



NOTICE OF AGENDA

PLANNING COMMISSION MEETING [City of Forest Lake - Link to Meeting Livestream](#)

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

January 28, 2026 – 6:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve the Agenda (Action)
5. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table. *The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.*
6. Consent Agenda Considerations (Action Items)*
 - a. Approve Minutes from Regular Meeting of January 14, 2026

**Planning Commission may remove any item from the consent agenda for specific consideration.*
7. Regular Agenda (Action Items)
 - a. Forest Lake Garage Condos located at PIN 20.032.21.12.0006 (Case File No. PZ25-1390 & 1391)
 - i. Planned Unit Development (PUD) Final Plan
 - ii. Final Plat
8. Discussion
 - a. BOOST Initiative
9. Updates
10. Adjourn

*A quorum of the City Council is possible at all Board and Commission Meetings



Planning Commission

Regular Meeting

~ Minutes ~

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Wednesday, January 14, 2026

6:00 PM

City Center - Council Chamber

[City of Forest Lake - Livestream and Recorded Meetings](#)

1. Call to Order

The Meeting was called to order at 6:00 p.m.

2. Roll Call

Attendee Name	Title	Status	Arrived
Paul Girard	Commission Chair	Present	
Susan Young	Commission Vice-Chair	Present	
Andy Aplikowski	Planning Commissioner	Absent	
Don Stehler	Planning Commissioner	Present	
Martin Huemann	Planning Commissioner	Absent	
Jesse Wagner	Planning Commissioner	Present	
Tim Stender	Planning Commissioner	Absent	

3. Pledge of Allegiance

4. Approve the Agenda

No comments on the Agenda.

Motion: Commissioner Young made a Motion to Approve the Agenda as presented.
Motion seconded by Commissioner Wganer. Motion carried 4-0.

5. Open Forum – Citizen Petitions, Requests, and Concerns

*The Open Forum is available for residents to express personal opinions for any item of business.
Please limit your comments to three (3) minutes.*

6. Consent Agenda Considerations (Action Items)*

a. Approve Planning Commission Meeting Minutes from December 10, 2025

No comments on the Consent Agenda.

Motion: Commissioner Wagner made a Motion to Approve Consent Agenda Item 6.a.
Motion seconded by Commissioner Young. Motion carried 3-0-1 (Stehler abstained).

7. Regular Agenda (Action Items)

a. Public Hearing: Zoning Ordinance Text Amendment to establish a buffer between properties approved for cannabis use and residential properties. (Case File No. PZ25-1396)



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Assistant Community Development Director Gilmore reviewed the purpose of the text amendment to clarify how residential distance requirements apply to cannabis businesses operating under a State of Minnesota Microbusiness license. He noted that the City Council acknowledged that the 250-foot separation standard was intended to apply to higher-impact activities rather than just retail cannabis sales.

Commissioner Young said if a business that had a license to do everything claimed to want to just do retail, their State of Minnesota license allows them to do cultivation. She said that the State license would allow them primacy to do the activities, rather than what the City understood as the use. She asked how they would avoid the situation. Assistant Community Development Director Gilmore answered that one of the conditions tied to the Conditional Use Permit was that the business would do retail only. He said that the ordinance language was reviewed by the City attorney.

Community Development Director Wittman said that a vast majority of the licenses in the State are not just retail licenses but are some sort of micro or mezzo business with a retail endorsement.

Commissioner Young said a resident asked her the question. She said they would just get a retail license. Community Development Director Wittman answered that a retail license was limited to the number of social equity applications received, so the workaround was for the State to allow retail endorsements on the other type of license.

Chair Girard asked where they tie together, which type of business goes with what type of area. Community Development Director Wittman responded that when they originally drafted the cannabis ordinance, it was drafted with the intent that the type of use be associated with the type of zones rather than licenses, since license types could change over time.

Commissioner Young clarified that they still had the distance regulations from daycares and schools. Assistant Community Development Director Gilmore confirmed this information.

Public Hearing was opened at 6:16 p.m.

No comments.

Public Hearing was closed at 6:17 p.m.

Motion: Chair Girard made a Motion to recommend Approval of the amendment to Section 153.092 (UU) of the City Code, finding that the amendment implements City Council direction; maintains protections for residential areas; and provides clear, enforceable, activity-based zoning standards. Motion seconded by Commissioner Stehler. Motion carried 3-1 (Young voted against).



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Chair Girard noted that this item will go before the City Council for final action.

8. Discussion

a. BOOST Initiative – Code Update Discussion

Assistant Community Development Director Gilmore presented an overview of the BOOST Initiative, an effort to improve clarity, predictability, and efficiency in the application of the City’s zoning code. He explained that the City’s current code structure lags behind ten identified peer cities and can result in uncertainty regarding review authority and process.

Assistant Community Development Director Gilmore outlined potential directions under consideration, including:

- Creation of a new Chapter 150 to consolidate administration, definitions, common procedures and requirements;
- Clarification of review roles between staff and the Planning Commission; and
- Establishment of clearer definitions for major versus minor amendments.

Assistant Community Development Director Gilmore stated that staff believes it is in the best interest of the public for all proposed code updates to be reviewed as a complete package, with a formal public hearing held at the end of the process once the full set of proposed changes is presented.

Commissioner Stehler stated that the proposed direction made sense and asked whether staff intended to use artificial intelligence (AI) as part of the process.

Assistant Community Development Director Gilmore responded that AI would be used as an initial research and comparison tool only, and that staff would ensure all resulting language aligns with City intent and policy direction.

Commissioner Stehler expressed that the goal should be for the zoning code to clearly and correctly answer questions posed by applicants and the public. Assistant Community Development Director Gilmore agreed and noted that clearer code language would also help reduce staff workload.

Commissioner Young expressed concern about AI using information from global sources. Assistant Community Development Director Gilmore clarified that staff limited AI inputs to the zoning codes of the ten peer cities to compare how similar issues are addressed regionally.

Community Development Director Wittman added that staff is testing AI inputs cautiously and emphasized that maintaining the integrity of existing laws and ensuring modern, regionally appropriate language is a priority.

Chair Girard suggested that staff track administrative decisions over time.



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Assistant Community Development Director Gilmore stated that staff is absolutely willing to provide record of decisions made administratively on a regular basis during Planning Commission meetings, likely within the updates portion of the agenda.

Commissioner Young asked how many applications had been delayed due to administrative review and noted that several Planning Commission meetings have been canceled over the past two years. Assistant Community Development Director Gilmore responded that the BOOST Initiative is intended to clarify and codify existing practices that are already implied in the zoning code but not explicitly stated, in order to establish clearer guardrails around what decisions staff may make administratively, rather than to expand or create new administrative authority.

Community Development Director Wittman read from the site plan approval section of the zoning code and noted that some provisions suggest projects “residing” on a site should come to the Planning Commission, even when such review is not customary in cities with codified design standards. She provided additional examples, including parking lot repaving, which represents maintenance rather than a change or expansion of use.

Commissioner Young stated that when considering variances, the Commission looks for improvements and asked whether updated parking standards would be applied administratively.

Community Development Director Wittman responded that review would depend on project scale, distinguishing between significant changes and minor maintenance.

Chair Girard stated that if the use has not changed, he does not need to see the project.

Community Development Director Wittman noted that the City has codified design guidelines for commercial and non-residential uses.

Commissioner Young commented that specific design standards often result in positive outcomes.

Community Development Director Wittman clarified that design standards are not part of the BOOST Initiative, but suggested that a future discussion on community design and aesthetics may be beneficial.

Commissioner Young asked how staff intends to define “minor” changes.

Assistant Community Development Director Gilmore stated that staff would bring examples of minor and major changes to a future meeting for Commission feedback. He emphasized that no code amendments would be adopted until the end of the process, following public hearings.

Commissioner Wagner commented that graphical representations may be clearer than written text.



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Assistant Community Development Director Gilmore discussed two additional directions under consideration as part of the BOOST Initiative.

Chair Girard clarified that staff would provide examples for all three directions, particularly those proposed to be addressed within Chapter 150.

Commissioner Young reiterated the need for clear, concrete examples.

Chair Girard suggested a technical review process that would allow the Commission to see staff decisions.

Commissioner Young expressed concern that while staff discussed addressing items in sections, the public would not have an opportunity to comment until the final meeting. She suggested breaking the work into chunks rather than a full rewrite.

Assistant Community Development Director Gilmore responded that a piecemeal approach would be difficult to implement and stated that Chapter 150 would serve as the first step, followed by complete, cohesive sections.

Chair Girard commented that most residents would not engage unless changes directly affect them.

Commissioner Young stated that the Planning Commission is not a policy-making body and asked whether the City Council would be concerned about the Commission addressing policy issues.

Wittman responded that the City Council is seeking policy direction from the Planning Commission on zoning matters.

Chair Girard requested additional time for Planning Commission members to review materials prior to meetings.

Wittman stated that staff could aim to distribute materials by end-of-day Wednesday, noting that initial drafts would focus on concepts rather than finalized ordinance language. She added that any proposed code language would require consultation with the City Attorney.

Assistant Community Development Director Gilmore concluded by noting that the BOOST Initiative has required significant effort and emphasized staff's desire to work closely with the Planning Commission throughout the process.

9. Updates

Councilmember Larson said that they reviewed the Cell Tower at Hosanna Church.

Community Development Director Wittman explained that it was the text amendment.



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Councilmember Larson said that they tabled the matter and hoped to add more design standards to the ordinance.

Chair Girard asked if it would come before the Planning Commission again. Community Development Director Wittman said that it would go back to the City Council.

Councilmember Larson thanked Commissioner Huemann for his service on the Planning Commission. He noted that they had a person of interest from the Economic Development Authority who would like to join the Planning Commission, so they will complete a review.

Commissioner Young asked for information about the City Council and Economic Development Authority regarding downtown development. Councilmember Larson answered that the proposal for a structure that would have apartments, condos, an event center, retail, a restaurant, and a hotel. He said that the design needed tweaking, but they provided initial feedback.

Chair Girard asked if they clearly identified the public parking. Community Development Director Wittman said that they did not do a deep dive into zoning, but the developer was trying to build in public parking in the site development.

Commissioner Young discussed maintaining a sense of Forest Lake with the trees. She said that the building was not the vision that was discussed and presented in the new downtown concept.

Councilmember Larson stated that the developer was seeking feedback on the initial proposal, but it is still a concept.

Community Development Director Wittman commented that the Metropolitan Transportation Organization was starting a door-to-door, on-demand bus service in Forest Lake on a limited basis. She clarified that it was available at a centralized location in Forest Lake. She said that they had transportation services that would go to the hospital in Wyoming. She stated that all four cities received approval to enter into a cooperative partnership to discuss the Elmcrest Avenue Corridor. She noted that the code enforcement position hours increased to 32 hours, which enabled a quicker response.

Assistant Community Development Director Gilmore said that Tim’s Marina released an environmental assessment worksheet and would be open for thirty days for public comment.

Commissioner Young asked if they were considering a more stable parking surface. Assistant Community Development Director Gilmore said it was not a part of the assessment.

Chair Girard asked about how to access the assessment. Assistant Community Development Director Gilmore said that they would make sure the links were working properly.



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Chair Girard thanked Commissioner Huemann for his service.

10. Adjourn

Motion: Commissioner Stehler made a Motion to Adjourn the meeting at 7:33 p.m.

Motion seconded by Commissioner Wagner. Motion carried 4-0.

STAFF REPORT



MEETING DATE: January 28, 2026

TO: Forest Lake Planning Commission

STAFF ORIGINATOR: Steven Gilmore, Assistant Community Development Director
Nathan Fuerst, AICP, Consulting Planner, Bolton & Menk
Madison Richard, AICP, Consulting Planner, Bolton & Menk

AGENDA ITEM: Forest Lake Garage Condos Final Planned Unit Development

60-Day Deadline: February 17, 2026

INTRODUCTION:

Austin Hallberg, representing Hallberg Marine, is requesting City approval of a Final Plat and Planned Unit Development (PUD) to develop an approximately 30-acre property located on Forest Road North, situated between Interstate Companies and the Forest Lake Airport. Approximately 6.38 acres of the site are currently identified as wetlands.

The City Council reviewed the site plan at the concept level on June 23, 2025, and provided high-level comments on the proposal at that time. On October 13, 2025, the City Council conditionally approved the Forest Lake Garage Condo Preliminary Plat and PUD for a development consisting of two separate sites. For clarity, these are referred to throughout this report as the Garage Condos Site and the Contractor's Yard Site.

The Garage Condos Site includes 14 individually platted lots, each containing a single garage condo building (industrial multi-tenant structure). Collectively, the buildings would contain 105 individually owned garage condo units and approximately 30,000 square feet of business and office flex space. The Contractor's Yard Site consists of a separate lot containing a future 10,000-square-foot building and a contractor's yard with associated outdoor storage.

Since preliminary plat approval, the plan set has been refined, and the total number of garage condo units has been reduced from 121 to 105, while maintaining the overall mixed garage condo and flex-space development concept.

For City Consideration:

- Forest Lake Garage Condo Final Planned Unit Development
- Forest Lake Garage Condo Final Plat

ANALYSIS:

Land Use Analysis

Forest Lake 2040 Comprehensive Plan:

The property is designated for Industrial future land use, intended to support manufacturing and processing activities, including light and heavy industrial uses and large warehouse facilities. The proposed land uses are consistent with the City’s adopted future land use designation.

Chapter 153 Zoning Code:

The proposed plat is for a development consisting of an industrial condominium/multi-tenant structure and a contractor’s yard. The project is proposed as a Planned Unit Development (PUD), which allows for limited flexibility from the base zoning standards of the City’s Industrial zoning district. An evaluation of the project’s conformance with applicable zoning standards is provided in this report.

Proposed Land Uses and Required Entitlements:

Garage Condos Site – uses approved through the PUD:

- Principal Use – Industrial Condominium/Multi-Tenant Structures
- Accessory Use – Outdoor storage

Contractor’s Yard Site – uses approved in Future Site Plan review and CUP:

- Principal Use – Offices (Contracting office)
- Accessory Use – 1.63 acre “Contractor’s Yard”

While staff previously raised concerns at the preliminary stage, the City Council’s preliminary approval on October 13, 2025 included the outdoor storage component as shown on the approved PUD concept. As a result, outdoor storage is addressed and regulated through this PUD approval.

The City’s zoning ordinance generally restricts outdoor storage except where expressly permitted for a specific use, such as a contractor’s yard. Through the PUD ordinance for this project, the City permits outdoor storage as an accessory to the approved principal use. This approval is limited to this PUD and does not establish permission for outdoor storage on other industrial properties without similar discretionary approvals.

Planned Unit Development

Per §153.087, the purpose of a PUD is to permit a more creative and flexible regulatory process in guiding land development compared to standard zoning regulations. This project is consistent with the City’s PUD Development Standards.

Bulk Standards

The proposed development standards are summarized in the figure below. The applicant is seeking a PUD (or specifically, to amend the original PUD) to permit flexibility for certain lots from the City’s requirements. Areas where flexibility is requested beyond the original PUD approvals are shaded in **blue**, below:

Standard	Industrial District Requirement	Garage Condos Site		Contractor's Yard Site
		Condos	Flex Space Buildings	
Minimum lot Size	1 acre	Varies (0.18 ac to 0.60 acre)	0.51 acre	4.58 acre
Minimum Lot Width	150'	55' – 100'	81.42'	309.64'
Building Height	45'	30' (to peaked roof)	29' (to flat roof)	SEE NOTE
Setbacks				
Front:	25'	40'	100'	80'
Side (Interior):	7.5'	10'	25'	58'
Rear:	30'	190'	NA	685'

NOTE: Building height for the Contractor's Yard Site shall be established through future site plan and conditional use permit approval and shall comply with applicable zoning and airport overlay requirements.

Lot Configuration

The Garage Condo site will contain 14 buildings, each on an individually platted lot. Surrounding each individually platted building lot will be 5 different outlots collectively encompassing the parking and drive areas along with the preserved wetland areas and the proposed outdoor storage area. A 6th outlot, Outlot F, will be final platted in the future with the development of a future contractor's office and yard. The configuration of lots and outlots currently shown on the final plat will allow phased buildout of the buildings proposed on the Garage Condo's site. As both the industrial flex space and garage condo buildings are constructed, they will be platted with a Common Interest Community (CIC or "Condo" plat) to allow for the individual spaces in each building to be sold as separate units. All shared access, parking, utilities, and stormwater facilities shall be governed by recorded easements and CIC documents to ensure perpetual access and maintenance.

A condition is recommended requiring the applicant to furnish a copy of all CIC plats approved by Washington County for this project.

Stormwater Management

The final plan consolidates stormwater treatment into four ponds (reduced from five at the preliminary stage) based on final engineering design. Final design details, including sizing and capacity calculations, were provided for review and approval with the submission of the final engineering plans. One stormwater pond is proposed to be shared by the two different sites. To address long-term stormwater pond maintenance responsibilities, a private maintenance agreement between the affected property owners shall be required if determined necessary by the City Engineer to ensure perpetual maintenance.

A condition of approval is recommended for conformance to the City Engineer’s memo which provides comments on necessary final corrections to the stormwater plans.

Environmentally Sensitive Land Impact

Protecting natural resources is identified as an Overarching Goal of the City of Forest Lake Comprehensive Plan, with an Identified Goal to “Protect natural resources, and sensitive areas through the community, including soils, woodlands, natural courses, open spaces and steep slopes. This development is consistent with that goal by minimizing impacts as follows:

- 100-yr Flood Plain: Not applicable, not within a 100-yr flood plain
- 500-yr Flood Plain: Not applicable, not within a 500-year flood plain
- Slopes: Not applicable, no excessive slope on the site.
- Wetlands: As currently proposed approximately 39,785 square feet (1.78 acres) of wetlands will be impacted across the site with approximately 242,913 square feet (5.58 acres) undisturbed.

Public Utilities

The applicant shall be responsible for the extension of the watermain along the west side of Forest Road North with connection to the existing watermain. Water service shall be extended to all buildings on the site per applicable building codes. Sanitary Sewer service will be extended through the site with required connections to the existing Sanitary Sewer located within Forest Road North. All utility extensions must be consistent with applicable city engineering standards.

A condition of approval is recommended for conformance to the City Engineer’s memo which provides comments on necessary corrections to the utility plans.

Public Right of Way Improvements

The segment of Forest Road North abutting this development is not presently constructed to the City’s standard for collector roadways. Staff therefore recommend the requirement to improve the segment of Forest Road North abutting this project. Based on coordination with the applicant, staff recommend a condition that the applicant be required to pay for the road project. This approach maintains the preliminary approval requirement that the development bears the cost of required roadway improvements, while allowing construction through a coordinated public project. The amount of the fee, and timing of payment will be established in the Development Agreement and Deferred Assessment Agreement required for this project.

Access and Circulation

This development is proposed to have one primary access point for each use. The Garage Condo site will contain one primary vehicle access with one additional emergency vehicle access point. Emergency access controls are not for use outside of emergency situations and will have a swing gate (or other Fire Department–approved device) to prevent regular use.

Access to the garage condo units will be provided through, at minimum, 50-foot-wide private drives. The drives will be wide enough to support parking on both sides abutting individual condo units and still allow for two-way traffic lanes and minimum fire apparatus turning movements. The applicant has provided the proposed HOA Declarations to the City, which are being reviewed to ensure that all future garage condo owners have access to the common areas and individual units.

A condition is added to conform with any revisions to the HOA declarations as required by the City Attorney.

Parking

A breakdown of parking standards is provided based on the different uses proposed in this development plan.

Number of stalls:

Use	Stalls Required (code requirement per use)	Stalls Proposed
Business Office Flex Space	Industrial/Warehousing = 15 stalls (1/2000 gross sq ft) Offices = 150 (1/200 gross sq ft)	96 stalls (1 stall/313 gross sq ft of buildings)
Garage Condo Units	Industrial/Warehousing = 139 stalls (1/2000 gross sq ft)	210+ stalls (including a minimum of two stalls per unit, plus shared guest and circulation-area parking)
Industrial Flex Space/Contractor’s Yard	Industrial/Warehousing = 5 stalls (1/2000 gross sq ft) Offices = 50 (1/200 gross sq ft)	30 stalls (1 stall/333 gross sq ft of buildings)

Given the private ownership model and varied user schedules, parking demand is expected to be distributed throughout the day rather than peaking simultaneously. Therefore, staff consider the proposed parking to sufficiently address the City’s requirements.

Location:

City Code requires all parking to be screened from public view. Most parking and internal circulation on this site is screened from public view along Forest Road North. Proposed landscaping helps to break up the parking that is visible from the Forest Road corridor. Staff are therefore supportive of flexibility to this standard.

Surfacing & Curbing:

To meet city standards, a combination of standard and ribbon (flat) curbing is provided surrounding parking and drive areas on site. The east side of the parking lots serving the flex industrial buildings are intentionally sloped to allow water to sheet drain into the swale along

Forest Road North. To meet the City's curbing requirement, the applicant has provided ribbon (flat) curbing in locations where stormwater sheet drains to the City's right of way.

Storage areas for contractor's yards are permitted to be dustless alternatives to gravel and must be approved through a future site plan review and conditional use permit.

Lighting:

Proposed lighting generally meets the City's footcandle limits at property lines, with limited, code-permitted exceptions at primary access points for safety and visibility.

Signage

A freestanding monument sign has been identified on the property at the primary entrance to the garage condos site along with generic sign locations above individual tenant spaces in the industrial flex space buildings. No detail has been provided beyond general location. Any signs must comply with all applicable regulations. Sign permits are required prior to installation of all signage. A master signage plan will be required for the site when permits are requested.

Woodland Preservation / Tree Mitigation

Primarily, existing trees on this site are located along the western boundary of the property in upland areas surrounding the wetland complex. It appears that there are sufficient trees in this area to qualify as a Significant Woodland under the City's code. On industrial parcels, development activity may remove up to 60% of significant woodlands without required replacement. As proposed, the applicant is removing 52% of the trees within the Significant Woodland on site and would not require replacement.

Landscaping Requirements

City Code establishes landscaping requirements in Section 153.135. Those requirements are summarized below:

Garage Condos Site Requirements (site perimeter = 4500 lineal feet)

Overstory Trees

- Required = 75 (perimeter/60)
- Proposed = 24

Understory Trees/Shrubs

- Required = 450 (perimeter/10)
- Proposed = 154

Flexibility from the City's landscaping requirements is requested through the PUD. Fewer trees are proposed than previously shown due to conflicts with required site improvements, primarily stormwater management facilities and associated easements. Staff support the requested flexibility, as most remaining open areas on the site consist of preserved wetlands, land dedicated for stormwater management, or areas constrained by underground utilities.

The revised plans also preserve additional wetland areas compared to the earlier concept and preliminary plat plans. While limited locations may exist where additional trees could be installed, staff find that strict adherence to the numeric landscaping standards would result in impractical planting locations with poor survivability and limited visual benefit. In addition, the proposed understory tree and shrub plantings meet the landscaping requirements for frontage along Forest Road North.

For these reasons, the requested landscaping flexibility is consistent with the intent of the PUD ordinance to allow site-specific design solutions while protecting environmental resources.

Design Standards

The City Code establishes minimum standards for design in section 153.080. These standards apply to new developments in the Industrial district. The Garage Condos site has been reviewed against these standards.

Site Layout

The site substantially conforms with the design elements for Industrially zoned properties such as site layout, lighting, internal circulation, loading, and exterior storage.

Visual Interest and Building Materials

The proposed flex space buildings fronting Forest Road North meet minimum standards for visual interest by including accent materials, contrasting yet complementary colors, and articulated entrances. Per the condition of the Preliminary Plat and PUD, the north and south building elevations have storefront marquees.

The primary façade material proposed throughout this development is painted steel board and batten siding. This material is generally compatible with the sites that surround this project and is of a material quality substantially conforming to the intent of the City's code. Staff are supportive of this material as proposed throughout the project for this reason.

Parkland Dedication

At its regular meeting on September 17, 2025, the City of Forest Lake's Parks and Recreation Commission reviewed this item and recommended that the City Council accept a cash contribution for park land dedication.

Phasing Plan

The applicant has indicated that the proposed development will be constructed in multiple consecutive phases. Specific timing for each phase has not yet been established; therefore, a condition is recommended requiring submission of a phasing plan prior to recording of the final plat and execution of the Development Agreement.

Forest Lake Airport Overlay District

The property is located within the Forest Lake Airport Overlay District and shall comply with the requirements of the district. Primarily, restrictions for this site are limited to structure height.

With the tallest building at 30 feet tall, these structures will comply with the Airport Overlay Height limit.

Review Comments

City Engineer – City Engineer Ryan Goodman provided a City Engineering Memo dated January 12, 2026, outlining comments and requirements related to the civil plans submitted for the Forest Lake Garage Condos final plat and PUD. Staff recommend a condition of approval requiring compliance with this memo. Key items identified in the Engineering Memo include the following:

- The applicant has provided required easements on the Final Plat.
- The applicant will be responsible for reconstruction of Forest Road North to current City standards, with cost responsibility and payment timing to be established through a Development Agreement.
- Revisions to the project plans are required to address review comments related to grading, utilities, details, and other technical elements.
- All proposed site improvements shall be privately owned and maintained.

Fire Chief – Fire Chief Alan Newman confirmed fire hydrant locations in conjunction with the Engineering review.

Building Department – Building Official Jason Wagner noted that any building over 2000 gross square feet will require fire sprinklers, and the water supply will need to be sized accordingly.

Public Works – Director of Public Works Dave Adams did not have comments on this Development which were not included in the Engineering memo.

Rice Creek Watershed District (RCWD) – The applicant received a conditional approval from the RCWD on November 12, 2025. Pending approval of revised plans and securities by the watershed, the applicant will have met RCWD requirements to begin work on site.

RECOMMENDATION:

The Planning Commission is responsible for reviewing the Final PUD request and making a recommendation to the City Council; the final plat is acted on by the City Council and recorded with Washington County.

Staff recommends the Planning Commission review the Final PUD request and discuss the proposal in relationship to the enclosed Findings of Fact:

1. The Forest Lake Garage Condos final plat and PUD are consistent with the City's adopted 2040 Comprehensive Plan.

2. The Forest Lake Garage Condos final plat and PUD are consistent with the conditional approval of the preliminary plat and PUD by the Forest Lake City Council on October 13, 2025.
3. The Forest Lake Garage Condos final plat and PUD are consistent with the City's Subdivision and Zoning ordinances, surface water management plan, airport zoning regulations, and applicable engineering standards.
4. The Forest Lake Garage Condos final plat and PUD are consistent with the existing and planned surrounding context.
5. The Forest Lake Garage Condos final plat and PUD plans will not negatively impact the health, safety, and general welfare of the surrounding area.
6. The Forest Lake Garage Condos final plat and PUD plans will not create an unmitigated burden on parks, schools, streets or other public facilities.
7. The Forest Lake Garage Condos final plat and PUD will be constructed in a phased manner acceptable to the City.
8. The Forest Lake Garage Condos final plat and PUD plans will not negatively impact environmental quality, property values, scenic views, and reasonable enjoyment of the surrounding area.
9. Flexibilities to city code proposed in the Forest Lake Garage Condos final plat and PUD plans are justified by the design of the proposed use.

Following discussion, staff recommends the Planning Commission **make a motion to recommend City Council approval of the Forest Lake Garage Condos final planned unit development, subject to the following conditions of approval:**

I. General Compliance and Approved Plans

1. The site shall be developed in substantial conformance with the following plans and comments on file with the Community Development Department as part of Case No. J25-0639, except as may be modified by the conditions herein:
 - Preliminary Plat (Dated 11/14/25)
 - Final Plat (Received on 12/23/25)
 - Forest Lake Garage Condo Plans (Dated 11/14/25)
 - Stormwater Management Report (Dated 11/14/25)
2. The requirements of the City Engineer (as noted in the project review memo dated January 12, 2026), City Attorney, Public Works Director, Building Official, and Fire Chief shall be met before or during construction and development of the project, as applicable.
3. The applicant or owner shall obtain all required City, County, State, and Rice Creek Watershed District permits, prior to starting any demolition, tree removal, grading or construction activity.

II. Requirements Prior to Recording of the Final Plat

4. The applicant shall fully execute a Development Agreement with the City.
5. The applicant shall enter into a Deferred Assessment Agreement for improvements required to bring the segment of Forest Road North abutting the development site into conformance with applicable City standards.
6. All required City financial guarantees shall be submitted, and payment shall be received for all outstanding bills and invoices related to the project. The City shall not release the final plat for recording until all such payments have been received.
7. A phasing plan detailing estimated timelines and phases for buildout of the Garage Condos Site shall be submitted to the City's Community Development Department.
8. All required documents shall be recorded with Washington County at the applicant's expense.

III. Property Management, Ownership, and Long-Term Operations

9. The applicant shall make amendments to HOA declarations or title documents as directed by the City Attorney to ensure adequate access, maintenance, and operational responsibilities.
10. The applicant shall furnish a copy of all Common Interest Community (CIC) plats approved by Washington County for this project.
11. If required by the City Engineer, the applicant shall provide a private stormwater maintenance agreement to ensure perpetual maintenance of shared stormwater facilities.




IV. Construction & Implementation Requirements

12. The applicant or contractor shall hold a preconstruction meeting prior to commencing any grading or construction activity. Representatives from the City, Washington County, MnDOT, the Rice Creek Watershed District, and applicable private utilities shall be invited.
13. Flexibility on signage is not provided through the PUD. A master sign plan shall be submitted and approved prior to issuance of any sign permits for the property.

ATTACHMENTS:

1. Site Location Map
2. Project Narrative
3. City Engineering Memo, January 12, 2026
4. Forest Lake Garage Condo Final Plans

Legend

-  City Limits
-  Parcels 07/21/2025
-  Lot Lines



**FL Garage Condos
PZ25-1351 &
PZ25-1352**



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Forest Lake is not responsible for any inaccuracies herein contained.



Forest Blvd N. – Project Development Narrative – Garage Condos

Preliminary Plat and Preliminary PUD approval was received by the Planning Commission on 10/8/2025 and the City Council on 10/13/2025 for the proposed development of 30 acres of land located along Forest Blvd N., Forest Lake, MN (*parcel number 200322113006*). A full legal description of the parcel is referenced within application documents.

The intent of the developer memo is to highlight any significant changes between preliminary submission to final submission incorporating staff and commission/council review comments as detailed below.

1. The front two buildings (flex office) have been revised to provide additional building modulation, structural elements, and color patterns.
2. The Garage Condominium buildings adjacent to Forest Rd North have been revised with an increased number of exterior elements, windows, and additional landscape to assist in visual impact.
3. Outdoor storage area located on the Garage Condominium parcels has been reduced by roughly 9,200 SF resulting in smaller storage footprint while increasing the natural buffer of the woods and trees.
4. Discussions and review with Rice Creek Watershed have resulted in a revised impact plan and conditional approval. The overall wetland impact area has been reduced by roughly (36,460SF) or 0.84 acres.
5. The revised final plans due to watershed comments and smaller outdoor storage area combined, result in a reduced impacts of the woodland preservation by roughly (59,000)SF or a 42% impact.

Enclosed are full applications for the Final PUD and Final Plat

January 12, 2026

Forest Lake Planning and Zoning Department
City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025

RE: Forest Lake Garage Condos Final Plat and PUD Review

Dear Forest Lake Planning and Zoning Department,

We have completed our review of the documents submitted for the Forest Lake Garage Condos Final Plat and PUD received from the representatives of KSSK Investments, LLC, located on Forest Road N, Parcel ID: 20.032.21.13.0006. The following submitted documents were reviewed:

- Preliminary Plat for Forest Road North Garage dated 11/14/25, received on 12/23/25, prepared by Civil Site Group.
- Final Plat for Forest Road North Garage not dated, received on 12/23/25, prepared by Civil Site Group
- Preliminary Plans for Forest Road Garage Condo dated 11/14/25, received on 12/23/25, prepared by Civil Site Group including: Title Sheet, Project Notes, Removals Plan, Woodland Preservation Plan, Site Plan, Turning Movements Exhibit, Wetland Impact Exhibit, Grading Plan, Utility Plan, Details, Landscape Plan, SWPPP, Architectural Elevations, and Photometric Plan.
- Stormwater Management Report dated 11/14/25, received on 12/23/25, prepared by Civil Site Group.

All comments in ~~gray~~ have been addressed. Comments in **red** are new.

We provide the following comments for proposed improvements:

1. ~~All proposed street, sanitary sewer, water main, and storm sewer facilities shall be designed and constructed in accordance with the current Forest Lake Public Works/ Engineering Standards and zoning codes.~~ **Applicant Noted.**
2. Preliminary Plat / **Final Plat:**
 - ~~a. A 66-foot road right-of-way over Forest Road shall be dedicated to the City. The plat shows "width varies" currently, revise to 66'.~~
 - ~~b. A 10' wide drainage and utility easement shall be added in the following locations:~~
 - ~~i. Along Forest Road western right-of-way.~~
 - ~~ii. Along the south property line.~~

- c. An access easement shall be provided from Forest Road to Wetland #1.
 - i. ~~Public Works would prefer the easement location start at the emergency access road.~~ Applicant indicated that the development team prefers to create a blanket easement and will work with the City on the agreement.
- 3. Sheet C0.0 – Title Sheet:
 - a. ~~Sheet W1.0 Wetland Plan was not included in the submittal. Submit plan sheet for review or remove from Sheet Index.~~
- 4. Sheet C0.1 – Project Notes:
 - a. ~~Add the following notes under the General Utility Notes.~~
 - i. ~~All proposed street, sanitary sewer, water main, and storm sewer facilities shall be designed and constructed in accordance with the current Forest Lake Public Works/Engineering Standards and zoning codes.~~
 - ii. ~~Contractor is required to contact City of Forest Lake Public Works if any water main improvements require shut down of the system or operation of existing valves in the public right of way or easements. 72-hour notice is required to coordinate shutdowns with affected property owners.~~
 - iii. ~~All connections to City utilities must be observed by City Staff, provide 72-hour notice for observation.~~
- 5. Sheet C1.0 – Removals Plan:
 - a. ~~Add “Sawcut Bituminous Pavement” callouts as shown on the attached markup.~~
- 6. Sheet C1.1 – Woodland Preservation Plan
 - a. Proposed woodland preservation plan will have to meet planning and zoning requirements. Applicant Noted.
- 7. Sheets C2.0-2.2 – Site Plan:
 - a. Developer will be required to reconstruct existing Forest Road N to current City standards upon approved agreement with City. Applicant stated discussion on timing and construction/cost responsibility to take place within the City development agreement.
 - i. ~~Bituminous pavement shall be 25-foot wide paved rural section street along the length of the property to match the improved pavement width to the north.~~
 - ii. ~~Typical street section thicknesses shall be per City standards: 4” bituminous, 10” gravel base, 20” sand subbase with geotextile fabric.~~
 - iii. ~~Add typical street section, street profile, and street cross sections for Forest Road to the plans.~~
 - iv. ~~Coordinate any necessary road closures for utility or street work with the City and provide detour plans for review a minimum of 14 days prior to the closure.~~
 - b. Add legend, label curb and gutter and valley gutters, label driveway radii and other radii on the site, and show drainage and utility easements on Sheets C2.1 and C2.2 as noted on the attached markup.

- c. Fire Department shall review and approve the ~~knock down bollards~~ swing gate and Knox Box proposed for the emergency access road.
 - ~~d. Emergency access road must be designed to accommodate snow plowing and snow removal by property owner.~~
 - e. Approval shall be obtained from the owner of the Northern States Power Electric Transmission Easement for any grading, utilities, landscaping, or other construction within the easement. Applicant stated discussions and coordination are underway.
 - f. Verify building heights and setbacks meet Federal Aviation Authority standards. Applicant noted that coordination will take place as soon as possible.
 - g. Add ADA accessible parking spaces as noted on the attached markup to meet minimum building code requirements.
8. Sheet C2.3 – Turning Movements:
- a. Fire Department shall review and approve site layout and turning movements to ensure adequate emergency vehicle access is provided. Applicant Noted.
 - b. Update turning movements for revised site layout.
9. Sheet C2.4 – Wetland Impact Exhibit (now W1.0 Wetland Plan):
- a. To be reviewed and approved by Rice Creek Watershed District. Applicant Noted.
10. Sheets C3.0-3.2 – Grading Plan
- ~~a. Add pond labels similar to the Utility plans showing pond information.~~
 - ~~b. Add proposed slope labels for valley gutters on site.~~
 - ~~c. Provide Wetland #1 assumed NWL elevation.~~
 - ~~d. Revise ditch and swale grading to meet City standard minimum 2.5% grade or add storm sewer if a 2.5% minimum grade is not achieved in the following locations:~~
 - ~~i. Along south property line.~~
 - ~~ii. Along Forest Road right-of-way.~~
 - ~~iii. Along north property line from Forest Road to Pond 1.~~
 - ~~iv. Between Ponds 2 and 3.~~
 - ~~e. Ensure drainage is not being directed onto adjacent properties.~~
 - ~~f. Review if a culvert is needed under the southern parcel driveway for proper drainage.~~
 - ~~g. Pond 1: Verify outflow routing. Short circuiting is very likely with this configuration of wet pond.~~
 - h. Clarify proposed drainage outlet from southwest parking area to NURP Pond 3.
 - i. Is there a curb cut and Rain Guardian being proposed? If so, add labels. If not, what is being proposed?
11. Sheets C4.0-4.2 – Utility Plan:
- ~~a. Developer will be required to construct a 12" watermain along Forest Road to current City standards upon approved agreement with City.~~

~~b. Fire Department shall review and approve site hydrant locations. Two hydrants will be required, coordinate location with Fire Department.~~

c. Add hydrants ~~and valves~~ as shown on the attached markup.

~~d. We recommend adding additional valves on the private site watermain for isolation purposes.~~

~~e. Revise sanitary pipe size labels to reflect proposed 6" main.~~

f. ~~Label water service size to buildings.~~ Sizes to be determined during building permit application.

g. ~~Show gate valves or curb stops at ends of water services to buildings.~~ Service pipe 4" diameter or greater will require gate valves.

~~h. Building elevations must be 2' above adjacent pond HWL elevation.~~

~~i. Revise building elevations as noted on the attached markup.~~

~~i. Add proposed building elevations to Sheet C4.2.~~

j. All materials and sanitary sewer/water services shall be designed to meet Mn Dept of Labor and Industry (MnDOLI) Plumbing Code requirements. Applicant noted that a preliminary review call has taken place with MnDOLI and plans show utilities per their requirements.

k. Add notes for utility pipe material specifications (sanitary, water, storm) so Contractors know what they are supposed to provide.

i. All public watermain shall be PVC C900 DR 18 with tracer wire including tracer wire test boxes and grounding anodes at all hydrants and stubs per City requirements.

ii. All hydrants on site shall meet City requirements.

12. Sheets C5.0-5.1 – Civil Details:

a. The following details shall be added to the plan.

~~i. WAT-6: Concrete Thrust Blocking~~

~~ii. WAT-8: Hydrant~~

~~iii. EOF armoring detail~~

iv. Drintile, Drintile Cleanouts, and shallow catch basins.

13. Sheets L1.0-1.2 – Landscaping Plan:

a. Proposed landscaping plan will have to meet planning and zoning requirements.

~~b. Landscaping is not allowed within drainage and utility easements.~~

~~c. Ensure trees/shrubs are not located in swale bottoms.~~

14. Sheets SW1.0-1.3 – Stormwater Pollution Prevention Plan (SWPPP)

~~a. Add long term operation and maintenance contact information on Sheet SW1.2.~~

15. Sheet A3.1 – Architectural Elevations (3 Sheets)

a. Architectural elevations will have to meet planning and zoning requirements.

16. Sheet E5.1 – Photometric Plan

- a. Photometric plan will have to meet planning and zoning requirements.

17. Stormwater Management Report:

- a. All stormwater management requirements of the City and RCWD shall be met. **Applicant Noted.**
- b. All materials and storm sewer shall be designed to meet MnDOLI Plumbing Code requirements. **Applicant Noted.**
- ~~c. There is a disconnect between the NURP Ponds shown on the plans and the modeling of these as infiltration ponds in the stormwater report.~~
- ~~d. Review and revise the report and modeling to clarify if NURP basins or infiltration features are being used. Based on the modeling, these basins will dry out between events, as exfiltration is modeled at all depths.~~
- ~~e. Soil borings across the site show clayey soils (CL and SC), which have a design infiltration rate of 0.06 in/hr per the stormwater manual. Update the exfiltration rate included in the model, or provide infiltrometer testing to support this infiltration rate. Ensure proposed features meet the 48-hour drawdown time required by the stormwater general permit.~~
- ~~f. Basins 2P is modeled as an infiltration basin with an exfiltration rate of 0.2 in/hr. Borings 15, 16, and 17 show mixed soils, including CL and SC soils. None of these borings appear to have been taken at the proposed location of basin 2P. Verify that this feature will function as designed. A 48-hour drawdown time is required by the state permit.~~
- ~~g. Identify the flow path out of Basin 2P for events in excess of the basins capacity. Verify that a 48-hour drawdown time is being provided by this feature.~~
- ~~h. No borings were provided around basin 4P. This basin is modeled as an infiltration basin with an exfiltration rate of 0.2 in/hr. Provide supporting information that this basin will function as modeled.~~
- ~~i. Add detail/supporting information to basin 3P modeling. These two cells are connected by an 8" storm equalizer according to the 8-6-25 plan. Provide adequate support information that an 8" equalizer is adequate.~~
- ~~j. Provide design information supporting the proposed 24" crossing of the yard access road. If necessary, add riprap to prevent inlet/outlet scour.~~
- ~~k. Review grading/curb around basin PR1E to confirm that the entire subbasin will drain to NURP basin 4.~~
- ~~l. Based on modeling, the EOF will be activated for basin 3P. The EOF will need to be stabilized to prevent erosion. Provide design information for EOF armoring, including a plan detail.~~
- m. In addition to onsite stormwater management, the plan shall identify and demonstrate how stormwater treatment requirements from the Forest Road reconstruction will be satisfied. **Applicant stated that the west half of Forest Road will be treated by onsite stormwater infrastructure and the east half will drain east to the existing grassy swales. However, both west and east areas are included in the stormwater modeling for Rates, Volumes, and Water Quality.**

18. Permits:

- a. Plans for the building and all site work shall be submitted to and approved by the Department of Labor and Industry prior to construction. Submit approval to the City.
- b. Connection to the existing sanitary sewer manholes will require a permit from Metropolitan Council Environmental Services (MCES). **Application submitted 10/27/25.**
 - i. Applicant shall verify if MCES will allow connections to the 3 different manholes.
- c. ~~Applicant shall verify with the MPCA if a Sanitary Sewer Extension permit will be required for sanitary sewer within City right-of-way.~~ **Applicant stated no permit is required.**
- d. A Minnesota Department of Health permit will be required for watermain improvements within City right-of-way along Forest Road N. **Application submitted 11/13/25. Submit copy of approved permit to City.**
- e. ~~A wetland delineation has been completed and shall be reviewed by the Technical Evaluation Panel (TEP). Wetland impacts should anticipate having a replacement plan completed and submitted for review and approval.~~ **Applicant Noted.**
- f. ~~The site is located within the RCWD requiring a permit to be obtained from them subject to stormwater, erosion control, wetland impact, floodplain fill, and any other applicable requirements.~~ **RCWD issued CAPROC 11/06/25.**
 - i. ~~It is highly recommended to initiate coordination with RCWD early in design.~~
 - ii. ~~All applicable RCWD stormwater management plan requirements shall be submitted to the City for review.~~
- g. A National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit shall be obtained from MPCA. All applicable requirements of the permit shall be submitted to the City for review. **Applicant Noted.**
- h. Any other applicable permits will need to be secured by the developer. **Applicant Noted.**

19. Additional Items: **Applicant Noted all additional items.**

- a. If the City requires a Site Improvement Agreement for this project, the Developer will be responsible for associated fees and financial securities.
- b. Site improvements shall be coordinated with private utility owners and private utility work will be the responsibility of the applicant.
- c. All proposed improvements shall be privately owned and maintained (**including swale and draitile within the drainage and utility easement adjacent to Forest Road right of way**), except Forest Road N improvements and the 12" watermain along Forest Road N, which will be publicly owned and maintained.
- d. A fully executed site improvement agreement shall be in place prior to any construction commencing.
- e. All necessary permits and approvals shall be obtained and copies submitted to the City before construction can begin.

f. A preconstruction meeting is required to be held prior to any construction activity starting on site. The Owner shall invite representatives from the City, Watershed, and private utility owners.

~~g.—A Gopher State One Call shall be completed before any excavation work can begin as noted on the plans.~~

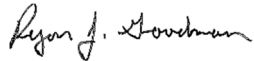
~~h.—All construction shall be completed within City approved working hours.~~

~~i.—All construction activity and material storage shall be contained within the site, with the exception of work along Forest Road N.~~

~~j.—Street sweeping will be required within 24 hours if sediment is tracked off the site.~~

No work shall begin on the project until all the comments in this report are addressed, revised submittals are received, and written notification is sent from the City. If there are any questions or concerns with the review of the proposed site development, please feel free to contact me anytime.

Sincerely,



Ryan J. Goodman, P.E.
City Engineer

Enclosures

FOREST ROAD NORTH GARAGE

KNOW ALL PERSONS BY THESE PRESENTS: That Forest Rd North Development, LLC, a Minnesota limited liability company, fee owner of the following described property:

All that part of the W 1/2 of the NE 1/4 of Section 20, Township 32 North, Range 21 West, Washington County, Minnesota, which lies Westerly of the right-of-way of the Northern Pacific Railway, and Southerly of the North 615.00 feet thereof.

Except the following: The South 544 feet of the North 1159 feet of the W 1/2 of the NE 1/4 of Section 20, Township 32 North, Range 21 West, Washington County, Minnesota, which lies Westerly of the Right of Way of the Northern Pacific Railway.

Has caused the same to be surveyed and platted as FOREST ROAD NORTH GARAGE and does hereby dedicate to the public for public use forever the public way and the drainage and utility easements as created by this plat for drainage and utility purposes only.

In witness whereof said Forest Rd North Development, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

Forest Rd North Development, LLC
By _____ Its _____

STATE OF _____ COUNTY OF _____
This instrument was acknowledged before me on this _____ day of _____, 20____

by _____ its _____ of Forest Rd North Development, a Minnesota limited liability company, on behalf of the company.

Notary Public, Signature _____ Notary Public, Printed Name _____

Notary Public _____ County, _____

My Commission Expires: _____

SURVEYORS CERTIFICATE
I, Rory L. Synstleien, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Rory L. Synstleien, Licensed Land Surveyor
Minnesota License No. 44565

STATE OF MINNESOTA, COUNTY OF HENNEPIN
This instrument was acknowledged before me on this _____ day of _____, 20____
by Rory L. Synstleien, Licensed Land Surveyor.

Notary Public, Signature _____ Notary Public, Printed Name _____

Notary Public _____ County, Minnesota

My Commission Expires January 31, 20____

CITY OF FOREST LAKE
This plat was approved by the City Council of Forest Lake, Minnesota this _____ day of _____, 20____
and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

Signed _____ Mayor Signed _____ Clerk

WASHINGTON COUNTY SURVEYOR
Pursuant to Chapter 820, Laws of Minnesota, 1971, and in accordance with Minnesota Statutes, Section 505.021, Subdivision 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By _____ Washington County Surveyor

WASHINGTON COUNTY AUDITOR/TREASURER
Pursuant to Minnesota Statutes, Section 505.021, Subdivision 9 and Section 272.12, taxes payable in the year _____ on real estate hereinbefore described, have been paid; and there are no delinquent taxes, and transfer has been entered on this _____ day of _____, 20____.

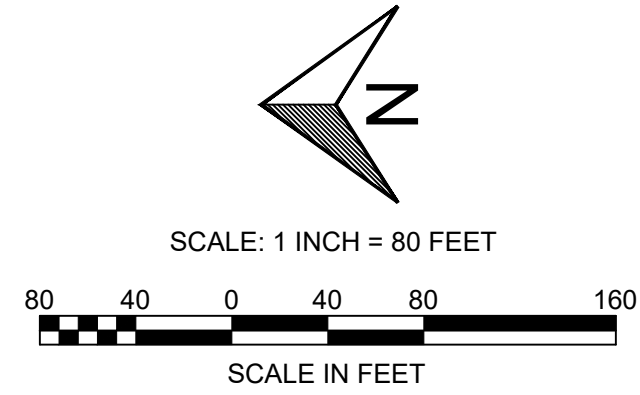
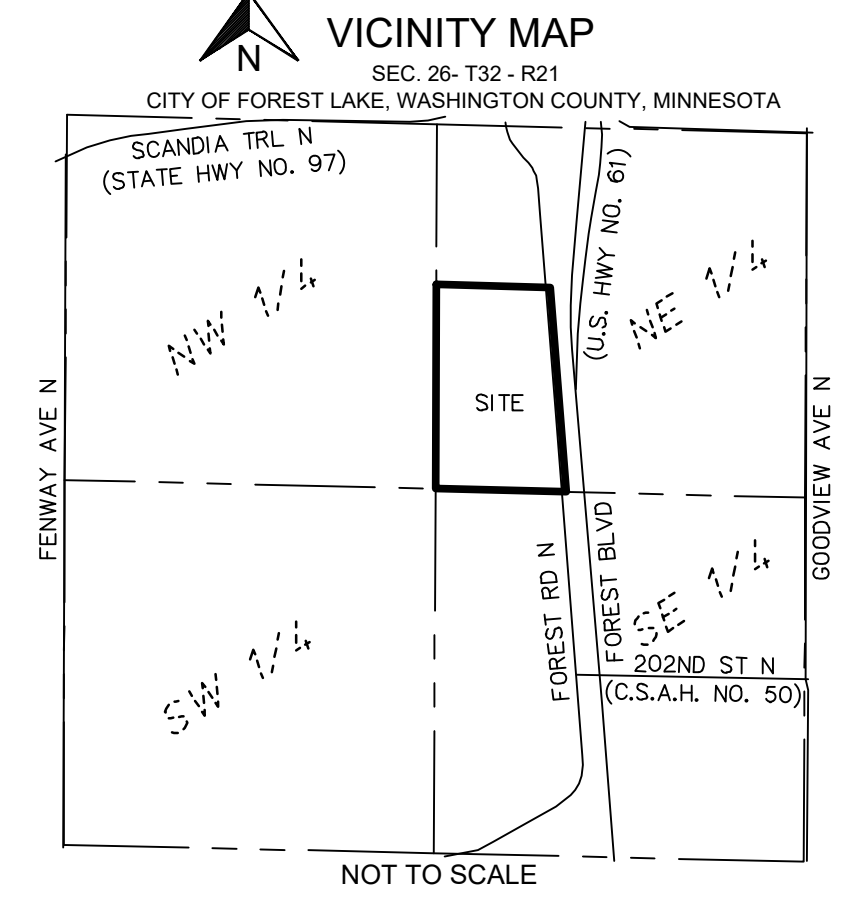
By _____ Washington County Auditor/Treasurer By _____ Deputy

WASHINGTON COUNTY RECORDER
Document Number _____

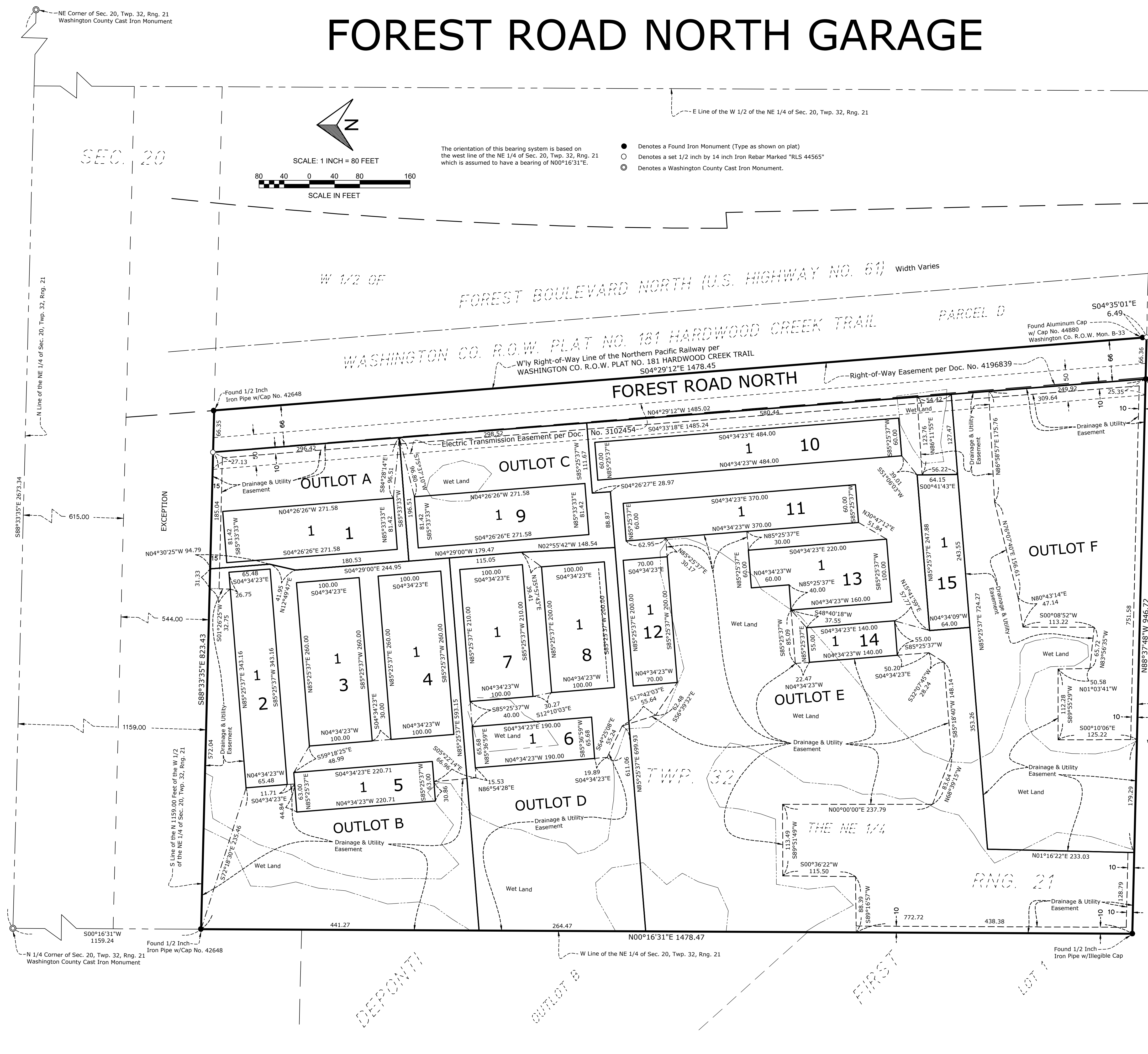
I hereby certify that this instrument was recorded in the Office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____ M.

and was duly recorded in Washington County Records.

By _____ Washington County Recorder By _____ Deputy

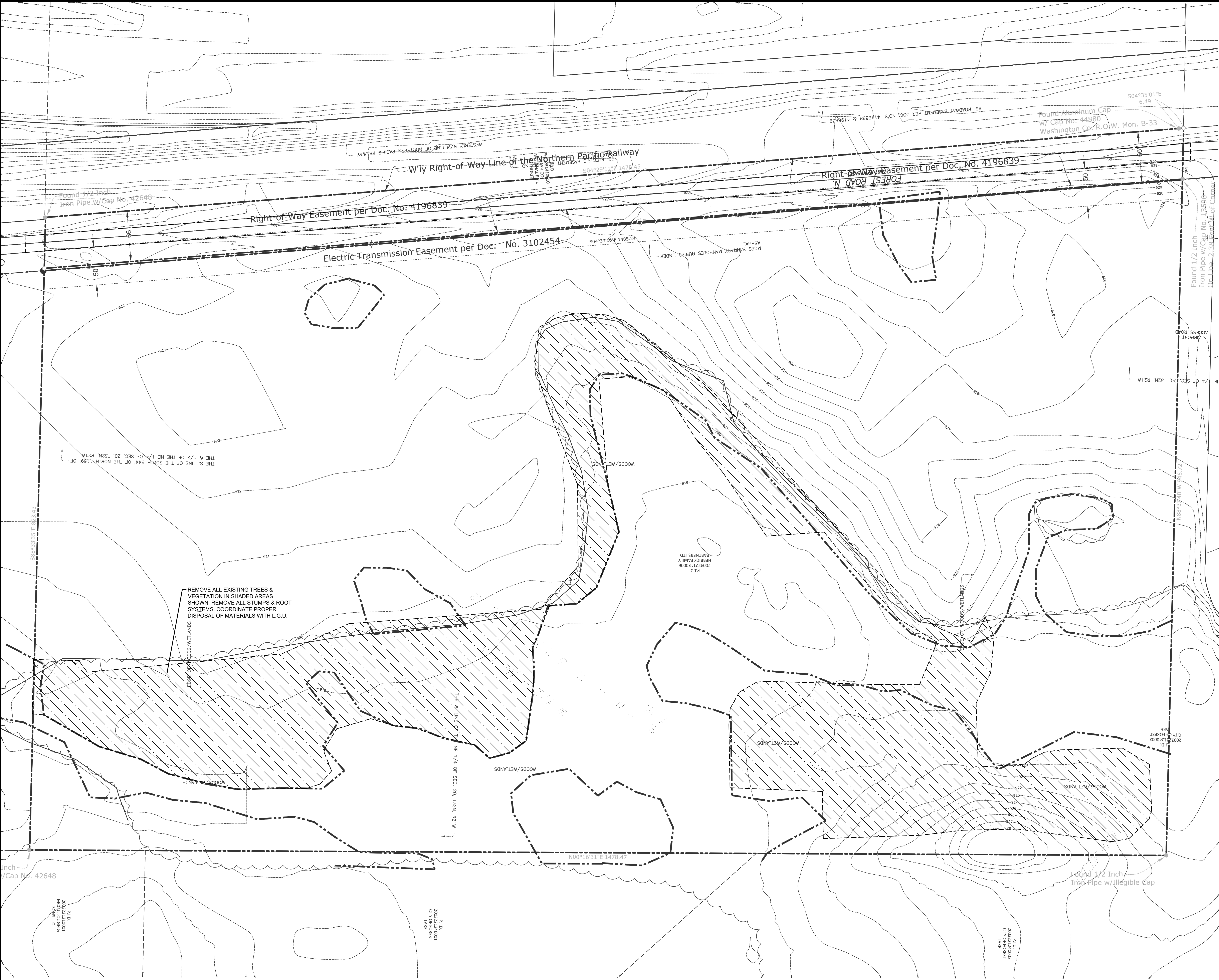


- Denotes a Found Iron Monument (Type as shown on plat)
- Denotes a set 1/2 inch by 14 inch Iron Rebar Marked "RLS 44565"
- Denotes a Washington County Cast Iron Monument.



ADDITION
BLOCK 7

**PRELIMINARY:
NOT FOR
CONSTRUCTION**



PROJECT
FOREST ROAD NORTH GARAGE
CONDO
FOREST LAKE, MN 55025
OWNER
KSSK INVESTMENTS, LLC.
STATE BY COURT: EAGAN, MN 50123

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert L. Binder
Robert L. Binder
DATE 11/14/25 LICENSE NO. 25821

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
03/20/25	SKETCH PLAN SUBMITTAL
08/05/25	WATERSHED SUBMITTAL
08/05/25	CITY SUBMITTAL
08/05/25	PROJNG SET
08/05/25	WATERSHED SUBMITTAL
10/03/25	WETLAND IMPACT RESUBMITTAL
10/04/25	WATERSHED RESUBMITTAL
10/07/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

REVISION SUMMARY	
DATE	DESCRIPTION

REVISION SUMMARY	
DATE	DESCRIPTION

WOODLAND PRESERVATION PLAN
C1.1
© COPYRIGHT 2025 CIVIL SITE GROUP INC.

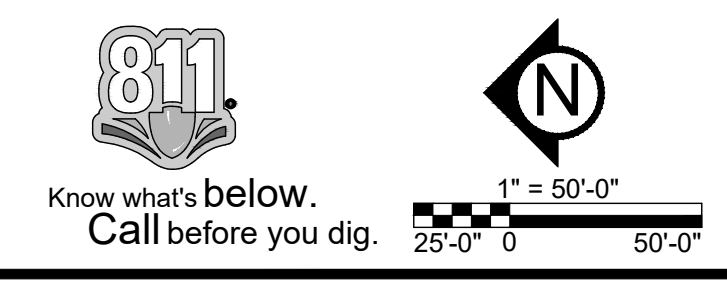
TREE PRESERVATION PLAN LEGEND:

	CONSTRUCTION LIMITS
	PROPERTY LINE
	TREE PROTECTION
	TREE REMOVAL - INCLUDING ROOTS AND STUMPS

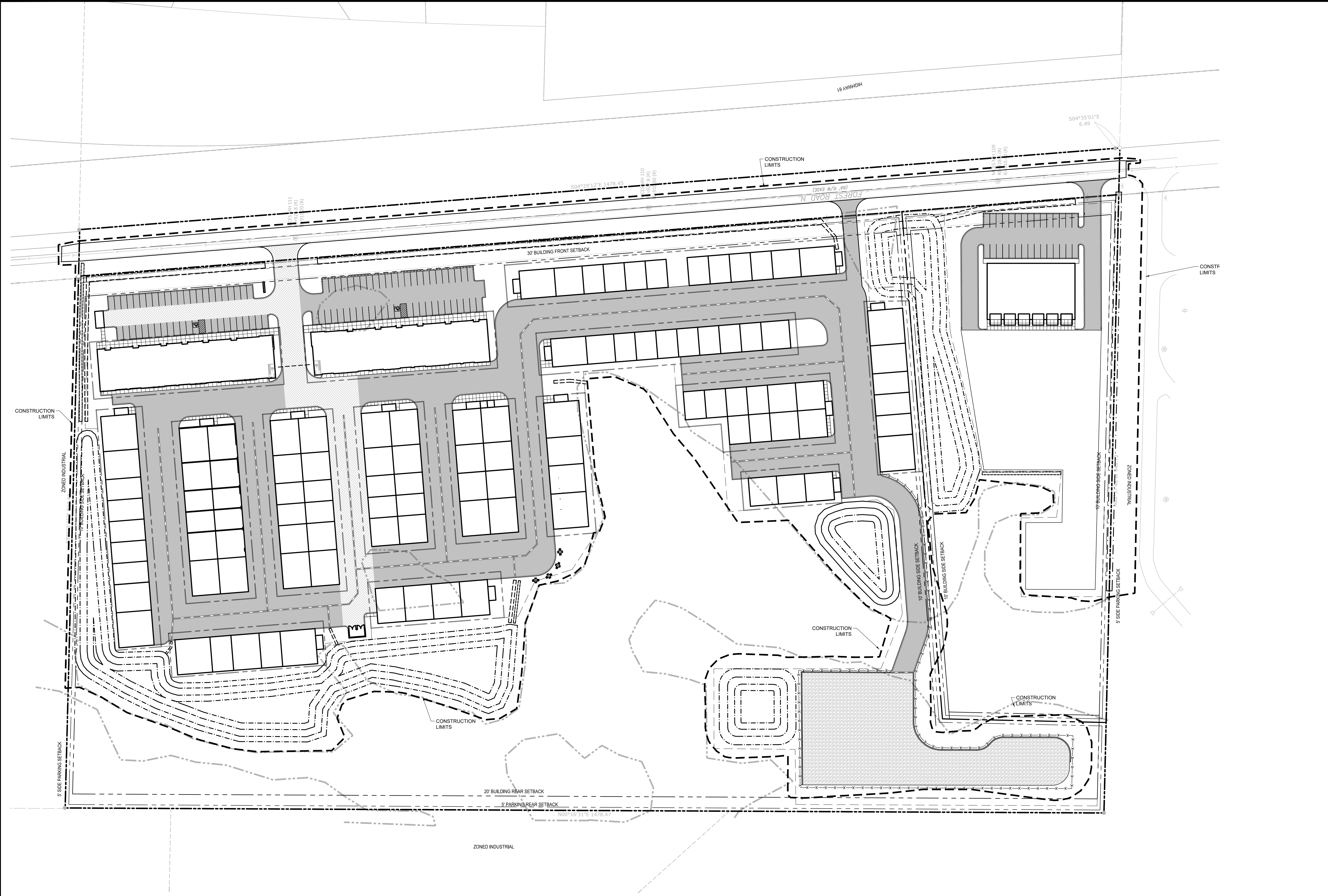
WOODLAND PRESERVATION CALCULATIONS

ALLOWED REMOVALS IS 60%	
EXISTING CONDITIONS:	534,045 SF
PROPOSED REMOVALS:	226,509 SF
PERCENTAGE REMOVED:	42%

SEE SHEET C0.1 FOR GENERAL REMOVAL NOTES



**PRELIMINARY:
NOT FOR
CONSTRUCTION**



SITE PLAN LEGEND:

	BITUMINOUS PAVEMENT. SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH. SEE DETAIL.		PROPERTY LINE		ACCESSIBILITY ROUTE ARROW (IF APPLICABLE) DO NOT PAINT.
	HEAVY DUTY BITUMINOUS PAVEMENT. SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH. SEE DETAIL.		CONSTRUCTION LIMITS		SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.
	CONCRETE PAVEMENT (IF APPLICABLE) AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS. WITHIN ROW SEE CITY DETAIL. WITHIN PRIVATE PROPERTY SEE CSG DETAIL.		CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN		HC = ACCESSIBLE SIGN
	GRAVEL DRIVING SURFACE		CURB TAPER		NP = NO PARKING FIRE LANE
			TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS		ST = STOP
			1. RESERVED FOR CITY SPECIFIC SITE NOTES.		CP = COMPACT CAR PARKING ONLY

SEE SHEET C0.1 FOR GENERAL SITE NOTES

PROJECT
FOREST ROAD NORTH GARAGE CONDO
FOREST LAKE, MN 55025
OWNER
KSSK INVESTMENTS, LLC.
JANUARY COURT, EAGAN, MN 55123

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.

Matthew R. Pavlek
DATE 11/14/25 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
03/20/25	SKEETCH PLAN SUBMITTAL
08/05/25	WATERSHED SUBMITTAL
08/05/25	CITY SUBMITTAL
08/05/25	PARKING SET
08/05/25	WATERSHED SUBMITTAL
10/03/25	WETLAND IMPACT RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

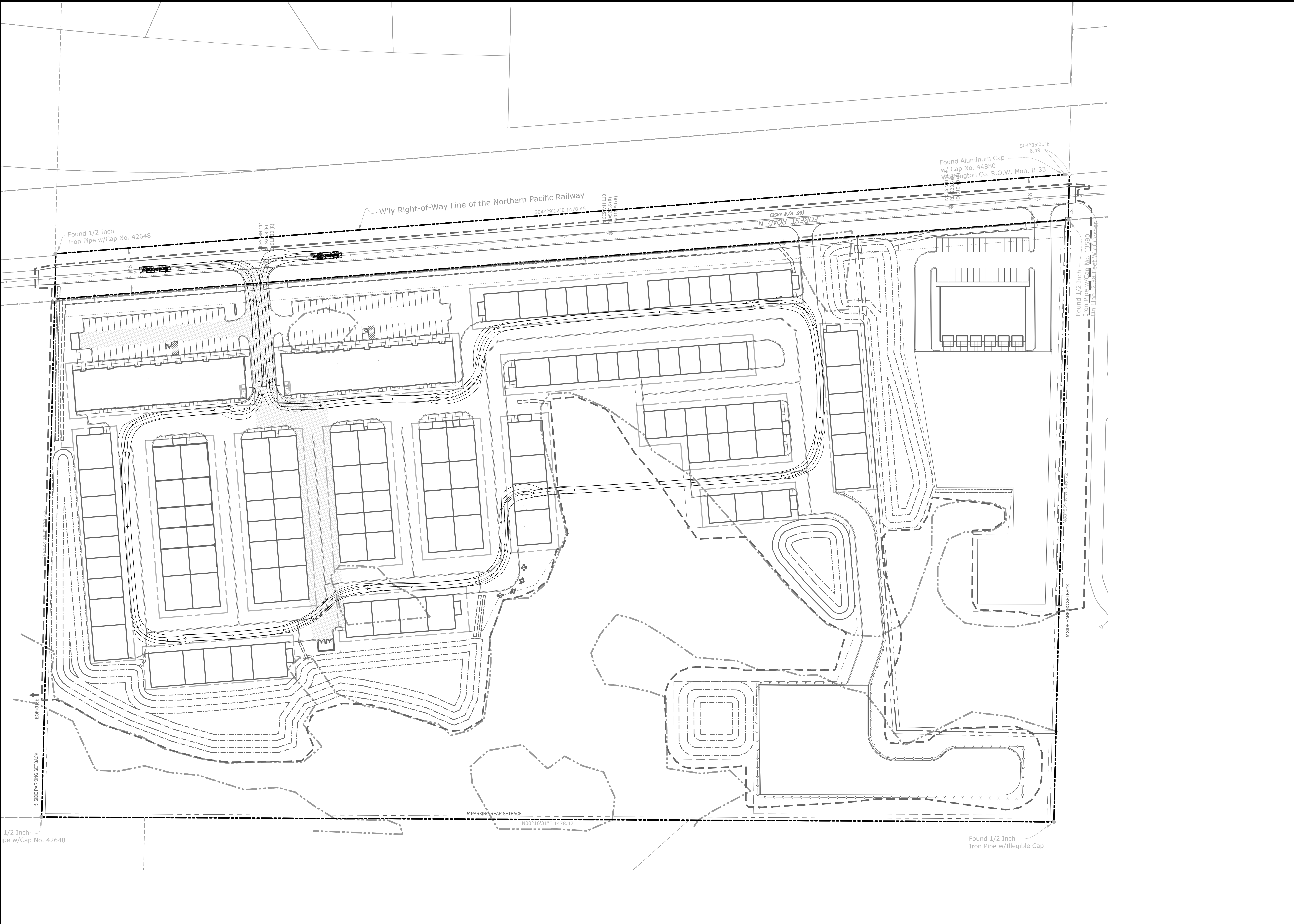
REVISION SUMMARY

DATE	DESCRIPTION

SITE PLAN OVERALL

DATE	DESCRIPTION

**PRELIMINARY:
NOT FOR
CONSTRUCTION**



PROJECT
FOREST ROAD NORTH GARAGE
CONDO
FOREST LAKE, MN 55025

OWNER
KSSK INVESTMENTS, LLC.
REGISTERED IN COURT, EAGAN, MN 55123

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.

Matthew R. Pavsek
Matthew R. Pavsek
DATE 11/14/25 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
03/20/25	SKETCH PLAN SUBMITTAL
08/05/25	WATERSHED SUBMITTAL
08/05/25	CITY SUBMITTAL
08/05/25	PROCKING SET
08/05/25	WATERSHED SUBMITTAL
10/03/25	WETLAND IMPACT RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

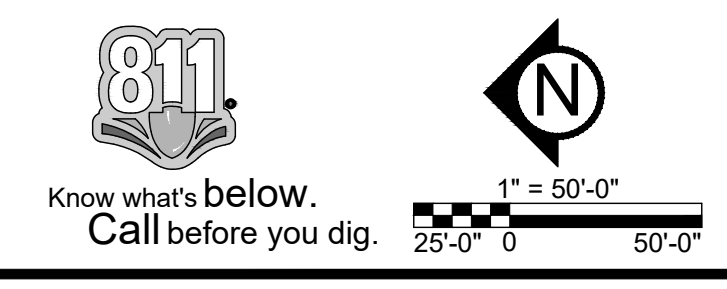
REVISION SUMMARY	
DATE	DESCRIPTION

TURNING MOVEMENTS

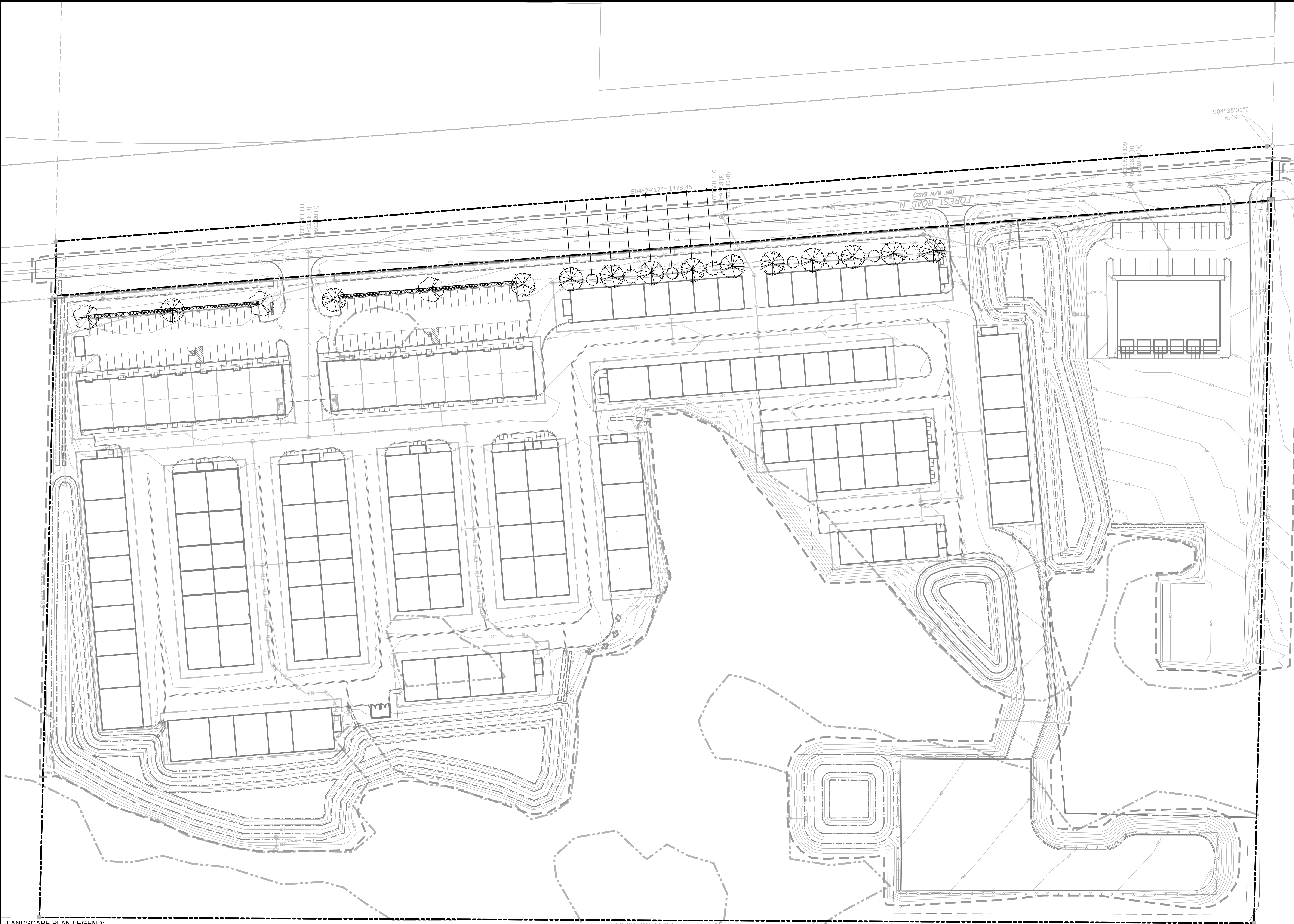
C2.3

SEE SHEET C0.1 FOR GENERAL SITE NOTES

SEE SHEET C2.0 FOR SITE PLAN LEGEND

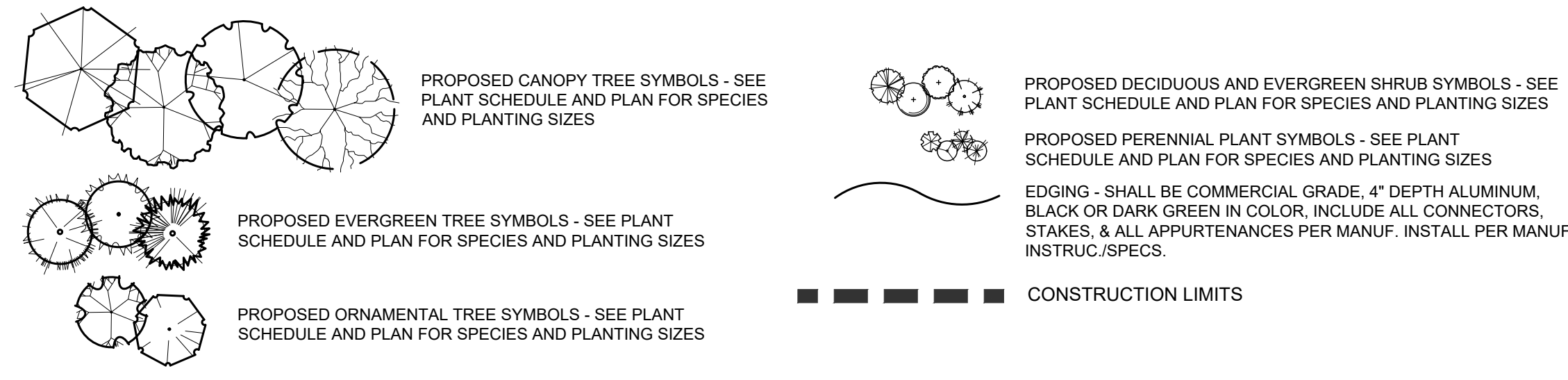


**PRELIMINARY:
NOT FOR
CONSTRUCTION**



LANDSCAPE PLAN LEGEND:

SYMBOL	COMMON / BOTANICAL NAME	QTY	SIZE
MNDOT - SEED MIXES			
	MN SEED MIX #35-221 DRY PRAIRIE GENERAL / MNDOT - GENERAL RESTORATION SEED MIX SEEDING RATE: 36.5 LB/ACRE (98.7 SEEDS/SF). MNDOT TYPE1 MULCH W/STRAW, EROSION CONTROL BLANKET, OR HYDROMULCH. REFERENCE MNDOT SEEDING MANUAL SPECIFICATIONS (2023).	32,564 sf	Seed Mix
	MN SEED MIX #34-262 WET PRAIRIE / MNDOT - LOWER BASIN SEED MIX SEEDING RATE: 14.5 LB/ACRE (128.4 SEEDS/SF). MNDOT TYPE1 MULCH W/STRAW, EROSION CONTROL BLANKET, OR HYDROMULCH. REFERENCE MNDOT SEEDING MANUAL SPECIFICATIONS (2023).	104,966 sf	Seed Mix
	MN SEED MIX #25-131 LOW MAINTENANCE TURF / MNDOT - SALT TOLERANT TURF SEED MIX SEEDING RATE: 220 LB/ACRE (3065.6 SEEDS/SF). MNDOT TYPE1 MULCH W/STRAW, EROSION CONTROL BLANKET, OR HYDROMULCH. REFERENCE MNDOT SEEDING MANUAL SPECIFICATIONS (2023).	48,605 sf	Seed Mix
	MN SEED MIX #34-181 EMERGENT WETLAND / MNDOT - SHORELINE MITIGATION SEED MIX SEEDING RATE: 5 LB/ACRE (110.1 SEEDS/SF). MNDOT TYPE1 MULCH W/STRAW, EROSION CONTROL BLANKET, OR HYDROMULCH. REFERENCE MNDOT SEEDING MANUAL SPECIFICATIONS (2023).	17,628 sf	Seed Mix
	SUBTOTAL:	203,763 sf	
MULCH - ROCK			
	4"-6" Dia. Decorative Rip-Rap / Rip Rap	6,593 sf	Mulch
	Rock Mulch Over Filter Fabric, Samples Required.	6,593 sf	
	SUBTOTAL:		
SHOOTING STAR - SEED MIXES			
	Shooting Star Seed Mix - Ditch Bottom / Shooting Star Seeds Ditch Restoration Mix Seeding Rate: 40 lb/acre (119 seeds/square foot). Cover w/ Mndot Type 6 Hydraulic Soil Stabilizer. Refer to MN Seeding Manual(2014 Edition) for seeding dates and install methods.	33,077 sf	Seed Mix
	SUBTOTAL:	33,077 sf	



SEE SHEET C0.1 FOR GENERAL LANDSCAPE NOTES

PROJECT
FOREST ROAD NORTH GARAGE CONDO
FOREST LAKE, MN 55025
OWNER
KSSK INVESTMENTS, LLC.
AS EY COURT, EAGAN, MN 55123

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
Robert L. Binder
Robert L. Binder
DATE 11/14/25 LICENSE NO. 25621

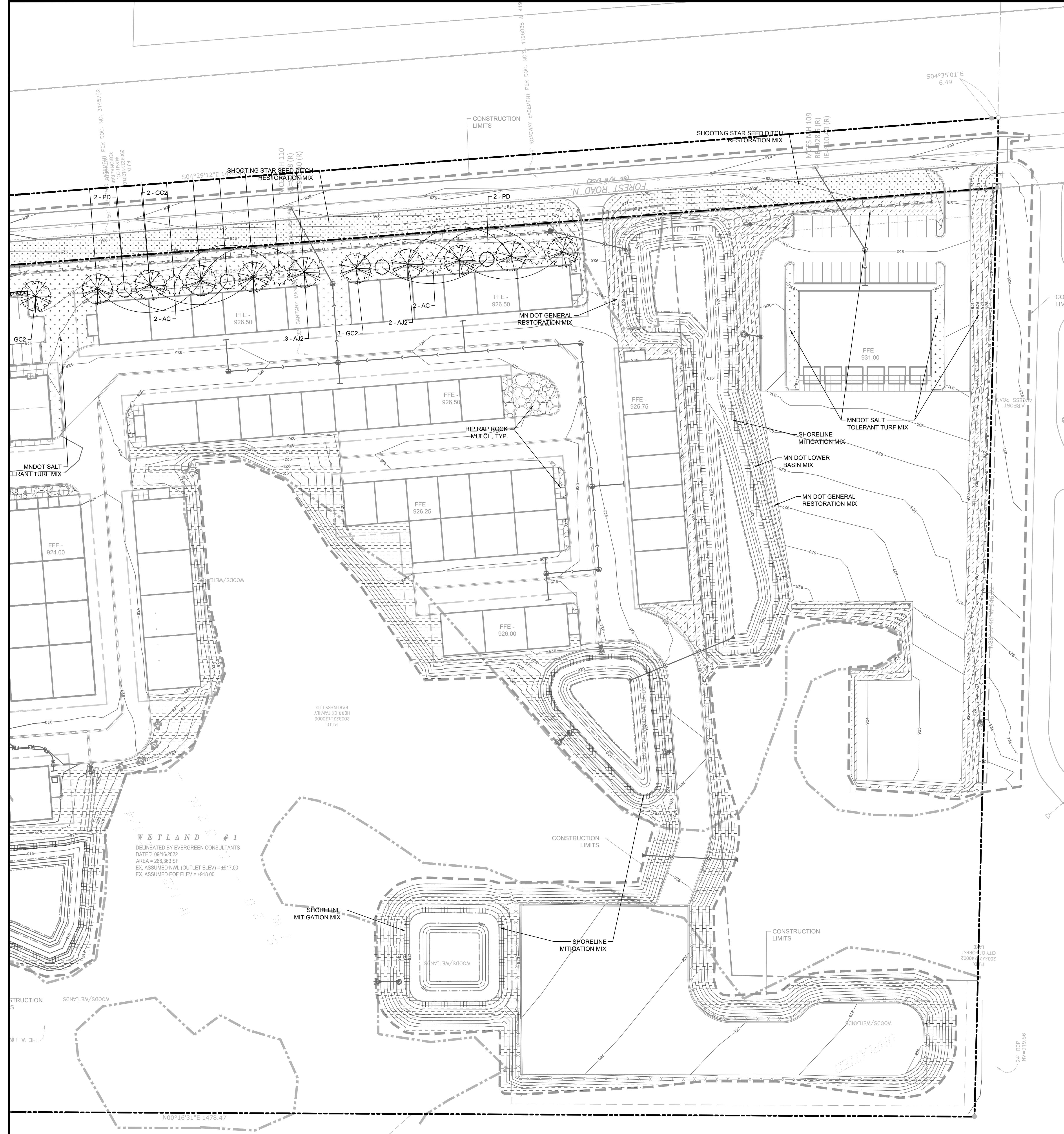
DATE	DESCRIPTION
03/05/25	SKETCH PLAN SUBMITTAL
08/05/25	WATERSHED SUBMITTAL
08/05/25	CITY SUBMITTAL
08/05/25	PROGNG SET
08/05/25	WATERSHED SUBMITTAL
10/03/25	WETLAND IMPACT RESUBMITTAL
10/04/25	WATERSHED RESUBMITTAL
10/20/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

DATE	DESCRIPTION

DATE	DESCRIPTION

LANDSCAPE PLAN OVERALL
L1.0
Know what's below.
Call before you dig.
1" = 50'-0"
25'-0" 0 50'-0"
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**PRELIMINARY:
NOT FOR
CONSTRUCTION**



PROJECT
FOREST ROAD NORTH GARAGE
CONDO
FOREST LAKE, MN 55025
OWNER
KSSK INVESTMENTS, LLC.
REGISTERED IN THE STATE OF MINNESOTA

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Robert L. Binder
Robert L. Binder
DATE: 11/14/25 LICENSE NO. 25621

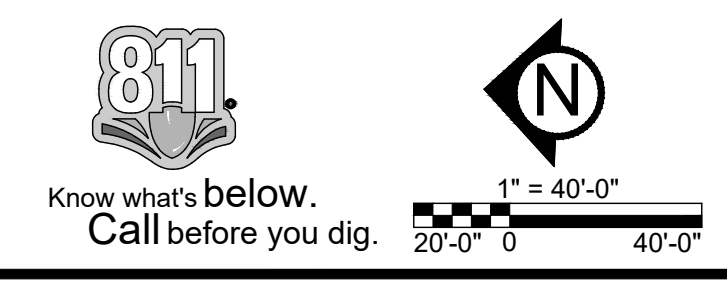
ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
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08/19/25	WATERSHED SUBMITTAL
08/19/25	CITY SUBMITTAL
08/19/25	PROPOSAL SET
08/19/25	WATERSHED SUBMITTAL
10/03/25	WETLAND IMPACT RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION

SEE SHEET C0.1 FOR GENERAL LANDSCAPE NOTES
SEE SHEET L.0 FOR LANDSCAPE PLAN LEGEND

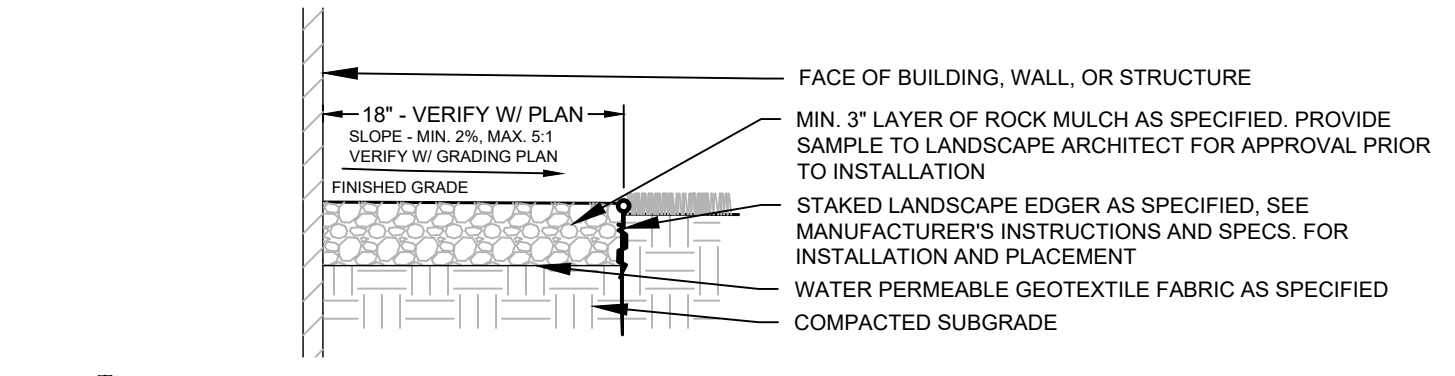


LANDSCAPE PLAN
BLOWUP - SOUTH SIDE
L1.1
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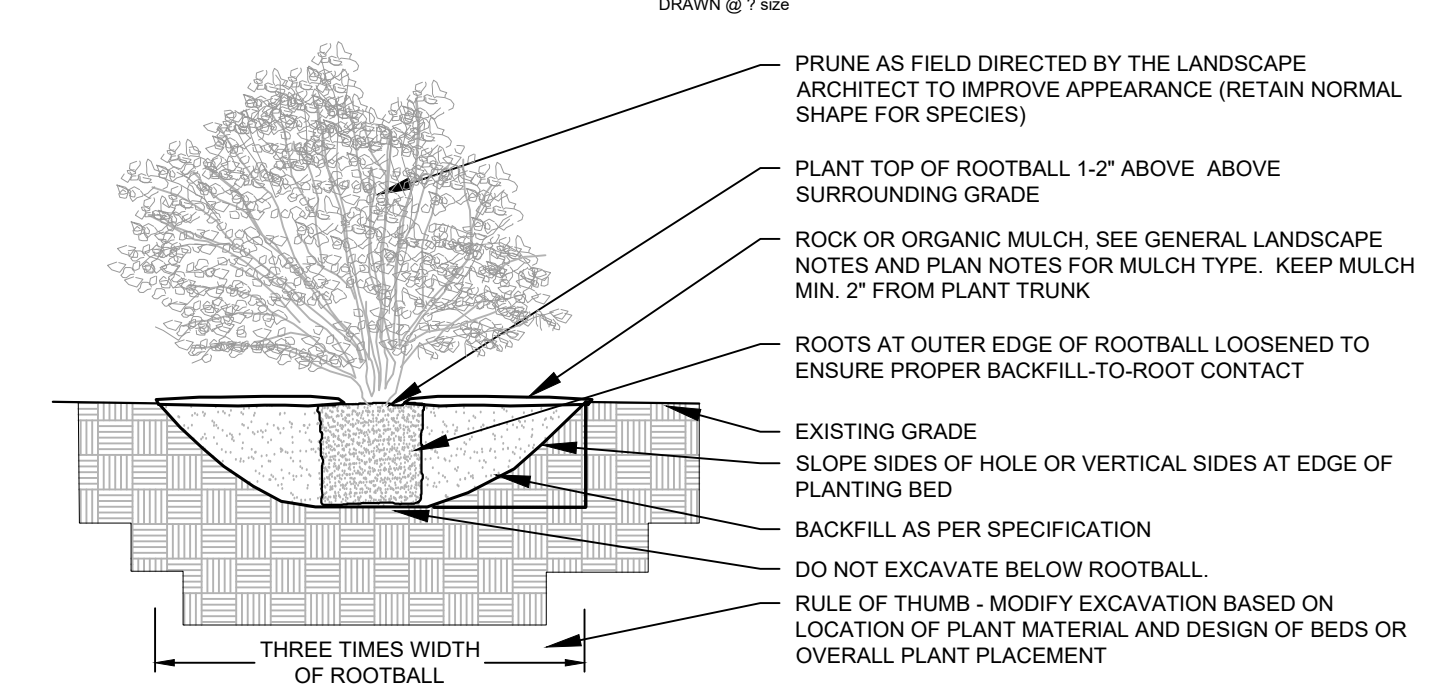
PRELIMINARY:
NOT FOR
CONSTRUCTION



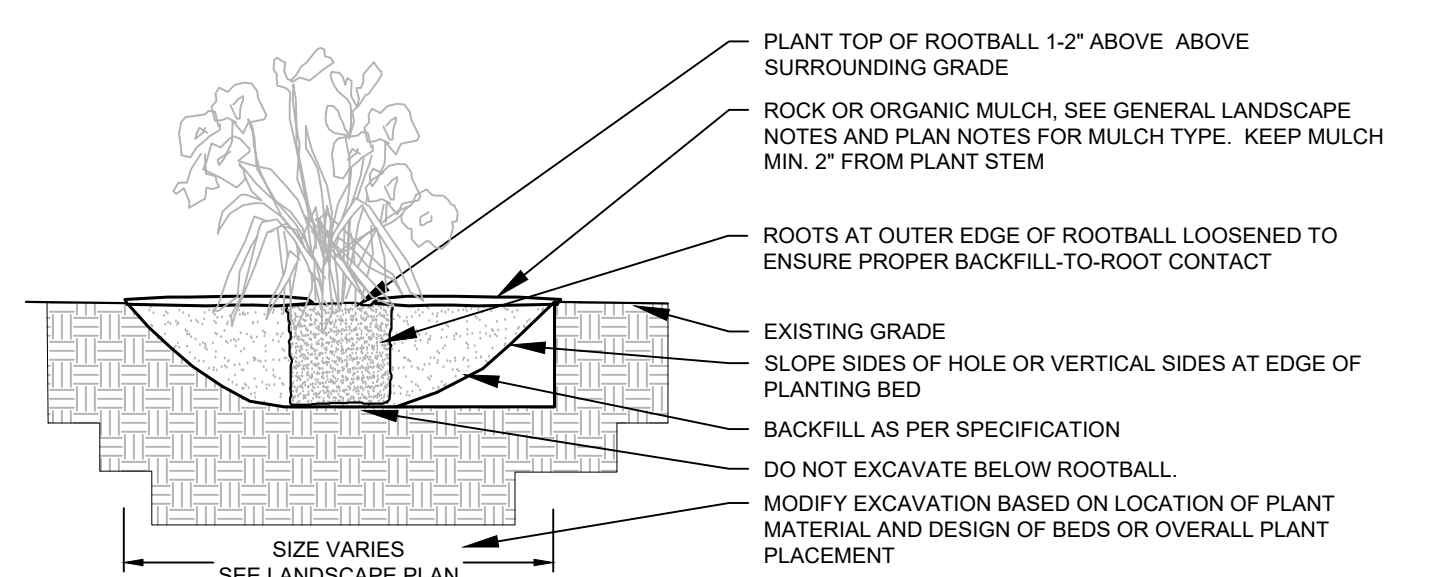
PLANT SCHEDULE						
CODE	COMMON / BOTANICAL NAME	QTY	CONT	NATIVE PLANTS	POLLINATOR FRIENDLY	
DECIDUOUS TREES						
AN	Northwood Red Maple / <i>Acer rubrum</i> 'Northwood'	3	2.5' Cal. B&B	NATIVE CULTIVAR	Y	
AJ2	Autumn Fest® Sugar Maple / <i>Acer saccharum</i> 'JFS-KWB'	5	2.5' CAL. B&B	NATIVE CULTIVAR	Y	
GC2	True North™ Kentucky Coffeetree / <i>Gymnocladus dioica</i> 'UMNSynergy'	8	2.5' Cal. B&B	NATIVE CULTIVAR	N	
SUBTOTAL:		16				
EVERGREEN TREES						
AC	Candicans White Fir / <i>Abies concolor</i> 'Candicans'	4	#15 CONT	NOT NATIVE		
PD	Whiskey Blue Hills Spruce / <i>Picea glauca</i> 'Whiskey Blue Hills'	4	6' HT. B&B	NATIVE CULTIVAR		
SUBTOTAL:		8				
CODE	COMMON / BOTANICAL NAME	QTY	SIZE	NATIVE PLANTS	POLLINATOR FRIENDLY	
SHRUBS						
AB3	Low Scape Hedger Black Chokeberry / <i>Aronia melanocarpa</i> 'UCCONAM166'™	33	#5 CONT	NATIVE CULTIVAR	Y	
DL	Dwarf Bush Honeysuckle / <i>Dierilla lonicera</i>	28	#5 CONT	NATIVE	Y	
SUBTOTAL:		61				
GRASSES						
PH	Heavy Metal Switch Grass / <i>Panicum virgatum</i> 'Heavy Metal'	93	#1 CONT	NATIVE CULTIVAR	Y	
SUBTOTAL:		93				



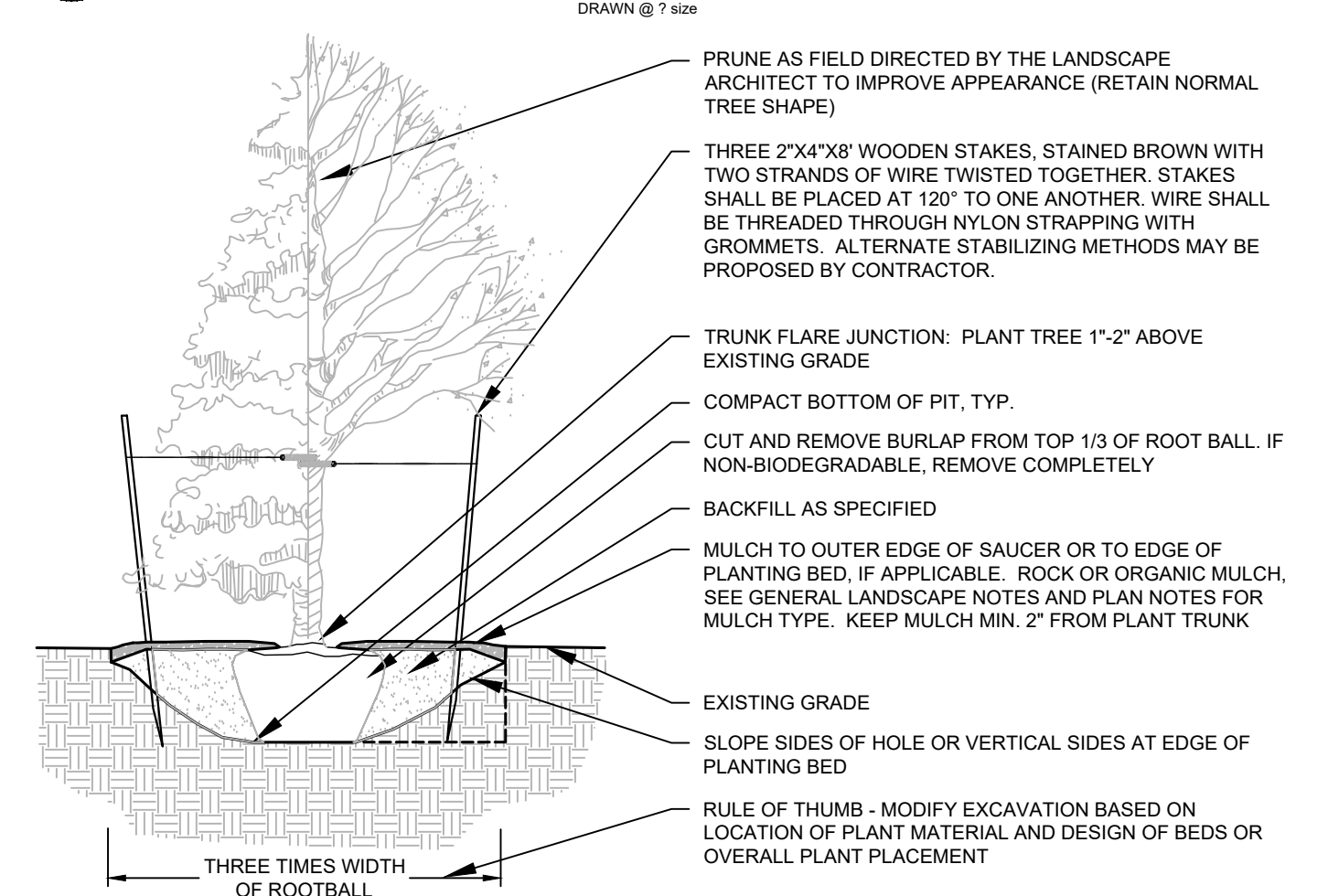
1 AGGREGATE MAINTENANCE STRIP
N T S



2 DECIDUOUS & CONIFEROUS SHRUB PLANTING
N T S



3 PERENNIAL BED PLANTING
N T S

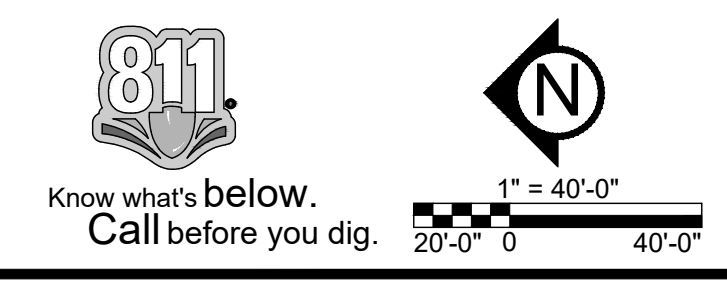


4 DECIDUOUS & CONIFEROUS TREE PLANTING
N T S

WETLAND # 1
DELINEATED BY EVERGREEN CONSULTANTS
DATED 09/16/2022
AREA = 268,363 SF
EX. ASSUMED MNL (OUTLET ELEV) = 4917.00
EX. ASSUMED EOT ELEV = 4918.00

SEE SHEET C0.1 FOR GENERAL LANDSCAPE NOTES

SEE SHEET L.0 FOR LANDSCAPE PLAN LEGEND



PROJECT
FOREST ROAD NORTH GARAGE CONDO
FOREST LAKE, MN 55025
OWNER
KSSK INVESTMENTS, LLC.
LANS BY COURT: EAGAN, MN 5023

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert L. Binder
Robert L. Binder
DATE 11/14/25 LICENSE NO. 25521

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
4/20/25	SKETCH PLAN SUBMITTAL
08/05/25	WATERSHED SUBMITTAL
08/05/25	CITY SUBMITTAL
08/05/25	PROCES SET
08/05/25	WATERSHED SUBMITTAL
10/03/25	WETLAND IMPACT RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
10/03/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION

LANDSCAPE PLAN BLOWUP - NORTH SIDE

L1.2
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CONSTRUCTION



PROJECT
FOREST ROAD NORTH GARAGE
CONDO
FOREST LAKE, MN 55025

OWNER
KSSK INVESTMENTS, LLC.
JANUARY COURT, EAGAN, MN 55123

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Matthew R. Pavlek
DATE 11/14/25 LICENSE NO. 44263

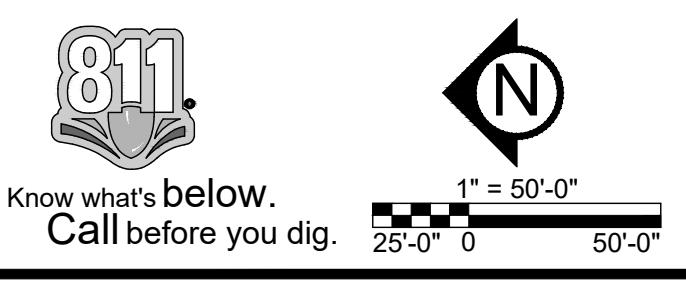
ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
03/20/25	SKETCH PLAN SUBMITTAL
08/05/25	WATERSHED SUBMITTAL
08/05/25	CITY SUBMITTAL
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10/03/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

REVISION SUMMARY	
DATE	DESCRIPTION

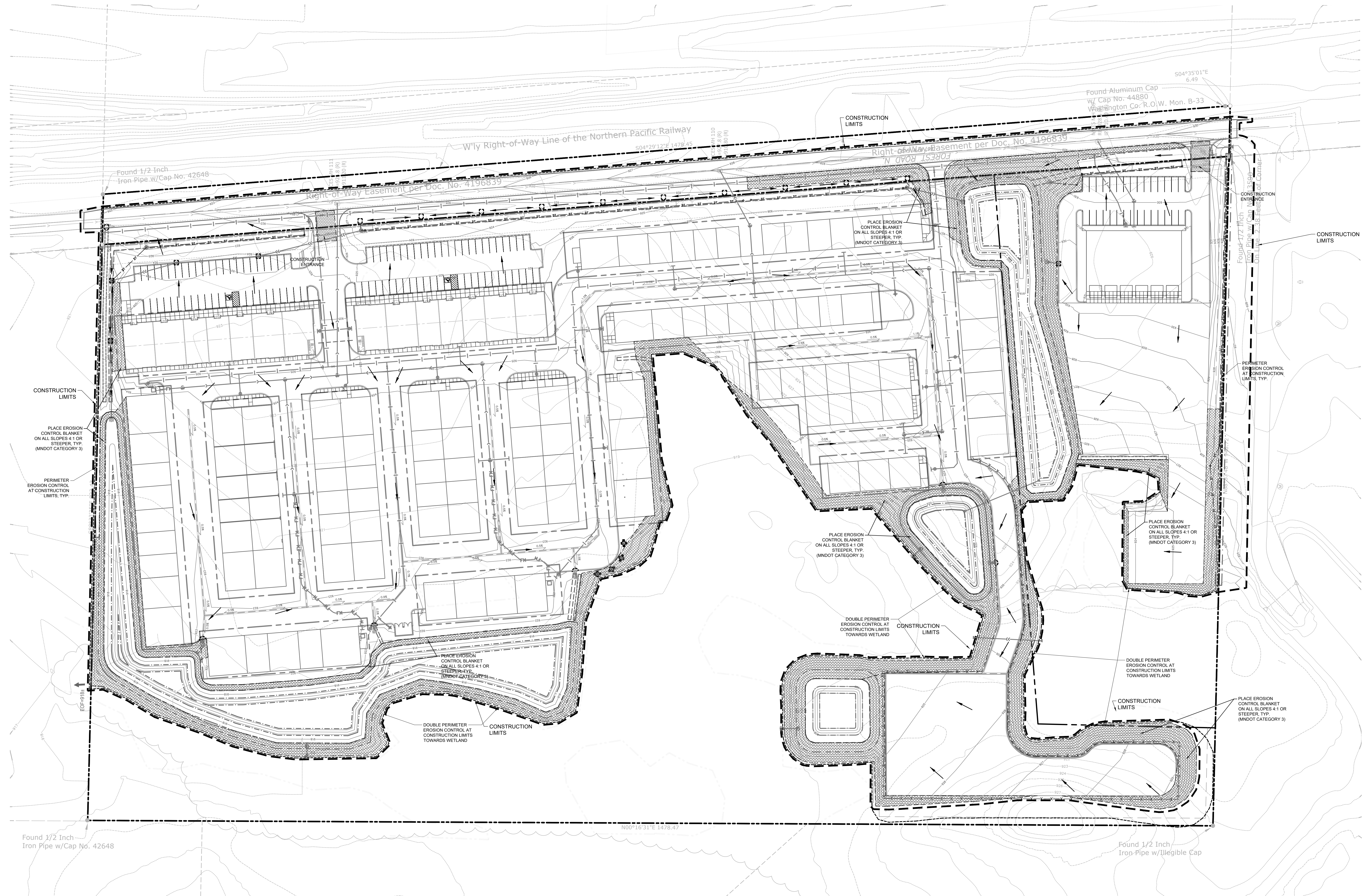
REVISION SUMMARY	
DATE	DESCRIPTION

SWPPP - EXISTING CONDITIONS
SW1.0

- SWPPP LEGEND:**
- 1/25 --- EX. 1' CONTOUR ELEVATION INTERVAL
 - DRAINAGE ARROW
 - - - - - SILT FENCE / BIOROLL - GRADING LIMIT
 - INLET PROTECTION
 - ▣ STABILIZED CONSTRUCTION ENTRANCE



**PRELIMINARY:
NOT FOR
CONSTRUCTION**



PROJECT
FOREST ROAD NORTH GARAGE
CONDO
FOREST LAKE, MN 55025

OWNER
KSSK INVESTMENTS, LLC.
STATE BY COURT: Eagan, MN 55123

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.

Matthew R. Pavlek
DATE 11/14/25 LICENSE NO. 44263

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03/20/25	SKETCH PLAN SUBMITTAL
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10/03/25	WATERSHED RESUBMITTAL
11/14/25	CITY RESUBMITTAL

REVISION SUMMARY	
DATE	DESCRIPTION

REVISION SUMMARY	
DATE	DESCRIPTION

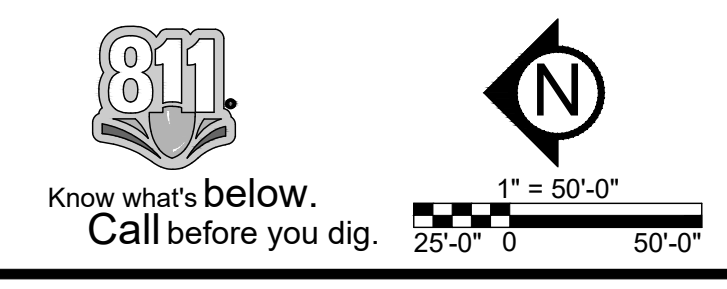
SWPPP - PROPOSED
CONDITIONS

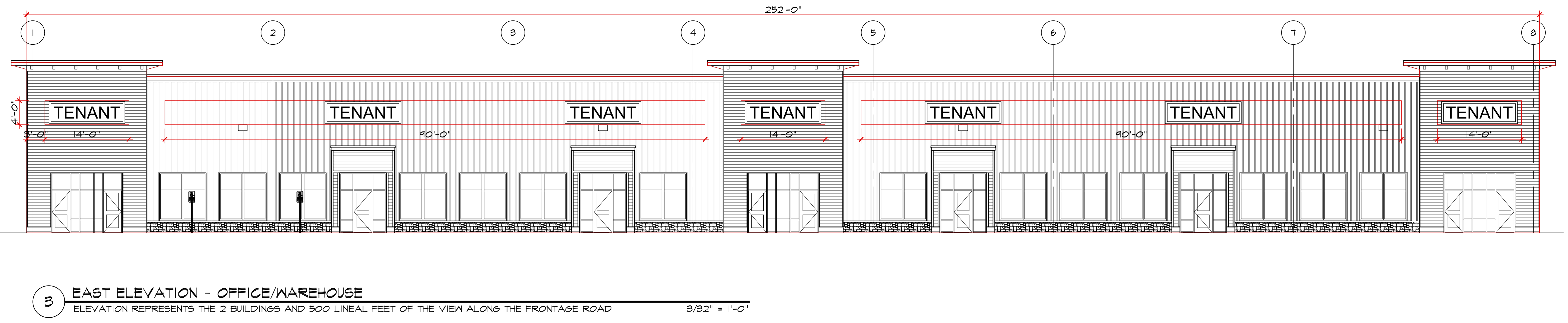
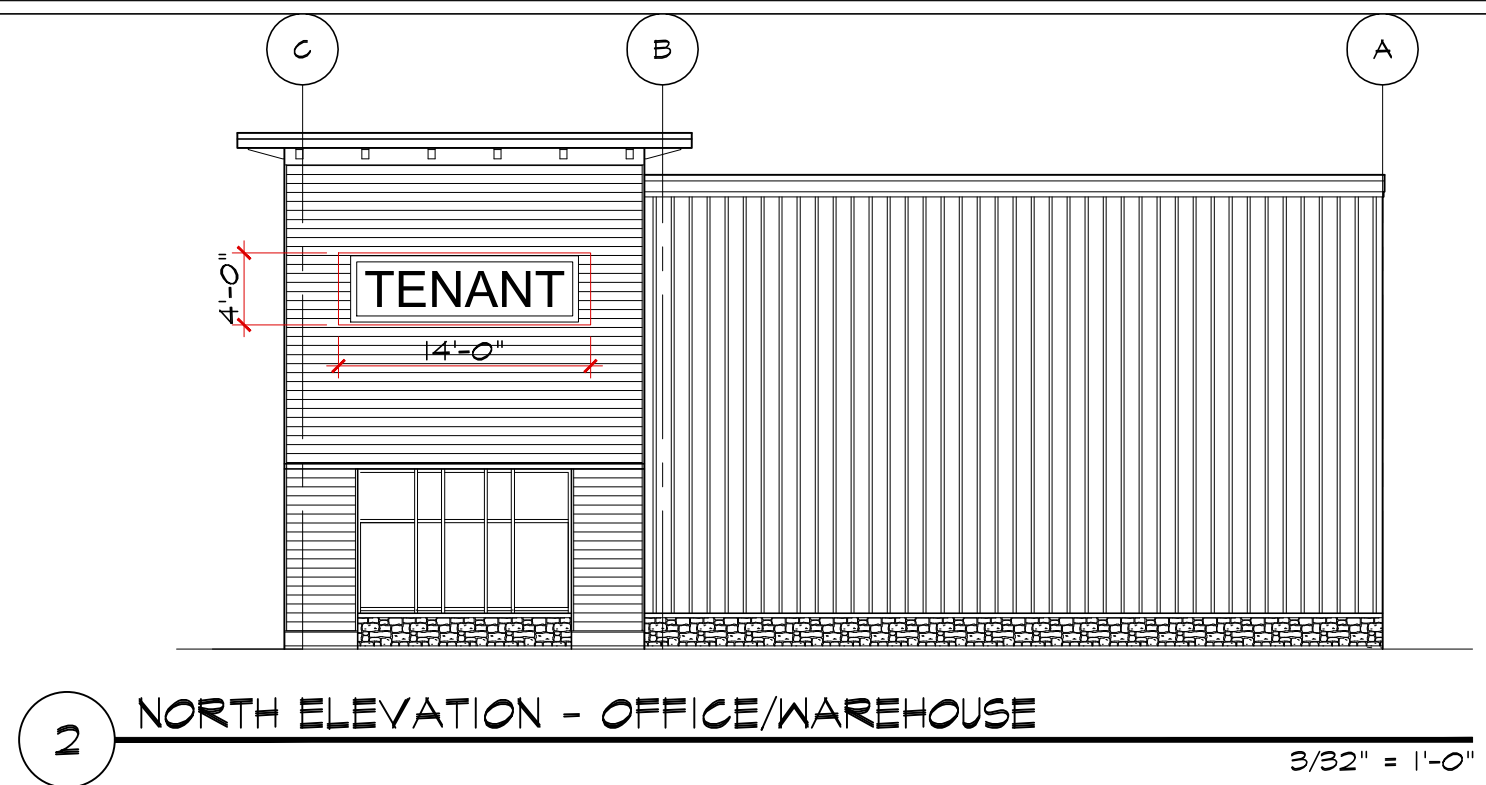
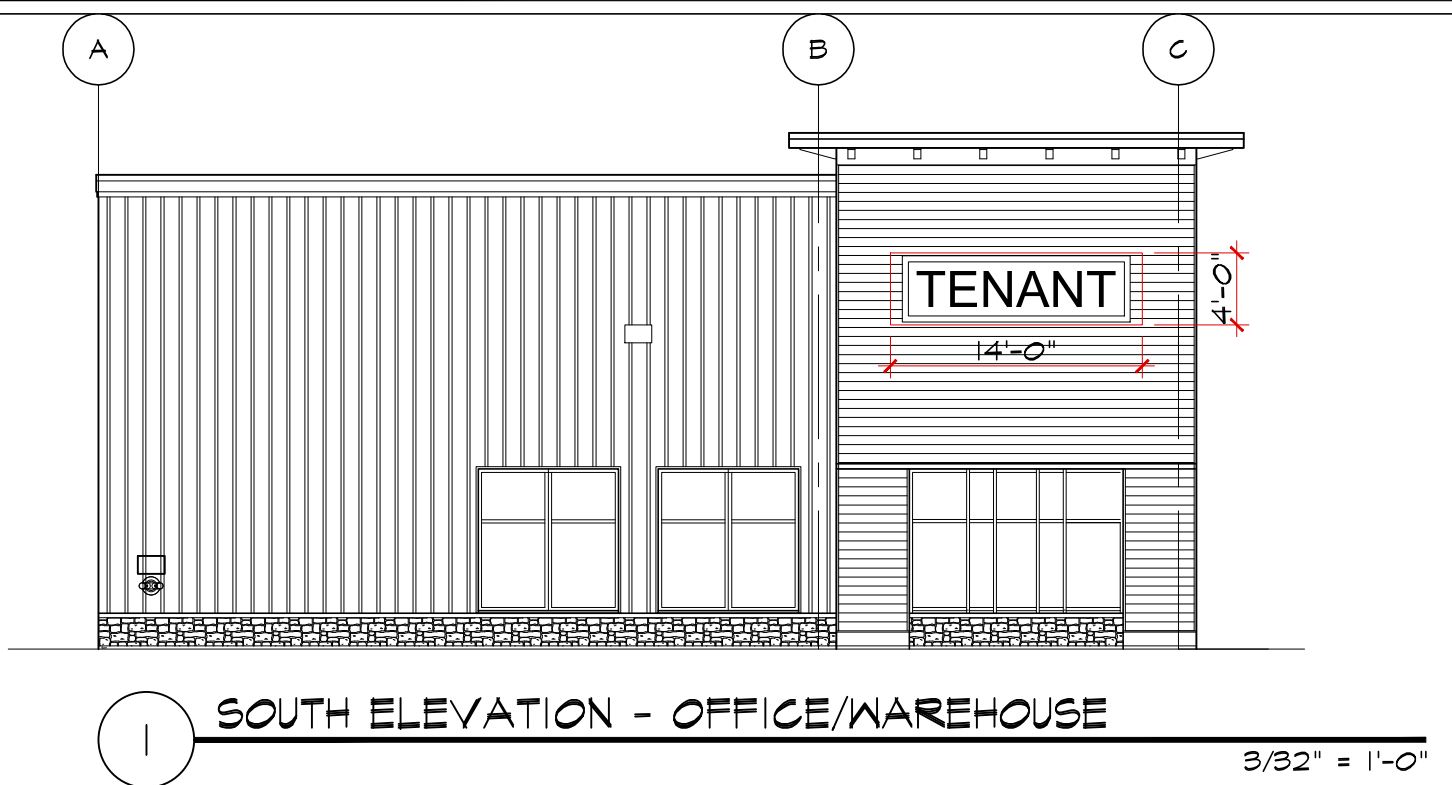
SW1.1

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SWPPP LEGEND:

	EX. 1' CONTOUR ELEVATION INTERVAL
	1.0' CONTOUR ELEVATION INTERVAL
	DRAINAGE ARROW
	SILT FENCE / BIOROLL - GRADING LIMIT
	INLET PROTECTION
	STABILIZED CONSTRUCTION ENTRANCE
	EROSION CONTROL BLANKET

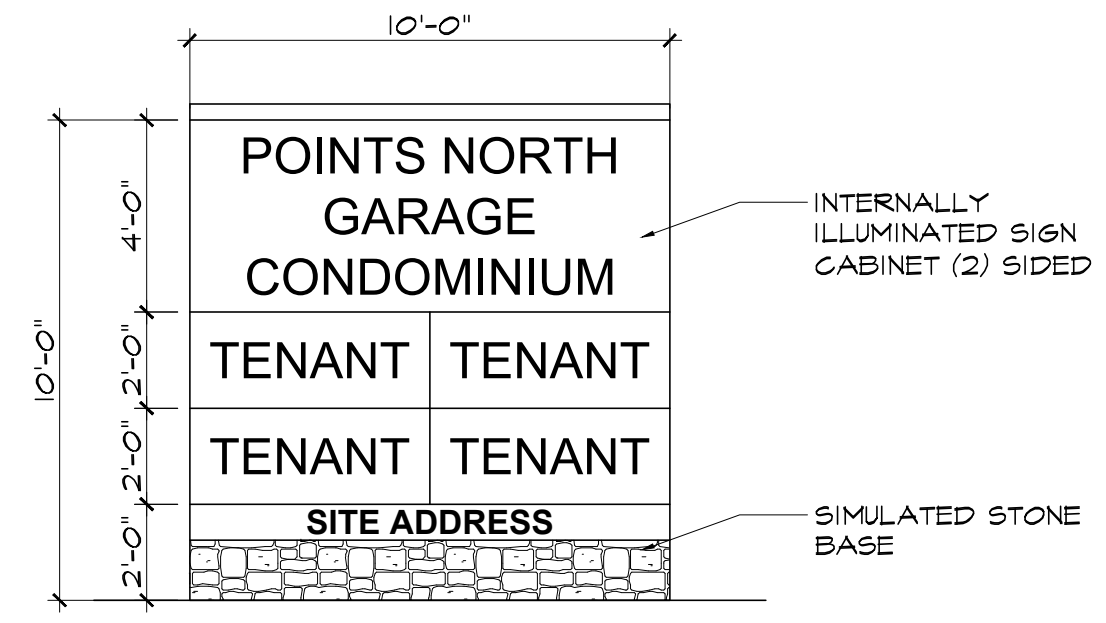




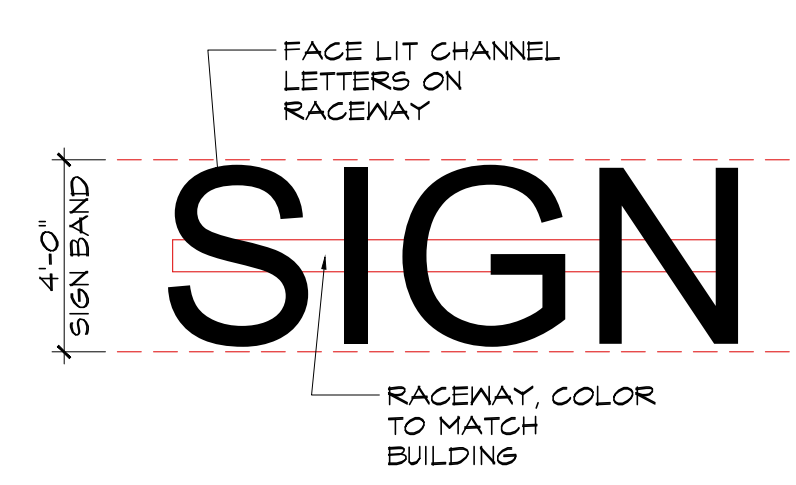
SIGNAGE CRITERIA

WALL AREA: 6,704 SF
 ALLOWABLE SIGN AREA: 15% OF WALL AREA
 6,704 SF X 0.15 = 1,005 SF
 BUILDING LENGTH ON FRONTAGE = 252 FT
 1,005 / 252 = 3.98 FT

SIGN BAND: 4' TALL BY 250 TOTAL LENGTH
 A 4' TALL SIGN BAND IS SHOWN ACROSS THE FACADE. SIGNS SHALL BE LOCATED ENTIRELY WITHIN THE SIGN BAND. TENANT WALL SIGNS SHALL BE LOCATED ON THE WALL ABOVE THEIR SPACE. SIGNS SHALL NOT BE LOCATED WITHIN 3 FEET OF THE END WALL NOR WITHIN 3 FEET OF ANY WALL CHANGE OF PLANE.
 SIGNAGE SHALL BE BY TENANT. SIGNAGE SUBMITTALS SHALL SHOW ALL SIGNAGE FULLY DIMENSIONED. THE SIGNAGE SHALL BE SHOWN ON THE BUILDING ELEVATION TO SCALE. SIGNS SHOULD BE CENTERED ABOVE AN ARCHITECTURAL ELEMENT SUCH AS A TENANT ENTRANCE OR CENTERED ON THE TENANT SPACE. FINAL LOCATION MUST BE APPROVED BY THE DEVELOPER. TENANT SIGNAGE SHALL BE REVIEWED BY THE DEVELOPER FOR CONFORMANCE WITH THIS STANDARD AND SUBMITTED TO THE CITY.



4 MONUMENT SIGN
 1/4" = 1'-0"



5 TYPICAL WALL SIGN
 1/4" = 1'-0"

NOTES AND EXTERIOR MATERIALS LEGEND

	BOARD AND BATTEN STYLE VERTICAL SIDING: MATERIAL: PREFINISHED STL COLOR: CHARCOAL GRAY MPR: EDGO OR APPROVED EQUAL
	LAP SIDING: MATERIAL: PREFINISHED STL COLOR: DESERT TONE MPR: EDGO OR APPROVED EQUAL
	TRIM: AZEK CLASSIC TRIM WOODGRAIN TEXTURE EXTERIOR. SEE SECTIONS/DETAILS FOR SIZE.
	TRIM ALTERNATE: LP SMARTSIDE 840 SERIES TRIM CEDAR TEXTURE EXTERIOR PAINT. SEE SECTIONS/DETAILS FOR SIZE. PAINT - P2 - COLOR SELECTED BY OWNER.
	SIMULATED STONE: STYLE: PROFILE STACKED-STONE COLOR: NANTUCKET MPR: ELPORADO STONE
	ALUM. STOREFRONT: CLEAR ANODIZED
	STEEL COPINGS, CANOPIES, FLASHINGS: MTL-II METAL SALES 'BRIGHT WHITE'

Mark	Revision / Issue	Date
	BID SET	09/05/25
	REVIEW SET	11/13/25

PRELIMINARY
 NOT FOR CONSTRUCTION

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 Architect under the laws of the State of Minnesota.
 Printed Name: Kathy L. Anderson
 Signature: _____
 Date: _____ License #: 22285

FOREST LAKE OFFICE/WAREHOUSE TYPE 1
 FOREST LAKE, MN

SIGNAGE EXHIBIT

PROJECT NUMBER:	25-1000-01
ISSUED DATE:	11/13/25
DRAWN BY:	CM
CHECKED BY:	KA

A3.1



1 SOUTH ELEVATION - OFFICE/WAREHOUSE

3/32" = 1'-0"



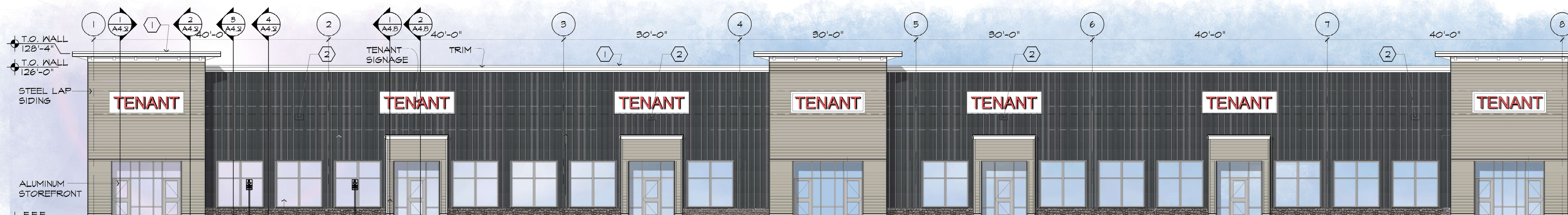
2 NORTH ELEVATION - OFFICE/WAREHOUSE

3/32" = 1'-0"



3 WEST ELEVATION - OFFICE/WAREHOUSE

3/32" = 1'-0"



FRONT ELEVATION

MATERIALS	Area (SF)	Percentage (%)
STONE	262 SF	4%
ALUM STOREFRONT	1625 SF	25%
CLASS 'A' SUBTOTAL	1887 SF	29%
METAL LAP SIDING	774 SF	12%
METAL BOARD AND BATTEN	5414 SF	81%
METAL TRIM	601 SF	9%
TOTAL	6676 SF	100%

4 EAST ELEVATION - OFFICE/WAREHOUSE

ELEVATION REPRESENTS THE 2 BUILDINGS AND 500 LINEAL FEET OF THE VIEW ALONG THE FRONTAGE ROAD

3/32" = 1'-0"

NOTES AND EXTERIOR MATERIALS LEGEND

	BOARD AND BATTEN STYLE VERTICAL SIDING: MATERIAL: PREFINISHED STL COLOR: CHARCOAL GRAY MFR: EDGO OR APPROVED EQUAL
	LAP SIDING: MATERIAL: PREFINISHED STL COLOR: DESERT TONE MFR: EDGO OR APPROVED EQUAL
	TRIM: AZEK CLASSIC TRIM WOODGRAIN TEXTURE EXTERIOR. SEE SECTIONS/ DETAILS FOR SIZE.
	TRIM ALTERNATE: LP SHARPSIDE 540 SERIES TRIM CEDAR TEXTURE EXTERIOR. SEE SECTIONS/ DETAILS FOR SIZE. PAINT - P2 - COLOR SELECTED BY OWNER.
	SIMULATED STONE: STYLE: PROFILE STACKED-STONE COLOR: MANTUCKET MFR: ELDORADO STONE
	ALUM. STOREFRONT: CLEAR ANODIZED
	STEEL COPINGS, CANOPIES, FLASHINGS: MTL-1: METAL SALES "BRIGHT WHITE"

NOTES AND EXTERIOR MATERIALS LEGEND

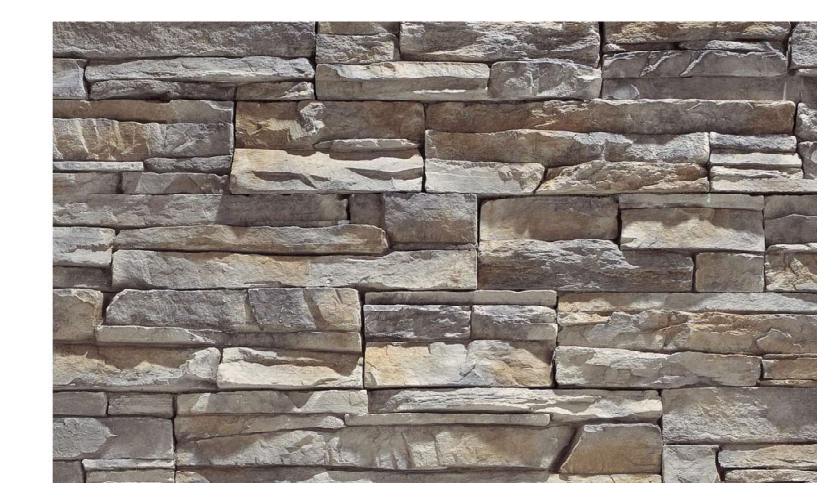
	FASCIA: WHITE STOCK
	BUTTERS: WHITE. PROVIDE DOWNSPOUTS TO MATCH WALL COLOR.
	WALL LIGHT, TYPICAL
	FIRE DEPARTMENT CONNECTION AND SIGNAGE
	ELECTRICAL METERS
	STOREFRONT: SEE A21 FOR ELEVATIONS
	STEEL COPINGS, CANOPIES, FLASHINGS: METAL SALES STOCK COLORS
	INTERIOR CEILINGS - LINER PANELS: BASE BID: SOLID WHITE METAL SUPPLIED BY METAL SALES. ALTERNATE: PROVIDE INDIVIDUAL UNIT PRICING FOR PERFORATED WHITE OR BLACK BY METAL SALES. NOTE: PERFORATED PANELS REQUIRE SUPPORT AT 4'-0" O.C. MAX SPACING. 2X4 SUB-FRAMES AT 4'-0" O.C. BETWEEN ROOF TRUSSES SHOULD BE INCLUDED IN THE ALTERNATE PRICING.

GENERAL NOTES:

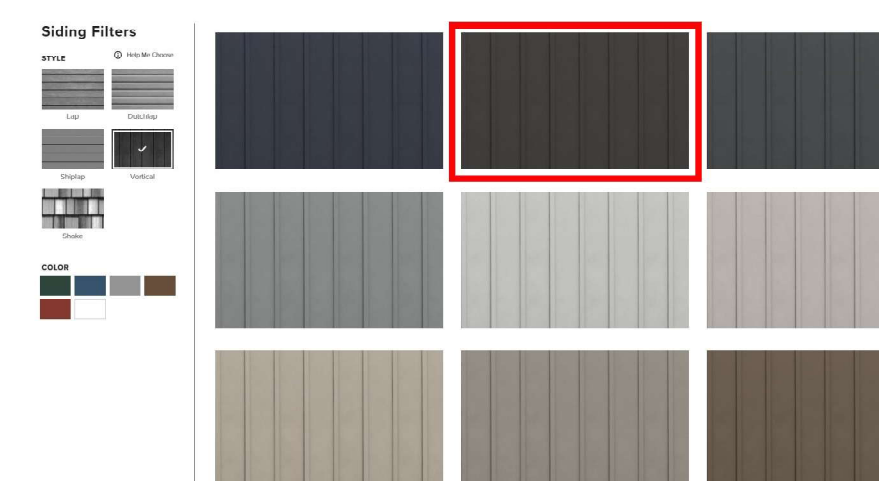
- TENANT SIGNAGE IS SHOWN FOR REFERENCE ONLY AND SHALL BE UNDER SEPARATE PERMIT AS REQ'D BY CITY. PROVIDE CIRCUIT AND JUNCTION BOX CENTERED ON SIGN BAND. COORDINATE WITH TENANT.
- PROVIDE BACKER ROD AND SEALANT AT ALL MATERIAL CHANGES.
2.1. SEALANT AROUND ALUMINUM STOREFRONT TO MATCH ALUMINUM STOREFRONT.
- PROVIDE DAMA EMERGENCY KEYBOX & ADDRESS NUMBERS AS REQUIRED BY CITY.
- WHERE EXPOSED, GAS METER, PIPING, ELECTRICAL GEAR AND CONDUIT SHALL BE PAINTED TO MATCH BUILDING.
- ELECTRICAL DESIGN-BUILD CONTRACTOR TO PROVIDE SITE PHOTOMETRIC/SITE LIGHTING PER CITY CODE. PROVIDE POLE AND WALL MOUNTED LIGHTING AS REQUIRED. FINAL FIXTURE SELECTIONS SHALL BE USED FOR PHOTOMETRIC. MOUNT FIXTURES AT HEIGHT AND SPACINGS AS SHOWN ON PHOTOMETRIC. USE FIXTURES AS SPECIFIED BY THE CITY.



LAP SIDING



SIMULATED STONE



BOARD AND BATTEN SIDING

Mark	Revision / Issue	Date
	BID SET	09/05/25

PRELIMINARY
NOT FOR CONSTRUCTION

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 Architect under the laws of the State of Minnesota.

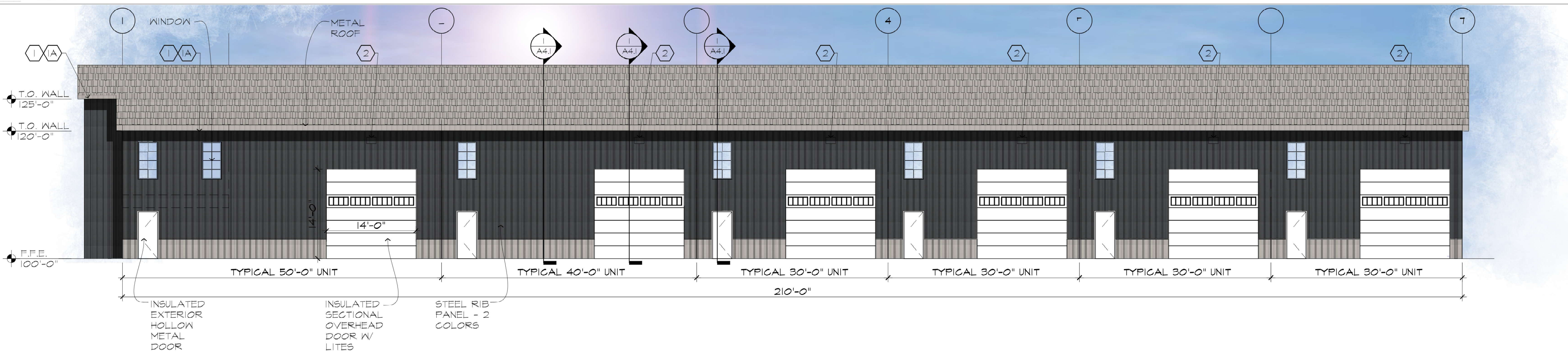
Printed Name: Kathy L. Anderson
Signature: _____
Date: _____ License #: 22285

FOREST LAKE OFFICE/WAREHOUSE TYPE 1 FOREST LAKE, MN

EXTERIOR ELEVATIONS

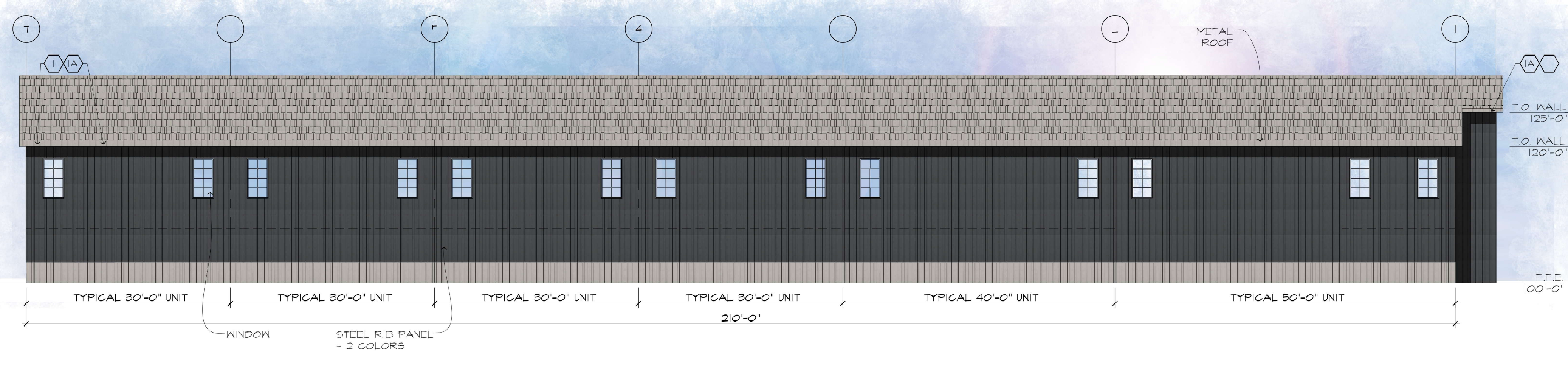
PROJECT NUMBER:	25-1000-01
ISSUED DATE:	09/05/25
DRAWN BY:	CM
CHECKED BY:	KA

A3.1



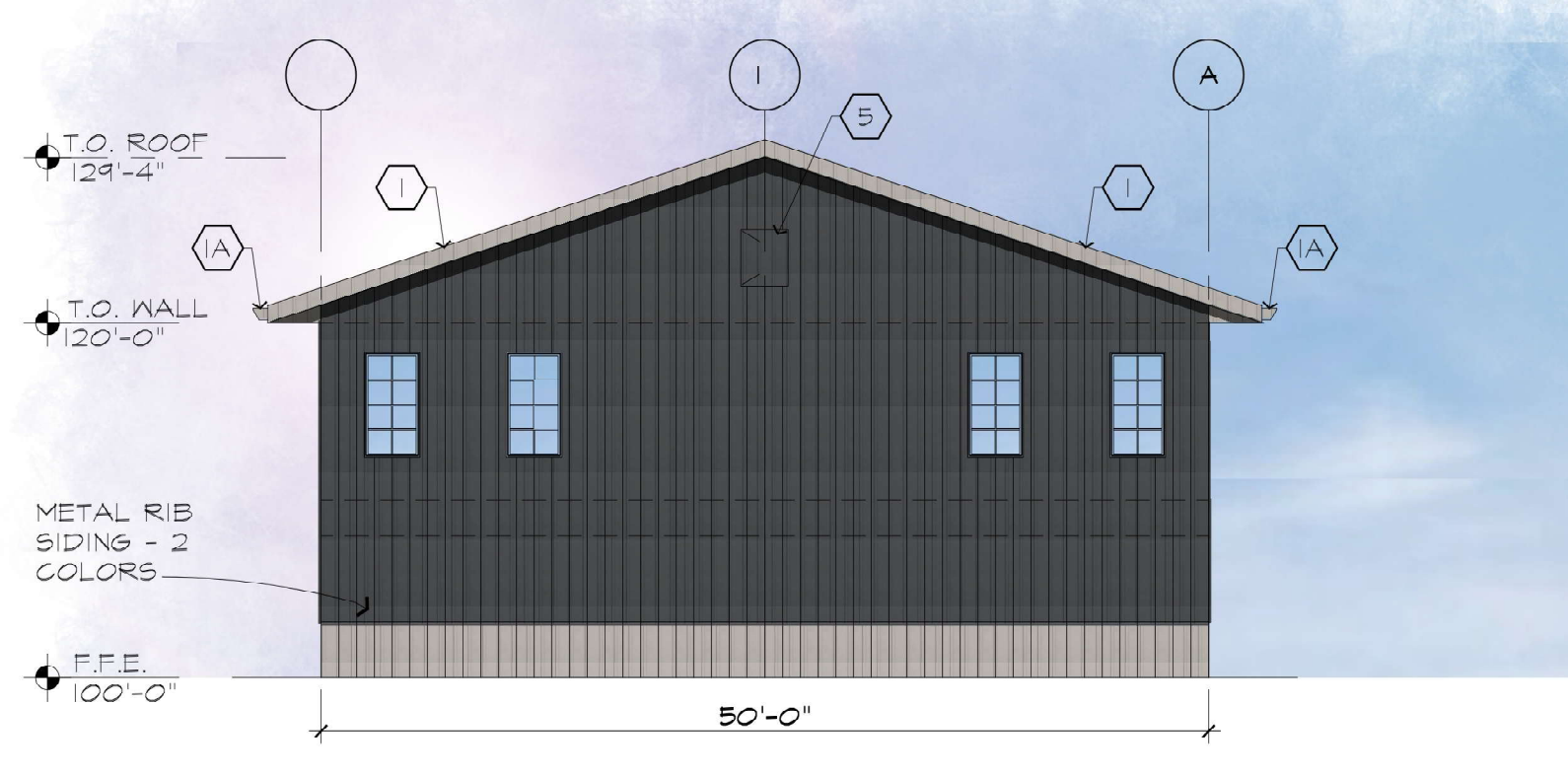
1 GARAGE CONDO - WEST ELEVATION

3/32" = 1'-0"



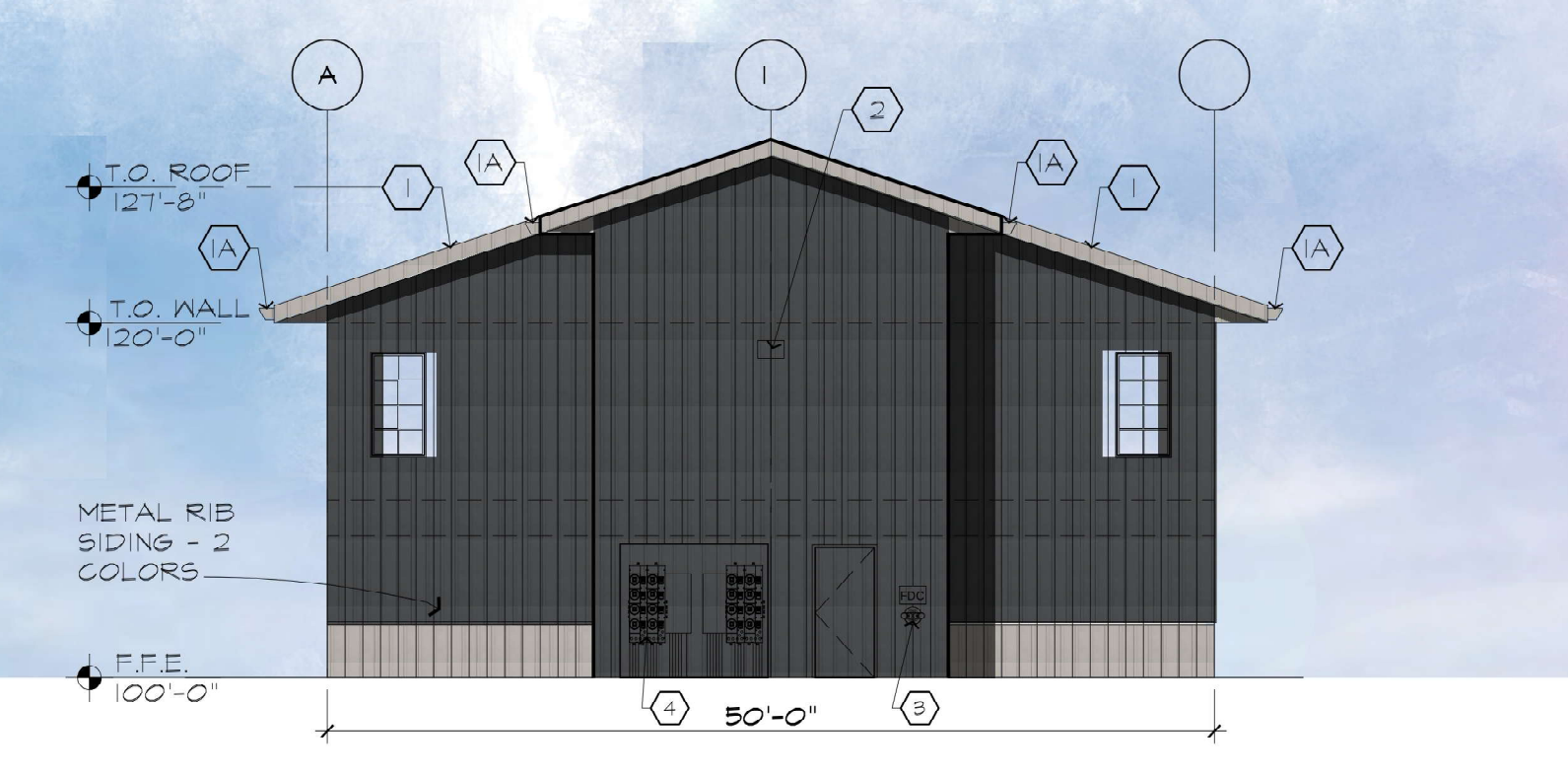
2 50' GARAGE CONDO - EAST ELEVATION

3/32" = 1'-0"



3 GARAGE CONDO - SOUTH ELEV

3/32" = 1'-0"



4 GARAGE CONDO - NORTH ELEV

3/32" = 1'-0"

GENERAL NOTES:

1. PROVIDE BACKER ROD AND SEALANT AT ALL MATERIAL CHANGES.
1.1. SEALANT AROUND WINDOWS TO MATCH WINDOWS.
2. PROVIDE DAMA EMERGENCY KEYBOX & ADDRESS NUMBERS AS REQUIRED BY CITY.
3. WHERE EXPOSED, GAS METER, PIPING, ELECTRICAL GEAR AND CONDUIT SHALL BE PAINTED TO MATCH BUILDING.
4. ELECTRICAL DESIGN-BUILD CONTRACTOR TO PROVIDE SITE PHOTOMETRIC/ SITE LIGHTING PER CITY CODE. PROVIDE POLE AND WALL MOUNTED LIGHTING AS REQUIRED. FINAL FIXTURE SELECTIONS SHALL BE USED FOR PHOTOMETRIC. MOUNT FIXTURES AT HEIGHT AND SPACING AS SHOWN ON PHOTOMETRIC.

NOTES AND EXTERIOR MATERIALS LEGEND

- ROOF: OWENS CORNING SHINGLES - DURATION
COLOR: SAND CASTLE
- BOARD AND BATTEN STYLE VERTICAL SIDING (W/2" COVERAGE - MTL-1):
MATERIAL: PREFINISHED STL
COLOR: CHARCOAL GRAY
MFR: EDGO OR APPROVED EQUAL
- BOARD AND BATTEN STYLE VERTICAL SIDING (W/2" COVERAGE - MTL-2):
MATERIAL: PREFINISHED STL
COLOR: DESERT TONE
MFR: EDGO OR APPROVED EQUAL

WINDOWS:
SEE A2.1 FOR WINDOW ELEVATIONS

- PELLA 250 SERIES OR APPROVED EQUAL
SASH SET FIXED, WHITE
- NON-STANDARD SIZE FIXED SASH SET
 - EXTERIOR COLOR / FINISH: STANDARD WHITE
 - INTERIOR COLOR / FINISH: STANDARD WHITE
 - GLASS: INSULATED LOW-E ADVANCED LOW-E INSULATING GLASS ARGON, NON HIGH ALTITUDE
 - PERFORMANCE INFORMATION: MUST MEET MN ENERGY CODE PREScriptive STANDARD:
U-FACTOR: 0.34 MAX, SHGC 0.38 MAX, VLT 1.10 MIN
 - GRILLE: STANDARD PATTERN GRILLE, 3/4" CONTOUR, TRADITIONAL, WHITE, WHITE
 - WRAPPING INFORMATION: NO EXTERIOR TRIM, NO INTERIOR TRIM.

- 1 FASCIA AND SOFFIT,
COLOR: DESERT TONE
 - 1A GUTTERS:
COLOR: DESERT TONE
PROVIDE DOWNSPOUTS TO MATCH WALL COLOR
 - 2 WALL LIGHT, TYPICAL
 - 3 FIRE DEPARTMENT CONNECTION AND SIGNAGE
 - 4 ELECTRICAL METERS
- STEEL COPINGS, CANOPIES, FLASHINGS:
METAL SALES STOCK COLORS
- INTERIOR CEILINGS - LINER PANELS,
BASE BID: SOLID WHITE METAL SUPPLIED BY METAL SALES
ALTERNATE: PROVIDE INDIVIDUAL UNIT FRIGING
FOR PERFORATED WHITE OR BLACK BY METAL SALES. NOTE: PERFORATED PANELS REQUIRE SUPPORT AT 4'-0" O.C. MAX SPACING. 2X4 SUB-FRAMING AT 4'-0" O.C. BETWEEN ROOF TRUSSES SHOULD BE INCLUDED IN THE ALTERNATE FRIGING.
- 5 30" WIDE X 36" HIGH ATTIC ACCESS PANEL.

Mark	Revision / Issue	Date
BID SET		09/05/25

PRELIMINARY
NOT FOR CONSTRUCTION

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 Architect under the laws of the State of Minnesota.

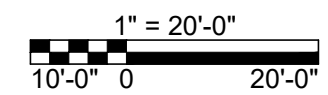
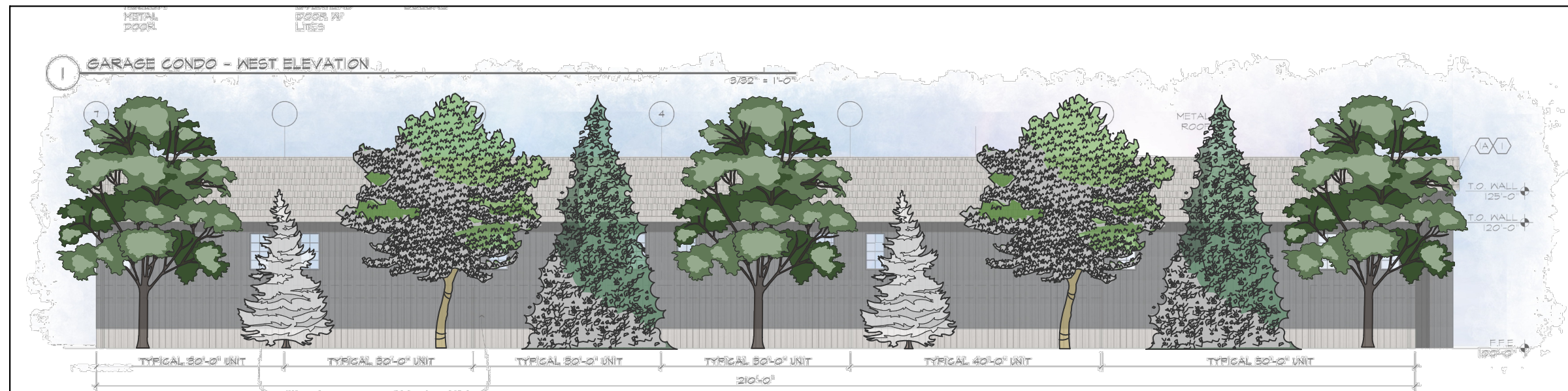
Printed Name: Kathy L. Anderson
Signature: _____
Date: _____ License #: 22285

**FOREST LAKE GARAGE CONDO
TYPE 2
FOREST LAKE, MN**

EXTERIOR ELEVATION

PROJECT NUMBER:	25-1000-02
ISSUED DATE:	09/05/25
DRAWN BY:	CM
CHECKED BY:	KA

A3.1



FOREST LAKE GARAGE CONDOS

FOREST ROAD ELEVATION W/ TREES

FOREST LAKE, MN 55025



5000 Glenwood Avenue
Golden Valley, MN 55422
612-615-0060
www.CivilSiteGroup.com

Project Number: 24490
Issue Date: 11/14/2025

Revision Number:
Revision Date:

EX 1

NOTE: **bold and underline** are proposed additions to the code and proposed deleting the ~~strikeout~~ language

Selection of Suggested Added Definitions (Related to Staff Authority)

- **ADMINISTRATIVE APPROVAL**. A determination, permit, or approval issued by the **Community Development Director (or designee)** without a public hearing, where the **decision-making authority is expressly delegated by this chapter and the approval is based on objective standards.** ~~(Administrative approvals are processed in accordance with §§ 153.025–153.033. See also ADMINISTRATIVE DECISION.)~~
- **ADMINISTRATIVE DECISION**. A final staff-level decision issued under authority **expressly delegated by this chapter.** ~~(See §§ 153.025–153.033; See also DECISION, FINAL.)~~
- **DECISION, FINAL**. A decision constituting the City’s final action on an application, after **which any applicable appeal period begins.** ~~(Appeals processed in accordance with §153.215; See also ADMINISTRATIVE DECISION; APPEAL.)~~
- **MAJOR CHANGE**. A change to a proposed/approved plan that: **materially alters site layout; increases the intensity of use; increases building height/gross floor area; relocates buildings/access points; requires new/expanded public improvements; requires a variance or conditional/incidental use permit; and creates new external impacts that would require other regulatory review.**
- **MINOR CHANGE**. A change to an approved plan that *does not*: **materially alter site layout; increase the intensity of use; increase building height/gross floor area; relocates buildings/access points; require new or expanded public improvements; require a variance or conditional/incidental use permit; and do not create new external impacts that would require other regulatory review.**
- **PLANNED UNIT DEVELOPMENT (PUD)**. A development approach that **allows flexibility from otherwise applicable zoning, subdivision, and design standards for a comprehensively planned project, when such flexibility results in a development that is consistent with the Comprehensive Plan and provides equal or greater public benefit than would be achieved through conventional development standards.** ~~All developments having 2 or more principal uses on a single parcel of land; may include townhomes, multi-use structures, recreational uses, mixed residential and commercial type developments, commercial type developments, and industrial type developments. (Regulated in accordance with § 153.087.)~~

Commented [SG1]: Ramsey, defining the clear distinction between staff decisions and legislative

Commented [SG2]: Rosemount, White Bear use this to clarify appeal trigger

Commented [SG3]: Reviewed all of the language used by peer cities, we were the only ones to be prescriptive with the 2 buildings thing int his definition. Definitions define terms and should be the source of policy

NOTE: There is a major conflict in 153.087(C)(3) regarding the application of PUDs:

(3) Multi-family, commercial, and industrial sites. All multi-family, commercial, and/or industrial sites shall at a minimum have 2 principal buildings or 2 principal uses on-site to qualify as a PUD. All multi-family, commercial, and/or industrial sites that have 2 or more principal buildings must be processed as a PUD.

Commented [SG4]: Current code states that to qualify for a PUD you must have at least 2 principal buildings on site and if you have 2 principal buildings you HAVE to be processed as a PUD. Forces every commercial development with 2 or more buildings through the PUD process, if they want to or not, requiring the business to have to provide an additional public benefit to the city in addition to the implied public benefit of investing in their business in Forest Lake. Needs discussion.

§ 153.006 INTERPRETATION AND APPLICATION.

(A) The provisions of this chapter shall be minimum requirements. Where the conditions imposed by any provision of this chapter differ from those required by any statute or other ordinance of the city, the regulations that are more restrictive or which impose the higher standard shall prevail.

Commented [SG5]: Ideally all of 153.001 to 153.010 - General Provisions would be included in the new Chapter 150, we have maintained its current citations to maintain cross-references for review

(B) Except as otherwise provided in this chapter, the following shall apply to a use not provided for within a zoning district:

(1) If a use is not specifically permitted in a zoning district, the use shall be considered prohibited in the zoning district;

~~(2) The City Council may direct city staff to conduct a study to determine if a particular use complies with the Comprehensive Plan, in which zoning district, if any, the use is most appropriate, and which zoning provisions may apply to the use;~~

Commented [SG6]: This is covered in the Zoning Amendments section

~~(23) The city or an applicant may initiate an amendment to this chapter to permit the particular use under consideration. (See CODE SECTION)~~

(C) ADMINISTRATIVE DETERMINATION OF SIMILAR USES. When a proposed use is not specifically listed in this chapter, the Community Development Director, or designee, may determine whether the proposed use is substantially similar to an existing permitted, accessory, or conditional use/conditional accessory.

(1) In making this determination, consideration shall be given to the overall character of the use, typical operations, potential impacts, and consistency with the Comprehensive Plan.

Commented [SG7]: This could give us some coverage for administrative determinations of the need for an amendment, could limit over-amending for minor market changes or unanticipated future uses and maybe help with applicant confusion on when rezoning might be necessary

(2) A use determined to be substantially similar shall follow the same standards and approval process as the comparable listed use and shall not constitute a zoning ordinance amendment and may be relied upon for future applications. The determination shall be documented in writing and made available to the applicant.

Commented [SG8]: White Bear, Farmington, Ramsey include written administrative determinations for similar uses, similar-use determinations not treated as amendments, Director authority to classify unlisted uses

(D) USES REQUIRING AMENDMENT. A zoning ordinance amendment is required only when a proposed use is determined not to be substantially similar to any use listed in this chapter.

Commented [SG9]: Lino, Prior Lake, and Elk River allow Administrative use determinations, could potentially reduce Council involvement in routine classification questions

(EC) Unless the context clearly indicates otherwise, the following rules apply to this chapter: The language set forth in the text of this chapter shall be interpreted in accordance with the following rules of construction:

(1) Words used in the singular include the plural, and words used in the plural include the singular. The singular number includes the plural, and the plural includes the singular;

Commented [SG10]: Lino, Ramsey

(2) Words used in the present tense include the future tense. The present tense includes the past and future tenses, and the future the present;

Commented [SG11]: Lino, Farmington

(3) “Shall” and “must” are mandatory. “May” is permissive. “May not” states a prohibition. The words “will” and “shall” are mandatory and the word “may” is permissive;

Commented [SG12]: Elk River, Rosemount

(4) If a word or phrase is not defined in this chapter, it shall be given its ordinary meaning as reflected in common English-language dictionaries, unless the context clearly indicates otherwise. The masculine gender includes the feminine and neuter genders;

Commented [SG13]: Ramsey, Farmington

(5) Headings, illustrations, figures, photos, and cross-references are for convenience and clarification only; if a conflict occurs, the ordinance text controls. Words or terms defined in this chapter shall have the meanings assigned to them unless the meaning is clearly contrary to the intent of this chapter.

Commented [SG14]: Rosemount, White Bear

(6) Questions on applicability or interpretation should be directed to the Community Development Department; formal interpretations and appeals shall follow the applicable appeal procedures of this chapter.

Commented [SG15]: Rosemount, Stillwater

§ 153.026 GENERAL PROCEDURES. (PROPOSED ADDITION, ALL NEW LANGUAGE) –

Commented [SG16]: Much of this Chapter would be moved to the NEW Chapter 150 (which will be the overall definitions, procedures, measurements chapter) including this new language.

(J) Minor and Major Amendments.

(1) Purpose. This subsection establishes clear criteria for determining whether a proposed amendment to an approved development, permit, or plan constitutes a minor or major amendment.

(2) Minor amendments. Minor amendments may be approved administratively by the Community Development Director and shall include changes that:

(a) Do not increase the intensity of use;

(b) Do not increase building height or gross floor area;

(c) Do not relocate buildings or access points;

(d) Do not require new or expanded public improvements;

(e) Do not require a variance or conditional use permit; and

(f) Do not create new external impacts, including watershed district requirements.

Commented [AW17]: Including watershed district requirements.

(3) Major amendments. Major amendments shall require review by the Planning Commission and, when applicable, the City Council. Major amendments include, but are not limited to:

(a) Increases in building height or gross floor area;

(b) Changes in classification;

(c) Relocation of buildings, parking, or access;

(d) Introduction or expansion of public infrastructure;

(e) Amendments that require a variance, conditional use permit (CUP), or

rezoning.

(4) Determination. The Community Development Director shall determine whether an amendment is minor or major. Such determination shall be final unless appealed in accordance with this chapter.

Commented [SG18]: Criteria for this determination are scattered, combining together up front, Lino, Elk River, and Farmington all explicitly list the qualities of major vs minor what escalates to major and who makes determination

§ 153.037 ZONING ORDINANCE TEXT AND MAP AMENDMENTS.

(A) Purpose. This section specifies the procedures for amendments to the text of this chapter or associated Official Zoning Map.

Zoning ordinance text and map amendments are legislative actions intended to implement the Comprehensive Plan, respond to changing conditions, correct errors or ambiguities, improve internal consistency, and promote the public health, safety, and general welfare.

Commented [SG19]: Does this need differentiation between text vs map. Text and map amendments are treated similarly but the policy impacts differ, their standards differ, their intent differs; Rosemount and Prior Lake clearly distinguish Text Amendments (policy clarity, modernization) from Map Amendments (site-specific impacts). Need a subsection explaining when each is appropriate and that text amendments are not site approvals

Text amendments may also be adopted to improve clarity, usability, and administrative efficiency without altering underlying land use policy.

Commented [SG20]: Rosemount, Prior Lake, White Bear lake all have explicit language framing code updates

(B) Application.

Commented [SG21]: Stillwater, White Bear, and Rosemount all have a distinction between policy changes and clarifying amendments

(1) Initiation. An amendment to the text of this chapter or a change in the boundaries or designations in the Official Zoning Map may be initiated by a simple majority of the City Council or Planning Commission.

Any persons owning property within the city, or their designated agent, may initiate an application to amend the district boundaries or designation on the Official Zoning Map for property in which they have a real estate interest.

Zoning ordinance text amendments may be initiated by the city without submission of a formal application when proposed for the purpose of clarification, correction, reorganization, policy development, or administrative efficiency. Such amendments may be initiated by city staff with direction from the City Council or Planning Commission.

Commented [SG22]: Rosemount, White Bear Lake have this staff-led code cleanup authority

(2) **Filing Requirements.** A request for an amendment to the text of this chapter or a change in the boundaries or designations in the Official Zoning Map shall be filed with the city on an official application form. The application shall be accompanied by a fee as set forth in a resolution by the City Council.

Application fees shall apply only to privately initiated zoning amendments. Zoning ordinance text amendments initiated by the city shall not require an application fee.

Commented [SG23]: Farmington, Prior Lake have fee waivers for the city written in code

The application shall include detailed written and graphic materials fully explaining the request.

Submittal materials shall be required only to the extent reasonably necessary to evaluate the proposed amendment, based on whether the request is a text amendment or a map amendment. Text amendments shall not require site-specific plans, ownership documentation, or property-specific analysis unless the amendment is directly tied to a concurrent map amendment.

Commented [SG24]: Lino, and Elk River avoid rezoning level submittals for text changes.

The city may require the following information as applicable that the applicant submit ~~the following information~~ before the application can be deemed complete:

Commented [SG25]: Helps prevent time consuming over documentation

- (a) The name and address of the applicant ~~or applicants~~;
- (b) ~~The~~ Legal description of the subject property (map amendments only) area proposed to be rezoned, the name and addresses of all the owners of property lying within such area, and a description of the property owned by each;
- (c) Existing and proposed zoning classifications (map amendments only) ~~The~~ present zone classification of the area and the proposed zone classification;
- (d) Description of existing and intended land uses (map amendments only); ~~A~~ description of the present use of each separately owned parcel within the area and the intended use of any parcel of land therein;
- (e) Site plan or concept plan, if determined necessary by the city (map amendments only); ~~if determined by the city, a site plan showing the location and extent of the proposed building, parking, loading, access drives, landscaping, and other improvements;~~

(f) A statement describing consistency with the Comprehensive Plan of how the rezoning would fit in with the general zoning pattern of the neighborhood and the zoning plan of the entire city;

(g) Map or exhibit showing the subject property and surrounding zoning (map amendments only); A survey showing the property to be rezoned and the present zoning of the surrounding area for at least a distance of 350 feet, including the street pattern of the area, together with an abstractor's certificate with the names and addresses of the owners of the land in each area;

(h) Proof of ownership of the property (map amendments only); and

(i) Other information reasonably required by the city. Such other information as the city may require.

(C) Notice.

(1) Pursuant to Minnesota Statute 15.99, an application for an amendment to the text of this chapter or a change in the boundaries or designations in the Official Zoning Map shall be approved or denied within 60 days from the date of its official and complete submission. The 60-day review period may be extended an additional 60 days as allowed by statute. can be extended an additional 60 days pursuant to Minnesota Statute. If the initial 60-day review period is extended, the city must provide written notice of the extension to the applicant before the end of the initial review period.

(2) Upon receipt of a complete application and following preliminary staff review, the city shall set a public hearing when required by state law or city policy.

Public hearings are required for all zoning map amendments.

Public hearings for zoning ordinance text amendment shall be held when required by state law or when determined appropriate by the City Council or Planning Commission. In making this determination, consideration may be given to the scope, complexity, and potential community-wide impact of the proposed amendment.

as determined by the city, and following preliminary staff analysis of the application, the city, ~~when appropriate, shall set a public hearing following proper hearing notification.~~ Notice of the hearing shall be published in the official newspaper at least 10 days prior to the hearing. Written notification of the hearing shall also be mailed at least 10 days prior to the hearing to all owners of land within 350 feet of the subject property. ~~boundary of the property in question.~~ This distance is increased to 1,000 feet for sites in the Conservancy, Rural Residential and Agricultural zoning districts.

(3) Failure of a property owner to receive the notice shall not invalidate any such proceedings as set forth within this chapter, provided a bona fide attempt to comply with the

Commented [SG26]: Hastings, Ramsey tie hearings to statute rather than default practice

Commented [SG27]: Stillwater, hearings are not automatic for technical amendments, Hastings and White Bear have hearings tied to community impact or scope

provisions of this chapter has been made. A copy of the notice and a list of the property owners and addresses to which the notice was sent shall be made a part of the record.

(D) Procedure.

(1) **Legislative Discretion.** ~~Findings of fact.~~ **Findings and decisions on zoning ordinance text and map amendments are legislative actions and not subject to quasi-judicial standards.**

In making a recommendation or decision, the Planning Commission and City Council shall consider the standards set forth in section (E).

~~The Planning Commission recommendation and City Council decision on any zoning amendment, whether text or map amendment, is a matter of legislative discretion that is not controlled by any particular standard. However, in making their recommendation and decision, the Planning Commission and City Council shall consider the following standards, as set forth in division (E).~~

Commented [SG28]: White Bear Lake, Prior Lake give this clear legislative framing

(2) The Planning Commission and city staff may ~~shall have the authority to~~ request additional information from the applicant **when reasonably necessary to evaluate the proposed amendment.**

Commented [SG29]: Farmington, Elk River narrow the discretion on requests

(3) The applicant or the applicant's representative may appear before the Planning Commission ~~in order to~~ present information and answer questions ~~concerning the proposed request.~~

(4) **Planning Commission Recommendation.** The Planning Commission shall make **written** findings of fact and **forward** make a recommendation ~~on~~ to the **City Council** request. ~~The recommendation shall be in writing and accompanied by the report and recommendation of the city staff.~~

For zoning ordinance text amendments, findings of fact may be consolidated and applied to an amendment package when amendments are related and processed concurrently. Consolidated findings may address the amendment package as a whole rather than each individual section, provided the rationale is clearly stated.

Commented [SG30]: Rosemount, Prior Lake support batching of code update packages

Commented [SG31]: Rosemount, Prior Lake, and White Bear all allow "omnibus" bundled findings to avoid bloated documents

(5) **City Council Action.** Upon receiving the **Planning Commission recommendation and staff report, the City Council shall consider the amendment and take final action.** ~~report and recommendation of the Planning Commission and the city staff, the city shall schedule the application for consideration by the City Council. The reports and recommendations shall be entered in and made a part of the permanent record of the City Council meeting.~~

Zoning ordinance text amendments may be considered and adopted as a single ordinance when processed as part of a coordinated amendment package. The City Council may adopt, modify, or reject individual components of an amendment package.

Commented [SG32]: White Bear Lake, Rosemount bundle ordinance adoption

Commented [SG33]: Stillwater, Ramsey, Farmington all allow "line-item" severance of ordinances, allows Council to maintain authority with bundling of ordinances

(6) **Voting Requirements.** Approval of a **zoning ordinance amendment** request shall require passage by a majority vote of the entire City Council, **except that a zoning map amendment** ~~an amendment~~ changing a district from residential to commercial or industrial ~~that~~ shall require a **two-thirds** (2/3) majority vote.

Commented [SG34]: Minn. Stat. §462.357; Hastings, Ramsey clarify scope of supermajority

(E) Standards for zoning amendments. **The standards below shall be applied based on whether the request is a zoning map amendment or a zoning ordinance text amendment.**

Commented [SG35]: Rosemount, Lino, and Prior Lake all include this caveat to prevent "spot-zoning" arguments applied to text amendments

(1) Standards Applicable to All Amendments.

- (a) Promotion of public health, safety, and general welfare;**
- (b) Public interest and community need;**
- (c) Creation or reduction of nonconformities;**
- (d) Overall consistency with adopted city plans and policies.**
- (e) Consistency with the Comprehensive Plan;**
- (f) Whether the amendment reflects a change in policy or regulatory approach.**

(2) Map Amendments (Rezoning).

In evaluating a zoning map amendment, the city shall consider:

- (a) Existing land uses and zoning of nearby property;**
- (b) Compatibility with surrounding development patterns;**
- (c) Availability of public facilities and services;**
- (d) Creation of nonconformities;**
- (e) Adequacy of buffers or transitions.**

(3) Text Amendments.

In evaluating a zoning ordinance text amendment, the city shall consider:

- (a) Consistency with the intent, structure, and organization of this chapter;**
- (b) Whether the amendment corrects an error, omission, or ambiguity;**
- (c) Whether the amendment improves clarity, usability, or administrative efficiency;**
- (d) Whether the amendment benefits the city as a whole.**

Commented [SG36]: Prior Lake and Rosemount tailor text-amendment findings

§ 153.038 SITE PLAN APPROVAL.

(A) Purpose. The purpose of this section is to establish a formal site plan review procedure that will assist the city in achieving safe, functional, and attractive development.

Site plan review is required for uses, other than the exempted uses below, prior to issuance of a building permit for new construction or additions or changes to a building's exterior **when such improvements have not already been reviewed and approved as part of another discretionary land use approval.**

Site plan review is limited to confirming compliance with adopted zoning standards and approved land use entitlements. It does not reconsider or reopen decisions regarding the appropriateness of a use that has already been approved through zoning, a conditional use permit, or a planned unit development.

Site plan review and is required in conjunction with an application for a:

- (1) Conditional use permit;
- (2) Plat;
- (3) Residential subdivision;
- (4) Commercial development;
- (5) Variance;
- (6) Rezoning;
- (7) Planned Unit Development;
- (8) Subdivision; and
- (9) Interim use permit.

(B) Exemptions from review. The following uses shall be exempted from the site plan review requirements:

- (1) Agricultural uses in the AP, C, A, and RR Districts;
- (2) Single-family detached and two-family dwellings; and

Commented [SG37]: BIG Streamlining opportunity here. This section is broad, too detailed, and commission is required for even minor low impact changes. Need to authorize staff to review/approve minor site plan changes; limit commission to new buildings, major expansions, PUD deviations....

Commented [SG38]: Stillwater, White Bear Lake, and Rosemount have language defining site plan review as implementation, not entitlement, and avoidance of re-litigating land use decisions

(3) Single-family attached dwellings approved by Planned Unit Development and/or subdivision unless otherwise required by the city.

(4) Minor exterior building modifications and site improvements that implement an approved use, such as changes to materials, façade elements, colors, lighting, signage, or routine maintenance, and that do not affect building footprint, parking, access, drainage, or required landscaping, as determined by the Community Development Department.

Commented [SG39]: Hastings, Elk River, Prior lake all have a staff determination of minor improvement, administrative exemption authority, and a process that avoids PC review for minor changes

(C) Preliminary review. Prior to developing a final site plan for submission, applicants are encouraged to submit a “sketch plan” to the city for review and comment. ~~City staff shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for discussion, review, and informal comment.~~

“Sketch plan” review shall be conducted administratively unless city staff determines the Planning Commission or City Council input would be beneficial.

Commented [SG40]: Rosemount, Stillwater, White Bear have staff-led advisory reviews with PC referral discretion

Any opinions, comments, or suggestions offered in this preliminary review shall not constitute a binding decision on the request.

(D) Application. **Submittal requirements shall be proportional to the scope and complexity of the proposed development. Additionally, the city may accept previously approved plans or materials submitted for related approvals (e.g., CUPs, PUDs, plats) to satisfy site plan requirements where appropriate.**

Commented [SG41]: Farmington, Ramsey, Elk River allow proportional submittals, reuse of approved plans, and avoidance of resubmittals

The following data shall be submitted in conjunction with an application for final site plan review. The city may waive some requirements depending on the complexity of the proposal.

(1) Certificate of survey. Shall be drawn to scale of not more than 1 inch equals 50 feet and include the following information:

(a) The date, north point, map scale, name and address of the applicant, owner, operator, surveyor, engineer and designer, including their license numbers and seals;

(b) A correct boundary survey and legal description of the subject property;

(c) Depiction of all existing watercourses, lakes, wetlands, wooded areas, and rock outcrops - see §§ 153.196 et seq. and § 153.089 for woodland and shoreland requirements;

(d) The location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines within the subject property and within a distance of 100 feet from the property boundaries;

(e) Descriptions, reference ties, and elevations of all benchmarks;

(f) Location of all monuments existing at the time of the survey and those which the surveyor shall have located at the corners of the subject property;

(g) Reference to and relations of municipal, township, county, or section lines to lines of the subject property by distances, angles, radii, internal angles, points and curvatures, tangent bearings, and lengths of all arcs; and

(h) Boundary lines of adjoining property within 100 feet, identifying owners.

(2) Site plan. Shall be drawn to scale of not more than 1 inch equals 50 feet and include the following information:

(a) Boundaries with dimensions and angles and ties to section lines;

(b) Existing buildings on the site and within 100 feet;

(c) Proposed buildings, additions, or demolitions;

(d) Existing and proposed curbs, curb cuts and driveways, curb and driveway cross-sections;

(e) Existing and proposed parking and loading facilities, parking lot cross sections;

(f) Trash and waste storage facilities;

(g) Pedestrian circulation system with cross-section;

(h) Screening (fences, walls, landscaping, and berms) with construction details; and

(i) Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements.

(3) Lighting plan. Shall include the following information:

(a) Location of all exterior lighting;

(b) Illumination pattern and data on lighting fixtures;

(c) Details of lighting fixtures; and

(d) Relationship to lighting on abutting properties, **including demonstration that light levels do not extend beyond the subject property line.**

(4) Grading and drainage plan. Shall include the following information:

(a) Existing and proposed topography;

(b) Existing and proposed drainage facilities;

(c) Delineation of topography of subject property with contour intervals of not more than 2 feet and supplemental of 1 foot in extremely flat areas;

(d) Calculations to determine sizing of pipes, structures, and water storage areas;

- (e) Gradients and invert elevations of surface drainage and pipes;
 - (f) Erosion control measures; and
 - (g) Drainage easements.
- (5) Utilities plan. Shall include the following information:
- (a) Existing and proposed sanitary sewer and water systems;
 - (b) Elevations, gradients, and sizing of all components; and
 - (c) Utility easements.
- (6) Landscape plan. Shall include the following information:
- (a) Location, size, and species of all proposed plant materials;
 - (b) Location, size, and species of all existing plant materials over 4 inches in diameter at 4.5 feet above ground level measuring a minimum of 6 inches in diameter for all hardwood deciduous trees or a minimum of 12 inches in diameter for all softwood deciduous trees or a minimum of 12 feet in height for all coniferous trees;
 - (c) Plant schedule;
 - (d) Planting details; and
 - (e) Existing plants to be removed.
- (7) Sign plan. Shall include the following information:
- (a) Site plan locating all freestanding signs;
 - (b) Diagrams of sign copy with dimensions and color;
 - (c) Dimensions of all signs, including sign structures and mounting systems;
 - (d) Height of all signs;
 - (e) Sign illumination system; and
 - (f) Structural plans showing materials, fabrication, and mounting system.
- (8) Building plan. Shall include the following information:
- (a) Elevation drawings, sections, or illustrations indicating the architectural treatment of all proposed buildings and structures;
 - (b) Floor plans of all proposed buildings and structures;
 - (c) Type of use, number of employees, users, or occupants expected;

(d) Type, location, and treatment of exterior mechanical devices, such as vent exhaust fans, air conditioners, and elevators;

(e) Type of exterior building materials;

(f) Exterior colors of all building materials; and

(g) Outline specifications.

(9) Identification of variances. All variances must be clearly shown and applied for.

(E) Procedure. Once preliminary review of a sketch plan has been reviewed, the applicant shall submit an application to the city for final site plan review. The final site plan review process shall be as follows:

(1) The applicant(s) shall submit a completed application and all required ~~final site plan review materials to the city.~~

(2) The City staff shall review the application and prepare a forward a report and recommendation, ~~including all conditions, to the Planning Commission.~~

(3) The Planning Commission shall review and act on the submitted final site plan applications when discretionary judgement is required, and recommendation from city staff and make a final decision, prior to issuance of a building permit for new construction, building additions, or significant changes to a building's exterior. The Planning Commission shall have the authority to make final decisions on final site plan applications within previously approved Planned Unit Developments. The final decision of the Planning Commission shall include all conditions or modifications to the final site plan application.

The Community Development Department may approve final site plans administratively when the proposal:

(a) Is consistent with applicable zoning standards

(b) Implement an approved CUP, PUD, plat, or rezoning; and

(c) Does not require variances or additional discretionary approvals

(4) The Planning Commission may remove, alter, or impose additional conditions when acting on a site plan ~~to the final site plan application.~~

(5) The decision approving or denying a site plan shall be of the Planning Commission approving or denying final site plan approval along with its findings shall be formally recorded.

(6) In evaluating a site plan, the approving authority shall consider its recommendation and approval, the Planning Commission shall take into consideration the following:

(a) Consistency with the City Comprehensive Plan;

Commented [SG42]: Stillwater, White Bear, Prior Lake, Rosemount all allow administrative site plan approvals, staff authority for final site plans, PC review when discretion is required, and/or administrative decisions are appealed by applicant as standard practice

(b) Compliance with this chapter and applicable design standards;

(c) Safe and efficient vehicular, bicycle, and pedestrian circulation; ~~The preservation of the site in its natural state to the extent practicable by minimizing tree loss, soil removal, and grading;~~

(d) Protection of adjacent properties and natural features ~~The harmonious relationships between buildings, open spaces, natural site features, architectural details, and vehicular and pedestrian circulations; and~~

(e) ~~The protection of adjacent and neighboring properties~~ Orderly development consistent with approved plans.

(F) Amendments to approved site plan reviews.

(1) Application. An application for an amendment to an approved site plan shall be submitted to the city. Amendment applications shall include a written description of the proposed change, ~~including the reason for such the change, and~~ identification of a notation of the location of the change on the approved site plan.

(2) Classification of Amendments. ~~Determination of type of change.~~ Upon receipt of a complete application, ~~and using the following criteria,~~ the Community Development Department shall determine within 15 business days, whether the proposed amendment constitutes a minor change or major change to ~~the an~~ approved site plan.

(a) Minor changes are those that do not materially alter:

1. The approved building footprint or building location;

2. Traffic circulation, access, or parking layout;

3. Intensity of use or number of dwelling units; or

4. Required public improvements or development conditions.

5. Examples of minor changes may include, but are not limited to:

a. Minor adjustments to internal building layout not affecting exterior design;

b. Minor landscaping substitutions that meet code requirements;

c. Relocation of walkways, parking stalls, or site features by five (5) feet or less;

d. Minor façade material changes that maintain the overall architectural character.

Commented [SG43]: Hastings, Farmington, Ramsey all have consider evaluation criteria, compliance-based review, and or a means to avoid subjective findings

Commented [SG44]: This is the structure used in Stillwater, Rosemount, White Bear Lake, Prior Lake and Elk River, clearer process, clearer narrative, decision tree is obvious, intended to reduce PC workload

Commented [SG45]: Lino, Elk River; clear major/minor distinction and defensible staff determinations

(b) Major changes **include any amendment that does not qualify as a minor change and shall include, but are not limited to, the following:** to an approved site plan shall include, but are not limited to:

- 1. An increase in gross floor area;**
- 2. A change in building location or orientation;**
- 3. A change in building height;**
- 4. A change in architectural design or primary exterior materials;**
- 5. A change in the number of dwelling units;**
- 6. A reduction in required yards or open space;**
- 7. A reduction in required parking or an increase of more than four (4) parking spaces;**
- 8. A change in the number or location of access points to public streets or alleys;**
- 9. A change exceeding five (5) feet in the location of walkways, vehicle circulation, or parking areas;**
- 10. A landscape plan modification that results in a net reduction of required plant material.**

- ~~—(a) An increase in the gross floor area;~~
- ~~—(b) A change in architectural design and/or materials;~~
- ~~—(c) A change in building location;~~
- ~~—(d) A change in building height;~~
- ~~—(e) A change in the number of dwelling units;~~
- ~~—(f) A reduction in open space or required yards;~~
- ~~—(g) A reduction in the number of parking spaces or an increase of more than 4 parking spaces;~~
- ~~—(h) A change in the number and/or location of accesses to public streets or alleys;~~
- ~~—(i) A change in excess of 5 feet in the location of walkways, vehicle circulation ways, and parking areas;~~
- ~~—(j) A change in the landscape plan that results in a reduction in the net amount of plant material.~~

(3) Review Procedure – Minor Changes. Minor changes may be approved administratively by the Community Development Department.

(a) The Community Development Department shall approve or deny a minor amendment within 15 business days of determining the amendment qualifies as a minor change.

(b) If additional information is required, the review period shall be suspended until the requested information is received.

(c) If the Community Development Department denies a minor amendment, the applicant may appeal the decision, and the amendment shall be processed as a major change.

(4) ~~Approved site plan major change review procedure~~ Review Procedure – Major Changes. Major changes shall be reviewed and approved by the City Council, following review and recommendation by the Planning Commission.

(a) The Community Development Department shall forward the complete application to the Planning Commission. Once accepted, the Community Development Department shall forward the complete application to the Planning Commission for recommendation to the City Council.

(b) The Planning Commission shall review the amendment and make a recommendation to the City Council within 60 days of receipt of a complete application. The Planning Commission shall consider amendment applications within 60 days of receipt of a complete application. If, in the Planning Commission's judgment, the application does not contain sufficient information to enable the Commission to properly discharge its responsibilities, the Commission may request additional information from the applicant. The City Council may approve a site plan amendment request by a majority vote of all its members. If the City Council denies the site plan amendment request it must state in writing the reasons for the denial at the time that it denies the request. If a written statement is not adopted at the same time as the denial, it must be adopted at the next meeting following the denial of the request but before the expiration of the time allowed for making the decision. The written statement must be consistent with the reasons stated in the record at the time of denial. The written response of denial or approval with conditions meets the 60-day time limit if the city can document that the response was sent within 60 days of receipt of the complete written application.

(c) The City Council may approve, approve with conditions, or deny the amendment by majority vote and shall issue written findings supporting its decision.

~~(54) Approved site plan review minor change procedure. Staff Escalation Authority. Notwithstanding the above, the Community Development Department may determine that a proposed amendment initially submitted as a minor change warrants classification as a major change due to potential impacts on surrounding properties, public infrastructure, or consistency with approved development conditions.~~

~~(a) The Community Development Department shall approve minor changes to the approved site plans within 15 business days of receipt of the complete application. The 15 business days timeframe shall commence after the determination that the change is a minor change. If the Community Development Department determines the application does not contain sufficient information, the Community Development Department may request additional information from the applicant. In that event, the 15 business day period shall be suspended pending receipt of all requested information.~~

~~—(b) The Community Development Department may also, at its discretion, determine that a proposed change to an approved site plan constitutes a major change and, as such, must be submitted to the Planning Commission in accordance with the procedures for a major change.~~

~~—(c) If the Community Development Department does not approve the minor change, the applicant may appeal the decision to the Planning Commission in accordance with the procedures for a major change.~~

(Ord. 537, passed 11-8-2004; Am. Ord. 596, passed 2-8-2010; Am. Ord. 636, passed 3-24- 2014; Am. Ord. 648, passed 9-28-2015; Am. Ord. 736, passed 4-22-2024)

How to Use the Zoning Ordinance

STEP
1

Locate the subject property on the City's **Zoning Map** to determine the property's Zoning District and whether the property is located within an overlay area

Online [here](#) or at City Hall

STEP
2

Review **Zoning District Regulations** to determine applicable Zoning District Standards

§ 153.064
Zoning District
Regulations

STEP
3

Review **Overlay Districts Regulations** to determine applicable regulations for properties located in an Overlay District

a If the development has more than one principal structure or upon applicant request, regulations may apply from **Planned Unit Development Overlay District**

§ 153.087
PUD Overlay
District

b For Properties adjacent to Shoreland, the **Shoreland Overlay District** standards apply

§ 153.089
Shoreland
Overlay District

c Additional standards apply for the **Agriculture Preserve Overlay District, Rural Open Space Housing Cluster PUD, and Airport Overlay District**

§ 153.086, 88, 90
Additional
Overlay Districts

STEP
4

Review the **Comprehensive Use Table** to determine which uses are allowed within standard Zoning Districts and review **General Standards for Use Regulations** for additional standards

§ 153.065
Comprehensive Use
§ 153.092
General Standards

STEP
5

Review **General Development Regulations** for additional standards that apply to individual lots and uses

§ 153.100
General
Development
Regulations

STEP
6

Review supplemental standards for Off-Street Parking and Loading, Exterior Storage, Screening, Fence Regulations, Lighting, Detached Accessory Structures, Landscaping, Grading, Signage, Environmental, and Woodland Preservation

§ 153.116 -
§ 153.203
Supplementary
Standards

STEP
7

Review **Applications and Procedures** to determine application processes

§ 153.025
Applications and
Procedures

Conditional Use Permits

