

City of Maple Plain

Request by Parker Smith/Smith Co. Management for Site Plan Review, Preliminary and Final Plat to Allow a New Building and Associated Site Plan Improvements for the Properties Located at 1800 Pioneer Creek Center

To: Planning Commission
From: Mark Kaltsas, City Planner
Meeting Date: March 5, 2026
Applicant: Park Smith/Smith Co. Management
Owner: Pioneer Creek LTD
Location: 1800 Pioneer Creek Drive

Request:

Parker Smith/Smith Co. Management (Applicant) Pioneer Creek LTD (Owner) request that the City consider the following actions for the properties located at 1800 Pioneer Creek Center (PID No.s 23-118-24-41-0004 and 23-118-24-41-0010):

- a. A proposed text amendment to Article 4. – Zoning, Sec. 10-453. – Definitions. The text amendment will consider the establishment of a definition for “Office Campus” which is currently referenced as a permitted use in the I-Industrial zoning district but not defined in the ordinance.
- b. Site plan review to consider the redevelopment of the property from a single use corporate office into a multi-tenant mixed-use office campus.

Property/Site Information:

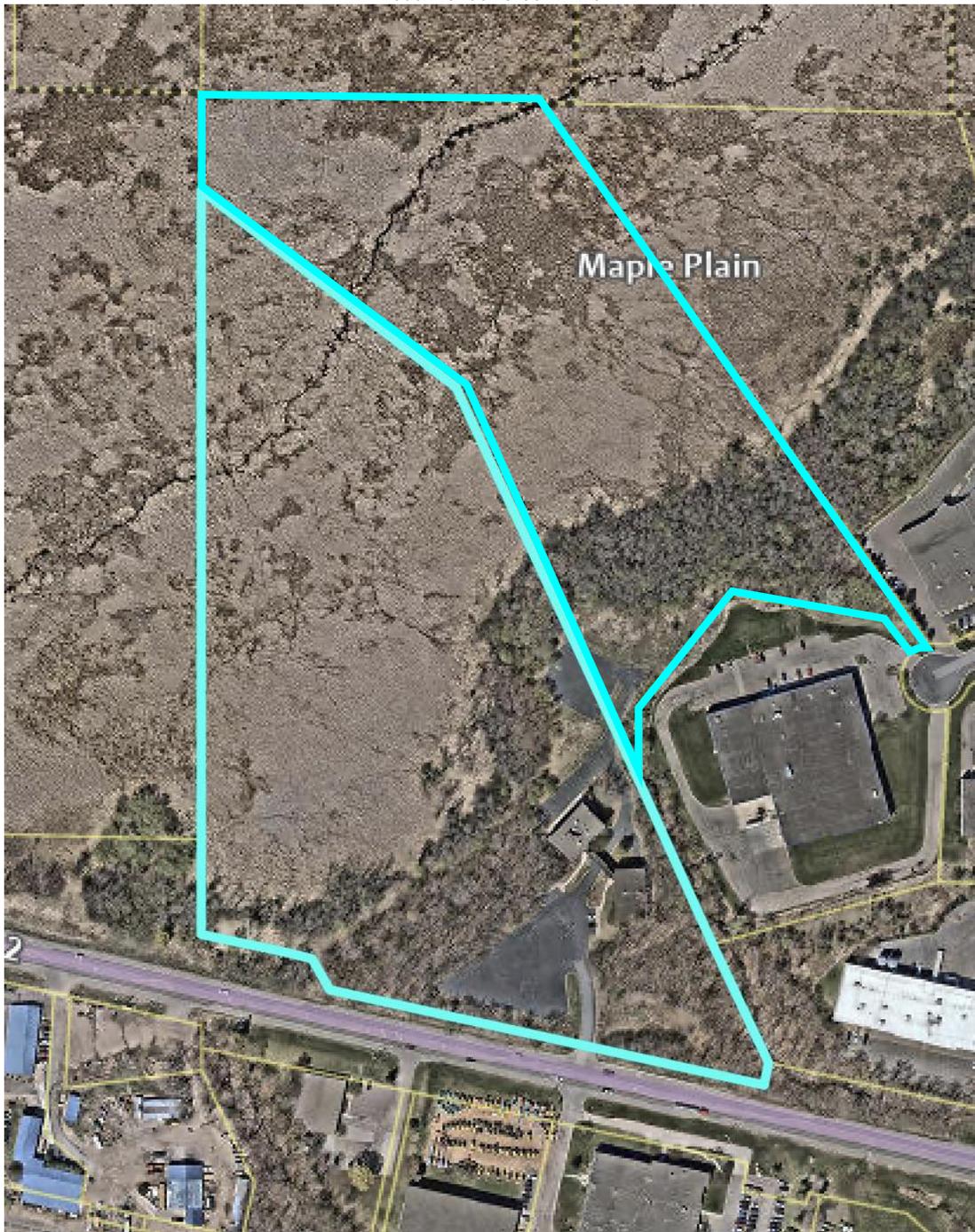
The properties are located just north of Highway 12 and west of County Road 83. The properties have an existing office building and associated parking lot. The unaddressed property to the east has a portion of one of the existing parking lots and no structures. The properties have the following characteristics:

1800 Pioneer Creek Center

Zoning: *I - Industrial*

Comprehensive Plan: *Industrial*

Acreage: 19.94 (west Parcel) and 13.15 (east parcel) Acres





Existing Conditions	
PID 2311824410010	
Total Parcel Area	13 Acres
Net Developable	2 Acres
PID 2311824410004	
Total Parcel Area	20 Acres
Net Developable	7 Acres
Existing Building Type	Office
Building Footprint	10,950 Sq. Ft.
Parking Provided	165



Discussion:

The applicant has a purchase agreement to acquire the existing office building from the current owner. The applicant approached the city about their plans to re-use the existing building. The applicant would like to convert the existing building from a single tenant office building into a multi-tenant building that would allow for a wider variety of permitted uses than just office. The city discussed this request further with the applicant and noted that the existing building and property is zoned and guided I-Industrial. Within the I-Industrial zoning district, the city permits a variety of uses including “Office Campus”. The city’s ordinance does not further define “Office Campus” in the I-Industrial zoning district or within the overall Zoning Ordinance definitions.

The city further discussed the proposed uses that were described by the applicant along with the concept of having a multi-tenant office/multi-use building and believes that the city could consider an amendment to the zoning ordinance which would provide a definition of “Office Campus” that could include a wider variety of uses.

Ordinance Amendment:

Defining “Office Campus” in §10-453 provides a uniform, citywide interpretation applicable wherever the use is listed, reducing ambiguity for applicants, staff, and the public. Staff prepared a draft ordinance that can be considered by the Planning Commission and would allow for the proposed re-use of the existing building.

The proposed definition maintains the district’s employment character by (1) keeping office as the principal use, (2) limiting ancillary uses to 50% of GFA, and (3) prohibiting outdoor storage and manufacturing

beyond incidental lab/prototype functions within campus buildings. It would also stipulate that recreation/childcare elements must submit circulation, parking, and noise-mitigation plans at the site-plan stage.

Key elements of the proposed definition are as follows:

“Office Campus.” A master-planned or unified development, under single ownership or coordinated ownership/control, that is principally comprised of office uses (including general office, professional office, and medical office) within two or more buildings or within a single building designed to function as a multi-tenant campus, together with on-site circulation, shared parking, and common open space or amenities.

An Office Campus may include the following accessory uses that primarily serve employees, tenants, and campus visitors:

- Office and medical: general administrative offices; professional services (e.g., legal, accounting, architecture, engineering, technology); medical, dental, pet care and allied health clinics.
- Boutique retail and personal service: small-format retail and personal service uses such as jewelry sales, specialty goods, spa and wellness services, and similar shops oriented toward the day-to-day needs of campus users.
- Childcare: daycare or early childhood facilities sized to serve campus users and the immediate area.
- Recreation and fitness: indoor, low-impact recreational and training facilities, such as golf simulators, indoor sports training facilities, and fitness/weight training clubs.
- Food and amenity services: cafés, coffee shops, small eateries, and shared meeting, conferencing, or co-working amenities intended to support the campus.

Accessory Floor Area Limits.

Accessory uses listed above may occupy up to 50 percent of the total gross floor area of the Office Campus, unless a higher percentage is approved by the City through a conditional use permit

Site Plan Review:

In addition to the requested ordinance amendment, the city requires changes in commercial use to apply for site plan review. The site plan review process allows the city to consider things such as parking, lighting, uses, etc. of an existing building.

The city reviewed the proposed existing building and would note the following:

- Existing building square footage (2 buildings connected by a “skyway”): 37,000 SF
- There are four (4) stories in the west building and three (3) stories in the east building
- Parking Spaces – 165 parking spaces in the two surface lots
- 9,000 SF of the east building is currently occupied
- Each floor (either side) is approximately 5,500 SF (floor plans attached).

Access Road:

The applicant is proposing to connect the existing buildings/parking lots to Pioneer Creek Drive via a new access drive that will be constructed wholly on the subject parcel. The east parcel currently has frontage on the cul-de-sac of Pioneer Creek Drive. The city has noted that there are a handful of existing trees that will need to be removed to install the proposed access road. The city has reviewed the condition of the trees to be removed and noted that they would fall into a dead/dying/diseased category or non-significant tree. The city will require the applicant to stake the access road construction limits and will complete a final review of the existing trees to be removed in the field.

Parking calculations:

The current site has 165 parking spaces. The city’s ordinance requires one (1) parking space for each 250 SF of office area ($37,000/250 = 148$ parking spaces). The city requires the same level of parking for retail establishments. Based on the proposed multi-tenant use, the existing parking is adequate to support the uses. The city would note that the existing parking spaces would need to be crack sealed and re-stripped as a condition of the approval.

Lighting Plans:

The existing parking lot is illuminated with exterior pole lighting. The city has noted that the existing lighting should be brought into compliance with applicable standards. The applicant has prepared a lighting plan that shows the existing lighting and proposed lighting for the new access road connecting to Pioneer Creek Drive. The applicant has also provided lighting cut sheets showing a new and compliant light fixture for the existing and proposed poles.

Engineering Review:

The city’s engineer has reviewed the proposed plans for the new access drive and reviewed the existing site conditions. They noted that no additional stormwater is required as a result of the proposed access road construction. The engineer has provided minor comments to the applicant relating to the proposed improvements. The city’s engineer also did a site inspection and reviewed the condition of the existing parking lots. They provided the comments relating to crack sealing and striping the existing parking lots.

Fire Department Review:

The Fire Department had no comments relating to the proposed use. The applicant will work with the city on updating knox boxes on the buildings.

The Planning Commission is being asked to consider approval of a site plan review and text amendment to allow the re-use of the existing office building. The proposed new use would be a multi-tenant office campus that would provide a wide variety of potential uses. The existing building has been for sale for many years since the departure of Wenck Engineering. There has been interest, however, the large size of

the building and general decrease in “corporate” campuses use has not yielded any new users for the property. It is anticipated that the re-use of this building into smaller spaces will increase the number and type of businesses and services for the city. The proposed text amendment is believed to provide the clearest path to allowing the type of uses proposed and providing clarity to the zoning ordinance for the existing permitted use.

Neighbor Comments:

The City has not received any written or oral comments regarding the proposed site plan or variance.

Recommendation:

The Planning Commission is being asked to consider the applications for Site Plan Review and a Text Amendment with the following findings and conditions:

1. The proposed site plan review and text amendment meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning and Subdivision Ordinance.
2. City Council approval of the proposed site plan, and text amendment will be subject to the following conditions:
 - a. The Applicant shall make all revisions as directed by the Planning Commission and planning staff.
 - b. The Applicant shall comply with all comments made by the City’s engineer relating to the storm water and grading plans.
 - c. The Applicant shall address all comments provided by the City’s Fire Chief.
3. The Applicant shall pay for all costs associated with the City’s review of the site plan review and text amendment.

Attachments: Application
Site Plan
Grading Plan, Stormwater and Utility Plan
Lighting Plans
Floor Plans
Draft Ordinance Amendment