

City Planner Services

Prepared for the City of Spring Lake Park





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**Stantec Consulting
Services Inc.**

733 Marquette Ave, Suite 1000
Minneapolis, MN 55402

May 5, 2025

Attention:

Daniel R. Buchholtz,
Administrator, Clerk/Treasurer
City of Spring Lake Park
dbuchholtz@slpmn.org
763-784-6491

Reference:

Proposal for
City Planner Services

Dear Mr. Buchholtz and members of the selection committee,

Building on our long history of serving your community, we are eager to continue serving the City of Spring Lake Park with planning services. This proposal outlines our team and approach, which we believe will continue our strong, collaborative relationship with Spring Lake Park in coming years.

The Stantec team is dedicated to continue working hand-in-hand with you to meet Spring Lake Park's daily planning needs with our "best fit" expertise. Evan Monson, a seasoned urban planner, has joined our team and will provide a seamless transition of Phil Carlson's responsibilities. Evan is backed by a deep bench of planning experts to meet the large and small challenges that may come up. Phil Carlson is planning to continue to be available part time as a resource for Spring Lake Park planning matters.

The City of Spring Lake Park is a valued client. We are committed to continuing our planning services to the City. Our problem solvers and our public/private experience give us the perspective from which to suggest win-win solutions in complex situations, helping residents and property owners through the often-confusing world of planning and development. Highlights of our qualifications include:

- Our local planning team excels at developing the policy and zoning frameworks that set up communities for success, which is why we are also asked to serve as expert witnesses in planning and zoning cases. Stantec's planners have also been in your shoes as public sector planners, a perspective that is different from many other consulting firms. We offer a spectrum of experience you can rely on so that you can focus on the other city issues that need you.
- As experienced planners, our rates are competitive with the industry, and deliver value through our extensive qualifications. If we can see our way through an issue quickly, a higher hourly rate more than pays for itself versus an inexperienced planner taking hours to understand the situation. If we can address a situation professionally and diplomatically, we may be able to avoid legal problems for the City. Having seen thousands of applications, we can better bring our expertise to bear, whether it's a complicated site plan negotiation in a concept plan review, legal findings for or against a variance, or a plat evaluation based on shoreland standards. We match our staff with the level of knowledge and expertise your situation demands.
- We will communicate clearly about our budgets and billing practices, so there are no surprises. We do not work without prior authorization from a City representative. We understand that our services are often passed through to residents and we will be diligent and efficient in our work. And where the costs are not passed on, but borne by the City directly, we take seriously the responsibility to be conservative stewards of the public's money.

Backed by our national planning practice, Stantec planners are leaders in development economics, mobility, resilience, and urban design best practices. Not only do we practice what we preach, we work with communities to implement visions that carry them into the future. The day-to-day planning work in the City of Spring Lake Park supports and implements your community's vision. We are your partners to success.

We look forward to further discussing how best to structure a Spring Lake Park/ Stantec partnership with the selection committee.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Evan Monson, AICP
Urban Planner
evan.monson@stantec.com
612-712 2148

Beth Elliott, AICP
Principal
beth.elliott@stantec.com
612-712-2039

Firm Qualifications

Since 1954, our local strength, knowledge, and relationships, coupled with world-class expertise, have allowed us to go anywhere to meet our clients' needs in creative, personalized ways. The Stantec community unites approximately 32,000 employees working in over 450 locations across 6 continents.

We help communities with community planning and infrastructure investment through the lasting value of economic, community building, and environmental assets.

From rural to urban, we lay the foundation for creating the communities of today and the future. Planning is problem solving—creating thoughtful options for communities that consider site conditions, public input, client needs, and project requirements.

Stantec's planning practice is more than just a collection of technical skills—it's an integrated approach that "connects the dots" to solve complex problems and unlock bigger opportunities. We're a team with broad national expertise and local knowledge with visionaries who push the edge of innovation but keep plans grounded in the realities of the market.

With a long-term commitment to the people and places we serve, we have the unique ability to connect to projects on a personal level and advance the quality of life in your community.

Our Relationship with the City of Spring Lake Park

Stantec has enjoyed a long relationship with Spring Lake Park. In addition to our decades of service as City Engineer, our planners have served the City in varying capacities through the years.

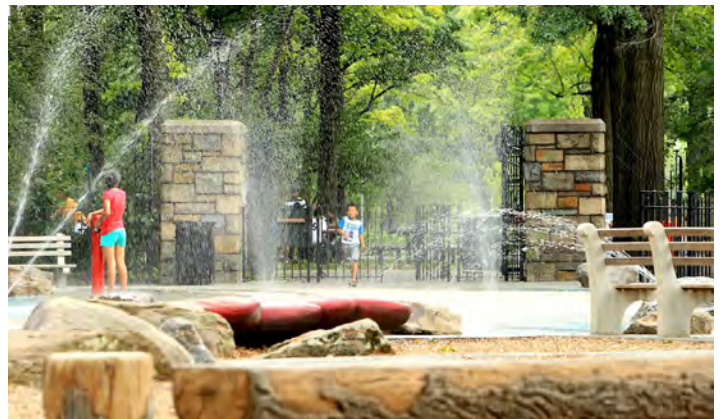
We work well with City Staff, the Planning Commission, and the City Council. Some planning issues are relatively routine. In those instances, we have worked with the City Administrator to have City staff handle the matter with little involvement from Stantec. Sometimes just a brief phone call or a quick review of the City staff memo is sufficient involvement from our staff. This ability to work collaboratively helps keep the planning budget down.

We have worked with the City to develop detailed Geographic Information System (GIS) mapping. The mapping includes City zoning information and property parcel data. We are able to assist City staff with quick mapping requests, such as maps showing setback distances for possible cannabis businesses.

We are expertly familiar with the City of Spring Lake Park Comprehensive Plan and will continue to work with the City to implement the 2040 Plan. Our planners are ready to continue to help your community. We can provide a flexible level of service—more involvement for detailed planning issues and less involvement for routine planning issues.

City Clients

Stantec planners have been partnering with communities like Spring Lake Park in Minnesota throughout our careers. We believe in active partnerships with strong communication, capacity-building, education of decision-makers and residents, and a direct connection between policy and regulations. We have worked as on-call planners for Mounds View, Mendota Heights, Centerville, Burnsville, Vadnais Heights, Lilydale, Roseville, Spring Lake Park, Milaca, Baytown Township, White Bear Township, and others, handling zoning applications and planning issues.



Consultant Team

Stantec brings a highly qualified and experienced team with proven experience in current and long-range planning work in similar communities. Resumes for each team member are included on the following pages.

In addition to this team, Stantec has a specialized global talent pool to draw from if more resources are needed to serve Spring Lake Park's needs.

City of Spring Lake Park

Project Manager
Evan Monson, AICP

Principal
Beth Elliott, AICP

Urban Planner
Lauren Walburg, AICP

Urban Planner
Kribashini Moorthy, AICP*

Development Economics Specialist
Tom Leighton, AICP, EDFP

Engineering Advisor
Phil Gravel, PE

Planning Advisor
Phil Carlson, AICP

** pending registration*





Evan Monson AICP
Project Manager

Education

Bachelor of Science, Community and Regional Planning, Iowa State University, Ames, Iowa, 2017

Registration

Certified Planner #35041, American Institute of Certified Planners

Memberships

Member, American Planning Association (Minnesota)

Evan has served as a planner for seven years, having provided planning and zoning expertise for a variety of communities, clients, and settings, ranging from rural townships to urban and suburban cities. He is experienced in site plan review, interpreting and enforcing zoning codes, policy review, mapping, economic development, and urban design. In addition, Evan is experienced in public meetings and engagement, and can present complex planning cases to the public as well as to clients, boards and commissions, and elected and appointed officials. He is also proficient in ArcGIS and is experienced in using GIS/geospatial data to aid in planning work and analysis.

EXPERIENCE

Comprehensive Plan Update* | Houston County, MN

Evan worked with the County to update their Comprehensive Plan Update. He served as the lead author of the new Plan, which will help guide policies, ordinances, and decision-making regarding land use and development activities in the County for years to come. The county adopted the Plan in 2023.

On-Call Planning and Development Services* | White Bear Township, MN

Evan served as the Township's Planner. He reviewed applications and requests for compliance with the township's zoning and subdivision ordinances, presented reports to the Town Board and Planning Commission, and helped update and amend ordinances and plans for the township. Evan led the drafting and adoption of a new subdivision ordinance, which was adopted in 2024.

On-Call Planning Services* | Stillwater Township, MN

Evan reviewed and updated ordinances, and reviewed different development projects such as new housing, rezoning, and new subdivisions. He worked with and presented planning cases and projects at the Planning Commission and Town Board meetings.

On-Call Planning Services* | Baytown Township, MN

Evan served as town planner, reviewing development projects and ensuring housing, rezoning, and subdivision projects meet ordinances. He presented reports and planning requests at Planning Commission and Town Board meetings.

On-Call Planning Services* | Gem Lake, MN

As the planner, Evan helped the city update ordinances, worked with city staff and consultants to review development applications, and prepared reports and presentations for the Planning Commission and City Council.

Grey Cloud Island Township MRCCA Ordinance Update* | Grey Cloud Island Township, MN

Evan served as lead on engagement and drafting of the Township's Mississippi River Corridor Critical Area (MRCCA) ordinance to adhere to state rules governing land use rules along the river corridor. The ordinance was adopted by the Township in 2023.

Metropolitan Council Environmental Services Planning and Zoning* | Saint Paul, MN

Evan provided planning and zoning consultation on MCES projects such as the Harrison sewer improvement project, Forest Lake sewer improvement project, and the Shakopee odor management system improvement project.

** denotes project completed prior to joining Stantec*



Beth Elliott AICP

Principal

Education

Masters in Urban and Regional Planning, University of Minnesota, Minneapolis, Minnesota, 2002

Bachelor of Arts, University of Iowa, Iowa City, Iowa, 2000

Registration

Certified Planner # 020439, American Institute of Certified Planners

Memberships

Member, American Planning Association

Member, Lambda Alpha International

Beth is an urban planner with proven experience managing complex short- and long-term projects of regional significance related to downtown planning, comprehensive planning, community revitalization, zoning and other regulatory frameworks, funding and implementation, and transit-oriented development. She also has specialized expertise in developing and facilitating inclusive and creative community engagement strategies for diverse stakeholder groups. In her 12 years as Minneapolis' downtown planner, Beth gained a reputation for her collaboration and communication skills among elected officials, community members, developers, and businesses to advance projects into implementation.

EXPERIENCE

Planning Experience with the City of Minneapolis* | Minneapolis, MN

Beth spent 14 years as a planner for the City of Minneapolis, including 11 years as the Principal Planner for Downtown Minneapolis. She co-managed the 2018 update to the city's comprehensive plan and its engagement process and coordinated and implemented Downtown planning initiatives.

Zoning Administration | Various Communities, MN

Beth provides technical zoning expertise to municipal staff, planning commissions, and city councils on land use applications, including for the cities of Spring Lake Park, Minnetonka Beach, Onamia, and Centerville.

2040 Cottage Grove Comprehensive Plan | Cottage Grove, MN

In one of St. Paul's fastest growing suburbs, Beth worked closely with Cottage Grove planners and Economic Development staff to create a land use strategy that best meets their future community's future needs and goals. A major component of this strategy was introducing a performance-based mixed-use district around future bus rapid transit (BRT) stations.

Lyndale Avenue Suburban Retrofit Strategy | Bloomington, MN

As the original Bloomington main street, Lyndale Avenue's auto-centric land uses and design hid its authentic character and beloved local businesses. The suburban retrofit strategy identified assets to maintain while proposing improved alternative mobility, compact critical mass and public spaces at nodes, and design and zoning criteria to evolve the suburban commercial corridor into a walkable corridor. Beth's role was to co-lead the project as well as design a creative and inclusive engagement process, including pop-up events at local businesses and institutions, virtual engagement tools, and an artist-designed charrette with a gardening theme.

2040 Oakdale Comprehensive Plan | Oakdale, MN

Beth supported the comprehensive plan engagement process through designing interactive and informative exercises for the Community Advisory Committee and broader community for such topics as equitable access to parks and open space and barriers to walking and biking to community destinations.

Burnsville Parking Ordinance | Burnsville, MN

Beth led the effort to update Burnsville's parking ordinance to better reflect current best practices and offer more realistic expectations to the business community and property owners. The work included an extensive peer city review, collaboration with a diverse group of city staff, and tackling issues like shared parking and change of uses. The parking ordinance revisions gave city staff a more effective administration tool and decision-makers clarity in their approval processes.

** denotes project completed prior to joining Stantec*



Lauren Walburg AICP
Urban Planner

Education

Masters of Urban and Regional Planning, University of Minnesota, Minnesota, 2019

Bachelor of Arts, Environmental Studies and Spanish, College of St. Benedict, St. Joseph, Minnesota, 2013

Registration

Certified Planner #344760, American Institute of Certified Planners

Memberships

Member, American Planning Association (Minnesota)

Lauren is experienced in comprehensive planning, environmental planning, zoning and municipal planning, community engagement, research and analysis, and report writing. Lauren has served as assistant project manager on several long-range planning projects and is skilled in quickly understanding and synthesizing context and information. Her experience working in Midwest communities of all sizes prepares her well to respond to the needs and desires of the community with a focus on implementing strategies that will help the community achieve its goals.

EXPERIENCE

Zoning Administration

Lauren provides technical support to staff, Planning Commissions, and City Councils on land use applications and zoning issues. She specializes in thoughtfully researching and writing staff reports to assist City staff and decision makers with complex zoning issues. Current clients include Spring Lake Park, Centerville, Burnsville and Minnetonka Beach.

Sunrise Energy Ventures Solar Farm Permitting | Statewide, Minnesota

Lauren worked with Sunrise Energy Ventures on the development of solar farms across Minnesota. She was responsible for coordinating and assembling land use applications for several solar farms including analysis of zoning and land use compatibility, as well as analysis of environmental impacts. Lauren was also responsible for coordinating with the client, County staff and township staff to ensure that all requirements were met for a successful land use application.

Cottage Grove Business Park Alternative Urban Area-wide Review | Cottage Grove, MN

To better position themselves for future business growth, the City of Cottage Grove hired Stantec to manage an Alternative Urban Area-wide Review (AUAR) for their existing business park and a large expansion area. When it needed to be updated in 2022, Lauren mapped new development scenarios, coordinated internal technical experts, and drafted the AUAR Update document.

Evanswood EAW | Maple Grove, MN

As project manager, Lauren worked with the City of Maple Grove to conduct an Environmental Assessment Worksheet (EAW) on a proposed residential development. She coordinated an internal team of experts, coordinated communications and schedule with the City staff and developer, and drafted an EAW for approval.

Xcel Energy/City of Becker AUAR | Becker, MN

As a land use planner, Lauren worked with technical GIS staff and the project manager to create two realistic industrial development scenarios for the City. Lauren was also responsible for the land use and visual aspects of the environmental review.

Metropolitan Council Environmental Services L-32 EAW | Fridley, MN

As project manager, Lauren worked with the Metropolitan Council of Environmental Services and the Minnesota Pollution Control Agency to conduct an EAW for a large sanitary sewer lift station and pipes crossing the Mississippi River. Lauren coordinated an internal team of experts and managed client expectations and schedule.



Kribashini Moorthy AICP*
Urban Planner

Education

Masters in Urban and Regional Planning, University of Minnesota, Humphrey School of Public Affairs, Minneapolis, Minnesota, 2023

Masters in Engineering in Remote Sensing and GIS, Anna University, Anna University, Chennai, Tamil Nadu, India, 2018

Bachelors in Civil Engineering, Anna University, Anna University, Chennai, Tamil Nadu, India, 2016

Registration

Certified Planner, American Institute of Certified Planners (* pending)

Kribashini is an urban planner with experience in community engagement, research and analysis, and report writing. She is also involved in a wide variety of projects including zoning studies, comprehensive plans, small area plans, mapping, Storymaps, and design.

EXPERIENCE

Spring Lake Park Zoning Services | Spring Lake Park, MN

On call zoning support for various requests from the City of Spring Lake Park that includes evaluation and preparation of reports for zoning requests and analysis of existing zoning codes.

Mounds View Zoning Services | Mounds View, MN

On-call zoning support for various requests from the City of Mounds View that includes evaluation and preparation of reports for zoning requests, analysis of existing zoning codes.

Nexamp Solar | Various Locations, IL

Involved in the preparation of due diligence memos for various sites and preparation of Special Use Application for the site by coordinating with various City and County staff.

Zoning Code Revision | Valdez, AK

Assisted the team by writing zoning ordinances and redlining the zoning code.

Imagine Owatonna: 2050 Comprehensive Plan | Owatonna, MN

Assisted the team with summarizing existing conditions and participating in community engagement events along with analysis of engagement surveys.

Northfield Comprehensive Plan | Northfield, MN

Assisted the team in preparing existing conditions reports along with demographic analysis.

MnDOT Corridor Context Guides 2023 | Twin Cities, MN

Analyzed transportation corridors throughout the Twin Cities Metro area. Performed Demographic analysis to identify future opportunities and constraints beyond the transportation infrastructure that may need to be targeted priorities for corridor reconstruction from an equity perspective.

Manhattan Plaza West Small Area Plan | Manhattan, KS

Assisted the team by summarizing engagement events, report writing, and updating Storymaps.

Junction City Small Area Plan | Junction City, KS

Assisted the team by summarizing engagement events, report writing, and consolidating existing conditions.



Tom Leighton AICP, EDFP

Development Economics Specialist

Education

Master in Design Studies (MDesS) in Real Estate and the Built Environment, Harvard University Graduate School of Design, Cambridge, Massachusetts, 2013

Master of Arts (MA) in Public Affairs, University of Minnesota Humphrey School, Minneapolis, Minnesota, 1996

Bachelor of Arts in Natural Science, St. John's University, Collegeville, Minnesota, 1982

Registrations

Certified Planner #018262, American Institute of Certified Planners

Economic Development Finance Professional #1216-024, National Development Council

Memberships

Member, American Planning Association (Minnesota)

Member, Economic Development Association of Minnesota

Tom has more two decades of experience focused on implementation-oriented planning and community development. He served as Minneapolis's lead urban planner in economically challenged North Minneapolis leading large-scale, transformative initiatives for its neighborhoods, commercial corridors, and riverfront. In the last decade, Tom has offered implementation-oriented consulting services to public sector clients and developers. He provides support with development planning, market analysis, housing and economic development strategy, and development implementation strategy. He has developed analytical methodologies and processes that illuminate real-world market and development and pave the way for implementation.

EXPERIENCE

Economic and Fiscal Impact Analysis and Recommended Strategies Relative to King Plant Closure | Oak Park Heights, MN

With the scheduled closure of the coal-fired power plant, the small city of Oak Park Heights will lose a significant share of its property tax base. Stantec worked with the City of Oak Park Heights to secure a state Energy Transition Grant and utilized those funds to provide analysis to the City to understand the impact of the closure and identify strategies for mitigating that impact. Tom coordinated Stantec's work, which encompasses fiscal impact analysis, economic impact analysis, and strategic guidance concerning the City's options for mitigation of impacts and pursuit of additional support. Tom also serves as the lead economic analyst, estimating the economic impacts of the plant closure, and the degree to which a set of redevelopment scenarios might offset those economic impacts.

Irving and Fairmount Brownfields Revitalization Plan | Duluth, MN

The City of Duluth secured an areawide brownfield grant to support planning for redevelopment and revitalization in the Irving and Fairmont neighborhoods in West Duluth. Tom led the development analysis component of the plan—identifying opportunity sites, shaping development concepts for the brownfield sites, and articulating a clear strategic approach to implementing the plan recommendations.

Shoreview Housing Study | Shoreview, MN

Tom served as the project manager and primary researcher for the project. The project employed market research, mapping analysis, and other analytical methodologies. Structured interviews were conducted with housing developers familiar with Shoreview to understand their perceptions of the Shoreview development context and the range of housing types that may be viable in Shoreview.

Woodbury Theater Site – Market and Development Analysis | Woodbury, MN

Metro Transit owns the Woodbury Theater property in Woodbury, MN, leasing it to the theater while using it as a park and ride location for its express bus service to downtown St. Paul and Minneapolis. The property is immediately adjacent to a future Gold Line bus rapid transit station. Metro Transit sought to understand the potential for redeveloping the property as a transit-oriented housing development. Tom was the lead analyst in assessing the local and metropolitan market context for such housing and analyzing the value that the development community would place on the property.



Phil Gravel PE
Engineering Advisor

Education

Master of Business Administration,
Hamline University, St. Paul,
Minnesota, 2009

Bachelor of Science Civil Engineering,
North Dakota State University, Fargo,
North Dakota, 1996

Registrations

Professional Engineer #19864, State
of Minnesota

Memberships

Member, American Council of
Engineering Companies

Member, American Public Works
Association

Member, City Engineers Association of
Minnesota

Phil joined Stantec in 1987 as a civil engineer and currently is a principal in the firm. Phil leads an engineering team specializing in municipal engineering in existing urban areas. A Registered Professional Engineer for more than 36 years, he has a long history of working on municipal reconstruction projects, both as a field engineer and as a design engineer. Phil's designs focus on constructability and long-term reliability for the owner.

EXPERIENCE

City Engineer | Spring Lake Park, MN

Phil has served as the city engineer for Spring Lake Park since 2011. As city engineer, Phil worked with the City to develop a multi-year sanitary sewer maintenance plan that focused on Infiltration /Inflow reduction. Phil is the project manager for the city's ongoing street improvement projects, which are part of a pavement management program that Stantec helped Spring Lake Park establish in 1996.

City Engineer | Various Communities, MN

Phil is an experienced municipal engineer. His past and current experience includes serving as the designated City Engineer for nine Minnesota communities. He brings expertise in helping municipalities navigate engineering challenges and providing responsive service. One of Phil's strong points is being able to keep the lines of communication open between City staff members, City Council members, and residents of a community.

Planning Assistance | Various Communities, MN

As city engineer for various municipalities, Phil works with planners and city staff to complete site plan reviews, provide information to potential developers, and implement comprehensive plans.

Capital Improvement Plans and User Charge Policies | Various Communities, MN

Phil has prepared numerous capital improvement plans for municipal infrastructure systems. He has worked with several cities to develop their user charge systems for financing municipal infrastructure systems with area and connection charges. In addition, he has prepared storm water and street light utility programs.

Business/Industrial Parks Experience | Various Communities, MN

Phil has assisted with the planning and design of many business and industrial parks including the following: Millennium Industrial Park, Rockford; Annandale Business Park, Annandale; Arboretum Business Park, Chanhassen; Airport Industrial Park, Forest Lake; Jude Industrial Park, Maple Lake; and Highway 169 Industrial Park, Milaca.

Street Construction and Reconstruction Projects | Various Communities, MN

Phil has been involved with all phases of street projects in numerous cities including: Annandale, Belle Plaine, Cambridge, Chanhassen, Chaska, Eagan, Forest Lake, Kenyon, Lake Elmo, Maple Lake, Mazeppa, Milaca, Minneapolis, New Hope, Oak Park Heights, Onamia, Rockford, Wayzata, and Woodbury.

Comprehensive Planning Experience | Various Communities, MN

Phil has extensive experience in preparing municipal infrastructure plans including plans for sewer, water, and transportation systems.



Phil Carlson AICP
Planning Advisor

Education

Bachelor of Architecture, University of Minnesota, Minneapolis, Minnesota, 1986

Registration

Certified Planner #05800, American Institute of Certified Planners

Memberships

Member, Sensible Land Use Coalition

Member, American Planning Association

Phil is involved in a wide variety of planning and design projects, including comprehensive plans, zoning studies, master plans, redevelopment projects, environmental reviews, and the design of residential, retail, office, mixed use and industrial projects. He is frequently called as an expert witness in land use and zoning cases.

EXPERIENCE

Comprehensive Planning | Various Communities

Phil has managed numerous comprehensive plans throughout the Upper Midwest in his 40-year career. Among the communities he has helped plan in Minnesota are Spring Lake Park, St. Cloud, Burnsville, Roseville, Blaine, Ramsey, Alexandria, Little Falls, Sauk Rapids, and many others. In North Dakota he led the Minot Land Use and Transportation Plan Update and is currently working with Mandan on a similar planning effort. In Iowa he prepared the Marshalltown Plan and assisted with the Newton Plan update. These efforts typically involve analyzing infrastructure studies, including water, sewer, transportation, and natural resources. His responsibilities include supervising all research, planning, report writing, and map preparation, as well as facilitating key meetings and presentations to the community, task forces, Planning Commission, and City Council.

Community Engagement | Various Communities

In many communities on numerous projects, Phil has developed communications and outreach plans to engage stakeholders. This includes meeting facilitation using standard techniques such as SWOT exercises, visioning exercises, visual preference surveys, and prioritization techniques. For the Marshalltown Plan, he used his fluency in Spanish to work with a focus group from the large Hispanic community. This has included targeted business community forums as well as meetings with classes of school children. He has facilitated numerous design charrettes and is also trained in the innovative Open Space Technology facilitation approach.

Riverfront and Center Downtown and Neighborhood Plans | Minot, ND

Phil was one of four co-project managers for the Riverfront and Center Plans in Minot, focused on downtown Minot and the six neighborhoods along the Mouse River that were devastated by flooding in 2011. The neighborhood plans have emphasized listening sessions with the neighborhoods, identifying key issues and concerns, but also strengths to build on as the community recovers. Key issues identified in the process are potential commercial redevelopment in targeted areas, sidewalk and trail connections, park improvements, street lighting, renovating damaged properties, on-street parking regulations, and other quality of life issues.

Green Bay University Avenue Brownfields Redevelopment Plan | Green Bay, WI

Green Bay's University Avenue corridor was the focus of assessment and planning work under EPA grants to the city. Mr. Carlson was project manager for the study, completed in 2014, which identified five brownfield catalyst sites and numerous other planning and redevelopment opportunities along the four-mile University Avenue corridor between downtown Green Bay and the University of Wisconsin–Green Bay. The project involved working with city staff and a local advisory committee to decide the best strategies and redevelopment plans for the corridor, which includes several former packing plant sites. The plan envisions new housing, office and mixed use development at key nodes along University Avenue, tied together with gateway and streetscape elements.

Project Approach

We understand the community and City's zoning requirements

In our current role as the city planner, we have developed a thorough understanding of Spring Lake Park's community and zoning requirements. We have learned to work effectively through strong communication with the City Administrator and the rest of the City staff. While many zoning codes are standardized, each community has its own precedents and procedures for maintaining its strong character assets. Stantec will make recommended updates to the zoning code as opportunities arise to modernize and improve the code.

With each new question or request, we will continue to educate ourselves and review the zoning code by doing—reviewing specific development standards, calculating setbacks using available mapping, and reviewing how similar actions have been determined in the past. Finally, the best way to understand the Spring Lake Park context is to communicate early on with staff and applicants to make a meaningful zoning determination.

Services provided

We acknowledge and understand the scope of services outlined in the Request for Proposals. Based on our past experience with Spring Lake Park, we have deep experience in providing Planning and Zoning Administration, Development Review, Comprehensive Plan Implementation, Zoning Updates, and Meeting Participation services to the City of Spring Lake Park. We are ready to continue those services to the City, and we pledge to transition the work at no cost to the City.

We are excited to be able to assist the City with Economic Development Support services. Stantec has an experienced Development Economics group embedded within the Minneapolis Planning team that is working across the country to bring market conditions into policymaking and regulatory frameworks. Our staff have assisted municipalities in developing economic development strategies, studying local housing conditions, and creating reinvestment plans for key development opportunities.

For example, we look forward to the opportunity to work with the City to provide Economic Development support on the redevelopment of the City-owned property on Laddie Lake. We have had preliminary discussions with the City Administrator about pursuing brownfields redevelopment and other funding sources for the site. Stantec's brownfield redevelopment staff have many years of guiding communities successfully through grant applications and redevelopment projects.

How responsibilities will be divided

Your local Stantec planners will tailor our expertise to the needs of each individual project. We have a deep bench of local planners to offer to the City of Spring Lake Park that includes more than 60 years of in-house municipal consulting, municipal in-house experience, and private sector experience. We serve as city planners (as consultants and in-house staff) but also understand the needs of property owners and business owners as they work through everything from a complicated concept review to a straightforward driveway variance. This gives us a unique perspective that is unmatched by our competitors. The key local staff assigned to this task, with their varied backgrounds, is listed in the table on the next page.



Table 1: Project Roles

Evan Monson Project Manager	Evan will serve as the zoning administrator. As your primary contact, you can rely on his experience working with communities to implement comprehensive plans through the development review process, custom planning projects, and ordinance updates. Evan's public sector and consulting experience includes leading the reviews of residential and commercial developments, amendments and updates to plans and ordinances, conditional use permits, rezonings, variances, and more. Spring Lake Park can count on Evan to help the City continue to develop in an orderly fashion.
Beth Elliott AICP Principal	Beth will be Evan's support and back-up. She spent the first 14 years of her planning career at the City of Minneapolis before joining Stantec in 2017. Beth's public sector expertise helps her understand planning and zoning issues from the perspective of City staff and the Planning Commission. She developed zoning controls downtown that offered property owners flexibility and focused on maximizing the benefit to the City. Beth understands what it is like to work in a public sector environment and the expectations of consultants she hired.
Lauren Walburg AICP Urban Planner	Lauren has experience serving the City of Spring Lake Park. She has spent years as an on-call planner for cities throughout the region and uses that expertise to achieve successful outcomes for public and private clients. Lauren will be available as a resource to Evan on planning issues for Spring Lake Park. She will also be available to fill in at meetings as necessary.
Kribashini Moorthy AICP* Urban Planner <i>* pending</i>	Kribashini provides a strong platform of support on planning and zoning issues that need a detailed evaluation. Kribashini has experience with recent Spring Lake Park planning reviews. Not only is she proactive and diligent, but she can also work with City staff to communicate recommendations to residents and the Planning Commission in written and graphic formats.
Tom Leighton AICP, EDPF Development Economic Specialist	Tom leads Stantec's Development Economics team, providing market analysis, development intelligence, and implementation strategies to support communities across North America. His facilitation and communication skills can help Spring Lake Park decision-makers, stakeholders, and community members strategize policy and redevelopment opportunities.
Phil Gravel PE Engineering Advisor	Phil Gravel will work closely with Evan to provide engineering comments and advice on planning and zoning issues that need a detailed evaluation of site and building design. Not only is he proactive and diligent, he will work with our staff to communicate recommendations to City Staff and the Planning Commission in clear and concise written and graphic form.
Phil Carlson AICP Planning Advisor	Phil Carlson will be available as an advisor to Stantec staff. He is planning to keep his office phone and computer to help support this transition. Our staff can rely on his broad and deep experience with Spring Lake Park. He can help Evan in working to implement the comprehensive plan, with development reviews, and custom planning projects. In Phil's 40+ years as a consultant, he has tackled nearly every type of municipal planning issue imaginable.

Work Samples

To demonstrate the quality of our work, we have included two work samples in the Appendix. These are:

- Conditional Use Permit, Northtown Auto Sales, Auto Service, 8325 University Avenue NE, prepared for the City of Spring Lake Park.
- Memorandum: Minor Subdivision request to split 2655 Stillwater Street into two parcels, prepared by Evan Monson for White Bear Township while with his previous employer.

Relevant Experience + References

Great communities don't just happen. They start with strong leadership and a clear, shared vision. Recognizing the unprecedented challenges community leaders face today, careful planning combined with strategic investment are necessary to bring that vision to life.

At Stantec, we have helped communities of all sizes and situations realize their visions. We understand planning from its regional context, down to the key details associated with a single property.

We know the importance of community involvement and education, the need to support decision-makers with the right information, and the results of effective participation. We bring creative strategies to engage and inform citizens to help build public support for decisions.

Comprehensive Planning for Communities of Any Size

Stantec provides planning services for municipalities large and small. We customize our approach for each community, working with the schedule, budget, and real world needs of each unique place.

Guiding Sensible Development

Our planners have experience inside city halls handling day-to-day zoning applications—variances, conditional use permits, site plan reviews, planned unit developments—and can augment staff capabilities. Because we also have experience with private sector development, we speak the developer's language too.

Sustainable Planning That's Mindful of the Environment

Stantec is passionate about the relationship between our natural and built environments. We draw from over 20 technical specialties to form teams that are uniquely suited to cities like Spring Lake Park, whether it's an environmental review process, nature-based solutions, electrification, and so much more. We balance innovation and creativity with strong practices grounded in planning, science, and engineering.

Client	Services Provided	Contact
Mounds View 2023-Present	Providing planning services to the City including advice regarding planning and zoning questions and zoning applications, preparing planning reports and zoning amendments, and updating the Comprehensive Plan.	Brian Beeman Assistant City Administrator 763-717-4029 brian.beeman@moundsviewmn.org
Minnetonka Beach 2018-Present	Providing planning services to the City including advice regarding planning and zoning questions and zoning applications, preparing planning reports and zoning amendments, and updating the Comprehensive Plan.	Heidi Honey City Administrator 952-471-8878 cityadmin@ci.minnetonka-beach.mn.us
Centerville 2007-Present	Providing on-call planning services. We are helping the city administrator negotiate a preliminary plat and planned unit development (PUD), including preservation and enhancement of the shoreline of Centerville Lake.	Mark Statz Former City Administrator (now with City of Forest Lake) 651-209-9750 mark.statz@ci.forest-lake.mn.us
Lilydale 2007-Present	As with Spring Lake Park, we built the capacity of City staff to update the 2040 comp plan, including drafting the Mississippi River Critical Area Plan. Our on-call planning services help the Planning Commission and City Council make good decisions in this small community.	Mary Tollefson City Administrator 651-457-2316 cityoflilydale@comcast.net
Stillwater Township 2020-2025	With his previous employer, Evan Monson reviewed and updated ordinances, and reviewed different development projects such as new housing, rezoning, and new subdivisions. He worked with and presented planning cases and projects at the Planning Commission and Town Board meetings.	Barbara Riehle Town Clerk 651-706-4133 clerk@stillwatertownshipmn.gov

Availability

The City of Spring Lake Park is important to Stantec. The City will be one of Evan Monson's top priorities. Our planning services staff are available to the City on an as-needed basis with flexibility. This means that we are here for you when you need assistance, but you don't have the expenses of a planner when there are no active planning issues.



Fee Proposal

As we have to date, Stantec will continue to work on an hourly basis for day-to-day planning administration under a Master Services Agreement (MSA). This MSA provides flexibility to add task orders for larger projects with a scope and fee consistent with our shared agreement with you. Our Stantec Project Management Framework includes a practice that no work is to be completed prior to authorization from the client. For on-going planning services for the City, we pledge not to begin any services without email authorization from a qualified City representative. This practice makes sure that there no surprises and that expectations for each task are known up front.

We would be happy to work with the City on standard review estimates or per project estimates. That way, when an applicant applies for a project review, they will know the budget the City's consultant will work under. This is a value-added service and in turn provides more confidence to property owners and developers who invest in Spring Lake Park.

When larger planning projects are submitted, we will partner with you to prepare a scope and budget that makes sense for you.

Below are hourly rates for key planning services personnel. In addition to the hourly rates, we have mileage expenses based on the current government rates, printing based on costs, and postage/shipping based on costs.

Key Personnel	2025 Hourly Rate
Evan Monson	\$163
Beth Elliott	\$199
Lauren Walburg	\$163
Kribashini Moorthy	\$139
Tom Leighton	\$189
Phil Gravel	\$213
Phil Carlson	\$198

Appendix

WORK SAMPLES

- Conditional Use Permit, Northtown Auto Sales, Auto Service, 8325 University Avenue NE, prepared for the City of Spring Lake Park.
- Memorandum: Minor Subdivision request to split 2655 Stillwater Street into two parcels, prepared by Evan Monson for White Bear Township while with his previous employer.

To:	Spring Lake Park Planning Commission	From:	Phil Carlson, AICP, Stantec
	City of Spring Lake Park		
File:	Northtown Auto Sales 8325 University Avenue NE Applicant: Muchtar Sajady Owner: Fatima Sajady Trustee	Date:	January 22, 2024

Re: Conditional Use Permit, Northtown Auto Sales, Auto Service, 8325 University Avenue NE

INTRODUCTION

Northtown Auto Sales operates a car sales lot at 8325 University Avenue NE in the C-2 zoning district. The property has an existing conditional use permit (CUP) that allows for auto sales and cleaning of vehicles. The original CUP (then called a “special use permit” – same as a CUP) was approved in March 1985 and allowed auto sales, but no repair, with a maximum of 50 cars parked on site. A CUP amendment in December 1985 increased the allowed number of cars on site to 58 and allowed parking to within 5 feet of the front lot line. Two CUP amendments in 1993 allowed a taller garage door and added storage and cleaning of vehicles to the permitted uses. See attached Summary of Special Use Permit Actions.

Auto sales (“*Auto and marine; sales, leasing and rental*” in the official code language) and repair (“*Auto and marine; service, parts, and repair, excluding wash*”) are both listed as conditional uses in the table of uses in the Zoning Code for the C-2 district. A *conditional use* is considered in planning practice and Minnesota zoning rulings to be a *permitted use* to which reasonable conditions may be attached. It is generally not advisable to deny the use outright unless there are unusual issues with a given site that would make that use inappropriate even with reasonable conditions.



Using this approach, we assume that auto repair can be allowed but that the City can attach conditions to the permit to address issues on site. Since there is already a CUP on the property we will consider this request an amendment to that CUP – all conditions now in effect would remain unless specifically altered in an amended CUP.

PLANNING & ZONING CONTEXT

The property is guided Commercial on the City's Land Use Plan and zoned C-2 Neighborhood and Service Center Commercial, as illustrated on the map excerpts on the next page. The properties on all sides of the site are also commercial, in Spring Lake Park and across University Avenue to the west in Fridley. All properties in this area are served by a frontage road adjacent to University Avenue. The land immediately east behind the Northtown Auto site is vacant commercial property, part of the parcel belonging to the business fronting 83rd Avenue to the southeast. That vacant piece could be developed some day but has sat vacant for many years. The next properties to the east are all single family homes on 5th Street NE. The homes are about 230 feet from the property line of Northtown Auto Sales.

Re: Conditional Use Permit, Northtown Auto Sales, 8325 University Avenue NE



HISTORY

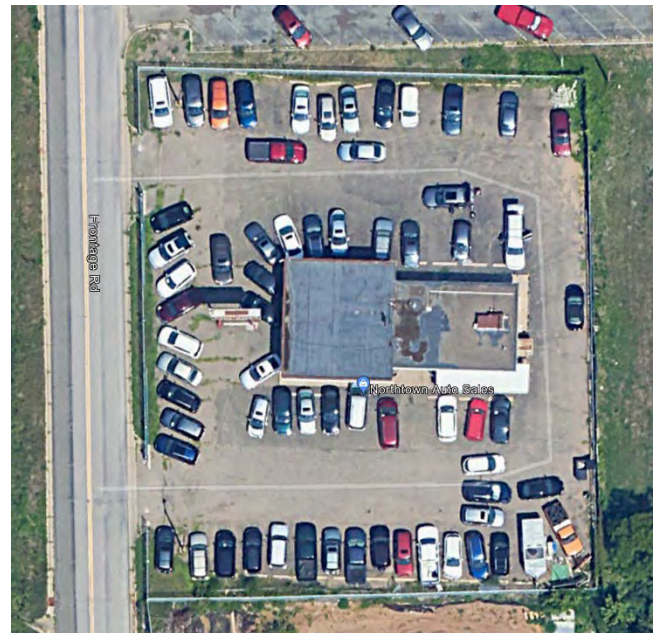
The original 1985 SUP was issued to a previous owner. Mr. Sajady has owned the property since before the 1993 SUP amendments. City files show a number of complaints and violations of the permit conditions several times over the years, both with the previous owner and with Mr. Sajady. The complaints have involved too many cars on site, lighting spilling into neighboring properties, and hours of operation. As recently as May of 2023 a Google Earth aerial photo shows over 60 cars on the site (see photo, right).

ZONING ISSUES

As noted above, the auto repair use being requested is listed as an allowed conditional use in the C-2 district. The questions are whether there are conditions that can be attached to the request to address site conditions that have an impact on surrounding properties or if there is anything about that use that would inherently disqualify it from this site. The site is approximately 25,700 sq ft in area.

The basic relevant zoning standards in the C-2 district for this property are the following, compared to the estimated existing conditions on site:

- Front parking setback: 25 ft required (5 ft existing)
- Rear parking setback: 10 ft required (0-5 ft existing)
- Side parking setback: 10 ft (0-5 ft existing)
- Impervious site coverage: 75% maximum (92% existing)

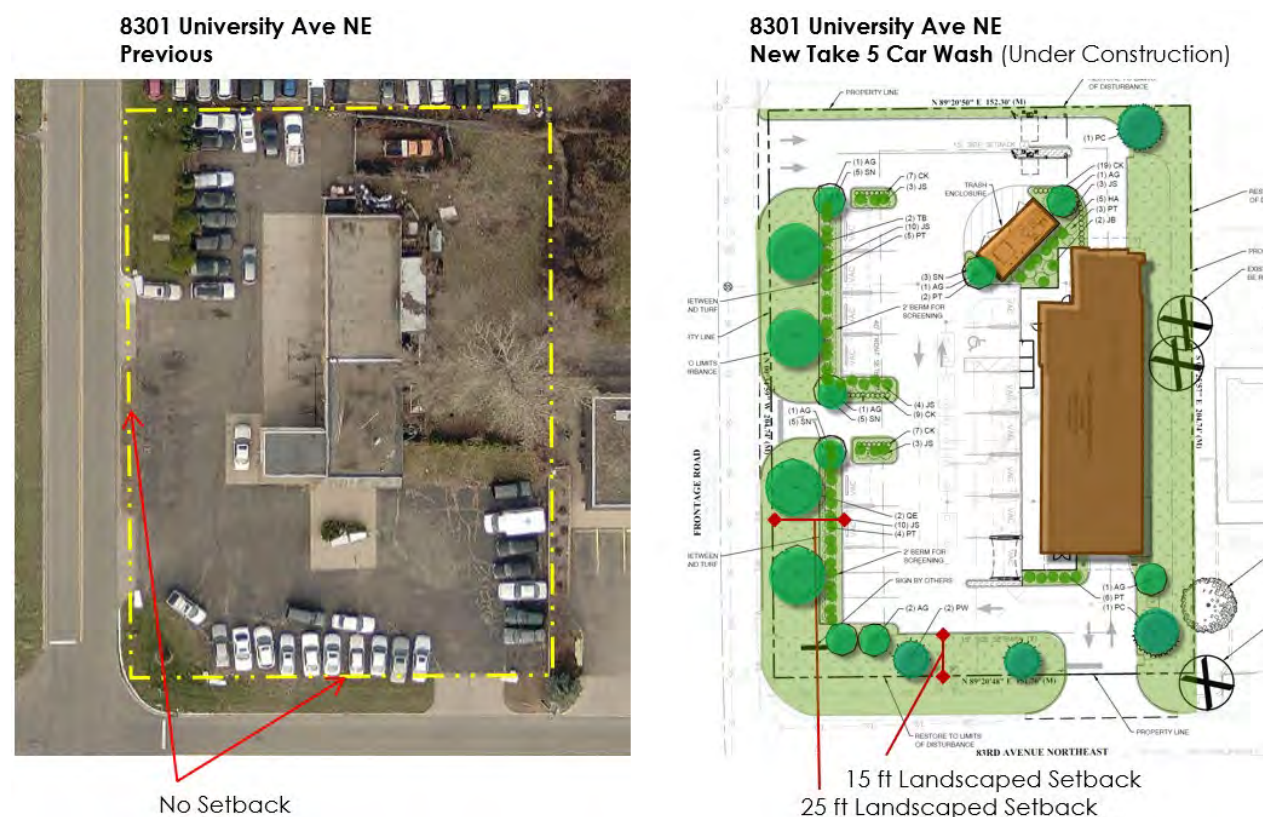


Google Earth aerial photo, 5/23/2023

Re: Conditional Use Permit, Northtown Auto Sales, 8325 University Avenue NE

The existing site is out of compliance in terms of setbacks and site coverage, a condition that is not unusual for older properties. Changes in the property, however, can be a time for the City to consider ways to bring the site more into compliance with the spirit and letter of the Zoning Code. It has been a goal of the City for some time to improve the appearance of the University Avenue streetscape, and the Northtown Auto site has that opportunity now.

An example is the property immediately to the south of Northtown Auto Sales on the University Avenue frontage road, the Take 5 Express Car Wash, now under construction. The redevelopment of that property improves the previous condition of zero setbacks on the street frontages with new landscaped boulevards – 25 ft on the University Avenue frontage road and 15 ft on the side setback to 83rd Avenue NE.



Requiring the site to come into compliance with the zoning code standards is covered in Section 16.08.010:

16.08.0101. Scope Of Regulations

1. No application for a building permit or other permit or license, or for a certificate of occupancy, shall be approved by the Zoning Administrator, and no permit or license shall be issued by any other department, which would authorize the use or change in use of any land or building contrary to the provisions of this title, or the erection, moving, alteration, enlargement, or occupancy of any building designed or intended to be used for a purpose or in a manner contrary to the provisions of this title. [underline added]

Re: Conditional Use Permit, Northtown Auto Sales, 8325 University Avenue NE

Reviewing this CUP application and requiring it to come into complete compliance with the code would be permitted by this section, but we understand that complete compliance would be difficult and unreasonable. Some improvements however can be made and are reasonable to expect in this situation.

CONDITIONAL USE CRITERIA

The criteria in Section 16.56.030(E)(1) of the Zoning Code related to Conditional Uses are as follows:

- a. The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;***

The use – auto repair – is assumed to be necessary and desirable.

- b. The use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity;***

The use, if conducted properly, will not be detrimental to people in the vicinity.

- c. The proposed use will comply with the regulations specified in this title for the district in which the proposed use is to be located;***

The site does not comply with the setback and lot coverage regulations, as noted above. This is an issue to be addressed in this CUP request.

- d. The use is one of the conditional uses specifically listed for the district in which it is to be located;***

The use is listed as a Conditional Use in the C-1 district.

- e. The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;***

The use and enjoyment of this part of the University Avenue is impacted by the appearance of the businesses along it. Improving that appearance is one of the issues to be addressed in this request, by adding more of a landscaped boulevard which will bring it more into compliance with the setback and lot coverage standards.

- f. The use will not lower property values or impact scenic views in the surrounding area;***

The conduct of the use itself will not lower property values, but as noted, the appearance of the site with many cars and little green space and landscaping does impact the scenic value of the area.

- g. Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;***

The streets are adequate to serve the use.

- h. Sufficient off-street parking and loading space will be provided to serve the proposed use;***

Limiting the number of cars on site is one of the key issues with this property going back many years. The business must comply with the reasonable limit to the number of vehicles on site.

Re: **Conditional Use Permit, Northtown Auto Sales, 8325 University Avenue NE**

i. The use includes adequate protection for the natural drainage system and natural topography;

The site can handle the drainage.

j. The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance; and

It is assumed that the use will continue to limit odor, fumes, dust, noise and vibration as required by the code.

k. The proposed use will not stimulate growth incompatible with prevailing density standards.

Not applicable.

NEW LANDSCAPED BOULEVARD

To accomplish the improved appearance of the University Avenue frontage an expanded landscape boulevard could be added to the west side of the site adjacent to the frontage road, as illustrated below. The new boulevard area would add 8 ft of width to the existing 5 ft of width. Landscaping would consist of low shrubbery that would not block visibility to cars on display on the site and overstory trees approximately 30 ft on center whose branches would also be above the cars on display so as not to block visibility. We estimate this plan would remove 12 parking spaces and add back 4, for a net of 8 spaces lost, and a total of 50 spaces on the site, compared to the 58 spaces allowed under the current permit. The plan would add about 1,000 sq ft of green space to the site, or about 4%, reducing the impervious coverage from about 92% to about 88%. The new plan would be prepared by the owner for review and approval by the City Planner and City Engineer.



Re: Conditional Use Permit, Northtown Auto Sales, 8325 University Avenue NE



Recommended Site Concept
8325 University Ave NE, Spring Lake Park
Conceptual for discussion only 1-2-24

RECOMMENDATION

I recommend that the Planning Commission recommend voiding the current Special Use Permit at 8325 University Avenue NE and recommend approval of a new Conditional Use Permit including auto repair use for Northtown Auto Sales, with the following conditions which incorporate, restate, and modify the current permit conditions, with the following findings of fact:

Conditions of Approval

- 1) The current Special Use Permit at 8325 University Avenue NE, approved in March 1985 and amended in December 1985 and December 1993, is voided and replaced with a new Conditional Use Permit.
- 2) Auto repair may be conducted on site as long as all repair work is done completely within the building and all other conditions of this permit are adhered to.
- 3) A new landscaped boulevard along the University Avenue frontage road will be added as illustrated in the Planner's report of January 22, 2024, consisting of an additional 8-ft-wide landscaped area, in addition to the existing 5-ft-wide landscaped area, for a total of 13 ft wide. The new boulevard will be planted with overstory trees approximately 30 ft on center and low shrubs in a plan to be prepared by the owner and reviewed and approved by the City Planner and City Engineer. All landscaping will be installed as indicated on the approved landscape plan and guaranteed for at least one year. The plan is to be completed by October 1, 2024.
- 4) The number of cars on site at any one time, including vehicles for sale, involved in repair, or customer parking, is limited to 50, as illustrated on the Recommended site plan in the Planner's report of January 22, 2024.

Re: Conditional Use Permit, Northtown Auto Sales, 8325 University Avenue NE

- 5) All vehicles on site must be legal and operational for public highways.
- 6) Hours of operation are 9 am to 9 pm, Monday to Friday and 9 am to 6 pm on Saturdays.
- 7) On-site lighting to be confined to the premises. Any changes in site lighting plan are to be reviewed and approved by the City Engineer.
- 8) Existing green space to be maintained.
- 9) Fencing will be kept in good repair and attractive appearance.
- 10) All other City standards related to drainage of the site and other site features are to be followed. Any changes must be reviewed and approved by the City Engineer.

Finding of Fact for Approval

- 1) Northtown Auto Sales has operated at 8325 University Avenue NE under a Special Use Permit approved in 1985 and amended in 1993.
- 2) The City has standards in the zoning code for setbacks and lot coverage which are reasonable to promote the health, safety, and welfare of the City, its residents, and businesses. One of the purposes of the setbacks is to encourage and allow the attractive landscaping of business sites.
- 3) The current site at 8325 University Avenue NE is zoned C-2 and does not comply with the required standards in the zoning code for setbacks and impervious site coverage, summarized as follows:
 - a. Front parking setback: 25 ft required (5 ft existing)
 - b. Rear parking setback: 10 ft required (0-5 ft existing)
 - c. Side parking setback: 10 ft (0-5 ft existing)
 - d. Impervious site coverage: 75% maximum (92% existing, estimated)
- 4) With a new landscaped boulevard as recommended with the new Conditional Use Permit the front parking setback would be increased to 13 ft and the impervious site coverage would be reduced to about 88%. The side and rear setbacks would not be affected.
- 5) The use as conditioned with this approval meets the criteria for approving a Conditional Use Permit in Section 16.56.030(E)(1) of the City Code.

OPTIONS

- 1) Recommend approval of the CUP as presented with the recommended conditions and findings, or as modified by the Planning Commission.
- 2) Recommend denial of the CUP, with findings for denial.
- 3) Continue the items to a future meeting to gather more information or more discussion.

60-DAY RULE

The Conditional Use Permit application was received on November 16, 2023. Due to scheduling over holidays the City has already extended the deadline for final action an additional 60 days to 120 days as allowed by State statute 15.99. The deadline for final action by the City Council is March 16, 2024.

8325 University Avenue NE

Summary of Special Use Permit Actions

(from City files)

- March 1985: Petition for SUP, Northtown Auto Sales
- December 1985: Amendment to SUP – to store more vehicles and reduce green space
- December 1993: Amendment to SUP – to clean and maintain vehicles and change door

March 1985: Petition for SUP for Northtown Auto Sales, 8325 University Ave

Decision: Approval of Special Use Permit for Northtown Auto Sales, 8325 University Ave NE with following conditions and amendment stipulating that the SUP be reviewed in one year.

- 1) Number of cars displayed for sale to be limited to 50.
- 2) Hours of operation: 9 am to 9 pm
- 3) On-site lighting to be confined to the premises
- 4) Lighting plan to be approved by the City Engineer
- 5) Existing green space to be maintained
- 6) Fencing be repaired
- 7) No repair work to be done in the existing building
- 8) Drainage of the site to be approved by the City Engineer
- 9) No junkers (all vehicles not legal operational for public highways) be allowed

December 1985: Amendment of Special Use Permit granted for Lenny's Auto Sales, 8325 University Avenue to reduce the green space to within 5 feet of the curb and increase the number of display cars to 58 from 50.

Decision: Approval to reduce the amount of green space to within 5 feet and increase the number of display cars to 58.

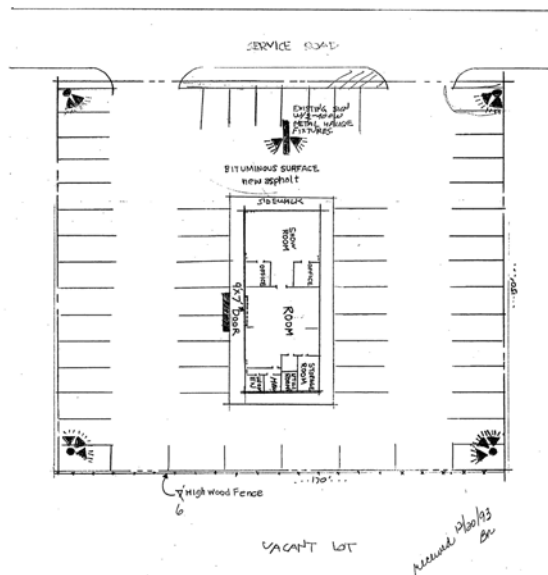
Discussion points:

- [Owner] explained that he currently has 58 spaces and if his request is approved, he will have 8 to 10 additional spaces, bringing the total to 66 or 68.
- [Owner] said that he cannot asphalt until Spring but would like to start parking cars in the designated area.
- Council Member observed that the issue of green space in commercial properties has been a recurring problem in Spring Lake Park and asked if the City could adopt a guideline for calculating the minimum amount of green space required for a building keeping in mind its size, amount of blacktop etc. City Engineer explained that adopting a guideline will be difficult as some uses require more green space than others. Site plan review process was recommended to give the Council the opportunity to review each individual case.
- Council Member recalled that the amount of green space varies considerably along University Service Drive and would be difficult to establish a standard as it is difficult to evaluate the effect of reducing green space without actually measuring and viewing the site. Council Member recalled that the original SUP was approved with the condition that the existing green space would remain as it and the number of parking spaces were adequate to operate the business and added that he cannot support the reduction in green space. Cohen explained that additional of spaces is essential to increase his visibility and exposure and not for the want of more space. His earlier request for an amended SUP to park cars right up to the street was denied but he observed that the cars parked next door at Northtown Imports parked closer to the street than his cars will be. Council Member expressed his opinion that the green space will add to the appearance of the business. There were varying opinions on the different businesses that existed along Service Drive and their aesthetic appearances. It was concluded that Owner is maintaining the property much better than its previous owners.

December 1993: Amendment of SUP to store and clean vehicles

Decision taken: The council approved an amended SUP for 8325 University Avenue N.E to store and clean vehicles with the following conditions:

- 1) Plans for modifying the concrete curb and sidewalk to provide access to the overhead door shall be submitted by July 1, 1994.
- 2) Lighting plan to be submitted for consideration by the City Council and approval by the City Engineering by July 1, 1994.
- 3) A fence to be re-installed on the east side of the property in accordance with the code by July 1, 1994.
- 4) Permission for a new overhead door is granted.
- 5) Cleaning of exterior and interior of vehicles is permitted but, cleaning of engines or engine parts is prohibited. (Mr. Sajady stated that any engine cleaning would be done at Northtown imports which has the proper oil traps and pressure hoses while being questioned by Commissioner Johnson)
- 6) Additional asphalt in front the building will be permitted in accordance with the plan submitted on December 20, 1993 (attached below).
- 7) No repair work to be performed in the existing building.
- 8) Hours of operation maybe from 9 am to 9 pm, Monday to Friday and 9 am to 6 pm on Saturdays.
- 9) No junkers are allowed on the lot.



Plan submitted on December 20, 1993

4) December 1999: Letter sent to owner Mr. Sajady that the SUP allows maximum of 58 cars on display not 73 vehicles which are currently on display. The memorandum states that all the vehicles were parked on the paved surface and no vehicles were parked on the lawn. No response from the owner was received.

Council Member asked Administrator if SUP could be denied that evening. On discussion with City Attorney, it was concluded that revocation of SUP would be an expensive procedure. The Council took the decision to deny the license and not take any action of SUP immediately as this could compel Mr. Sajady to bring his property into compliance. Council Member directed the Staff to notify Northtown Auto Sales that their lots must be in compliance with their Special Use Permit.

5) November 2023: The owners of the property have applied for a Conditional Use Permit for repairing and servicing used vehicles. The existing use of the property is to auto sales and services.

References to Complaints or Violations

Date	Type of complaint	Nature	Response
12/20/1993	Lighting	Continuing problem with lighting on the property, complaints received from a resident on 5 th Street. Council member Carson also observed the lighting problem when she visited the resident's home and observed the reflection in the kitchen window and identified the light located in the northwest corner of the site causing this problem.	Lights on the west side facing east, is tuned off at 9.30 pm but the signs stay on for security reasons and Mr. Sahady offered to tip the fixture downward as far as it will go before turning it off at 9.30 pm.
12/20/1993	Asphalt	Previous owners were required to expand the asphalt by Spring but did not follow through	Mr. Sajady stated that even with additional asphalt, the property will have more green space than other businesses along University Avenue
12/7/1999	73 vehicles in display, permitted vehicles is 58	No response from Mr. Sajadi to the letter advising him that the property's special use permit allows a maximum of 58 cars on display and not 73 vehicles (6 vehicles appear to be inoperable), which are currently on the lot as stated in the Memorandum dated December 6 th , 1999	License denied and Minnesota license division notified for further action
12/20/1999	Memorandum - 73 vehicles in display, permitted vehicles is 58	Currently 73 vehicles parked on the lot. All vehicles parked on the paved surface and no vehicles parked on the lawn	
12/28/1999	2000 Used car Dealership License	Inspections carried on December 7 th and 20 th not corrected immediately, the City Council will consider moving against the SUP under which the business is permitted to exist	

Memorandum

To: White Bear Township Town Board

Copies To: Scott Montgomery, Applicant

From: Evan Monson, Planner

Date: November 13, 2024

Project Reference: Minor Subdivision – 2655 Stillwater St

TKDA Project No.: 21101.000

Client No.:

SUBJECT: Minor Subdivision request to split 2655 Stillwater Street into two parcels

MEETING DATE: November 18, 2024

LOCATION: 2655 Stillwater Street (Parcel ID 123022410107)

APPLICANT: Scott Montgomery, on behalf of the property owner

OWNER: Isabelle Montgomery Trust

ZONING: R-1 Suburban Residential, Shoreland Management Overlay Zone

REVIEW PERIOD: 120-day period ends 12/3/2024

ITEMS REVIEWED: Application and plans received by Town on 8/1/2024 & 8/5/2024, stormwater information received on 9/17/2024, 10/31/2024, and 11/8/2024

DESCRIPTION OF THE REQUEST

The subject parcel has been owned by the Montgomery family for many years. The family is proposing to split the parcel into two to facilitate the sale of one of the parcels as a future building site. The subject parcel contains a single-family detached home, and two detached accessory structures. A wetland is located on the south side of the property. The proposed lot split would result in 'parcel A' containing 29,321 square feet (SF) of land, along with the existing house and accessory structures. Proposed 'parcel B' would be vacant and available as a future building site, with 15,046 SF of land. The proposed lot line would run through a wetland located near Stillwater Street, so each proposed parcel would have approximately half of the wetland.

A Minor Subdivision, which is outlined in Section 5 of Ordinance 15 (Subdivisions), is the process that applicants follow to split a lot/parcel into two. A Minor Subdivision requires the Planning Commission review the request, and that the Town Board approves or denies the request.

The request was reviewed at the [August Planning Commission meeting](#). The commissioners tabled the item, to allow the applicant time to get stormwater drainage calculation information for the commissioners and Public Works/Engineering to review. The commissioners reviewed the request again at their [October meeting](#), and recommended approval of the request with conditions. Their recommendation is found later in this report.

PROPERTY INFORMATION

Description: The subject parcel is located at the northwest corner of the intersection of Stillwater Street and Park Avenue. An alleyway running east-west abuts the north side of the subject property. The subject property is 1.02 acres, or 44,367 SF in size. According to Ramsey County Assessor records, the house on the property was built in 1889, and the two accessory structures were built in 1889 and 1930. The property slopes down from the house toward the wetland, while the east half of the property is fairly flat. The wetland on the property, delineated in 2024, occupies 6,934 SF.

Land Use: Single-Family Residential



Figure 1: Aerial of the site, from Ramsey County GIS. Parcel boundaries of the site are in red.

EVALUATION OF REQUEST

Zoning Ordinance Requirements

Section 7-1 of the Township Zoning Ordinance regulates the lot size, yard setbacks, and density regulations; these are also shown in Table 1 below. The current dimensions of the current parcel, as well as the proposed, are also included in Table 1. Both proposed parcels would meet the minimum lot size and frontage/width requirements. The Township defines 'minimum lot area' in Section 3-40 as land "exclusive of wetlands, drainage retention areas, floodplains, lakes, streams, public parks and the right-of-way of any public or private roadway", which means that 12,000 SF of land outside of wetlands (i.e. upland) is needed to meet the minimum lot size for the R-1 zone. Both proposed parcels would meet this requirement. Table 7-1 also requires a minimum width of

105 feet along all street frontages which will be met. Since the property is within the Shoreland Management Overlay zone, the maximum impervious surface coverage allowed is 25% of the lot. Both parcels A and B would be under this threshold.

Table 1: Current & Proposed Conditions vs R-1 Requirements

	Lot Size (in SF)	Impervious Surface Coverage (% of Lot) *	Lot Width / Frontage (in Feet) **
R-1 zone Requirement	12,000 (minimum)	25% (maximum)	105 (minimum)
Current	44,367 (total) 37,433 (upland)	5,692 SF, 15.2%	320.05 (along Stillwater St) 138.32 (along Park Ave)
Parcel A (proposed)	29,321 (total) 25,428 (upland)	5,692 SF, 22.4%	211.35 (along Stillwater St)
Parcel B (proposed)	15,046 (total) 12,005 (upland)	None	108.7 (along Stillwater St) 138.32 (along Park Ave)

*The Shoreland Management Overlay zone limits impervious surface coverage to 25% of the lot.

**Corner lots shall have an additional 25 of frontage along all streets + the minimum width of 80 feet.

The proposed lot split would result in the existing house and detached accessory structures being located on Parcel A, while Parcel B would be vacant. The Town has historically interpreted that lot lines along alleyways are 'front' lot lines, which per Table 7-1 in the Zoning Ordinance require a 35-foot minimum setback. The house and detached accessory structures are legally non-conforming to this requirement, as they were built prior to the current Zoning Ordinance. A portion of an existing gravel driveway that serves the property would be removed as part of the Minor Subdivision, as it crosses into part of proposed Parcel B.

Parcel B would have three 'front' lot lines along Park Avenue, Stillwater Street, and the alleyway. The west property line would be a 'side' lot line. Section 7-1.8 of the Zoning Ordinance states that "structures shall conform to the minimum side and rear yard setback requirements indicated in Table 7-1, from all wetlands as provided in Section 9-5.1." The required side yard is ten feet, while the required rear yard is 20 feet. If applying the more restrictive amount (the 20-foot setback) from the delineated boundary of the wetland, Parcel B would have approximately 2,121 SF of land that is both upland and outside of required setbacks (buildable area). The Township does not have a minimum buildable area requirement.

The Township requires, per Section 8-6.4(d) of the Zoning Ordinance, that the lowest floor elevation of buildings in the Shoreland Management Overlay zone shall be at minimum three feet above the highest known water level of adjacent lakes or three feet above the 100-year 1% storm elevation, whichever is greater. Any future development on the site would have to adhere to this requirement. The 100- year 1% storm elevation for this site is at an elevation of 934.65 feet, which means the floor of any new construction would have to be at an elevation of 937.7 feet or higher.

Figure 2 on the following page shows an excerpt of the buildability plan submitted by the applicant's engineer showing future grading required to develop on the site while meeting setbacks and floor elevation requirements. The house pad area shown in Figure 2 is 1,866 SF in size. Future development on the site (house, garage, driveway, deck, etc.) would have to adhere to the requirements of the buildability plan.

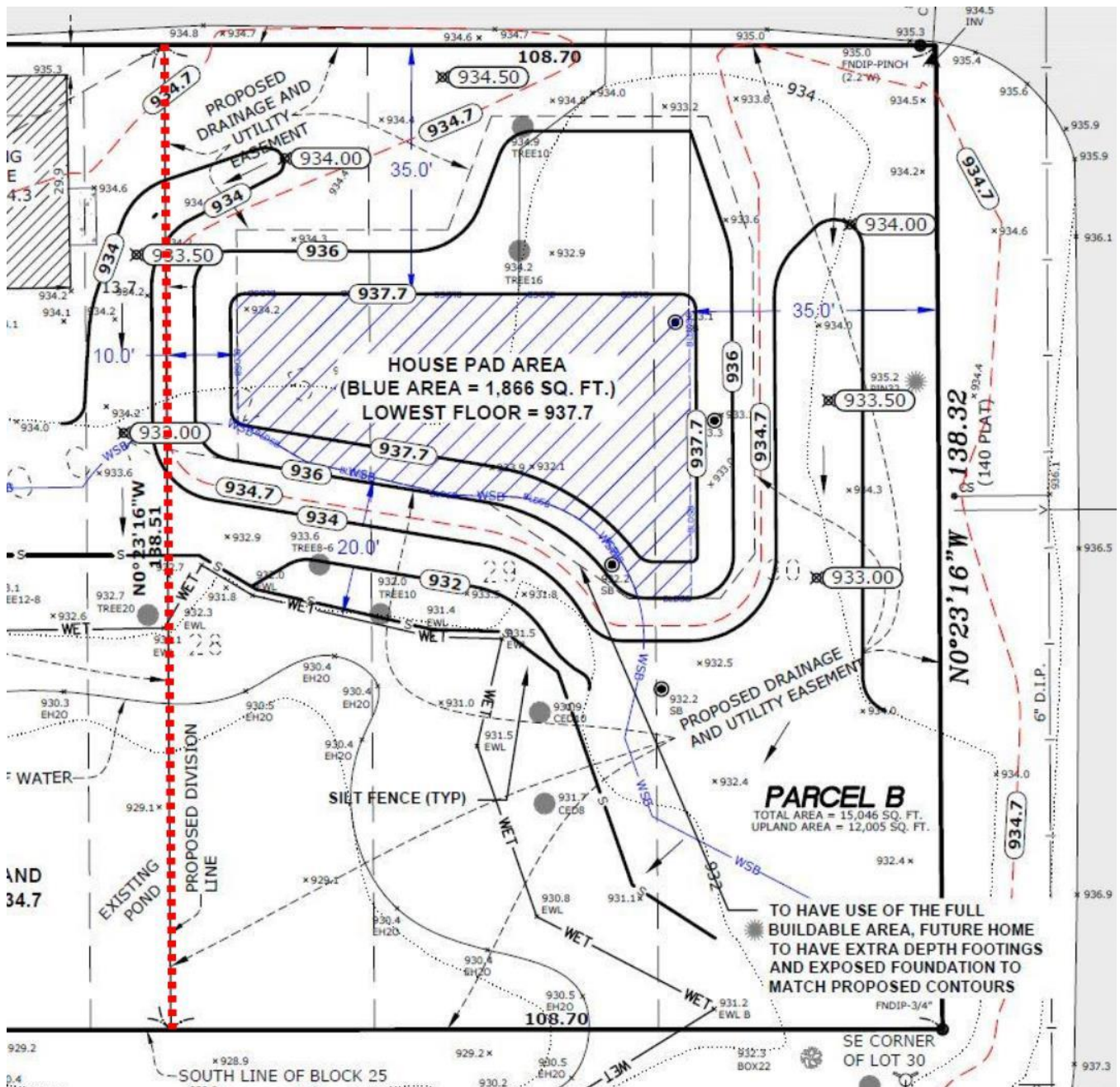


Figure 2: Excerpt from applicant's submittal, showing proposed grading and elevations. The proposed house pad area for Parcel B is shown in blue. Proposed lot split line is shown in red.

Subdivision Ordinance Requirements

Ordinance 15, Section 5 covers Minor Subdivisions. The request would create only one new lot, and no new streets are proposed. The proposed Minor Subdivision would result in both parcels being compliant with the dimensional requirements of the Zoning Ordinance, and the request would be consistent with the Township's 2040 Comprehensive Plan. Based on the above, this request meets the definition of a Minor Subdivision.

The applicant has included drainage and utility easements along the newly proposed lot line, and the west side lot line of proposed Parcel A, as required per Section 8.3. A drainage easement over the wetland and the portions of the parcels below the 100-year 1% storm elevation is also provided.

Parkland dedication requirements, as noted in Ordinance 15, Section 10, would be triggered because of creating a new lot. There are no plans for a park identified in the Township's current Comprehensive Plan in this area, therefore a fee in lieu of land would be required. The fee, in lieu of land, required per new residential lot at the time of the application being received on 8/1/2024 is \$3,500.

Staff Comments

The project plans were forwarded to staff and other agencies for comments.

- The DNR did not provide any comments at the time of drafting this report.
- The Rice Creek Watershed District (RCWD) noted that a permit would be required for the proposed Minor Subdivision.
 - Erosion Control measures and stabilization notes would need to be added to the survey regarding the removal of the existing gravel driveway.
 - Any future site additions are subject to RCWD requirements and review prior to construction.
 - Future development on the site would be subject to watershed rules at the time of application.
 - A permit with conditional approval for the subdivision was issued by the watershed on 9/13/24.
- The Building Inspector provided the following comments:
 - A geotechnical report would need to be reviewed prior to issuance of any building permits for future development on the site.
 - Utility connection fees for Parcel B for water and sewer would apply: ~\$20,000 total.
 - Any future buildings on either parcel would have to adhere to the lowest elevation being three feet above the 100-year 1% storm elevation requirement.
- Engineering/Public Works
 - Staff confirmed there are no storm drainage pipes to outlet the wetland south under Stillwater Street during flooding.
 - The following edits are to be made to the buildability plan dated and received by the Township on 10/31/2024:
 - Change the "Proposed Easement Line (typ)" into Drainage and Utility Easement; and add easement onto the survey for the proposed Minor Subdivision.
 - Add more arrows and call out the D&U easement in more locations to better show the easement.
 - Clarify (eliminate) the D&U in the driveway.
 - Remove D&U easement lines west of the house going to the lot split line.
 - Shift the 10' setback dimension west of the buildable area so it can be seen.
 - Spell out the WSB as Wetland Set Back in a symbol location.
 - Spell out the WET as Wetland in a symbol location.
 - Provide the exact size in SF of the "buildable area" shown in blue.
 - The revised survey (dated 11/7/2024) and buildability plan (dated 11/8/2024) address the above comments.

ACTION

The Town Board has the following options for this request:

1. Approve the requested minor subdivision, with or without conditions.
2. Deny the requested minor subdivision, with findings for denial.
3. Table the request for further review/study.

RECOMMENDATION

If the Town Board approves of the request, the following conditions of approval are recommended. A resolution including findings and the recommended conditions is included in the meeting packet.

1. The proposed Minor Subdivision shall adhere to the survey dated and received by the Township on 8/5/2024 and revised 11/7/2024.
 - a. The applicant shall add erosion control measures and stabilization notes onto the survey regarding the removal of the existing gravel driveway.
2. The applicant shall pay the required park land dedication fee (\$3,500 as of the date of the application) to the Township upon approval of the request.
3. Future development on the proposed Parcel B shall adhere to watershed rules at the time of application.
4. Utility connection fees for water and sewer connections on proposed Parcel B shall be paid prior to connection.
5. Future development on the proposed Parcels A & B shall have the lowest elevation be three feet above the 100-year 1% storm elevation, as required in Section 8-6.4(d) of the Zoning Ordinance.
 - a. A geotechnical report would need to be reviewed by the Township prior to issuance of any building permits for future development on the site.
 - b. The existing gravel driveway on the site shall be removed prior to development on Parcel B.
 - c. Future development on Parcel B shall adhere to the Buildability Plan dated and received by the Township on 11/8/2024.
6. The applicant shall acquire all other applicable Federal, State, and Local permits.
7. The applicant shall adhere to all applicable Federal, State, and Local ordinances and regulations.
8. The applicant shall pay all fees and escrows associated with the project.

EPM:jdc



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