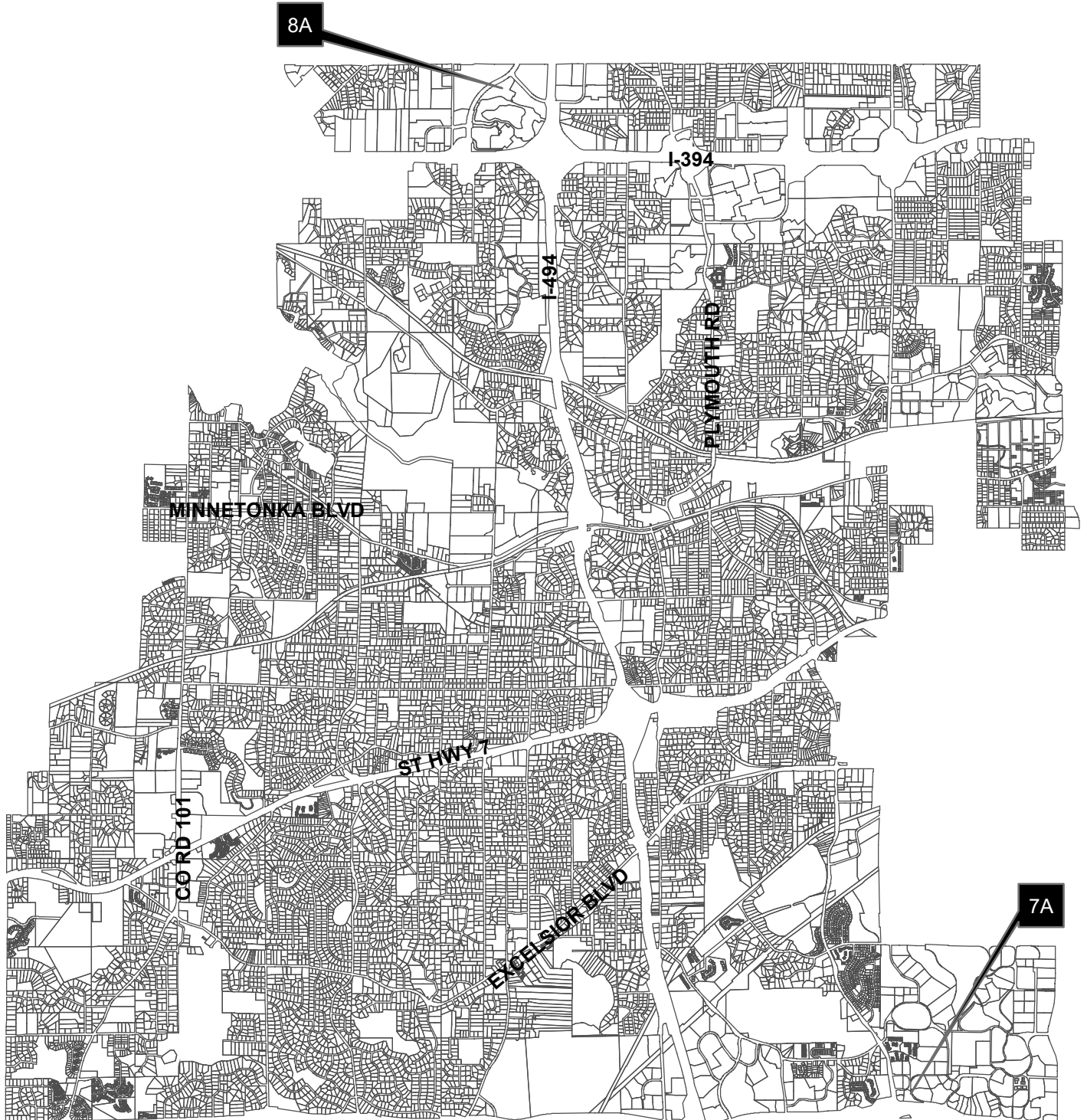




CITY OF
MINNETONKA

CITY OF MINNETONKA
PLANNING COMMISSION
JAN. 30, 2020

14600 Minnetonka Blvd. • Minnetonka, MN 55345
(952) 939-8200 • Fax (952) 939-8244
eminnetonka.com





Planning Commission Agenda

Jan. 30, 2020 – 6:30 p.m.

City Council Chambers – Minnetonka Community Center

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes:** Jan. 16, 2020
- 5. Report from Staff**
- 6. Report from Planning Commission Members**
- 7. Public Hearings: Consent Agenda**
 - A. Minor amendment to the existing master development plan for 10985 Red Circle Drive.
Recommendation: Adopt the resolution approving the amendment (3 votes)
 - Final Decision, subject to appeal
 - Project Planner: Susan Thomas
- 8. Public Hearings: Non-Consent Agenda Items**
 - A. Site plan review for a parking lot expansion at 301 Carlson Parkway.
Recommendation: Adopt the resolution approving the site plan (4 votes)
 - Final Decision, subject to appeal
 - Project Planner: Ashley Cauley
- 9. Adjournment**

Planning Commission Agenda

Jan. 30, 2020

Page 2

Notices

1. Please call the planning division at (952) 939-8290 to confirm meeting dates as they are tentative and subject to change.
2. There following applications are tentatively schedule for the Feb. 13, 2020 agenda.

Project Description	Legacy Oaks 5 th Addition, townhome development
Project Address	15425 Oakcroft Place
Assigned Staff	Susan Thomas
Ward Councilmember	Bradley Schaeppi, Ward 3

Project Description	Strandberg East & West, 2-lot subdivision
Project Address	146146 Woodhaven Road
Assigned Staff	Ashley Cauley
Ward Councilmember	Bradley Schaeppi, Ward 3

Project Description	Heijerman Residence, setback variance
Project Address	12825 Greenwood Trail
Assigned Staff	Susan Thomas
Ward Councilmember	Brian Kirk, Ward 1

Project Description	Thompson Residence, accessory apartment
Project Address	18508 Ridgewood Road
Assigned Staff	Drew Ingvalson
Ward Councilmember	Kissy Coakley, Ward 4

Minnetonka Planning Commission Meeting
Jan. 30, 2020

Agenda Item 4

Previous Meeting Minutes from Jan. 16, 2020

**Unapproved
Minnetonka Planning Commission
Minutes**

Jan. 16, 2020

1. Call to Order

Chair Sewall called the meeting to order at 6:30 p.m.

2. Roll Call

Commissioners Hanson, Henry, Knight, Luke, Powers, and Sewell were present.

Staff members present: Community Development Director Julie Wischnack, City Planner Loren Gordon, Assistant City Planner Susan Thomas, and Natural Resources Manager Leslie Yetka.

3. Approval of Agenda

Powers moved, second by Knight, to approve the agenda as submitted with modifications provided in the change memo dated Jan. 16, 2020.

Hanson, Henry, Knight, Luke, Powers, and Sewell voted yes. Motion carried.

4. Approval of Minutes: Dec. 19, 2019

Powers moved, second by Luke, to approve the Dec. 19, 2019 meeting minutes as submitted.

Hanson, Henry, Knight, Luke, Powers, and Sewell voted yes. Motion carried.

5. Report from Staff

Gordon briefed the commission on land use applications considered by the city council at its meeting of Jan. 6, 2020:

- Introduced an ordinance for items related to Shady Oak Crossings.

Gordon reported that five neighborhood meetings will be held to discuss the Minnetonka Mills Church site.

The next planning commission meeting is scheduled to be held Jan. 30, 2020.

Gordon thanked Knight for his eight years of service on the planning commission. Commissioners expressed their appreciation of Knight's knowledge.

6. Report from Planning Commission Members

Henry shared that he, Gordon, Ingvalson and Wischnack, attended a meeting for the Partners in Energy (PIE) program. PIE is a collaboration with CenterPoint Energy and Xcel Energy to identify goals and strategies to reduce the city's carbon footprint. He invited anyone interested in participating to find more information on the city's website: minnetonkamn.gov.

7. Public Hearings: Consent Agenda: None

8. Public Hearings

A. Preliminary plat with lot-width setback variance for Moore Addition at 5024 Beacon Hill Road.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

Hanson and Chair Sewall confirmed with Thomas that the proposal would be required to meet the current tree protection ordinance requirements and the conditions of approval would allow the removal of five high-priority trees.

Powers clarified with Thomas that the tree ordinance may change in the near future. Thomas stated that commissioners could suggest adding a condition that would allow the removal of five high-priority trees or what a future tree protection ordinance would allow.

Henry confirmed with Thomas that each building permit is reviewed by five different departments. Compliance with the tree protection ordinance and conditions of approval would be reviewed for compliance prior to the issuance of a building permit.

Luke confirmed with Yetka that the trees' health is evaluated by natural resources staff.

Henry confirmed with Yetka that the tree inventory includes every tree on the site, except for those less than two inches in diameter.

Michael Klein, applicant, stated that:

- He discussed dividing the property into three lots with a city planner 20 years ago. Things have changed since then.
- The existing house needs to be torn down.
- He does not intend to build on Lot One at this time. The theoretical house location on Lot One could be adjusted to save high-priority trees.
- He stated that walnut trees create a toxin that kills other trees and plants.
- One of the trees on Lot Two is a kadamba tree. He thinks it is rotting on the inside and will fall down on its own within a year.

- He would work with staff to position the house on Lot Two to save as many trees as possible. He was not sure if no more than five trees would be removed. The cedar trees near the foundation of the house would not survive demolition of the house.

In response to Henry's question, Mr. Klein said that he is considering moving an existing house to the site. The existing house on Lot One has no value.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Thomas stated that the tree protection ordinance allows the removal of up to 35 percent of the high-priority trees on a site. The proposal would be allowed to remove five high-priority trees.

Yetka explained that staff will work with the applicant to identify unhealthy trees. Once a certificate of occupancy is issued for a property, then there is a two-year lookback period that prohibits the removal of trees during those two years.

Luke was fine with the proposed lot widths. The lots would be in character with the surrounding lots. She supports staff's recommendation.

Luke suggested looking at changing the tree protection ordinance to not include trees in the tree removal count that are located so close to a structure that they would not survive demolition of the structure.

Henry supports the tree protection ordinance requirements. The lot division would fit with the character of the neighborhood. He supports staff's recommendation.

Chair Sewall concurred. Minnetonka is a leader in regard to tree coverage. He supports staff's recommendation and wished the applicant success for the project.

Powers supports staff's recommendation.

Henry supports enforcing the current tree protection ordinance for this proposal whether the regulations would change in the future or not.

Knight did not think the applicant should be penalized for trying to save trees located so close to the structure that removal of the structure could not be done without killing the trees. He supports staff's recommendation.

Chair Sewall felt that the subdivision is very straight forward. He agreed that a tree growing out of the foundation of the house should not be counted as a high-priority tree. He support's staff's recommendation.

Knight moved, second by Powers, to recommend that the city council adopt the resolution approving the preliminary plat of Moore Addition, a two-lot subdivision

with lot-width-at-setback variance, at 5024 Beacon Hill Road with the removal of a condition limiting the number of code-defined, high-priority trees allowed to be removed to five and adding a condition that restricts the number of code-defined, high-priority trees allowed to be removed as established by future tree ordinance requirements.

Hanson, Henry, Knight, Luke, Powers, and Sewell voted yes. Motion carried.

B. Items concerning Shady Oak Crossing at 4312 Shady Oak Road.

Chair Sewall introduced the proposal and called for the staff report.

Gordon reported. He recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

In response to Hanson's question, Wischnack explained that the affordable housing units would be able to be rented by tenants who earn no more than 60 percent of the annual median income (AMI). Hanson heard that there is a lack of units designated for affordable housing with three bedrooms.

Sewall asked how far the building would be setback from Oak Drive Lane in this plan compared to the previous plans. Gordon answered that the building would be setback approximately 50 feet which is over twice the distance as the last plan.

Luke asked how eight units were added to a shorter building. Gordon answered that the units decreased in size.

Mike Waldo, Ron Clark Construction, applicant, stated that:

- The three-bedroom units were removed since the subsidy level would have been so extreme that the economics of the project would not have worked and the price point was so high that single-family residents could be purchased with a lower monthly mortgage. Of the affordable units, one third would be one-bedroom units, one third would be alcoves, and one third would be two-bedroom units.
- The proposal would provide more of a buffer with a nice section of trees.
- With the purchase of additional property, the access is now located on the south side.
- This type of housing, with the mix of units, is in high demand.
- The proposal does everything possible to balance the needs of the neighbors to the north and moves the access and traffic onto Shady Oak Road.
- He met a neighbor who lives across from the site. He would work with him on choosing screening.
- He was available for questions.

In response to Henry's questions, Mr. Waldo explained that:

- Some of the units do not have the layout figured out yet. There would be 75 units, 97 bedrooms, and 106 parking stalls which equals 1.14 parking stalls per unit. There would be an additional 7 proof-of-parking stalls.
- There would be a lot of bike storage including hangers inside the garage.
- There would be two walkways to provide pedestrian access from the building to Shady Oak Road.
- There would be a fenced-in dog run area on the north side of the building.
- All of the units would have a walk-out patio or balcony.
- The site currently provides no treatment of stormwater. The proposal would create an infiltration pond to treat the stormwater before it travels into the wetland.

Wischnack added that the site currently has contaminated groundwater which would be cleaned up as part of the proposal.

Henry asked if energy saving tools would be utilized. Mr. Waldo stated that the applicant would work with Xcel to do approximately \$40,000 worth of energy upgrades such as using LED light bulbs. There would be zone heating and air conditioning.

The public hearing was opened.

Chris Aanestad, 4255 Oak Drive Lane, stated that:

- The city owns a house next door where the infiltration pond would be located. He asked if the infiltration pond would need to be bigger since the building got bigger. The area is "not very safe."
- He would like less surface parking. The parking lot is too big. Stacking might be a huge issue.
- He appreciated the applicant purchasing the additional property.
- The play area seems fine.
- Stormwater management features would be added.

Christopher Bernard, 4295 Oak Drive Lane, stated that:

- No one in the room would want 75 apartment units to be constructed across the street from one's residence, but he knew about the possibility when he purchased his house one year ago. He was thankful for the current plan which is much better than the plan two years ago. The addition of the property located in Hopkins is huge as it would allow the access to be located on Shady Oak Road. He understood that would not be an easy negotiation. That provided a great benefit to his neighborhood.
- Moving the play area from the north end to the main area is a huge win.

- He questioned the need for 29 guest parking spaces. The parking lot would remove most of the existing buffer. He requested high-priority trees be planted to provide a buffer.
- The concept looks a lot better. Ron Clark has a good record of constructing high-end buildings. The building would look tastefully done and look more residential.
- He was excited to see the introduction of 70 percent AMI. The variety of rents would be a great mix for the area.
- He thanked city staff and Ron Clark staff for their work on the project. He looked forward to meeting with Mr. Waldo to discuss buffering.
- He enjoys living in the tight-knit community.
- He requested that the surface parking area be reconsidered and the entrance to the guest parking lot moved one way or the other. It would be too close to the mouth of his driveway.

Jeri Massengill, 4272 Oak Drive Lane, stated that:

- The initial plan proposed 56 units. The next plan reduced the number of units to 49. Now the proposal includes 75 units. She was not thrilled with the huge apartment building which would be larger than any other structure in the area.
- She did not think 29 surface-parking stalls would be needed. She favored green space.
- She wanted more vegetation buffering to decrease the noise from Shady Oak Road. Hundreds of trees were removed for the Shady Oak Road improvement project and none were replaced.
- Moving the underground parking access off of her street was a huge improvement.
- She still thought the building would be located too close to Shady Oak Road for the apartment residents to open a window.

No additional testimony was submitted and the hearing was closed.

Gordon stated that the infiltration pond would meet stormwater management requirements. It would be possible to change two paved-surface-parking stalls into two proof-of-parking stalls. The code would require a six-foot trees to serve as a buffer because it would establish itself faster, have better survival rates, and grow faster than trees taller than six feet.

Mr. Waldo explained that the location of the access to the parking area was selected to allow more room for stacking. The parking lot entrance slopes down all the way to Oak Drive Lane which would prevent some headlight bleed. A buffer of low vegetation would block the headlights. There needs to be enough visitor parking to handle events like holidays. The proposal has a nice balance.

Knight asked if any motorist could park in one of the nine parking spaces located on a nearby cul-de-sac. Wischnack explained that overnight parking would not be allowed in Minnetonka, but that the stalls are located in Hopkins.

In response to Knight's question, Mr. Waldo stated that the proposed building would be dramatically smaller than the second building. Adding 26 units increased the footprint by 4,000 square feet and would result in the building being 20 percent larger than the original, 49-unit building. Almost all of the addition was added to the south.

Knight discussed the traffic pattern with Mr. Waldo. Mr. Waldo explained how large trucks would navigate the site. The strip mall parking lot is never very full.

Knight asked who would be responsible for the environmental cleanup. Wischnack explained that the city would apply for a grant through Hennepin County for the cleanup funds, but if the grant would not be awarded, then the contract directs the developer and city to renegotiate the costs. The asbestos in the building and underground contamination need to be removed. Mr. Waldo noted that the city owns the property today. The applicant's purchase agreement is contingent on the city applying for and providing grant funds to clean up the site.

Powers prefers the proposal to have 72 units and two elevators. He supports the developer working with the neighbor to provide a buffer. He favors planting larger trees. He supports staff's recommendation. He would rather error by the project having too much surface parking than the project not having enough.

Hanson appreciated the applicant working with the neighbors. That went above and beyond what most applicants have done. He thought the proposal is much better than before which led him to believe that it could still be a little better. He supports where the proposal is headed. He would support a reduction in the mass of the building.

Luke would like an additional elevator or one more centrally located. This is the best version of the project. She supports staff's recommendation.

Henry appreciates the neighbors attending the meeting and providing input and the developer making changes to the proposal in response to neighbors' concerns. Moving the access was a huge improvement. He supports staff's recommendation.

Knight agreed that the applicant has made great strides by improving the appearance of the building, pushing the building south on the north end, purchasing the property adjacent on the south, and removing the access from Oak Drive Lane. He was not sure if another elevator would be necessary. He likes the proposal. He supports the project.

Henry agreed that one elevator would be sufficient.

Chair Sewall stated that:

- He agrees with Knight. He appreciated the applicant continuing to work with the neighbors on the buffering.
- Affordable housing is desperately needed in Minnetonka. He is comfortable with the proposed mix of affordable and market-rate units to provide long-term health and diversity on all spectrums. He would like to have more affordable units, but there would be more than normal, so that is a positive.
- He understood why neighbors would want a smaller surface parking lot, but the consequences could cause a much bigger issue such as vehicles parking on the street.
- He liked that the building would be pulled back further from Oak Drive Lane. The tradeoff would be the building being located closer to Shady Oak Road, but he preferred that the building encroach on Shady Oak Road to allow more of a buffer for the neighbors on the west and north sides.
- He supports staff's recommendation.

Knight moved, second by Luke, to recommend that the city council adopt the following with modifications provided in the change memo dated Jan. 16, 2020:

1. ***Ordinance adopting a master development plan.***
2. ***Resolution approving final site and building plans and preliminary plat.***
3. ***Resolution approving a concurrent detachment/annexation and associated actions with the parcel which consist of:***
 - a. ***Comprehensive guide plan amendment to high-density residential.***
 - b. ***Rezoning to a planned unit development.***

Henry, Knight, Luke, Powers, and Sewell voted yes. Hanson voted no. Motion carried.

9. Adjournment

Knight moved, second by Powers, to adjourn the meeting at 9:44 p.m. Motion carried unanimously.

By: _____
Lois T. Mason
Planning Secretary

Minnetonka Planning Commission Meeting
Jan. 30, 2020

Agenda Item 7

Public Hearing: Consent Agenda

MINNETONKA PLANNING COMMISSION
Jan. 30, 2020

Brief Description	Minor amendment to the existing master development plan for the property at 10985 Red Circle Drive
Recommendation	Adopt the resolution approving the amendment

Background

By City Code §300.22 Subd.7(a)(5), an approved master development plan is the “legal control governing development of a property within a PUD.” In other words, the specifics of the plan superseded any general city code requirements.

In 1996, the city approved a master development plan for the property at 10985 Red Circle Drive. The plan illustrated the construction of a hotel and associated parking lot; the plan notes the parking lot would have a 20-foot setback from all property lines.

Request

This year the city will begin infrastructure and bridge/tunnel improvements throughout the Opus area. The improvements are associated with and complement construction of the Southwest Light Rail Transit line. New or additional public easements will be necessary for some areas to accommodate the improvements. This is the case with the property at 10985 Red Circle Drive. The city will be acquiring additional roadway and retaining wall easement area along the northeast side of the property.

It is the city’s current practice to measure setbacks between roadways easements and the closest point of a building or parking lot. The new roadway easement will be within 0.2 feet of the parking lot, which would not comply with the existing master development plan. The city would not require the existing owner or any future owner to bring the parking lot into compliance with the setbacks outlined in the master development plan, nor would the non-conformity restrict future hotel use of the site. However, to eliminate the non-conformity altogether, the property owner has requested the city amend the existing master development plan to reflect the new setback. The city has approved similar requests in the past when public actions impact setbacks of existing site features.

Staff Recommendation

Adopt the resolution approving a minor amendment to the existing master development plan for the property at 10985 Red Circle Drive.

Originator: Susan Thomas, AICP, Assistant City Planner
Through: Loren Gordon, AICP, City Planner

Supporting Information

Setbacks

The 1996 staff report suggest that parking lot setbacks were then measured between the paved surface of Red Circle Drive and the parking lot, rather than from the right-of-way or roadway easement. (See report excerpt below.)

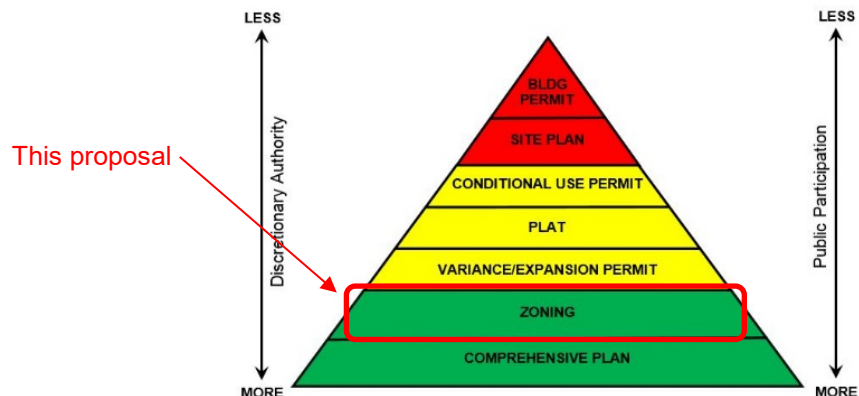
The proposal meets required parking setbacks by providing a 20 foot setback from all lot lines. However, portions of the northern property line are located within the public road, Red Circle Drive. Staff would prefer the applicant obtain a 20 foot setback from the edge of road pavement, which is consistent with the intent of the ordinance.

Such measurement is not supported by current staff. While legally defined property lines, rights-of-way, and easements generally remain static overtime, roadways edges may change as evidenced by this Opus improvement project.

Neighborhood Comments

The city sent notices to eight area property owners and received no comments to date.

Pyramid of Discretion



Motion options

The planning commission has the following motion options:

1. Concur with staff's recommendation. In this case, a motion should be made adopting the resolution approving the amendment.
2. Disagree with staff's recommendation. In this case, a motion should be denying the request. The motion should include findings for denial.
3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant or both.

Voting Requirement The planning commission action on the applicant's request is final subject to appeal. Approval requires the affirmative vote of a majority of the commission.

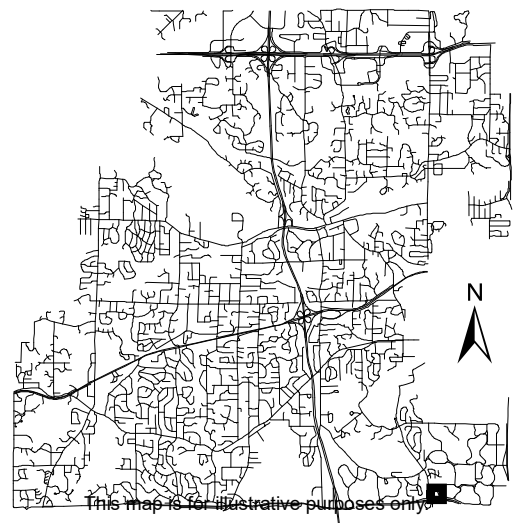
Appeals Any person aggrieved by the planning commission's decision about the requested variances may appeal such decision to the city council. A written appeal must be submitted to the planning staff within ten days of the date of the decision.

Deadline for Decision May 4, 2020

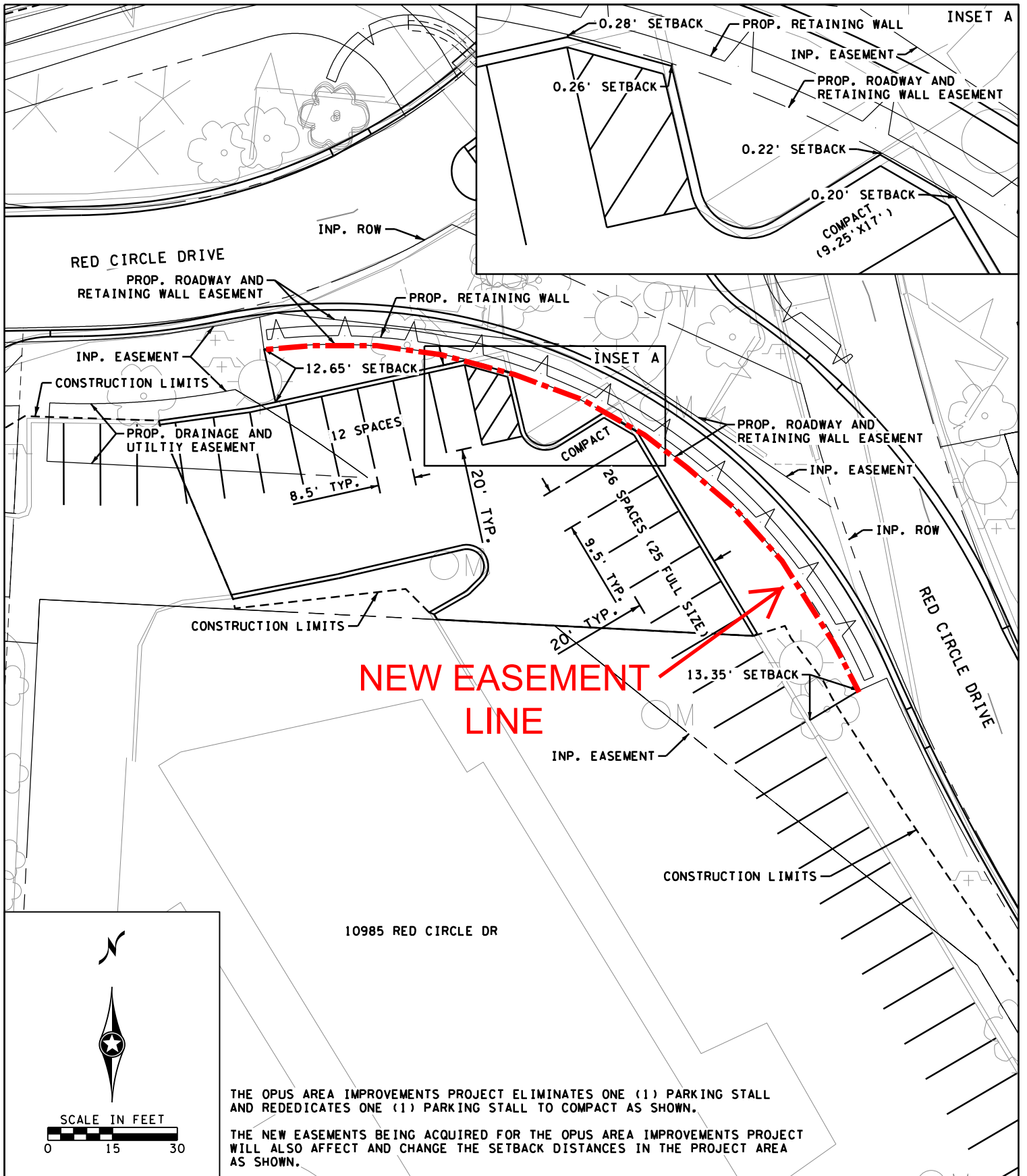


Location Map

Project: Parcel #24
Address: 10985 Red Circle Dr



This map is for illustrative purposes only.



NEW EASEMENT LINE

10985 RED CIRCLE DR

THE OPUS AREA IMPROVEMENTS PROJECT ELIMINATES ONE (1) PARKING STALL AND REDEDICATES ONE (1) PARKING STALL TO COMPACT AS SHOWN.

THE NEW EASEMENTS BEING ACQUIRED FOR THE OPUS AREA IMPROVEMENTS PROJECT WILL ALSO AFFECT AND CHANGE THE SETBACK DISTANCES IN THE PROJECT AREA AS SHOWN.

North arrow pointing up.

SCALE IN FEET

DISCLAIMER

Disclaimer:
This Plan Will Change Prior To Construction. Any Plans For Development Adjacent To The Roadway Should Be Confirmed By Contacting:

No Responsibility Is Assumed For Plans Developed Based On This Layout

MASTER DEVELOPMENT PLAN
AMENDMENT APPLICATION
EXHIBIT

10985 RED CIRCLE DRIVE



Planning Commission Resolution No. 2020-

Resolution approving an amendment to the existing master development plan for 10985 Red Circle Drive

Be it resolved by the Planning Commission of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

- 1.01 The subject property is located 10985 Red Circle Drive. It is legally described as:
Lot 2, Block 1, Skarphol Addition
- 1.02 On April 8, 1996, the city council adopted Ordinance No. 96-745, approving a master development plan for the property at 10985 Red Circle Drive. The master development plan notes the “approved plans are those described in the April 22, 1996 staff report.”
- 1.03 By City Code §300.22 Subd.7(a)(5), an approved master development plan is the “legal control governing development of a property within a PUD.”
- 1.04 The city has planned infrastructure and bridge/tunnel improvements throughout the Opus area. The improvements are associated with and complement construction of the Southwest Light Rail Transit line. To accommodate the improvements, the city will acquire additional roadway and retaining wall easement along the northeast side of the subject property.
- 1.05 The new roadway and retaining wall easement will be within 0.2 feet of the existing parking lot on the subject property, which would not comply with the existing master development plan.
- 1.06 To eliminate the non-conformity, the property owner has requested the city amend the existing master development plan to reflect the new setback. The city has approved similar requests in the past when public actions impact setbacks of existing site features.
- 1.07 On Jan. 30, 2020, the planning commission held a hearing on the request. The applicant was provided the opportunity to present information to the commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution.

Section 2. Findings.

2.01 The amendment request is reasonable. It is not based on any change to the private property. Rather, it is based on the city's acquisition of easements for vehicular and pedestrian transportation purposes.

Section 3. Planning Commission Action.

3.01 The master development plan for 10985 Red Circle Drive is amended, as follows:

The approved plans are those described in the April 22, 1996 staff report and as amended by Master Development Plan Amendment Application Exhibit, dated Jan. 8, 2020.

Adopted by the Planning Commission of the City of Minnetonka, Minnesota, on Jan. 30, 2020.

Josh Sewall, Chairperson

Attest:

Fiona Golden, Deputy City Clerk

Action on this Resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Planning Commission of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Jan. 30, 2020.

Fiona Golden, Deputy City Clerk

Minnetonka Planning Commission Meeting
Jan. 30, 2020

Agenda Item 8

Public Hearing: Non-Consent Agenda

MINNETONKA PLANNING COMMISSION
Jan. 30, 2020

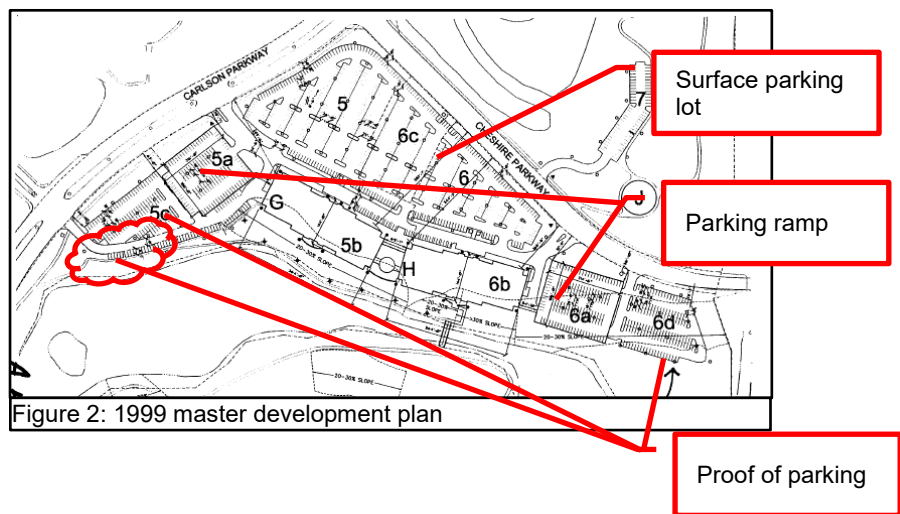
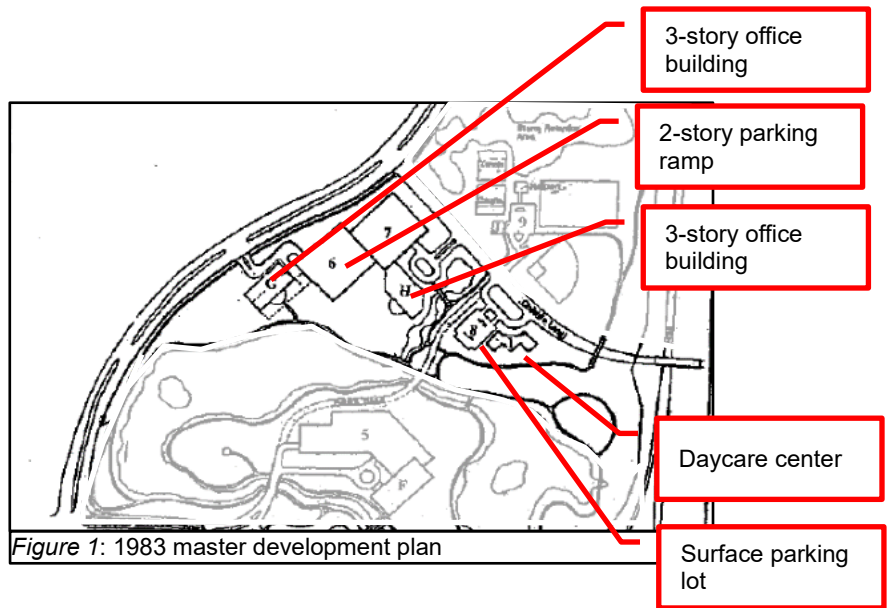
Brief Description Site plan review for a parking lot expansion at 301 Carlson Parkway

Recommendation Adopt the resolution approving the request

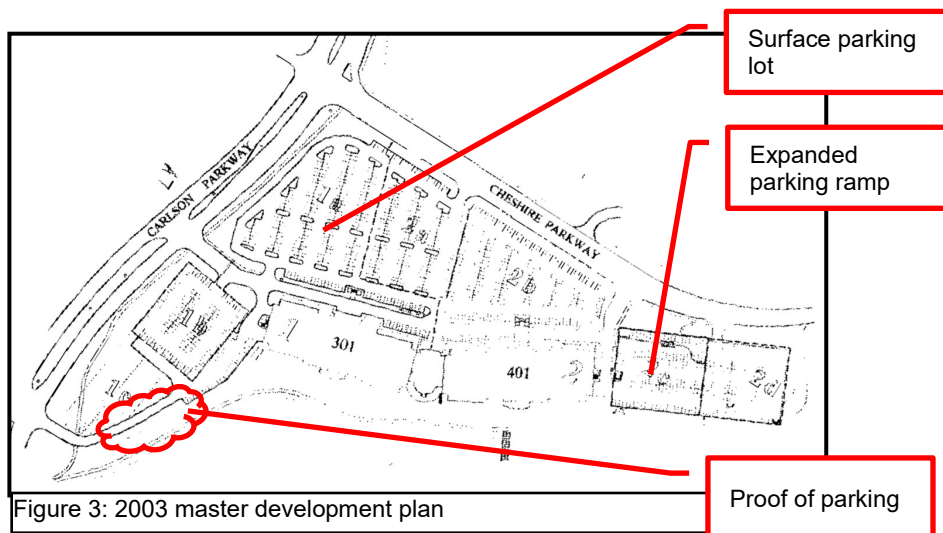
Background

The subject property is located within the Carlson Center and is governed by the center's master development plan, originally approved in 1983. The master development plan contemplated over 1.4 million square feet of development, including the signature "Carlson Towers." Originally the 301/401 Carlson Parkway site was contemplated to include two, 3-story office buildings, and a one-story daycare. The plan also contemplated 482 parking stalls provided by two, 2-story parking ramps and a surface parking lot.

In 1999, the master plan was amended to allow for different uses and intensities on undeveloped sites within the Carlson Center. Ultimately, the plan removed the planned daycare and increased the height of the two office buildings from 3-stories to 5-stories. The plan also contemplated underground, ramp, surface, and three proof-of-parking areas. The plan clearly shows the area south of the western access drive as a proof-of-parking area. Construction of the office buildings began in 2000.



In 2003, a minor amendment to the plan was approved, allowing for the expansion of the parking deck east of the 401 building instead of constructing a second parking ramp (shown as proof-of-parking and labeled as 6d in the 1999 plan). The expansion of the deck rather than the construction of a new ramp, allowed for an increase in parking stalls, and an increase in tree preservation.



The proof-of-parking on the south side of the drive aisle appeared in a majority of the detail plans submitted in 2003, but it appears to have been inadvertently omitted from the overall master development plan.

Proposal

Vicki Vandell, on behalf of Loucks, Inc., is proposing to construct 26 parking spaces, previously shown as proof-of-parking, on the south side of the western access. The plan would require some tree removal, storm sewer reconfiguration, grading, and the construction of a 6-foot retaining wall. The proposal requires site plan approval.

Staff Analysis

A land-use proposal is comprised of many details. In evaluating a proposal, staff first reviews these details and then aggregates them into a primary few primary questions or issues. The following outlines both the primary questions associated with the proposal and staff's findings.

- **Is the proposed parking area reasonable?**

Yes. The proposed parking site is consistent with the approved master development plan, as it has been identified as an area suitable for future parking since 1999. Medica currently employs over 1600 employees and implements a number of TDM (travel demand management) strategies to manage the need for onsite parking. The proposed parking stalls would accommodate peak parking times, which typically occur during late fall and early spring. Construction of the 26 stalls would be much less impactful than the improvement of some of the other proof-of-parking areas onsite.

- **Are the proposed site impacts reasonable?**

Yes. The proposed site design is intuitive and complementary to existing vehicular traffic patterns onsite. The parking stalls would comply with the required floodplain and wetland

setbacks. Further, the existing parking ramp and vegetation would provide screening of the newly constructed parking area.

Staff Recommendation

Adopt the resolution approving the site plan for a parking lot expansion at 301 Carlson Parkway.

Originator: Ashley Cauley, Senior Planner
Through: Loren Gordon, AICP, City Planner

Supporting Information

**Surrounding
Land Uses**

The Carlson Center comprised of predominately office uses, guided for mixed use.

Planning

Guide Plan designation: mixed use
Zoning: PID, Planned I394 District

SBP Standards

The proposal would comply with all site and building standards as outlined in City Code 300.27 Subd.5

1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;

Finding: The proposal has been reviewed by the city's planning, engineering, natural resources, public works and fire stall and has been found to be generally consistent with the city's development guides.

2. Consistency with this ordinance;

Finding: The proposed parking area is consistent with the approved master development plan. In addition, the PID district requires that surface parking lots be setback: (1) 20 feet from public streets and property lines; and (2) 50 feet from exterior lot lines abutting an area designated as low density residential in the comprehensive guide plan. The proposal would also be consistent with the ordinance setback requirements.

3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;

Finding: This site was selected as it would have minimal impact on natural features over the improvement of other proof-of-parking areas onsite.

4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

Finding: This area has been contemplated as a future parking area since 1999 and would not have a significantly negative impact on the relationship between buildings and open space.

5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:

- a) an internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors and the general community;
- b) the amount and location of open space and landscaping;
- c) materials, textures, colors and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and
- d) vehicular and pedestrian circulation, including walkways, interior drives and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Finding: The proposed site design is intuitive and would be complementary to the existing vehicular traffic patterns onsite. The parking area would also have adequate separation from the pedestrian trail to the south.

- 5. Promotion of energy conservation through design, location, orientation and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading; and

Finding: Though the proposed parking area would not specifically include any energy conservation techniques, the increased parking area would continue to support the continued and expanded “internal use” of an existing office building.

- 6. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Finding: The proposal would not negatively impact adjacent or neighboring properties. The parking area would also be screened by the existing parking ramp and vegetation.

Motion Options

The planning commission has three options:

- 1) Concur with the staff recommendation. In this case, a motion should be made to adopt the resolution approving the final site plans.

- 2) Disagree with staff's recommendation. In this case, a motion should be made directing staff to prepare a resolution for denying the final site plans. This motion should include findings for denial.
- 3) Table the proposal. In this case, a motion should be made to table the item. The motion should include a statement as to why the proposal is being tabled with direction to staff, the applicant, or both.

Appeals

Any person aggrieved by the planning commission's decision regarding the requested variances may appeal such decision to the city council. A written appeal must be submitted to the planning staff within ten days of the date of the decision.

**Neighborhood
Comments**

The city sent notices to 455 area property owners and received no comments.

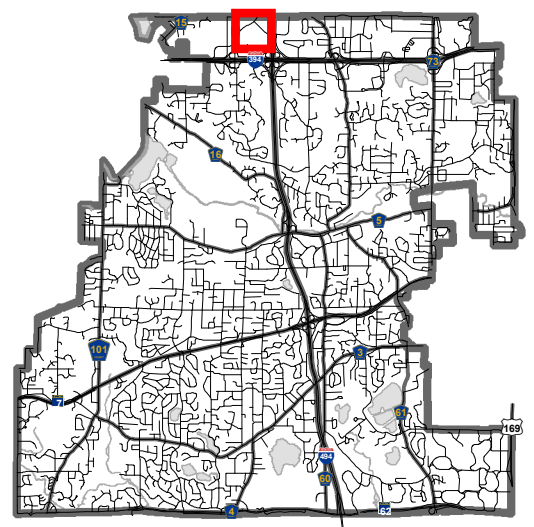
**Deadline for
Decision**

Feb. 15, 2020



Location Map

Project: Medica
Address: 301 Carlson Pkwy

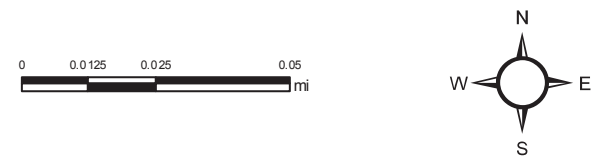




2019-11-07 1:51:44 PM

City of Minnetonka

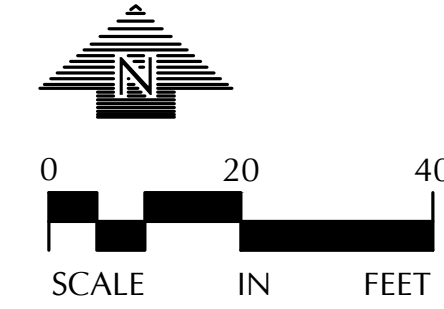
DISCLAIMER:
This drawing is not a legally recorded plat or an accurate survey.
It is intended to be only an approximate representation of information from various government offices and other sources.
It should not be used for a purpose that requires exact measurement or precision.
People who use this drawing do so at their own risk.
The City of Minnetonka is not responsible for any inaccuracies contained in the drawing.
The City of Minnetonka provides no warranty, express or implied, about the correctness of the information.



Plotted: 10/22/2019 11:50 AM W:\2019\19233\CADD DATA\CIVIL.dwg Sheet Files\C1\19233 C1-2

NOTE:
IF ANY DISCREPANCIES ARISE BETWEEN FIELD CONDITIONS & THE PLANS, CONTACT THE ENGINEER FOR RESOLUTION.

BENCHMARK:
TOP NUT OF HYDRANT LOCATED AT THE NORTHEAST CORNER OF SITE, AS SHOWN HEREON.
ELEV = 961.08 FT (NGVD29)

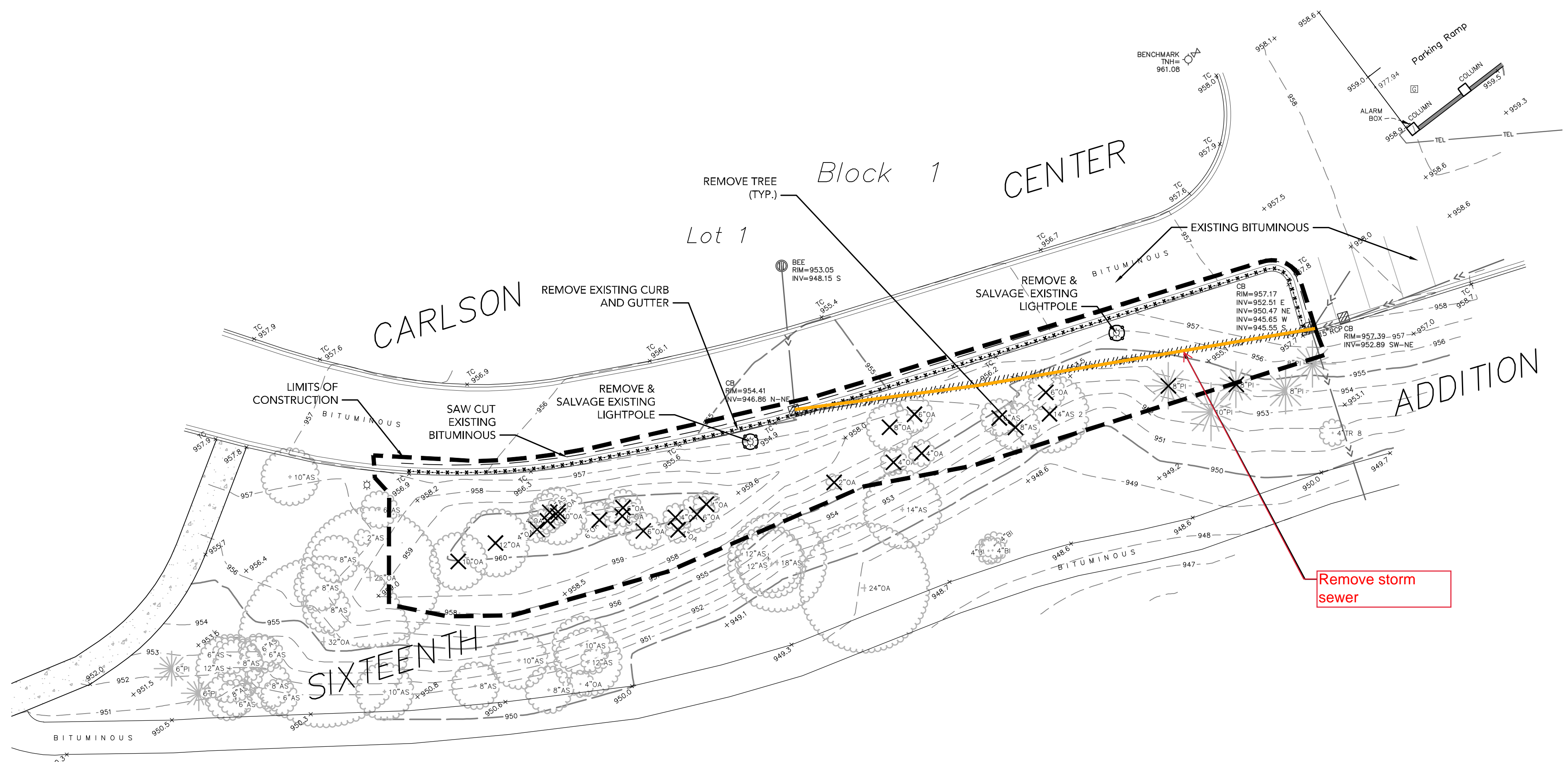


SITE DEMOLITION NOTES

- THE EXISTING INFORMATION SHOWN ON THE PLAN WAS PREPARED FROM A PARTIAL TOPOGRAPHIC SURVEY PREPARED BY LOUCKS DATED 07/23/19.
- CONTRACTOR SHALL REMOVE AND/OR RELOCATE EXISTING PRIVATE UTILITIES AS NECESSARY. CONTRACTOR TO COORDINATE ACTIVITIES WITH UTILITY COMPANIES.
- CONTRACTOR SHALL PROTECT SURFACE AND SUBSURFACE FEATURES NOT NOTED FOR REMOVAL.
- CONTRACTOR TO CLEAR AND GRUB EXISTING VEGETATION WITHIN CONSTRUCTION LIMITS, STRIP TOP SOIL, AND STOCKPILE ON-SITE. REFER TO GRADING & DRAINAGE PLAN FOR SEDIMENT AND EROSION CONTROL REQUIREMENTS.
- CLEAR AND GRUB AND REMOVE ALL TREES, VEGETATION AND SITE DEBRIS PRIOR TO GRADING. ALL REMOVED MATERIAL SHALL BE HAULED FROM THE SITE DAILY. ALL CLEARING AND GRUBBING AND REMOVALS SHALL BE PERFORMED PER THE CONTRACT SPECIFICATIONS. EROSION CONTROL MEASURES SHALL BE IMMEDIATELY ESTABLISHED UPON REMOVAL. SEE THE GRADING & DRAINAGE PLAN.
- CONTRACTOR SHALL REMOVE ALL SITE SURFACE FEATURES WITHIN REMOVAL LIMITS UNLESS OTHERWISE NOTED.

LEGEND

● FOUND OPEN IRON MONUMENT UNLESS SHOWN OTHERWISE	—>>— STORM SEWER
○ SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 48988"	—>— SANITARY SEWER
⊠ CATCH BASIN	— — WATERMAIN
⊙ STORM MANHOLE	—S— SANITARY SEWER SERVICE
○ SANITARY MANHOLE	—W— WATER SERVICE
◇ HYDRANT	—ELE— UNDERGROUND ELECTRIC
⊗ GATE VALVE	—FO— UNDERGROUND FIBER OPTIC
⊕ WATER MANHOLE / WELL	—GAS— UNDERGROUND GAS
⊛ LIGHT POLE	—TEL— UNDERGROUND TELEPHONE
⊙ POWER POLE	—OH— OVERHEAD UTILITY
⊙ ELECTRIC METER	—○— CHAIN LINK FENCE
⊙ GAS METER	▬ CONCRETE CURB
⊙ TELEPHONE PEDESTAL	▬ RETAINING WALL
⊙ SIGN	▬ CONCRETE
⊙ PARKING STALL COUNT	▬ NO PARKING
♿ DISABLED PARKING STALL	▬ EXISTING BUILDING
⊠ SCHEDULE B NUMBERS	—972.5— CONTOUR
	⊙ SPOT ELEVATION
	⊙ TREE LINE
	⊙ CONIFEROUS TREE
	⊙ PINE
	⊙ DECIDUOUS TREE
	⊙ ASH
	⊙ MAPLE
	⊙ TREE (GEN)



LEGEND

*****	REMOVE EXISTING FENCE & CONCRETE CURB & GUTTER
////	REMOVE EXISTING UNDERGROUND UTILITIES
---	SAW CUT BITUMINOUS
○	REMOVE EXISTING LIGHT POLE
⊗	REMOVE EXISTING TREE
---	DISTURBED AREA/ LIMITS OF CONSTRUCTION

WARNING

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.



CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

301 CARLSON PARKWAY

MINNETONKA MN

BUILDING CONSULTING GROUP

2855 ANTHONY LANE SOUTH
SUITE 200
MINNEAPOLIS MN 55418

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval of the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

06/12/19 PRELIMINARY SET
10/22/19 CITY SUBMITTAL

PROFESSIONAL SIGNATURE

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

License No. Vicki J. Van Dell - PE 41352
Date

QUALITY CONTROL

Loucks Project No. 19233
Project Lead VJV
Drawn By ZHW
Checked By VJV
Review Date 10/22/19

SHEET INDEX

C1-2 DEMOLITION PLAN
C2-1 SITE PLAN
C3-1 GRADING & DRAINAGE PLAN
C4-1 UTILITY PLAN
C8-1 DETAILS
C8-2 DETAILS

DEMOLITION PLAN

C1-2

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QUALITY CONTROL

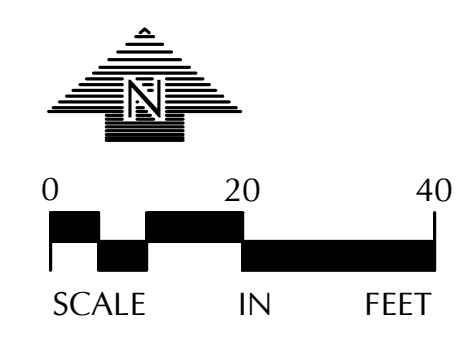
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C4-1	UTILITY PLAN
C8-1	DETAILS
C8-2	DETAILS

LEGEND

EXISTING		PROPOSED
	CATCH BASIN	
	STORM MANHOLE	
	FLARED END SECTION	
	SANITARY MANHOLE	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	WATER MANHOLE / WELL	
	LIGHT POLE	
	POWER POLE	
	ELECTRIC METER	
	GAS METER	
	TELEPHONE PEDESTAL SIGN	
	BENCHMARK	
	SOIL BORING	
	PARKING STALL COUNT	
	ACCESSIBLE PARKING STALL	
	STORM SEWER	
	DRAINTILE	
	SANITARY SEWER	
	FORCE MAIN	
	WATER MAIN	
	SANITARY SEWER SERVICE	
	WATER SERVICE	
	UNDERGROUND ELECTRIC	
	UNDERGROUND FIBER OPTIC	
	UNDERGROUND GAS	
	UNDERGROUND TELEPHONE	
	OVERHEAD UTILITY	
	FENCE	
	CHAIN LINK FENCE	
	CONCRETE CURB	
	RETAINING WALL	
	CONCRETE	
	NO PARKING	
	BUILDING CONTOUR	
	SPOT ELEVATION	
	DIRECTION OF FLOW	
	TREE LINE	
	PARKING SETBACK LINE	
	BUILDING SETBACK LINE	



NOTE: IF ANY DISCREPANCIES ARISE BETWEEN FIELD CONDITIONS & THE PLANS, CONTACT THE ENGINEER FOR RESOLUTION.



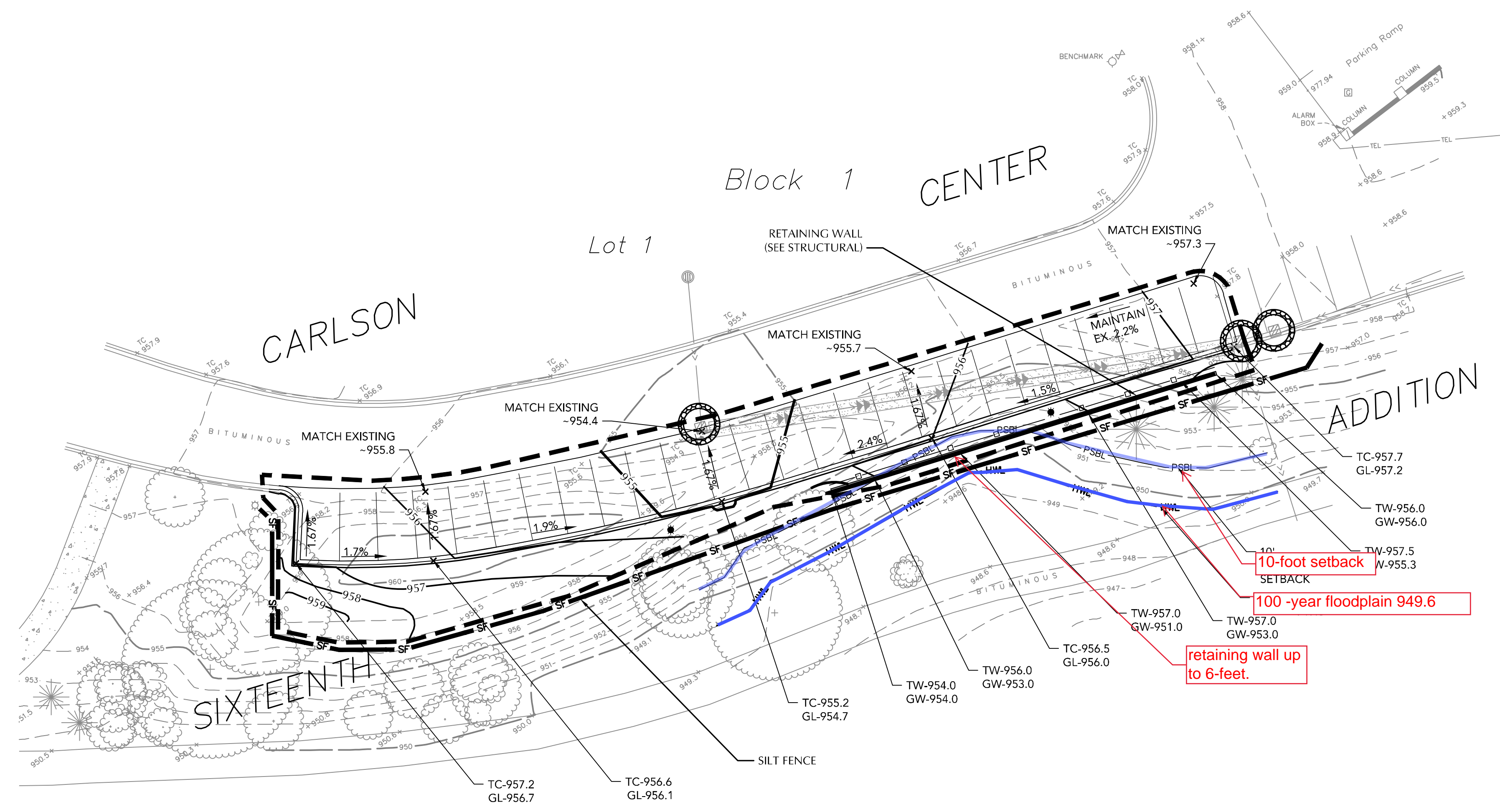
CALL BEFORE YOU DIG!
Gopher State One Call

TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

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GRADING, DRAINAGE & EROSION CONTROL NOTES

- THE EXISTING INFORMATION SHOWN ON THE PLAN WAS PREPARED FROM A PARTIAL TOPOGRAPHIC SURVEY PREPARED BY LOUCKS DATED 07/23/19.
- SPOT ELEVATIONS REPRESENT FINISHED SURFACE GRADES, GUTTER/FLOW LINE, FACE OF BUILDING, OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
- CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED .04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.16 FEET. RIM ELEVATIONS SHOWN ON PLANS DO NOT REFLECT SUMPED ELEVATIONS.
- REFER TO THE GEOTECHNICAL EVALUATION REPORT (PROJECT B1907806), DATED 08/15/19 AS PREPARED BY BRAUN INTERTEC FOR AN EXISTING SUBSURFACE SITE CONDITION ANALYSIS AND CONSTRUCTION RECOMMENDATIONS.
- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE MINIMUM OF 4 INCHES OF TOP SOIL AND SEED/MULCH OR SOD. THESE AREAS SHALL BE WATERED/MAINTAINED BY THE CONTRACTOR UNTIL VEGETATION IS ESTABLISHED.
- FOR SITE RETAINING WALLS "TW" EQUALS SURFACE GRADE AT TOP FACE OF WALL (NOT TOP OF WALL, "GW" EQUALS SURFACE GRADE AT BOTTOM GROUND FACE OF WALL (NOT BOTTOM OF BURIED WALL COURSES).
- STREETS MUST BE CLEANED AND SWEEPED WHENEVER TRACKING OF SEDIMENTS OCCURS AND BEFORE SITES ARE LEFT IDLE FOR WEEKENDS AND HOLIDAYS. A REGULAR SWEEPING SCHEDULE MUST BE ESTABLISHED.
- DUST MUST BE ADEQUATELY CONTROLLED.
- SEE SITE PLAN FOR CURB AND BITUMINOUS TAPER LOCATIONS.
- RETAINING WALL DESIGN BY OTHERS.
- ROCK CONSTRUCTION ENTRANCE LOCATION TO BE PROVIDED BY CONTRACTOR.

EROSION CONTROL LEGEND

	INLET PROTECTION
	SILT FENCE
	DISTURBED AREA / CONSTRUCTION LIMITS

Medica's current TDM strategies

Minnetonka, MN 55412-9910
952-992-2900

1/2/20

MEDICA®

City of Minnetonka

c/o Ashley Cauley Senior Planner

Ashley,

Per your request, listed below are traffic mitigation efforts that Medica has instituted to decrease our need for parking and the amount of cars utilizing the roads.

- Medica has been in a partnership with Commuter Services, the Outreach Program for the 494 Corridor Commission for over 10 years. We have worked with them on various initiatives.
- We have implemented a car pool program that rewards car poolers with premium assigned parking spots, and monthly gas cards based on car pool frequency.
- We have added Metropass to our employee benefit program that allows employees to purchase reduced cost bus passes on a pre-tax basis with automatic payroll deductions.
- We have encouraged bicycle riders with premium parking areas and dedicated lockers in our fitness area with showers.
- As Medica has grown, we have developed and instituted a robust work from home program for employees and contractors. At the end of 2019 we have approximately 300 employees that work from home on a permanent basis, and another 375 contractors that work offsite at all times.

Based on these efforts we are asking the city to approve our application for the small parking expansion project currently under review.

Thank you for your consideration of our request,

Cordially,



Carla Gruenhagen
Director of Facilities
Medica

Cc: Vicki VanDell
Lewis Ng

Medica® is a registered service mark of Medica Health Plans. "Medica" refers to the family of health plan businesses that includes Medica Health Plans, Medica Health Plans of Wisconsin, Medica Insurance Company, Medica Self-Insured and Medica Health Management, LLC.

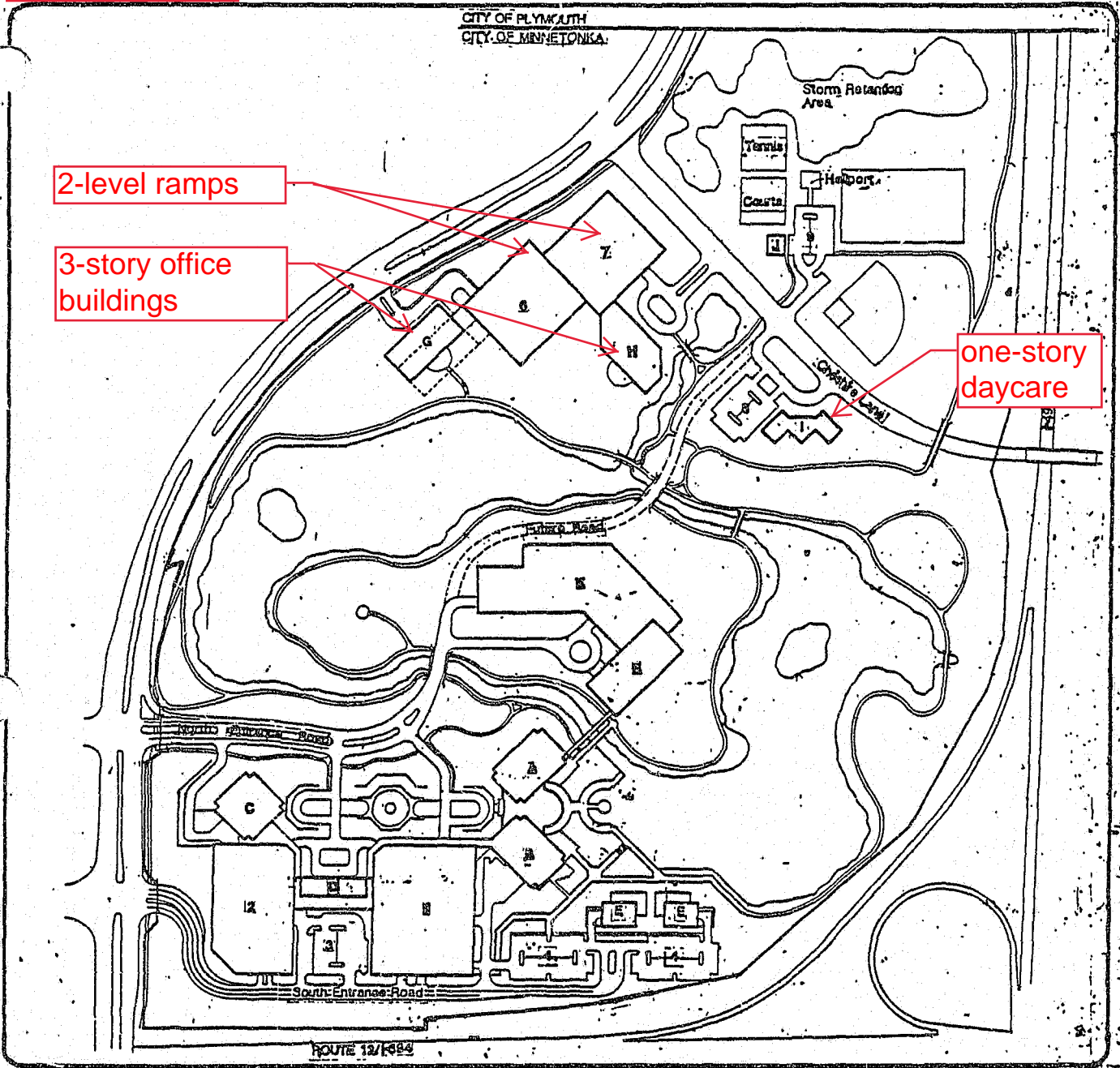
1983

CITY OF PLYMOUTH
CITY OF MINNETONKA

2-level ramps

3-story office buildings

one-story daycare



BUILDING

Key	Use	Height	Area (sq.)
A	OFFICE	15	280,000
B	OFFICE	15	275,000
C	OFFICE	24	425,000
D	HOTEL	8	85,000 (150 Rooms)
E	RESTAURANTS	1.5	10,000
F	OFFICE	12	225,000
G	OFFICE	3	55,250
H	OFFICE	3	55,250
I	DAYCARE	1	10,000
J	CLUBHOUSE	1	3,000

TOTAL 1,423,500 SF.

PARKING

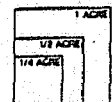
Key	Type	Levels	Cars
1	RAMP	55	868'
1	RAMP	55	857'
2	RAMP	55	1360'
3	SURF/RAMP		55/145'
4	SURF/RAMP		150/50'
5	RAMP	3	840'
6	RAMP	2	221'
7	RAMP	2	221'
8	SURFACE		40
9	SURFACE		35

TOTAL 4842

DEVELOPMENT PLAN

Carlson Center
A Trammell Crow Company Development

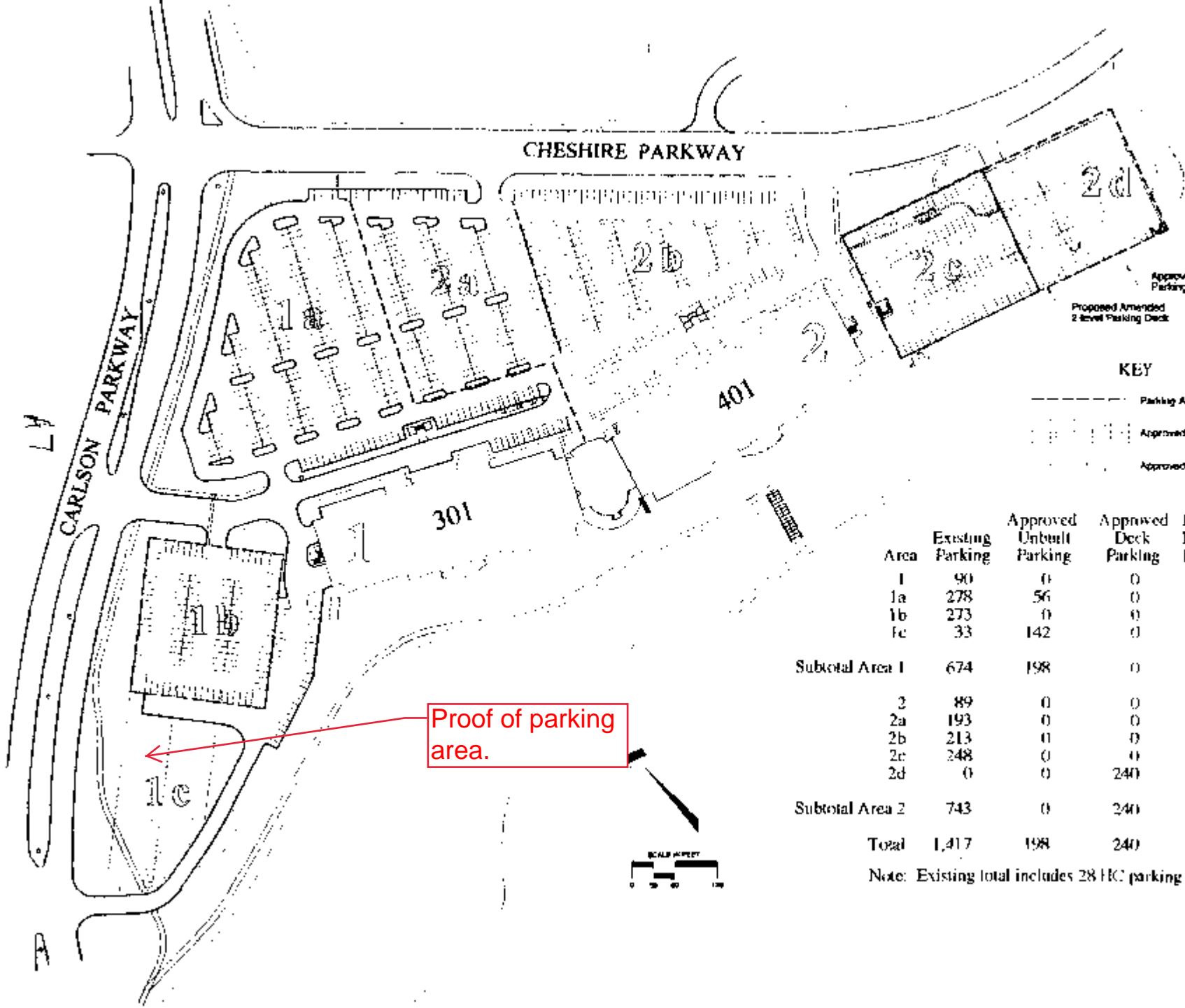
1. Parking requirement calculated at 3.1 cars per 1,000 square feet of building area.
2. Parking requirement calculated at 3.2 cars per 1,000 square feet of building area.
3. Parking requirement calculated at 3.7 cars per 1,000 square feet of building area.
4. Parking requirement calculated at 4.0 cars per 1,000 square feet of building area.
5. Parking in ramp is included with office parking total.



EDAW

301 / 401 PARKING SUMMARY

2003



Proof of parking area.

KEY

- Parking Area Definition
- Approved Unbuilt Parking
- Approved Parking Deck

Area	Existing Parking	Approved Unbuilt Parking	Approved Deck Parking	Proposed New Deck Parking
1	90	0	0	0
1a	278	56	0	0
1b	273	0	0	0
1c	33	142	0	0
Subtotal Area 1	674	198	0	0
2	89	0	0	0
2a	193	0	0	0
2b	213	0	0	0
2c	248	0	0	21
2d	0	0	240	249
Subtotal Area 2	743	0	240	270
Total	1,417	198	240	270

Note: Existing total includes 28 HC parking stalls

Pellana Professional Services, LLC
 4080 Avenue of the Americas
 11th Floor
 New York, NY 10018
 Tel: 212 692 1200
 Fax: 212 692 1201
 www.pellana.com

Site Plan
 301 / 401 Parking Summary
 11/11/03

Steven L. Pellana
 Licensed Professional Engineer
 No. 11111

11/11/03

Scale

Carlson Real Estate Company
 101 Hudson Street, Suite 1100
 New York, NY 10013
 Tel: 212 692 1200

401 Carlson Parkway

PARKING EXPANSION AMENDED

PARKING PLAN

C4

Planning Commission Resolution No. 2020-

Resolution approving a final site plan for a parking lot expansion at 301 Carlson Parkway

Be it resolved by the Planning Commission of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 Vicki Vandell, on behalf of Loucks, Inc, has requested final site plan approval for construction of 26 parking stalls at 301 Carlson Parkway.

1.02 The property is located at 301 Carlson Parkway. It is legally described as follows:

Lot 1, Block 1, Carlson Center Sixteenth Addition, Hennepin County, Minnesota.

1.03 On Jan. 30, 2020, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution.

Section 2. General Standards.

2.01 City Code §300.27, Subd.5, states that in evaluating a site and building plan, the city will consider its compliance with the following:

1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;
2. Consistency with the ordinance;
3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;
4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:
 - a) an internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors, and the general community;
 - b) the amount and location of open space and landscaping;
 - c) materials, textures, colors and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and
 - d) vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
6. Promotion of energy conservation through design, location, orientation and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading; and
7. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Section 3. Findings.

3.01 The proposal would meet site and building plan standards outlined in the City Code §300.27, Subd.5.

1. The proposal has been reviewed by the city's planning, engineering, natural resources, public works, and fire staff, and it has been found to be generally consistent with the city's development guides.
2. The proposed parking area is consistent with the approved master development plan. In addition, the PID district requires that surface parking lots be setback: (1) 20 feet from public streets and property lines; and (2) 50 feet from exterior lot lines abutting an area designated as low-density residential in the comprehensive guide plan. The proposal would also be consistent with the ordinance setback requirements.
3. This site was selected as it would have minimal impact on natural features over the improvement of other proof-of-parking areas onsite.

4. This area has been contemplated as a future parking area since 1999 and would not have a significantly negative impact on the relationship between buildings and open space.
5. The proposed site design is intuitive and would be complementary to the existing vehicular traffic patterns onsite. The parking area would also have adequate separation from the pedestrian trail to the south.
6. Though the proposed parking area would not specifically include any energy conservation techniques, the increased parking area would continue to support the continued and expanded “internal use” of an existing office building.
7. The proposal would not negatively impact adjacent or neighboring properties. The parking area would also be screened by the existing parking ramp and vegetation

Section 4. Planning Commission Action.

4.01 The planning commission approves final site plans for the 26 parking stalls. Approval is based on the findings outlined in section 4 of this resolution. Approval is subject to the following conditions:

1. Subject to staff approval, the site must be developed and maintained in substantial conformance with the following plans dated Oct. 22, 2019, except as modified by the conditions below:
 - Demolition plan
 - Site plan
 - Grading and drainage plan
 - Utility plan
 - Detail plans
2. A grading permit is required. Unless authorized by appropriate staff, no site work may begin until a complete grading permit application has been submitted, reviewed by staff, and approved.
 - a) The following must be submitted for the grading permit to be considered complete.
 - 1) An electronic PDF copy of all required plans and specifications.
 - 2) Final site, grading, drainage, utility, landscape, and tree mitigation plans, and a stormwater pollution prevention plan (SWPPP) for staff approval.

- a. The final plans must ensure that the parking area meets the 10-foot horizontal and 1-foot vertical setback from the 100-year floodplain elevation of 949.6, as shown on the plans.
 - b. Final landscaping plan must:
 1. Meet minimum landscaping and mitigation requirements, as outlined in the ordinance. However, at the sole discretion of natural resources staff, mitigation may be adjusted based on site conditions.
 2. Include information relating to the species, sizes, quantities, locations, and landscape values.
 3. Include woody plantings south of the proposed parking area consistent with the existing wooded area and adjacent landscaping.
 4. Include pollinator-friendly species.
 - c. Final stormwater management plan must:
 1. Rate: limit peak runoff flow rates to that of existing conditions from the 2-, 10-, and 100-year events at all points where stormwater leaves the site.
 2. Volume: provide for onsite retention of 1-inch of runoff.
 3. Quality: provide for runoff to be treated to at least 60-percent total phosphorous annual removal efficiency and 90-percent total suspended solid annual removal efficiency.
- 3) Individual letters of credit or cash escrow for 125% of a bid cost or 150% of an estimated cost to construct comply with grading permit and landscaping requirements and to restore the site. One itemized letter of credit is permissible if approved by staff. The city will not fully release the letters of credit or cash escrow until: (1) as-built drawings have been submitted; (2) a letter certifying that the underground facility has been completed according to the plans approved by the city has been submitted; (3) vegetated ground cover has been established; and (4) required

- landscaping or vegetation has survived one full growing season.
- 4) A construction management plan. The plan must be in a city-approved format and must outline the minimum site management practices and penalties for non-compliance.
 - 5) Cash escrow in an amount to be determined by city staff. This escrow must be accompanied by a document prepared by the city attorney and signed by the builder and property owner. Through this document, the builder and property owner will acknowledge:
 - The property will be brought into compliance within 48 hours of notification of a violation of the construction management plan, other conditions of approval, or city code standards; and
 - If compliance is not achieved, the city will use any or all of the escrow dollars to correct any erosion and/or grading problems.
- b) Prior to issuance of a grading permit:
- 1) This resolution must be recorded at Hennepin County.
 - 2) Install erosion control, and tree protection fencing and any other measures identified on the SWPPP for staff inspection. These items must be maintained throughout the course of construction.
 - 3) Submit a stormwater maintenance agreement in the city approved format for review and approval by city staff.
- c) Permits may be required from other outside agencies including, Hennepin County, the Minnehaha Creek Watershed District, and the MPCA. It is the applicant's or property owner's responsibility to obtain any necessary permits.
3. The property owner is responsible for replacing any required landscaping that dies.
 4. Construction must begin by Dec. 31, 2021, unless the planning commission grants a time extension.

Adopted by the Planning Commission of the City of Minnetonka, Minnesota, on Jan. 30, 2020.

Josh Sewall, Chairperson

Attest:

Fiona Golden, Deputy City Clerk

Action on this Resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Planning Commission of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Jan, 30, 2020.

Fiona Golden, Deputy City Clerk