



Approved: May 8, 2019

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**CITY OF ARDEN HILLS, MINNESOTA  
PLANNING COMMISSION  
WEDNESDAY, APRIL 3, 2019  
6:30 P.M. - ARDEN HILLS CITY HALL**

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**CALL TO ORDER/ROLL CALL**

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

**ROLL CALL**

Present were: Chair Nick Gehrig, Commissioners Subbaya Subramanian, Paul Vijums, Jonathan Wicklund, and Clayton Zimmerman.

Absent: Commissioners Matt Dixon, Steven Jones and James Lambeth.

Also present were: City Planner Mike Mrosla, Planning Consultant Jane Kanzier, Planning Consultant Sarah Strain and Councilmember Dave McClung.

**APPROVAL OF AGENDA – APRIL 3, 2019**

**Chair Gehrig** stated the agenda will stand as amended removing Planning Case 19-001 as this item was withdrawn by the applicant.

**APPROVAL OF MINUTES**

*January 9, 2019 – Planning Commission Regular Meeting*

**Commissioner Zimmerman moved, seconded by Commissioner Wicklund, to approve the January 9, 2019, Planning Commission Regular Meeting as presented. The motion carried unanimously (5-0).**

**APPOINTMENTS**

**A. Planning Commission Appointments and Reappointments**

City Planner Mrosla administered the Oath of Office to the newly appointed and reappointed members of the Planning Commission.

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**PLANNING CASES****A. Planning Case 18-014; Mounds View School District – 1900 & 1901 Lake Valentine Road – Final PUD and Comprehensive Plan Amendment – *Public Hearing Required***

**Planning Consultant Kanzier** explained Mounds View Public Schools has submitted an application for a Master and Final Planned Unit Development (PUD). The Applicant is requesting to construct 27,300 square feet of additional classroom space and a 49,000 square feet gymnasium addition. The property, located at 1900 Lake Valentine Road, is zoned R-1, Single Family Residential and is guided as Public and Institutional on the Land Use Plan.

**Planning Consultant Kanzier** stated in addition, the Applicant is requesting to amend the 2040 Comprehensive Plan. The Applicant is requesting to modify the existing Land Use of 1901 Lake Valentine Road, the former First Student Bus Garage from Low Density Residential to Public and Institutional in the 2040 land use plan. This property will be used for high school student and staff parking. The PUD is required to allow the two non-contiguous parcels to be used as a single use.

**Planning Consultant Kanzier** reported the last major addition to the high school occurred in 2000 when they reconstructed the track and field stadium and added to the main entrance, auditorium, orchestra/choir area, storage, computer lab, staff dining area, woodshop, and classrooms.

**Planning Consultant Kanzier** noted the Applicant is requesting a Comprehensive Plan Amendment to change the existing land use designation of 1901 Lake Valentine Road. In addition, the Applicant is proposing an addition totaling 76,300 square feet; 49,000 square feet for gymnasiums and 27,300 square feet for classrooms, adding seven total classrooms. Interior remodels of the existing building would include 65,000 square feet. The subject property is located at 1900 Lake Valentine Road.

**Planning Consultant Kanzier** stated the Applicant recently acquired the former First Student school bus garage located adjacent to the high school at 1901 Lake Valentine Road. The Applicant is proposing to repave and restripe the parking lot for more efficient car parking. The existing building on the site will be used for cold storage. A more intensive use of the building may be proposed at a later date.

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

**Planning Consultant Kanzier** commented if a PUD is comprised of multiple lots, it is often treated as one continuous development. The development as a whole would be expected to meet

the landscaping, structure coverage, and other similar requirements. For example, one property in the PUD may have 60 percent building coverage, but the development as a whole may not exceed 50 percent building coverage to maintain conformance with the underlying zoning district.

**Planning Consultant Kanzier** explained the PUD development process is comprised of multiple steps. The first step is the Master PUD, which is a detailed concept plan for the entire development outlining the individual phases over a period of time. The City also works with the developer during this stage to set a design framework for the development. These standards are written into a development agreement, which generally includes the design standards, a list of conditions, and what deviations from the underlying zoning district will be permitted. A Final PUD proposal is then submitted prior to the development of each successive phase of the project. This plan provides a greater level of detail than the Master PUD and must conform to the approved development agreement.

**Planning Consultant Kanzier** stated at this time, the applicant is simultaneously applying for both the Master and Final PUD. They hope to complete all the proposed development in a single phase. However, due to budget constraints, it may be necessary to delay the resurfacing and striping of the north parking lot to a later date. This phase primarily involves grading and reconstruction of the surface lot. If the applicant must delay this work, staff believes this phase can be reviewed as a site plan.

#### Site Data

Future Land Use Plan:	PI: Public and Institutional
Existing Land Use:	Institutional: High School, and former site of First Transit bus garage
Zoning:	R-1: Single Family Residential
Current Lot Sizes:	65.37 Acres
Topography:	There grades on the south side of Lake Valentine Road (existing school site) vary about 20' from the road (low point) to the south side of the lot (high point). This site has been graded over the years to accommodate the buildings, athletic fields and parking lots.

The lot on the north side of Lake Valentine Road slopes towards the north, and has a 6' variation from the high point of the lot to the low point.

**Planning Consultant Kanzier** reviewed the surrounding area, the Plan Evaluation, the Comprehensive Plan Amendment. She reported staff received revised plans that were submitted by the applicant just this week. She explained the original plans were revised in a significant manner with respect to the stormwater ponding and staff does not have enough information with respect to stormwater calculations and a tree inventory. Because of the significant departure from the original plans, staff recommended the Planning Commission table action on this item to May 8, 2019.

**City Planner Mroska** commented that the original plans showed the neighborhood the trees on the site would be preserved and the new plans show the trees being removed for a stormwater

pond. He explained staff would like to review this information with the neighbors, while also creating a buffer zone or improving the landscaping on the site.

**Chair Gehrig** opened the floor to Commissioner comments.

**Commissioner Wicklund** asked when the school district was planning to begin construction.

**City Planner Mroska** commented the school district was hoping to begin construction on April 1<sup>st</sup>. However, this timeline has been revised to ensure all City approvals can be issued based on the new plans.

**Commissioner Subramnian** questioned if a traffic study had been completed.

**City Planner Mroska** reported the applicant had completed a thorough traffic analysis report and City consultants were reviewing this information.

**Planning Consultant Kanzier** explained the City this has been a topic of discussion since conversations began with the high school. She indicated a workable solution was in place and the details should be addressed by May 8<sup>th</sup>.

**Commissioner Zimmerman** encouraged the applicant to have a secure crossing in place to allow pedestrians to cross from one side of the street to the other. He encouraged City staff to take a close look at the landscaping plan to ensure all requirements were being met given the fact a large number of trees were going to be removed for the new stormwater pond.

**Chair Gehrig** opened the public hearing at 6:47 p.m.

**Chair Gehrig** invited anyone for or against the application to come forward and make comment.

**Amelia Rogers**, 1785 Lake Valentine Road, stated she lived directly across from the parking lot and requested the south side of Lake Valentine Road have a sidewalk installed for student safety.

**Elizabeth Garsky**, 1795 Lake Valentine Road, reported she lived east of the high school across from the parking lot. She explained she saw a problem with adding 478 additional parking spaces. She feared for student safety and questioned how these students would safely cross the street. She recommended the school reconsider their permitting process to encourage ridesharing to and from the high school. She stated she was also very concerned with the loss of trees as was proposed on the new plans from the school district. She explained these trees assisted in buffering freeway noise.

**Judy Bourg**, 1812 Janet Court, explained her husband planted a large number of fir trees to buffer her home from the adjacent bus garage. She stated she feared how the new plans and the loss of trees would impact her property.

**City Planner Mroska** commented the City would be holding another neighborhood meeting to discuss the new plans in greater detail with the neighbors.

There being no additional comment Chair Gehrig closed the public hearing at 6:56 p.m.

**Councilmember Zimmerman** stated he would like to see a traffic signal installed in order to ensure pedestrian safety was properly addressed. He recommended the applicant speak with Ramsey County regarding a crosswalk and traffic signal.

**Commissioner Vijums** questioned why the original plans were changed.

**Planning Consultant Kanzier** stated she would speak to the applicant and have an answer for the Commission on May 8<sup>th</sup>.

**Commissioner Vijums moved, and Commissioner Zimmerman seconded a motion to table action on Planning Case 18-014 a Master and Final PUD at 1900 Lake Valentine Road to allow staff to gather additional information on the new plans submitted to the May 8, 2019 Planning Commission meeting. The motion carried unanimously (5-0).**

**B. Planning Case 19-001; Brausen Family Automotive Repair – Site Plan Review and Final PUD – *Public Hearing Required***

This item was withdrawn by the applicant.

**C. Planning Case 19-003; Bethel University Science Addition – Site Plan Review – *No Public Hearing Required***

**City Planner Mrosła** stated Bethel University has submitted an application for Site Plan Review. The Applicant is requesting approval of a new 20,000 square foot addition to the Academic Commons Building. The property is located at 3900 Bethel Drive. The property is zoned Institutional District and is guided as Public and Institutional on the Land Use Plan.

**City Planner Mrosła** commented at their March 26, 2018 meeting, the City Council approved the Amended Conditional Use Permit (CPU) and Master Plan Amendment and Variance Approval Agreement for a 20,000 square foot addition to the Academic Commons building at Bethel University. As a condition of approval, the proposed addition required Site Plan approval.

**City Planner Mrosła** reported the proposed addition is a component of a larger, phased project Bethel University is planning for the Academic Commons and Lundquist Community Life Center buildings. The proposed plan would include 45,000 gross square feet of renovations within the existing Academic Commons building and a new 20,000 gross square foot addition on the northwest corner of the building on an existing small parking lot. The addition would match the height of the existing three-story Academic Commons building. The proposed renovations and addition are needed to support science academic programs on the campus.

**City Planner Mrosła** explained Bethel University anticipates the project will be built in five phases. The first and second phases would include interior renovations to the existing building to support the proposed addition and the proposed addition. Construction would take place between summer 2019 and summer 2021. Phases three, four, and five would involve interior renovations of existing buildings and is anticipated to begin once the proposed addition is constructed and occupied. The current schedule is to complete the proposed addition and all interior renovations by Fall 2023.

Site Data

2040 Land Use Plan:	Public and Institutional
Existing Land Use:	Public and Institutional
Zoning:	INST – Institutional District
Size:	191.32 Acres (Including main campus, athletic complex, and part of Lake Valentine)
Topography:	Varied topography across campus

**City Planner Mrosła** reviewed the surrounding area and the Plan Evaluation. Staff offered the following Findings of Fact for review:

*General Findings:*

1. The Bethel University main campus at 3900 Bethel Drive is located in the Institutional Zoning District.
2. A Higher Education, College Campus is a Conditional Use in the Institutional District.
3. Bethel University operates under a Conditional Use Permit Master Plan.
4. The 20,000 gross square foot addition to the Academic Commons building is anticipated to be constructed in summer 2019.
5. The proposed addition to the Academic Commons building would be in compliance with the lot coverage requirements for the Bethel University campus under the approved Conditional Use Permit.
6. The proposal is generally in conformance with the design standard requirements included in Section 1325.05 of the Zoning Code.
7. The proposed site plan will not impact parking, loading, or circulation demands since the addition is to better accommodate existing building uses and will not increase capacity or intensity of use.
8. The proposal is not expected to adversely affect the surrounding area of the community as a whole.

**City Planner Mrosła** provided the following options and motion language for Planning Case 19-003 for a Site Plan Review at 3900 Bethel Drive, based on the findings of fact and the submitted plans, as amended by the eleven (11) conditions in the April 3, 2019, Report to the Planning Commission.

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to the plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. All conditions of the original Conditional Use Permit and Master Plan Amendment and Variance Approval Agreement shall remain in full force and effect.
3. This approval does not include signs. A separate sign permit is required for all proposed signage.
4. Prior to the issuance of a building permit, a landscape financial security of \$5,000.00 dollars shall be submitted. Landscape financial security is held for two full growing seasons.
5. Before construction, grading, or land clearing begins, trees or tree areas that are to be preserved shall be visibly marked and city-approved tree protection fencing or other

- method shall be installed and maintained at the critical root zones of the trees to be protected. The location of the fencing shall be in conformance with the approved tree preservation plan and approved by staff in writing.
6. All rooftop or ground mounted mechanical equipment shall be hidden from view with the same materials used on the building in accordance with City Code requirements.
  7. Prior to the issuance of a building permit, the Applicant shall submit a materials board to be approved in writing by staff.
  8. The Applicant shall be responsible for obtaining a Grading and Erosion Control permit from the City's Engineering Division prior to the commencement of any land disturbance activities.
  9. Heavy duty silt fence and adequate erosion control around the entire construction site shall be required and maintained by the Developer during construction to ensure that sediment and storm water does not leave the project site.
  10. The Applicant shall be responsible for obtaining any other permits necessary from other agencies, MPCA, Rice Creek Watershed District, etc. prior to the start of any site activities.
  11. The Applicant shall be responsible for protecting the proposed on-site storm sewer infrastructure and components and any existing storm sewer from exposure to any and all stormwater runoff, sediments and debris during all construction activities. Temporary stormwater facilities shall be installed to protect the quality aspect of the proposed and existing stormwater facilities prior to and during construction activities. Maintenance of any and all temporary stormwater facilities shall be the responsibility of the Developer.

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

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

**Chair Gehrig** opened the floor to Commissioner comments.

**Commissioner Vijums** commented on the proposed height of the building and asked if this met the PUD requirements.

**City Planner Mroska** reported the PUD that was approved in 2018 would allow for the building height flexibility that was being requested by Bethel University.

**Commissioner Subramnian** inquired if the trees that would be removed were significant in nature.

**Planning Consultant Strain** explained the trees proposed for removal were common and were not considered significant.

**Chair Gehrig** reported the applicant was not requesting any variances for the building addition. He asked if the City had received any comments or concerns from the neighbors.

**City Planner Mrosła** indicated the City had not received any comments or questions from the neighbors.

**Commissioner Vijums** questioned if the building addition would be handicap accessible.

**Brian Lapum**, BWBR Architects representing Bethel University, discussed the main entrance on the building addition and explained this would be fully accessible, ADA.

**Commissioner Zimmerman moved, and Commissioner Vijums seconded a motion to recommend approval of Planning Case 19-003 for a Site Plan Review at 3900 Bethel Drive, based on the findings of fact and the submitted plans, as amended by the conditions in the April 3, 2019, report to the Planning Commission. The motion carried unanimously (5-0).**

### **UNFINISHED AND NEW BUSINESS**

None.

### **REPORTS**

#### **A. Report from the City Council**

**Councilmember McClung** updated the Planning Commission on City Council activities from the February and March meetings. He welcomed the returning and new members. He stated the City Council would be reviewing the AUAR. He provided the Commission with an update on the TCAAP development noting there remains a slight disagreement between the County and the City with respect to density and housing types. He indicated the City stands ready to continue to work with the County. He reported the Council would be addressing pedestrian safety concerns in the City in 2019. He explained the City would be amending its Tobacco Ordinance to raise the age for tobacco sales to 21 while also banning the sale of flavored tobacco products in Arden Hills.

#### **B. Planning Commission Comments and Requests**

**Chair Gehrig** welcomed the new Commissioners to the Planning Commission. He explained the Planning Commission had a vacancy and anyone interested in serving in this capacity was encouraged to contact City Hall for further information.

#### **C. Staff Comments**

None.

### **ADJOURN**

**Commissioner Zimmerman moved, seconded by Commissioner Vijums, to adjourn the April 3, 2019, Planning Commission Meeting at 7:27 p.m. The motion carried unanimously (5-0).**