Planning Commission Agenda  
June 28, 2018—6:30 P.M.  
City Council Chambers—Minnetonka Community Center

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes: June 14, 2018
5. Report from Staff
6. Report from Planning Commission Members
7. Public Hearings: Consent Agenda
   A. Resolution approving an expansion permit for construction of a deck at 11624 Minnetonka Mills Road.
      Recommendation: Adopt the resolution approving the request (5 votes)
      - Final Decision Subject to Appeal
      - Project Planner: Susan Thomas
8. Public Hearings: Non-Consent Agenda Items
   A. Conditional use permit, with a parking variance, to expand an existing medical clinic at 10653 Wayzata Boulevard.
      Recommendation: Recommend the city council approve the requests (4 votes)
      - Recommendation to City Council (Tentative Date: July 9, 2018)
      - Project Planner: Drew Ingvalson
   B. Conditional use permit for an educational institution at 18707 Old Excelsior Boulevard.
      Recommendation: Recommend the city council approve the requests (4 votes)
      - Recommendation to City Council (Tentative Date: July 9, 2018)
      - Project Planner: Susan Thomas
C. Items concerning the proposed parking ramp addition at 12700 Whitewater Drive.

   Recommendation: Recommend the city council approve the request (4 votes)

   • Recommendation to City Council (Tentative Date: July 9, 2018)
   • Project Planner: Drew Ingvalson

9. Adjournment
Notices

1. Please call the planning division at (952) 939-8274 to confirm meeting dates as they are tentative and subject to change.

2. Applications and items scheduled for the July 19, 2018 planning commission meeting:

   Project Description: The applicant is requesting a front and side yard setback variance to construct a two-stall attached garage at 5068 Belwood Lane.
   Project No.: 18020.18a        Staff: Drew Ingvalson
   Ward/Council Member: 4—Bergstedt        Section: 29

   Project Description: The applicant is requesting a conditional use permit with variances, for a garage that exceeds 1,000 square feet in area and 12 feet in height located at 4413 Crawford Road.
   Project No.: 18018.18a        Staff: Drew Ingvalson
   Ward/Council Member: 1—Ellingson        Section: 22

   Project Description: The applicant is proposing to redevelop the existing properties at 5517 and 5525 Eden Prairie Road. Existing structures would be removed and five new villa-style homes would be constructed. The proposal requires approval of: (1) rezoning; (2) site and building plans; and (3) preliminary and final plats.
   Project No.: 17027.18a        Staff: Susan Thomas
   Ward/Council Member: 1—Ellingson        Section: 33
WELCOME TO THE MINNETONKA PLANNING COMMISSION MEETING

This outline has been prepared to help you understand the public meeting process. The review of an item usually takes the following form:

1. The chairperson of the meeting will announce the item to be reviewed and ask for the staff report on the subject.

2. Staff presents their report on the item.

3. The commission will then ask city staff questions about the proposal.

4. The chairperson will then ask if the applicant wishes to comment.

5. The chairperson will open the public hearing to give an opportunity to anyone present to comment on the proposal.

6. This is the time for the public to make comments or ask questions about the proposal. Please step up to the podium, speak clearly, first giving your name (spelling your last name) and address and then your comments.

7. At larger public hearings, the chair will encourage speakers, including the applicant, to limit their time at the podium to about 8 minutes so everyone has time to speak at least once. Neighborhood representatives will be given more time. Once everyone has spoken, the chair may allow speakers to return for additional comments.

8. After everyone in the audience wishing to speak has given his or her comments, the chairperson will close the public hearing portion of the meeting.

9. The commission will then discuss the proposal. No further public comments are allowed.

10. The commission will then make its recommendation or decision.

11. Final decisions by the planning commission may be appealed to the city council. Appeals must be written and filed with the planning department within 10 days of the planning commission meeting.

It is possible that a quorum of members of the city council may be present. However, no meeting of the city council will be convened and no action will be taken by the city council.
1. **Call to Order**

Chair Kirk called the meeting to order at 6:30 p.m.

2. **Roll Call**

Commissioners Sewall, Knight, Powers, Schack, and Kirk were present. Hanson was absent.

Staff members present: Community Development Director Julie Wischnack, City Planner Loren Gordon, Assistant City Planner Susan Thomas and Natural Resource Manager Jo Colleran.

3. **Approval of Agenda**

Sewall moved, second by Schack, to approve the agenda as submitted with additional comments provided in the change memo dated June 14, 2018.

*Sewall, Knight, Powers, Schack, and Kirk voted yes. Hanson was absent. Motion carried.*

4. **Approval of Minutes**: May 24, 2018

*Powers moved, second by Knight, to approve the May 24, 2018 meeting minutes as submitted.*

*Sewall, Knight, Powers, and Kirk voted yes. Hanson was absent. Schack abstained. Motion carried.*

5. **Report from Staff**

Gordon briefed the commission on land use applications considered by the city council at its meeting of June 4, 2018:

- Adopted a resolution approving an interim use permit for fireworks to be sold at Westwind Plaza.
- Adopted a resolution approving an accessory apartment at 2920 Ellsworth Lane.
- Adopted a resolution approving an accessory structure at 4024 County Road 101.
- Adopted a resolution approving a conditional use permit for Wellhaven Pet Clinic.
- Adopted an ordinance and resolutions approving items for Ridgedale
Active Adult Apartments at 12421 Wayzata Boulevard.

The next planning commission meeting is scheduled to be held June 28, 2018.

The next comprehensive guide plan committee meeting is tentatively scheduled for July 18, 2018.

6. Report from Planning Commission Members: None

7. Public Hearings: Consent Agenda

No items were removed from the consent agenda for discussion or separate action.

_Schack moved, second by Powers, to approve the items listed on the consent agenda as recommended in the respective staff reports as follows:_

A. Approval of an expansion permit and variance to construct a new single-family home at 5718 Eden Prairie Road.

Adopt the resolution approving the expansion permit and property line setback variance for a new house at 5718 Eden Prairie Road.

B. Variance to construct a garage addition at 3707 Elmwood Place.

Adopt the resolution approving the variance to construct a garage addition to the single-family home at 3707 Elmwood Place.

C. Front yard setback variance for a porch addition at 11606 Minnetonka Mills Road.

Adopt the resolution approving a front yard setback variance for a front porch addition at 11606 Minnetonka Mills Road.

D. Resolution approving front yard setback variances for construction of a new home at 3105 Shores Boulevard.

Adopt the resolution approving front yard setback variances for construction of a new home at 3105 Shores Blvd.

_Sewall, Knight, Powers, Schack, and Kirk voted yes. Hanson was absent. Motion carried and the items on the consent agenda were approved as submitted._

Chair Kirk stated that an appeal of the planning commission’s decision must be made in writing to the planning division within 10 days.

8. Public Hearings
A. Resolution approving property line, wetland setback, and wetland-buffer-width variances at 2071 Austrian Pine Lane.

Chair Kirk introduced the proposal and called for the staff report.

Thomas reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

In response to Chair Kirk’s question, Colleran explained that more wetland was created than what was required at the time mitigation took place.

Ryan Hanson, of Sustainable Nine Design and Build, representing the applicant, stated that the current wetland setbacks would make the lot unbuildable. The planners and Colleran helped create a good plan.

Schack asked what sustainable practices would be used. Mr. Hanson stated that his company is a green-focused builder. Trees would be protected as much as possible; energy efficiency would be gained by using high-end insulation techniques; low or no POC products would be used; the HVAC would use high-efficiency, central-air furnaces; the house would be made to be solar ready; and LED lighting would be used. It would be a great addition to the neighborhood.

Chair Kirk liked the design.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Schack moved, second by Powers, to adopt the resolution approving property line, wetland setback, and wetland-buffer-width variances for construction of a new house at 2071 Austrian Pine Lane.

Sewall, Knight, Powers, Schack, and Kirk voted yes. Hanson was absent. Motion carried.

Chair Kirk stated that an appeal of the planning commission’s decision must be made in writing to the planning division within 10 days.

B. Site and building plan review for additions to the existing auto dealership building at 13400 Wayzata Blvd.

Chair Kirk introduced the proposal and called for the staff report.

Thomas reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.
Phillip Branson, director of operations for Morrie’s Auto Group, applicant, stated that the proposal would make improvements to the building. He was available for questions.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Sewall thanked the applicant for not applying for a parking-lot expansion. The neighbors appreciate it.

**Powers moved, second by Knight, to adopt the resolution approving final site and building plans for additions to the existing auto dealership building at 13400 Wayzata Blvd.**

*Sewall, Knight, Powers, Schack, and Kirk voted yes. Hanson was absent. Motion carried.*

Chair Kirk stated that an appeal of the planning commission’s decision must be made in writing to the planning division within 10 days.

C. **Items concerning Ridgedale Executive Apartments located at 12501 Ridgedale Drive.**

Chair Kirk introduced the proposal and called for the staff report.

Gordon reported. He recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

Powers noted that the site could hold an apartment building and a two-story office building in some way that would be acceptable. Gordon stated that the location of the office building would make the plan challenging.

Sewall asked if there are examples of office buildings located behind other office buildings. Gordon stated that there are a few office developments along Interstate 394 that have office buildings located along private driveways. Gordon was unable to find a site in Minnetonka similar to the proposal’s uses and layout. The mix of uses is appropriate for the area. The proposal has organizational issues with the driveway and layout.

Sewall confirmed with Gordon that exterior parking spaces could be used by anyone. There would be no interior office building parking.

Tammy Diehm, of Winthrop and Weinstine, representing the applicant, stated that:

- The applicant has improved the plan since what was presented in November of 2017 in response to concerns from neighbors and staff.
- A traffic consultant confirmed that the internal operation would have
appropriate circulation and be safe for all types of uses.
• The site would have a monument sign and be a destination.
• Much of the office building would be oriented toward the wooded area and pond.
• The drive aisle would be changed to be 26-feet in width.
• The parking stalls on the side of the building on Ridgedale Drive and those abutting the YMCA would be visitor parking stalls for the apartment building and the stalls added between the office and apartment buildings would be used by the office building tenants and visitors.
• She was available for questions.
• Based on the additional reduction in mass, the proposal meets the requirements of the ordinances and justifies the planning commission’s recommendation to the city council that rezoning would be appropriate.
• The proposal would bring diversity of housing types and the redevelopment of the vacant building would be an asset to the community and increase the city’s tax base.

Chair Kirk invited those present to comment.

Dr. Mark Stetsin, 2000 Norway Pine Circle, stated that he was speaking on behalf of his wife and a coalition of neighbors. He stated that:

• They are excited about the Ridgedale redevelopment project and support high-density housing, but all new high-density housing must be in compliance with the comprehensive guide plan, meet city code requirements including zoning, and not intrude on existing neighborhoods.
• They support the Trammel Crow project at Ridgedale Center.
• The developer has not incorporated much of what was recommended by the city council, planning commission, and staff.
• They strongly opposed the proposed project and support denial of the application.
• He referred to a letter written by their attorney that includes a written list illustrating how the proposal does not comply with the comprehensive guide plan or city code requirements.
• Councilmember Allendorf said that the footprint would be too large for the property. He agreed. The height has been decreased, but the footprint has not been reduced. The FAR has been increased.
• The building would be too big and massive. It would not provide an adequate transition or buffer from high-density to low-density housing. High-density housing should be located north of Ridgedale Drive.
• The site would lack organization and have a building behind a building.
• The office building would be required to have 57 parking spaces, but the proposal only has 32. It would be short 25 parking stalls.
• He requested the proposal be denied.
Sewall asked if parking would meet ordinance requirements. Gordon explained that there would be surface parking stalls adjacent to the building. It is presumed those would be used by the office building tenants and visitors. To meet ordinance requirements, additional spaces would be needed.

Chair Kirk noted that the applicant has gone to great lengths to respond to what the community, city council, and planning commission requested.

Powers agreed that the applicant has made changes. The city council and planning commission did not mention disharmony during the concept plan review. He did not agree with the neighbors. There would be adequate buffering. He respects staff’s recommendation.

Chair Kirk likes the look of the apartment building. He struggled with the office building.

Gordon noted that the planning commission and city council focused on the size, mass, and width of the residential building during the concept review process.

Schack reviewed the previous packets. She recalled discussion regarding site organization and problems with site organization during the concept plan review in November. She acknowledged that was not the primary concerns addressed by the planning commission, because mass was a greater issue at that time. The organization of the site is troubling. She supports residential and high-density housing in the Ridgedale area. She would like to know more about how the comprehensive guide plan and Ridgedale development plan would impact the zoning before commenting further on that piece. She could not get over the issues with the site’s organization. Planning staff recognize the issues and she respects their recommendation. When driving to the proposed office building, she knows that she would drive by it before figuring out its location since it would not be visible from the road. She was not comfortable with the proposal. The mixed use makes sense at the proposed location. She would not oppose the high-density residential use, if the site would be better organized.

Sewall did not have a problem with the mass. He would be o.k. with removing the office building and making the apartment building larger. The apartment building could be attractive and respectful to the neighbors. He agreed that the site is messy. He was not sure what could be built that would work. He was torn.

Chair Kirk noted that the office building was not visible behind Redstone. Powers noted that he went to Redstone for years and never noticed the office building.

Knight struggled with the proposal. The applicant reduced the mass of the building. The office building is not a fast-food restaurant that would need to have a large sign. Most of the visitors to the office building would know where it is located. He voted for it last time and it has been improved since then. He questioned why there would be no windows on
the back of the office building that would face the wetland. Gordon clarified that there would be windows.

Chair Kirk supports staff’s recommendation to deny the proposal.

Powers did not think the proposal would make the site less harmonious than it is currently.

_Schack moved, second by Sewall, to recommend that the city council adopt the attached resolution denying rezoning, master development plan, and site and building plans for the Ridgedale Executive Apartments._

_Sewall, Schack, and Kirk voted yes. Knight and Powers voted no. Hanson was absent. Motion carried._

This item is tentatively scheduled to be reviewed by the city council at its meeting on July 9, 2018.

9. Other Business

A. Concept plan review for Hennepin County Medical Examiner’s Office at 14300 County Road 62.

Chair Kirk introduced the proposal and called for the staff report.

Gordon reported. Staff recommends that planning commissioners provide comments and feedback on the identified key issues and other issues commissioners deem appropriate. The discussion is intended to assist the applicant with future direction that may lead to the preparation of more detailed development plans.

John Rode, senior facility planner with Hennepin County Facility Services Planning and Project Development, representing the applicant, stated that the site has 160 acres. He provided a history of the site.

Zach Essig, engineer with Leo A. Daly, stated that:

- He pointed out what wetland area and trees would be protected. The Tamarack bog would be protected and preserved up to the slope.
- There would be 24.5 acres of buildable space.
- He compared possible building locations considering access, impact to trees, wetlands, and slopes.
- The proposed building location would provide a nice approach through the south side of the wetland between the woodland preserve and wetland area using retaining walls to reach the road. The road would have a typical width with retaining walls that would not have any permanent impact on the wetland or woodland preserve.
As many coniferous trees would be preserved as possible.

Mr. Rode stated that:

- The autopsy wing would be 3,500 square feet. There is a second level that would house mechanical equipment and building services. There would be 10 autopsy tables and two isolation autopsy tables.
- There would be 21 offices and 37 work stations.
- The site pad would be located on eight acres. Access uses another two acres. There would be 55 secure parking stalls for staff. There would be 29 visitor stalls and 13 additional overflow stalls to accommodate the conference center.

Melissa Lallak, department administrator for the medical examiner’s office, stated that:

- The medical examiner’s office investigates deaths that meet statutory requirements in a forensic manner.
- The facility would operate 24 hours a day, seven days a week.
- The facility is a collaboration of Hennepin, Dakota, and Scott Counties. There are a number of highly educated staff in the field of forensic science.
- They are an accredited site to train forensic scientists.

Sewall asked if there would be an environmental impact. Ms. Lallak said that the environmental impact would be minimal. There would be no crematorium. Specimens would be collected in containers that would be sent to outside testing labs. The ventilation in the building would be set up to be respectful to the outside.

Sewall asked how many vehicle trips the site would generate. Ms. Lallak stated that 16 employees would travel to and from the site. The investigative staff operate 24/7, but that would create a minimal number of trips. Funeral homes and the transport agency typically use white vans. The facility has two rigs that investigators drive to scenes that are silver and have the Hennepin County Medical Examiner’s Office logo on the outside.

Powers asked if other sites are being considered. Mr. Rode stated that three other sites were considered in Bloomington, but they did not work out. The applicant will receive state bonding for the project and is looking for help from Dakota and Scott Counties for funding.

Chair Kirk thought it looked like the north part of the site is less wooded. Mr. Rode said that having the building further south minimizes the access road length.

Gordon noted that city requirements would allow for a larger buildable area on the site than the applicant’s determination.
Chair Kirk asked about the type of planted trees on the site. Gordon answered that the trees are mostly red pines and some scotch pines.

Chair Kirk recommended requesting permission for commissioners to visit the site. Gordon agreed. Mr. Rode stated that a minimal background check would have to be done for each visitor, but that would be possible.

Powers asked for the size of the current operating site. Mr. Rode stated that the facility takes up half of a city block. The existing building is 62,000 square feet in size. It also has a functional crime lab. The medical examiner utilizes 40,000 square feet with the crime lab using 22,000 square feet. The proposed building would have approximately 68,500 square feet. That would provide the anticipated capacity requirements for the next 30 years. The proposed parking is projected to be adequate until 2047.

Chair Kirk asked if anyone in the audience wanted to provide comments.

Anne Hossfeld, 14616 Glendale Street, asked for the level of approval the city has over the site and questioned the number of attendees at the conferences.

Gordon explained that the city’s land use ordinances apply to a publically-owned property the same as a privately-owned property. Schack provided the example of a restroom facility that was approved for the Hopkins High School site. An application submitted by a school district is treated the same as an application submitted by a private-property owner.

Ms. Lallak explained that Hennepin County currently sponsors a MN Coroners and Medical Examiners three-day conference which is held at a hotel in St. Louis Park. A two-day conference may be held at the proposed facility. Transportation and lodging options would need to be researched.

Schack thought the proposal would be a good use of county-owned property. She wished more trees could be saved. She understood there would be a trade-off to move the building further north. She is less concerned with the pines than if it was an oak forest. The county figures the buildable area as 24 acres, but the city’s parameters would allow a lot more development on the site.

Sewall liked the idea of visiting the site as a group. He would like to see how far north the building could be moved and compare the increase in hard surface coverage to the number of trees that could be saved. He would like to see a rendering of the proposed building. The building would be relatively central. It is a very large site. It would be an appropriate land use.

Chair Kirk struggled with the land use. He understood that it may seem like an appropriate use to be adjacent to the county home school. The property is beautiful and has so much potential.
Powers thought something special could be built on the 161 acres. He was worried that it would be developed in pieces.

Schack appreciated the value of the property. She saw it evolving into a county campus. The public use is of value. It would be a loss to provide an opportunity for housing, but the site is not zoned residential.

Sewall stated that individual property owners have rights. He agreed this would be a great spot for housing and the county may decide to split up the property, but the use would be appropriate for the current situation.

Powers saw it as an educational facility.

Schack made a correlation to Carlson Companies proposing to add a building to its campus on McGinty Road West. There is a lot of land that would make great residential housing, but she did not think that would happen in her lifetime. She would be hard pressed to deny Carlson the ability to develop their land within the city’s ordinance requirements.

Sewall asked commissioners to consider if the proposal would limit the ability of the property to be subdivided and used for housing in the future.

Wischnack said that commissioners could request a possible build-out scenario from the applicant.

Powers would not want a 10-acre development to define the entire 161-acre parcel.

Knight was concerned with locating the building in the middle of the property to site area to the north. The building could be moved further north without adding too much more driveway.

Chair Kirk likes how the parking areas meander through the site to break-up the parking instead of having one massive parking lot. The site would be respectful of the tree canopy.

The city council is tentatively scheduled to review this item at its meeting on July 9, 2018.

10. Adjournment

_Sewall moved, second by Powers, to adjourn the meeting at 9 p.m. Motion carried unanimously._

By:  
Lois T. Mason  
Planning Secretary
Minnetonka Planning Commission
Meeting June 28, 2018

Agenda Item 7

Public Hearing: Consent Agenda
MINNETONKA PLANNING COMMISSION
June 28, 2018

**Brief Description**
Resolution approving an expansion permit for construction of a deck at 11624 Minnetonka Mills Road

**Recommendation**
Adopt the resolution approving the request

**Background**

The subject property is located in the ROBINWOOD TERRACE 2nd ADDITION subdivision, which was platted in 1954. The existing home was constructed in 1955, prior to adoption of the city's first zoning ordinance. The home has a non-conforming front yard setback of 26 feet.

**Proposal**

The property owner is proposing to construct a deck on the west side of the home. While a 45-foot front yard setback is required by code, the deck would have a front yard setback of 27 feet.

By City Code §300.29 Subd.3(g), an expansion permit is required for an expansion of a non-conforming structure when the expansion would not intrude into a setback area beyond the distance of the existing structure. A variance is required when the expansion would intrude further into the setback area. As the existing home has a non-conforming front yard setback, and the proposed deck would not intrude further into this setback, an expansion permit is required.

**Staff Analysis**

Staff finds that the applicant’s proposal is reasonable and meets the expansion permit standards as outlined in city code.

1. The subject property roughly 16,250 square feet size. However, it is triangular-shaped and located at the intersection of two streets. The setbacks associated with this configuration leave less than 830 square feet of buildable area on the lot.

2. The proposed deck would not encroach further into the required setback than the existing structure.

3. The proposed deck would be located nearly 45 feet from the paved surface of Minnetonka Mills Road and over 40 feet from the closest neighboring home.

**Staff Recommendation**

Adopt the resolution approving an expansion permit for construction of a deck at 11624 Minnetonka Mills Road.

Originator: Susan Thomas, AICP, Assistant City Planner
Through: Loren Gordon, AICP, City Planner
### Supporting Information

<table>
<thead>
<tr>
<th><strong>Surrounding Land Uses</strong></th>
<th>North: single-family homes, zoned R-1</th>
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<tbody>
<tr>
<td></td>
<td>South: office building, zoned B-1</td>
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<tr>
<td></td>
<td>East: single-family homes, zoned R-1</td>
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<tr>
<td></td>
<td>West: single-family homes, zoned R-1</td>
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<tr>
<th><strong>Planning</strong></th>
<th>Guide Plan designation: Low-density residential</th>
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<tbody>
<tr>
<td></td>
<td>Zoning: R-1</td>
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</table>

| **Setback** | By City Code 300.15 Subd.9(a), deck may extend five feet into required front yard setbacks without variance. The required front yard setback adjacent to Minnetonka Mills Road is 50 feet. Under the architectural feature provision of the code, the required setback for the proposed deck is 45 feet. |

<table>
<thead>
<tr>
<th><strong>Expansion Permit Standard</strong></th>
<th>By City Code §300.29 Subd.7(c), an expansion permit for a non-conforming use may be granted, but is not mandate, when an applicant meets the burden of proving that:</th>
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<tbody>
<tr>
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<td>1. The proposed expansion is reasonable use of the property, considering such things as:</td>
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<td>• Functional and aesthetic justifications for the expansions;</td>
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<td>• Adequacy of off-street parking for the expansion;</td>
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<td>• Absence of adverse off-site impacts from such things as traffic, noise, dust odors, and parking;</td>
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<td>• Improvement to the appearance and stability of the property and neighborhood.</td>
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<td>2. The circumstances justifying the expansion are unique to the property, are not caused by the landowner, are not solely for the landowner’s convenience, and are not solely because of economic considerations; and</td>
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<td>3. The expansion would not adversely affect or alter the essential character of the neighborhood.</td>
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| **Neighborhood Comments** | The city sent notices to 49 area property owners and received no comments to date. |
Motion Options

The planning commission has three options:

1. Concur with the staff recommendation. In this case a motion should be made to adopt the resolution approving the request.

2. Disagree with staff’s recommendation. In this case, a motion should be made denying the request. This motion must include a statement as to why the request is denied.

3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

Voting and Appeals

By City Code §300.29 Subd.7(c)(2), the planning commission has authority to approve expansion permits. Approval requires the affirmative vote of five commissioners. Any person aggrieved by the planning commission’s decision about the request may appeal such decision to the city council. A written appeal must be submitted to the planning staff within ten days of the date of the decision.

Deadline for Decision

September 19, 2017
Project: Ristow Residence
Address: 11624 Minnetonka Mills Rd
To whom it may concern,

I’m looking to add a simple 12 x 12 deck to my already existing ledger board and patio door. In 2010 we installed new siding, windows and doors. When we did the upgrades, we removed one dining room window and replaced it with a patio door on the West side of the building. At the time setbacks were 30 feet from the property line with no mention of future issues. Funding ran short and the deck was put on hold. Since then the setbacks were changed to 50 feet. Finishing the deck will complete the project originally started in 2010.
LEGAL DESCRIPTION:

Lot 1, Block 1, ROBINWOOD SECOND ADDITION, Hennepin County, Minnesota

NOTES:

Legal Description Source:

We have surveyed the above described property which the client claims to own or appears to own from various government records. We make no representation that the client does in fact own the property nor that a search of the records has been made to determine the extent and nature of his holdings. If there is any doubt concerning the accuracy of the legal description, competent legal counsel should be retained to perform a title search to either verify or correct the description and to reveal such other matters of record such as easements, covenants and ordinances which may affect the use and value of the property.

Easements and Improvements:

We show only those easements which the client informs us of or which we happen to become aware of through other sources and only those improvements which are readily visible and which we deem important. The survey does not purport to show all easements and improvements.

Standard Symbols & Conventions:

"D" Denotes 1/2" ID pipe with plastic plug bearing State License Number 9250, set, if "D" is filled in, then denotes found iron monument.

CERTIFICATION:

I hereby certify that this plan, specification, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer and a Licensed Land Surveyor under the Laws of the State of Minnesota.

James R. Parker P.E. & L.S., Minn. Lic. 0255, PCA No. 508

SCALE: ONE INCH EQUALS 20 FEET
ADVANCE SURVEYING & ENGINEERING CO.
5811 Cedar Lake Road
Minneapolis, MN 55418
Phone (612) 641 0500

SURVEY FOR: RICHARD BARTELNEHS

DATE SURVEYED: October 23, 1986  DRAFTED: October 25, 1986

LEGAL DESCRIPTION:
Lot 1, Block 1, ROBINWOOD SECOND ADDITION, Hennepin County, Minnesota

NOTES:

Legal Description Source:
We have surveyed the above described property which the client claims to own or appear to own from various government records. We make no representation that the client does in fact own the property nor that a search of the records has been made to determine the extent and nature of his holdings. If there is any doubt concerning the accuracy of the legal description, competent legal counsel should be retained to perform a title search to either verify or correct the description and to reveal such other matters of record such as easements, covenants and ordinances which may affect the use and value of the property.

Easements and Improvements:
We show only those easements which the client informs us of or which we happen to become aware of through other sources and only those improvements which are readily visible and which we deem important. The survey does not purport to show all easements and improvements.

Standard Symbols & Conventions:
"*" Denotes 1/2" ID pipe with plastic plug bearing State License Number 9230, set, if "*" is filled in, then denotes found iron monument.

CERTIFICATION:
I hereby certify that this plan, specification, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer and a Licensed Land Surveyor under the Laws of the State of Minnesota.

James H. Parker P.E. & L.S., Minn. Lic. 9230, PCA No. 508

SCALE: ONE INCH EQUALS 20 FEET
ADVANCE SURVEYING & ENGINEERING CO.
5811 Cedar Lake Road
Minneapolis, MN 55418
Phone (612) 441-0500

SURVEY FOR: RICHARD BARTELNEHS

DATE SURVEYED: October 23, 1986  DRAFTED: October 25, 1986

LEGAL DESCRIPTION:
Lot 1, Block 1, ROBINWOOD SECOND ADDITION, Hennepin County, Minnesota

NOTES:

Legal Description Source:
We have surveyed the above described property which the client claims to own or appears to own from various government records. We make no representation that the client dose in fact own the property nor that a search of the records has been made to determine the extent and nature of his holdings. If there is any doubt concerning the accuracy of the legal description, competent legal counsel should be retained to perform a title search to either verify or correct the description and to reveal such other matters of record such as easements, covenants and ordinances which may affect the use and value of the property.

Easements and Improvements:
We show only such easements which the client informs us of or which we happen to become aware of through other sources and only those improvements which are readily visible and which we deem important. The survey does not purport to show all easements and improvements.

Standard Symbols & Conventions:
"a" Denotes 1/4" ID pipe with plastic plug bearing State License Number 0230, set, if "a" is filled in, then denotes found iron monument.

CERTIFICATION:
I hereby certify that this plan, specification, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer and a Licensed Land Surveyor under the Laws of the State of Minnesota.

James H. Parker P.E. & L.S., Minn. Lic. 0230, PCA No. 208

SCALE: ONE INCH EQUALS 20 FEET

BUILDABLE AREA
Planning Commission Resolution No. 2018-
Resolution approving an expansion permit for construction of a deck at 11624 Minnetonka Mills Road

Be it resolved by the Planning Commission of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 The subject property is located at 11624 Minnetonka Mills Road. It is legally described as: Lot 1, Block 1, ROBINWOOD 2ND ADDITION.

1.02 The home on the property was constructed in 1954 prior to adoption of the city’s first zoning ordinance.

1.03 By City Code §300.10 Subd.5(b), structures must maintain a 50 foot setback from property lines abutting Minnetonka Mills Road. The home has non-conforming setback of 26 feet.

1.04 By City Code §300.15 Subd.9(a), decks may extend five feet into required front yard setbacks without variance. As such, a deck on the subject property must maintain a 45-foot front yard setback.

1.05 The property owner Cliff Ristow is proposing to construct a deck on the north side of the home. The deck would have a front yard setback of 27 feet.

1.06 Minnesota Statute §462.357 Subd. 1(e)(b) allows a municipality, by ordinance, to permit an expansion of nonconformities.

1.07 City Code §300.29 Subd.3(g) allows expansion of a nonconformity only by variance or expansion permit.

1.08 City Code §300.29 Subd.7(c) authorizes the planning commission to grant expansion permits.

Section 2. Standards.

2.01 City Code §300.29 Subd.7(c) states that an expansion permit may be granted, but is not mandated, when an applicant meets the burden of proving that:

1. The proposed expansion is a reasonable use of the property, considering such things as: functional and aesthetic justifications for the expansion;
adequacy of off-site parking for the expansion; absence of adverse off-site impacts from such things as traffic, noise, dust, odors, and parking; and improvement to the appearance and stability of the property and neighborhood.

2. The circumstances justifying the expansion are unique to the property, are not caused by the landowner, are not solely for the landowners convenience, and are not solely because of economic considerations; and

3. The expansion would not adversely affect or alter the essential character of the neighborhood.

Section 3. Findings.

3.01 The application for the expansion permit is reasonable and would meet the required standards outlined in City Code §300.29 Subd.7(c):

1. Reasonableness and Neighborhood Character: The proposed setback is reasonable and would not negatively impact the character of the surrounding neighborhood. The deck would:

   a) Not encroach further into the required setback than the existing structure.

   b) Be located nearly 45 feet from the paved surface of Minnetonka Mills Road and over 40 feet from the closest neighboring home.

2. Unique Circumstance: The subject property roughly 16,250 square feet size. However, it is triangular-shaped and located at the intersection of two streets. The setbacks associated with this configuration leave less than 830 square feet of buildable area on the lot. This is very unique circumstance not common to other similarly zoned properties.

Section 4. Planning Commission Action.

4.01 The planning commission approves the above-described expansion permit based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. Subject to staff approval, the property must be developed in substantial conformance with the following plans, except as modified by conditions below.

   • Site plan, received date May 24, 2018

2. This resolution must be recorded with Hennepin County prior to issuance of a building permit:

3. This expansion permit approval will end on December 31, 2019, unless the
Adopted by the Planning Commission of the City of Minnetonka, Minnesota, on June 28, 2018.

Brian Kirk, Chairperson

Attest:

Kathy Leervig, Deputy City Clerk

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Planning Commission of the City of Minnetonka, Minnesota, at a duly authorized meeting held on June 28, 2018.

Kathy Leervig, Deputy City Clerk
Minnetonka Planning Commission Meeting

June 28, 2018

Agenda Item 8

Public Hearing: Non-Consent Agenda
MINNETONKA PLANNING COMMISSION  
June 28, 2018

Brief Description
Conditional use permit, with a parking variance, to expand an existing medical clinic at 10653 Wayzata Blvd.

Recommendation
Recommend the city council approve the request

Proposal
Shawn Dahl of BTR Voyager, LLC is proposing to expand an existing medical clinic (Odom Health and Wellness) on the second floor of the building at 10653 Wayzata Blvd. The proposed addition would be over the existing bank drive thru. (See attached.) There is currently an approved conditional use permit for this medical clinic. However, the Odom Health and Wellness proposal would expand the medical clinic from 3,800 square feet to 4,885 square feet in size.

Proposal Requirements
The proposal requires:

- **Conditional use permit:** The property is zoned PID/Planned I-394 District. Medical clinics are a conditional use in this zoning district. The expansion of the medical clinic requires an amendment of the existing conditional use permit.

- **Variance:** The property is currently under-parked and the expansion of the medical office area would increase the parking non-conformity.

Staff Analysis
Staff finds that the applicant’s proposal is reasonable and would meet the conditional use permit standards (general and specific) and variance standards outlined in the zoning ordinance.

Staff finds that the proposal meets the general conditional use permit standards, as the use:

1) Is consistent with the intent of the ordinance;

**Finding:** Medical clinics are a conditionally permitted use within the Planned I-394 District (PID). As proposed, the addition would meet all ordinance requirements, with the exception of parking.

2) Is consistent with the goals, policies and objectives of the comprehensive plan;

**Finding:** The use is consistent with the goals, policies and objectives of the comprehensive plan. The subject site is guided for office use. Medical clinic uses are consistent with the uses within this land use category.
3) Does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements;

**Finding:** The proposal has been reviewed by the city’s building, engineering, planning, natural resource, and fire staff. It is not anticipated to have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements.

4) Is consistent with the city's water resources management plan;

**Finding:** The use is consistent with the city’s water resources management plan. The proposed addition would be located over an existing overhang with impervious surface below and would not create additional stormwater runoff.

5) Is in compliance with the performance standards specified in §300.28 of the ordinance; and

**Finding:** The proposal is for a small addition within the footprint of an existing building. With the exception of the parking variance to allow a reduction of parking, the proposal would meet the standards outlined.

6) Does not have an undue adverse impact on the public health, safety or welfare.

**Finding:** The use is not anticipated to have an undue adverse impact on the public health, safety or welfare.

Staff finds that the proposal meets the specific conditional use permit standards, as the use:

1) Shall not be adjacent to low density residential areas;

**Finding:** All of the surrounding land uses are office and medical uses, and all of the surrounding properties are guided for office use in the comprehensive plan. The site is not adjacent to any low-density residential properties.

2) Shall have direct access from the site to a collector or arterial street as defined in the comprehensive plan;

**Finding:** The site has direct access from Wayzata Blvd., which is defined as an arterial street in the comprehensive plan.

3) Shall not have emergency vehicle access adjacent to or located across a street from any residential use; and

**Finding:** The proposed medical use is a sports medicine and health clinic. It is not anticipated that the use would require
emergency vehicle access. Additionally, the site access locations are not located adjacent to or across the street from any residential use properties.

4) May be required to submit a detailed parking analysis for uses exceeding 10,000 square feet. Additional parking may be required based on this analysis.

**Finding:** The proposed clinic would be expanded to 4,885 square feet in size, a 1,060 square foot expansion from the previously approved clinic area. The applicant completed a parking utilization study covering a two-week period, Monday through Friday, in April and May 2018. The observation noted that over the two-week period there was an average of 13.3 parking spaces available in the 58-stall parking lot, or 23 percent. Per city ordinance, the expansion of the medical clinic would require the site to have 74 parking spaces. Staff finds that there is adequate parking available to meet the increased parking need that would result from the expanded medical clinic.

Staff previously created a proof-of-parking plan with the 2017 conditional use permit approval indicating how ten additional parking stalls, resulting in the required 68 stalls, could be constructed if needed in the future. (See attached). Per the conditions of approval, these stalls would need to be installed if there is an observed parking issue in the future.

Staff finds that the proposal meets the variance standards, as:

1) Purpose and Intent of the Zoning Ordinance:

**Finding:** The proposal, and resulting variance request, would be in keeping with the city’s zoning ordinance. The intent of the ordinance, as it pertains to parking requirements, is to ensure adequate parking is provided to meet the anticipated parking demand of the subject site. A parking utilization study completed over two weeks in April and May 2018. This study found that, on average, there were 13 parking spaces (23 percent) available on site. With this consideration, staff finds that the proposed reduction in parking spaces would meet the intent of the ordinance because, based on the parking utilization study, the proposed use would demand less parking than required by ordinance.

2) Consistent with the Comprehensive Plan:

**Finding:** The proposal would be consistent with the city’s comprehensive plan. The subject property is guided for office use. A medical clinic is a conditionally permitted use within this land use designation.
3) Practical Difficulties:

**Findings:** There are practical difficulties in complying with the ordinance.

Reasonableness: Staff finds that the request for a variance from the required number of parking spaces is reasonable. Based on parking analysis in the Institute of Transportation Engineers (ITE) Parking Generation manual, the office and clinic building uses would require an average peak period parking demand of 54 parking spaces. The proposed parking variance would meet the intent of the ordinance. Based on the ITE information, the proposed use would actually demand less parking than what is currently on site.

Circumstance Unique to the Property: The applicant submitted parking utilization information for a two-week period in April and May 2018. The observation noted that, on average, there were 13 parking spaces available in the 58-stall parking lot.

Neighborhood Character: The parking variance would not adversely affect the character of the surrounding neighborhood as the site should meet the anticipated peak parking demand on site.

**Staff Recommendation**

Recommend that the city council adopt the resolution, which approves a conditional use permit for a medical clinic, with parking variance, at 10653 Wayzata Blvd.

Originator:   Drew Ingvalson, Planner  
Through:     Loren Gordon, AICP, City Planner
### Supporting Information

<table>
<thead>
<tr>
<th><strong>Project No.</strong></th>
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<tr>
<td><strong>Property</strong></td>
<td>10653 Wayzata Blvd.</td>
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<tr>
<td><strong>Applicant</strong></td>
<td>Shawn Dahl, BTR Voyager I, LLC</td>
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<tr>
<td><strong>Surrounding Land Uses</strong></td>
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<tr>
<td>North</td>
<td>Wayzata Blvd and Highway I-394</td>
</tr>
<tr>
<td>South</td>
<td>Office building, zoned PID and guided for office use</td>
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<td>East</td>
<td>Office building, zoned PID and guided for office use</td>
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<tr>
<td>West</td>
<td>Medical office building, zoned PID and guided for office use</td>
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<td><strong>Planning</strong></td>
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<tr>
<td>Guide Plan designation: Office</td>
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<td>Zoning: PID/Planned I-394 District</td>
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<td><strong>Site Features</strong></td>
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<td>The site is located on Wayzata Blvd., just east of Archwood Road. The site is 1.7 acres in size and contains a 2-story, 15,200 square foot office building which was constructed in 2004.</td>
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<td><strong>History</strong></td>
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<td>In 2003, the city approved a site and building plan for a two-story building on the subject property.</td>
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<td>In January 2013, the city received a building permit application for a chiropractor clinic within the office building. By city code, medical clinics over 2,000 square feet in size are conditionally permitted uses. A medical clinic that is 2,000 square feet or less in size is considered a standard office use, which is a permitted use in the PID zoning district. Since the building permit was for a 2,000 square foot clinic, the city issued the permit.</td>
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<tr>
<td>In February 2014, the city approved a request to expand the medical clinic to 3,500 square feet in size, requiring a conditional use permit. The increase in medical clinic space increased the parking requirement for the site. Staff did not require additional parking to be constructed due to proof-of-parking and parking utilization information.</td>
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<td>In February 2017, the city approved a request to add a second sign on the north elevation of the existing 2-story office building. The request required a variance as the proposed wall signage would exceed the maximum number and graphic area allowed by city ordinance on the north elevation.</td>
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<tr>
<td>In March 2017, the city approved a request to expand the medical clinic to 3,800 square feet in size, requiring an amendment to their conditional use permit. The increase in medical clinic space increased the parking requirement for the site. Staff did not require additional parking to be constructed due to proof-of-parking and parking utilization information.</td>
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Proposed Addition
The applicant is proposing to add a 26.5-foot by 40-foot (1,060 square foot), second story addition over an existing drive thru overhang. This will increase the building size from 15,200 square feet to 16,260 square feet, a seven percent increase. This addition would be for a patient training area and a private conference room for patient consultation and staff meetings. (See attached).

The proposed addition would maintain the same footprint as the overhang and would thus meet all setback requirements. Additionally, the impervious surface of the site would not be increased, as the addition will be over the existing overhang, which is over concrete and asphalt. The floor area ratio would be increased from 0.20 to 0.22.

Parking
In 2014, the subject property was granted a conditional use permit for a medical clinic. The property needed additional parking stalls to meet parking ordinance requirements. As a part of this request, the applicant provided parking utilization information from a one-week period in January 2014 (which included operation of a chiropractor clinic, see attached) and a proof-of-parking document. In turn, the city added a condition that required that these stalls be installed if there was a demonstrated need for additional parking.

In 2017, the subject property was granted an amendment to their conditional use permit to expand the medical clinic 300 square feet. The request was reviewed based on the January 2014 parking study, a generation study completed by the Institute of Transportation Engineers (ITE), and a proof of parking document. Again, the city added a condition that required that these stalls be installed if there was a demonstrated need for additional parking.

The subject site currently has 58 parking spaces. As proposed, city parking ordinance would require that the site have 74 parking spaces. However, ITE suggests that the uses on the site would require only 54 parking spaces to meet the average peak period parking demand. Additionally, the April and May 2018 parking utilization review showed that the lot on average had 13.3 parking spaces, or 23 percent, available during the weekdays. There was a low parking availability day of three parking spaces on Monday, April 30, 2018. However, the applicant informed staff that there was a meeting this day with six typically off-site, rehabilitation trainers. The applicant informed staff that their presence most likely caused in the increase for this day, as the following Monday had eight empty spaces. (See attached.) Due to these findings, staff has found it reasonable for the applicant to request a parking variance, subject to conditions.

Staff has drafted a proof-of-parking plan for the subject site and added a condition of approval that allows the city to require installation of up to ten proof-of-parking spaces if there is a demonstrated need for additional parking. Additional parking must meet all zoning code requirements.
Pyramid of Discretion

Motion Options

The planning commission has three options:

1. Concur with the staff’s recommendation. In this case a motion should be made recommending the city council approve the conditional use permit with parking variance.

2. Disagree with staff’s recommendation. In this case, a motion should be made recommending the city council deny the request. The motion must include a statement as to why the denial is recommended.

3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

Voting Requirement

The planning commission will make a recommendation to the city council on the applicant’s proposal. A recommendation for approval requires an affirmative vote of four members. The city council’s final approval requires affirmative votes of five members.

Neighborhood Comments

The city sent notices to 87 area property owners and received no comments.

Deadline for Decision

September 17, 2018
Location Map

Project: BTR Voyager I
Address: 10653 Wayzata Blvd
Description of Request: Odom Sports Medicine, PA/dba/Odom Health and Wellness (OHW) and the building ownership, BTR Voyager I, LLC are proposing to amend the existing Conditional Use Permit and request a parking variance in conjunction with the proposed expansion of Odom Health and Wellness.

OHW is a clinic which provides physician directed Health and Wellness Services: Sports Medicine, Physical Therapy, Massage Therapy, Nutrition, Personal Training, and other wellness services. The normal hours of operation are Monday – Friday 6 a.m. to 8 p.m., Saturdays 6 a.m. to 6 p.m.

Proposed Conditional Use Permit Amendment: OHW and the BTR Voyager I, LLC would like to propose to amend the existing Conditional Use Permit to expand the Odom Health and Wellness Medical Office by approximately 1058 Square feet. The proposed expansion would consist of a patient training area and a private conference room for patient consultation and organizational staff meetings for Odom Health and Wellness and would be located directly overhead of the existing bank teller drive through window canopy located on the south side of the building. The expansion architectural design and building materials will match the existing building façade.

Proposed Parking Variance: Currently, the property consists of 58 parking stalls. For a two week period (4/30/18– 5-11-18) a parking study was performed during the peak business hours from 8:30 am to 4:00 p.m., Monday through Friday. (Please see attached parking study data) The results indicate that vehicle parking never reaches capacity. On average there are at least 13 parking spots open at any time. This equates to 23% parking vacancy on average during the peak business hours. Additionally, the first floor of the building is occupied by Mill City Bank which includes a service teller window so a portion of the bank customers do not utilize parking spaces when visiting the bank. Attached is a proof of parking plan which depicts the ability to expand the parking lot up to an additional 10 stalls if warranted. The applicant would like to propose that the parking lot remains at its current capacity to allow for the preservation of existing green space to be enjoyed by Mill City Credit Union and Odom Health and Wellness management and to maintain buffer between the building and parking areas. The applicant will continuously monitor the parking availability and will also communicate with the building occupants frequently to determine if there is a need for additional parking at which time the applicant would agree to expand the parking lot as needed.
# PARKING STUDY

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**2 week Average**

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NEW ROOF SYSTEM TO MATCH EXISTING ROOFING SYSTEM TO MATCH EXISTING RIGID INSULATION TAPERED SLOPE TO DRAIN THERMAL BARRIER VAPOR BARRIER 1 1/2" METAL DECKING

NEW ROOF STRUCTURE VERIFY WITH STRUCTURAL ENGINEER

REMOVE EXG WALL AT NEW BEAM CONNECTION TO EXISTING STRUCTURE, EXG BEAMS EXG LINEAR METAL CEILING, TO REMAIN, PATCH AND REPAIR AT CONNECTION TO NEW EXTERIOR WALL

NEW LEVEL CONCRETE SLAB ON RIGID INSULATION.

EXISTING SLOPED CONCRETE ON METAL DECK TO REMAIN

NEW ACT LIGHT FIXTURES, SMOKE DETECTORS, SPRINKLERS BY DESIGN BUILD MEP CONTRACTOR FOR ADDITION.
Resolution No. 2018-

Resolution approving a conditional use permit, with parking variance for a medical clinic at 10653 Wayzata Blvd.

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 The property is located at 10653 Wayzata Blvd. It is legally described as:

Lot 1, Block 2, Colonial Oaks, Hennepin County, Minnesota

1.02 Shawn Dahl of BTR Voyager, LLC is proposing to expand an existing medical clinic (Odom Health and Wellness) on the second floor of the building on the site. The proposed addition would be over the existing bank drive thru.

1.03 There is currently an approved conditional use permit for this medical clinic. However, this proposal would expand the medical clinic from 3,800 square feet to 4,885 square feet in size. This expansion requires an amendment of the existing conditional use permit.

1.04 The subject site currently has 58 parking spaces. However, by ordinance, the site requires 68 parking spaces, but a ten space, proof-of-parking was provided with the previous approval. The proposed request would require an additional six parking spaces on the site, creating a total requirement of 72 parking spaces. This requires a parking variance.

1.05 City Code §300.31 Subd. 4(b)(2)(d) allows hospitals and medical clinics on property designated for office, retail or service commercial uses within the Planned I-394 District (PID).

1.06 Minnesota Statute §462.357 Subd. 6, and City Code §300.07 authorizes the city to grant variances.

1.07 On June 28, 2018, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the planning commission. The planning commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The
commission recommended that the city council approve the permit.

Section 2. Standards.

2.01 City Code §300.21 Subd. 2 lists the following general standards that must be met for granting a conditional use permit:

1. The use is consistent with the intent of the ordinance;
2. The use is consistent with the goals, policies and objectives of the comprehensive plan;
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements;
4. The use is consistent with the city's water resources management plan;
5. The use is in compliance with the performance standards specified in §300.28 of the ordinance; and
6. The use does not have an undue adverse impact on the public health, safety or welfare.

2.02 City Code §300.31 Subd. 4(b)(2)(d) lists the following specific standards that must be met for granting a conditional use permit for hospitals and medical clinics uses:

1. Shall not be adjacent to low density residential areas;
2. Shall have direct access from the site to a collector or arterial street as defined in the comprehensive plan;
3. Shall not have emergency vehicle access adjacent to or located across a street from any residential use; and
4. May be required to submit a detailed parking analysis for uses exceeding 10,000 square feet. Additional parking may be required based on this analysis.

2.03 By City Code §300.07 Subd. 1, a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties means: (1) The proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and (3) the proposed use would not alter the essential character of the surrounding area.
Section 3. Findings

3.01 General CUP Findings: The proposal meets the general conditional use permit standards.

1. Medical clinics are a conditionally permitted use within the Planned I-394 District (PID). As proposed, the addition would meet all ordinance requirements, with the exception of parking.

2. The use is consistent with the goals, policies and objectives of the comprehensive plan. The subject site is guided for office use. Medical clinic uses are consistent with the uses within this land use category.

3. The proposal has been reviewed by the city’s building, engineering, planning, natural resource, and fire staff. It is not anticipated to have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements.

4. The use is consistent with the city’s water resources management plan. The proposed addition would be located over an existing overhang with impervious surface below and would not create additional stormwater runoff.

5. The proposal is for a small addition within the footprint of an existing building. With the exception of the parking variance to allow a reduction of parking, the proposal would meet the standards outlined.

6. The use is not anticipated to have an undue adverse impact on the public health, safety or welfare.

3.02 Specific CUP Findings: The proposal meets the conditional use permit standards.

1. All of the surrounding land uses are office and medical uses, and all of the surrounding properties are guided for office use in the comprehensive plan. The site is not adjacent to any low-density residential properties.

2. The site has direct access from Wayzata Blvd, which is defined as an arterial street in the comprehensive plan.

3. The proposed medical use is a sports medicine and health clinic. It is not anticipated that the use would require emergency vehicle access. Additionally, the site access locations are not located adjacent to or across the street from any residential use properties.

4. The proposed clinic would be expanded to 4,885 square feet in size, a 1,060 square foot expansion from the previously approved clinic area. The applicant completed a parking utilization study covering a two-week period, Monday through Friday, in April and May 2018. The observation noted that over the two-week period there was an average of 13.3 parking
spaces available in the 58-stall parking lot, or 23 percent. Per city ordinance, the expansion of the medical clinic would require the site to have 74 parking spaces. Staff finds that there is adequate parking available to meet the increased parking need that would result from the expanded medical clinic.

Staff previously created a proof-of-parking plan with the 2017 conditional use permit approval indicating how ten additional parking stalls, resulting in the required 68 stalls, could be constructed if needed in the future. Per the conditions of approval, these stalls would need to be installed if there is an observed parking issue in the future.

3.03 Variance Standards: The proposal meets the variance standards, as:

1. Intent of the Ordinance. The proposal, and resulting variance request, would be in keeping with the city’s zoning ordinance. The intent of the ordinance, as it pertains to parking requirements, is to ensure adequate parking is provided to meet the anticipated parking demand of the subject site. A parking utilization study completed over two weeks in April and May 2018. This study found that, on average, there were 13 parking spaces (23 percent) available on site. With this consideration, the proposed reduction in parking spaces would meet the intent of the ordinance. Based on the parking utilization study, the proposed use would demand less parking than required by ordinance.

2. Comprehensive Plan. The proposal would be consistent with the city’s comprehensive plan. The subject property is guided for office use. A medical clinic is a conditionally permitted use within this land use designation.

3. Practical Difficulties. There are practical difficulties in complying with the ordinance.

   a) Reasonableness: The request is reasonable. Based on the Institute of Transportation Engineers (ITE) Parking Generation manual, the office and clinic building uses would require an average peak period parking demand of 54 parking spaces. This is less parking than is currently on site.

   b) Circumstance Unique to the Property: The applicant submitted parking utilization information for a two-week period in April and May 2018. The observation noted that, on average, there were 13 parking spaces available in the 58-stall parking lot.

   c) Neighborhood Character: The parking variance would not adversely affect the character of the surrounding neighborhood as the site should meet the anticipated peak parking demand on site.
Section 4. City Council Action.

4.01 The above-described conditional use permit, with variance, is approved subject to the following conditions:

1. Subject to staff approval, the property must be developed and maintained in substantial conformance with the following documents:
   - Floor plans dated May 25, 2018.
   - Site plan dated May 25, 2018.

2. Prior to issuance of a building permit:
   a) This resolution must be recorded with Hennepin County prior to the issuance of a building permit.
   b) The applicant must provide erosion control best management practices to prevent the construction activity from impacting the wetland and storm water pond, this includes inlet protection.

3. The building must comply with all requirements of the Minnesota state building code, fire code, and health code and appropriate permits must be obtained.

4. Canopy clearance height must be labeled on both sides of the canopy.

5. Sign permits are required for any exterior signs.

6. The city may require installation of proof-of-parking spaces if there is a demonstrated need for additional parking. Additional parking must meet all zoning code requirements.

7. The city council may reasonably add or revise conditions to address any future unforeseen problems.

8. Any change to the approved use that results in a significant increase in traffic, parking or a significant change in character would require a revised conditional use permit.

Adopted by the City Council of the City of Minnetonka, Minnesota, on July 9, 2018.

______________________________
Brad Wiersum, Mayor

Attest:
David E. Maeda, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on July 9, 2018.

David E. Maeda, City Clerk

Seal
Brief Description
A conditional use permit for an educational institution at 18707 Old Excelsior Boulevard.

Recommendation
Recommend the city council adopt the resolution approving the permit

Proposal

The property at 18707 Excelsior Boulevard was developed in 2001. At that time, a roughly 9,180 square foot office building was constructed on the site and a second, “twin” office building was anticipated for future construction on the property immediately adjacent to the east. In the following years, plans for the adjacent property were changed and a senior assisted living facility was ultimately constructed.

In 2016, the Minnetonka School District purchased the subject property with the intent to use the building for its VANTAGE programs. The programs offer learning and study opportunities in “real world/hands-on” settings. VANTAGE programs generally consist of morning and afternoon “blocks.” Students attend classes at the high school building proper in the a.m. and at a VANTAGE site in the p.m. or vice-versa.

The school district is now specifically proposing to remodel the interior to the existing building to house the VANTAGE Health Sciences program. Ninety-one students are enrolled in the program for the 2018-2019 school year. The students will be instructed by four to six teachers, depending on the day’s topic. In its first year, the health sciences program will have an afternoon “block” only. The school district will provide a shuttle bus between the school and the VANTAGE site. However, students will also be allowed to drive to and park on the property. Similar to rules at the high school itself, student drivers may bring one other student with them.

https://www.minnetonkaschools.org/academics/mhs/vantage/areas-of-study/health-science

Staff analysis

A land use proposal is comprised of many details. In evaluating the proposal, staff first reviews these details and then aggregates them into a few primary questions or issues. The following outlines the primary questions associated with the applicant’s request and staff’s findings.

- Is the proposed use reasonable for the site?

  Yes. Educational institutions are not specifically permitted in the B-1 zoning district. However, public buildings are conditionally-permitted, as are “other uses similar to those permitted”. Historically, the city has viewed schools as “similar” to public buildings and allowed them as conditional uses.

  The proposal would meet the conditional use permit standards associated with public buildings. These standards are outlined in the “Supporting Information” section of this report.
- Would parking standards be met?

Yes. By city code, the proposed use requires 36 parking stalls. This is similar to the requirement for an office use of the building. The site contains 65 stalls and at least 10 additional stalls could be constructed on the property.

<table>
<thead>
<tr>
<th></th>
<th>Parking Rate</th>
<th>Parking Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Office Use</td>
<td>1 stall/250 sq.ft.</td>
<td>37 stalls</td>
</tr>
<tr>
<td>Proposed School Use</td>
<td>1 stall/3 students + 1 stall/instructor</td>
<td>36 stalls</td>
</tr>
</tbody>
</table>

Staff suggests, as a condition of approval, that the school district provide VANTAGE Health Science enrollment numbers to the city each year. Based on those numbers, the city may require construction of additional parking or more specific off-site parking and shuttle service to ensure parking does not become an issue in the future.

- Would the proposed use negatively impact the surrounding area?

No. Staff does not anticipate the school program would negatively impact the surrounding area.

- The proposal would result in no immediate changes to the exterior of the building or the grounds.

- The Institute of Transportation Engineers suggest that the proposed school would generate slightly fewer vehicle strips than an office building with same employee population.

<table>
<thead>
<tr>
<th></th>
<th>Trip Generation Rate</th>
<th>Trips for 91 persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>0.48 trips per employee – a.m. peak hour</td>
<td>44 trips</td>
</tr>
<tr>
<td></td>
<td>0.46 trips per employee – p.m. peak hour*</td>
<td>42 trips</td>
</tr>
<tr>
<td>High School</td>
<td>0.42 trips per student – a.m. peak hour</td>
<td>38 trips</td>
</tr>
<tr>
<td></td>
<td>0.29 trips per student – p.m. peak hour*</td>
<td>26 trips</td>
</tr>
</tbody>
</table>

* p.m. peak hour for an office is 2-4 p.m.
* p.m. peak hour for an office is 4-6 p.m.

Staff Recommendation

Recommend that the city council adopt the resolution approving a conditional use permit for educational institution at 18707 Old Excelsior Boulevard.

Originator: Susan Thomas, AICP, Assistant City Planner
Through: Loren Gordon, AICP, City Planner
Supporting Information

<table>
<thead>
<tr>
<th>Surrounding Land Uses</th>
<th>Northerly: Single-family homes, zoned R-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easterly:</td>
<td>Sunrise Assisted Living, zoned PUD</td>
</tr>
<tr>
<td>Southerly:</td>
<td>Highway 7</td>
</tr>
<tr>
<td>Westerly:</td>
<td>Single-family homes, zoned R-1</td>
</tr>
</tbody>
</table>

Planning

Guide Plan designation: office
Zoning: B-1, office

CUP Standards

The proposal would meet the general conditional use permit standards as outlined in City Code §300.21 Subd.2:

1. The use is consistent with the intent of this ordinance;

2. The use is consistent with the goals, policies and objectives of the comprehensive plan;

3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements;

4. The use is consistent with the city's water resources management plan;

5. The use is in compliance with the performance standards specified in section 300.28 of this ordinance; and

6. The use does not have an undue adverse impact on the public health, safety or welfare.

The proposal would meet the specific conditional use permit standards as outlined in City Codes §300.21 Subd.5(h) and §300.21 Subd.3(m):

1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;

   Finding: The proposed school has been reviewed by the city's building, engineering, planning, natural resources, and fire staff. Staff finds the proposal to be generally consistent with the city's development guides.

2. Consistency with this ordinance;

   Finding: The proposal would meet all minimum ordinance standards.

3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes
to be in keeping with the general appearance of neighboring developed or developing areas;

**Finding:** The proposed school would occupy an existing building on a developed site. At this time, no changes would be made to the exterior of the building or to the property.

4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

**Finding:** The proposed school would occupy an existing building on a developed site. At this time, no changes would be made to the exterior of the building or to the property.

5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:

   a. an internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors and the general community;

   b. the amount and location of open space and landscaping;

   c. materials, textures, colors and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and

   d. vehicular and pedestrian circulation, including walkways, interior drives and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

**Finding:** The proposed school would occupy an existing building on a fully developed site. At this time, no changes would be made to the exterior of the building or to the property.

6. Promotion of energy conservation through design, location, orientation and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading; and

**Finding:** Interior renovations would meet current building code requirements, including those pertaining to energy efficiency.

7. Protection of adjacent and neighboring properties through
reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

**Finding:** The proposed school would not negatively impact the surrounding area. The school occupancy would:

- Result in no immediate changes to the exterior of the building or the grounds.
- Generate fewer vehicle trips per day than an office building with similar number of employees.

**Neighborhood Comments**

The city sent notices to 52 area property owners and received no comments to date.

**Pyramid of Discretion**

The current proposal.

**Motion Options**

1. Concur with the staff recommendation. In this case a motion should be made recommending the city council approve the request.

2. Disagree with staff’s recommendation. In this case, a motion should be made recommending the council deny request. This motion must include a statement as to why denial is recommended.

3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

**Voting and Appeals**

The planning commission makes a recommendation to the city council, which has final authority to approve or deny the request. Approval requires the affirmative vote of a simple majority.
Deadline for Decision: September 17, 2018
Resolution No. 2018-
Resolution approving a conditional use permit for an educational institution at 18707 Old Excelsior Boulevard

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 Minnetonka Independent School District #276, has requested a conditional use permit to operate an educational institution within the B-1 zoning district.

1.02 The subject property is located at 18707 Old Excelsior Boulevard. It is legally described as:

Lot 1, Block 1, MINNETONKA BUSINESS DEVELOPMENT

1.03 City Code §300.17 Subd.4(m) allows public buildings as conditional uses within the B-1 zoning district.

1.04 City Code §300.17 Subd.4(p) allows “other uses similar to those permitted within this section, as determined by the city” as conditional uses within the B-1 zoning district.

1.05 The proposed school would be similar to a public building, as it is a place where a group of people would gather at a specified time for a specific purpose.

1.06 On June 28, 2018, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the planning commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended that the city council approve the permit.

Section 2. General Standards.

2.01 City Code §300.21 Subd. 2 lists the following general standards that must be met for granting a conditional use permit:

1. The use is consistent with the intent of the ordinance;

2. The use is consistent with the goals, policies and objectives of the
comprehensive plan;

3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements;

4. The use is consistent with the city's water resources management plan;

5. The use is in compliance with the performance standards specified in §300.28 of the ordinance; and

6. The use does not have an undue adverse impact on the public health, safety or welfare.

Section 3. Specific Standards.

3.01 City Codes §300.21 Subd.3(m) and §300.27 Subd.5(m) list the following specific standards that must be met for granting a conditional use permit for a public building within the B-1 zoning district.

1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;

2. Consistency with this ordinance;

3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;

4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:
   a) an internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors and the general community;
   b) the amount and location of open space and landscaping;
   c) materials, textures, colors and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and
   d) vehicular and pedestrian circulation, including walkways, interior drives and parking in terms of location and number of access
points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

6. Promotion of energy conservation through design, location, orientation and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading; and

7. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Section 4. Findings.

4.01 The proposal would meet the general conditional use permit standards as outlined in City Code §300.21 Subd. 2.

4.02 The proposal would meet the specific conditional use permit standards as outlined in City Code §300.21 Subd.3(m) and §300.27 Subd.5(m)

1. The proposed educational use has been reviewed by the city’s building, engineering, planning, natural resources, and fire staff. Staff finds the proposal to be generally consistent with the city’s development guides.

2. The proposed educational use would meet all minimum ordinance standards.

3. The proposed educational use would occupy an existing building on a developed site. At this time, no changes would be made to the exterior of the building or to the property.

4. Interior building renovations would meet current building code requirements, including those pertaining to energy efficiency.

5. The proposed educational use would not negatively impact the surrounding area. The school occupancy would:

   a) Result in no immediate changes to the exterior of the building or the grounds.

   b) Generate slightly fewer vehicle strips than an office building with THE same employee population.
5.01 The above-described conditional use permit is approved, subject to the following conditions:

1. Subject to staff approval, the property must be developed and maintained in substantial conformance with the following plans:
   - Building Permit Plan Set, dated May 23, 2018

2. Prior to issuance of a building permit:
   a) This resolution must be recorded with Hennepin County prior to issuance of a building permit.
   b) Submit a revised site plan, removing the sidewalk connection between Old Excelsior Boulevard and the building.
   c) Submit a landscape plan to bring the property into greater compliance with the approved 2001 landscape plan. The plan should include five small trees and some shrubs interspersed between existing trees adjacent to the Highway 7 right-of-way.

3. If food is provided by the school for the students, the kitchen must meet all food code requirements, including construction and equipment.

4. The building must be fire sprinkled or meet all minimum building and fire code requirements for schools.

5. The school district must provide enrollment numbers to the city in August of each year. The numbers must specifically note how many students are enrolled to attend classes on the subject property. Based on those numbers, the city may require construction of additional parking or more stringent off-site shuttling to ensure parking does not become an issue in the future.

6. The city council may reasonably add or revise conditions to address any future unforeseen problems.

7. Any change to the approved use that results in a significant increase in traffic or a significant change in character would require a revised conditional use permit.

Adopted by the City Council of the City of Minnetonka, Minnesota, on July 9, 2018.

________________________________________
Brad Wiersum, Mayor
Attest:

______________________________
David E. Maeda, City Clerk

**Action on this resolution:**

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on July 9, 2018.

______________________________
David E. Maeda, City Clerk
MINNETONKA PLANNING COMMISSION  
June 28, 2018

**Brief Description**

Items concerning the proposed parking ramp addition at 12700 Whitewater Drive:

1) Major amendment to an existing master development plan; and

2) Final site and building plans, with a parking aisle width and stall length variances.

**Recommendation**

Recommend the city council approve the proposal

**Proposal**

Edward Farr, on behalf of the property owner, is proposing to increase an existing parking ramp from five levels to seven levels at 12700 Whitewater Drive. The subject property currently meets the ordinance with the number of parking spaces. However, the current leaseholder, United Health Group, has requested the property owner reconfigure the interior of the subject building to create a denser office environment. This interior change to the office building would allow additional workers on site, but would also necessitate additional parking. The existing site has 635 parking spaces (624 spaces required by city code). If approved, the number of parking spaces on site would increase to approximately 947 spaces.

The proposed parking ramp addition would be a vertical addition within the footprint of the existing ramp. If approved, the subject parking ramp would increase from 42 feet to 66 feet in height. With the parking ramp addition, the proposed ramp would be 17 feet shorter than the existing building on site, which is 83 feet in height. Within the application, the applicant has stated that the two added levels to the parking ramp would continue the same design as the existing ramp levels and no modifications would be made to the entrance or egress to the ramp, including the elevator and stair tower on the north side of the ramp.

**Proposal Summary**

The following is intended to summarize the applicant’s proposal. Additional information associated with the proposal can be found in the “Supporting Information” section of this report.

- **Existing Site Conditions.**

  The subject property is located on the northwest side of Whitewater Drive, adjacent to Interstate 494. Generally, the subject building and parking ramp are located on the highest points of the property, with grades sloping downward from both of them. To the west of the two structures is a low point that is classified as a wetland. Water from the subject buildings drain towards this point on the property and towards other low points along the west side of the property. (See attached.)
• **Planned Unit Development**

The property is located within the Minnetonka Corporate Center and is subject to the Minnetonka Corporate Center master development plan. The plan was approved in 1983 and originally envisioned a business park containing 15 development sites. A ten-story, 200,000 square foot office building was envisioned for Site 10, which is the subject property. (See attached.)

Since its approval, the Minnetonka Corporate Center master development plan has been amended on several occasions. In particular, the subject lot received an amendment in 1996 and 1997. (See below)

<table>
<thead>
<tr>
<th>MDP</th>
<th>SITE 9</th>
<th>SITE 10*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1983 Original</td>
<td>Office 3-stories</td>
<td>Office 10-stories</td>
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<tr>
<td></td>
<td>60,000 SF</td>
<td>200,000 SF</td>
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<tr>
<td>1996 Amendment</td>
<td>Office 2-stories</td>
<td>Office 6-stories, with</td>
</tr>
<tr>
<td></td>
<td>82,460 SF</td>
<td>a parking ramp</td>
</tr>
<tr>
<td>1997 Amendment</td>
<td>Office 2-stories</td>
<td>Office 6-story, with a</td>
</tr>
<tr>
<td></td>
<td>82,460 SF</td>
<td>parking ramp</td>
</tr>
<tr>
<td></td>
<td></td>
<td>130,000 SF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>156,000 SF</td>
</tr>
</tbody>
</table>

*Subject Property

• **1997 Site Plan Parking Variance**

In 1997, the city approved site and building plans with a parking aisle width and stall length variances. The city council approved a 2-foot variance (from 19 feet to 17 feet) for stall length and a 7-foot variance (from 23 feet to 16 feet) for aisle width. The city approved these variances as:

- The reduced parking aisle width and stall length allowed the parking ramp to maintain a smaller footprint, thereby, increasing tree preservation on the property; and
- Adequate maneuvering area would be accommodated within the ramp with the proposed variances.

There is mention in the applicant’s narrative that the parking structure would be built such that additional parking levels could be added in the future. However, the city approvals did not outright permit this type of expansion. As such, the currently proposed addition requires a master development plan amendment and site and building plan review, with parking aisle width and stall length variances. If approved, the parking ramp additions would have the same parking aisle and stall dimensions as the lower five levels.
• **Site Impacts.**

Construction of the proposed parking lot would require access for construction equipment. Based on the access and construction plan provided by the applicant, nine significant trees and one high priority tree would be lost due to crane access to build the parking ramp addition. The removal would be allowed under the tree ordinance, as this project is not considered a redevelopment project. The tree ordinance defines redevelopment projects as removing or increasing the square footage of the principal structure by more than 50 percent of the building footprint. However, if approved, the applicant would be required to mitigate for the landscaping that will be lost in order to provide crane access to the site, as shown in their submitted landscaping plan. (See attached.)

There is a wetland located on the northwest side of the parking ramp. The applicant has proposed construction activities on the southeast corner of the parking structure. Erosion control fencing would be installed along the west perimeter of that work area to minimize any potential impacts on the wetland and proposes to use platforms or chairs suspended from the structure to avoid disturbance of the subject wetland.

• **Approvals.**

The proposal includes the following requests:

1) Master development plan;
2) Site and building plan with parking aisle width and stall length variances.

**Primary Questions and Analysis**

A land use proposal is comprised of many details. In evaluating a proposal, staff first reviews these details and then aggregates them into primary questions or issues. The following outlines both the primary questions associated with the subject proposal and staff’s findings.

- **Is the variance for parking aisle width and stall length reasonable?**

Yes. The existing structure was approved with parking aisle width and stall length variances. The continuation of these variances on the upper levels would be appropriate as:
  - The parking ramp has existed over 20 years without complaints regarding the narrow aisles and short parking stalls; and
  - As stated in the previous variance, there is adequate maneuvering area within the ramp with the aisle width and stall length variances.

- **Does the construction plan adequately address site impacts?**

Yes. The applicant has proposed to replace landscaping lost during construction for the parking ramp. Additionally, the applicant has proposed staging for their construction as far away as possible from the wetland on the site. They have also proposed to install erosion control fencing to ensure protection of the wetland.
Is the proposed building and site design reasonable?

Yes. The proposed site design is logical, limits site impacts, and makes good use of existing structures on the site. The proposed parking ramp addition would be located within the same footprint as the existing parking ramp structure. Due to the addition being strictly vertical, the proposed two level addition onto the existing five level parking structure would maintain traffic and pedestrian patterns and impervious surface on the site.

The proposed structure would also maintain the character of the subject site and overall development. The proposed structure would increase the parking ramp height by 24 feet. However, the proposed structure would be 66 feet in height, still 17 feet shorter than the existing principal structure. (See attached).

The proposed parking structure addition would use acid washed panels with exposed aggregate accent stripes, the same design and materials as the existing parking ramp.

Summary Comments

The proposed parking structure addition would be an investment into the existing office property and would maintain the character of the existing development within the Minnetonka Corporate Center. Staff supports and recommends approval of the proposal, subject to conditions.

Staff Recommendation

Recommend the city council adopt the resolution approving the Master Development Plan amendment and Site and Building Plan Review

Originator: Drew Ingvalson, Planner
Through: Loren Gordon, AICP, City Planner
Supporting Information

Project No. 96007.18a

Property 12700 Whitewater Drive

Applicant Edward Farr, on behalf of the property owner

Surrounding Land Uses
Northerly: Office Building, zoned I-1, and guided for mixed use
Northeasterly: Office building, zoned PUD, and guided for mixed use
Southeasterly: Office building, zoned PUD, and guided for mixed use
Southerly: Office building, zoned PUD, and guided for mixed use
Westerly: Interstate Highway 494

Planning
Guide Plan designation: Mixed Use
Zoning: PUD, Planned Unit Development

Existing Site
The subject site is improved with a 156,000 square foot, six story office building. The site also has a five story, 43-foot tall, parking ramp with 635 parking spaces.

Introduction
The city council introduced the ordinance to amend the existing master development plan on June 18, 2018 and referred it to the planning commission. The council asked questions about accessible parking requirements.

City Actions
The Minnetonka Corporate Center Parking Ramp proposal requires the following applications:

- **Major amendment to an existing master development plan.** By city code, any change to an approved master development plan that “substantially alters the location of buildings, parking areas or roads” is considered a “major” amendment that can only be approved by ordinance.

- **Final Site and Building Plan.** By city code, site and building plan review is required for any expansion of an accessory structure (parking ramp).

- **Parking Aisle Width and Stall Length Variances.** By City Code, 75 degree angle parking must have:
  - 9-foot wide stalls;
  - 19-foot long stalls; and
  - 23-foot wide aisles.

Consistent with the 1997 approved variance, the proposed parking ramp would have:
- 9-foot wide stalls;
- 17-foot long stalls; and
- 16-foot wide aisles.
Submitted Plan

The originally submitted plans show stall widths below the nine-foot stall width requirement and stall lengths below 17-foot requirement (see additional information below.) However, the applicant has agreed to meet the 1997 approved variance requirements for stall and aisle dimensions and all other parking requirements. With this agreement, the applicant submitted a diagram showing the proposed parking dimensions, meeting the variance approvals. A condition of approval has been added requiring the applicant to submit a revised striping plan for the entire structure that would meet the 1997 variance requirements prior to issuance of a building permit.

<table>
<thead>
<tr>
<th></th>
<th>City Ordinance</th>
<th>Submitted Plan</th>
<th>1997 VAR</th>
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<tbody>
<tr>
<td>Stall Width</td>
<td>9 ft.</td>
<td>8.5 ft.</td>
<td>9 ft.</td>
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<tr>
<td>Stall Length</td>
<td>19 ft.</td>
<td>16.5 ft.</td>
<td>17 ft.*</td>
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<tr>
<td>Aisle Width</td>
<td>23 ft.</td>
<td>20.5 ft.</td>
<td>16 ft.*</td>
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*Variance Needed

Development Standards

The proposed parking ramp, if approved, would be within the footprint of the existing parking ramp, meeting all development standard setbacks.

Natural Resources

Natural Resources has provided the following comments regarding the proposal:

- **Trees.** The removal limits of the tree ordinance do not apply to the subject project since the project is not considered a redevelopment by ordinance definition.

  However, the applicant is required to mitigate for landscaping that is lost in order to provide for crane access to the site. The plan provided appears to meet this requirement, subject to conditions.

- **Wetland.** The wetland on the west side of the parking ramp would not be impacted. Additional protection would be required if any change in access is proposed.

  If approved, best management practices must be followed during the course of site preparation and construction activities. This would include, but not limited to, installation and maintenance of a temporary rock driveway, erosion control, and tree protection fencing. As a condition of approval the applicant must submit a construction management plan detailing these management practices.

Building Design

The proposed ramp addition from five-stories to seven stories building would have a maximum height of 66 feet, 17 feet shorter than the principal building. The subject ramp would have acid washed panels with exposed aggregate accent stripes, matching the existing parking ramp. (See attached).
Pyramid of Discretion

Motion Options  The planning commission has three options:

1. Concur with staff’s recommendation. In this case, a motion should be made recommending the city council adopt the ordinance and resolution approving the proposal.

2. Disagree with staff’s recommendation. In this case, a motion should be made recommending the city council deny the requested master development plan amendment and final site and building plans with parking aisle and stall length variance request. This motion must include a statement as to why denial is recommended.

3. Table the requests. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

Voting Requirement  The planning commission will make a recommendation to the city council on all aspects of the applicant’s proposal. A recommendation requires an affirmative vote of a simple majority.

The city council’s final approval requires affirmative votes as follows:

- Master Development Plan amendment: 4 votes
- Site and Building Plans: 5 votes, due to the parking variances.

Neighborhood Comments  The city sent notices to of 41 area property owners and received no comments to date.

Deadline for Decision  September 17, 2018
12700 Whitewater Dr. Parking Ramp Expansion
12700 Whitewater Dr., Minnetonka, MN
Minnetonka Corporate Center

Project Summary
May 24, 2018

Our team looks forward to working with the City of Minnetonka to obtain all required approvals for the addition of two levels of parking to an existing five level parking structure at 12700 Whitewater Drive (the “Property”). It is our goal to fully integrate this addition into the existing design and appearance of the building and office park, as if the structure was originally constructed to this new size.

Owner: SNH Medical Office Properties Trust
Architect: Ed Farr, Edward Farr Architects

Site Information
Site Area: 259,510 SF / 5.9575 acres
Current Zoning: PUD (Minnetonka Corporate Center)
Proposed Zoning: No change
Proposed Work: Addition of 2 levels of parking to the existing 5 level parking structure
Proposed Parking: 943 spaces within structure; 4 spaces on surface; 947 spaces total
Overview: The Property’s office building and adjacent parking structure were constructed in 1998, and is currently occupied by United Health Group. The current owner of the building, SNH Medical Office Properties Trust ("SNH"), is seeking to maintain this tenant. United Health Group’s lease renewal is dependent on their ability to reconfigure the office space into a state of the art service center to be used by a number of different business lines within their organization. The service center will have a denser work environment and a significant amount of collaboration space. This increased density requires additional parking which must be provided to maintain United Health Group’s presence in Minnetonka. Although the current parking provided at the Property fully complies with the requirements of the City’s zoning ordinance (a minimum of 4 spaces per 1000 SF), the increased density of the service center now demands a much higher ratio. Accordingly, this proposed parking structure expansion will provide a ratio of 6 spaces/1000 SF.

Design: The existing parking ramp structure is a 5 level precast concrete component assembly including integrally colored off white exterior spandrels with an acid wash texture and exposed aggregate accents. Level A is entered via Whitewater Drive and is primarily enclosed parking, with much of its exterior below grade. Levels B through E are entered on level B via an access drive within the site. This entry will serve the additional parking on levels F and G. These additional levels will match the original design of precast concrete component construction, and maintain the perimeter shape with no encroachments upon required building setbacks. No site modifications will be necessary to provide additional access to or egress from the structure. An existing brick veneer and glass enclosed stair and elevator tower serving the ramp structure will remain as is and end service and access at Level E; however, SNH is seeking approval to extend this feature 2 stories as well to accommodate potential future needs.

Building Size and Height: The office building meets all zoning requirements, and there are no changes proposed for the office building or site F.A.R. The expansion of the parking structure does not affect any building setbacks. The office building height remains at 83’-0”. The parking structure increases from 42’-0” to 63’-0”.

Signage: No additional exterior building signage is being proposed.
**Parking:** The office building measures 156,000 GSF. The zoning requirement is 1 space per 250 SF, or 4 per 1,000; therefore, the required parking is 624 spaces. The expanded parking structure will provide 80 spaces within the enclosed Level A, and 863 spaces among the open Levels B through G. 4 existing additional spaces are provided outside of the parking structure. This amounts to a total of 947 spaces. Per the Minnesota State Building Code 2% of the parking must be accessible; therefore, 19 spaces must be accessible. This accessible parking will be spread throughout the parking structure with 4 spaces on level A, 4 spaces on level B, and 3 spaces on each of levels C, D, and E for a total of 17 within the parking structure. The remaining 2 spaces are outside of the ramp and are designated as van accessible. It should be noted that 4 van accessible parking spaces are required per code; however, the existing ramp construction precludes the use of internal parking for van accessible parking due to the inability to provide the required 98” minimum vertical clearance. Acknowledgement is made that we are short 2 van accessible spaces; however, it is common today that accessible vans are modified mini-vans which do not require taller clearances. Accessible parking spaces on levels B and E will be provided with 8’ wide access aisles which are required for van accessible stalls.

**Grading:** The extent of grading is limited to restoration of the areas affected by construction, primarily the south side and southeast corner of the parking structure. This area will need to be modified to accommodate a large crane and for use as a staging area for unloading large precast concrete pieces. Some of this grading may need to occur on the adjacent property and SNH intends to work with that landowner with respect to access rights and construction management issues.

**Landscaping:** Proposed landscaping scope is limited to replacement / restoration of planting removed for construction purposes. This is limited to the south side and southeast corner of the parking structure, where construction activity is anticipated to occur. Per city requirements, significant trees that are removed will be replaced with a minimum 2” diameter B&B or 6’ evergreens. The one high priority tree to be removed and replaced at an inch for inch ratio requirement is a cottonwood clump with 11 trunks, ranging in size from 2.5” to 13” in diameter and totaling 85”. Efforts will be made to replace this tree with an inch per inch ratio, but we respectfully request that the City take into consideration the efforts made to preserve existing wooded areas during the initial development period in 1997. These tree preservation areas will be untouched by this project.

**Wetland:** A wetland exists on the west side of the property, northwest of the parking structure. Site disturbance work is concentrated at the southeast corner of the parking structure and erosion control will be provided at the west perimeter of that work to minimize any effect of this work on the wetland. Work required on the north and west sides of the structure such as joint sealant installation will be performed from platforms or bosun’s chairs suspended from the structure to avoid disturbance of the site in proximity to the wetland.

**Sanitary Sewer and Storm Water:** The additional ramp levels require the extension of internal floor drains to upper levels. New intake will be minimal and within the capacity of the current pipe sizing. There will be no storm water changes since there is no increase in impervious surface area.

**Lighting:** Existing lighting on covered parking levels has already been converted to LED from HID, and lighting on new covered levels will match. The top level will be lit by pole mounted lighting as it is currently, but the lathing will be converted to LED.
Parking Ramp Expansion
12700 Whitewater Drive
Minnetonka, MN

ARCHITECT:
EDWARD FARR ARCHITECTS
7710 GOLDEN TRIANGLE DRIVE
EDEN PRAIRIE, MN 55344
PHONE: 952-943-9660
CONTACT: MARC WILLIAMSON

STRUCTURAL:
ERIKSEN ROED & ASSOCIATES
2500 UNIVERSITY AVE. WEST
ST PAUL, MN 55114
PHONE: 651-251-7570
CONTACT: MIKE DeSUTTER, PE

CIVIL ENGINEER:
EVS, INC.
10405 VALLEY VIEW RD., SUITE 140
EDEN PRAIRIE, MN 55344
PHONE: 952-946-0236
CONTACT: DAN BOWAR, PE

SURVEYOR:
HTRO
710 MARKET PLACE DR.
EDEN PRAIRIE, MN 55344
PHONE: 952-946-0700
CONTACT: TIM SORENSON, LS

LANDSCAPE:
EDWARD FARR ARCHITECTS
7710 GOLDEN TRIANGLE DRIVE
EDEN PRAIRIE, MN 55344
PHONE: 952-943-9660

CODE INFORMATION

BUILDING CODE DATA:
OFFICE BUILDING
AREA BASIC ALLOWABLE: 39,900 SF 50,000 SF/TIER
INCREASE OVER ONE STORY 39,900 SF N/A
PEDESTRIAN WALKWAY
SURFACE: 004 SPACES (NO CHANGE) LEVEL A (ENCLOSED) 080 SPACES (NO CHANGE)
SPRINGERED 119,700 SF ENCLOSED AREA ADJUSTED ALLOWABLE AREA 239,400 SF 500,000 SF ALLOWABLE NUMBER OF STORIES 12 10 TIERS

PROJECT NUMBER SHEET NUMBER
A0.1

ZONING DATA:
OFFICE BUILDING
MAX ALLOWABLE AREA 39,900 SF 50,000 SF/TIER
INCREASE FOR SEP. 2 SIDES 39,900 SF N/A
PEDESTRIAN WALKWAY
SURFACE: 004 SPACES (NO CHANGE) LEVEL A (ENCLOSED): 080 SPACES (NO CHANGE)
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LOCATION
12700 Whitewater Drive
Minnetonka Corporate Center
Minnetonka, MN

VAN ACCESSIBLE (1/6) = 4*
SURFACE: 02 PROVIDED (EXISTING, VAN) LEVEL A (ENCLOSED): 04 PROVIDED (EXISTING) LEVEL B (OPEN) 04 PROVIDED (1 ADDED) S2 (ENCLOSED): 25,800 SF LEVEL C (OPEN) 03 PROVIDED (EXISTING) LEVEL D (OPEN) 03 PROVIDED (EXISTING) LEVEL E (OPEN) 03 PROVIDED (NEW) LEVELS F AND G (OPEN) 00 PROVIDED
TOTAL 19 PROVIDED (2 VAN ACCESSIBLE)

PARKING REQUIRED: 947 SPACES
LEVEL C - G (OPEN) 720 SPACES (ADD 310) TOTAL 947 SPACES TOTAL (6.07/1000 SF)
LEVEL B (OPEN) 143 SPACES (ADD 2)
LEVEL A (ENCLOSED) 080 SPACES (NO CHANGE)

ACTUAL HEIGHT: OFFICE BLDG: 85'-0" (NO CHANGE) PARKING STRUCTURE: 67'-0" (21' INCREASE)
PEDESTRIAN WALKWAY NA II - NENCL. PARKING GARAGE S3 (S2) II - 1HR (II-A)
ASSUMED PROP.
OPEN PARKING GARAGE S4 (S2) II - 1HR (II-A)
LINE BETWEEN BUILDINGS
MOD. HAZ. STORAGE S1 II - 1HR (II-A)

FRONT YARD: 35'-0" OR BLDG HT SIDE YARD: 35'-0" OF BLDG SETBACK
EAST SIDE: NONE PER LOT SPLIT REAR YARD: 35'-0" OR BLDG HT FROM I-494: 50'-0" PARKING: PER PUD

ACCESSIBLE PARKING: REQUIRED
OVER 900 SPACES PROVIDED; 2% MUST BE ACCESSIBLE: 947 X .02 = 18.94 = 19 ACCESSIBLE SPACES REQUIRED.
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VISIBILITY MAP

Sheet Index
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A.01 COVER SHEET / CODE INFORMATION
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EXISTING CONDITIONS SURVEY
CIVIL
V1.0 EXISTING CONDITION PLAN
C1.0 SITE DEMOLITION PLAN
C1.1 SITE STAGING PLAN
C2.0 SITE RESTORATION PLAN
LANDSCAPE
L1.0 LANDSCAPE RESTORATION PLAN
L1.1 LANDSCAPE DETAILS
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Issued For Date
CITY SUBMITTAL 05/24/2018

Sheet Title
COVER SHEET / CODE INFORMATION

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A0.1

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[General Survey Notes]

1. All distances are in US survey feet.
2. Bearings are based on the Hennepin County Coordinate System (NAD83 86 Adj).
3. Please note the boundary information shown herein is per an ALTA/NSPS Land Title Survey performed by HTPO dated August 16, 2017.
4. The Address: 12700 Whitewater Drive, Minnetonka, MN 55343.
5. This survey was prepared for the purpose of showing the existing conditions for site design.
6. Elevations are based on Mn/DOT Geodetic Station Name: 2773 G which has an elevation of 936.88 (NAVD88).
7. The subsurface utility information in this plan is Utility Quality Level "D". This Utility Quality Level was determined according to the guidelines of CI-ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."
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1. Existing utilities to be protected during site activities. Utilities shall be repaired in kind to the satisfaction of the utility provider. Disruptions of utilities shall be coordinated with the facility and the utility provider. The facility shall be notified a minimum of 7 days in advance of any planned outages.

2. Contractor shall remove and repair or replace existing facilities as necessary to facilitate the installation of proposed improvements at no additional charge.

3. All materials and items removed as part of the demolition and excavation shall be disposed of at licensed disposal or recycling facilities complying with local, state, and federal regulations.

4. Do not disturb existing trees.

5. Protect existing vaults.

6. Remove maintenance strip (typ.).

7. Remove tree (typ.).

8. Approximately 5 level parking structure area: 44,376 sq. ft. Bldg. height: 46.0 ft.

9. Protect existing utility easement per plat.

10. Remove tree root zone vertical cut x deep with trenching machine. Cut roots then excavate as necessary.

11. Protect existing utility easement.

12. Concrete sidewalk.

13. Concrete.


15. Gas.

16. Drainage and utility easement per plat.

17. Protect existing vaults.

18. Remove tree root zone vertical cut x deep with trenching machine. Cut roots then excavate as necessary.

19. Protect existing utility easement.

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75. Protect existing utility easement.
**GENERAL NOTES**

1. CONSTRUCTION ACTIVITIES WILL BE LIMITED TO THE MANOOGIAN CENTER SOUTH WAREHOUSE AT THE NORTH END OF THE SITE. REQUIRED ACTIVITIES WILL INCLUDE: VARIOUS UTILITIES AND CONSTRUCTION ACTIVITIES, INCLUDING BUT NOT LIMITED TO, DRAINAGE, UPLAND AND LOWER SITE RETAINING WALLS, UTILITIES, STORM SEWER, ELEVATION, CONCRETE RETAINING WALLS, CONCRETE, PAVING, PAVING MATERIALS, AND LANDSCAPING.

2. AT THE CONDITION OF THE EASEMENT, THE PERMITTEE WILL NOT RAISE IMPROVEMENTS OR FACILITIES TO A LEVEL THAT EXCEEDS THE LIMITS OF SITE EASEMENT CONTROLLING ENCLOSED IN THE PLANS, INCLUDING THE CONDITION ENCLOSING IN THE PLANS OR AS NOTED ON THE FINAL LANDSCAPE PLAN.

3. THE CONTRACTOR SHALL PROVIDE A COPY OF THESE PLANS MUST BE ON THE JOB SITE WHENEVER CONSTRUCTION IS IN PROGRESS.

4. A COPY OF THESE PLANS MUST BE PROVIDED TO AND REVIEWED BY LOCAL AGENCIES AND RESIDENTS.

5. THE SITE DESIGNER SHALL PROVIDE A COPY OF THESE PLANS TO THE SITE DESIGNER FOR REVIEW.

6. THE CONTRACTOR SHALL PROVIDE A COPY OF THESE PLANS TO THE SITE DESIGNER FOR REVIEW.

7. INSTALL STABILIZED CRANE PAD AND WORK SURFACE.

8. INSTALL PERIMETER SEDIMENT CONTROL DEVICES (SILT FENCE) WITHIN THE DRIP LINE, ROOT ZONES OR WITHIN TREE PROTECTION FENCE AREAS. SEE TREE PROTECTION PLAN FOR ADDITIONAL REQUIREMENTS AND PRACTICES.

9. INSTALL BENCHMARKS AND SURVEY MARKERS.

10. PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.

11. STABILIZE DENUDED AREAS AND STOCKPILES WITHIN TIME FRAME LISTED IN EROSION PROTECTION WATER QUALITY IN URBAN AREAS AND THE MINNESOTA CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL PLANNING HANDBOOK.

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**Construction Requirements**

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- **8.** STABILIZE DENUDED AREAS AND STOCKPILES WITHIN TIME FRAME LISTED IN EROSION PROTECTION WATER QUALITY IN URBAN AREAS AND THE MINNESOTA CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL PLANNING HANDBOOK.

- **7.** INSTALL BENCHMARKS AND SURVEY MARKERS.

- **6.** PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.

- **5.** STABILIZE DENUDED AREAS AND STOCKPILES WITHIN TIME FRAME LISTED IN EROSION PROTECTION WATER QUALITY IN URBAN AREAS AND THE MINNESOTA CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL PLANNING HANDBOOK.

- **4.** INSTALL BENCHMARKS AND SURVEY MARKERS.

- **3.** PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.

- **2.** STABILIZE DENUDED AREAS AND STOCKPILES WITHIN TIME FRAME LISTED IN EROSION PROTECTION WATER QUALITY IN URBAN AREAS AND THE MINNESOTA CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL PLANNING HANDBOOK.

- **1.** INSTALL BENCHMARKS AND SURVEY MARKERS.

- **0.** PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.

**Construction Requirements**

- **10.** INSTALL BENCHMARKS AND SURVEY MARKERS.

- **9.** PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.

- **8.** STABILIZE DENUDED AREAS AND STOCKPILES WITHIN TIME FRAME LISTED IN EROSION PROTECTION WATER QUALITY IN URBAN AREAS AND THE MINNESOTA CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL PLANNING HANDBOOK.

- **7.** INSTALL BENCHMARKS AND SURVEY MARKERS.

- **6.** PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.

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- **4.** INSTALL BENCHMARKS AND SURVEY MARKERS.

- **3.** PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.

- **2.** STABILIZE DENUDED AREAS AND STOCKPILES WITHIN TIME FRAME LISTED IN EROSION PROTECTION WATER QUALITY IN URBAN AREAS AND THE MINNESOTA CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL PLANNING HANDBOOK.

- **1.** INSTALL BENCHMARKS AND SURVEY MARKERS.

- **0.** PROVIDE REGULAR INSPECTION OF BMP'S AND PROVIDE STREET SWEEPING ON A REGULAR BASIS.
CONSTRUCTION ACTIVITY REQUIREMENTS

1. BEFORE COMMENCING CONSTRUCTION ACTIVITY, ALL PROJECT ACTIVITY MUST BE DOCUMENTED ON A SWPPP FORM TO BE SUBMITTED TO THE MINNETONKA ENVIRONMENTAL SERVICES DEPARTMENT FOR APPROVAL. THE FORM MUST BE COMPLETED BY A Person QUALIFIED IN CONSTRUCTION PRACTICES TO SATISFY THE REQUIREMENTS OF MINNEAPOLIS' SWPPP PERMITS AND REQUIREMENTS. ALL PROJECT ACTIVITY MUST BE IN CONFORMITY WITH THIS PLAN.

2. DISTURBED SOILS WITHIN 50 FEET OF A SURFACE WATER OR ANY OTHER POTENTIAL SITE OF CONSTRUCTION MUST BE STABILIZED WITHIN 7 DAYS. THESE AREAS INCLUDE POND SIDE SLOPES, DITCHES, WHICH CONVEY STORMWATER CONVEYANCE SYSTEM WHICH IS CONNECTED TO A SURFACE WATER (INCLUDING POND SIZES;</p>
NOTES:
1. PLANTING COUNTS ARE SHOWN ON THE LANDSCAPE LEGEND SHEET.
2. PLANTING REFLECTS THE REPLACEMENT OF 2 SIGNIFICANT TREES AND ONE HIGH PRIORITY TREE.
3. ALL PLANTED AREAS TO BE SODDED LAWN.
4. ALL PLANTED AREAS TO BE IRRIGATED.

LANDSCAPE SYMBOLS:

SYMBOL
SWAMP WHITE OAK
QUERCUS BICOLOR

COMMON NAME / BOTANICAL NAME
SUGAR MAPLE 'GREEN MOUNTAIN'
ACER SACCHARUM

EVERGREEN & DECIDOUS TREES
AMERICAN LINDEN 'BOULEVARD'
TILA AMERICANA 'BOULEVARD'

SWAMP WHITE OAK
ACER SACCHARUM

'GREEN MOUNTAIN'

BLACK HILLS SPRUCE
PICEA GLAUC A DENSATA

SERVICEBERY
AMELANCHIER X GRANDIFLORA

Sheet Title
LANDSCAPE RESTORATION PLAN

Project Number
1.0

Reg. No.
ISSUED FOR

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.

Architect:

©COPYRIGHT 2018
EXISTING 5 STORY PARKING RAMP TO REMAIN AS IS; POSSIBLE FUTURE EXPANSION OF TWO LEVELS

EXISTING CURB CUT

SEE CIVIL AND LANDSCAPE FOR EARTHWORK, UTILITY AND LANDSCAPE RESTORATION REQUIREMENTS

EXISTING TREE PRESERVATION AREA PER ORIGINAL BUILDING APPROVALS TO BE MAINTAINED

EXISTING WETLAND WILL BE UNDISTURBED BY THIS PROJECT

EXISTING WETLAND ELEV. 946.8

EXITING TREE PRESERVATION AREA PER ORIGINAL CITY APPROVALS TO BE MAINTAINED

EXISTING 6 STORY BRICK BUILDING

BLDG. FOOTPRINT AREA: 28,351 SQ. FT.

BLDG. HEIGHT: 83.0 FT.

EXISTING 5 STORY PARKING RAMP STAIR AND ELEVATOR TOWER TO REMAIN AS IS;

EXISTING LEVEL A ENTRY/EXIT

EXISTING SURFACE PARKING

EXISTING SIGN

EXISTING 4' SIDEWALK

EXISTING OVERHEAD ELECTRIC TRANSMISSION LINES

EXISTING NSP/EXCEL TRANSMISSION LINE EASEMENT LINE

EXISTING 10' NOMINAL GRAVEL MAINTENANCE STRIP

EXISTING TREE PRESERVATION AREA PER ORIGINAL BUILDING APPROVALS TO BE MAINTAINED

SCALE: 1" = 30'-0"
Parking Stall Dimensions Not to Scale

 existing metal stair down
 new metal stair up

 existing metal stair down
 new metal stair up

 restripping shown adds
 3 accessible spaces
 (no net gain)

 existing construction
 shown shaded; new
 construction shown
 unshaded

 spandrel panel to be
 removed and salvaged
 for reinstallation
 at level g

 existing construction
 shown shaded; new
 construction shown
 unshaded

 spandrel panel to be
 removed and salvaged
 for reinstallation
 at level g

 restripping shown adds
 1 accessible space and
 1 standard space
 net gain of 2 spaces

 existing van accessible spaces

 1' - 3" 14' - 7" 30' - 0" 30' - 0" 30' - 0" 30' - 0" 30' - 0" 30' - 0" 30' - 0" 14' - 7" 1' - 3"

 1' - 3" 53' - 5" 53' - 5" 53' - 5" 1' - 3"

 162' - 9"
A2.2 SCALE 1/16" = 1'-0"
REINSTALL SPANDREL
FROM LEVEL E DEMOLITION

EXISTING ROOFS
BElOW

POLE MOUNTED LED
LIGHT FIXTURES

REINSTALL SPANDREL
FROM LEVEL E DEMOLITION

LEVEL G PLAN

1 LEVEL G

SCALE:  1/16" = 1'-0"

PARKING STALL DIMENSIONS NOT TO SCALE
VIEW FROM I-494 SOUTHBOUND

VIEW FROM WHITEWATER DRIVE
### Statistics

- **Site Area**: 76.4 acres / 3,327,964 sf
- **Total Building Area**: 1,228,103 sf
- **FAR**: 0.37

<table>
<thead>
<tr>
<th>Building No. &amp; Type</th>
<th>Area Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Office/Secretariat Center</td>
<td>35,306</td>
</tr>
<tr>
<td>2 Offices/Secretariat Center</td>
<td>55,247</td>
</tr>
<tr>
<td>3 Office/Secretariat Center</td>
<td>26,550</td>
</tr>
<tr>
<td>4 Office/Secretariat Center</td>
<td>36,000</td>
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<tr>
<td>5 Office/Secretariat Center</td>
<td>53,000</td>
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<tr>
<td>6 Office/Secretariat Center</td>
<td>75,000</td>
</tr>
<tr>
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<tr>
<td>8 Office/Secretariat Center</td>
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<td>9 Office/Secretariat Center</td>
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<td>10 Office</td>
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<td>11 Office</td>
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<td>12 Office</td>
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<tr>
<td>13 Office</td>
<td>66,000</td>
</tr>
<tr>
<td>14 Hotel</td>
<td>86,000</td>
</tr>
<tr>
<td>15 Office</td>
<td>200,000</td>
</tr>
</tbody>
</table>

### Subject Property

The subject property is highlighted on the map as the area enclosed by the red outline.
Ordinance No. 2018-

An ordinance amending the existing master development plan of Minnetonka Corporate Center as it pertains to the property at 12700 Whitewater Drive

The City Of Minnetonka Ordains:

Section 1.

1.01 This ordinance hereby amends the Minnetonka Corporate Center master development plan as it pertains to the property at 12700 Whitewater Drive.

1.02 The site is located at 12700 Whitewater Drive. It is legally described on EXHIBIT A of this resolution.

1.03 The amendment approves a two level parking ramp addition, from five stories to seven stories.

Section 2.

2.01 This ordinance is based on the following findings:

1. The proposal is consistent with the 2030 Comprehensive Guide Plan.

2. The amendment would not negatively impact the public health, safety, and welfare.

Section 3.

3.01 Approval is subject to the following conditions:

1. The site must be developed and maintained in substantial conformance with the following plans:

   • Site Demolition Plan dated May 25, 2018
   • Site Staging Plan dated May 25, 2018
   • Site Restoration Plan dated May 25, 2018
   • Landscape Restoration Plan dated May 25, 2018
   • Architectural Site Plan dated May 25, 2018
   • Level E Plan and Level B Plan dated May 25, 2018
   • Level F Plan dated May 25, 2018
   • Level G Plan dated May 25, 2018
   • Exterior Elevation Plans dated May 25, 2018
• Parking Stall Dimensions dated June 21, 2018

The above plans are hereby adopted as the master development plan for the 12700 Whitewater Drive.

2. Development must further comply with all conditions as outlined in City Council Resolution No. 2018-___, adopted by the Minnetonka City Council on July 9, 2018.

Section 4. A violation of this ordinance is subject to the penalties and provisions of Chapter XIII of the city code.

Section 5. This ordinance is effective immediately.

Adopted by the city council of the City of Minnetonka, Minnesota, on July 9, 2018.

Brad Wiersum, Mayor

Attest:

David E. Maeda, City Clerk

Action on this Ordinance:

Date of introduction: June 18, 2018
Date of adoption: July 9, 2018
Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Ordinance adopted.

Date of publication:

I certify that the foregoing is a correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota at a regular meeting held on July 9, 2018.

David E. Maeda, City Clerk
EXHIBIT A

That part of Lot 4, Block 2, Minnetonka Corporate Center, according to the recorded plat thereof, recorded as Document No. 4876699, Hennepin County, Minnesota, lying Northerly of the following described line, and the Easterly and Westerly extensions of said line:

Beginning at a point on the Westerly line of said Lot 4 distant 142.00 feet Northerly from the most Southerly corner of said Lot 4, as measured along said Westerly line; thence Easterly a distance of 358.59 feet to a point on the Easterly line of said Lot 4 distant 114.51 feet Northerly from the Southeast corner of said Lot 4, as measured along said Easterly line, and there terminating.
Resolution No. 2018-

Resolution approving final site and building plans, with parking variances for aisle width and stall length, for a parking ramp at 12700 Whitewater Drive

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 The subject property is located at 12700 Whitewater Drive. It is legally described on EXHIBIT A of this resolution.

1.02 Edward Farr, on behalf of the property owner, is proposing to increase an existing parking ramp on the property from five levels to seven levels.

1.03 The proposed parking ramp addition would be a vertical addition within the footprint of the existing ramp. If approved, the parking ramp would increase from 42 feet to 66 feet in height. The two added levels to the parking ramp would continue the same design as the existing ramp levels and no modifications would be made to the entrance or egress to the ramp, including the elevator and stair tower on the north side of the ramp.

1.04 City Code §300.27 provides standards and authorizes the city to grant site and building plans.

1.05 Minnesota Statute §462.357 Subd. 6, and City Code §300.07 authorizes the city to grant variances.

1.06 On June 28, 2018, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended that the city council approve the final site plan, with parking aisle width and stall length variances, for a parking ramp addition.

Section 2. Standards.

2.01 City Code §300.27, Subd. 5, outlines that the following must be considered in the evaluation of site and building plans:
1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;

2. Consistency with this ordinance;

3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;

4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:
   a) An internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors and the general community;
   b) The amount and location of open space and landscaping;
   c) Materials, textures, colors and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and
   d) Vehicular and pedestrian circulation, including walkways, interior drives and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

6. Promotion of energy conservation through design, location, orientation and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading; and

7. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

2.02 By City Code §300.07 Subd. 1, a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with
the ordinance. Practical difficulties means: (1) The proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and (3) the proposed use would not alter the essential character of the surrounding area.

Section 3. Findings.

3.01 The city has considered the items outlined in City Code §300.27, Subd. 5 and finds the following:

1. The proposal has been reviewed by city planning, engineering, natural resources, public works, fire, and legal staff and found to be generally consistent with the city’s development guides.

2. The proposal would be generally consistent with the zoning ordinance, as well as the original master development plan for the site.

3. The proposed ramp addition would be within the existing footprint of the parking ramp. As such, ground work and tree removal for the subject proposal would be minimal and only a result of construction staging and access for a crane. However, all landscaping lost due to construction would need to be replaced per a condition of approval.

4. The proposed site design is logical, limits site impacts, and makes good use of existing structures on the site.

   a) The proposed parking ramp addition would be located with the same footprint as the existing parking ramp structure. Due to the addition being strictly vertical, the proposed two level addition onto the existing five level parking structure would maintain traffic and pedestrian patterns and impervious surface on the site.

   b) The proposed structure would also maintain the character of the subject site and overall development. The proposal would increase the parking ramp height by 24 feet. The proposed structure would be 66 feet in height, 17 feet shorter than the existing principal structure.

   c) Traffic patterns, vehicular and pedestrian circulation, and the internal sense of order between structures would be unchanged as the ramp addition will be within the same footprint as the existing structure.

   d) Landscaping would need to be removed for construction access; however, the landscaping lost would be replaced per a condition of this resolution.
e) Building onto the existing structure to accommodate additional parking would promote energy conservation.

f) As new construction, the proposed ramp would meet all current building code standards including those pertaining to energy conservation.

g) The proposal would not negatively impact adjacent or neighboring properties.

3.02 Variance Standards: Staff finds that the proposal meets the variance standards, as:

1. The proposal, and resulting variance request, would be in keeping with the city’s zoning ordinance. The intent of the ordinance, as it pertains to parking requirements, is to ensure adequate parking maneuvering space when driving through parking lots and between vehicles when parking. The subject ramp has function with the same widths and stall lengths as proposed for over 20 years without issue.

2. The proposed parking ramp addition would be an investment into an office property and would be consistent with the city’s comprehensive plan.

3. There are practical difficulties in complying with the ordinance.

   a) Reasonableness: The parking ramp has existed over 20 years without complaints regarding the narrow aisles and short parking stalls.

   b) Circumstance Unique to the Property: The subject property was approved with parking aisle and stall length variances in 1997. The added levels would continue the striping that is currently present on the existing five levels of the ramp. Requiring wider aisles and longer parking spaces would be problematic with attempting to build within the same footprint as the existing structure.

   c) Neighborhood Character: The parking variance would not adversely affect the character of the surrounding neighborhood as the parking variances are for interior requirements.

Section 3. City Council Action.

3.01 The above-described site and building plans are hereby approved subject to the following conditions:
1. Subject to staff approval, the site must be developed and maintained in substantial conformance with the following plans, except as modified by the conditions below:

- Site Demolition Plan dated May 25, 2018
- Site Staging Plan dated May 25, 2018
- Site Restoration Plan dated May 25, 2018
- Landscape Restoration Plan dated May 25, 2018
- Architectural Site Plan dated May 25, 2018
- Level E Plan and Level B Plan dated May 25, 2018
- Level F Plan dated May 25, 2018
- Level G Plan dated May 25, 2018
- Exterior Elevation Plans dated May 25, 2018
- Parking Stall Dimensions dated June 21, 2018

2. A building permit is required. Unless authorized by appropriate staff, no site work may begin until a complete building permit application has been submitted, reviewed by staff, and approved. Prior to issuance of a building permit the applicant must submit the following:

a) A construction management plan. This plan must be in a city approved format and outline minimum site management practices and penalties for non-compliance.

b) A revised landscaping plan.

1) The Linden trees proposed must be pulled back out of the drainage and utility easement.

2) The proposed plan must mitigate for the landscaping lost in order to provide for crane access to the site. The plan they provided meets the required mitigation.

3) All deciduous trees must be planted at least 15-feet behind the curb and 10-feet behind the sidewalk and all evergreen trees be planted at least 20-feet behind the curb and 15-feet behind the sidewalk.

4) Tree protection fencing must be installed on the south and west edge of the limits of disturbance to protect the trees intended to be saved. Fencing adjacent to the Colorado spruce on the northeast corner of the neighboring property must be moved north 5-feet to protect the tree. The fencing must be inspected by city staff prior to issuance of the building permit.

c) A traffic control plan.
d) A snow removal plan for the ramp addition. Snow on the ramp may not be plowed off the top tier into the wetland or onto the trees below.

e) A revised striping plan showing that it meets the following dimensions.

<table>
<thead>
<tr>
<th></th>
<th>2018 VAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stall Width</td>
<td>9 ft.</td>
</tr>
<tr>
<td>Stall Length</td>
<td>17 ft.*</td>
</tr>
<tr>
<td>Aisle Width</td>
<td>16 ft.*</td>
</tr>
</tbody>
</table>

*Variance

f) Cash escrow in an amount to be determined by city staff. This escrow must be accompanied by a document prepared by the city attorney and signed by the builder and property owner. Through this document the builder and property owner will acknowledge:

- The property will be brought into compliance within 48 hours of notification of a violation of the construction management plan, other conditions of approval, or city code standards; and

- If compliance is not achieved, the city will use any or all of the escrow dollars to correct any erosion and/or grading problems.

3. No impact to the wetland on the west side of the parking ramp is allowed to occur. If any change in access is proposed, the wetland must be protected and natural resource impacts will need to be re-evaluated.

4. The applicant must follow standard erosion control best management practices including inlet protection to prevent construction activity from impact surface waters.

5. During construction the street must be kept free of debris and sediment.

6. The property owner is responsible for replacing any required landscaping that dies.

Adopted by the City Council of the City of Minnetonka, Minnesota, on July 9, 2018.

Brad Wiersum, Mayor

Attest:
David E. Maeda, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on July 9, 2018.

David E. Maeda, City Clerk
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