

**AGENDA
PLANNING COMMISSION MEETING
CITY OF SHOREVIEW**

**DATE: October 23, 2018
TIME: 6:00 PM
PLACE: SHOREVIEW CITY HALL
LOCATION: 4600 NORTH VICTORIA**

- 1. CALL TO ORDER**
ROLL CALL
APPROVAL OF AGENDA

- 2. APPROVAL OF MINUTES**
September, 2018

- 3. REPORT ON CITY COUNCIL ACTIONS**
Meeting Date: October 1, 2018 and October 15, 2018
Brief Description of Meeting process- Chair John Doan

- 4. NEW BUSINESS**
 - A. COMPREHENSIVE SIGN PLAN***
FILE NO: 2706-18-26
APPLICANT: Shepherd of the Hills Lutheran Church
LOCATION: 3920 Victoria Street North

 - B. SITE AND BUILDING PLAN REVIEW***
FILE NO: 2707-18-27
APPLICANT: Wold Architects
LOCATION: 1141 Lepak Court (Turtle Lake Elementary School)

 - C. SITE AND BUILDING PLAN REVIEW***
FILE NO: 2708-18-28
APPLICANT: Oak Hill Montessori
LOCATION: 4665 Hodgson Road

 - D. PUBLIC HEARING – 2040 COMPREHENSIVE PLAN***
FILE NO: 2709-18-29
APPLICANT: City of Shoreview
LOCATION: City Wide
This item will be heard no earlier than 7:00 pm

- 5. MISCELLANEOUS**
 - A. City Council Meeting Assignments**
 - *November 5, 2018 - Commissioner Wolfe, November 19, 2018- Commissioner Peterson*

6. ADJOURNMENT

- * *These agenda items require City Council review or action. The Planning Commission will hold a hearing, obtain public comment, discuss the application and forward the application to City Council. The City Council will consider these items at their regular meetings which are held on the 1st or 3rd Monday of each month. For confirmation when an item is scheduled at City Council, please check the City's website at www.shoreviewmn.gov or contact the Planning Department at 651-490-4682 or 651-490-4680*

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
September 25, 2018**

CALL TO ORDER

Chair Doan called the September 25, 2018 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Doan; Commissioners, Peterson, Riechers, Solomonson, and Wolfe.

Commissioners Anderson was absent. Commissioner Yarusso was not present at the Roll Call.

APPROVAL OF AGENDA

MOTION: by Commissioner Solomonson, seconded by Commissioner Wolfe to approve the September 25, 2018 Planning Commission meeting agenda as submitted.

VOTE: AYES: Peterson, Riechers, Solomonson, Wolfe, Doan
NAYS: None
ABSENT: Anderson

Commissioner Yarusso arrived after the vote on this motion.

APPROVAL OF MINUTES

Minutes of August 28, 2018 Commission Meeting Minutes

MOTION: by Commissioner Peterson, seconded by Commissioner Riechers to approve the August 28, 2018 Planning Commission meeting minutes as presented.

VOTE: AYES: Peterson, Riechers, Solomonson, Wolfe, Yarusso, Doan
NAYS: None

REPORT ON CITY COUNCIL ACTIONS

City Planner Castle reported that two items were approved by the City Council as recommended by the Planning Commission:

1. Variance/Residential Design Review/Conditional Use Permit for Michael O'Connell at 5486 Lake Avenue
2. Site and Building Plan Review for Wold Architects & Engineers, Island Lake Elementary School, 3555 Victoria Street N.

NEW BUSINESS

STANDARD VARIANCE

FILE NO.: 2698-18-18
APPLICANT: ATILANO'S REMODELING
LOCATION: 705 SCHIFSKY ROAD

Presentation by Associate Planner Aaron Sedey

The application is a request to alter a deck that encroaches into the Ordinary High Water (OHW) setback. The setback is 37.7 feet from the OHW. The required setback is calculated based on the setbacks of the principal structures on adjoining properties plus or minus 10 feet and must be at least 50 feet. The property is developed with a single family home and detached garage. It is zoned R1, Detached Residential with a Shoreland Overlay. The deck was illegally permitted in 1986, and is considered a legal non-conforming structure.

The proposed deck will not extend further into the OHW setback but has a slightly modified design. The gazebo will be removed. Staff is recommending Shoreland mitigation practices be waived because there will be so little land disturbance, and past practices have been utilized. The impervious surface was decreased from 60.3% to 47% and with this application will be decreased to 45.4%.

Staff finds that practical difficulty is present. The applicant proposes to reconfigure the deck within the same footprint. Unique circumstances exist due to the deck permitted in the present location in 1986. The character of the neighborhood will not change, as the deck is in the same footprint and the removal of the gazebo increases sight lines for the neighbors to the south.

Notices were sent to property owners within 350 feet regarding this application. No responses have been received. Staff finds the proposal to comply with the spirit and intent of the Code and recommends approval of the variance.

The applicant stated that the existing deck is four levels. The proposal is to simplify the deck to two levels.

Commissioner Solomonson stated that he can support this variance. He agrees with staff's analysis. The deck has been in existence for over 30 years. The new deck will be a benefit with removal of the gazebo.

Commissioner Peterson agreed that the improved maintenance to the property, new deck and removal of gazebo are all benefits.

MOTION: by Commissioner Peterson, seconded by Commissioner Solomonson to approve a variance request for OHW setback for the proposed deck rebuild at 705 Schifsky Road, subject to the following conditions:

Discussion:

Changes made to the motion were to correct the word “dame” to “same” in No. 1 of the Findings of Fact. Commissioner Yarusso requested the word “the” be deleted in front of the word “mainly” in No. 1 under Findings of Fact. Commissioners Solomonson and Peterson accepted the changes.

1. The deck must be rebuilt to as shown in the survey within the footprint and description depicted on the survey to be no closer than 37.7 feet from the OHWL. Updated building plans are required to be reviewed by City Staff for the building permit.
2. The project must be completed in accordance with the submitted as part of the Variance application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
3. This approval will expire after one year if a building permit has not been issued and work has not begun on the project.
4. This approval is subject to a 5-day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.

This approval is based on the following findings of fact:

1. The property will still be used in a reasonable manner, as the deck is mainly in the same footprint.
2. The unique circumstances are tied to the deck being permitted in 1986 and the deck will not get closer to the OHWL than what is currently there.
3. The proposed deck will not alter the character of the neighborhood and will enhance the lakeside views without the gazebo.

VOTE: AYES: Peterson, Riechers, Solomonson, Wolfe, Yarusso, Doan
NAYS: None

MINOR SUBDIVISION/ STANDARD VARIANCE*

FILE NO: 2705-18-25
APPLICANT: Tom McGough
LOCATION: 736 County Road I W

The applicant seeks to subdivide his property into two parcels with setback variances from the road and OHW. Currently, the property is zoned R1, Detached Residential with Shoreland Overlay, and developed with a single family home. All neighboring properties are zoned R1.

The property previously consisted of two parcels until 2017, when the two properties were joined. There was a shed without a principal structure on the eastern parcel, which is not allowed per code. The two lots were rejoined to bring them into compliance. The proposed subdivision would be the same as the two previous parcels.

The required setback is calculated based on the setbacks of the principal structures on adjoining properties plus or minus 10 feet. The setback from the OHW should be a minimum of 50 feet; what is proposed is 40 feet. The resulting parcels exceed area and depth Code requirements. The setbacks do not meet requirements. The west parcel will be 80 feet from the OHW; the east parcel will be 158.6 feet. The street setback for the west parcel will be 134.5 feet; the east parcel will be 182.45 feet.

The purpose of the subdivision is to build a new home in the middle of the new lot that will mean less impervious surface for the driveway or sidewalks. The size and length of the property make it difficult to meet required setbacks. Grass by the lake will be preserved. Shoreland mitigation is required, and the applicants are required to enter into a Mitigation Agreement with the City.

Notices were sent to property owners within 350 feet. One resident responded in support.

Staff finds that practical difficulty exists due to the lot configuration, lot depth and retention of a large open lawn space near the water. The character of the neighborhood will not be altered. The two new lots will be comparable to the previous two lots from the previous subdivision. The shed will be removed. The proposal complies with the spirit and intent of the Development Code. Staff recommends approval of the variances for the front setbacks and from the OHW. Further, staff recommends the minor subdivision be forwarded to the City Council for approval subject to the conditions listed in the staff report.

Commissioner Peterson stated that when he visited the property, he noticed a structure next to the shed and asked if that will also be removed.

Commissioner Solomonson asked if the parcels created would be key lots as the side lot lines abut rear lot lines and whether there is additional setback. Ms. Castle answered that the new lots would be key lots. The original lot is also a key lot. The new parcels do allow sufficient setbacks for key lots.

Mr. Dana Kelly, Architect for Tom McGough, stated, in answer to Commissioner Peterson's question, that the shed and nearby structure will all be removed.

Chair Doan asked the reason initially subdividing and then rejoining the two lots. **Mr. Kelly** explained that originally there were two lots. A small house, the existing log home, was built on the west lot. A shed was then built on the second lot, but a shed is not allowed as a single structure on a lot without a principal structure. That is when the lots were joined. In order to now build a second home, the property needs to be subdivided in two standard lots.

Commissioner Yarusso noted that the two lots will create a shared driveway. Ms. Castle responded that a condition of approval to establish a shared driveway is to create a driveway easement.

It was the consensus of the Commission that this application is very straight forward and that the new lots provide sufficient setback for being key lots.

MOTION: by Commissioner Wolfe, seconded by Commissioner Yarusso to approve variances requested for OHW and front yard setback for the proposed home. Also to recommend the City Council approve the minor subdivision request to subdivide the property at 726 County Road I into two parcels creating one new parcel for a single-family residential use subject to the following conditions:

VARIANCES

1. Front yard setback for the new principal structure on eastern parcel is to be 182' - 4 ½", an increase from the maximum 40 feet and OHWL setback of 158' - 6" from the lake.
2. This approval is subject to approval of the Minor Subdivision application by the City Council.
3. The current sheds will be removed from both properties.
4. A Shoreland Mitigation Affidavit is required for the new construction; this Affidavit shall be executed prior to the City's release of the deed for recording.
5. This approval is contingent upon City Council approval of the minor subdivision and will expire after one year if the subdivision has not been recorded with Ramsey County.
6. The approval is subject to a 5 day appeal period.

MINOR SUBDIVISION

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
3. Municipal water and sanitary sewer service shall be provided to the new parcel as reflected in the City Engineers comments, fees will be calculated with the building permit.
4. A private driveway easement shall be created to give access to both properties, shall be conveyed before the City will endorse deeds for recording.
5. The applicant shall determine if a Rice Creek Watershed District permit is required and obtain if needed, prior to the issuance of a building permit for a new home.
6. A tree protection and replacement plan shall be submitted prior to issuance of a building permit. The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
7. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
8. Any improvement or work in the County Road I right-of-way will need approval by Ramsey County.
9. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
10. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the policies of the Comprehensive Plan, including the Land Use.
2. The proposed subdivision supports the policies of the Comprehensive Plan by providing additional housing opportunity in the City.
3. The parcels comply with the minimum standards of the R1, Detached Residential District and Shoreland Overlay District.

VOTE: AYES: Peterson, Riechers, Solomonson, Wolfe, Yarusso, Doan
NAYS: None

MISCELLANEOUS

Chair Doan noted the Planning Commission workshop immediately following the meeting.

City Council Meeting Assignments

Commissioners Yarusso will attend the October 1st City Council meeting, when the subdivision will be considered.

ADJOURNMENT

MOTION: by Commissioner Solomonson, seconded by Commissioner Wolfe to adjourn the meeting at 7:34 p.m.

VOTE: AYES: Peterson, Riechers, Solomonson, Wolfe, Yarusso, Doan
NAYS: None

ATTEST:

Kathleen Castle
City Planner

TO: Planning Commission

FROM: Aaron Sedey, Associate Planner

DATE: October 18, 2018

SUBJECT: File No. 2706-18-26, Shepherd of the Hills Lutheran Church, 3920 Victoria St, Comprehensive Sign Plan

INTRODUCTION

Shepherd of the Hills Lutheran Church, 3920 Victoria St N, submitted an application for a Comprehensive Sign Plan to replace an existing monument sign that has a readerboard sign with one that has an electronic message center sign. The intent of the message center sign is to advertise the events and services of the Church. A Comprehensive Sign Plan is required because the property is zoned residential and an electronic message center sign is proposed.

SITE CHARACTERISTICS

The property is located on the southeast corner of Victoria St North and Gramsie Road and has an area of 4.72 acres and a width of 616' along Victoria St. The property is developed with the church structure and off-street parking lot. The church building is approximately 24,127 gross square feet in size. The building is located in the southern portion of the property with the parking area on the north and west side of the property. Access to the parking lot is gained from existing driveways off Victoria St and Gramsie Road.

The property is zoned R1, Detached Residential. Churches are considered quasi-public uses and are permitted in this zoning district through the site and building plan review process upon the finding that the use will not impede or otherwise conflict with the planned use of the adjoining property. The church is surrounded by low-density residential.

PROJECT DESCRIPTION

Signage on the property includes an existing monument sign along Victoria St and minimal wall signage on the building elevation. The only proposed change would be to the existing monument sign which is designed with a brick base and pillar and contains an illuminated cabinet sign panel with a manual readerboard. The sign, including the brick base and not the pillar, has a height of 7' 5" and a width of 8' 8".

The sign face has a height of 4' 8" and a width of 8' 8" for a sign area of 40.44 square feet. The readerboard is incorporated into this sign panel and provides 3 lines of text.

The applicants are proposing to re-use the brick base and install a new sign with an electronic message center and cabinet sign. The proposed sign is designed to have a LED cabinet on the top to display the Church's name, which will be lit internally. The total sign face has a height of 5' 2" and an area of 41.76 square feet, which includes the 29.6-square foot for the message center sign. The height of the sign structure is approximately 7' 5". The applicants are also asking for the use of a full color message center. Please see the attached plans.

This application has been submitted because electronic message center signs on public/quasi-public properties zoned residential are permitted with a Comprehensive Sign Plan provided certain standards are met. Deviations from the City's sign standards can be allowed with a Comprehensive Sign Plan. The applicant is requesting a deviation to the maximum area permitted for the sign and to utilize a full color for the message center.

DEVELOPMENT CODE REQUIREMENTS

Signs are regulated in Section 208 of the Development Code. Per Section 208.040 (B)(12), public/quasi-public uses zoned residential may have a freestanding sign provided it is a monument or ground style design. If the sign faces property planned for residential use, the sign area cannot exceed 40 square feet and the height of the sign face cannot exceed 6'. An electronic message center sign is permitted provided the sign meets criteria regarding area, location and orientation, display hours and color (Section 208.040 (B)((8)(a) and (c)). The message center sign must be integrated into a freestanding ground or monument style sign. The non-message center portion of the sign must include the name of the building or facility and be displayed with individual letters.

A Comprehensive Sign Plan is required since the proposal includes a message center sign and the property is adjacent to residential land uses. An approved plan may vary from the dimensional standards set forth in the Sign Code without approval of a formal variance provided the sign package results in attractive signage that is compatible with the premises and adjoining development. Considerations include location, materials, size, color and illumination (Section 208.060).

When a deviation to the regulations is proposed, the Comprehensive Sign Plan requires review by both the Planning Commission and City Council with the City Council taking final action. Approval of the plan needs to be based on the following findings (Section 203.040 (C)(2):

1. The plan proposes signs consistent in color, size and materials throughout the site.
2. Approving the deviation is necessary to relieve a practical difficulty existing on the property.
3. The proposed deviations from the standards of Section 208 result in a more unified sign package and greater aesthetic appeal between signs on the site.
4. Approving the deviation will not confer a special privilege on the applicant that would normally be denied under the Ordinance.
5. The resulting sign plan is effective, functional, attractive and compatible with community standards.

STAFF REVIEW

The proposed sign was reviewed in accordance with the City's requirements for freestanding signs, message center signs and Comprehensive Sign Plans.

Freestanding Sign Standards

The proposed sign will replace the existing monument sign but utilize the existing brick sign base. The following table summarizes the proposal in comparison with the City's Sign Code standards. A deviation is being sought for the proposed sign area.

	SIGN CODE STANDARDS	PROPOSED SIGN
Minimum Location setback from property line	5 feet	15 feet; No change
Sign Height	16 feet	7 feet 11 inches
Sign Face Height	6 feet	5 feet 2 inches
Sign Area	40 square feet	41.76 square feet*

*Deviation required

The proposed 41.76 square foot sign area exceeds the maximum 40 square feet permitted. When a freestanding sign for a public/quasi-public use faces property planned for residential use, this stricter standard is imposed to minimize the visual impact on the residential land uses. The proposed sign will be perpendicular to the adjoining residential neighborhood to the west.

Message Center Standards

The applicant has stated that the sign will comply with the general standards identified in the Development Code related to audio/pyrotechnics, brightness and dimmer control. However they would like to deviate from the Code to allow full color and a larger sized readerboard than allowed. The following table reviews the proposed message center sign with the Code requirements for public/quasi-public use in residential zoning districts.

	SIGN CODE STANDARDS SECTION 208	PROPOSED SIGN
Land Use	Public/quasi-public	Public/quasi-public
Maximum Area	35% of the total sign area (14.6 square feet) or 30 square feet whichever is less	29.6 square feet*
Minimum Area	20 square feet	29.6 square feet*
Location and Orientation	Minimizes visual impact on adjoining residential properties	Yes but only with amber color at this time — see discussion below
Hours of Display	11:00 pm to 6:00 am	11:00 pm to 6:00 am
Color	Amber	Full Color*

*Deviation required

Location and Orientation

The church is adjacent to all single-family residential land uses. While the location of the sign is not changing, the message center sign may be visible from some of the adjoining residential uses. The Staff has concerns about the visual impact due to the orientation of those homes, however, there is distance between the sign and residential homes due to a 77 foot ROW for Victoria St. Staff has conducted initial review of surrounding communities, but the results vary. Some communities allow full color, some don't allow any dynamic message centers in residential and some allow for one color other than amber for font.

The Church would reduce some visual impact by following the portion of the Sign Code which does not permit the message center sign to be displayed between 11:00 pm and 6:00 am.

Comprehensive Sign Plan Review

The intent of the Comprehensive Sign Plan is to allow flexibility from the sign standards without formal approval of a variance provided it results in an attractive sign that is compatible with the premises and adjoining development. Staff believes that what is proposed with a full color message center and its size isn't consistent with the findings necessary for the Plan to be satisfied.

1. *The plan proposes signs consistent in color, size and materials throughout the site.* The retained brick of the sign compliments the natural colors of the church building. The sign design is intended to provide a modernized look while simplifying the sign graphic so the message is easily read, but the full color message center and size can be viewed as an inconsistency in what is allowed by code.
2. *Approving the deviation is necessary to relieve a practical difficulty existing on the property.* The deviation is to exceed the maximum 40-square foot sign area permitted since the proposed sign has an area of 41.76 square feet. In Staff's opinion, the practical difficulty relates to the character of Victoria Street, the sign location, and separation from adjoining residential land uses. While the property is situated on an arterial roadway, Victoria St off the 694 interchange, this portion of Victoria has residential character. The deviation for the full color center and message center sign area isn't a practical difficulty from the property itself, rather a preference of the Church.
3. *The proposed deviations from the standards of Section 208 result in a more unified sign package and greater aesthetic appeal between signs on the site.* The existing brick base will be retained and the color complements the church building. The replacement of the readerboard with an electronic message center sign is intended to visually improve the look of the monument sign and improve advertising for church events and services. However, the full color message center and size does not make it a more unified sign package, as public and quasi buildings do not utilize full color message centers in the residential districts.
4. *Approving the deviation will not confer a special privilege on the applicant that would normally be denied under the Ordinance.* The type of sign proposed is permitted on public/quasi public properties located in residential zoning districts. Staff does not believe the proposed deviation of overall sign size will provide the applicant with a special privilege, but a full color message center of that proportion would, as it hasn't been allowed by City Code. Similar uses are subject to the amber color and are proportioned better to be closer to 35% of the overall sign.
5. *The resulting sign plan is effective, functional, attractive and compatible with community standards.* The proposed sign package is effective, functional and compatible with the quasi-public use. The intent of the sign is to provide a more efficient method of communicating special events and services offered by the church.

However the utilization of a full color message center and proportion of message center to overall sign would go against Code for these types of signs in residential districts. Messages could still be conveyed using the amber color.

REQUEST FOR COMMENT

Property owners within 350 feet were notified of this request. Two comments were received, one from another church contemplating a full color message center for their property and supported the proposed sign. Another request that the proposed be darkened or dimmed at night.

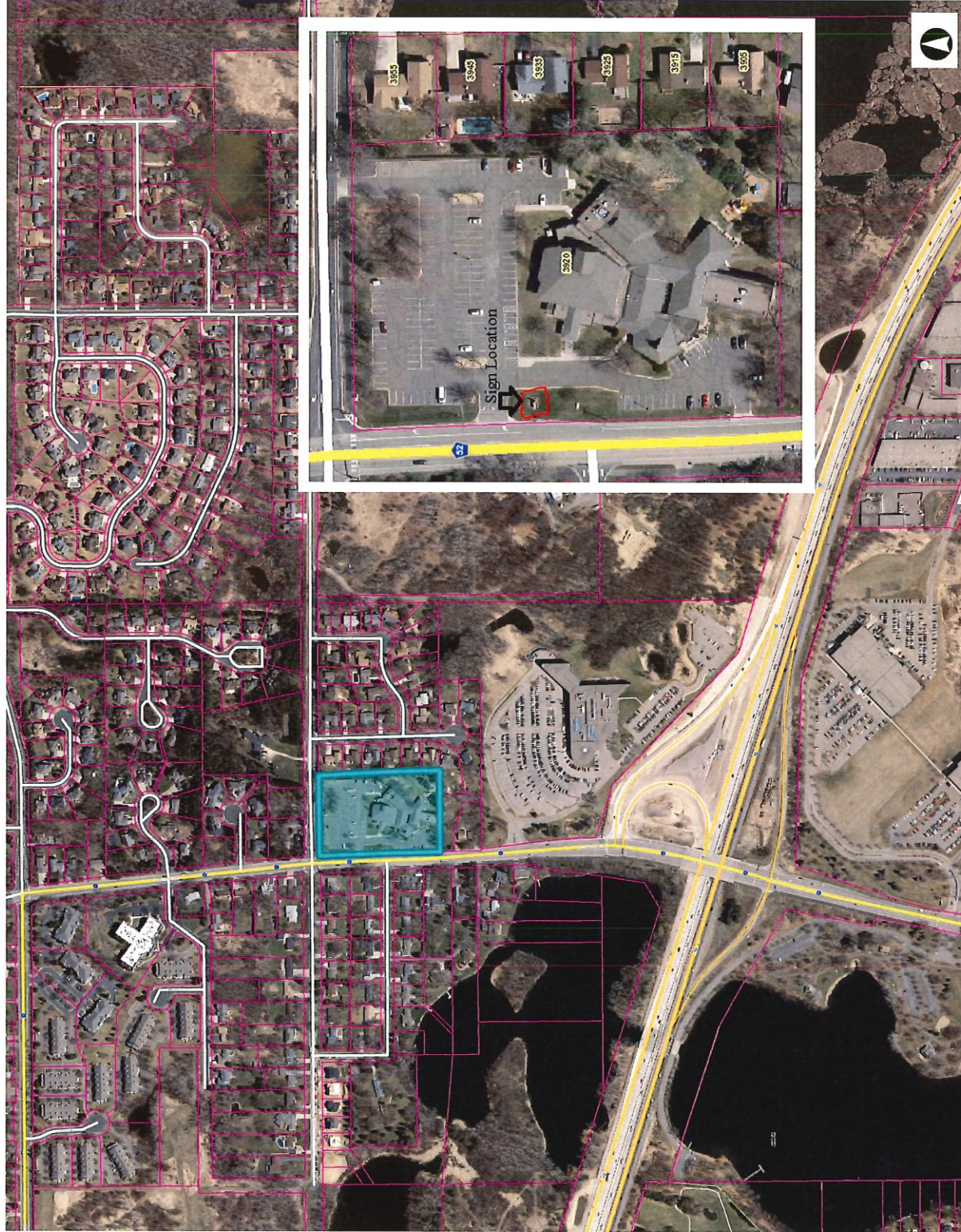
RECOMMENDATION

Staff reviewed the proposal in accordance with the requirements for signage and a Comprehensive Sign Plan. The proposed deviation from the sign code permitting a larger freestanding sign and message center for the church use is reasonable since the property is off of Victoria an arterial road and the 694. However, staff as a whole can't support a full color message center as it against code and past practices haven't allowed it in residential districts. Staff is recommending denial of the proposed Comprehensive Sign Plan by the Planning Commission.

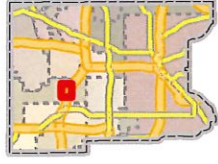
Staff would recommend approval of the Comprehensive Sign Plan, if the applicant were to use a message center that was more in scale with the overall sign and utilized the color amber, then the visual impact of this sign should be minimal due to the sign location, orientation, and separation from nearby residential land uses. An amber message center sign will still allow the church to advertise services and special events more efficiently rather than their current message center. Staff would then have the Planning Commission recommend approval the Comprehensive Sign Plan to the City Council if the Planning Commission is in agreement with the Comprehensive Sign.

Attachments

1. Location Aerial Map
2. Submitted Plans
3. Request for Comment
4. Proposed Motion
5. Attachment A — Sign Code



Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description

1,333.3 0 666.67 1,333.3 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Shepherd of the Hills Church

**3920 N. Victoria
Shoreview, MN 55126**

Comprehensive Sign Plan

9-24-18

V.1

Section I Intent and Purposes

Shepherd of the Hills Church sign criteria are intended to provide guidelines that will present an attractive image and compliment the architectural integrity and continuity of the Church. These criteria are intended to reduce clutter and provide strong, clear identification. Shepherd of the Hills Church shall have a consistent sign criteria governing the framework of sign plan used by the church to identify clearly and consistently use ^{the} as a part of the overall development.

Section II Sign Approval

A. Landlord

Design, content and details must be approved by the Church and the city of Shoreview prior to fabrication and erection of the signs. Although previous signing practiced will be considered, they will not necessarily govern the signage to be installed at the church.

B. City of Shoreview

A licensed sign contractor shall be responsible for obtaining all city sign permits. City approval does not imply or supersede the landlord's approval. Both approvals are required.

Section III Allocated Sign Areas

A. Exterior Major identification

1. All signs shall be located in the designated sign areas as shown on elevation.
2. All sign letters must be constructed of aluminum and must be U.L. approved. Any plastic letters must be pre-approved. The use of existing cabinet signs is approved.

B. Exterior Rear Sign

1. The only signs allowed on the rear of the building is a company Identification and or hours of operation on the rear door in vinyl.

C. Windows and Doors

1. Church is allowed one door sign on the building and vinyl graphics of identification, mounted on the front doors. All door lettering must be approved by the church. Lettering should consist of days, hours of operation and a logo if desired.
2. Window open sign and Vinyl Identification is allowed in the windows. Incidental signs may not exceed three square feet and conform to 208.040(2)(h)

A. Exterior Sign Criteria**Building**

1. Signs will be placed as shown on elevation and shall be limited to The Church name, and Corporate logo as permitted.
2. ID Signs on Building may consist of Illuminated Channel Letters, Illuminated Cabinets and Plastic letters.
3. Church's major Identification signs must be within the original sign area in front of the church.
4. All letters and logos must be internally lit with exception of plastic letters,. Channel Letters and Cabinet signs will be illuminated with L.E.D. or Fluorescent lighting. Signs may be internally lit, Front lit or back lit halo style or similar.
5. Handicap signs are allowed and will be placed on columns as needed in front of the church.
6. Any existing cabinet sign is grandfathered. Any new tenant may use existing cabinet sign and replace the face to state tenant name and logo.

Entrance

Door entrance signs are permitted as wayfinding signs.

Monument

One double faced internally lit monument sign identifying the church is allowed. A double face electronic message center will be allowed on the Monument sign to be used under the operational guidelines of the city of Shoreview. The monument sign also includes an illuminated ID sign .

1. The sign shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The applicant shall obtain a sign permit prior to the installation of any signs on the property.
3. The message center sign shall:
 - a. Display text shall be use a minimum 6-inch character height to be readable by passing motorists without distraction.
 - b. Messages shall be displayed in their entirety to allow passing motorists to read the entire copy.
 - c. Messages shall not include telephone numbers, email addresses or internet urls.
 - d. Messages shall be displayed for a minimum of 8 seconds, and shall change instantaneously.
 - e. Messages be presented in a static display, and shall not scroll, flash, blink or fade.
 - f. Advertisement is limited to the goods and services offered on-site. Text shall be the dominant feature of the display.
 - g. The message center sign shall not be operated between the hours of 11:00 pm and 6:00 am.
 - h. Said sign shall comply with the City's standards regarding brightness and dimmer control.
4. Temporary business signs, with the exception of window signs, sandwich board/T-frame signs placed adjacent to the building, and incidental displays in accordance with the Sign Code standards, shall not be displayed on the property.

Temporary

- 5. "Temporary Signage is allowed for "Coming Soon", for two weeks prior to opening with permit. With a sign permit, business name signage may stay up for four weeks with documentation that signage has been ordered and paid for, submitted to the City. Banner signage must be securely fixed to building. Must conform to sign band location.

Exterior signs prohibited

- 1. Moving, Rotating or flashing signs.
- 2. Signs, letters, symbols or identification of any nature, painted directly onto the exterior surfaces of the premise.
- 3. Cloth, wood, paper or cardboard signs, stickers or painted signs on or around exterior surfaces of the premises.
- 4. Individual free standing sign identifying the tenant's business.
- 5. Rooftop signs.
- 6. Signs employing noisemaking devices and components.
- 7. Signs employing un-edged or uncapped plastic letters or letters with no returns and exposed edges.

Section V Sign Construction Specifications

A. Illuminated Signs

- 1. Dimensions – All channel letters and logo signs must be approved by the church. Maximum height not to exceed sign area as shown on elevation. Depth to be no more than 5 inches. All letters will have painted aluminum trim and returns and will be U.L. Listed.

I have read this sign criteria for the Shepherd of the Hills Church at ^{3920 N Victoria St} ~~5910 Lexington Ave~~ Shoreview, MN 55126. I believe it represents my requirements and those of the city of Shoreview for building and exterior tenant signage at Shepherd of the Hills Church.

Landlord Name Miranda Olivee Shepherd of the Hills Church

Signature  Date 9/24/18

Approved by Signature: _____

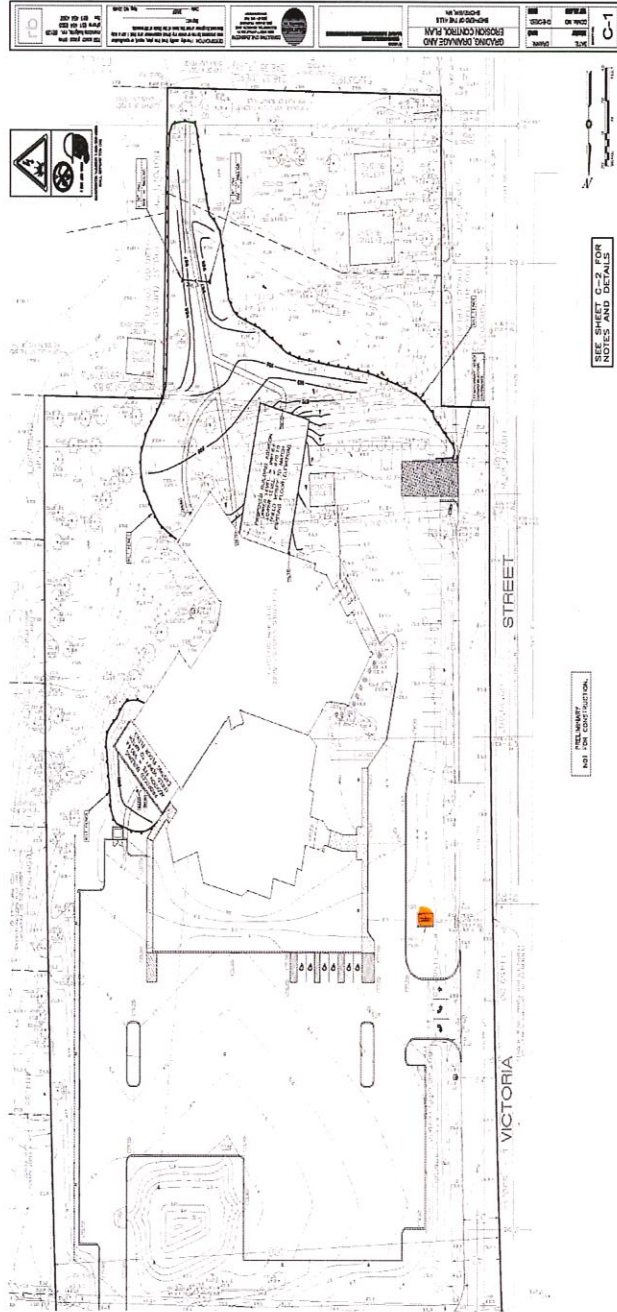
Approved by Name: _____

Title: _____ Date _____

SHEPHERD OF THE HILLS

3920 North Victoria St
Shoreview, MN 55126

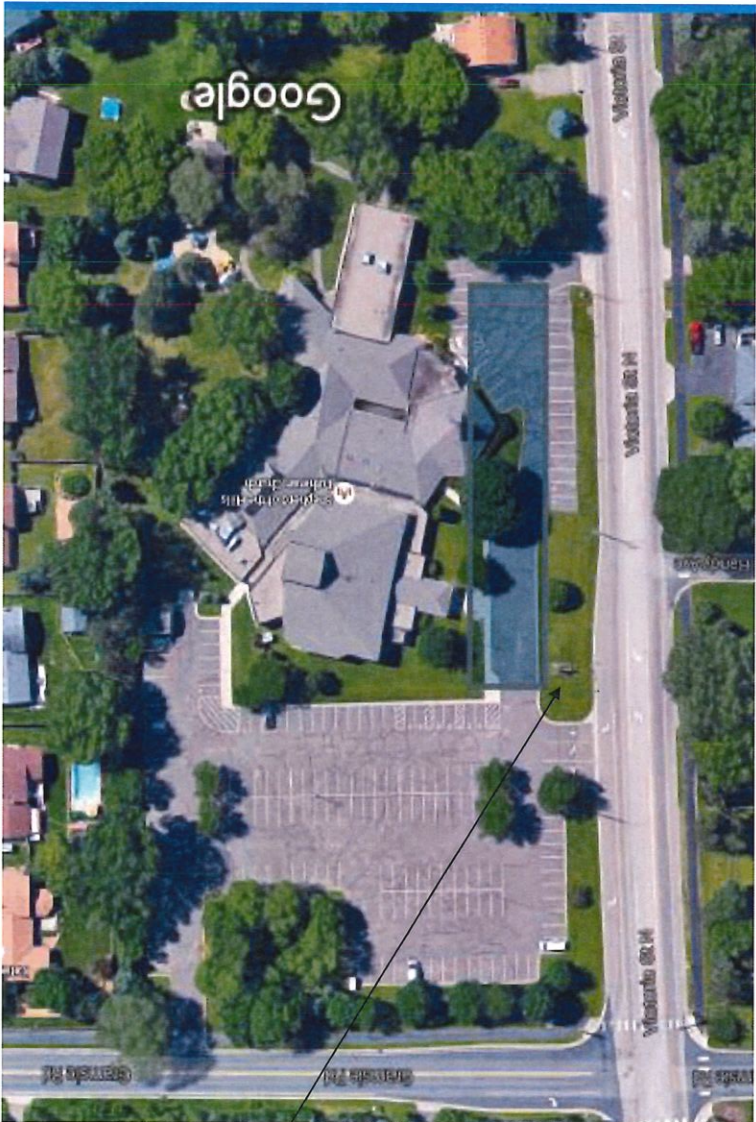
Replacing the BP Head only
and green light bar on sides



Jim Hamilton 651-247-8224
sales@hamiltonsign.com

SHEPHERD OF THE HILLS

3920 North Victoria St
Shoreview, MN 55126



ID Sign

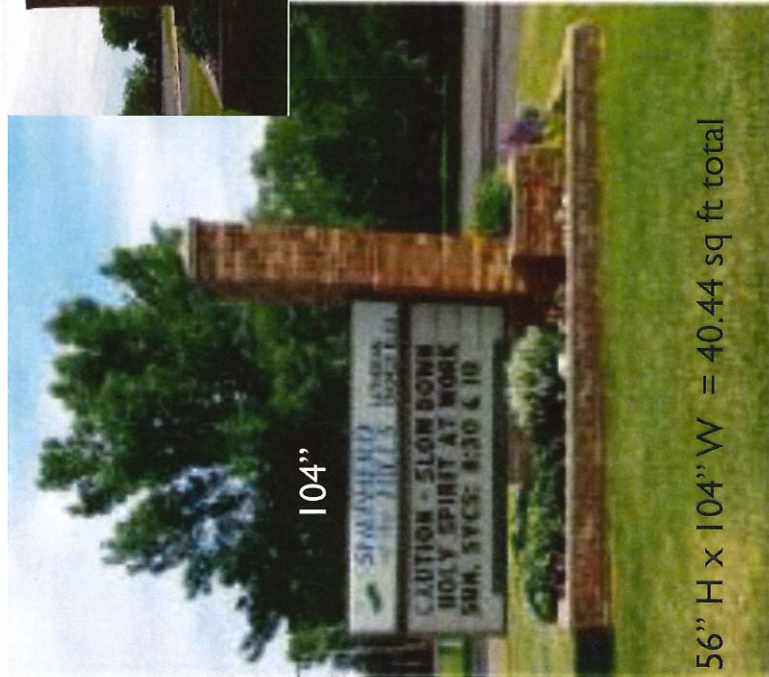


Jim Hamilton 651-247-8224
sales@hamiltonsign.com

SHEPHERD OF THE HILLS

3920 North Victoria St
Shoreview, MN 55126

→ ID Sign



104"

56" H x 104" W = 40.44 sq ft total



97"

18" LED Cabinet

44" Full color EMC

62" H x 97" W = 41.76 sq ft total



Jim Hamilton 651-247-8224
sales@hamiltonsign.com

ATTACHMENT A - SIGN CODE REQUIREMENTS

208.040 Permitted Signs and Sign Standards:

(B) Standards, by Sign Type

(8) **Message Center.** Message Center Signs shall be integrated into a free-standing sign that is a monument or ground style sign, except as otherwise permitted for Gas Price Display and Incidental Signs. The non message center portion of the sign shall include the name of the building or facility. The name shall be displayed in an individual-letter format in letters that dominate all other names and graphics on said sign.

(a) General Provisions

(i) Display. The sign message shall be displayed to allow passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.

(ii) Audio or pyrotechnics. Audio speakers or any form of pyrotechnics are prohibited.

(iii) Brightness.

i. Lighting. Lighting shall be set at a minimum level which the billboard is intended to be read and shielded to minimize glare.

ii. The light level shall not exceed .3 foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign
 $A_i(12 \times 100) = 34.6$ feet measuring distance.

iii. Dimmer control. The sign must have an automatic dimmer control that automatically adjusts the sign's brightness in direct correlation to ambient light conditions. Said sign shall be equipped with a photo cell designed to measure the ambient lighting conditions and adjust the sign brightness as needed so as to be in compliance with this ordinance.

iv. No portion of the message may flash, scroll, twirl, fade in or out in any manner to imitate movement.

v. Display of messages shall be limited to those services offered on the property and time/temperature display.

- (iv) Message center signs may be permitted as part of an incidental business sign in accordance with Section 208.040(B)(7).
- (v) Only one message center sign, not including those as part of an incidental business sign, is permitted for each principal structure.

(b) Residential Zoning Districts

- (i) Message Center signs are permitted when displayed on the site of an approved public or quasi-public land use, with a Comprehensive Sign Plan.
- (ii) Maximum Area. The area of the message center sign shall be included in the maximum sign area permitted. The area of the message center shall not exceed 35% of the total sign area for the sign on which it is displayed or 30 square feet whichever is less. The maximum sign area may be exceeded to comply with the minimum sign area required.
- (iii) Minimum Area. 20 square feet.
- (iv) Location and Orientation. The location and orientation of the sign shall be placed on the property in a manner that minimizes the visual impact on adjoining residential properties.
- (v) Hours of display. The sign shall be turned off and shall not display messages between the hours of 11:00 pm and 6:00 am.
- (vi) Color. The sign message or display shall be amber in color.

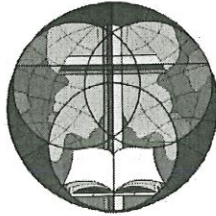
Principal Signs, Freestanding.

- (e) All freestanding signs associated with approved Public/Quasi-Public uses and residential developments shall be ground or monument-style. If a sign for such a facility will face property planned for residential use, the sign area shall not exceed forty (40) square feet and the height of the sign face shall not exceed six feet.

New Life Evangelical Lutheran Church

Wisconsin Evangelical Lutheran Synod (WELS)

180 County Road F W
Shoreview, Minnesota 55126
(651) 484-1169



Pastor Mark A. Cordes
m.cordes@comcast.net
(651) 253-2561

Pastor Joel J. Gawrisch
joelg@wels.us
651-325-7375

www.wels.us/newlife

October 8, 2018

To: Planning Commission, City of Shoreview

Re: Full-color message board

On behalf of New Life Evangelical Lutheran Church, I'm writing to support the Planning Commission's efforts in allowing full-colored message boards within the city limits of Shoreview.

Our church, located at 180 County Rd F W, is conducting preliminary work in replacing our existing message board located along Hodgson Road with an LED digital board. This October our committee will select an LED sign vendor that we will be working with in its design and replacement. One item of concern is the amber-only ordinance for message boards. The current ordinance does not allow for the fresh visibility, readability, and flexibility in image design and display that a full-color message board provides. Advances in technology on all platforms and devices make color an expectation to our well-connected community, whereas monochrome appears dull and obsolete.

For these reasons, we fully support a change in the ordinance that will allow full-color message boards in the near future. This transformation would better reflect the forward-looking nature of Shoreview.

If you have any questions regarding our request, please call or text me at 608-213-5310.

Thanking you in advance for your consideration.

Roger Flashinski
Financial Secretary/LED Sign Committee

Comments:

I REQUEST / RECOMMEND THAT THE SIGN BE DIMMED
OR DARKENED AT NIGHT TO AVOID ILLUMINATING THE
NEIGHBORHOOD THE WAY THE CHANGELING BILLBOARD SIGN
DOES OVER 694.

Name: Fred BESTEL

Address: 3889 VICTORIA ST N

**PROPOSED MOTION
TO DENY COMPREHENSIVE SIGN PLAN
SHEPHERD OF THE HILLS LUTHERAN CHURCH
3920 VICTORIA STREET NORTH**

MOVED BY COMMISSION MEMBER: _____

SECONDED BY COMMISSION MEMBER: _____

To deny the Comprehensive Sign Plan submitted by Shepherd of the Hills Lutheran Church, 3920 Victoria St N., for a freestanding monument sign with a message center.

VOTE:

AYES:

NAYS:

TO: Planning Commission
FROM: Kathleen Castle, City Planner
DATE: October 18, 2018
SUBJECT: File No. 2707-18-27, Site and Building Plan Review/Variance, Wold Architects – 1141 Lepak Court (Turtle Lake Elementary School)

INTRODUCTION

On behalf of Independent School District 621, Wold Architects submitted Site and Building Plan Review and Variance applications for building and site improvements at Turtle Lake Elementary School, 1141 Lepak Court. The following improvements are proposed:

- 1) Four building additions for additional classroom space and a custodial room addition
 - a. Building Addition “C” on the northeast side of the school requires a variance to reduce the required 40-foot structure setback from Lexington Avenue to 7.9-feet.
 - b. Building Addition “D” is an extension of the southeast corner of the building and maintains the existing 35.9’ setback from Lexington Avenue.
- 2) Parking lot improvements including:
 - a. Modifying the southern parking lot by creating separate pick-up/drop-off lanes
 - b. Installing a new parking lot north of the existing school
- 3) Relocation of a softball field to the north side of the proposed parking lot.

Notice of this application was mailed to the neighborhood on October 11th. The application was complete on October 10th.

The applicant has informed the Staff that significant changes are needed to the stormwater management plan for budgetary reasons. The applicant is currently working with the Watershed District, School District and City on the redesign of this plan.

RECOMMENDATION

Due to the changes needed to the stormwater management plan, Staff is recommending the Commission table the Site and Building Plan Review and Variance applications and extend the 60 day review period to 120 days. Wold Architects anticipates the revised plan will be submitted for the November 27th Planning Commission meeting.

**MOTION TO CONTINUE
SITE AND BUILDING PLAN REVIEW/VARIANCE
WOLD ARCHITECTS, 1141 LEPAK COURT**

MOVED BY COMMISSION MEMBER: _____

SECONDED BY COMMISSION MEMBER: _____

To table the Site and Building Plan Review and Variance applications submitted by Wold Architects on behalf of Independent School District #621 for building and site improvements at Turtle Lake Elementary School, 1141 Lepak Court. The review period is extended from 60 to 120 days.

VOTE:

AYES:

NAYS:

TO: Planning Commission

FROM: Niki Hill, AICP, Economic Development and Planning Associate

DATE: October 18, 2018

SUBJECT: 2708-18-28, Site and Building Plan Review: Oak Hill Montessori School, 4665 Hodgson Road

INTRODUCTION

The City received a Site and Building Plan Review application from Oak Hill Montessori School, 4665 Hodgson Road. The school is proposing to erect an 18ft in diameter “Growing Dome” greenhouse structure north of the existing school building and south of the parking lot.

DEVELOPMENT CODE REQUIREMENTS

The property is zoned O, Office which allows private schools as a permitted use. The Site and Building Plan review process enables the City to publically review the plans and determine the impacts on the planned land use of adjoining properties. The City Council has the authority to approve the proposed use upon the finding that it will not impede or otherwise conflict with the planned use of adjoining property (Section 205.044 (B)).

PROJECT DESCRIPTION

The property is located north of Village Center Drive on Hodgson Road and has an area of 4.52 acres and a width of about 420 feet along Hodgson Road. The proposal includes the addition of an 18ft in diameter growing dome/greenhouse structure. The structure is proposed to be located north of the existing school on the western side and south of the parking lot. The dome will have a poured concrete foundation making this a permanent structure.

STAFF REVIEW

The proposed improvements were reviewed in accordance with the Comprehensive Plan policies and zoning standards. Surrounding land uses include commercial to the south, low density single-family residential to the west and north and high density senior residential to the northeast. East of the property, in the City of North Oaks, are institutional and commercial uses.

The quasi-public school use of the property is consistent with the 2008 Comprehensive Plan land use plan which guides this property for institutional uses. The proposed improvements for the School will not have an impact on adjoining properties or impede/conflict with the planned land uses in the area.

The location of the structure complies with the minimum 50-foot structure setback required from a front property line and 10-foot setback from a side property line (Section 205.044 (D3)) . The

structure will be over 200' from the nearest residential lot line. There is vegetation that will screen the structure from view of the residential properties.

Grading, Drainage and Impervious Surface Coverage

The property is located in the Ramsey Washington Watershed District. A permit is not required since the land area being disturbed is less than one acre. The existing impervious surface coverage is 38%, and with the addition of this structure, is still significantly less than the maximum 70% permitted (Section 205.044 (D4)).

PUBLIC/AGENCY COMMENT

Property owners within 350-feet were notified of the request. No comments were received.

The Building Official stated that the spans or system will need to be designed by a registered engineer or have an evaluation report with a nationally recognized agency. The foundation must be an engineered foundation system.

The Fire Marshal commented that the applicant needs to verify that the structure meets their fire codes by verifying the five listed criteria as noted in their letter.

RECOMMENDATION

The development plans have been reviewed in accordance with the Comprehensive Plan and Development Code. The proposed use is consistent with the Comprehensive Plan's designated land use for this property. In addition, the proposed improvements will not impede or conflict with the planned land use of the adjoining residential properties. The staff is recommending the Commission recommend approval to the City Council subject to the following conditions:

1. A building permit is required prior to any construction activity.
2. The applicant shall address the comments from the Building Official and Fire Marshal prior to the issuance of a building permit.
3. Separate permits would be required for any electrical work done to the structure.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated Institutional land use in the Comprehensive Plan.
2. The proposed development complies with the standards of the City's Development Code.
3. The proposed improvements will not conflict with or impede the planned use of adjoining property.

Attachments

- 1) Location Map
- 2) Applicant's Statement









- 3) Submitted Plans
- 4) Comments
- 5) Motion

T:\2018 Planning Case Files\2708-18-28 - 4665 Hodgson Road - Oak Hill Montessori\preport.docx



Legend



-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcel Boundaries

Notes

1,333.3 0 666.67 1,333.3 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

For over 50 years, Oak Hill Montessori has been inspiring children to become passionate learners and independent thinkers. Our challenging academics foster creativity and responsibility as students are prepared for high school, college and beyond.

Located on Hodgson Road, Oak Hill offers authentic Montessori education from the toddler years through Junior High. We feel the entire learning experience is enriched by opportunities to explore science, art and music, workout the body during recess and physical education, as well as expand world views through learning the Spanish language and travel.

Proposed Development

We are pleased to provide nearly seven acres of a beautiful and safe campus which is specifically designed to meet the developmental needs of children as well as offer outdoor environments for exploration and study.

In the Spring of 2018, the Oak Hill Montessori School Community raised money for STEM initiatives, including a Greenhouse, to become an integral part of our curriculum for students, ages 16 months through Grade 8. We are proposing the addition of a small "Growing Dome" greenhouse to our campus to allow for year-round growing conditions for use by our students, in partnership with community members. We have been in consultation with residents at Shoreview Senior Living to determine how this resource could meet some of their needs for growing space and resources, as well as to provide another option for activity and sharing skills with our students.

Proposed installation would include the pouring of a concrete slab foundation in Fall 2018 with assembly of the greenhouse kit structure in Spring 2019. Initially the greenhouse will be powered by solar fixtures that are integrated with the kit.

About Growing Spaces Growing Domes

Growing Domes allow children and educators share and learn the joy of greenhouse gardening and of watching life in action as they are responsible for tending plants in the green house. Over 90 schools around the world have used Growing Dome Greenhouse Kits as a living laboratory for the discovery of nature and health. Growing Domes are perfect for schools because they make it possible to share greenhouse gardening with children throughout the entire school season all winter long. The efficient use of solar power in the greenhouses makes this all possible on a budget.

Growing Domes has been building geodesic greenhouse kits for over 25 years. In the early 1990's, in Snowmass Colorado, Rocky Mountain School created a small business growing seedlings for organic gardeners in their Growing Dome. Now more and more schools have access to this invaluable, protected, indoor growing space for learning.

In greenhouses, children can grow food for their school lunchrooms, for sale at local markets, or for non-profit food banks. In this way, youth can learn self-sufficiency; much needed business skills, and the reward of philanthropy.

The Growing Dome has proven itself to be the ultimate "ecology lab" at many schools. Students harvest herbs, vegetables and medicinal plants in their specimen gardens. They experiment with solar power, seasonal cycles, techniques for organic gardening, fish production and seed saving. And perhaps more importantly, these living classrooms instill a greater sense of respect for our environment and earth amongst our future generations.

Installing electric and water supply lines to the greenhouse kits are not necessary for the solar powered Growing Domes to function and can be added later. During the winter, plants can also be watered directly from the water tank, as water demands are usually low and the tank can be topped off once a month or so as needed. In the summer the Growing Dome plants can be hand-watered using a hose or automatically watered using a sprinkler system that does not require power.

About the Foundation of the Growing Dome®

There are a number of foundation options for the Growing Dome. Essentially, the structure is very light; the ground loading is 10-30 lbs/square feet. The purpose of a Growing Dome foundation is basically to anchor the Growing Dome to the ground. The water tank, being bolted to the foundation wall, also helps in the anchoring process. Obviously, a complex foundation will significantly add to the overall cost of the Growing Dome, therefore the simpler foundation options are recommended unless there are other important deciding factors. The following factors need to be taken into consideration:

BUILDING CODES: Because the Growing Dome is a structure designed and used for agricultural purposes, as well as easy assembling and disassembling, many building departments waive the requirements for permits and permanent foundations, while others are more stringent. This is obviously an important factor if you choose to consult with them when installing your Growing Dome.

TERMITES: In Southern climates, the presence of termites it can be necessary to have a concrete foundation with a termite barrier or modify the foundation wall to resist termite damage.

SEVERE WINDS AND /OR SNOW LOADS: In areas of exceptional snowfall level or extreme wind conditions, the Growing Dome structure, although very strong in original design, would benefit from concrete piers or a concrete foundation. Growing Spaces® will be able to help you determine if this is necessary and your building department may require concrete piers or foundation depending on where you live.

FROST DAMAGE: In areas of severe frost penetration, a Growing Dome on a low cost foundation may experience movement due to the frost / thawing process. Because the Growing Dome is such a rigid structure, this does not create a problem, except occasionally at the doorway. Also important to remember: the foundation has an insulated frost barrier *and* the soil is heated inside the Growing Dome. Very rarely have we encountered serious problems due to frost damage.

The following are the foundation options we have available:

1. **Low cost:** The Growing Dome sits on a circular ring of compacted gravel. The Growing Dome kit comes with foundation walls that sit on this ring. This option is suitable for sizes 15' diameter to 26' diameter.
2. **Intermediate cost:** This foundation has concrete Sonotube piers at each of the vertices of the foundation. The foundation wall is fixed to the piers with "J" bolts or Simpson tie straps. This is an excellent foundation for very soft soil conditions and is recommended for 33' and 42' diameter Growing Domes.
3. **High cost:** A plywood formed and poured concrete foundation is one option; an insulated concrete form type foundation is yet another option. Both options make a strong foundation. The insulated concrete forms provide excellent insulation. This type of foundation is optional unless, in a rare event, your building department requires it.





Nicole Hill <nhill@shoreviewmn.gov>

Comment Form - 4665 Hodgson Road - Site and Building Plan Review

Steve Nelson <snelson@shoreviewmn.gov>
To: Nicole Hill <NHill@shoreviewmn.gov>

Tue, Oct 9, 2018 at 2:06 PM

Plans or system will need to be designed by a registered engineer or have an evaluation report with a nationally recognized agency. Foundation must be an engineered foundation system.

Steve Nelson

*Building Official
City of Shoreview
4600 N Victoria Street
Shoreview, MN 55126
651-490-4691*

[Quoted text hidden]



LAKE JOHANNA FIRE DEPARTMENT

5545 LEXINGTON AVENUE NORTH • SHOREVIEW, MN 55126
OFFICE (651) 481-7024 • FAX (651) 486-8826

10/17/2018

Erin Doan
Head of School
Oak Hill Montessori
4665 Hodgson Road
Shoreview, MN 55126
P651-484-4130

Building Plan Review
Growing Dome
Oak Hill Montessori
4665 Hodgson Road
Shoreview, MN 55126

- Verify Flame Propagation Treatment per **MSFC 3104.2.**
- Verify Location per **MSFC 3103.8.2**
- Verify no Combustible Materials will be located within the membrane structure per **MSFC3104.5**
- Verify providing Portable Fire Extinguisher per **MSFC 3104.12**
- Verify Certification be provided to Fire Code Official per **MSFC 3104.4**

Kris Rewald
Deputy Chief/Fire Marshal
Lake Johanna Fire Department
5545 Lexington Ave N
Shoreview, MN 55126
651-415-2104
krewald@ljfd.org

MOTION

MOVED BY COMMISSION MEMBER: _____

SECONDED BY COMMISSION MEMBER: _____

To recommend the City Council approve the Site and Building Plan Review application submitted by Oak Hill Montessori, 4665 Hodgson Road. Said approval is subject to the following:

1. A building permit is required prior to any construction activity.
2. The applicant shall address the comments from the Building Official and Fire Marshal prior to the issuance of a building permit.
3. Separate permits would be required for any electrical work done to the structure.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated Institutional land use in the Comprehensive Plan.
2. The proposed development complies with the standards of the City's Development Code.
3. The proposed improvements will not conflict with or impede the planned use of adjoining property.

VOTE:

AYES:

NAYS:

Regular Planning Commission Meeting
October 23, 2018

TO: Planning Commission
FROM: Kathleen Nordine, City Planner
DATE: October 18, 2018
RE: File No. 2709-18-29 - 2008 Comprehensive Plan

The City has completed the public hearing draft of the Comprehensive Plan, Destination Shoreview 2040 and is presenting this document to the Planning Commission for review. The last Plan, adopted in 2008, has been revised in accordance with the Metropolitan Council regional policy plan, Thrive MSP 2040. Thrive MSP 2040 guides development in the region through the year 2040.

The Comprehensive Plan is a local planning document designed to guide the future actions of a community. It presents a vision for the future, with long-range goals and policies for activities that affect the local government. This includes guidance on how to make decisions on public and private land development proposals, the expenditure of public funds, availability of tax policy (tax incentives), cooperative efforts and issues of pressing concern, such as the rehabilitation of older neighborhoods areas.

The full public hearing draft can be viewed on the City's website at destination.shoreviewmn.gov.

COMMUNITY ENGAGEMENT

The planning process began in the summer of 2017 and was intended to be comprehensive in nature utilizing several methods to engage citizens and receive input. The following summarizes how the City approached the plan update:

- **Advisory Groups:** The City's advisory groups were enlisted to examine planning topics that aligned with their purpose and mission. Each advisory group reviewed the Metropolitan Council requirements, existing conditions and forecasted community needs and formulated the goals, policies and recommended actions for the 20-year planning document.
- **Community Engagement:** To enhance participation by the general public, provide opportunities for feedback and create a sense of ownership in the Plan's recommendations, traditional outreach methods (public meetings or open houses) as well as more innovative methods including the use of social media and online survey instruments were used. Engagement efforts included:
 - **Advisory Group Kick-off Meeting:** Provided an introduction and overview of the Comprehensive Plan to educate advisory group members of the overall purpose of and process for the update.
 - **Destination Shoreview 2040 Website:** A website dedicated to this planning effort was launched and provides information on the Comprehensive Plan, revision process and opportunities to participate.

- Video Animation Series: A video animation series was produced highlighting key topics addressed in the Comprehensive Plan educating residents and gathering community feedback. Brief surveys that addressed these key topics were also available.
- Community Conversations: A speaker series, hosted by the City, explored key issues and provided opportunities for community dialogue and input.
- Community Roundtable: This appointed resident group defined the Plan's vision and guiding principles which are integrated throughout the Plan.
- Open Houses: Open houses were held for property owners located in proposed policy development areas and the general public

METROPOLITAN COUNCIL LAND USE POLICIES

The Metropolitan Council classifies communities in the 7-County Metropolitan Area based on their location or proximity to the Metropolitan Urban Service area. These designations assist the Metropolitan Council when considering investments to regional wastewater services, highways, transit service, the parks system, and programs that support growth and development. The intent is to best capitalize on regional infrastructure and systems where growth is anticipated.

Shoreview is classified as a suburban community. Development in the suburban communities occurred primarily in the 1980's and 1990's and was spurred by access to interstate system and close proximity to Minneapolis and St. Paul. Residential development patterns tend to be at lower densities and retail centers tend to include a mix of big-box retail and strip malls. Transportation via the automobile is most common. Suburban communities are facing challenges due to a limited supply of land available for development, redevelopment that requires a higher density or a different development pattern than typically found in the community and high redevelopment costs.

The Metropolitan Council has identified general land use policies for all communities within the 7-County Metropolitan Area but has also developed policies for each of the community designations. The policies for suburban communities are reflected in of the Comprehensive Plan.

Growth Forecasts

The Metropolitan Council also prepares forecasts for individual communities regarding population, households and employment. These forecasts are based on the Metropolitan Council's desired densities for communities based on their geographic planning area. Through this approach, the Metropolitan Council hopes that regional growth will occur in coordination with the provision of regional services. Each community needs to base their planning work on these forecasts and enact policies and strategies that provide assurance that they can accommodate their allocated share of the region's growth. These forecasts are found in **Chapter 3 (See Figure 3.6, Page 18)**.

DESTINATION SHOREVIEW 2040 - COMPREHENSIVE PLAN

The 2040 Comprehensive Plan is being presented to the Planning Commission for review. The anticipated schedule for review is as follows:

October 23, 2018: Planning Commission – open the Public Hearing, listen to public testimony, review and discuss the Plan and provide recommendations regarding suggested changes to the Plan.

November 27, 2018: Planning Commission – Continue the public hearing, review the updated document, listen to public testimony, close the public hearing, discuss the Plan and forward a recommendation to the City Council.

December 17, 2018: City Council – Review the plan in a public forum, listen to public testimony and adopt plan as is or with recommended changes. Adoption is subject to Metropolitan Council review and approval.

By December 31, 2018: Submit plan to the Metropolitan Council.

The following summarizes the policy direction of the crucial plan elements, including land use, transportation, housing, economic development and natural resources and resiliency.

CHAPTER 4 – LAND USE

Density

The Regional Development Framework sets an overall minimum residential density standard of 5 units per acre in suburban communities where urban services are available. A minimum density of 5 units per acre assures the efficient use of regional systems. Further, housing at higher densities may help communities reach their affordable housing goals.

Shoreview's ability to meet these forecasted growth levels is identified in **Figures 4.2a and 4.2b (Pages 30 and 31)**, which show the stages of development in five-year increments. Assuming full development by the year 2040, approximately 154 acres of residential land and 15 acres of commercial land will be redeveloped. The density of this forecasted growth is 13.66 units per acre. An evaluation of the local infrastructure, including the regional sewer system has found that these systems have the capacity to meet the projected demands. Detailed discussion of this evaluation can be found in Chapters addressing transportation, water supply and sanitary sewer. It should be noted, however, that the actual timing of this future growth is dependent on forces outside of the City's control, such as market conditions and funding.

Policy Development Areas

This Chapter of the Comprehensive Plan also establishes land use policies and designations to guide future development and redevelopment within the community. When these policies and designations were established, consideration was given to existing land use patterns, projected growth and redevelopment opportunities. Policies within the plan focus on the preservation of

existing land uses and patterns while managing infill and redevelopment where opportunities exist. To address issues associated with infill and redevelopment, the Plan identifies Policy Development Areas (PDA's). The use of this PDA concept has been in place since the 1982 and allows the City to require more specific development standards that would generally be applied to development proposals. These standards, along with the land use designation and general land use management policies set the City's official land use policy for each site.

Figure 4.4 (Page 39) summarizes the future land use designations in the proposed PDA's. A comprehensive plan amendment is required for any development proposal that changes the existing land use.

Of the nineteen policy areas, the City has received extensive comments regarding three of them. These three are summarized below:

Policy Development Area	2008 Comprehensive Plan Planned Land Use	2018 Comprehensive Plan (Public Hearing Draft Proposed Future Land Use)
#6, Shoreview Commons Residential Neighborhood	RL – Low Density Residential	INST - Institutional RL – Low Density Residential RM – Medium Density Residential
#11, Gramsie/Hodgson/Rice Street	<i>East Side</i> INST - Institutional O – Office <i>West Side (Vacant)</i> RM – Medium Density Residential O – Office	<i>East Side</i> INST – Institutional C - Commercial O – Office RM – Medium Density Residential <i>West Side(Vacant)</i> RM - Medium Density Residential RH – High Density Residential O - Office
#16, YMCA/Island Lake Golf Course	<i>3760 Lexington Avenue (YMCA)</i> INST – Institutional <i>1000 Red Fox Road (Golf Course)</i> P - Park	INST – Institutional P - Park MU – Mixed Use

The overall policy direction of the plan focuses on the preservation of our neighborhoods while recognizing that new growth will occur through infill and development that is of higher density, has a mixture of uses and a more urban development pattern. PDA's are continued to be used as a tool to guide future development for areas along arterial roadways, older commercial and industrial areas and underutilized or vacant land.

Chapter 5, Transportation

The transportation system encompasses several modes of transport, including automobile, bicycle, pedestrian, transit, goods movement by rail or truck and aviation. This system includes a number of agencies that have jurisdiction or authority over the infrastructure. Funding also has

an impact on maintenance and improvements to the transportation network. Further, enhancements to the system are constrained. Transportation is also being impacted by demographic forces and technological advancements and is changing how people and goods move from one place to another.

The transportation goals and policies were developed after analyzing existing conditions within the system and forecasting changes in land use and behavior. The policy direction of the plan recognizes that travel behaviors are changing, addresses future infrastructure needs, assesses gaps in the trail network and supports a multi-modal transportation system that is safe and efficient.

Chapter 6, Economic Development

Sustaining a strong, healthy business community is critical to the long-term well being of the City of Shoreview. Business is one of the core foundations to the high quality of life experienced in Shoreview both directly in jobs and services for our residents and indirectly through a diversified tax base that provides necessary resources. The City strives to create a positive business climate by attracting and retaining a diversity of businesses to sustain a strong tax base that provides employment and services to meet the needs of the community. It is essential that the City establish economic and redevelopment strategies that are continually reviewed and modified to reflect changes in market conditions, service demands, resource allocation, and to take advantages of current opportunities and future challenges.

In this Chapter, several strategies are identified to maintain and improve the health of our business community. These strategies were developed around the City's organizational structure and the economic development tools available. The goals and actions serve as guidelines for facilitating continued economic growth providing quality jobs and services, and supporting redevelopment and reinvestment to sustain a strong and vibrant community. Emphasis is placed on business retention and expansion, business attraction, redevelopment and reinvestment, economic partnerships and links to quality of life.

Chapter 7, Housing

Past planning efforts resulted in a diversified housing base that provides housing choice and options to residents throughout their life-cycle and changing economic means. These diverse housing options along with affordability and quality neighborhoods are critical in maintaining a strong tax base and attracting/retaining residents and businesses. As Shoreview approaches the year 2040, it is essential that the City address aging in place, promote reinvestment in our neighborhoods, increase housing choice and provide opportunities for mixed-income housing.

This Chapter includes our allocation of affordable housing as required by the Metropolitan Council. To meet the forecasted need, the Metropolitan Council requires Cities to provide a defined share of affordable housing at the three levels of affordability. Shoreview's allocation is 69 units and is broken into the three levels as follows in **Figure 7.13 (Page 152)**. Based on our forecasted growth, this number should be attainable. What will be the most difficult is providing

housing for individuals and families who have an income that is less than 30% of the area median.

While the City has an obligation to meet the Metropolitan Council requirements, this Chapter is framed around our local housing needs. The future housing needs of the community is shaped by our forecasted growth, development and market trends and the challenges the City faces as a fully developed suburban community. The Plan supports community's vitality and character by providing housing opportunities that are accessible and meet the needs, preferences and financial capabilities of all households. The policy direction looks to maintain the quality of life in our neighborhoods, strive for a mixed income community, provide new housing opportunities enhance access to housing for our local workforce and partner with organizations to maintain an active role in affordable and mixed income housing.

Chapter 11, Natural Resources and Resiliency

The environmental setting in Shoreview contributes to the quality of life enjoyed by our citizens. Wetlands, open space and lakes comprise about one-third of the City's area, much of which remains due to the City's tradition of protecting its natural resources. Current issues that the City is facing regarding our natural resources includes the protection of our urban forest from pest and diseases, impacts of development on the natural environment, the conservation of our natural resources and the impact of global warming.

The policy direction addresses these issues by supporting initiatives that encourage the conservation of our natural resources, including our water use. Efforts to manage tree diseases and pests, the diversification of plant species, protection and tree replacement need to be continued. Efforts that support energy conservation and sustainable practices for City operations as well as land development need to be enacted.

PUBLIC COMMENT

Notice of this public hearing was published in the City's legal newspaper on October 10th.

Feedback received throughout the planning process has been documented in Appendix 4. The majority of comments pertain to the proposed policy development areas. Individuals who have participated in this process and responded with comments were notified of the public hearing and given the opportunity to comment on the public hearing draft. Comments received from the public hearing notice are attached for the Commission's review.

RECOMMENDATION

Destination Shoreview 2040, Shoreview's Comprehensive Plan is being presented to the Planning Commission for review and discussion through the public hearing process. The Staff is recommending the Commission open the public hearing and allow members of the public to comment on the Plan. Commission members may also want to comment on the Plan's content and policy direction. Since the Plan addresses a wide range of issues and establishes policies that guide the community's future, Staff is recommending the Commission hold the public hearing open for a one-month period to the November 27th meeting. Comments from the general

public can be addressed during this time period. If the Commission is prepared to recommend revisions to the Plan, these revisions can be presented at the November meeting.

Attachments:

1. Motion
2. Public Comments



Kathleen Castle <kcastle@shoreviewmn.gov>

PDA#11 Comment

Barbara Westgard <bawestgard@att.net>
To: kcastle@shoreviewmn.gov

Thu, Oct 18, 2018 at 10:42 AM

Dear Ms. Castle and the Shoreview Planning Commission:

Re: Policy Development Area #11, Gramsie/Hodgson/Rice Street; West Side – the Vacant Lot.

Thank you for the opportunity to comment and for the mailing indicating the proposed Land Use Designations.

I disagree with the proposed Office designation for the west side site. My main concern is traffic generated from office tenants/visitors. Currently, access to the north and east from Virginia Avenue is problematic during peak traffic times. I envision this to be worse with more residents/occupants using this same access point. Another concern is an increase of traffic through the adjoining neighborhood (Virginia /Demar) during the rush hours in an effort to avoid congestion on Hodgson and to exit onto northbound Hodgson. A particular concern will be increased traffic before/after school. Virginia Avenue is curved with reduced visibility around the curves. After school many of the elementary-aged neighborhood children play, skate, and ride bikes in the street. Before school they are on the corners waiting for the buses. I believe it will be dangerous to allow a development that will contribute to an increase of traffic through the neighborhood. My opinion is that additional residential and office individuals will create even more of a traffic hazard.

I do understand how the Planning Commission came up with the RH, RM and O designation based on the proximity of this property to commercial and high density residential land uses, frontage on an arterial and the availability of transit. I think on paper or from an aerial view, this seems logical. An increase in foot traffic to the adjoining commercial site and an increase in ridership on the bus are also commendable reasons for the designations. However, from a practical, on-the-ground point-of-view I must disagree. While the vacant lot does border an arterial road (Hodgson), realistic and safe access to that road is problematic.

Before penalizing the existing neighborhood to an irreversible decision (at least irreversible once the site is developed) I ask the Planning Commission to reconsider the proposed Land Use Designations. I also ask that each of you actually drive the neighborhood during rush hour. Experience how the congestion of traffic on Gramsie and Hodgson does not permit safe entry/exit.

Thank you for your consideration.

Barbara Westgard

3990 Virginia Avenue

Shoreview, MN 55126

651-486-6441



Kathleen Castle <kcastle@shoreviewmn.gov>

Comprehensive Plan- Area #11

2 messages

pat maietta <pat.maietta@comcast.net>
Reply-To: pat maietta <pat.maietta@comcast.net>
To: kcastle@shoreviewmn.gov

Thu, Oct 18, 2018 at 11:18 AM

I just want to personally thank you, as the City Planner, and the Shoreview City Council, for truly considering and responding so positive to the our concerns and those of our neighbors. I am very happy with the Comprehensive Plan that you have proposed for PDA #11 and I thank you for your letter of October 8th. By elimination MU, Mixed Use designation and further limiting the RH, High Density designation to 15 units per acre, should satisfy everyone at this time.

Again, thank you for your time and efforts.

Pat Maietta,

President of Shoreview Estates Homeowners Association

Kathleen Castle <kcastle@shoreviewmn.gov>
To: pat.maietta@comcast.net

Thu, Oct 18, 2018 at 3:46 PM

Thank you for your comment. These will be forwarded to the Planning Commission with their agenda packet which will be available tomorrow online at <https://www.shoreviewmn.gov/government/committees-and-commissions/planning-commission/planning-commission-agendas-and-minutes/-folder-1219>.

We appreciate your participation in this process.

Kathleen Castle
City Planner
City of Shoreview
651-490-4682
kcastle@shoreviewmn.gov

[Quoted text hidden]

New Life Evangelical Lutheran Church
180 County Road F
Shoreview, MN 55126



October 18th, 2018

Ms. Kathleen Castle
City Planner
4600 N. Victoria Street
Shoreview, MN 55126

Dear Ms. Castle:

Thank you for notifying us of the Comprehensive Plan Update and for the opportunity to review and provide comment. We appreciate the City of Shoreview being proactive with preserving and protecting our community.

Regarding the proposals for 180 County Road F, we at New Life Evangelical Lutheran Church have what we believe to be minor comments on Policies A and C. New Life considers itself an asset to the community, offering services to the benefit of Shoreview residents and improving the health of the area. As such, we desire to retain capabilities to further improve our property. Some of the proposed changes in the Comprehensive Plan risk our ability to accomplish this.

Policy A states that medium-density residential development is a suitable infill use on this property. It is our understanding that this statement is not excluding institutional infill. However, we would not want it to be construed as such. So we would prefer that it be reworded to explicitly call out that both institutional and medium-density residential developments are suitable infill use.

Policy C states that topography limitations will be taken into consideration, and that development that requires significant grade changes will not be supported. We believe that this policy is too restricting and is not needed. Also, the term significant grade change is vague and open to interpretation. Since any new construction would need to be approved by the city, it would be reviewed at the time, making this policy unnecessary. But if this policy needs to remain, then we propose replacing the limiting verbiage of significant grade changes "will not be supported" with "will be thoroughly reviewed." While we do not have any current development plans, we would like some flexibility for any future plans.

Thank you for considering our requests.

God's Blessings,

Glen Davidson
Property Director
New Life Evangelical Lutheran Church

Shoreview Council.

Quite frankly, I don't think you care about your resident home owners in the least. I don't live in Shoreview, but happened to view this Destination Shoreview 2040 at another home. I do know those who do live there and are not very happy with the direction Shoreview has taken with some serious choices. When you allowed that monstrosity up on 694 & Rice Street, as a product of your Comprehensive planning. Ugly beyond words, jammed with town houses and no room for any of it on that corner and simply ruining it for **'your' Shoreview inhabitants** who live on the private street behind and to now, have to deal with what comes from it. Shame on you. Can't think of a soul who I may come in contact with that doesn't comment on what on earth were they thinking. 'The' tiniest corner and look what was put there. The traffic will be beyond words and now, add your new comprehensive planning. What do you think Rice Street is, a four lane freeway? I thank God I live somewhere else who has a City Council that can think about the impact of something this outlandish. As the gentleman involved behind that freak building on 694 and Rice said, people in the top floor will have the most magnificent view. Of the freeway???? Another comprehensive thinking giant at work.

The people who live out in our areas don't care to live with **downtown buildings all around them**. You are turning Suburban life style into high rise corners for what purpose? Let your residents know what the purpose is because they moved out to suburban life not to be in over-powered by corners of high rise buildings. You are taking their life style away from them.

The 'Ugly' on 694 and Rice has destroyed the life of people who live behind 'it'. You didn't care at all what it did to them. One comment to an older gentleman who hoped to live his life there..... Why don't you just sell and move. What a terrible thing to say to someone. The building is beyond ugly, and town houses on a postage stamp area. Did I say shame on you. Let me say it again, shame on you.

Would you read at the meeting ???

PROPOSED MOTION

MOVED BY COMMISSION MEMBER _____

SECONDED BY COMMISSION MEMBER _____

To hold the public hearing open for Destination Shoreview 2040 - Comprehensive Plan to the November 27th Planning Commission meeting.

VOTE:

AYES: _____

NAYS: _____

Regular Planning Commission Meeting – October 23, 2018

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