Chair:
Roberta Thompson

Commissioners:
Brent Bartel
Angela Hames
Phillip Neururer
Clayton Zimmerman
Steven Jones
James Lambeth

Council Liaison:
Mayor David Grant

ARDEN HILLS

Planning Commission
MONTH #, YEAR
6:30 p.m.
City Hall

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

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

Agenda

CALL TO ORDER

1. APPROVAL OF THE AGENDA

2. APPROVAL OF MINUTES

   2.A. February 3, 2016, Planning Commission Regular Meeting

   Documents: 02-03-16PC.PDF

3. APPOINTMENTS

   3.A. Planning Commission Appointment - James Lambeth

   Prepared By Ryan Streff, City Planner

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

   3.B. Planning Commission Reappointments

   Prepared By Ryan Streff, City Planner

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

4. PLANNING CASES

   4.A. Planning Case 16-005 - Variance - 3382 Lake Johanna Boulevard (No Public Hearing Required)

Prepared By Matthew Bachler, Senior Planner

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

4.B. Planning Case 16-001 - Zoning Code Amendment - Rezoning (Public Hearing Required)

Prepared By Ryan Streff, City Planner

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

4.C. Planning Case 15-021 - Zoning Code Amendment - Outdoor Display And Sales (Public Hearing Required)

Prepared By Matthew Bachler, Senior Planner

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

5. COMMENTS AND REPORTS

5.A. REPORT FROM THE CITY COUNCIL

Prepared By Matthew Bachler, Senior Planner

Documents: 03-09-16 - REPORT FROM THE CITY COUNCIL.PDF

5.B. TCAAP UPDATE

Prepared By Jill Hutmacher, Community Development Director

Documents: PC 03 09 16.PDF

5.C. COMMISSION COMMENTS & REQUESTS

5.D. STAFF COMMENTS

ADJOURN

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

DRAFT

Approved: March 9, 2016

CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, FEBRUARY 3, 2016
6:30 P.M. - ARDEN HILLS CITY HALL

CALL TO ORDER/ROLL CALL

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

ROLL CALL

Present were: Chair Roberta Thompson, Commissioners Brent Bartel, Andrew Holewa, Steven Jones, and Phillip Neururer

Absent: Commissioner Angela Hames (unexcused) and Clayton Zimmerman (excused).

Also present were: City Planner Ryan Streff and Senior Planner Matthew Bachler

APPROVAL OF AGENDA – FEBRUARY 3, 2016

Chair Thompson stated the agenda will stand as published.

APPROVAL OF MINUTES

January 6, 2016 – Planning Commission Regular Meeting

Commissioner Holewa moved, seconded by Commissioner Jones, to approve the January 6, 2016, Planning Commission Regular Meeting minutes as presented. The motion carried unanimously (5-0).

PLANNING CASES

A. Planning Case 16-004; Site Plan Review – Skyway Connection and Parking Modifications – Boston Scientific – 4100 Hamline Avenue North – *No Public Hearing Required*

Senior Planner Bachler stated that the Boston Scientific campus at 4100 Hamline Avenue North operates under a Planned Unit Development (PUD) that was originally approved in 2002 for the Guidant Corporation. The last comprehensive update to the PUD and Campus Master Plan took place in 2015 when the City approved a subdivision of the property to help facilitate

the sale of Buildings A, B, and C located in the southwest corner of the campus (Planning Case 15-001). The Campus Master Plan was revised at this time to make adjustments to the location of future buildings and parking ramps so that the two new lots could function independently. Lot 1 includes Buildings A, B, and C and a parking ramp and is currently being marketed to potential buyers. Lot 2 will continue to function as the Boston Scientific campus.

Senior Planner Bachler indicated that new building construction or site modifications identified on the approved Campus Master Plan require the submittal of a Site Plan Review application prior to construction. The Master Plan shows a skyway between Buildings 3 and 10 connecting through the future Buildings J and M. The proposed skyway is generally aligned with what is shown on the Master Plan. The required modifications to the parking lot on the north side of Building 10 are consistent with the Master Plan, which indicates this surface parking lot will eventually be replaced by an internal drive providing access to a future parking ramp located to the west of Building 10.

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

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

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

<u>Site Data</u>

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

Senior Planner Bachler reviewed the surrounding area and the Site Plan Review.

Senior Planner Bachler provided the Findings of Fact for review:

1. Boston Scientific has requested approval for a Site Plan Review to construct a skyway connection between Buildings 3 and 10 and to complete minor modifications to the parking lot on the north side of Building 10 at 4100 Hamline Avenue North.
2. Boston Scientific has requested an extension for the March 1, 2016 deadline for the submittal of a Site Plan Review for the modification of the parking area along the Lot 1 and Lot 2 property line and the submittal of a building permit for the removal of the existing skyway between Buildings B and E, as required by the conditions of approval in Planning Case 15-001.
3. The Boston Scientific Campus is a conforming use in the I-1 Limited Industrial Zoning District and operates under an approved PUD.
4. New building construction or site modifications identified on the approved Campus Master Plan require the submittal of a Site Plan Review application prior to construction.
5. The location of the proposed skyway and the proposed modifications to the parking lot north of Building 10 are generally consistent with the approved Campus Master Plan.
6. A 4,147 gross square foot addition to Building 10 would be required to tie the skyway into the established internal circulation of the building.
7. The proposal is in conformance with underlying I-1 Zoning District requirements and the approved PUD.
8. The proposed modifications to the Building 10 parking lot include the removal of 26 parking stalls.
9. Boston Scientific has accounted for these removed stalls with an additional 26 “proof of parking” spaces in the Campus Parking Plan.
10. The proposal is not expected to adversely affect the surrounding neighborhood or the community as a whole.

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

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. The applicant shall continue to abide by all previous Development Agreements, Master PUD approvals, and subsequent PUD Amendment approvals.
3. All necessary City permits for the construction of the skyway and modifications to the parking lot on the north side of Building 10 shall be obtained by September 1, 2017, or an extension request shall be submitted in writing to the City at least forty-five (45) days prior to the expiration date.
4. Final construction plans shall be subject to approval by the City Building Official, City Engineer, and Fire Marshall prior to the issuance of a Building Permit.

5. Final grading, drainage, and utility plans shall be subject to approval by the City Engineer prior to the issuance of a Grading and Erosion Control Permit.
6. The existing temporary at-grade enclosed pedestrian walkway between Buildings 3 and 10 shall be removed within sixty (60) days of the skyway connection receiving final approval by the City Building Official.
7. The applicant shall submit a financial surety in the amount of 125% of the estimated costs of landscaping prior to the issuance of any development permits. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank. The purpose of the letter of credit is to ensure that landscaping is completed in the event that the Developer defaults on this Agreement. The City will hold the letter of credit for two years after the installation of landscaping. The letter of credit should not expire during the two-year period.
8. A Site Plan Review application, including a Landscaping Plan, is required for the modification of the parking area along the Lot 1 and Lot 2 property boundary line and shall be submitted within ninety (90) days of the sale of Lot 1 by Boston Scientific, or an extension request shall be submitted in writing to the City at least forty-five (45) days prior to that date.
9. All necessary City permits for the removal of the existing skyway structure connecting Building B and Building E as depicted on the current Campus Master Plan shall be obtained within ninety (90) days of the sale of Lot 1 by Boston Scientific, or an extension request shall be submitted in writing to the City at least forty-five (45) days prior to that date.
10. All plantings in the bio-filtration area adjacent to the parking lot to the north of Building 10 shall be shade-tolerant species.
11. A building permit shall be required for the retaining wall and fence adjacent to the sidewalk connection to Building 14. A structural analysis of the retaining wall shall be provided to show, to the satisfaction of the City Engineer, that there are no issues with the construction of the retaining wall on top of the existing sanitary sewer line.
12. The applicant shall obtain all necessary permits, including, but not limited to, NPDES and Rice Creek Watershed District. Copies of all necessary permits shall be submitted to the City prior to the issuance of any development permits.

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.

Chair Thompson indicated that the parking deficit was based on the City's requirements but noted Boston Scientific has provided proof of parking.

Senior Planner Bachler reported this was the case.

Chair Thompson asked if there would be an external staircase that would provide access to the skyway.

Senior Planner Bachler noted that the skyway would be accessed from inside Building 3 and Building 10. He indicated there would be an at-grade entrance to the skyway on the west side of Innovation Way. He explained there would be no external staircase that would provide access to the skyway.

Chair Thompson questioned if staff had any concerns with a skyway spanning Innovation Way.

Senior Planner Bachler stated that adequate clear height would be maintained for emergency vehicles and noted the plans had been reviewed by the Lake Johanna Fire Department and the City Engineer.

Chair Thompson inquired if the applicant had any concerns with the staff recommended conditions.

Senior Planner Bachler stated that no concerns have been raised at this time.

Commissioner Jones asked if the existing at-grade pedestrian walkway would be demolished after the skyway was complete.

Senior Planner Bachler indicated this was the case.

Commissioner Holewa moved and Commissioner Bartel seconded a motion to recommend approval of Planning Case 16-004 for a Site Plan Review at 4100 Hamline Avenue North, based on the findings of fact and the submitted plans as amended by the twelve (12) conditions in the February 3, 2016, Report to the Planning Commission. The motion carried unanimously (5-0).

B. Planning Case 15-020; Zoning Code Amendment – Retail & Thrift Store Establishments – *Public Hearing*

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

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

City Planner Streff explained that staff presented options for amending the Zoning Code to address thrift store businesses at the City Council Work Sessions on October 19, 2015, and December 21, 2015. The City Council directed staff to proceed with a Zoning Code Amendment that would create a new land use category for Thrift Store and establish specific Conditional Use Permit criteria for thrift store businesses. Additionally, the City Council agreed that the thrift store land use should only be allowed in the B-4 Zoning District and be classified as a conditional use. The Planning Commission discussed creating a separate land use category for thrift store business at their work session on September 9, 2015. At that time, the Planning Commission did not support this type of an amendment to the Zoning Code.

City Planner Streff reviewed the Summary of Proposed Ordinance Amendments and Additions in detail with the Commission.

City Planner Streff provided the Findings of Fact for review:

General Findings:

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

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

City Planner Streff reviewed the options available to the Planning Commission on this matter:

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

Chair Thompson opened the floor to Commissioner comments.

Chair Thompson questioned where the B-4 District was located in the City of Arden Hills.

City Planner Streff reviewed the location of the B-4 District in the City noting it was south of Red Fox Road, north of Grey Fox Road, and west of Lexington Avenue North.

Chair Thompson opened the public hearing at 7:02 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 7:03 p.m.

Commissioner Jones did not support the recommendation given the fact the B-4 Zoning District was so small. He did not support the idea of calling all businesses that sell used goods "thrift stores."

Commissioner Neururer agreed.

Commissioner Jones discussed the location of thrift stores within other communities and believed that the sale of used goods should be allowed in other areas of the City.

Commissioner Holewa did not like the proposed Zoning Code amendment at all. He stated that in 2012, Salvation Army approached the City regarding a proposed location and the Council was not supportive at that time. He was uncertain as to why this Code amendment was being proposed. He believed this was a City Council issue and they were trying to protect the community from the sale of used goods. He did not agree with this mindset. He stated he would be recommending denial of the proposed Zoning Code amendment.

Commissioner Bartel was supportive of the additional regulations for thrift stores. He saw the proposed Zoning Code amendment as a proactive step in the right direction. He supported the City having some sort of standards in place.

Commissioner Holewa believed that stores such as Goodwill offer a good service for Arden Hills as they provided a location for residents to drop off used items in addition to offering a new store to shop at. He understood that Arden Hills has a high-end persona; however, there are residents in the City that are in need. He welcomed secondhand goods and thrift stores in the community.

Commissioner Bartel understood and appreciated Commissioner Holewa's comments. He knew there was a growing need in the community given the increase in free and reduced lunches at Valentine Hills Elementary. He expressed concerns about the design of the Goodwill store.

Chair Thompson encouraged the Commission to not name specific businesses but understood the concerns with the design of the existing thrift store building. She believed the proposed Zoning Code amendment was limited. She liked the idea of having requirements that would regulate thrift stores; however, it was her opinion that the proposed location was too limited in size.

Commissioner Holewa discussed the concerns that were raised when Walgreens and CVS approached the City. He encouraged the City to let the market drive demand.

Commissioner Neururer recommended thrift stores be allowed in areas beyond the B-4 Zoning District.

Commissioner Bartel did not believe the City's current thrift store was in the correct location. For this reason, he supported the City further regulating where this use can be located.

Commissioner Jones commented the location of the existing thrift store was on an odd lot given the location of the railroad tracks. He explained this was a high traffic area of the City.

Commissioner Holewa stated he was ready to make a recommendation for denial.

Chair Thompson asked if a motion had to cover all aspects of the proposed zoning code amendments, or if it could be altered.

City Planner Streff indicated that the Planning Commission can alter the motion language as needed.

Chair Thompson stated from the perspective of the discussion, the Commission's primary concern was with the Land Use Chart in Section 1320 of the Zoning Code.

Commissioner Holewa was concerned with this section in addition to the restrictions regarding trucks and outdoor storage.

Chair Thompson supported staff's proposed requirements for regulating thrift stores, just not the limited location of where thrift stores could locate.

Commissioner Jones believed the City was being too restrictive by requiring thrift stores to be located only within the B-4 Zoning District.

Commissioner Holewa moved a motion to recommend denial of Planning Case 15- 020 for an amendment to Section 1305, Section 1320, and Section 1325 of the Zoning Code Ordinance, as presented in the February 3, 2016, Report to the Planning Commission based on the fact the recommendation was overly restrictive and there was no need to further regulate this retail business. The motion failed for lack of a second.

Commissioner Bartel questioned how the Commission should proceed given the fact there were a lot of agreeable points within the proposed Zoning Code amendment, except for the limited location that thrift stores would be allowed.

City Planner Streff suggested that in order to expand the limited location the Commission could include other zoning districts that thrift stores would be allowed by right or by Conditional Use Permit.

Commissioner Bartel inquired if the matter could be tabled to have staff further investigate which zoning districts would be appropriate to have thrift stores.

City Planner Streff encouraged the Commission to review the zoning map and land use chart to see where other retail sales and services are allowed. He provided further comment on the business zoning districts located in the City of Arden Hills.

Commissioner Holewa expressed concern with the fact that if thrift stores were limited to the B-4 District, and these properties were continuing to become fully developed, there would be no space left for new thrift businesses to locate. He indicated this was too restrictive.

Commissioner Jones supported thrift stores being located within the I-Flex, B-2, B-3 and B-4 Zoning Districts. He explained that he has worked with Tech Dump, a computer recycling company and this business was located within an industrial flex area.

Chair Thompson questioned how the Commission wanted to proceed.

Commissioner Jones moved and Commissioner Neururer seconded a motion to recommend approval of Planning Case 15-020 for an amendment to Section 1305, Section 1320, and Section 1325 of the Zoning Code Ordinance, as presented in the February 3, 2016, Report to the Planning Commission, with the following change: allowing thrift store establishments as a Conditional Use in the B-2, B-3, B-4 and I-Flex Zoning Districts.

Commissioner Holewa believed that thrift stores should be a permitted use within these districts.

City Planner Streff commented the motion, as stated, would allow thrift store sales in the B-2, B-3, B-4 and I-Flex Zoning Districts as a conditional use.

Commissioner Jones was in favor of keeping his motion as stated allowing thrift stores as a conditional use in the stated zoning districts.

Commissioner Bartel questioned how future thrift stores would be evaluated by the City.

City Planner Streff reviewed the process that would be followed if the proposed Zoning Code amendments were approved by the Planning Commission and City Council.

Commissioner Bartel supported thrift stores remaining a conditional use.

Chair Thompson called the question.

The motion carried 3-2 (Holewa and Bartel opposed).

UNFINISHED AND NEW BUSINESS

None.

REPORTS

A. Report from the City Council

Senior Planner Bachler updated the Planning Commission on City Council activities from the January 19, 2016, City Council Work Session, noting the Council and Planning Commission met in a joint Work Session to discuss the 2016 Work Plan for the Planning Commission. The City Council highlighted the importance of working on organized garbage collection for TCAAP as well as completing a review of the existing design standards for the B-2 and B-3 Districts.

Senior Planner Bachler noted that the City Council was supportive of the proposed 2016 Planning Commission Work Plan. The City Council continued their discussion on revisions to the Zoning Code to address outdoor display and sales within the City's commercial districts. Specific areas discussed included display area dimension standards, the types of products that could be displayed, and screening from residential properties. The City Council directed staff to move forward with the proposed amendments and to schedule a public hearing for the March Planning Commission meeting.

Senior Planner Bachler reported that at the January 25, 2016, City Council Meeting, the Council approved Planning Case 15-025 for a Conditional Use Permit Amendment allowing AT&T Mobility to upgrade their wireless antenna installation on the Brushaber Commons building at Bethel University. This case was reviewed by the Planning Commission at their regular meeting on January 6, 2016, and received a unanimous recommendation for approval.

B. TCAAP Update

City Planner Streff reported that the Ramsey County Board of Commissioners voted to approve the TCAAP Master Plan on Tuesday, January 19, 2016. Ramsey County's approval of the Master Plan was required by the terms of the TCAAP Joint Powers Agreement in order to fully implement the TCAAP Joint Development Authority (JDA). At its meeting on January 4, 2016, the JDA reviewed and approved the Solicitation for Master Developer for release on February 1, 2016. The JDA anticipates that a Master Developer will be selected by early May of 2016. At its next meeting on February 1, 2016, the JDA will discuss the membership of the Solicitation Review Committee.

Commissioner Jones asked if there would be any cross-country skiing and bike trails running through AHATS adjacent to the TCAAP site.

Senior Planner Bachler noted there would be a wildlife corridor along the eastern border of the property that would include a multi-use recreational trail. He indicated this project would be developed by Ramsey County and he was uncertain as to the timeline of its development.

Commissioner Jones questioned if there would be a way to open up AHATS again to Boy Scouts for camping purposes.

Senior Planner Bachler commented that this was federally owned land. He indicated he could offer some contact names for Commissioner Jones to pursue this matter further.

Chair Thompson questioned how often the JDA met.

City Planner Streff noted the JDA met on the first Monday of every month.

C. Planning Commission Comments and Requests

None.

D. Staff Comments

None.

ADJOURN

Commissioner Jones moved, seconded by Commissioner Neururer, to adjourn the February 3, 2016, Planning Commission Meeting at 7:50 p.m. The motion carried unanimously (5-0).

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2016 PC Agenda Item **3.A**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: Planning Commission Appointment

Background

James Lambeth submitted an application to be considered for appointment on the Planning Commission. Consistent with the City's policy on commission and committee appointments, Mr. Lambeth was interviewed the Mayor, the Chair of the Planning Commission, and the staff Liaison to the Planning Commission.

City Council Action

During the Regular City Council meeting on February 8, 2016, the Council unanimously approved the recommendation of the Planning Commission Liaison to appoint Mr. Lambeth as a regular member of the Planning Commission. Mr. Lambeth's term expires December 31, 2018.

Attachment

A) Oath of Office – James Lambeth
B) Application – James Lambeth

Attachment A

ARDEN HILLS

OFFICIAL OATH

OF

James Lambeth

Arden Hills Planning Commission Member

State of Minnesota

County of Ramsey

I, James Lambeth, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota and that I will faithfully execute and discharge the duties of the office of Planning Commission Member for the City of Arden Hills in the County of Ramsey, Minnesota, according to law and the best of my ability and understanding.

_____

Witness

Subscribed and sworn to before me the 9th day of March, 2016

Attachment B

NOV 23 2015

JAMES P. (JIM) LAMBETH

3505 Glenarden Road Arden Hills, MN 55112

November 23, 2015

Amy Dietl, City Clerk
City of Arden Hills
1245 West Highway 96
Arden Hill, MN 55112

RE: City Councilmember Application & Resume

Dear Amy,

Thank you for the opportunity to submit this application package regarding our vacant City Council seat.

My interest in the vacancy is simply the result of a love for Arden Hills as a great place to live, and it would be an honor to represent and serve our citizens as we work to bring our vision into the future.

My background and experience would serve well for managing the challenges that this job represents. I have a well-established career, including not only many years of senior executive experience, charity fundraiser and organizer, former member of the Minnesota State Appeals Board, but also Campaign Chief of Staff for Minnesota State Representative Kathy Lohmer.

Notwithstanding these and other details about my qualifications, I appreciate any opportunity to provide additional information that may be required. Please feel free to contact me at your convenience with any questions you may have.

Thank you again for the opportunity to provide this information for consideration as a possible appointee. I look forward to the process!

Sincerely,

James P. (Jim) Lambeth
3505 Glenarden Road
(651) 330-3373 [Home/Fax]
[redacted]

encl

ARDEN HILLS

City Councilmember Application Form

Date: 11/23/2015

General Information

Name: Lambeth (Last) James (First) P. (M.I.)

Address: 3505 Glenarden Road

City, State, ZIP: Arden Hills, MN 55112

Phone Numbers: Home: (651) 330-3373 Work: [redacted]

Fax: (651) 330-3373 Fax: —

Email Address: lambeth5@msn.com

Personal Information

List your work experience.

- 26 Years experience running multi-million dollar organizations
- Board of Directors, Builders Association of the Twin Cities (BATC)
- National Director, National Association of Home Builders (NAHB)
  - Voting Member of Legislative Conference
  - Area 10 Caucus
  - Washington, D.C.
- Federal Congressional Delegate
  - Builders Association of the Twin Cities (BATC)
  - Lobby House & Senate Members/HUD Secretary
  - Washington, D.C.
- Minnesota State Appeals Board
  - Appointed by Commissioner of Dept. of Administration
- Campaign Chief of Staff
  - State Representative, MN (Kathy Lohmer)
  - Elected to 3 Terms, Currently as Asst. Majority Leader

(See Resumé for Add'l Info.)

List any Civic, Professional, and Community Activity involvement.

Community: Organize/co-ordinate/active participation - charitable fundraising
Professional: Board of Directors, BATC; NHI Director, NAHB; Career Exec.
Civic: MN State Appeals Board; Campaign Chief of Staff - State Rep Lohmer

Why do you want to serve on the City Council?

City Council matters to our City's quality of life and it's future. I believe I can promote our quality of life, and can help our Council be more effective, to the benefit of all our citizens.

What skills, strengths, or abilities do you believe you will add to the City Council?

Experienced decision making ability; professional problem solving skills; Good listener; I do my homework & make the best decision possible given the information available.

List any additional comments:

My background & experience speaks for itself. I want to do this because I want to serve our citizens. My life thus far has prepared me for that. If I'm appointed, neither you nor the citizens of Arden Hills will be disappointed

[redacted]

Please return this form along with a letter of interest and your current resume to:

City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112
Attn: City Clerk
Phone: 651.792.7800
Fax: 651.634.5137

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.

James P. Lambeth

3305 Glenarden Road

Arden Hills, MN 55112

651.330.3373 (Home/Fax) [redacted]

lambeth5@msn.com

THE HOME DEPOT — **Hudson, WI**

Operations/Inventory Management/Flooring Sales — 2012 to 2015

Responsibilities: Ensure the store is recovered and ready for business daily; Maintain and execute proper daily stock maintenance; Oversee completion of installation projects and assuring customer satisfaction.

Achievements: Six-time recipient of *Excellence in Customer Service Award*; Named Home Depot's *Operations Associate of the Month* in August 2012; Recipient of *Vice President's Recognition Award* for "Performance Above & Beyond" in July 2013.

UNIVERSAL INSPECTION SERVICES — **Woodbury, MN**

Sole Proprietor — 2010 to 2015

Privately-owned business providing pre-listing, construction QC, pre-closing and safety audits. Clients include Buyers, Lenders, Realtors and Builders. Additional services: Expert litigation testimony.

Responsibilities: Development and implementation of all policies, procedures, standards and practices; Oversight and management of all field operations; Client relations.

AUTHENTIC CONSTRUCTION — **St. Paul, MN**

General Manager — 2007 to 2010

Responsibilities: Oversight/management of all construction, sales and design activities; Quality control and safety programs; Strategic planning; Estimating and budgeting; Development, implementation and enforcement of company policies, procedures and practices.

Achievements: Named to America's Top 500 Residential & Commercial Remodeling Design/Build Firms; Five-time 2007/08 COTY Award Winner (Contractor of the Year) from NARI (National Association of the Remodeling Industry); Three-time 2007 ROMA Award Winner (Remodeler of Merit Award) from BATC (Builders Association of the Twin Cities). All time company record in revenue and profit during 2008.

K. HOVNANIAN HOMES **Minneapolis, MN**
Operations VP, Community Manager 2005 to 2007

Minnesota division of New Jersey-based Hovnanian Enterprises, national publically-owned building and development company.

Responsibilities: Oversee business plan & direct activities related to internal and external operations, including municipal approval process; Manage design, construction and service operations; Coordinate platting process and land development activities; Oversee OSHA and NPDES programs for compliance with state and federal regulations.

Achievements: Directed successful expansion operations into new markets – multifamily in Chanhassen, single family homes in Lakeville, and a 55-plus active adult community in Maple Grove.

WOODSIDE COMMUNITIES OF MN **Minneapolis, MN**
President 2001 to 2005

Affiliate of The Woodside Group, based in Salt Lake City.

Responsibilities: Total P&L accountability for Twin Cities area operations, including Land acquisition and development; Strategic planning; Market analysis; Product design; Estimating & purchasing; Contract administration; Sales management; Construction operations; Mortgage financing; Customer relations.

Achievements: Coordinated, managed and administered the acquisition of a local developer/homebuilder, to increase market presence. Results expanded volume, revenue and profit position by 100%.

CMC HEARTLAND PARTNERS **Minneapolis/Chicago**
Vice President, Chief Operations Officer 1997 to 2001

Partnership formed to manage all real estate assets of the former Chicago-Milwaukee Railroad.

Responsibilities: Total P&L and oversight for operations in MN, GA, MT, NC and WA. Direct all site engineering and architectural planning activities. Manage government approval process via active participation in public hearings and working with attorneys and public officials to ensure timely progress of reviews and approval.

Achievements: Negotiated the sale of $15 million of major asset holdings in Minnesota and Georgia

SOVRAN CONSTRUCTION COMPANY **Winter Park, FL**
Senior Project Manager 1989 to 1996

A wholly owned subsidiary of Yonkers Contracting in New York

Responsibilities: Management of large construction contracts related to development, design and construction of multi-million dollar projects throughout the southeast United States. Negotiate contracts with architects, engineers and subcontractors. Manage close outs and final payments with owners. Prepare/deliver contract proposals (i.e., Disney and NASA).

Achievements: Successful completion of military facilities for DOD, state prison facilities for DOC, high school and university campuses for DOE.

FORMAL EDUCATION

Bachelor of Business Administration Degree, Texas A&M University
Managerial Finance Studies, University of Houston
Liberal Arts & Business Law Studies, Louisiana Tech University

LICENSES, CERTIFICATIONS & MEMBERSHIPS

Certified Remodeler, National Association of the Remodeling Industry [NARI]
Real Estate Broker, State of Minnesota, Minnesota Association of Realtors (MAR)
Member, American Society of Home Inspectors [ASHI]

INDUSTRY & COMMUNITY SERVICE

Board of Directors, Builders Association of the Twin Cities
Appointee to the Minnesota State Board of Appeals
Campaign Chief of Staff for HD 39B Representative to Minnesota Legislature (House)
Non-profit Volunteer & Fundraiser, Families Moving Forward
Director, Campus Development Committee, Valley Creek Church

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2016 PC Agenda Item **3.B**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: Planning Commission Reappointments

Background

Brent Bartel and Clayton Zimmerman are current serving on the Planning Commission as Commissioners. Their terms expired December 31, 2015, and both have requested reappointment.

City Council Action

During the Regular City Council meeting on January 11, 2016, the Council unanimously approved Resolution 2016-002 to reappointment Brent Bartel and Clayton Zimmerman to the Planning Commission.

Attachment

A) Oath of Office – Brent Bartel
B) Oath of Office – Clayton Zimmerman

Attachment A

ARDEN HILLS

OFFICIAL OATH

OF

Brent Bartel

Arden Hills Planning Commission Member

State of Minnesota

County of Ramsey

I, Brent Bartel, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota and that I will faithfully execute and discharge the duties of the office of Planning Commission Member for the City of Arden Hills in the County of Ramsey, Minnesota, according to law and the best of my ability and understanding.

_____

Witness

Subscribed and sworn to before me the 9th day of March, 2016

Attachment B

ARDEN HILLS

OFFICIAL OATH

OF

Clayton Zimmerman

Arden Hills Planning Commission Member

State of Minnesota

County of Ramsey

I, Clayton Zimmerman, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota and that I will faithfully execute and discharge the duties of the office of Planning Commission Member for the City of Arden Hills in the County of Ramsey, Minnesota, according to law and the best of my ability and understanding.

_____

Witness

Subscribed and sworn to before me the 9th day of March, 2016

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2016 PC Agenda Item **4.A**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: **Planning Case #16-005 – No Public Hearing Required**
Applicant: Mitch and Ramona Erickson
Property Location: 3382 Lake Johanna Boulevard
Request: Variance

Requested Action

The applicants are requesting four variances to construct a 151 square foot entry between the existing detached garage and house and a 434 square foot second floor addition above the garage at 3382 Lake Johanna Boulevard:

- Encroachment of entryway 24.1 feet into the required 40-foot front yard setback.
- Increase structure coverage on the lot from 24.61 percent to 26.37 percent. City Code allows a maximum of 25 percent structure coverage.
- Increase impervious coverage on the lot from 36.28 percent to 36.37 percent. City Code allows a maximum of 35 percent impervious coverage.
- Increase floor area ratio from 0.31 to 0.38. City Code allows a maximum FAR of 0.3.

Background

1. Overview of Request

The applicants are the owners of the property at 3382 Lake Johanna Boulevard, which is located in the R-2 District on the west side of Lake Johanna. The lot is irregularly shaped and is nonconforming due to its overall size and lot dimensions. At the time the existing house was constructed in 1967, the City granted a variance for the dwelling to be located 10 feet from the front property line (PC #67-025). Based on the current survey of the property, the existing house is setback only 8.3 feet from the front lot line and is also encroaching on the required setback from the Lake Johanna shoreline. Additionally, the gross square footage of the house exceeds the

maximum floor area ratio permitted in the R-2 District and the impervious surface coverage on the lot is not in conformance with the Shoreland Regulations.

The applicants are requesting four separate variances to construct an entry and a second floor addition above the garage. The entry would provide an enclosed connection between the existing detached garage and house and include a stairwell to the second floor addition. The project would require the following four variances from the Zoning Code:

- Expansion of nonconforming single-family dwelling footprint by 151 square feet with proposed entryway encroaching 24.1 feet into the front yard setback, creating a setback of 15.9 feet from the front property line.
- Expansion of structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent.
- Expansion of nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent.
- Expansion of nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38.

Along with the addition, the property owners would also improve the exterior materials of the entire house. The existing brown wood siding would be replaced with weathered gray vertical barn board, and the roof would be replaced with asphalt shingles and metal accents. The decks on the lake side of the house and landscaping near the entry would also be replaced. The applicants have submitted a letter addressing the variance criteria and additional information on the proposed exterior improvements (Attachments A and E). A site plan of the property and floor plans and elevations of the proposed structure have also been provided (Attachments C and D).

2. Site Data

Future Land Use Plan:	Low Density Residential
Existing Land Use:	Single Family Detached Residential
Zoning:	R-2: Single Family & Two Family Residential
Lot Size:	.20 Acres (8,581 square feet)
Topography:	Slopes down towards Lake Johanna

3. Surrounding Area

Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Low Density Residential	R-2: Single & Two Family Residential	Single Family Detached Residential
South	Low Density Residential	R-2: Single & Two Family Residential	Single Family Detached Residential
East	Water (Lake Johanna)	Water (Lake Johanna)	Water (Lake Johanna)
West	Low Density Residential	R-2: Single & Two Family Residential	Single Family Detached Residential

Plan Evaluation

1. R-2 Regulations, Existing Conditions, and Proposed Redevelopment

A. *Lot Size & Dimensions – Nonconforming*

The survey indicates the lot is 8,581 square feet. The width of the lot is approximately 157 feet along Lake Johanna Boulevard and 129 feet on Lake Johanna. The average depth of the lot between the north and south property lines is 72.5 feet. The lot does not meet the minimum size or depth requirements for the R-2 District.

Applicable R-2 Lot Requirements	
1. Minimum Lot Area (sf.)	11,000
2. Minimum Lot Size (ft., width/depth)	85/120
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)	5/15
Side Yard Interior - Accessory	10
Side Yard Corner	40

B. *Structure Setback – Variance Required*

The existing principal structure is nonconforming due to an encroachment in the required front yard and lakeshore setbacks. At its closest point, the house is setback 8.3 feet from the front property line and 23.2 feet from the Lake Johanna shoreline. The minimum front yard setback is 40 feet and the minimum structure setback from the ordinary high water level of Lake Johanna is 50 feet.

The proposed addition would not bring the house any closer to the front property line or Lake Johanna than these existing nonconforming setbacks of the structure. The roofline of the covered walkway between the garage and the house is 15.9 feet from the front property line. With the proposed enclosure of this area, the structure setback from the front property line would remain 15.9 feet. On the lake side of the house, the back of the entry would be in line with the back side of the garage and approximately 36 feet from the Lake Johanna shoreline.

The addition above the garage would expand the structure vertically but would not bring it any closer to a property line. The second floor addition would maintain the existing setbacks of 7.2 feet from the south side property line and 19.5 feet from the front property line at its closest point.

Section 1325.03, Subd.2 (D) of the Zoning Code permits the footprint of nonconforming single-family dwellings to be expanded so long as the proposed addition extends no closer than 30 feet from the front property line or create any new nonconforming conditions. This exception would not apply in this case because the addition would be located 15.9 feet from the front property line and it would result in several new nonconforming conditions.

C. Lot Coverage – Variance Required

The existing impervious surface coverage on the property is nonconforming. The Shoreland Regulations included in Section 1330 of the Zoning Code require properties on Lake Johanna to have a maximum of 35 percent of the lot area covered by impervious surfaces. The survey indicates existing impervious coverage of 36.28 percent. Because the proposed addition would enclose an area mostly covered by concrete and wood walkways, impervious surface coverage would only increase by 8 square feet for a total coverage of 36.37 percent. The addition would increase structure area by 151 square feet resulting in an increase in structure coverage from 24.61 percent to 26.37 percent. City Code allows a maximum of 25 percent structure coverage.

Lot Coverage	**Existing**		**Proposed**		**R-2 Regulations**	
	Square Feet	**%**	**Square Feet**	**%**	**Square Feet**	**%**
Dwelling	944	11.00%	1,095	12.76%	-	-
Garage	529	6.16%	529	6.16%	-	-
Decks	639	7.45%	639	7.45%		
Total Structure	*2,112*	24.61%	*2,263*	26.37%	*2,145*	*25%*
Driveway	786	9.16%	786	9.16%		
Walkways	215	2.51%	72	0.84%		
Total Lot Coverage	3,113	36.28%	3,121	36.37%	*3,003*	*35%*
Landscape Area	*5,468*	63.72%	*5,462*	63.63%	*5,578*	*65%*
Lot Size	8,581		8,581		*11,000 s.f. (Min. Lot Area)*	

D. Structure Height – Conforming

The maximum height for structures in the R-2 District is 35 feet. The proposed second floor addition above the garage would have a height of 24 feet – 2 inches.

E. Floor Area Ratio – Variance Required

The floor area ratio (FAR) is calculated by dividing the gross square footage of the dwelling by the lot area. In the R-2 District the maximum FAR permitted is 0.3. The existing dwelling has a total floor area of 2,686 square feet for a FAR of 0.31. The proposed addition would increase total floor area by 585 square feet for a new FAR of 0.38.

	Existing	**Proposed**	**R-2 Regulations**
Total Floor Area	2,686 square feet	3,271 square feet	3,300 square feet
Floor Area Ratio	0.31	0.38	0.3
Lot Size	8,581	8,581	*11,000 s.f. (Min. Lot Area)*

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 noted that a Grading and Erosion Control Permit will be required for the project.

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

Minnesota Department of Natural Resources
Municipalities are required to provide the Minnesota Department of Natural Resources (DNR) with a copy of the variance request for properties within designated shoreland areas at least 10 days before the public meeting. Staff notified the DNR about this application on February 17, 2016. No comments have been provided by the DNR at this time.

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 3382 Lake Johanna Boulevard is located in the R-2 Single & Two Family Residential Zoning District and in the Shoreland Management District.
2. The lot is 8,581 square feet with a width of approximately 157 feet and average depth of 72.5 feet. The lot does not meet the minimum area and depth requirements of the R-2 District.
3. The existing dwelling encroaches 31.7 feet into the required 40-foot front yard setback and 26.8 feet into the required 50-foot lakeshore setback.
4. The existing impervious coverage on the property is 36.28 percent. Section 1330.03, Subd. 1 of the Zoning Code allows properties on Lake Johanna to have a maximum of 35 percent of the lot area covered by impervious surfaces.
5. The existing dwelling has a total floor area of 2,686 square feet and an FAR of 0.31. The maximum FAR permitted in the R-2 District is 0.3.
6. The proposal would expand the nonconforming single-family dwelling footprint by 151 square feet with the proposed entryway encroaching 24.1 feet into the front yard setback, creating a setback of 15.9 feet from the front property line.
7. The second floor garage addition would maintain the existing setbacks of 7.2 feet from the south property line and 19.5 feet from the front property line.
8. The proposal would not bring the dwelling any closer to the front property line or Lake Johanna than the existing nonconforming setbacks.
9. The proposal would expand structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent. The maximum structure coverage permitted in the R-2 District is 25 percent.

10. The proposal would expand nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent.
11. The proposal would expand nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38.
12. The proposed construction would not encroach on any flood plains, wetlands, or easements.
13. The proposed construction is not expected to impact any significant trees on the property.

Variance Findings:

14. The variance would be in harmony with the purpose and intent of the City's Code because the request minimizes the impacts of the addition by maintaining the dwelling's existing setbacks.
15. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging redevelopment that is complementary to and enhances the character of the City's established neighborhoods.
16. The proposed addition to the house is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variances.
17. The property is unique because of its small size and narrow depth. When the home was constructed a variance for a 10-foot front yard setback was required, however, it appears the dwelling was otherwise in conformance with the Zoning Code at that time. The unique characteristics of the property were not created by the property owners.
18. The proposed addition would not alter the essential character of the neighborhood because it would maintain the existing dwelling's setbacks and result in a structure that is consistent and compatible with other construction in the area.
19. 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.

The property is unique compared to other properties in the R-2 District because of its small size of only 8,581 square feet and narrow depth of approximately 72.5 feet. Staff reviewed all properties within the R-2 District and only 17 are smaller in size than 3382 Lake Johanna Boulevard. The majority of these smaller lots were developed in the 1920s and 1930s. Because of the shallow depth of the lot and the required 40-foot front yard and 50-foot lakeshore setbacks, the lot would be considered unbuildable today. If the lot was in conformance with the minimum lot area and width requirements it is likely that minimal variation from the Zoning Code would be needed for the proposed addition.

The design of the addition would minimize the expansion of existing and creation of new nonconforming conditions because most of the additional livable space will be constructed above the garage rather than expanding the footprint of the dwelling. The proposed addition and planned improvements to the siding, roof, and decks would be consistent and compatible with other single family homes in the area and would enhance the overall appearance of the structure.

If the Planning Commission recommends approval of this variance, staff recommends the following four 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. The property owner shall obtain a Grading and Erosion Control Permit from the City before the building permit is issued.
3. A building permit shall be required prior to commencement of construction.
4. The addition shall match the color and architectural style of the rest of the principal structure.
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 16-005 for a variance at 3382 Lake Johanna Boulevard, based on the findings of fact and submitted plans, as amendment by the five conditions in the March 9, 2016, Report to the Planning Commission.

2. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-005 for a variance at 3382 Lake Johanna Boulevard, based on the findings of fact and submitted plans in the March 9, 2016, Report to the Planning Commission.

3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-005 for a variance at 3382 Lake Johanna Boulevard 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 16-005 for a variance at 3382 Lake Johanna Boulevard: *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.

Resident Comment

Staff has received comments from the residents at 3368 Lake Johanna Boulevard and 1825 Lake Lane stating they are not opposed to the requested variance. Copies of these emails are included in Attachment F.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on February 1, 2016. Pursuant to Minnesota State Statute, the City must act on this request by April 1, 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 and Variance Request Letter
B. Location and Aerial Maps
C. Existing and Proposed Site Plan
D. Proposed Building Floor Plans and Elevations
E. Property Owner's Description of Project
F. Resident Comments

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.	16-005
Submittal Date	2/1/16
Application Completed Date	
Accepted by	RS
Receipt Number	
Council Decision	
Council Decision Date	

2016 LAND USE APPLICATION

Applicant Information

Applicant: MITCH AND RAMONA ERICKSON
Address: 3382 LAKE JOHANNA BOULEVARD
Telephone No.: 651-324-9586 Other: 612-238-4688
Fax No.: 612-238-4689
Email Address: REricksON@providenthhc.com

Property Information

Property Owner: SAME AS APPLICANT
Owner Address: "
Owner Telephone No. " Other:
Address of Property Involved: 3382 LAKE JOHANNA BOULEVARD
Legal Description: EX. N 60 Ft Part Ely Of Lk Johanna Blvd Of Lot 6
Property ID No.: 33.30.23.13.0020
Type of Use: RESIDENTIAL
Zone: R-2 Property Acreage: 0.197

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):

REQUESTING SETBACK AND FAR VARIANCES FOR A PROPOSED RENOVATION PROJECT. PLEASE SEE ATTACHED

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.

Ramona E — 2-1-16

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

TCO Design
9330 Thomas Avenue North, Brooklyn Park, MN 55444
Office 763-424-3676 cell 952-994-8276
todd@tcodesign.net

February 1, 2016

To: City of Arden Hills Staff, Commissioners and Council members

Re: Mitch and Ramona Erickson
3382 Lake Johanna Boulevard
Arden Hills, MN 55112

My name is Todd Ofsthun, I'm with TCO Design. I am writing this narrative on behalf of Mitch and Ramona Erickson, the owners and residents of 3382 Lake Johanna Boulevard. Mitch and Ramona would like to improve their home and property by adding an entry between their detached garage and a bonus room above the garage. The proposed entry will connect the garage to the house and provide an interesting transition space for the home. The bonus room, along with the entry, provides an opportunity to greatly enhance the lackluster curb appeal of the existing house.

As part of the addition and renovation, Mitch and Ramona are going to improve the exterior materials of the entire house. The siding will be a weathered gray vertical barn board. The roofing is currently being proposed as architectural asphalt for the main bodies of roof area with metal roofing accents on the porch, dormers and decorative eyebrow above the garage door. They are proposing to cover the existing brick fireplace chase on the North with a stone that will match the stone accent being proposed near the front entry door.

Landscaping near the proposed entry will be updated. No significant trees or landscaping will be affected by this remodeling project on neither the road side nor the lake side. The Contractor will provide erosion control protection with the use of approved silt fences along the front and rear around the construction area to protect the street and lake from any silt movement.

There are three variances Mitch and Ramona are asking for in order to improve their property. The proposed Northwest corner of the entry setback will be 15.0' from the road. The proposed Northwest corner of the bonus room setback will be 20.0'. Both of these proposed setbacks are greater than the existing 8.3' setback of the existing Northwest corner of the existing house. Second, proposed floor area ratio is .39. This is caused by the unusually small size of the lot, which is only 8581s.f. The standard lot for this zoning district is 11,000s.f. If we are allowed to use that size for our calculation, they would be able to have a total of 3300s.f. of living space. We are proposing a total of 3293s.f. Third they are asking for a structure hardcover of 27% and total hardcover of 41%. Again, if we used the minimum zoning district lot size of 11,000s.f.the percentage of structure hardcover would be 21% with a total hardcover percentage of 32%.

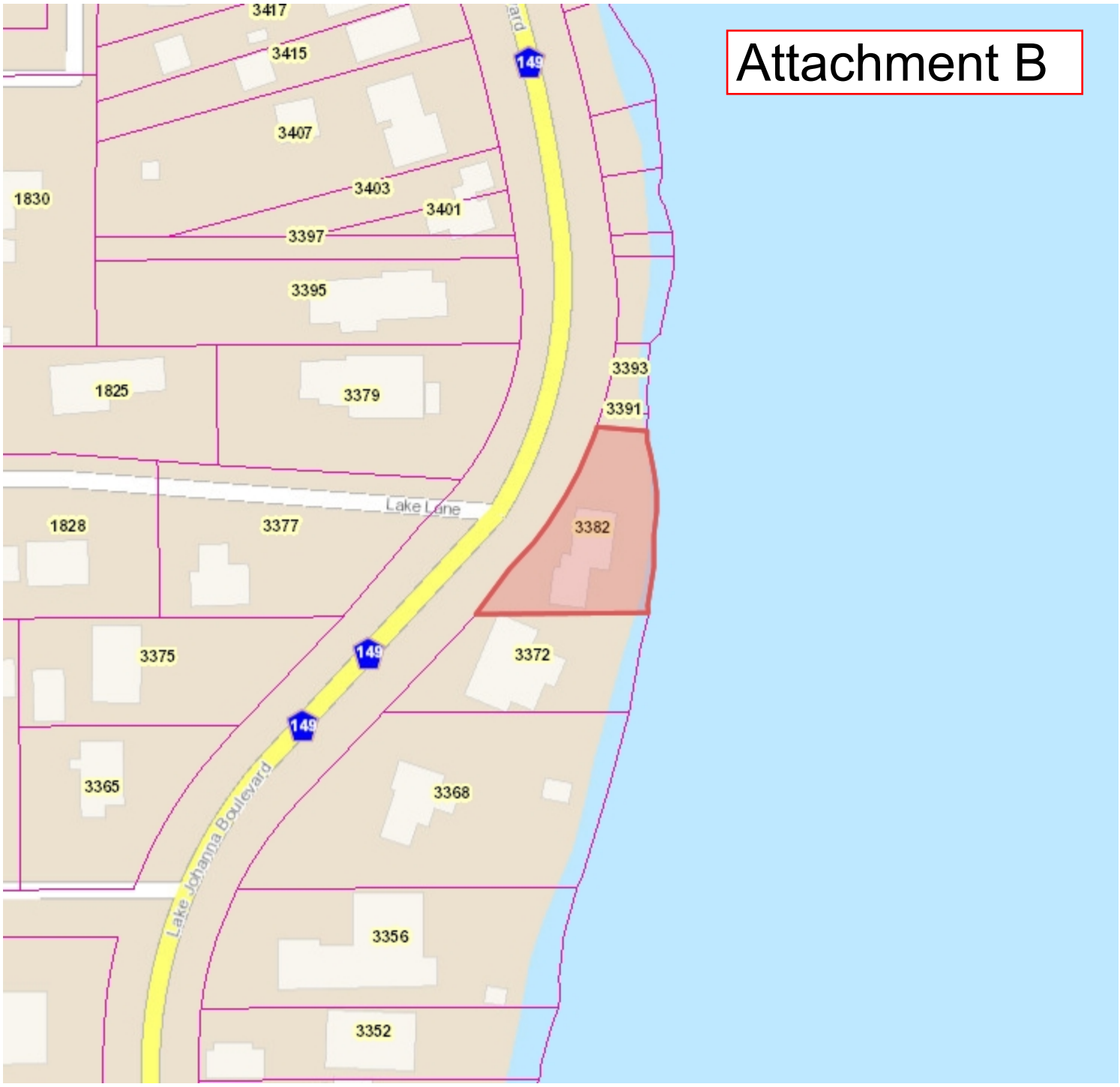
We are hoping you can grant the variances necessary for the following reasons:

- Because of the size and shape of the property the reasonable proposed renovation is not possible without a variance.
- The unique nature of the property creates a plight not created by the homeowners.
- The deviation from the Ordinance of the proposed renovation is in keeping with the spirit and intent of the zoning district and Ordinance.
- The variances do not create a land use not permitted in the current zoning district.
- The variances do not alter the essential character of the City, in fact the proposed renovation will improve the essential character of the neighborhood.
- The variances are not for economic reasons.

Thank you again for your consideration,
Todd Ofsthun, TCO Design, 763-424-3676

MapRamsey

3382 Lake Johanna Boulevard



199.8 0 99.92 199.8 Feet

1: 1,199

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

Notes

Enter Map Description

Planning Case 16-005 - 3382 Lake Johanna Boulevard - Variance

0 12.5 25 50 Feet

Map Date: February 17, 2016
P:\GIS_Data\Planning\Planning Cases\2016\PC 16-005
Data Source: City of Arden Hills, Ramsey County

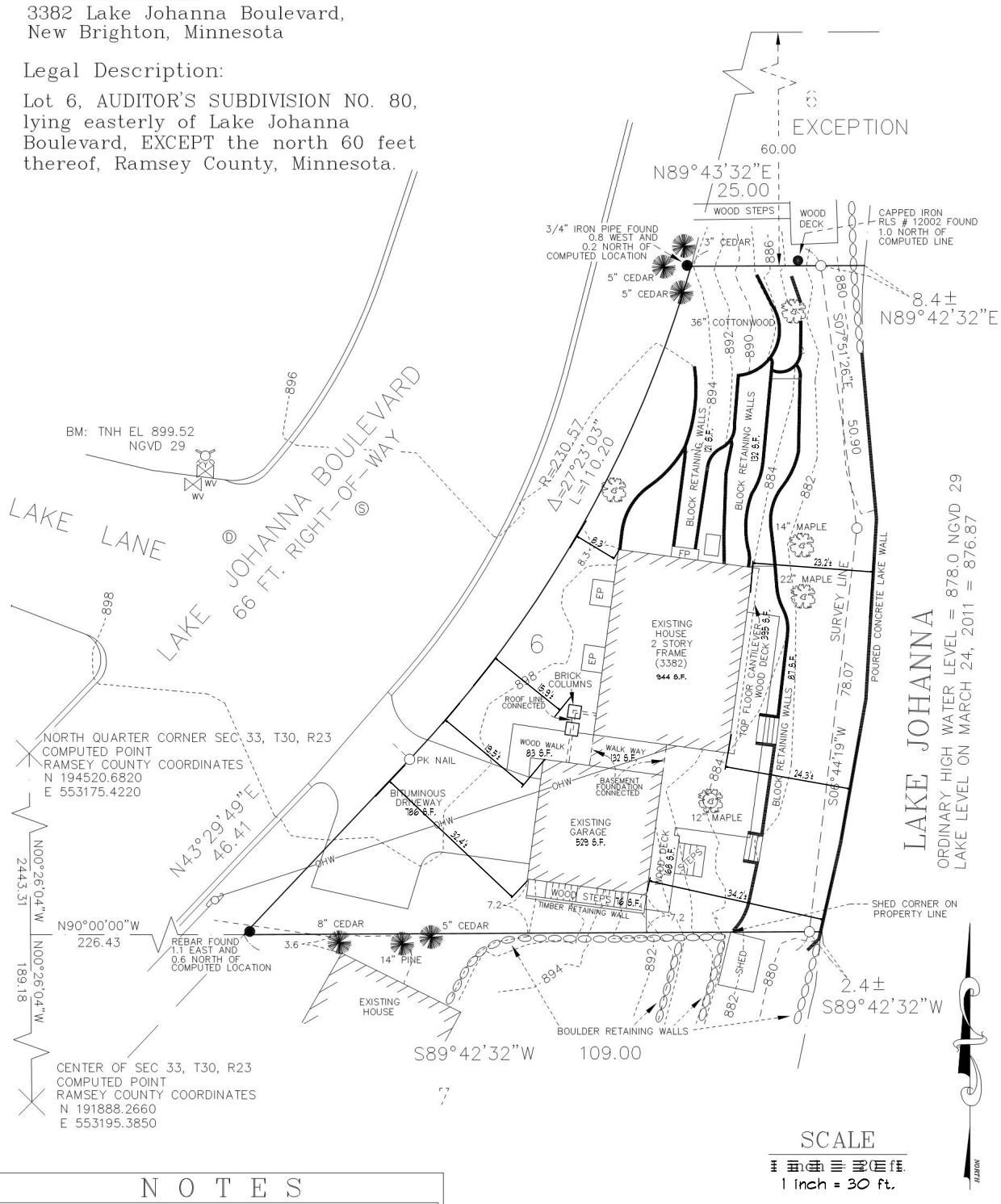
Attachment C

CERTIFICATE OF SURVEY

LAKE AND LAND SURVEYING, INC.
1296 Hudson Road, St. Paul, Minnesota 55106
Phone: 651-776-6211

Survey Made For:
Ramona Erickson
3382 Lake Johanna Boulevard,
New Brighton, Minnesota

Legal Description:
Lot 6, AUDITOR'S SUBDIVISION NO. 80, lying easterly of Lake Johanna Boulevard, EXCEPT the north 60 feet thereof, Ramsey County, Minnesota.



NOTES

- ○ Denotes 12" long Common Spike Monument set & capped RLS 16464.
- ● Denotes Iron Monument found size, type, & R.L.S. No. as noted.
- —OWH— Denotes Overhead Utility wires
- Denotes Concrete Surface

SITE ADDRESS: 3382 Lake Johanna Blvd, New Brighton, MN
TOTAL AREA: 8,581± SQ.FT./ 0.20± ACRES.
BASIS OF BEARINGS: RAMSEY COUNTY COORDINATES
COMPUTATIONS: THROUGH 2011
LAKE & LAND SURVEYING. JOB NO. 2011.036

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

April 26, 2011

Registered Land Surveyor & Registered Engineer
Minnesota Registration No. 16464

HARDCOVER CALCULATIONS:

BUILDING STRUCTURE.....1473 S.F.
CONCRETE WALK.....132 S.F.
WOOD DECK AND STAIRS.....639 S.F.
STRUCTURE COVER.....2244 S.F.
TOTAL LOT AREA.....8581 S.F.
STRUCTURE HARDCOVER CALCULATION.....26.2%

DRIVEWAY.....786 S.F.
WOOD WALK.....83 S.F.
RETAINING WALLS.....340 S.F.
TOTAL COVER.....3453 S.F.
TOTAL LOT AREA.....8581 S.F.
TOTAL HARDCOVER CALCULATION.....40.2%

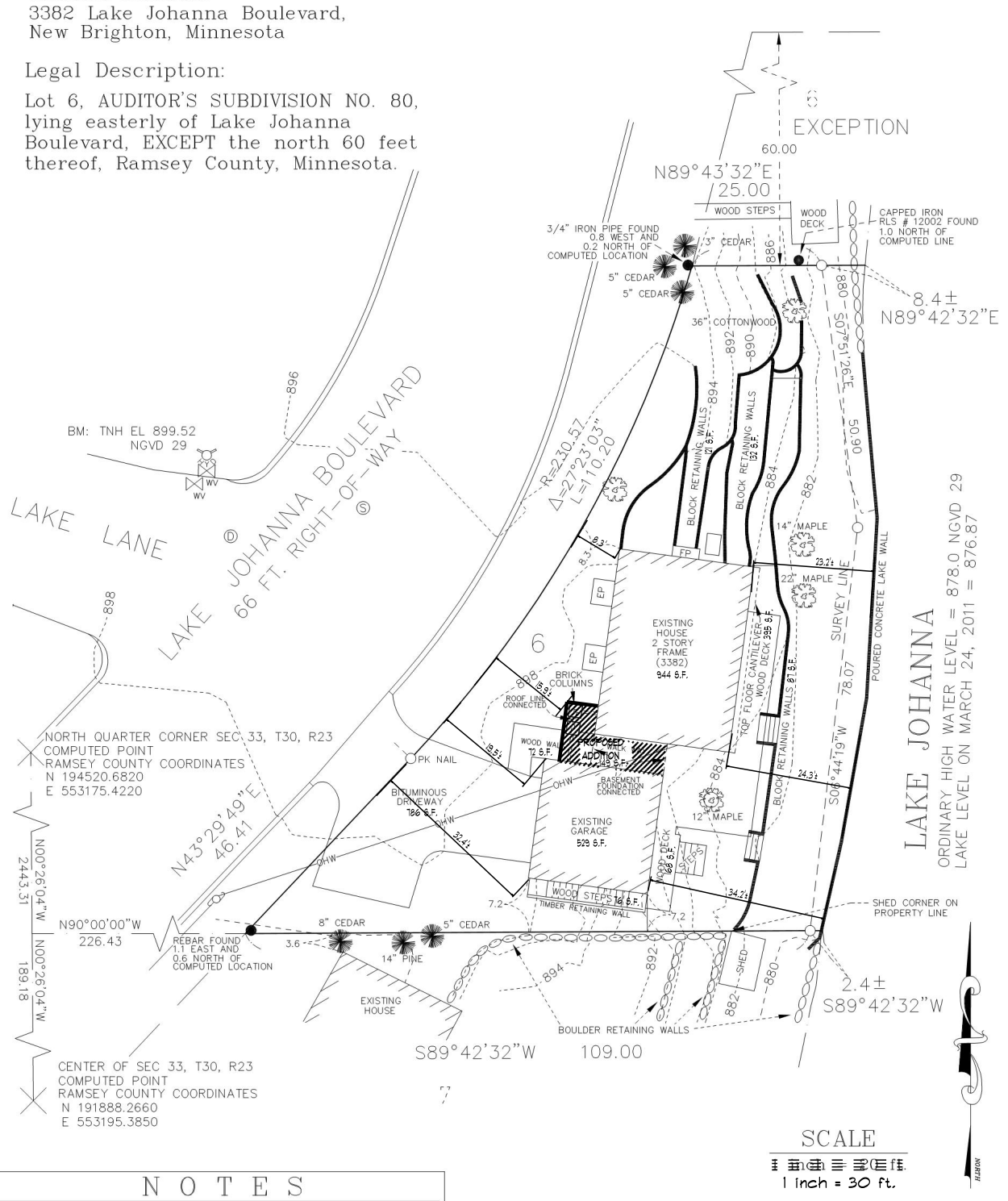
EXISTING SITE PLAN

CERTIFICATE OF SURVEY

LAKE AND LAND SURVEYING, INC.
1296 Hudson Road, St. Paul, Minnesota 55106
Phone: 651-776-6211

Survey Made For:
Ramona Erickson
3382 Lake Johanna Boulevard,
New Brighton, Minnesota

Legal Description:
Lot 6, AUDITOR'S SUBDIVISION NO. 80, lying easterly of Lake Johanna Boulevard, EXCEPT the north 60 feet thereof, Ramsey County, Minnesota.



NOTES

- ○ Denotes 12" long Common Spike Monument set & capped RLS 16464.
- ● Denotes Iron Monument found size, type, & R.L.S. No. as noted.
- —OWH— Denotes Overhead Utility wires
- Denotes Concrete Surface

SITE ADDRESS: 3382 Lake Johanna Blvd, New Brighton, MN
TOTAL AREA: 8,581± SQ.FT./ 0.20± ACRES.
BASIS OF BEARINGS: RAMSEY COUNTY COORDINATES
COMPUTATIONS: THROUGH 2011
LAKE & LAND SURVEYING. JOB NO. 2011.036

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

April 26, 2011

Registered Land Surveyor & Registered Engineer
Minnesota Registration No. 16464

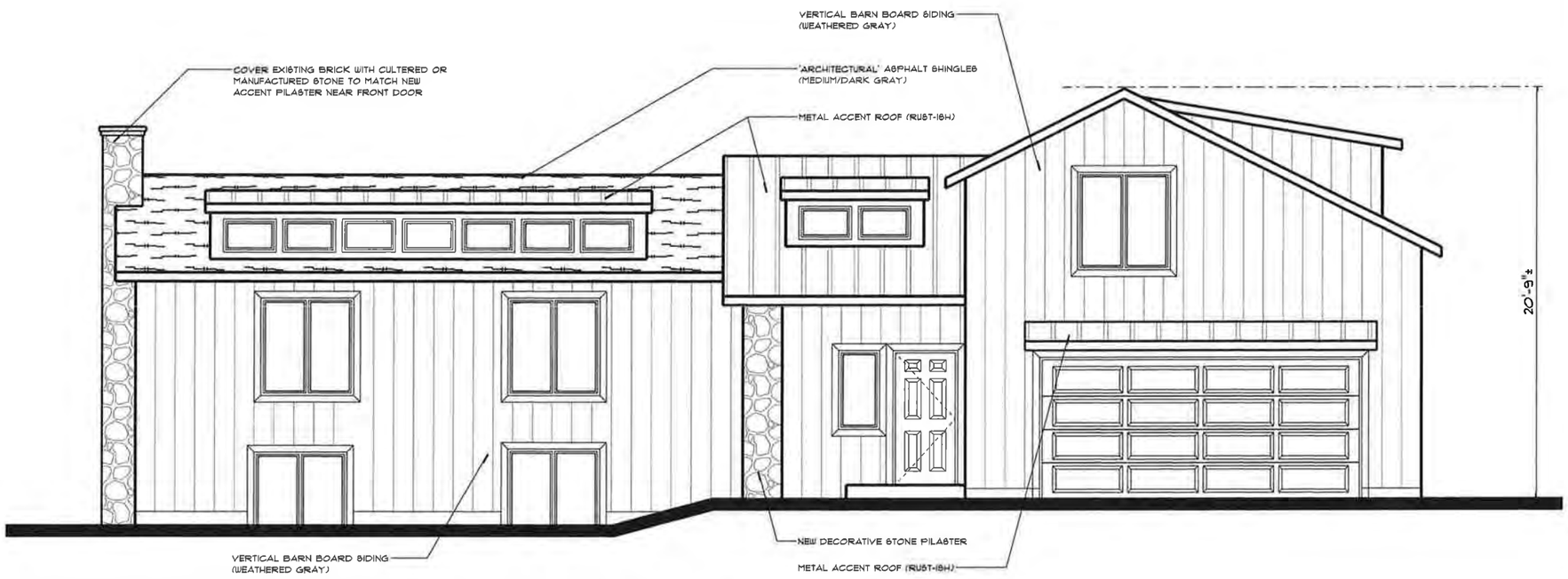
HARDCOVER CALCULATIONS:

PROPOSED BUILDING STRUCTURE.....1622 S.F.
WOOD DECK AND STAIRS.....639 S.F.
STRUCTURE COVER.....2261 S.F.
TOTAL LOT AREA.....8581 S.F.
STRUCTURE HARDCOVER CALCULATION.....26.3%

DRIVEWAY.....786 S.F.
WOOD WALK.....72 S.F.
RETAINING WALLS.....340 S.F.
TOTAL COVER.....3462 S.F.
TOTAL LOT AREA.....8581 S.F.
TOTAL HARDCOVER CALCULATION.....40.3%

PROPOSED SITE PLAN

Attachment D



WEST ELEVATION

TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676
Cell 952-954-8776

dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-424-3676
Cell 952-954-8776

todd@tcodesign.net

Plan Date
2-1-16

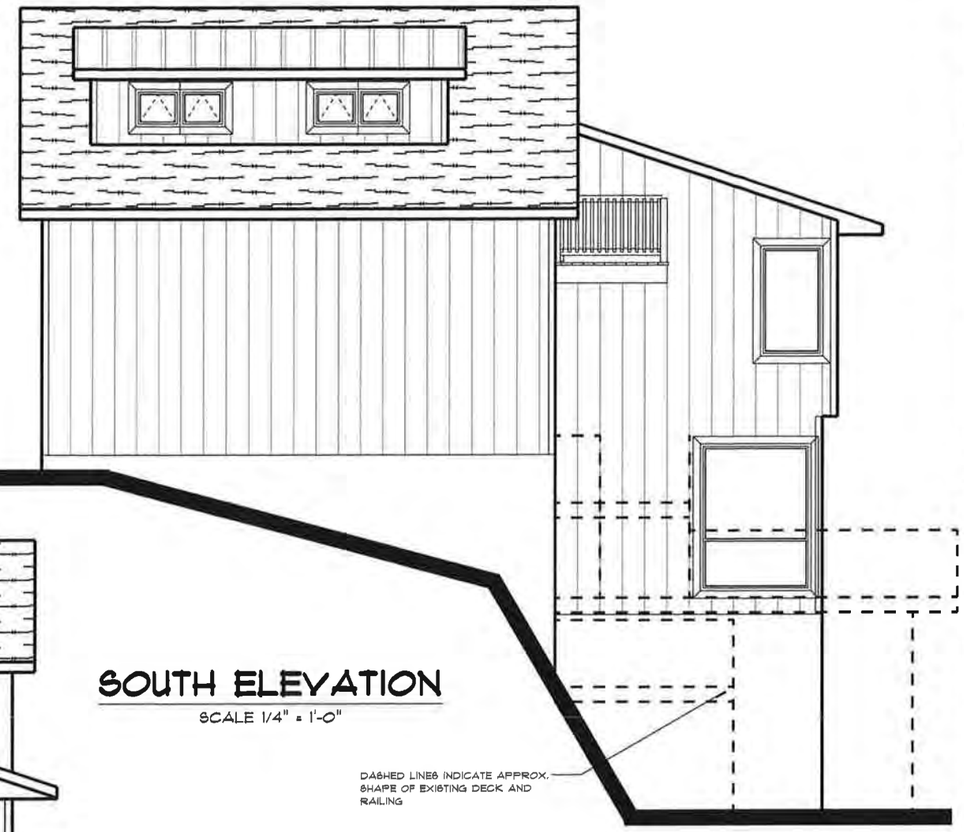
MITCH and RAMONA ERICKSON
3382 Lake Johanna Blvd. Arden Hills

TCO DESIGN
drafting and home design

Design #
tco201603

A1

A1 OF 6



SOUTH ELEVATION

SCALE 1/4" = 1'-0"

NORTH ELEVATION

SCALE 1/4" = 1'-0"

TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676
Cell 952-954-8716

dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-424-3676
Cell 952-954-8716

todd@tcodesign.net

Plan Date
2-1-16

MITCH and RAMONA ERICKSON
3382 Lake Johanna Blvd. Arden Hills

TCO DESIGN
drafting and home design

Design #
tco201603

A2

A2 OF 6

EAST ELEVATION

SCALE 1/4" = 1'-0"

TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676
Cell 952-934-8716

dedication to excellence

Prepared by:
Todd Ofethun

Office 763-424-3676
Cell 952-934-8716

todd@tcodesign.net

Plan Date
2-1-16

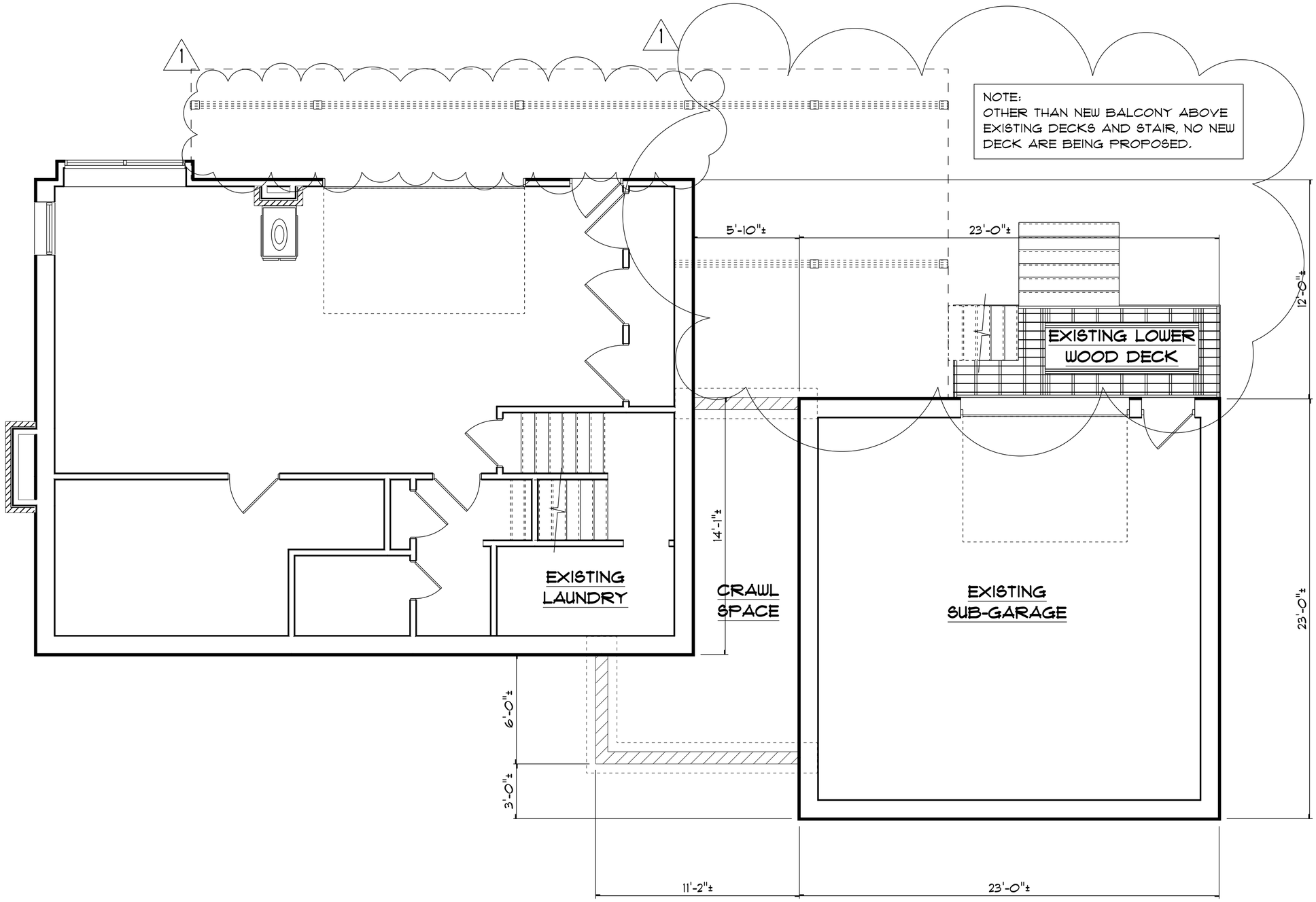
MITCH and RAMONA ERICKSON
3382 Lake Johanna Blvd. Arden Hills

TCO DESIGN
drafting and home design

Design #
tco201603

A3

A3 OF 6



LOWER LEVEL FLOOR PLAN

850 S.F.

SCALE 1/4" = 1'-0"

TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676
Cell 952-894-8276

dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-424-3676
Cell 952-894-8276

todd@tcodesign.net

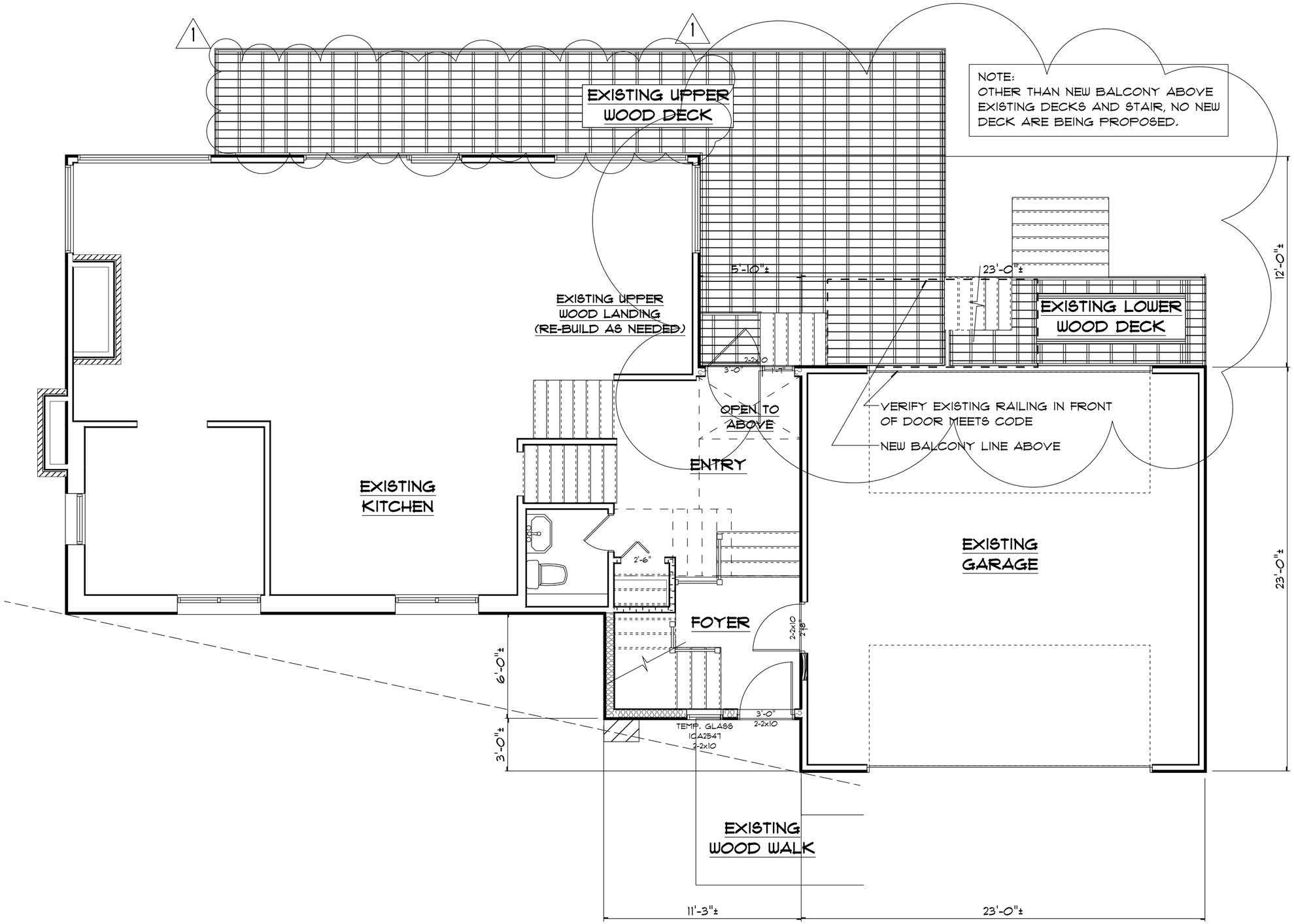
1 Plan Date
~~2-4-16~~
2-17-16

MITCH and RAMONA ERICKSON
3382 Lake Johanna Blvd. Arden Hills

TCO DESIGN
drafting and home design

Design #
tco201603

A4



MAIN LEVEL FLOOR PLAN

1056 S.F.

SCALE 1/4" = 1'-0"

TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676
Cell 952-894-8276

dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-424-3676
Cell 952-894-8276

todd@tcodesign.net

1

Plan Date
~~2-1-16~~
2-17-16

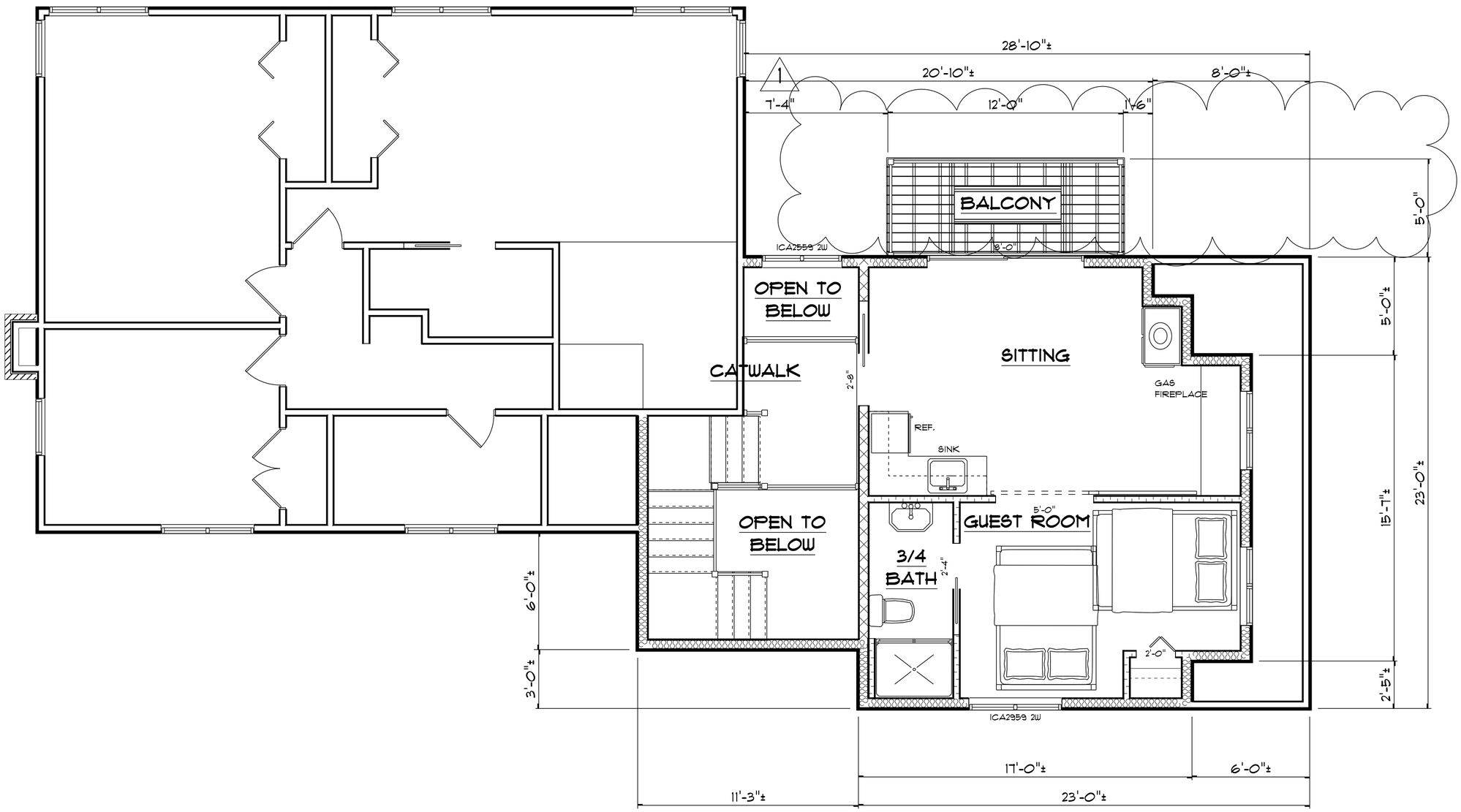
MITCH and RAMONA ERICKSON
3382 Lake Johanna Blvd. Arden Hills

TCO DESIGN
drafting and home design

Design #
tco201603

A5

A5 OF 6



UPPER LEVEL FLOOR PLAN

1365 S.F.

SCALE 1/4" = 1'-0"

TOTAL 3271 S.F.

TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676
Cell 952-894-8276

dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-424-3676
Cell 952-894-8276

todd@tcodesign.net

1 Plan Date
~~2-16-16~~
2-17-16

MITCH and RAMONA ERICKSON
3382 Lake Johanna Blvd. Arden Hills

TCO DESIGN
drafting and home design

Design #
tco201603

A6

A6 OF 6

Attachment E

ADDITIONAL INFORMATION FOR 3382 LAKE JOHANNA BOULEVARD

PREPARED FOR:
CITY OF ARDEN HILLS

PROPOSED ADDITION/ RENOVATION BUILDING PLANS
(SHOWS IN DETAIL PROPOSED ELEVATIONS AND SPACES)

OWNER'S DESCRIPTION OF PROJECT
(SHOWS OWNER'S MOTIVATION TO IMPROVE HOME)

OWNER'S PROPOSED SKETCHES AND PROPOSED PICTURES
(SHOWS EXISTING EXTERIOR'S NEED FOR RENOVATION)

OWNER'S PICTURES OF PREVIOUS BEFORE AND AFTER PROJECTS
(SHOWS OWNER'S ABILITY TO IMPROVE EXISTING HOME)

3382 Lake Johanna Blvd

2016 Exterior Proposal

Projects and Materials

- Reside entire house – Weathered gray barn boards
- Reroof entire house – Medium dark gray asphalt shingles with metal accents (rust-ish color)
- Reface chimney with field stone to match decorative stone in entry
- Replace deck with maintenance free deck boards (gray) and wire railing
- Replace wooden stairs along south side of garage – with similar wood
- Reposition stone steps from lower garage to back yard
- Add small living space over garage

Resolutions of Exterior Update and Modification

- Replace roof. Current roof is two layers (cedar shakes under asphalt shingles). Roof leaks in two places and is damaged in several others.
- Enclose breezeway and restructure front entry.
    - House was hit by a drunk driver in a high-speed car chase in May of 2014, which destroyed one of two support pillars for the front of the breezeway overhang. Currently, one footing and mound of brick remains. Modifications will restructure that area.
    - Current breezeway allows wind, rain and snow to blow through. The storm door has been ripped off the hinges multiple times. Breezeway fills up with snow in the winter.
    - Current breezeway is a safety hazard, as going from the garage to the house (even with the light on)—an unwanted guest could easily step out from behind the garage.
- Replace 3 garage doors. The lower level garage door that we installed with our 2014 remodel is an industrial, aluminum door—which is a mismatch of the other garage doors, but consistent with the modern/rustic style that we are trying to achieve with the exterior.
- Replace service door on lower level garage, which is rotted out at the bottom.
- Replace wood stairs along south side of garage. Wood is rotting and the last step is sloped and is a slip hazard.
- Reposition landscaped stone stairs going from the lower level garage to lake. Ground has sunk and stairs are now sloping to the side, and stones are loose.
- Replace deck. Current deck is rotting, the railing is loose and the deck supports have sunk in some places, causing the deck to be higher at some points and lower in others.
- Small living space addition over garage. Provide a little elbow room and privacy for our family and/or guests.

3382 Lake Johanna Blvd

2016 Exterior Proposal

PROPOSED – Front View (West-facing)

WEST ELEVATION

3382 Lake Johanna Blvd

2016 Exterior Proposal

CURRENT – Front View (West-facing)

3382 Lake Johanna Blvd

2016 Exterior Proposal

PROPOSED – Back View (East-facing)

3382 Lake Johanna Blvd

2016 Exterior Proposal

CURRENT – Back View (East-facing)

3382 Lake Johanna Blvd

2008 – Remodeled Main and Upper Levels

2014 – Remodeled Lower Level

KITCHEN – BEFORE

MAIN LEVEL

KITCHEN - AFTER

LIVING ROOM - BEFORE

LIVING ROOM - AFTER

3382 Lake Johanna Blvd

2008 – Remodeled Main and Upper Levels

2014 – Remodeled Lower Level

LOWER LEVEL – BEFORE

LOWER LEVEL – AFTER

Attachment F

From: [redacted]
To: Matthew Bachler
Subject: PC#16-005
Date: Tuesday, March 01, 2016 7:53:02 PM

I am writing to state that I am not opposed to the variances needed to the property at 3382 Lake Johanna Blvd. This property is close to the lake and the boulevard. There are several other properties that have garages nearer the road.

I am certain Mitch and Ramona will do tasteful additions that will enhance the area.

If you have any questions, please contact me at this e mail or by telephone [redacted]

Nancy Hansen
3368 Lake Johanna Blvd
Arden Hills, MN 55112

Matthew Bachler

From: [redacted]
Sent: Wednesday, March 02, 2016 4:28 PM
To: Matthew Bachler
Subject: Project PC# 16-005

Hi Matthew,

I have no problem with this.

Fred Becker
1825 Lake LN
Arden Hills MN 55112
Thanks

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2016 PC Agenda Item **4.B**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: **Planning Case #16-001 –Public Hearing Required**
Request: Zoning Code Amendment – Rezoning – Conservation District, Parks and Open Space District, and Civic Center District

Requested Action

Consider approval of Planning Case 16-001 for an amendment to Section 1315.01 (Official Zoning Map) of the Arden Hills City Code, based on the finding of facts, as presented in the March 9, 2016, Report to the Planning Commission.

Background

In April of 2014, the City Council approved a change to the Zoning Map to begin the process of rezoning the land owned by the federal government east of the Twin Cities Army Ammunition Plant (TCAAP) known as the Arden Hills Army Training Site (AHATS). At that time, four parcels or approximately 2/3 of the AHATS property was rezoned to Conservation District (CD) in order for the City's Zoning Map (Attachment B) to correspond with the approved Future Land Use Map (Attachment C).

The remaining properties, adjacent to the eastern half of the TCAAP site, to be rezoned to either Conservation District or Park and Open Space District, were not included in the rezoning in 2014, as the Ramsey County Parks and Recreation Department was working with the federal government to purchase some of these lands to be incorporated into their park system. Three additional properties, to the north of TCAAP, to be rezoned Civic Center District, also remained unchanged during the rezoning in 2014, as these properties were expected to be rezoned with the remaining properties east of TCAAP.

While the majority of the property to be rezoned to Conservation District remains under federal ownership and is being leased to the Minnesota National Guard, the City recognizes that portions of AHATS could be sold to private parties in the future and developed based on the underlying zoning classification. The main purpose of the Conservation District is to provide a "holding zone" for these lands to ensure that any future development on AHATS maintains a sustainable level of public expenditures for utilities and services.

Summary of Proposed Rezoning

The proposed amendment would rezone the remaining four parcels on AHATS to Conservation District (Attachment A). These parcels cover the area bounded by County I on the north, Highway 96 to the south, to the east by a line extending directly north from Snelling Avenue North to County Road I, and west by TCAAP and the Rice Creek North Regional Trail. The rezoning to Conservation District would not include the Rice Creek North Regional Trail Parcels A, B, C, and D (Attachment D).

The parcels to be rezoned to the Parks and Open Space District are located directly adjacent to TCAAP and the Rice Creek North Regional Trail (Attachment A) and include the Rice Creek North Regional Trail Parcels A, B, C, and D (Attachment D) and a portion of 1900 County Road I West. The Minnesota Department of Transportation facility adjacent to the Rice Creek North Regional Trail area would not be included in the rezoning to the Parks and Open Space District.

As proposed three parcels located in the southeast quadrant of Interstate 35W and County Road I would be rezoned to the Civic Center District (Attachment A). These properties include 1900 County Road I West (less the Rice Creek North Regional Trail area), 5400 Old Highway 8, and 5420 Old Highway 8.

Consistency with the Arden Hills Comprehensive Plan

In September of 2009, the City Council adopted the Arden Hills 2030 Comprehensive Plan. The plan outlines the City's general vision and goals, which are intended to guide the City's policies and strategies. The adopted Future Land Use Map designates 1,472 acres on AHATS as Park Preserve, approximately 120 acres of Park & Open Space immediately adjacent to the TCAAP Development and the Rice Creek North Regional Trail, and approximately 34 acres of Public & Institutional in the southeast quadrant of Interstate 35W and County Road I (Attachment C).

The majority of the AHATS site that remains to be rezoned is currently zoned R-1 Single-Family Residential. Within the same general area there are a total of three additional sites that are zoned I-1 General Industrial that require rezoning to reflect the approved Future Land Use Map. Minnesota State law mandates that local zoning codes be consistent with adopted comprehensive

plans. The proposed Conservation District, Parks and Open Space, and Civic Center rezoning would help the City meet this requirement. Further, the rezoning will assist in the implementation of the goals identified in the Land Use and Protected Resources chapters in the Comprehensive Plan.

Findings of Fact

Cities have broad discretion when reviewing and adopting zoning regulations; however, as a tool to implement a city's comprehensive plan, it is necessary to understand the connection between the two documents when reviewing amendments to the Zoning Code. Staff offers the following three (3) findings of fact for the Planning Commission's consideration:

1. The proposed amendment will create greater consistency between the City Zoning Code and the adopted Future Land Use Map.
2. The proposed amendment advances the Comprehensive Plan's land use goals because it assists in providing a balanced mix of residential, park, open space, and commercial land uses.
3. The proposed amendment advances the Comprehensive Plan's protected resources goals because it implements regulations to protect the City's natural resources, including trees, lakes, wetlands, and other unique or significant natural resources.

Staff Recommendation

Staff recommends approval of Planning Case 16-001 for an amendment to Section 1315.01 (Official Zoning Map) of the Arden Hills Zoning Code, based on the findings of fact, as presented in the March 9, 2016, Report to the Planning Commission.

Proposed Motion Language

1. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented in the March 9, 2016, Report to the Planning Commission.

2. Recommend Approval with Changes: Motion to recommend *approval* of Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented in the March 9, 2016, Report to the Planning Commission, with the following changes.

3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented

in the March 9, 2016, Report to the Planning Commission: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated.*

4. Table: Motion to *table* Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented in the March 9, 2016, Report to the Planning Commission: *a specific reason and 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 February 17, 2016, and mailed to all property owners within 500 feet of where the rezoning has been proposed.

Public Comments

The City received a letter from the Minnesota Department of Administration expressing that they respectfully object to the rezoning of their properties located at 5400 and 5420 Old Highway 8 (Attachment E). At these locations the State operates the driver's examination station and federal surplus auction. In this case, the proposed rezoning of the property would not create additional nonconformities as the Zoning Code defines the State's use of these properties as a "Public Use" and a "Public Use" is permitted by Conditional Use Permit (CUP) in the proposed district as well as the existing district.

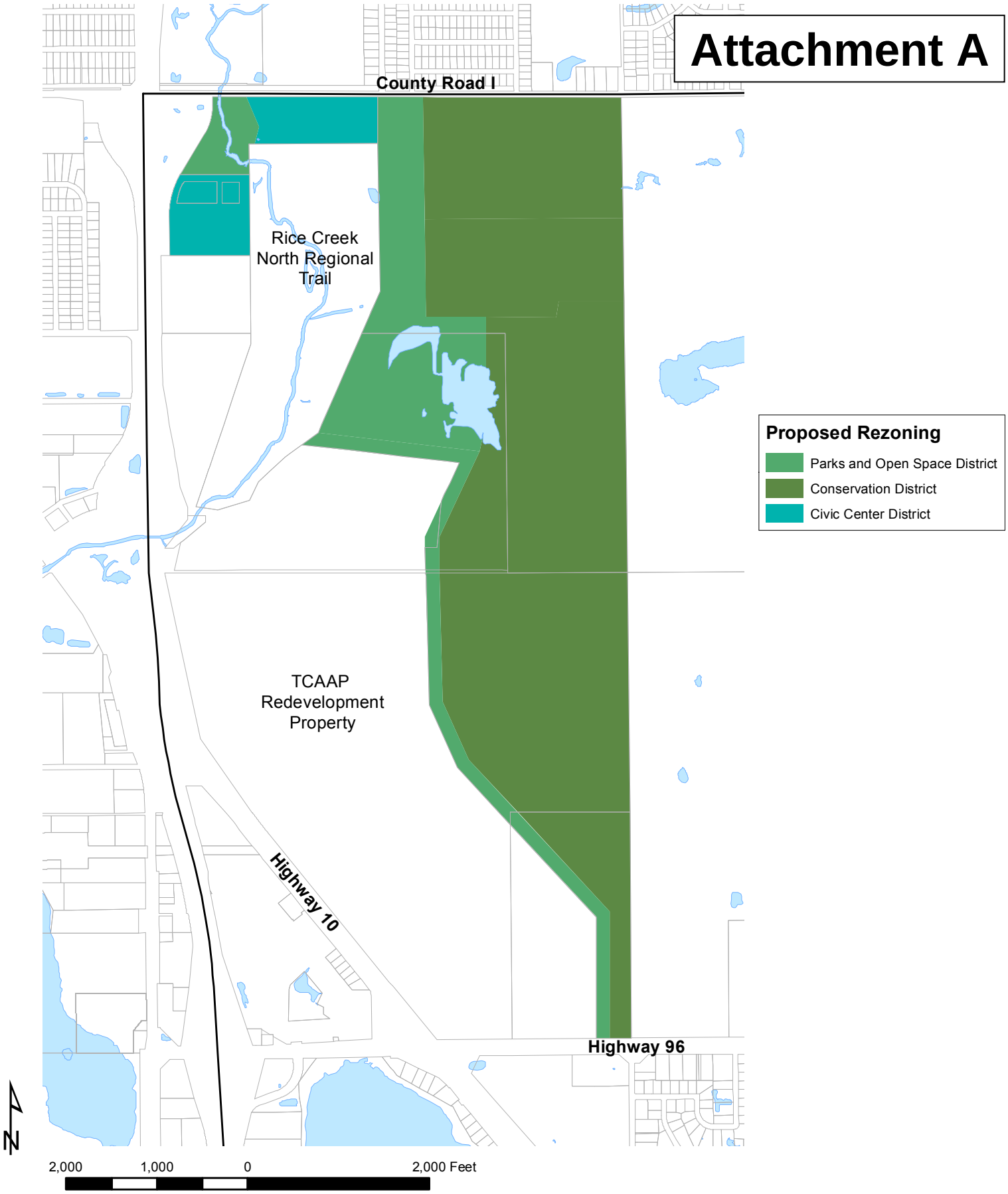
A phone call from the City of Shoreview was received questioning the list of uses that are either permitted by right or conditional for the Civic Center District and if the City anticipated a change with respect to the users on the site. The City responded to the City of Shoreview by providing the City's Land Use Chart to indicate the list of approved uses within the district and explaining that the City was not aware of any change to the use of the properties at this time.

Attachments

A. Proposed Rezoning Map
B. Arden Hills Zoning Map
C. Arden Hills Future Land Use Map
D. Rice Creek North Regional Trail Parcels A, B, C, and D
E. Letter from MN Department of Administration
F. Land Use Chart

Planning Case #16-001 - Proposed Rezoning of Property on the Arden Hills Army Training Site

Attachment A

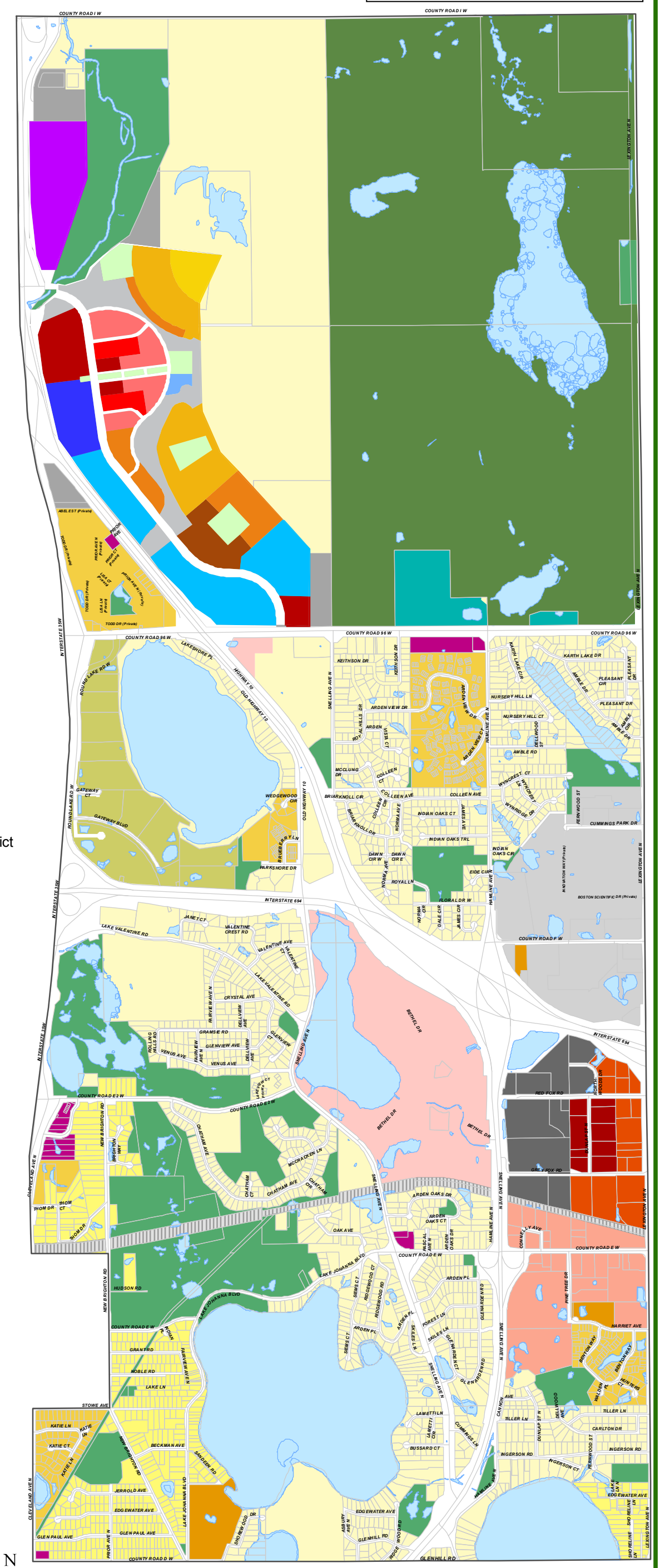


Attachment B

ARDEN HILLS

Zoning Map

- TRC CC – Campus Commercial
- TRC – Civic/Open Space
- TRC FO – Flex Office
- TRC RMU – Retail Mixed Use
- TRC NR-1 – Residential
- TRC NR-2 – Residential
- TRC NR-3 – Residential
- TRC NR-4 – Residential
- TRC NT – Neighborhood Transition
- TRC OMU – Office Mixed Use
- TRC OS – Open Space
- TRC TC – Town Center
- TRC – Water Infrastructure
- R-1 - Single Family Residential District
- R-2 - Single & Two Family Residential District
- R-3 - Townhouse & Low Density Multiple Dwelling District
- R-4 - Multiple Dwelling District
- B-1 - Limited Business District
- B-2 - General Business District
- B-3 - Service Business District
- B-4 - Retail Center District
- NB - Neigborhood Business District
- CC - Civic Center District
- GB - Gateway Business
- I-1 - Limited Industrial District
- I-2 - General Industrial District
- I-FLEX District
- POS - Parks and Open Space District
- CD - Conservation District
- Railroad
- ROW
- WATER



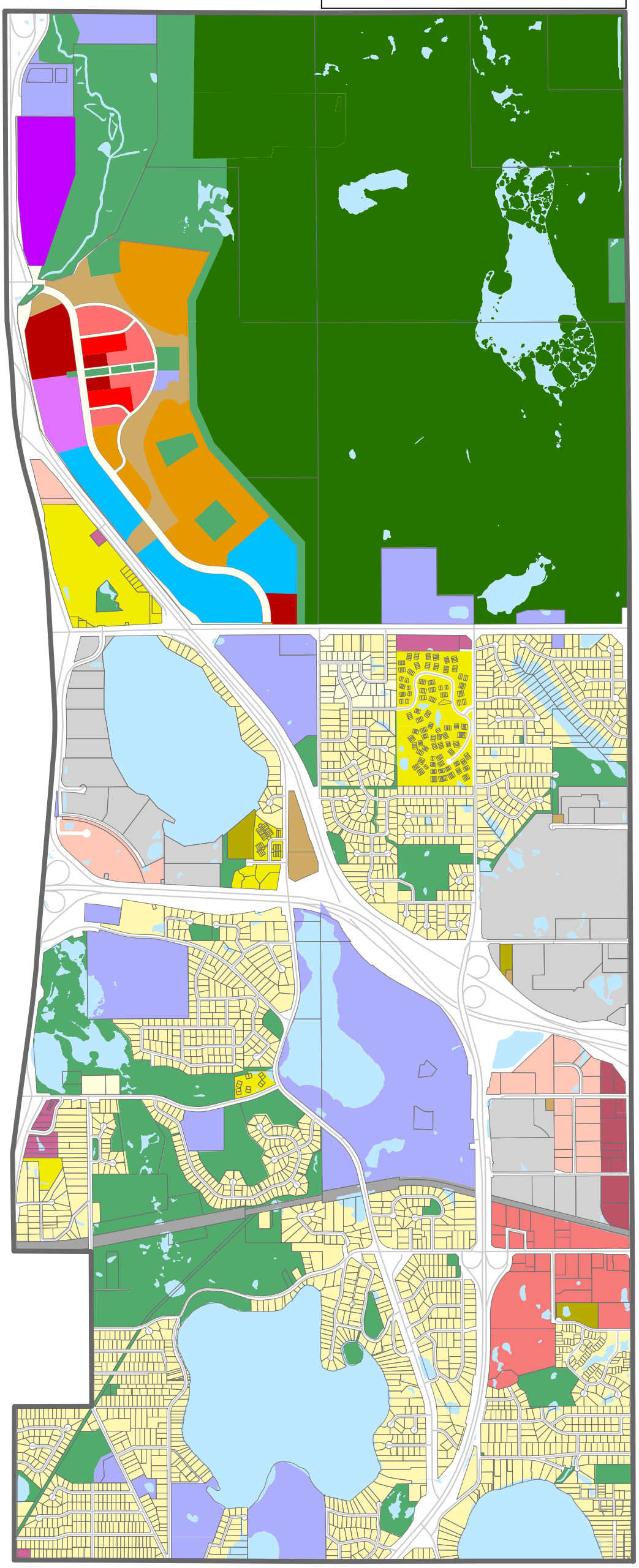
The zoning district designations represented on this map correspond to the City of Arden Hills official Zoning Map. Questions concerning the Zoning Map should be directed to City Hall. Zoning designations are subject to change. Please refer to the Zoning Code for complete information.

Adopted: April 12, 1993
Printed: November 2, 2015

Attachment C

2030 Future Land Use

Figure 6.3



- VLDR - Very Low Density Residential
- LDR - Low Density Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- NR - Neighborhood Residential
- NT - Neighborhood Transition
- TC - Town Center
- NB - Neighborhood Business
- MB - Mixed Business
- COM - Commercial
- CMU - Community Mixed Use
- CC - Campus Commercial
- RMU - Retail Mixed Use
- OMU - Office Mixed Use
- FO - Flex Office
- I/O - Light Industrial and Office
- P/I - Public & Institutional
- UTL - Utility
- P/OS - Park and Open Space
- PP - Park Preserve
- WAT - Water
- RR - Railroad right-of-way
- ROW - Right-of-Way

N

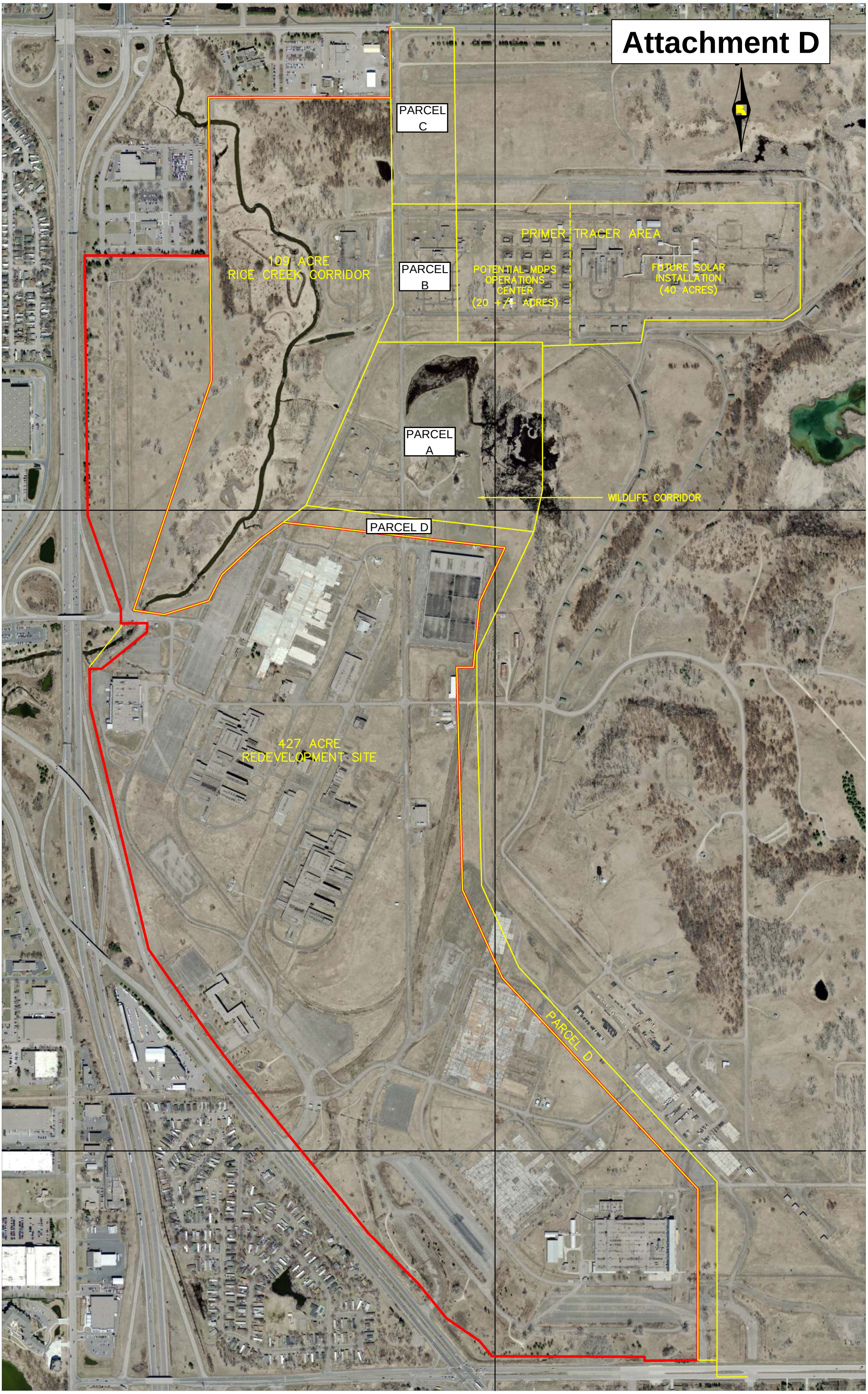
0 0.5 1 Miles

2015 Comprehensive Plan Amendment
(2030 Comprehensive Plan)

Updated: June 25, 2015
Approved by the City Council: July 13, 2015
Printed: November 10, 2015
Source: City of Arden Hills

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data from various sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

Attachment D



Admin Minnesota
DEPARTMENT OF ADMINISTRATION

Attachment E

February 26, 2016

Ryan Streff
City Planner
1245 West Highway 96
Arden Hills, MN 55112

Re: Planning Case #16-001 Zoning Code Amendment/Rezoning

Dear Mr. Streff:

We have received the public meeting notice for Planning Commission Case #16-001 concerning the Arden Hills Zoning Code Amendment and Rezoning. The State of Minnesota currently operates (i) a driver's examination station for Class A, B, and C vehicles at 5400 Old Highway 8 and (ii) a facility that supplies transportation solutions, including long term vehicle leasing to state and local government for use in official government business, and a distribution system for repurposing state and federal surplus personal property at 5420 Old Highway 8. The State of Minnesota has served the public at this location for years and plans to continue to do so for years to come.

On this basis, while the State maintains that (i) it is grandfathered under the current zoning code to continue with its current uses permitted in that area and (ii) under Minn. Stat. §645.27, the State is not bound by the passage of zoning code changes, the State nevertheless respectfully objects to the rezoning of the quadrant on Interstate 35W and County Road I to a Civic Center District.

Thank you for your consideration.

Respectfully

Roger F. Behrens, Esq.
Real Property Specialist

cc: Holly Gustner, Fleet & Surplus Services, Department of Administration (via email: holly.gustner@state.mn.us)
Ash Scharffbillig, Department of Public Safety (via email: Ashley.Scharffbillig@state.mn.us)
Wayne Waslaski, Real Estate and Construction Services Division, Department of Administration (via email: wayne.waslaski@state.mn.us)

Real Estate and Construction Services
309 Administration Building, 50 Sherburne Avenue
Saint Paul, MN 55155
P: 651.201.2549 / F: 651.215.6245 / e-mail: roger.behrens@state.mn.us
Equal Opportunity Employer

1320.05 Land Use Chart. ***(revised 11/25/13)***

Uses:	Zoning Districts: R-1	R-2	R-3	R-4	NB	B-1	B-2	B-3	B-4	CC	GB	I-1	I-2	I-FLEX	MR	MB	CD	POS
Antenna, Dish or Tower	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA
Boarding house	C	C	C	C						C								
Brewpub							C	C	C							C		
Business service						A	P	P	P	C	P	P	P	P		P		
Clinic, medical office					P	P	P	P	P	C	P	P	P	P		P		
Club or lodge *(non-profit)*						P	P	P		C						P		
Club, sports & fitness						A	P	P	P	C	P	P		P		P		
Commercial recreation - indoor							P	P	P			P				P		
Daycare Facility, over 10					P	P	P	P	P		P	P	P	P		P		
Daycare, family - 10 or less	A	A	A	A	A		A								A			
Daycare, group family - 14 or less	CA	CA	CA	CA	CA		CA								CA			
Dog kennel							C	C										
Dog run	A	A	A												A			
Drive-up windows							C	C	C		A					CA		
Dry cleaning & laundry, pick-up station					C		A	A			A					P		
Dry cleaning & laundry, self-service laundry					C		C	C										
Dwelling: density zoning	D	D	D	D											P			
Dwelling: multiple family			C	C	C		C			C	C				P			
Dwelling: single-family attached	C	C	D	D											P			
Dwelling: single-family detached	P	P	P	P											P			
Dwelling: two-family	C	C	P	P	C										P			
Dwelling: live-work unit					C										C			
Financial institution & service					P	P	P	P	P	C	P	P	P	P		P		
Garage, truck												C	C					
Home occupation: Class I	A	A	A	A	A					A					A			
Home occupation: Class II	CA	CA	CA	CA	CA					C					CA			
Hospital																D		
Hotel/motel							C	P	C	C	C			C		P		
House of worship	C	C	C	C	C	C	C	C	C	C					C	P		
Manufactured home park			C															
Manufacturing & processing: Class I							A	A	A		P	P	P	P		C		
Manufacturing & processing: Class II													P					
Microbrewery							C	C	C		C			C		C		
Microdistillery							C	C	C		C			C		C		
Mortuary, funeral home							P	P		C						C		
Multiple occupancy building					C	C	C	C	C	C	C	C	C	C		P		
Nursery	C	C	C	C												CA		
Nursing home and assisted living	C	C	C	C			D			C					C	P		

Uses:	Zoning Districts: R-1	R-2	R-3	R-4	NB	B-1	B-2	B-3	B-4	CC	GB	I-1	I-2	I-FLEX	MR	MB	CD	POS
Office					P	P	P	P	P	P	P	P	P	P		P		
Park Facilities																		P
Pawn shop																		
Personal services					C	A	P	P	P	C	P			A		P		
Public use	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	P	C	C
Research and development facility					C	P	C	C	C		P	P	P	P		P		
Research animals							C					C	C			P		
Residence Hall, dormitory				C		C	D								C	P		
Residential facility, state licensed, serving 1-6	P	P	P	P	P		P								P			
Residential facility, state licensed, serving 7-16	C	C	C	C	C		C								C			
Restaurant and restaurant-fast food					C	A	P	P	P	C	P	C	C			P		
Retail sales & service					P	A	P	P	P	C	A	A	A	A		P		
School, general education	C	C	C	C						C					C	P		
School, higher education	D					C	C		C	C					C	P		
School, specialized education						C	C	C	C	C					C	P		
Service station							C	C			C	C	C			C		
Storage, exterior													CA					
Studio					C	C	P	P	P	C						P		
Theater, indoor						A	C	P		C						P		
Utility distribution line	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	A	P
Utility substation												C	C		C	C		
Utility transmission	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	C	C
Vehicle – motorized, leasing and rentals								C								C		
Vehicle - motorized, service							C	C								C		
Warehousing						A	A	A	A		C	P	P	C		A		

"P" = Permitted; "D" = Planned Unit; "■" = Not Permitted;

"C" = Conditional Use Permit; "A" = Accessory; "CA" = Conditional Accessory Use Permit, "I" = Interim Use Permit

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2016 PC Agenda Item **4.C**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: **Planning Case #15-021 – Public Hearing Required**
Applicant: City of Arden Hills
Request: Zoning Code Amendment – Outdoor Display and Sales

Requested Action

Consider approval of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, Report to the Planning Commission.

Background

The City Council directed staff to complete a review of the Zoning Code regulations on commercial outdoor display and sales in 2015. Retail stores and gas stations often have outdoor display areas for merchandise that cannot be stored inside or that is more easily kept outside because of size and weight. This would include items such as fuel, plants, landscaping materials, and salt. Currently, the Zoning Code does not address outdoor display and sales and the use is not specifically permitted or prohibited in the Land Use Chart (Section 1320.05). Staff has interpreted the silence in the Zoning Code to mean that these activities are not permitted unless they have received previous land use approval from the City.

Ordinances from the cities of Brooklyn Park, Eagan, Eden Prairie, Edina, Lakeville, Maple Grove, and Roseville were reviewed to determine how other cities regulate outdoor displays and sales. Based on its research, staff drafted an amendment to the Zoning Code to permit these uses after administrative review and if certain performance standards are met. The proposed regulations were discussed by the City Council at several meetings and staff was directed at the Work Session on January 19, 2016 to bring the proposed Zoning Code amendment to the Planning Commission for review and public hearing. The City Attorney has reviewed the amendment and has no concerns with the proposed language.

Discussion

While it can be in a community's interest to allow outdoor display and sales for retail stores and service stations since it supports businesses and is an added convenience for customers, unregulated display areas can become disorderly. The proposed amendment would put in place regulations to permit outdoor display and sales for certain businesses if standards on dimension area, location, screening, and merchandise are met. The following section provides a summary of the amendment, which is included in Attachment A.

1305.04 – Definitions

Staff is proposing that the following definition be added to Section 1305.04 of the Zoning Code for Outdoor Display and Sales: *The display of goods for sale or rent outside an enclosed building.*

1325.02 – Accessory Uses

Section 1325.02 of the Zoning Code includes additional regulations and requirements for accessory uses. A new Subdivision 4 would be added to this section specifically for outdoor display and sales. Provided below is a summary of the proposed regulations in this section:

Permitted Districts and Use Classification
Outdoor display and sales would be permitted in the following Zoning Districts: B-2 - General Business, B-3 - Service Business, B-4 - Retail Center, Neighborhood Business, and Gateway Business. The Arden Hills Zoning Map has been provided in Attachment B.

Outdoor display and sales would only be permitted as an accessory use on properties where the existing principal use is either Retail Sales and Services or Service Station.

Approval Process
An administrative permit would be required from the Community Development Department for outdoor display and sales areas. Applicants would be required to provide a site plan showing the location and dimensions of the display and sales area.

Dimension Standards
The following dimension standards would be used by staff when reviewing permits for outdoor display and sales:

- For properties with a principal building of 15,000 square feet or less in size, the permitted display and sales area would be a maximum of 300 square feet.
- For properties with a principal building greater than 15,000 square feet in size, the permitted display and sales area would be two percent of the base area of the principal building, but not exceed 1,000 square feet.

Location and Screening Standards
The following location and screening standards would be used by staff when reviewing permits for outdoor display and sales:

- Merchandise must be stacked and arranged neatly on a hard surface and may be up to six feet in height.
- Display area must be located adjacent to principal building and on side of building with main entrance. No merchandise permitted on service station islands.
- Display area must not obstruct pedestrian access on the site.
- Display area must not occupy or obstruct on-site parking spaces.
- Screening required for display and sales areas located within 200 feet of a residentially zoned property.

Merchandise Restrictions
The type of merchandise that could be displayed would be limited to items that require an outdoor location, such as plants or fuel, and any items that because of large volume or weight are kept indoors, such as vending machines, salts, or landscaping materials.

Findings of Fact

Municipalities have broad discretion when reviewing and adopting zoning regulations. However, because the Zoning Code is a tool used to implement the City's Comprehensive Plan, it is necessary to understand the connection between the two documents when reviewing proposed Zoning Code amendments. Staff offers the following findings of fact for the Planning Commission's consideration:

1. The proposed amendment advances the land use goals in the City's Comprehensive Plan because it provides land use regulations that promote development that is compatible with nearby properties and neighborhood character.
2. The proposed amendment advances the economic development goals in the City's Comprehensive Plan because it provides for land use regulations in commercial zones that provide flexibility for economic development while requiring high aesthetic standards.
3. The proposed amendment would support local businesses and provide a convenience for customers while establishing standards to limit the impacts of outdoor display and sales on adjacent properties.

Recommendation

Staff recommends approval of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission.

Notice

Notice on this planning case was published in the *Arden Hills/Shoreview Bulletin* on February 17, 2016.

Public Comments

The City has not received any public comments regarding this planning case.

Options & Proposed Motion Language

1. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission.

2. Recommend Approval with Changes: Motion to recommend *approval* of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission, with the following changes…

3. Recommend Denial: Motion to recommend *denial* of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission: *findings to deny should specifically reference the reasons for denial.*

4. Table: Motion to *table* Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission: *a specific reason and information request should be included with a motion to table.*

Attachments

A. Proposed Amendments to Section 1305.04 and Section 1325.02 - Black-lined Version
B. Arden Hills Zoning Map
C. City Council Work Session Minutes, January 19, 2016

Attachment A

Chapter 13 – Zoning Code

Section 1305 - Rules, Scope, Interpretation, & Definitions

1305.04 Definitions. ***(revised 01/20/11)***

- Ordinary high water level. The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape and as determined by the Minnesota Department of Natural Resources. The ordinary high water mark is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial***.*** ***(revised 02/22/10)***

- Outdoor display and sales. The display of goods for sale or rent outside an enclosed building.

- Park facilities. The use of any lots or parcel of land and any structure or building thereon for public active and passive recreation purposes by the Arden Hills Parks and Recreation Department or the Ramsey County Parks and Recreation Department. ***(added 11/25/13)***

Chapter 13 – Zoning Code

Section 1325 - General Regulations

1325.02 Accessory Uses.

Subd. 1 Accessory Retail Sales, Processing, and Storage. Accessory retail sales shall be permitted in industrial districts, and accessory processing, assembly, repair, and storage of materials shall be permitted in business districts when such uses are directly associated with the principal use, and when such accessory uses are clearly incidental.

Subd. 2 Day Care Facilities for Houses of Worship and Schools. Day care facilities for over ten (10) persons shall be considered as accessory uses for houses of worship and schools within all residential districts if located in the principal building.

Subd. 3 Home Occupations. Home occupations are allowed as either accessory uses or conditional uses depending on the characteristics of the operation.

A. All home occupations shall comply with the following conditions:

1. It shall not result in traffic, parking, noise, light, fumes and odors to such an extent that it is noticeable that the property is being used for non-residential purposes.

2. It shall be conducted entirely within the dwelling.

3. There is no exterior evidence of the home occupation.

4. It does not require any special entrances to the dwelling.

B. Class I Accessory Home Occupations.

1. Home Occupations will be permitted as accessory uses if they meet the conditions stipulated in the home occupation definition and following conditions:

a) The business is engaged only by the occupants of the premises;

b) The business activity does not occupy more than twenty-five (25) percent of the gross floor area of the dwelling;

c) There will be no patrons visiting the premises;

d) It requires no delivery of products other than those delivered by private passenger vehicle.

2. Applicants for Class I Accessory Home Occupations shall be required to obtain an Accessory Home Occupation Permit from the City prior to engaging the activity. Review by the Planning Commission and City Council is not required. Application forms as prescribed by the Administrator shall be accompanied by the following information:

a) A photograph of the residence;

b) A floor plan indicating the floor area to be used by the home occupation along with a tabulation of the total floor area and the floor area to be used for the home occupation;

c) A statement describing the home occupation and the compliance with the required conditions; and,

d) A copy of the state or county license or permit if such a license or permit is required by the state or county for the proposed home occupation.

C. Class II Conditional Accessory Home Occupations.

1. Home occupations may be allowed by Conditional Use Permit as regulated in Section 1355.04 Subd 3 if they meet the conditions stipulated above for all Home Occupations and the following conditions:

a) The primary business activity shall be conducted by an occupant of the residence;

b) One person not residing in the residence may be employed to assist in the business activity;

c) It does not occupy more than thirty-three (33) percent of the floor area of the dwelling;

d) It has a limited number of patrons visiting the premises;

e) Off-street parking for no more than two (2) additional vehicles other than those required by the occupants shall be permitted. On-street parking shall not be used to satisfy required parking; and,

f) It requires delivery of products to the premises no more than once per day.

2. Applicants for Class II Conditional Accessory Home Occupations shall follow the procedures prescribed in the Conditional Use Permit

section of Appendix A, Procedure Manual. The application shall be accompanied by the information required for Class I Home Occupations in Section 1325.02 above and a site plan showing any additional parking or other modifications to the site required to accommodate the home occupation. A copy of any required State or County license or permit as discussed in Class I Home Occupations shall be submitted prior to the issuance of a Conditional Use Permit, however, evidence that the proposed Home Occupation meets all the requirements for State or County licenses or permits shall be submitted with the Conditional Use Permit application.

3. In reviewing applications for Class II Conditional Accessory Use Permits for Home Occupations the City shall consider criteria which affect the appropriateness of a particular use in the location proposed, as discussed in Section 1355.04 Subd 3 and Appendix A, Procedural Manual.

Subd. 4 Accessory Outdoor Display and Sales.

A. Outdoor display and sales shall only be permitted as an accessory use on a property where the principal use is either Retail Sales and Services or Service Station.

B. Outdoor display and sales shall only be permitted in the following Zoning Districts: B-2, B-3, B-4, NB, and GB.

C. An Administrative Permit shall be required from the Community Development Department to allow outdoor display and sales of goods. The Community Development Department shall review a site plan and specifics of the proposed outdoor display and sales area and may issue the permit, subject to, but not limited to, the following requirements:

1. The total display and sales area shall be determined based on the following formula:

a. For properties with a principal building of 15,000 square feet or less in size, the permitted display and sales area shall be a maximum of 300 square feet.

b. For properties with a principal building greater than 15,000 square feet in size, the permitted display and sales area shall be two percent of the base area of the principal building, but not to exceed 1,000 square feet.

2. Merchandise shall be stacked and/or arranged neatly on a hard surface and may be up to six feet in height.

3. The display and sales area shall be located adjacent to the principal building and on the side of the principal building with the

main entrance. No merchandise shall be permitted to be displayed on Service Station islands.

4. The display and sales area shall not obstruct pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.

5. The display and sales area shall not occupy or obstruct on-site parking spaces.

6. The type of merchandise displayed shall be limited to items which require an outdoor location, such as plants or fuel, and any items which because of large volume or weight are housed outdoors, such as vending machines, salt, or landscaping materials.

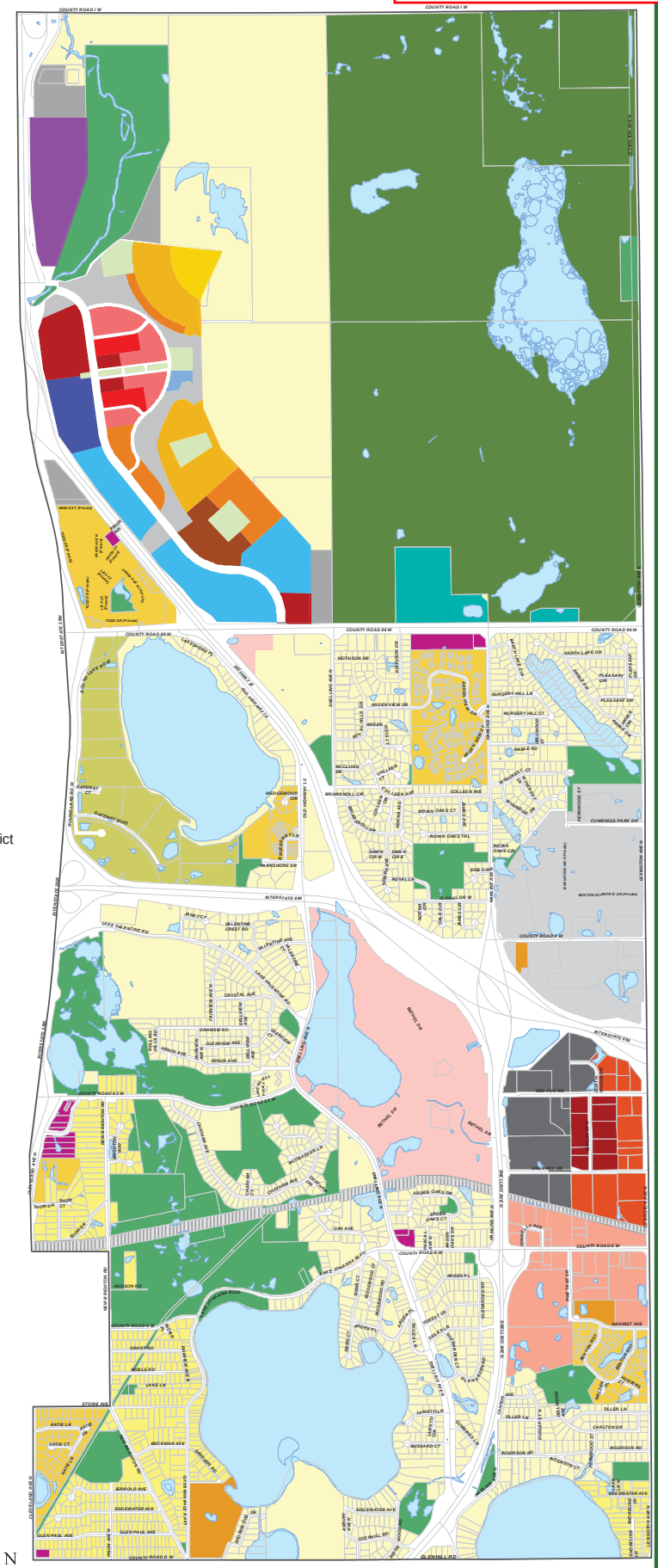
7. Outdoor display and sales areas shall be screened when located within 200 feet of a residentially zoned property.

Attachment B

ARDEN HILLS

Zoning Map

- TRC CC – Campus Commercial
- TRC – Civic/Open Space
- TRC FO – Flex Office
- TRC RMU – Retail Mixed Use
- TRC NR-1 – Residential
- TRC NR-2 – Residential
- TRC NR-3 – Residential
- TRC NR-4 – Residential
- TRC NT – Neighborhood Transition
- TRC OMU – Office Mixed Use
- TRC OS – Open Space
- TRC TC – Town Center
- TRC – Water Infrastructure
- R-1 - Single Family Residential District
- R-2 - Single & Two Family Residential District
- R-3 - Townhouse & Low Density Multiple Dwelling District
- R-4 - Multiple Dwelling District
- B-1 - Limited Business District
- B-2 - General Business District
- B-3 - Service Business District
- B-4 - Retail Center District
- NB - Neigborhood Business District
- CC - Civic Center District
- GB - Gateway Business
- I-1 - Limited Industrial District
- I-2 - General Industrial District
- I-FLEX District
- POS - Parks and Open Space District
- CD - Conservation District
- Railroad
- ROW
- WATER



The zoning district designations represented on this map correspond to the City of Arden Hills official Zoning Map. Questions concerning the Zoning Map should be directed to City Hall. Zoning designations are subject to change. Please refer to the Zoning Code for complete information.

Adopted: April 12, 1993
Printed: November 2, 2015

N

0 0.5 1 Miles

Attachment C

Approved: February 8, 2016

CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL JOINT WORK SESSION WITH PLANNING COMMISSION
JANUARY 19, 2016
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS

1. AGENDA ITEMS

A. Outdoor Display and Sales Zoning Regulations

Senior Planner Bachler stated that the City is currently reviewing the use of outdoor display and sales areas in commercial districts and considering whether the Zoning Code should be updated to further regulate these activities. At the City Council work session on October 19, 2015, staff presented initial recommendations for regulatory standards that could be added to the Zoning Code. The City Council directed staff to complete further work on display area dimension standards, the types of products that could be displayed, and screening from residential properties.

Senior Planner Bachler indicated that staff has drafted amendments to the Zoning Code that would incorporate the new standards discussed in this memo and at the October 19, 2015, work session. The City Attorney has reviewed the draft language and does not have any concerns at this time.

Staff is requesting that the City Council provide additional feedback.

Senior Planner Bachler explained that the next step in this process would be to have staff draft a final version of an ordinance amending the Zoning Code to include the regulations on outdoor display and sales. The Planning Commission would be required to hold a public hearing on the ordinance prior to formal action by the City Council.

Mayor Grant questioned how he was to understand the definition of "residential zoned" properties within the proposed zoning code amendment.

Community Development Director Hutmacher discussed how this term was to be interpreted by staff and the Council.

Councilmember Holmes supported the outdoor display and sales zoning regulations as presented by staff.

Further discussion ensued regarding how the proposed code would address outdoor displays throughout the community.

Mayor Grant asked if the proposed outdoor display and sales regulations would work on TCAAP as well.

Senior Planner Bachler believed this to be the case.

Mayor Grant explained that the next step for this matter would be to go before the Planning Commission for review and recommendation to the City Council.

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2016 PC Agenda Item **5.A**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: **Report from the City Council**

February 16, 2016, City Council Work Session

The City Council reviewed a proposal from the Mounds View High School to replace the scoreboard and press box at their football stadium and construct a storage shed adjacent to the baseball field. If Mounds View High School decides to move forward with the proposed changes to the athletic complex a Conditional Use Permit Amendment would be required along with a variance for the height of the new scoreboard. This request would be reviewed by the Planning Commission before formal City Council action.

February 29, 2016, City Council Regular Meeting

The City Council approved Planning Case 15-020 to amend Sections 1305.04, 1320.05, and 1325.046 of the Zoning Code regarding retail and thrift store businesses. With the approved amendment, thrift stores would be permitted as a conditional use in the B-4 and I-Flex Districts. This case was reviewed by the Planning Commission at their regular meeting on February 3, 2016. The Planning Commission recommended approval of the proposed amendment (3-2, Holewa and Bartel), but recommended that thrift stores also be allowed as a conditional use in the B-2 and B-3 Districts.

The City Council also approved Planning Case 16-004 for a Site Plan Review and Deadline Extension Request for Boston Scientific at 4100 Hamline Avenue North. This case was reviewed by the Planning Commission at their regular meeting on February 3, 2016, and received a unanimous recommendation for approval.

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2016 PC Agenda Item **5.B**

TO: Planning Commission Chair Thompson and Commissioners

FROM: Jill Hutmacher, Community Development Director

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

Rice Creek Commons Update

The pre-solicitation conference was held at Landmark Center in Saint Paul on Thursday, February 18, 2016. Over 30 people attended including developers and consultants. Although few questions were received during the meeting, approximately 12 questions were submitted by the deadline of 4:00 pm on Friday, February 19. Responses to all questions were sent to all plan-holders and posted on the County's Onvia Demandstar site on Friday, February 26.

The majority of the 55 plan-holders are from the planning, engineering and construction sectors but 15 can be characterized as developers or from the real estate field.

The County is marketing the solicitation through professional organizations including ULI (Urban Land Institute-Minnesota), NAIOP-MN (Commercial Real Estate Development Association) and MNCAR (Minnesota Commercial Association of Real Estate/Realtors).