

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.	26-
Submittal Date:	
Application Complete:	
Accepted by:	
Receipt Number:	
Council Decision:	
Council Decision Date:	

2026 LAND USE APPLICATION

Applicant Information

Applicant:	Roers Companies		
Address:	2 Carlson Parkway, Suite 400		
Phone No.:	763.283.7821	Other:	
Email Address:	sam.schroeder@roerscompanies.com		

Property Information

Property Owner:	Trusted Fraternal Life D/B/A Catholic Aid Association		
Owner Address:	3499 Lexington Ave N - Arden Hills, MN 55126		
Phone No.	651-490-0170	Other:	
Site Address:	3499 Lexington Avenue North, Arden Hills, MN 55126		
Legal Description:	section 34 town 30 range 23 e 586.6 ft of n 445.66 ft of s 600.5 ...& esmts) in sec 34 tn 30 m 23		
Property ID (PIN):	343023110005		
Type of Use:	Office		
Zone:	B-2 General Business District	Property Acreage:	5.66

Type of Request

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive Plan Amendment (Fee: \$600 + Escrow: \$2,500) <input type="checkbox"/> Conditional Use/Interim Use Permit or Amendment (Fee: \$500 + Escrow: \$1,500) <input type="checkbox"/> Preliminary Plat (Fee: \$600 + Escrow: \$2,500) <input type="checkbox"/> Final Plat (Fee: \$400 + Escrow: \$1,500) <input checked="" type="checkbox"/> Concept Plan Review (Fee: \$400 + Escrow: \$1,500) <input type="checkbox"/> Master Planned Unit Development or Master Special Development Plan (Fee: \$600 + Escrow: \$2,500) <input type="checkbox"/> Final Planned Unit Development or Final Special Development Plan (Fee: \$400 + Escrow: \$2,000) <input type="checkbox"/> Planned Unit Development or Special Development Plan Amendment (Fee: \$400 + Escrow: \$1,500) | <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan Review (Fee: \$600 + Escrow: \$1,500) <input type="checkbox"/> Rezoning or Rice Creek Commons Regulating Plan Amendment (Fee: \$500 + Escrow: \$1,500) <input type="checkbox"/> Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$500 + Escrow: \$2,000) <input type="checkbox"/> City Code Amendment (Fee: \$500 + Escrow: \$2,000) <input type="checkbox"/> Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$400 + Escrow: \$1,500) <input type="checkbox"/> Variance or Permitted Adjustment (Fee: \$400 + Escrow: \$1,500) <input type="checkbox"/> Vacation of Easement or Right-of-Way (Fee: \$200 + Escrow: \$1,000) <input type="checkbox"/> Appeal of Administrative Decision (Fee: \$200 + Escrow: \$1,500) <input type="checkbox"/> Land Use Requests – Not Already Specified (Fee: \$150 + Escrow: \$1,000) |
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Brief Description of Request (Include a legible, detailed letter explaining the project):

Roers Companies, in partnership with JLG Architects, is proposing a 167-unit mid-rise
multifamily project. With a mix of one, two, and three bedroom apartments, this project will
provide an attractive amenity package, including pickleball courts and a luxury outdoor patio
space. We are requesting a Concept Review of our proposed site plan so that we can better
understand and address what city council would like to see in this project.

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 Community Development Director to discuss the application process, requirements, and deadlines. Unless waived by the Community Development Director 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

Under Minnesota Statute, Chapter 15.99, cities have 15 business days to review all plans and application materials to ensure they satisfy City requirements. During the 15 day review period, planning staff will provide written comments on the application and may request plan revisions. If the application is determined to be complete, Minnesota State Statute then requires the City to approve or deny the application within 60 days, up to 120 days. If not complete, the City may require plan revisions and/or additional information before the application is scheduled for Planning Commission review and/or City Council action. Project will not be scheduled for any meeting until the application is found to be complete by the Community Development Director.

Payment of Fees and Escrows

The undersigned acknowledges that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. The applicant is responsible for all costs incurred by the City related to the processing of this application. 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 Community Development Director 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.

Meeting Schedule

Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM. Please contact City Hall to verify the meeting date and time. Planning cases are typically reviewed by City Council on 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. The schedules below are for reference purposes only. Project will not be scheduled for any meeting until the application is found to be complete by the Community Development Director.

2026 Planning Commission and City Council Schedule (*subject to change)

TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally the fourth Monday at 7:00 p.m.)	DEADLINE FOR LAND USE APPLICATION SUBMISSION (1 st day of the preceding month)
January 7	February 9	December 1 (2025)
February 4	March 9	January 2
March 4	April 13	February 2
April 8	April 27	March 2
May 6	May 26*	April 1
June 3	June 22	May 1
July 8	July 27	June 1
August 5	August 24	July 1
September 9	September 28	August 3
October 7	October 26	September 1
November 4	November 23	October 1
December 9	January 11 (2027)	November 2

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I fully understand that I am responsible for all costs incurred by the City related to the processing of this application.



 Property Owner Signature (Required)

1/29/26

 Date



 Applicant Signature (If different than the property owner)

1/27/2026

 Date

Please contact the Community Development Department 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