkened nighttime conditions. If there is additional ambient lighting from field lighting, parking lot lights, etc., the display may operate at a higher intensity in order to be viewed appropriately. However, the additional ambient lighting further reduces any light impact from the display. Note, as mentioned above, the maximum and minimum operating levels are assuming a utilization rate of 100% (all-white content). Actual levels will be lower with other content or colors.

 Dimming capacity of the scoreboard if a dimmer is installed.
The DVXMC board is equipped with a photocell/light sensor that allows the display to automatically adjusts the light intensity in direct correlation with ambient light conditions utilizing 64 levels of dimming. For example, if a game starts during daylight conditions but progresses into nighttime conditions after sunset, the scoreboard will detect the ambient light change and dim accordingly. The ability to automatically dim based on ambient light levels ensures the board will not be too bright at night nor too dim during daytime conditions.

o Expected lighting levels/measurements (nits) at Lake Valentine Road and at the residential neighborhood to the north and east of the stadium.
The accompanying lighting analysis shows no light will fall on Lake Valentine Road or the residential neighborhoods to the north and east of the stadium.

o Comparison of the current lighting levels of the existing scoreboard to the proposed lighting levels of the new scoreboard.
Since the lighting analysis shows no light will fall on neighboring sensitive uses, a full comparison between the two lighting systems is unnecessary. However, the new display incorporates LEDs which produce directional illumination. The LEDs produce light in an out and downward fashion, which reduces upward illumination. This design also limits illumination onto unintended areas.

DAKTRONICS	Light Analysis for DVXMC-144x360-19.8-RGB-SF Digital EMC	Date: 05/03/2016
	Mounds View High School	Prepared by: Glen Wiebe
	1900 Lake Valentine Rd, Arden Hills, MN 55112	
	Values expressed are specific to Daktronics product only	



-Display at Maximum Brightness of 440 Nits - Nighttime Value
-Calculations take into account a 15' HAGL
-Any rise or fall in elevation or physical blockage is not shown in calculations

*Calculations are based on Red, Green, and Blue LEDs (White Content) powered to their maximum potential for nighttime viewing. Values are shown in footcandles (fc).

Illuminating Engineering Society of North America (IES) Recommendations as Compiled by the International Dark-Sky Association

I. Roadway Lighting (Using R3 type pavement = slightly specular asphalt)

Area to be Lit	*Average Maintained Desired Uniformity Ratio*	*Illuminance (Avg/Min) in foot-candles*
Expressway	3/1	1.2
Major Road	3/1	1.3
Collector Road	4/1	0.9
Local Road	6/1	0.4

Expressway: major divided highway

Major Road (Arterial): the principal network for through traffic

Collector: the streets between Major and Local roads (residential)

Local: access roads to residential properties.

II. Parking Lots

Level of Activity: Area to be Lit	*Horizontal Illuminance in Foot-candles*		*Uniformity Ratio*
	Average	*Minimum*	
HIGH: Major League Athletic Events; Convention Centers; Regional Shopping Centers	2.0	0.7	3/1
MEDIUM: Community Shopping Centers; Civic and Recreational Events; Office Parking; Hotel and Motel Parking; Restaurants, Fast Food Outlets; Hospital Parking; Transportation Parking; Regional Complex Parking	1.0	0.3	3/1
LOW: Neighborhood Shopping; Industrial Parking; Educational Facilities; Churches	0.5	0.1	4/1

III. Recommendations for Other Outdoor Lighting Levels

Area to be Lit	*Illuminance in Foot-candles*		
Building Exterior - Active Entrances	5		
Building Exterior - Inactive Entrances	1		
Loading Platforms	20		
Storage Yards - Active	20		
Storage Yards - Inactive	1		
Service Stations:			
Approach	3		
Driveway	5		
Pump Island	30		
Auto Lots:	Illumination Level of Surrounding Area		
	High	*Medium*	*Low*
Circulation	10	7	5
Merchandise	50	30	20
Featured Display	75	50	35

Sheet Number 77 (October 1993) by David Crawford. The information does not reflect any IES changes following 1993. This information may also be found at http://www.3towers.com/sGrasslands/Essays/RecommendedLightLevels/RecommendedLightLevels01.asp

Mounds View HS/City of Arden Hills– Scoreboard Lighting Frequently Asked Questions

Prepared by: Daktronics

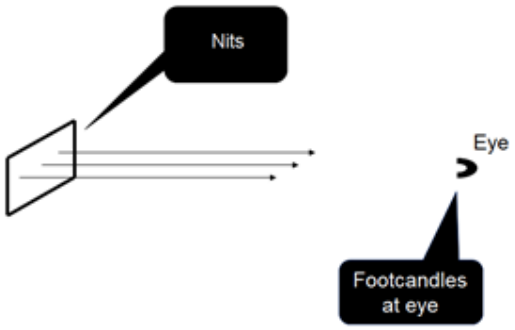
1. **What is a Nit?**

A nit is defined as a candela per meter squared, in other words, the amount of light emitted by a one square meter area. The unit 'Nits', a measurement of luminance, measures the amount of light an LED display emits and is used by manufacturers to specify the maximum daytime brightness of that particular display. The manufacturer measures the Nit value at 0 degrees both horizontally and vertically from the face of the display. The measurement must be taken at a distance great enough so that the measuring device does not pick up the black space behind the LEDs to avoid skewing the result.

2. **What is a Footcandle?**

A footcandle is the amount of light measured from a single wax candle viewed one foot away, which is a measurement of illuminance. Footcandles measures the amount of light that reaches a given distance and angle away from the light source, allowing the measurer to understand the light impact of a light source (sign/scoreboard) at a specific location. For example, persons viewing the scoreboard from a particular location will have a certain footcandle level falling on their eyes due to the light rays emitted by the sign. At various angles and distances from the scoreboard, the people will experience different levels of light reaching them.

The below graphic shows how nits measures the amount of light emitted and perceived by the human eye, while footcandles measures the amount of light experienced by the human eye.



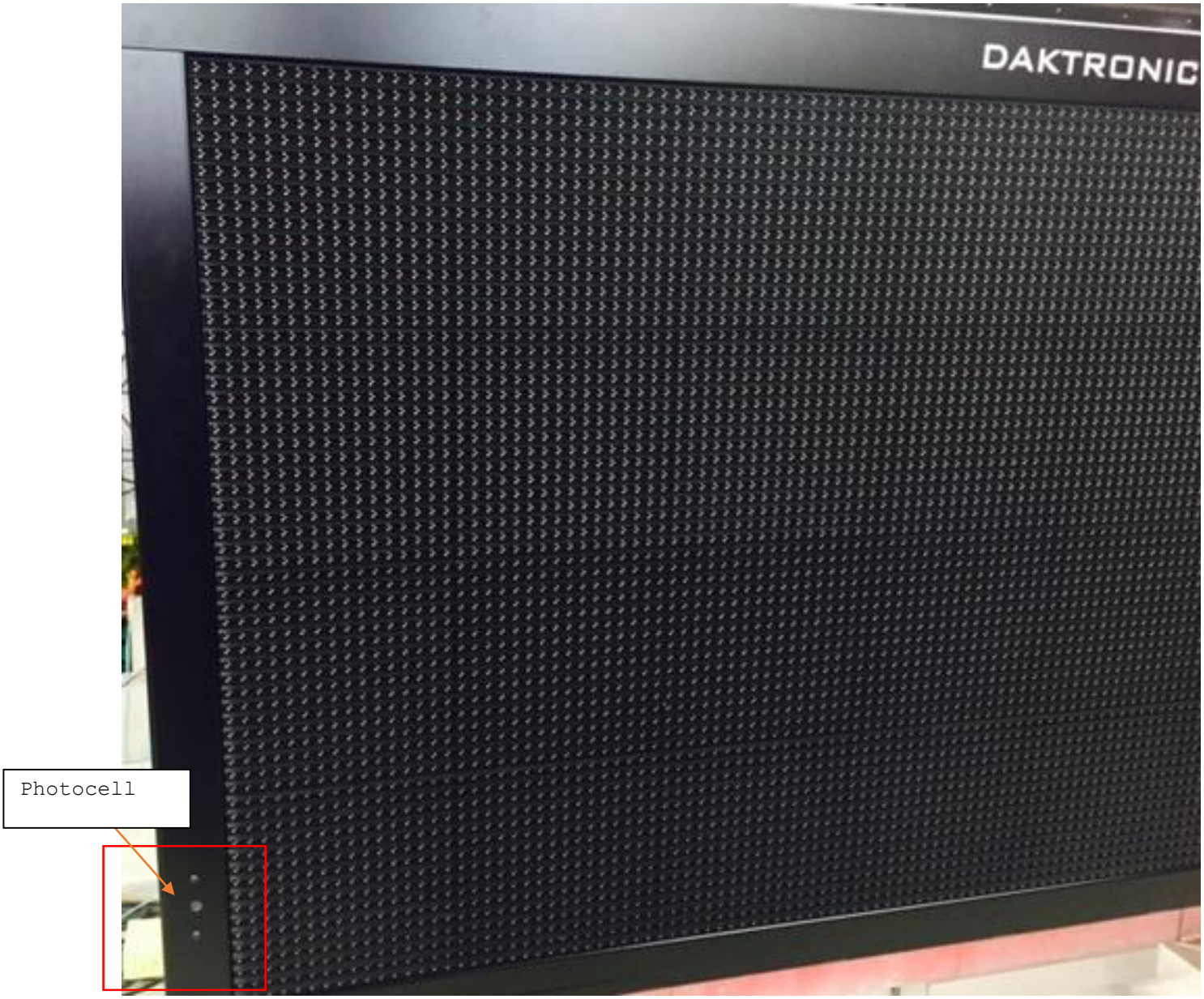
3. **Why was the lighting analysis completed in footcandles and not nits?**

Daktronics' lighting analysis are computed using a measurement of illuminance (footcandles) in order to show a display's light impact at various angles and distances. While Nits values do change at various angles from the display face, measuring in Nits does not correlate to how much light from the LED display will reach certain areas. For instance, as the measurer stands at off angles, the physical size of the display that is viewable decreases significantly, however, measuring in Nits would not account for this decrease in viewable area, and thus provide an incorrect measurable to the light impact. On the other hand, footcandles measures the amount of light that hits a certain location, such as 450 ft from the face, a neighboring roadway or house. Since the lighting analysis

DF-02766

was completed to address light impact to the adjacent roadway and neighboring residential areas, footcandles would be the recommended form of measurement.

4. **Where is the photocell location?**
   The photocell will be located on the lower left hand corner of the display border as shown in the picture below.



5. **How does the photocell work to automatically dim the display?**

The photocell reads the amount of ambient light in the area of the display location and provides a voltage level back to the controller. The controller reads that voltage amount and sets the dimming of the display accordingly. Levels are preset from the factory from 100% (maximum) down to 4% (minimum).

6. **How long does it take for the photocell to dim or brighten the display as a result of a change in ambient light?**

Once a change in ambient light is detected that requires a brightness adjustment, the display will start to dim within 15 seconds. The dimming process occurs over a period of time and is not instantaneous to avoid abrupt changes in brightness from passing light sources such as vehicle headlights.

7. **What if the display appears too bright even with the automatic dimming?**

The display will be factory set to utilize automatic dimming. However, if the display needs to be adjusted to a lower level than what the photocell is setting the dimming to manual override can be utilized. Manual brightness adjustment is protected with a password, so only someone with Administrative rights could adjust the brightness. Manual adjustment can also be utilized in the event the photocell malfunctions.

Attachment F

Sportsound 500HD Sound System

The Sportsound 500HD is a complete sound system designed to provide high-impact sound reinforcement for a variety of outdoor facilities, including football, lacrosse, soccer, softball and track. The system is installed in a permanent position and provides full range sound and even coverage at levels capable of overcoming crowd noise. The 500HD is designed for smaller sport venues; it is easy to set up and to operate. The new Announcer's Console provides a simplified interface to the sound system, which offers one MP3 player and two microphone inputs.

Sportsound Sound System Installations

See audio systems sold worldwide or in the region near you on our audio installation map.

Features

- Fully-contained system
- Single- or dual-sided coverage pattern options available
- Single cabinet accommodates future expandability
- Horn-loaded mid frequency drivers with constant directivity high frequency horns
- Mid and high frequency speakers adjust 0-30 degrees horizontally in 5 degree increments
- Remote-mounted NEMA3R control enclosure allows for ease of service
- CobraNet® communication between announcer's rack and control enclosure via a multimode fiber optic cable
- 20bit/48K digital audio with analog backup
- On-board digital signal processing (DSP) with low signal latency
- On-board system diagnostics
- Global power configurations
- Rated to withstand hurricane force winds up to 78 psf
- Full-color-printable front mesh with UV protection
- Compatible with any Daktronics audio control system

Benefits

- Improved driver protection
- Low distortion
- Low latency
- Higher damping factor
- Broad coverage
- Improved 20 bit/48K digital signal processing
- Signal transfer accomplished digitally via Ethernet and network connections

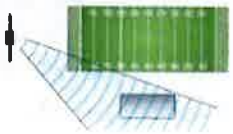
- Global power - it works anywhere in the world

Coverage Pattern

The 500HD offers three configurations: Dual (D), Single Left (SL) or Single Right (SR). The internal components of the single speaker configurations can be adjusted. The examples below show some of the popular aiming configurations. These adjustment options offer unprecedented installation flexibility without compromising on aesthetics.

500HD-SL
single left coverage

500HD-SR
single right coverage



500HD-D
dual coverage

Specifications

Dimensions:	H = 3' 0" W = 8' 0" D = 3' 6"
Weight:	500HD-D: 850 lbs (386 kg) 500HD-SL/-SR: 775 lbs (352 kg)
Paint Color:	Powder coat black with wrinkle finish
Construction:	Steel skeleton sheeted in aluminum paneling with two (2) rear access doors

Related Documents

Speaker Cabinet Documents

Sportsound 500HD Architect Specifications (54 KB)

Announcer's Rack Documents

Sportsound Standard Rack Configurations (1.5 MB)

General Noise Standards

The following are noise guidelines set by the EPA for dB/duration. Music played at sporting venues should not be louder than the standards set by the EPA. In general, music that is being played during pregame warmups and halftime events should not exceed the levels at the corresponding duration shown below.

dB Noise Level	EPA Noise Exposure Limit
70 dB	24 hours
79 dB	3 hours
82 dB	90 minutes
85 dB	45 minutes
88 dB	23 minutes
91 dB	11 minutes
97 dB	3 minutes
102 dB	53 seconds
107 dB	16.7 seconds
117 dB	1.7 seconds

Additionally, below are examples of average decibel levels and common corresponding sounds:

Decibel	Example
0 dB	Threshold of Hearing
10 dB	Normal Breathing
20 dB	Background in TV studio
30 dB	Quiet bedroom at night
40 dB	Quiet Library
50 dB	Average Home
60 dB	Normal Conversation @ 3ft
70 dB	Vacuum cleaner @ 3ft
80 dB	Heavy Traffic @ 16ft
90 dB	Diesel Truck @ 32ft
100 dB	Night Club @3ft from speaker
110 dB	Chainsaw @ 3ft
120 dB	Threshold of discomfort
130 dB	Threshold of pain
140 dB	Jet Engine @100ft

List of Illustrations

Figure1 – EASE Acoustical Overlay

This shows the sound levels that the sound system will produce over a large area. Decibel levels are shown on the overlay with white text and an arrow pointing to the location the sample level was taken from the model. To get an idea of the loudness at each location, compare to the values in the table above.

Figure2 – Coverage Cone Overlay

This shows the approximate angles of the two rotatable speaker sections inside the speaker cabinet as modeled. These angles are approximate and can be angled in 5 degree increments during install to adjust to the best angle for the facility.

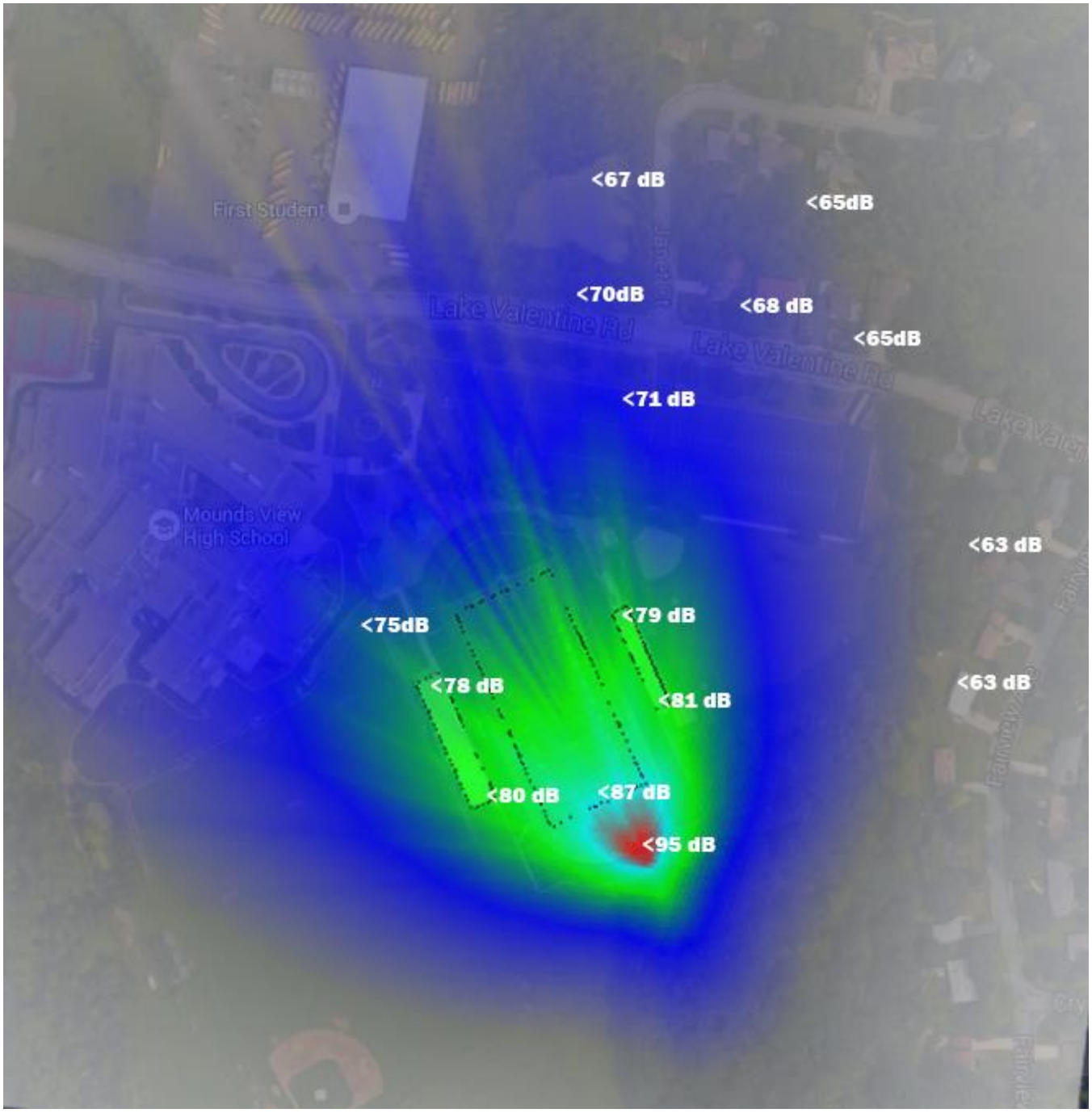
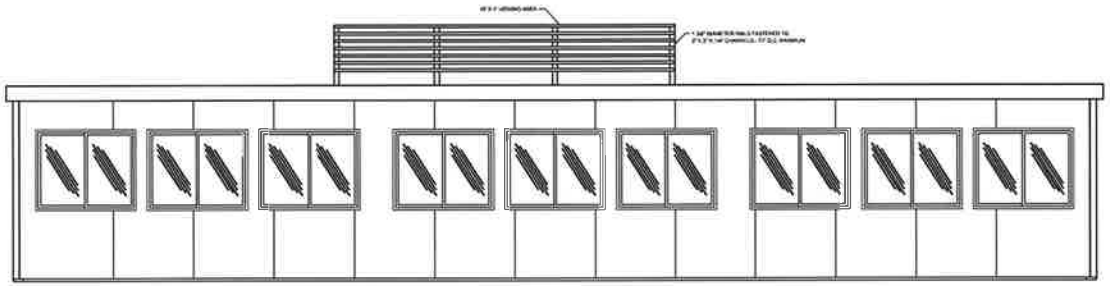


Figure1 – EASE Acoustical Overlay

201 Daktronics Drive PO Box 5128 Brookings, SD 57006-5128
800-325-8766 605-692-0200 fax 605-697-4700
www.daktronics.com email sales@daktronics.com

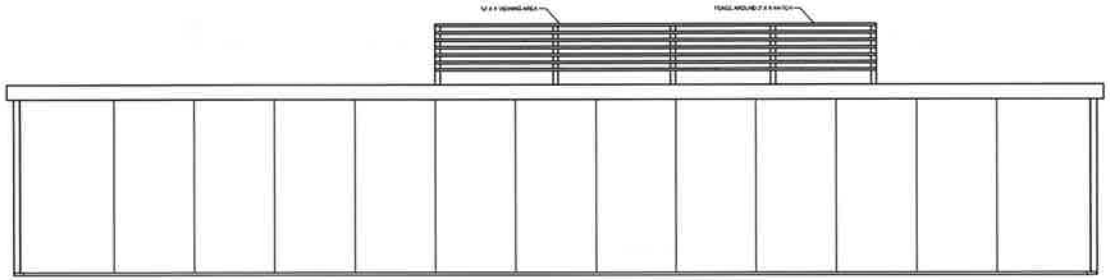
Figure2 – Coverage Cone Overlay



PRESS BOX
FRONT ELEVATION

1 / C2

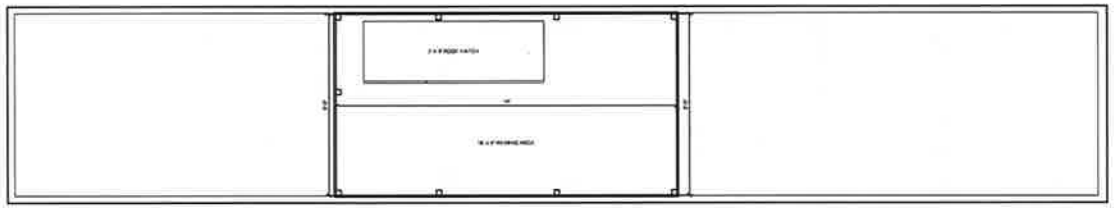
NOT TO SCALE



PRESS BOX
BACK ELEVATION

2 / C2

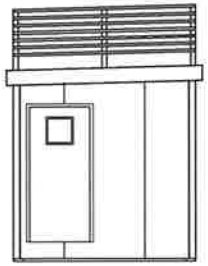
NOT TO SCALE



PRESS BOX
TOP VIEW

3 / C2

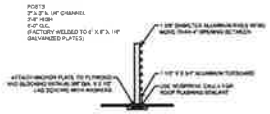
NOT TO SCALE



PRESS BOX
END ELEVATION

4 / C2

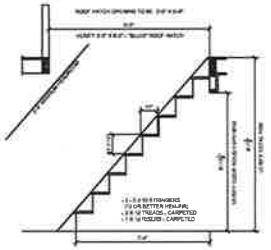
NOT TO SCALE



RAIL ANCHOR DETAIL

5 / C2

NOT TO SCALE



SHIPS LADDER SECTION

6 / C2

NOT TO SCALE

P:\Projects\Projects - 2016\12168014 - Mounds View Presidio Replacement\C. Design\Drawing Files\12168014 - Details - C1.dwg

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120 (f) 651.481.9201
www.larsonengr.com

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Client
MOUNDS VIEW PUBLIC SCHOOLS
350 HIGHWAY 96 WEST
SHOREVIEW, MINNESOTA 55126

Project Title:
2016 PRESS BOX REPLACEMENT
MOUNDS VIEW HIGH SCHOOL

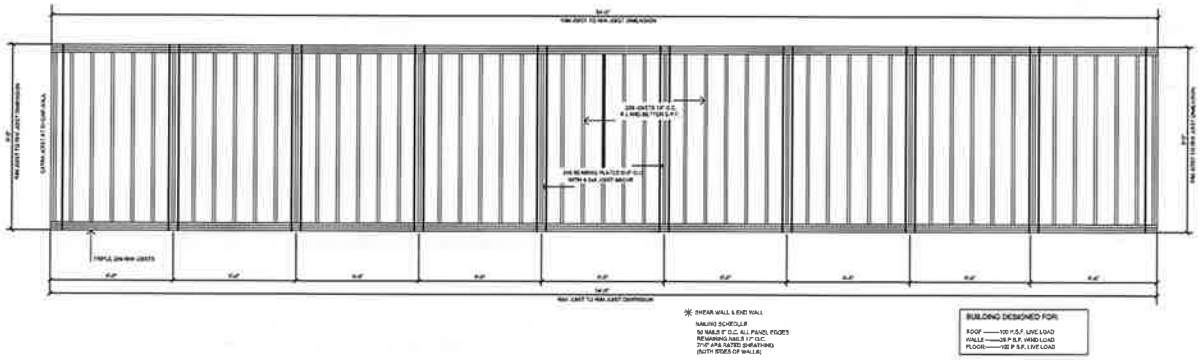
I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Eric G. Meyer, P.E.
Date: XX.XX.16 Reg.

Rev.	Date	De

Project #: 12168014
Drawn By: CBS
Checked By: EGM
Issue Date: XX.XX.16
Sheet Title:
DETAIL
C2
Sheet:

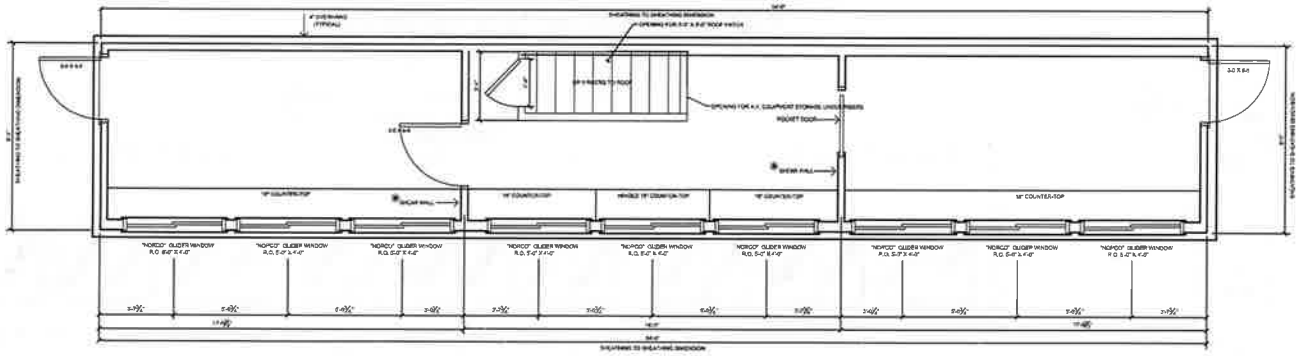
Attachment G



PRESS BOX
JOIST LAYOUT

1/C1

NOT TO SCALE



PRESS BOX
FLOOR PLAN

2/C1

NOT TO SCALE

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I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Eric G. Meyer, P.E.

Date: xx.xx.16 Reg. No.: 44320

Rev.	Date	Description

Project #: 12166014
Drawn By: CBS
Checked By: EGM
Issue Date: XX.XX.16

Sheet Title:
DETAILS

Sheet:
C1

Attachment H

STONE RIDGE MASONRY & CONCRETE

21352 Tulip St NW Anoka, MN 55303
John Green
Cell: 612-750-0605
Email: stoneridgemc@gmail.com

Date	Proposal #
3/14/2016	1245

Bid To:

Sam

Description of Work

Work to be performed for construction of 20'x20"x10" high athletic field storage building. Work to include the following including all material and labor.

-Excavation: Strip top soil, dig below grade, backfill and compact soil with sand fill, remove excess fill, and final grade.
-Concrete footing: Install 20" x 8" concrete footing below grade.
-Below grade blocks: Install 5 courses of 12' below grade blocks.
-Above grade blocks: Install 15 courses (10' high) 8" rock faced block.
-Corefill every 6' as required.
-Install bond beam for lintels over overhead doors, service door, and top course.
-Install anchor bolts in top course to secure roof.
-Pour concrete floor 4" thick using 4000 #psi mix reinforced with fibermesh.
-Install hip roof with 5-12 pitch, using 1/2 plywood decking with clips, and 30 lb felt,
-Install Seamless Steel panel roof with hidden fastners, 2" x 6" facia, and aluminum soffit and facia.
-Install two 10' x 8' overhead garage doors with cedar bucks and one 3' hollow metal service door with hardware.
-Supply dumpster and satellite restroom.

Terms of Agreement

Total [redacted]

All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the below specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

1. The prices listed here include all labor, materials, installation, and taxes. Anything not specifically included is deemed excluded.
2. Invoices to be paid within 30 days of completion of specified work as started above.
3. This proposal may be withdrawn if not accepted within 30 days.

IN WITNESS WHEREOF, the Contractor and Subcontractor hereby represent that they have read this Pricing Agreement, and agree to its terms.

By:	**By:**
Title:	**Title:**
Date:	**Date:**

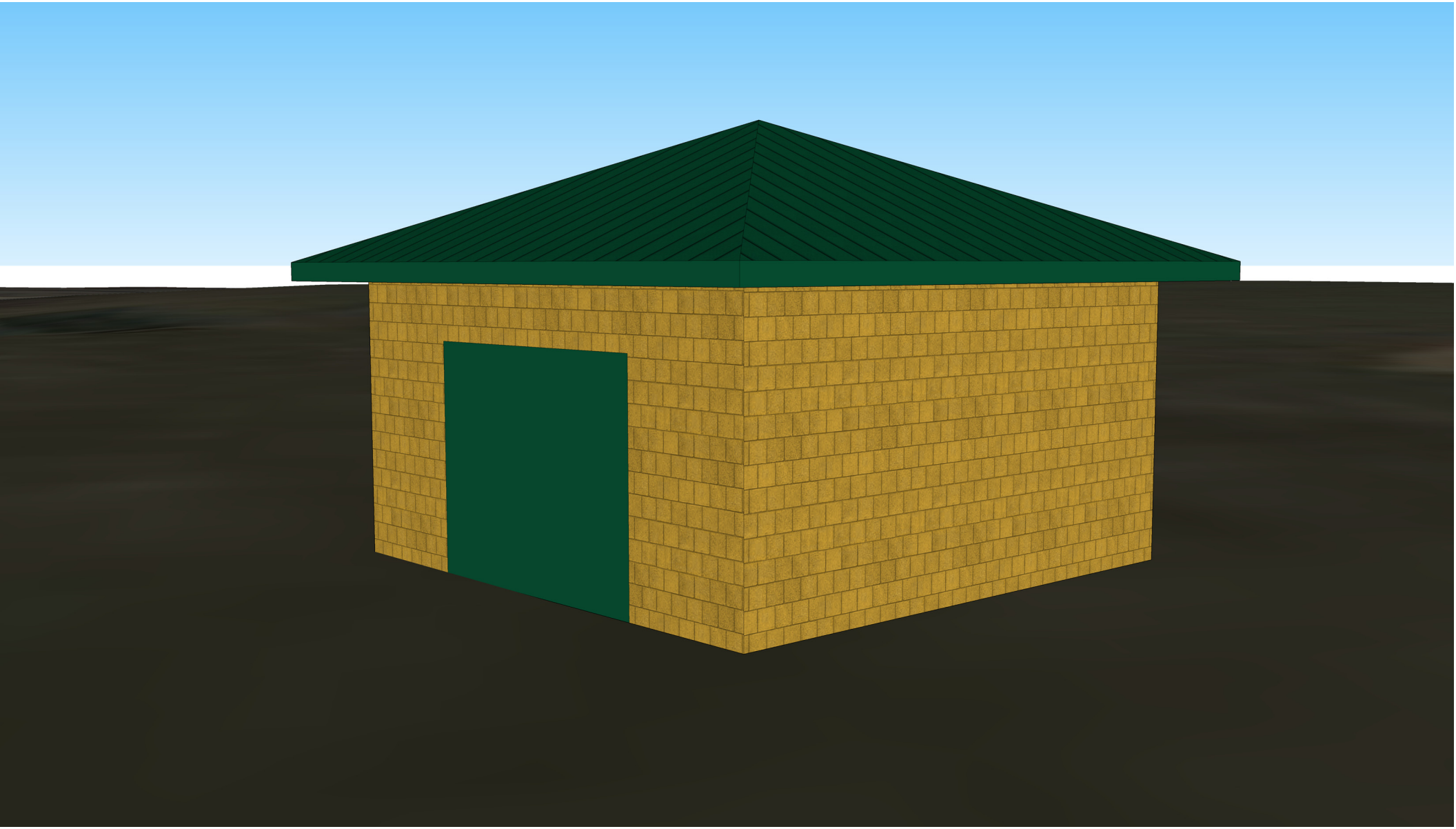
Mounds View High School - Baseball Storage Building 6-16-2016

Google earth

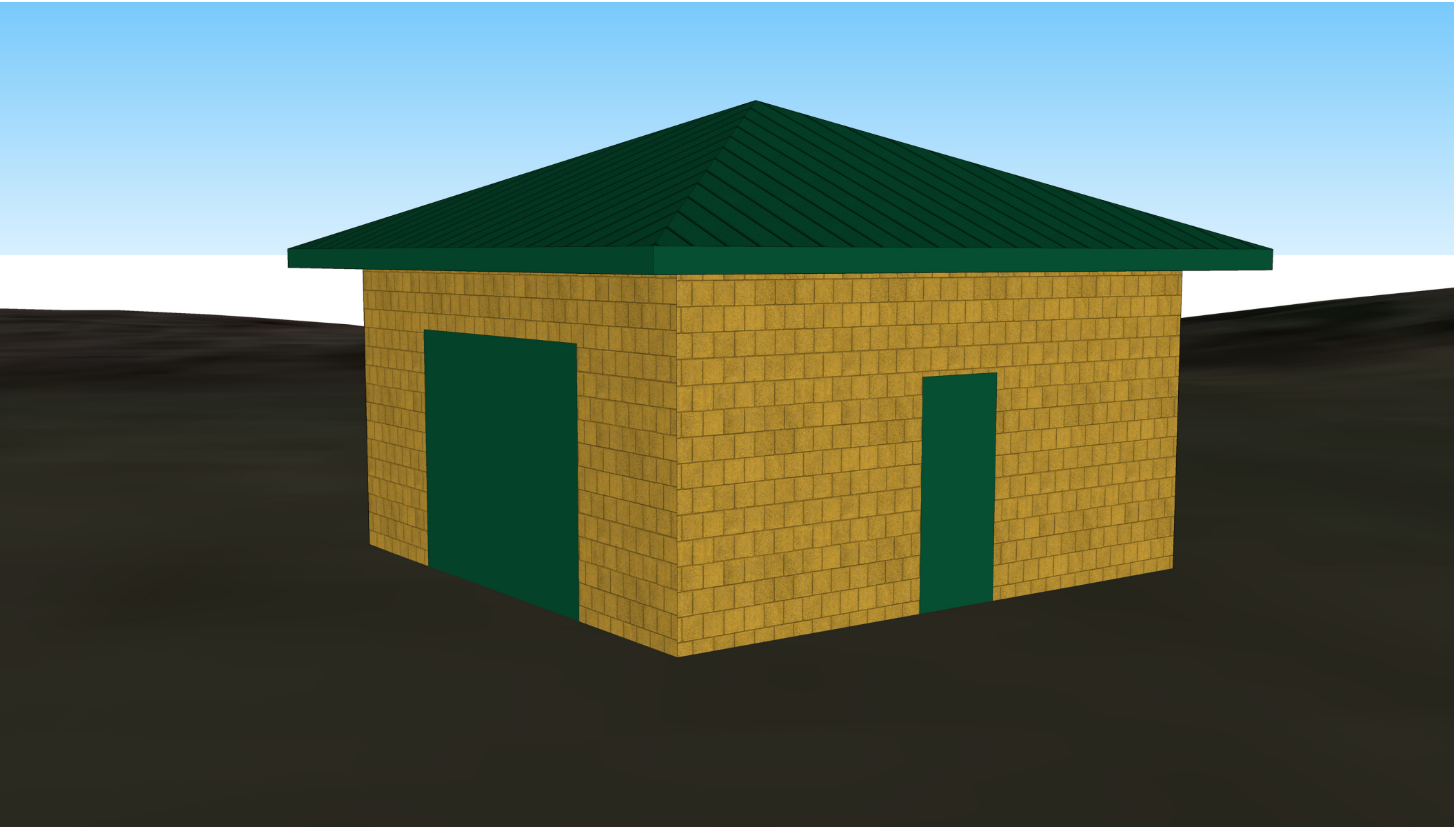
feet 1000

meters 400

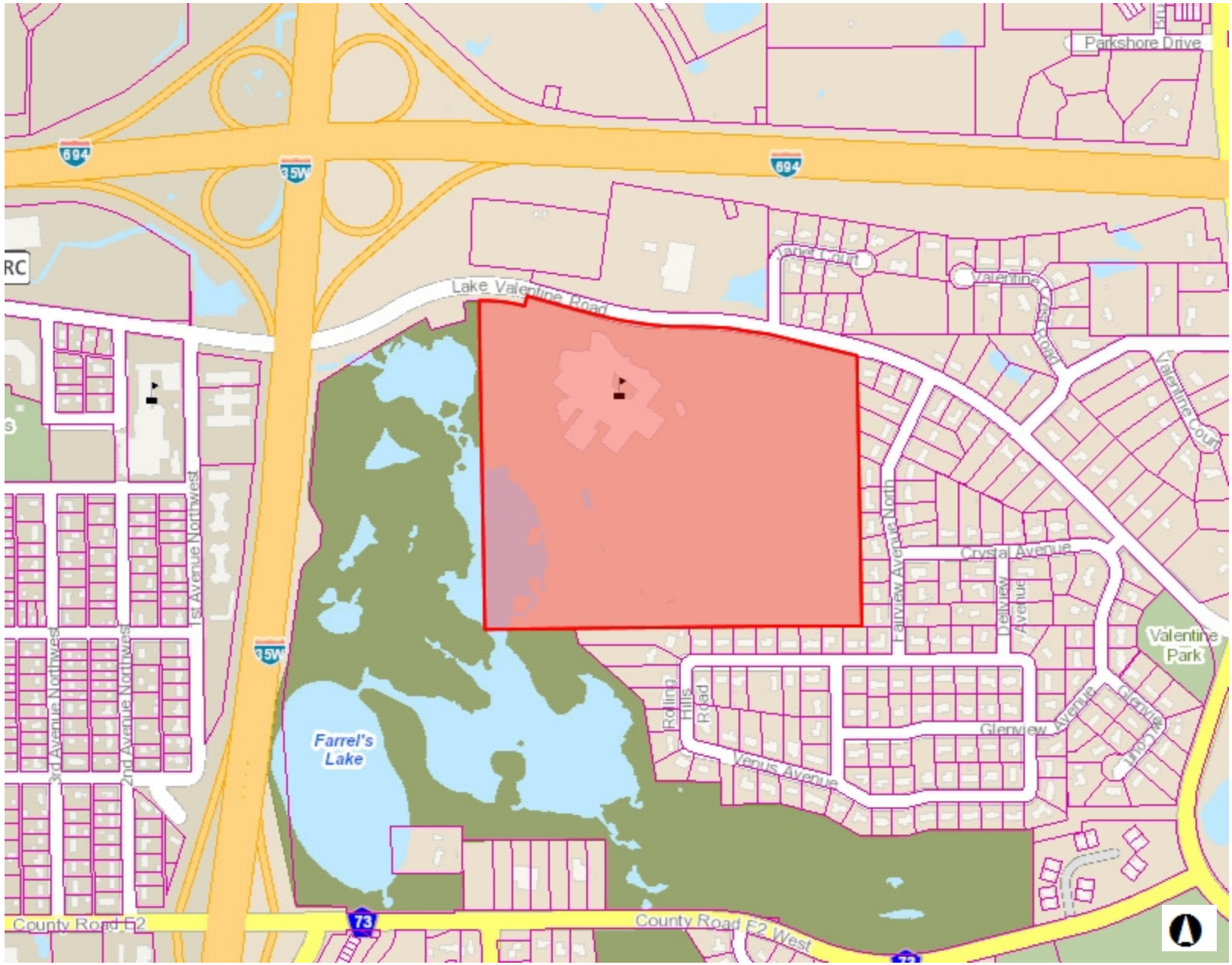
Mounds View High School - Baseball Storage Building 6-16-2016
Isometric View - Looking Northeast



Mounds View High School - Baseball Storage Building 6-16-2016
Isometric View - Looking Southwest



MapRamsey



1,333.2 0 666.58 1,333.2 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet

© Ramsey County Enterprise GIS Division

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

Legend

- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Airports

Notes

Enter Map Descriptio

Attachment I

Attachment J

DRAFT

Approved:

CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, JUNE 8, 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 Angela Hames, Steven Jones, James Lambeth, and Clayton Zimmerman.

Absent: Commissioners Brent Bartel (excused), Nick Gehrig (excused), and Phillip Neururer (excused).

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

APPROVAL OF AGENDA – JUNE 8, 2016

Chair Thompson stated the agenda will stand as published.

APPROVAL OF MINUTES

April 6, 2016 – Planning Commission Regular Meeting

Commissioner Zimmerman moved, seconded by Commissioner Jones, to approve the April 6, 2016, Planning Commission Regular Meeting minutes as presented. The motion carried unanimously (5-0).

PLANNING CASES

B. Planning Case 16-013; CUP Amendment and Variance – Mounds View High School –*Public Hearing*

City Planner Streff stated that Mounds View High School currently operates under a Conditional Use Permit (CUP) that was approved in 1978. Any modification to the original CUP requires that a CUP amendment be processed. The original CUP has been amended from time-to-

time as the school and campus have expanded over the past years. In this case, the School District is requesting an amendment to the existing CUP in order to replace the existing scoreboard and press box at the football stadium and to construct a new storage building adjacent to the baseball field. A variance is also required in this planning case in order for the scoreboard and press box to exceed fifteen (15) feet in height.

City Planner Streff explained that Mounds View High School is located in the R-1 Single Family Residential Zoning District, which permits schools as a conditional use, however, any additions to the campus, or amendments to the original CUP must still meet the requirements of the underlying zoning district.

City Planner Streff indicated that the Mounds View School District is proposing a Conditional Use Permit (CUP) Amendment and Variance in order make the following improvement to the athletic field complex at their property located at 1900 Lake Valentine Road.

1) **Scoreboard** – Replace the existing scoreboard that was installed in the 1980s with a new scoreboard from Daktronics. The existing scoreboard is approximately 11-feet in height by 25-feet in width, or 275 square feet in size. The proposed scoreboard to be installed is 12-feet 11-inches in height by 23-feet 11-inches in width, or approximately 309 square feet in size. Both the existing scoreboard and the proposed scoreboard are elevated on posts that are 10-feet above grade. The new scoreboard would be positioned in the same location as the existing scoreboard.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. In this case, the scoreboard is considered an accessory structure and the new scoreboard is being proposed at a total height above grade at 22-feet 11-inches. In order for the new scoreboard to be constructed a Variance along with the CUP is required.

2) **Press Box** – Replace the existing press box located on the "home side" of the football stadium and positioned above the bleachers. The new press box would be 9-feet by 54-feet, or 486 square feet in size. The existing press pox is approximately 9-feet by 30-feet, or 270 square feet in size.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The press box is considered an accessory structure and is being proposed at a total height of 19- feet 4-inches above the grade from the back of the bleachers or 33-feet 4-inches above the grade of the playing field.

3) Accessory Storage Building – Construct a new 20-foot by 20-foot (400 sq. ft.) accessory storage building adjacent to the west side of the baseball field near batting cages on the west side of the field.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The new accessory structure would be 10-feet in height and comparable in design and the materials used on other structures within the athletic field complex. The exterior finish of the structure would largely consist of rock faced block to match the block that was used to construct the dugouts. The structure would have one (1) service door entrance installed along with two (2) 10-foot wide by 8-foot height overhead doors.

Site Data

Land Use Plan:	Public and Institutional
Existing Land Use:	Public and Institutional
Zoning:	R-1: Single Family Residential
Current Lot Sizes:	56.34 Acres
Topography:	The elevation is generally flat and decreases toward the west.

City Planner Streff reviewed the surrounding area, the Plan Evaluation, Conditional Use Permit Criteria, and the Variance Evaluation Criteria.

City Planner Streff provided the Findings of Fact for review:

General Findings:

1. The property at 1900 Lake Valentine Road is located in the R-1 Single Family Residential Zoning District.
2. The applicant is requesting a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the athletic field complex.
3. The Variance in this case, is being requested to allow the scoreboard and press box to exceed fifteen (15) feet in height.
4. Mounds View High School operates under a Conditional Use Permit in the R-1 Zoning District.
5. Athletic fields and accessory equipment are permitted under the original CUP for Mounds View High School.
6. The proposed application will not exceed the lot coverage limits for the property.
7. The proposed application meets all setback requirements.

Conditional Use Permit Evaluation Findings:

8. The proposed project is not expected to have any significant impact on traffic or parking conditions since no change in the school population is expected.
9. The proposed project will not produce any permanent noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste.
10. The proposed project will not impact storm water runoff since impervious coverage of the property is not being significantly increased.
11. The proposed project is not expected to have any impacts on school population or density.
12. The proposed project will not impact visual and land use compatibility with surrounding land because of the distance between the athletic field improvements and the nearest residential property.
13. The park dedication fee is not applicable to this application.
14. The proposed project does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

Variance Findings:

15. The proposed project is in harmony with the purpose and intent of the Zoning Ordinance because scoreboards are permitted accessory uses with athletic fields.

16. The proposed project is consistent with Comprehensive Plan because the property in questions is guided for its current and proposed use as a high school.
17. The proposed project is reasonable because scoreboards, press boxes, and accessory structures are addressed in the Code as reasonable uses within educational athletic facilities.
18. The property is unique because of its size, the considerable setback from adjacent properties, and its use as a high school in a residential district.
19. The proposed project will not alter the essential character of the locality.

City Planner Streff stated based on the submitted plans and findings of fact, staff recommends approval of Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road. If the Planning Commission recommends approval of this request, staff recommends that the following nine (9) conditions be included with the approval:

1. That 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. That the applicant shall continue to abide by all previous agreements and Conditional Use Permits, as amended by the conditions of approval of this application.
3. That a Conditional Use Permit Amendment Agreement shall be prepared by the City Attorney and subject to City Council approval. The CUP agreement shall be signed by the applicant and approved by Council prior to the issuance of any building permits.
4. That a building permit shall be obtained for the proposed improvements to the athletic field complex.
5. That building permits for the proposed improvements shall be issued by June 27, 2017, or an extension shall be requested at least 45 days preceding this deadline.
6. That a minimum of one (1) tree shall be planted within the Mounds View High School property to meet the Zoning Code requirements. Each deciduous tree is required to be a minimum of two and one-half (2.5) caliper inches and coniferous trees are required to be six (6) feet in height.
7. That all building and setback requirements shall be met.
8. That an automatic dimmer module shall be installed to reduce the nighttime light output of the LED lighting of the scoreboard based on ambient light levels.
9. That the sound system being installed within the scoreboard shall meet all applicable standards set by the EPA and MPCA.

City Planner Streff 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 Zimmerman asked if the existing scoreboard required a variance.

City Planner Streff stated that the most recent scoreboard that was installed at the baseball field required a variance. He stated that the current scoreboard at the football stadium was approved as part of the original approval for the stadium construction.

Commissioner Hames understood the height of the new scoreboard would be higher. She asked if the structure holding the sign would be increased in size/height.

City Planner Streff described the height differences between the existing and proposed scoreboards in further detail with the Commission. He noted the scoreboard pole height would not be changing.

Chair Thompson requested the applicants come forward.

Bob Madison, Activities Director at Mounds View High School, appreciated the Commission hearing the school's request. He asked if the Commission had any comments or questions for him.

John Grabow, AIM Electronic and Daktronics representative, introduced himself to the Commission.

Eric Myer, Larson Engineering, introduced himself and stated he was working with the school on the press box.

Commissioner Hames asked how the scoreboard size and shape was selected.

Mr. Madison explained the scoreboard size was limited by cost and indicated he was working to keep the scoreboard as close to the same size as possible. He indicated the scoreboard was smaller than surrounding schools but would meet the needs of the school.

Chair Thompson requested further information regarding the LED lighting on the scoreboard.

Mr. Madison reported the existing sign had incandescent light bulbs that could no longer be replaced. For this reason, the school was requesting a new scoreboard to meet the changing needs of the stadium. He described how the LED lighting on the scoreboard could be controlled. He stated that Mounds View High School wanted to continue to be a good neighbor.

Mr. Grabow discussed the automatic dimming that could occur on the scoreboard for day time and evening hours. He noted there was a manual dimming feature as well. It was noted the lighting analysis was taken by staff with the light at its full capacity.

Further discussion ensued regarding the lumen and nit output of the scoreboard.

Commissioner Lambeth requested further comment on the sound system.

Mr. Grabel explained the sound system would be incorporated and mounted on the top of the scoreboard and was included in the proposed sign height.

Commissioner Lambeth asked why a bigger press box was required.

Mr. Madison stated the dynamic of high school sports has changed over the past 30 years. He discussed how students were highly engaged in high school sports. He reported Mounds View had the second smallest press box in the conference. He commented the press, year book students and media had to be turned away from the press box due to its small size.

Commissioner Lambeth questioned how the site would be impacted by construction traffic.

Mr. Madison expected construction traffic would travel along the gravel path or behind the press box.

Commissioner Lambeth requested further information on the construction timeline.

Mr. Madison reviewed the construction timeline in detail with the Commission stating work would begin immediately after receiving approval from the City. He wanted to have the scoreboard and press box in place by mid-August.

Commissioner Jones inquired what the sign would look like when it was off.

Mr. Madison stated the sign could be used as a large message board, noting Mounds View and MV were affixed. He did not anticipate the sign would be used for messages.

Chair Thompson questioned if the scoreboard would be used for advertising purposes.

Mr. Madison indicated advertising could assist with the cost of the scoreboard, however, the school district was not proposing to have advertisements on the scoreboard.

Commissioner Hames asked if the scoreboard would have to be further reviewed if it was used for advertisement in the future.

City Planner Streff explained that if small advertisements were conducted during a game, the City would not be concerned, however the scoreboard could not be used to display dynamic display messages or video.

Chair Thompson questioned if this sign would be allowed to flash messages.

City Planner Streff reviewed the City's sign ordinance requirements and noted the City of Arden Hills does not allow dynamic display signs.

Chair Thompson opened the public hearing at 7:25 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 7:26 p.m.

Chair Thompson requested a condition be added (Condition 10) stating the sign will not be used to present dynamic display messages or videos.

Commissioner Hames supported this recommendation.

Commissioner Zimmerman moved and Commissioner Jones seconded a motion to recommend approval of Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road, based on the findings of fact, submitted plans, and the nine (9) conditions in the June 8, 2016, Report to the Planning Commission, with an additional condition (Condition 10) that the scoreboard shall not be used as a dynamic sign to display messages or videos.

Chair Thompson thanked the school district for working with the neighbors on this project. She anticipated that the noise and sound concerns of the past will be addressed through the new scoreboard and sound system.

The motion carried unanimously (5-0).

Attachment K

ARDEN HILLS

MEMORANDUM

DATE: June 8, 2016 PC Agenda Item **3.B**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: **Planning Case # 16-013 – Public Hearing Required**
Applicant: Mounds View High School
Property Address: 1900 Lake Valentine Road
Request: Conditional Use Permit (CUP) Amendment and Variance

Requested Action

The applicant has requested a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road. The Variance in this case, is being requested to allow the scoreboard and press box to exceed fifteen (15) feet in height.

Background

Mounds View High School currently operates under a Conditional Use Permit (CUP) that was approved in 1978. Any modification to the original CUP requires that a CUP amendment be processed. The original CUP has been amended from time-to-time as the school and campus have expanded over the past years. In this case, the School District is requesting an amendment to the existing CUP in order to replace the existing scoreboard and press box at the football stadium and to construct a new storage building adjacent to the baseball field. A variance is also required in this planning case in order for the scoreboard and press box to exceed fifteen (15) feet in height. The site plan that depicts the proposed improvement to the athletic field can be reviewed in Attachment B.

Mounds View High School is located in the R-1 Single Family Residential Zoning District, which permits schools as a conditional use, however, any additions to the campus, or amendments to the original CUP must still meet the requirements of the underlying zoning district.

The applicant has submitted a project narrative (Attachment A), site plan (Attachment B), community notice letter (Attachment C), scoreboard plans (Attachments D, E & F), press box plans (Attachment G), and accessory building plans (Attachment H).

1. Overview of Request:

The Mounds View School District is proposing Conditional Use Permit (CUP) Amendment and Variance in order make the following improvement to the athletic field complex at their property located at 1900 Lake Valentine Road.

1) **Scoreboard** – Replace the existing scoreboard that was installed in the 1980s with a new scoreboard from Daktronics. The existing scoreboard is approximately 11-feet in height by 25-feet in width, or 275 square feet in size. The proposed scoreboard to be installed is 12-feet 11-inches in height by 23-feet 11-inches in width, or approximately 309 square feet in size. Both the existing scoreboard and the proposed scoreboard are elevated on posts that are 10-feet above grade. The new scoreboard would be positioned in the same location as the existing scoreboard.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. In this case, the scoreboard is considered an accessory structure and the new scoreboard is being proposed at a total height above grade at 22-feet 11-inches. In order for the new scoreboard to be constructed a Variance along with the CUP is required.

	Height	**Width**	**Total Square Feet**	**Distance Above Grade**	**Total Height**
Existing Scoreboard	11’	25’	275	10’	21’
Proposed Scoreboard	12’ 11”	23’ 11”	309	10’	22’ 11”

2) **Press Box** – Replace the existing press box located on the “home side” of the football stadium and positioned above the bleachers. The new press box would be 9-feet by 54-feet, or 486 square feet in size. The existing press pox is approximately 9-feet by 30-feet, or 270 square feet in size.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The press box is considered an accessory structure and is being proposed at a total height of 19- feet 4-inches above the grade from the back of the bleachers or 33-feet 4-inches above the grade of the playing field.

	Height	**Length**	**Width**	**Total**	**Total Height**	**Total**

				Square Feet	Behind Bleachers From Grade	Height Above Grade of Field
Existing Press Box	9’ 4”	30’	9’	270	19’ 4”	33’ 4”
Proposed Press Box	9’ 4”	54’	9’	486	19’ 4”	33’ 4”

3) Accessory Storage Building – Construct a new 20-foot by 20-foot (400 sq. ft.) accessory storage building adjacent to the west side of the baseball field near batting cages on the west side of the field.

   Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The new accessory structure would be 10-feet in height and comparable in design and the materials used on other structures within the athletic field complex. The exterior finish of the structure would largely consist of rock faced block to match the block that was used to construct the dugouts. The structure would have one (1) service door entrance installed along with two (2) 10-foot wide by 8-foot height overhead doors.

	Height	Length	Width	Total Square Feet
Zoning Code	15’	--	--	--
Proposed Structure	10’	20’	20’	400

2. Surrounding Area:

Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Low Density Residential / Public and Institutional	R-1 Single Family Residential	Light Industrial / Public and Institutional
South	Low Density Residential / Park & Open Space	R-1 Single Family Residential / Parks & Open Space	Single Family Residential / Park & Open Space
East	Low Density Residential	R-1 Single Family Residential	Single Family Residential
West	Park & Open Space	R-1: Single Family Residential / Parks & Open Space	Park & Open Space

3. Site Data:

Future Land Use Plan:	Public and Institutional
Existing Land Use:	Public and Institutional
Zoning:	R-1: Single Family Residential
Size:	56.34 Acres
Topography:	The elevation is generally flat and decreases toward the west.

Plan Evaluation

1. Zoning Regulations

A. Proposed Use – Meets Requirements

The proposed improvements to the Mounds View High School Athletic Field complex are allowed by an approved CUP under *Section 1320.075 Special Requirements of the Single Family Residential (R1) District*.

B. Lot Coverage **–** *Meets Requirement*

The proposed structure and landscape coverage on the property would be in conformance with the lot coverage requirements of the R-1 Zoning District. The maximum structure coverage is 25%, maximum impervious coverage is 35%, and the minimum landscape coverage is 65%. The proposed accessory structure would reduce the landscaping coverage by 400 square feet.

C. Setbacks – *Meets Requirements*

The minimum building setbacks in the R-1 Single Family District are forty (40) feet in the front yard, thirty (30) feet in the rear yard, and ten (10) feet minimum in a side yard, with both sides required to total twenty-five (25) feet. All setback requirements stated in the Zoning Code have been met by the proposed athletic field improvements.

Section 1325 – General Regulations

A. Height – *Variance Required*

The Mounds View High School Athletic Field complex is located in the R-1 Single Family District where the maximum building height for an accessory structure is fifteen (15) feet. As proposed, the scoreboard would be 22-feet 11-inches in height and the press box would be approximately 19-feet 4-inches from the back of the bleachers or 33-feet 4-inches above the grade of the playing field.

B. Landscaping and Tree Preservation – *Meets Requirements*

The proposed project is not expected to impact any significant trees on the property. If any significant trees are removed as a result of the project, mitigation may be required as regulated by the Tree Preservation Ordinance.

Since the proposal includes additional building space, the City's landscaping requirements apply (Zoning Code, 1325.05 Subd. 1 Landscaping). The minimum

landscape requirements are determined based on the gross square footage of new building space. In this case, the applicant would be required to provide 1.25 caliper inches of tree plantings (400 square feet / 320 = 1.25). However, because each deciduous tree is required to be a minimum of two and one-half (2.5) caliper inches and each coniferous tree is required to be six (6) feet in height, one tree planning will be required to meet these minimum requirements.

C. Lighting and Sound – *Meets Requirements*

No additional outside lighting is being proposed; however, new LED lighting technology is being used for display purposes on the new scoreboard. The lighting detail for the new scoreboard can be reviewed in Attachment E. The proposed sound system for the football stadium is being upgraded and will be fully contained within the scoreboard. The old sound system located on the light poles within the stadium will be removed. Details on the proposed sound system can be reviewed in Attachment F.

F. Aesthetics – *Meets requirement*

The Zoning Code does not have specific guidelines for building materials in the R-1 District. However, Section 1325.05 Subd. 6 of the Zoning Code states that the Planning Commission and City Council should evaluate the proposed design, scale, massing, materials, height, and other aspects of the proposed structure with respect to structures and properties in the surrounding area. During this evaluation the City should also consider if the appearance of a proposed structure would cause substantial depreciation in the property values in the surrounding area or unreasonably detract from the appearance of the area.

The exterior finish of the proposed structure would be comparable in design and the materials used on other structures within the athletic field complex. The exterior finish of the structure would largely consist of rock faced block to match the block that was used to construct the dugouts adjacent to the baseball field.

2. Conditional Use Permit Criteria

Section 1355.04 Subd 3 of the Arden Hills Zoning Code lists the criteria for evaluating a Conditional Use Permit. The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, convenience and general welfare of the owners and occupants of the surrounding land, in particular, and the community as a whole, in general, including but not limited to the following factors:

1. Existing and anticipated traffic and parking conditions;
2. Noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid or solid waste, and other nuisance characteristics;
3. Drainage;
4. Population density;

5. Visual and land use compatibility with uses and structures on surrounding land; adjoining land values;
6. Park dedications where applicable; and the
7. Orderly development of the neighborhood and the City within the general purpose and intent of this ordinance and the Comprehensive Development Plan for the City.

3. Variance Evaluation Criteria

On May 5, 2011, the Governor signed into law new variance legislation that changed the review criteria cities must use when evaluating variance requests. The new law renames the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retains the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan".

Therefore, in evaluating variance requests under the new law, in order to find a practical difficulty, cities should adopt findings addressing the following questions:

- Is the variance in *harmony with* the purposes and intent of the *ordinance*?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

As was the case before the new legislation took effect, economic considerations alone cannot constitute a practical difficulty. Furthermore, the new law clarifies that conditions may be imposed on granting of variances if those conditions are directly related to and bear a rough proportionality to the impact created by the variance.

4. Additional Review

The City Engineer and Building Official reviewed the project and have not expressed any objections to the proposal. A Building Permit will be required by the City. The structure will be built to meet all building and fire code requirements.

Findings of Fact

The Planning Commission must make a finding as to whether or not the proposed amendment meets all applicable requirements of the Zoning Code and if they would adversely affect the

surrounding neighborhood or the community as a whole. Staff offers the following nineteen (19) findings of fact for this proposal:

General Findings:

1. The property at 1900 Lake Valentine Road is located in the R-1 Single Family Residential Zoning District.
2. The applicant is requesting a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the athletic field complex.
3. The Variance in this case, is being requested to allow the scoreboard and press box to exceed fifteen (15) feet in height.
4. Mounds View High School operates under a Conditional Use Permit in the R-1 Zoning District.
5. Athletic fields and accessory equipment are permitted under the original CUP for Mounds View High School.
6. The proposed application will not exceed the lot coverage limits for the property.
7. The proposed application meets all setback requirements.

Conditional Use Permit Evaluation Findings:

8. The proposed project is not expected to have any significant impact on traffic or parking conditions since no change in the school population is expected.
9. The proposed project will not produce any permanent noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste.
10. The proposed project will not impact storm water runoff since impervious coverage of the property is not being significantly increased.
11. The proposed project is not expected to have any impacts on school population or density.
12. The proposed project will not impact visual and land use compatibility with surrounding land because of the distance between the athletic field improvements and the nearest residential property.
13. The park dedication fee is not applicable to this application.
14. The proposed project does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

Variance Findings:

15. The proposed project is in harmony with the purpose and intent of the Zoning Ordinance because scoreboards are permitted accessory uses with athletic fields.
16. The proposed project is consistent with Comprehensive Plan because the property in questions is guided for its current and proposed use as a high school.
17. The proposed project is reasonable because scoreboards, press boxes, and accessory structures are addressed in the Code as reasonable uses within educational athletic facilities.
18. The property is unique because of its size, the considerable setback from adjacent properties, and its use as a high school in a residential district.

19. The proposed project will not alter the essential character of the locality.

Staff Recommendation

Based on the submitted plans and findings of fact, staff recommends approval of Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road. If the Planning Commission recommends approval of this request, staff recommends that the following nine (9) conditions be included with the approval:

1. That 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. That the applicant shall continue to abide by all previous agreements and Conditional Use Permits, as amended by the conditions of approval of this application.
3. That a Conditional Use Permit Amendment Agreement shall be prepared by the City Attorney and subject to City Council approval. The CUP agreement shall be signed by the applicant and approved by Council prior to the issuance of any building permits.
4. That a building permit shall be obtained for the proposed improvements to the athletic field complex.
5. That building permits for the proposed improvements shall be issued by June 27, 2017, or an extension shall be requested at least 45 days preceding this deadline.
6. That a minimum of one (1) tree shall be planted within the Mounds View High School property to meet the Zoning Code requirements. Each deciduous tree is required to be a minimum of two and one-half (2.5) caliper inches and coniferous trees are required to be six (6) feet in height.
7. That all building and setback requirements shall be met.
8. That an automatic dimmer module shall be installed to reduce the nighttime light output of the LED lighting of the scoreboard based on ambient light levels.
9. That the sound system being installed within the scoreboard shall meet all applicable standards set by the EPA and MPCA.

Proposed Motion Language

1. Recommend Approval with Conditions: Motion to recommend *approval* of Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road, based on the findings of fact, submitted plans, and the nine (9) conditions in the June 8, 2016, Report to the Planning Commission.

2. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road, based on the findings of fact and the submitted plans in the June 8, 2016, Report to the Planning Commission.

3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road, based on the following findings of fact…..

4. Table: Motion to *table* Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic Field complex located at 1900 Lake Valentine Road: *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 May 18, 2016, and mailed to all properties within 500 feet of the subject property.

Public Comments

No letters, e-mails, or telephone calls from property owners or residents in regards to this planning case have been received by City staff.

The Mounds View School District held a community meeting regarding the proposed improvements to the athletic field complex on Monday, March 28, 2016, at 6pm. The meeting was held in order for district staff to gather feedback regarding the proposed improvements from the residents that live adjacent to the athletic field complex. During the meeting the proposed scoreboard, sound system, and press box at the football stadium were discussed along with the proposed storage building adjacent to the baseball field. The residents that attended the meeting appreciated that adjustments can be made to the direction in which the sound is directed from that scoreboard and that the intensity of the sound produced from the scoreboard can be adjusted if needed. The residents also asked that the new scoreboard proposed for the football stadium remain in the same location as the existing scoreboard. The meeting notice and a brief summary of the meeting can be reviewed in Attachment C.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on May 9, 2016. Pursuant to Minnesota State Statue, the City is required to act on this request by July 7, 2016, (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period.

Attachments

A) Project Narrative
B) Site Plan – Proposed Improvements
C) Community Meeting Notice & Summary
D) Scoreboard Proposed & Existing
E) Scoreboard Lighting Detail
F) Scoreboard Sound Detail
G) Press Box Detail
H) Storage Shed Detail
I) Aerial Map