

Attachment A



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.	16-029
Submittal Date	10/3/16
Application Completed Date	
Accepted by	MWB
Receipt Number	
Council Decision	
Council Decision Date	

2016 LAND USE APPLICATION

Applicant Information

Applicant: Frauenshuh, Inc.
 Address: 7101 West 78th Street
 Telephone No.: (952)829-3480 Other:
 Fax No.: (952)829-3481
 Email Address: david.anderson@frauenshuh.com ross.hedlund@frauenshuh.com

Property Information

Property Owner: Bremer Bank, National Association
 Owner Address: 8555 Eagle Point Blvd., Lake Elmo, MN 55042
 Owner Telephone No. (651)734-4036 Other:
 Address of Property Involved: 4061 Lexington Avenue N, Arden Hills, MN 55126
 Legal Description: Subj To Esmts And Rd; N 260 Ft Of E 335 Ft Of Lot 3 Blk 1
 Property ID No.: 273023110006 and 273023110007
 Type of Use: Commercial
 Zone: Property Acreage: 4.86 acres

Type of Request

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

Revised: 12-18-15

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

The project would include repositioning the Bremer Bank operation in a new facility on the northeast portion of the site,
complemented by additional commercial uses on the remaining portion of the site. The development plan includes a mix
of complementary food/dining, retail, health and commercial service related uses. High quality building design and site
plan aesthetics complement the uses and integrate valued commercial activities within a thriving employment center in the
city of Arden Hills.

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.

Carla Lawrence 10/3/16
 Property Owner Signature (Required) Date

David Anderson 10/3/16
 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

PROJECT OVERVIEW
BREMER ARDEN HILLS SITE REDEVELOPMENT

October 12, 2016

NAME OF PROJECT: Bremer Bank Planned Unit Development (PUD)

PROPERTY ADDRESS: 4061 Lexington Avenue North
Arden Hills, MN 55126

**NAME AND ADDRESS
OF OWNER/DEVELOPER:**

Owner:
Bremer Bank, National Association
8555 Eagle Point Boulevard
Lake Elmo, MN 55042

Developer:
Frauenshuh, Inc.
7101 West 78th Street
Bloomington, MN 55439

OVERVIEW

The request consists of a preliminary and final plat to create three development parcels and associated outlot within a Master Planned Unit Development (PUD) of the 4.86-acre site. Final PUD approvals are requested for the Bank Parcel (Lot 1) and the multi-tenant commercial parcel (Lot 3). Final PUD approval for Lot 2 will be processed at a later date upon further planning and design of the Lot 2 use. A conditional use permit (CUP) is requested under the PUD, for inclusion of a drive-through use on the south portion of the building to be constructed on Lot 2.

SITE BACKGROUND

Bremer Bank presently occupies the approximately 18,000 sq. ft. two story bank/office building upon the subject site, located at the southwest intersection of County Road F and Lexington Avenue.

Bremer Bank has owned and operated at this location since 2001. Over the years, the age of facility and building design and functions have become obsolete by today's operational standards. Bremer Bank would like to remain in Arden Hills as one of the community's long term employers and corporate citizens, and re-energize the site with a new bank branch and complementary commercial development.

PLAN CONCEPT

As part of its ongoing business growth initiatives, Bremer Bank will reposition this location in which the existing bank building would be removed and replaced with a new stand-alone facility meeting the bank’s immediate and long term needs. In conjunction with the new bank, complementary uses will be incorporated into the site plan to create a vibrant and energetic new identity and presence for the property.

Bremer would reposition into an approximately 2,750 sq. ft. stand-alone building that will be designed with high quality architecture and brand features reflecting the future of Bremer Bank. This state of the art facility design would be complemented by additional adjacent uses including but not limited to day care, coffee, food/casual dining, health care, commercial and retail services.

The attached plan set depicts the master development plan for site including the following:

Component	Building SF (approx.)	Parking Provided
Bremer Bank	2,750	18
Multi-tenant commercial	7,500	54
Daycare	11,500	40

The neighborhood scale of the development does not significantly increase density or impact the surrounding transportation system.

The Master PUD will create flexibility for phasing as the use components and phases are ready for delivery. Site access, ingress/egress, parking and storm water management systems would be integrated to serve the project as a whole and be governed by cross-access and operating agreements between the parcels.

The project meets the objectives of the City’s land use plan, is consistent with the underlying zoning and satisfies the criteria in Section 1355.04 Subd 3 Paragraph B of the City’s Zoning Code:

- The land owner will be replacing an outdated and underutilized facility and will construct an efficient, state of the art financial services branch building as the principal component of the site. The building layout, site plan and general concept of the development will promote health, safety, convenience and general welfare of the owners and occupants of surrounding land through improvements to access, wayfinding and pedestrian connections.
- The limited square footage of development (from the existing 18,000 sq. ft. to the new 21,750 sq. ft.) is intended to have neutral impact traffic conditions and

parking conditions of the site will be improved with orderly and sufficient parking for the intended uses/users.

- The project will not create or result in nuisance characteristics and will in fact improve service to the community and surrounding neighboring properties through a broader offering of uses, many of which will be accessible by pedestrian improvements to the site on a highly visible intersection within the city.
- High quality design aesthetics and materials will enhance the site, the proposed uses and be highly complementary with surrounding uses and structures on surrounding land.
- Improvements to the land, new landscaping, new infrastructure and new building construction represents significant new commercial value and activity in the city, having a positive effect on the economic vitality of the area and the city.
- With a significant corporate, employment and residential base within close proximity to the site, the location provides the opportunity to bring valued services and convenience to employees, visitors and residents seeking services without dependence on automobile or travel to other communities for services.
- This project represents another major reinvestment into the city by an existing Arden Hills business and will create a vibrant and energetic new identity and presence for the property as an entryway to the Arden Hills community.

Bremer intends to complete the land use approvals and design and permitting to meet a spring 2017 construction start for the new bank building. Timing for the subsequent phases (multi-tenant commercial and daycare site) will be planned for 2017 and 2018 predicated on occupancy schedules for the specific users/tenants.



MEMORANDUM

DATE: October 14, 2016

TO: Matthew Bachler, Senior Planner

FROM: Eric Zweber, AICP, Interim Planner

SUBJECT: Planning Case #16-029
Bremer Bank – 4061 Lexington Avenue North
Master & Final Planned Unit Development, Conditional Use Permit, and
Preliminary & Final Plat

Dear Mr. Anderson:

We have reviewed the following information for completeness of the Application for a Preliminary Plat, Final Plat, Master Planned Unit Development, Final Planned Unit Development, Conditional Use Permit and Site Plan Review:

- Project Narrative dated September 12, 2016, received October 3, 2016
- Preliminary Plans dated October 3, 2016, received October 3, 2016
- Bremer Bank Addition undated, received October 3, 2016
- Bremer Bank Floor Plan and Elevations undated, received October 10, 2016
- Multiple Tenant Retail Building Floor Plan and Elevations undated, received October 10, 2016
- Trip Generation Information for Bremer Bank Redevelopment dated October 11, 2016, received October 13, 2016

[See notes below in blue](#)

Application Completeness

Based on this review, it has been determined that the following additional information is absent from the application and is required within the City of Arden Hills Procedural Manual:

Narrative and supplemental information:

1. Appraisal of fair market value of the parcel. [According to Ramsey County records, the property's payable 2017 total assessor's market value is \\$2,333,900.](#)
2. Certifications showing that all taxes and special assessments currently due on the property to be subdivided are paid in full. [See links below:](#)
<http://rrinfo.co.ramsey.mn.us/public/characteristic/Parcel.aspx?scrn=Pmt&pin=273023110007&cnt=1> and
<http://rrinfo.co.ramsey.mn.us/public/characteristic/Parcel.aspx?scrn=Pmt&pin=273023110006&cnt=1>



MEMORANDUM

Preliminary Plans:

1. Boundary lines of adjoining property within one hundred feet, identifying owners. Shown on attached revised Site Plan (Sheet C2-1).
2. Minimum front, side, and rear yard setback lines on site plan. Shown on attached revised Site Plan (Sheet C2-1).
3. Minimum front property line setback for surface parking on site plan. Shown on attached revised Site Plan (Sheet C2-1).
4. Proposed square footage of daycare building footprint. This will be provided with actual site plan submittal for this phase; estimated building footprint size is +/- 8,000 sq. ft.
5. Detail to pedestrian circulation plans (no sidewalk connection is provided to the County Road F sidewalk and to the daycare on Lot 2). Shown on attached revised Site Plan (Sheet C2-1).
6. Utility Plan: verify all existing utility easements are included on the plan. Shown on attached revised Site Plan (Sheet C4-1).
- ~~7. Lighting plan: add relationship to lighting on abutting properties. Request removed.~~
8. Signage Plan Location of monument signage on attached revised Site Plan (Sheet C2-1). See architectural elevation sheets attached for building signage dimensions.
9. Landscape Plan: provide percentage of landscape lot area that will be covered by perennials/shrubbery and percentage of parking lot that will be occupied by planting islands. See landscape percentage and area calculations attached.

Building Floor Plans and Elevations

1. Trash and waste storage facilities for the Bremer Bank. See architect's floor plan notations attached for garbage/recycling locations.
2. Mechanical equipment and how that mechanical equipment will be screened. See architect's floor plan notations attached for garbage/recycling locations. Mechanical equipment will be containing within building in mechanical room.

Project Understanding

The following deviations will be required through the PUD approval:

- Retail as a principal use. (§ 1320.05). Applicable to the Lot 3 parcel.
- Failure to perform the tree replacement on-site. (§ 1325.055 Subd. 6. A. 3. c)). Applicant is proposing a modified plan consistent with site plan design and physical site constraints.
- Failure of Lot 2 to abut a publicly dedicated street (§ 1130.07 Subd. 1). Site is being developed as a PUD and as such, appropriate reciprocal access agreements among the parcels will be in place.

In exchange for the PUD considerations, the staff recommends that the building meet the following B-2 District building design standards:



MEMORANDUM

- Buildings should be articulated, especially with windows and doors, to reduce their apparent size and create visual interest from the street. Long blank exterior walls should not be allowed. [See architectural elevation sheets attached.](#)
- Building volume should be broken with recesses and projections such as porches, dormers and bays that create shadows and add visual interest. Volume may also be broken with multiple roof and ridge lines perpendicular to one another or offset to avoid single roof lines. [See architectural elevation sheets attached.](#)
- Facades of commercial buildings should be designed to convey the impression of a series of individually-constructed small storefronts. [See architectural elevation sheets attached.](#)
- Approximately 50 percent of the first level façade that includes the major store entrance and/or faces a public street should be transparent (have windows and doors). Windows should be made of transparent glass and recessed at least one inch rather than being flush with the façade. [See architect's material percentages table on the architectural elevation sheets attached.](#)
- Mechanical systems and service areas should be integrated into in the architecture of the buildings. Garbage and recycling containers should be fully enclosed and integrated into the architecture of the buildings. [Confirmed. Rooftop screening will be achieved with parapet design. See architectural elevation sheets attached.](#)

Additional Comments

1. Provide additional information on proposed water and sanitary sewer services. Verify that there is an existing easement in place that will allow for the sanitary sewer line to tie into the line on the adjacent Land O'Lakes property to the west. The construction of the sanitary line is not represented on the grading plan, the tree preservation plan and the landscape plan. Please revise these plans accordingly and recalculate the tree removal and tree replacement requirements. [Confirmed with City on 10/18/16. Easement is shown on revised Utility Plan \(Sheet C4-1\).](#)
2. While this is not within the B-2 zoning district, please provide the percent of each building material for each elevation. This will be used as a comparison when considering the PUD approval and conditions. [See architect's material percentages table on the architectural elevation sheets attached.](#)
3. How is Bremer Bank addressing the FDIC regulations on closing branches? Other bank reconstruction projects within the Twin Cities have either required opening the new bank before the old bank could be closed or the installation of temporary facilities on site to allow continued bank operations. If Bremer Bank will maintain bank functions at this site during construction, please provide a phasing plan that shows how the operations will be maintain during the various construction phases. [See narrative and temporary facility plan exhibit attached.](#)



MEMORANDUM

4. Provide existing traffic counts on Lexington Avenue and County Road F. The traffic report should include the impacts, if any, that the development will have on these adjacent roads including recommendations for any offsite roadway improvements. Address the driveway access on Lexington Avenue and potential need for decal lane at this location. [See attached MNDOT traffic counts.](#) [Additional comments from Ramsey County forthcoming.](#)
5. Provide turning movement plan to demonstrate Lake Johanna Fire Department trucks are able to circulate through the site. [See attached exhibit.](#)
6. Include locations and construction detail for sidewalk ramp locations in compliance with ADA standards. [This information will be detailed in the construction drawings and will be provided for approval by the City Engineer and/or building official prior to the issuance of any City Building Permits.](#)
7. A permit will be required from Rice Creek Watershed District. A copy of the RCWD permit will need to be provided prior to the issuance of any City development permits. [Confirmed.](#)
8. A City grading and erosion control permit will be required for the site. [Confirmed.](#)

Summary

Once we receive this information we will add your application to the next available Planning Commission meeting. In order to be on the agenda for the November 9, 2016 Planning Commission meeting, all requested information must be turned in by the close of business on Friday, October 21. If the information is received after that deadline, the next available Planning Commission meeting will be December 7, 2016.

Please feel free to contact me at 763-762-2837 or by email at ezweber@cityofardenhills.org if you have any questions or need clarification regarding this letter or the application process. Thank you.

Sincerely,

Eric Zweber, AICP
WSB & Associates, Inc.
Arden Hills Interim Planner