

PLANNING ESSENTIALS: RESIDENTIAL DESIGN REVIEW

HOW TO APPLY

Submit the following information:

- Residential planning request application
- Applications for other approvals needed (variance, conditional use permit, etc.)
- Certificate of survey showing:
 - Site dimensions and property lines
 - Existing grade at two-foot contour intervals
 - Ordinary high water (OHW) level
 - Location and dimensions of existing structures
 - Include shortest distance to all property lines
 - Include shortest distance to OHW level
 - Impervious surfaces
 - Location of abutting land, streets, alleys, and easements
 - Basement and ground floor elevations for existing and proposed single-family residences
 - Existing trees by species and diameter
 - Note trees planned for removal
 - Location of adjacent properties
 - Include shortest distance of structures to OHW level and property lines
 - Top and toe of bluff or steep slopes
 - Shore impact zone, bluff impact zone, and steep slope areas
- Grading, drainage, and utility plan
 - Drawn to scale
 - Contour interval of two-feet
- Site plan
 - Drawn to scale
 - Shows proposed improvements
- Building elevations of proposed structure or addition
 - Drawn to scale
 - Shows exterior colors and materials
- Landscape plan showing existing and proposed vegetation
- One 8 1/2"x11" reproducible print for each required sketch, drawing, or plan
- Two 24"x36" copies of each plan sheet
 - Digital copies can be submitted
- Shoreland mitigation plan



- Designed to minimize impact on water quality and lake environment
- See exhibit A for more information

APPLICATION FEES

- Filing fee: \$150
 - Non-refundable
- Recording fee: \$46
 - Make check payable to Ramsey County
 - To record Shoreland mitigation plan
 - Submit once the application is approved

PROCESSING YOUR APPLICATION

This request requires a hearing before the planning commission. Staff will review the application in accordance with sections 203.020 (A) and 203.034 of the city code. After review, staff will schedule a review before the planning commission.

- Notice:
 - Mailed notice:
 - Staff will provide written notice to property owners with 150 feet of the property 10 days before the public hearing
 - Notice will include the purpose, time, date and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be a part of the meeting's record
 - The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Hearing:
 - Planning commission will:
 - Hold a hearing and review the request according to city code
 - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions.
 - If approved, the planning commission may impose conditions and safeguards that ensure the use:
 - Will not be detrimental to the health, safety or general welfare of the community and that the use
 - Is in harmony with the general purpose and intent of the development ordinance and comprehensive guide plan
 - If denied, the planning commission will provide reasons for it



- Decision
 - Decisions are final
 - Applicant or other party may appeal per section 203.020(E)
 - Applicant has one year from approval date to meet all conditions or apply for improvements

DEVELOPMENT CODE REQUIREMENTS

Non-conforming lots

- Maximum building height:
 - 28 feet for non-conforming lot
 - Cannot exceed two stories
 - Measured from highest roof peak to lowest point at finished grade on street side
- Maximum lot coverage:
 - 30%
 - If existing lot coverage is larger than the above maximums, it cannot be increased.
- Maximum foundation area:
 - 18% or 1,600 sq. feet, whichever is greater
 - If existing foundation area is larger than the above maximum, it cannot be increased.
- Minimum setbacks:
 - Front (street side): 25 feet
 - If setbacks on adjacent properties exceed 25 feet, setback needs to be equal to the average setback of the two properties plus or minus 10 feet.
 - If lot only has one adjacent property and it exceeds 25 feet, setback needs to be equal to the average setback of the property and 25 feet plus or minus 10 feet.
 - Side: 10 feet for living area and 5 feet for accessory areas (garage, shed, etc.)

Lake lots

- Maximum building height:
 - 35 feet
 - Measured from highest roof peak to lowest point at finished grade
- Maximum lot coverage:
 - 25%
 - 30% if there aren't any structures in the required setback from the OHW level and/or bluff



- If existing lot coverage is larger than the above maximums, it cannot be increased.
- Maximum foundation area:
 - 18% or 1,600 square feet, whichever is greater
 - If existing foundation area is larger than the above maximum, it cannot be increased.
- Minimum setbacks:
 - Front (street side): 25 feet
 - If setbacks on adjacent properties exceed 25 feet, setback needs to be equal to the average setback of the two properties plus or minus 10 feet.
 - If lot only has one adjacent property and it exceeds 25 feet, setback needs to be equal to the average setback of the property and 25 feet plus or minus 10 feet.
 - Side: 10 feet
 - If the existing house is set back 5 to 10 feet, the expansion, addition, or reconstruction can maintain it if it's one story
 - OHW level (lake): 50 feet
 - If setbacks on adjacent properties exceed 50 feet, setback needs to be equal to the average setback of the two properties plus or minus 10 feet.
 - If lot only has one adjacent property and it exceeds 50 feet, setback needs to be equal to the average setback of the property and 50 feet plus or minus 10 feet.
 - Bluff: 30 feet from top of bluff

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

The applicant has one year to complete the mitigation plan.



QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov



Exhibit A – Shoreland mitigation plan

A shoreland mitigation plan is required for residential land use approvals. The plan needs to reduce the impact of the development on water quality and the lake.

The plan should include:

- Written statement describing:
 - Mitigation practices being used
 - Construction schedule with completion date
- Site plan showing mitigation practices
- Property owners' signature

Once the city manager approves the plan, a mitigation affidavit needs to be recorded with the county. This needs to be done before the development starts.

MITIGATION PRACTICES

The plan should include at least two of the following practices.

Vegetation protection area

- Should include all shore and bluff impact zones or steep slope areas
- The following activities are not allowed in these areas:
 - Tree, shrub, or groundcover removal
 - Grading
 - Filling
 - Other land disturbances
- The following activities are allowed in these areas:
 - Vegetative removal that complies with the vegetative and woodland regulations
 - Viewing area with careful trimming and tree removal
 - Development must still be screened from the water
 - Cannot be more than 30 feet wide and perpendicular to the shore
 - The following are allowed in the viewing area:
 - Water-oriented structures, walkways, stairways, and lifts
 - DNR-approved shoreline protection activities
 - DNR-approved beaches
 - City-approved erosion control measures
- Plan needs to include:
 - Delineation of the area



- Location of shore and bluff impact zones and steep slope areas

Vegetation restoration

- Should include all shore and bluff impact zones or steep slope areas
- Use native or natural landscaping to restore area
- Steep slope or bluff areas
 - Deciduous and ornamental trees
 - Evergreens and shrubs
- Shoreline buffer areas
 - At least 30% of the lot's shoreline should be restored
 - Contiguous unless otherwise approved
 - At least 25 feet from and parallel to the OHW mark
 - Can continue to maintain existing natural or DNR-approved beaches
- Plan needs to include:
 - Delineation of the area
 - Location of the shore and bluff impact zones and steep slope areas
 - Plant materials and schedule
 - Grading information
 - Location of erosion control methods

Design materials and colors

- Should use natural colors and/or materials to reduce visual impact.
- Colors
 - Brown
 - Gray
 - Green
- Materials
 - Wood
 - Stone

Remove Nonconforming Structures

Should remove structures that:

- Do not meet setbacks from ordinary high water line
- Are located in shore or bluff impact zones
- Plan needs to include location of structures that will be removed

Reduce Impervious Surface Coverage

- Should reduce existing impervious surface coverage by at least 5%
- Preferred location is areas that drain to the lake
- Plan needs to include:



- Location of surface coverage that will be removed
- Area of:
 - Existing impervious surface coverage
 - Proposed impervious surface coverage
 - Impervious surface coverage that will be removed

Other practices

The city manager may approve other activities if they meet the ordinance objectives. Examples include:

- Removing artificial sand beaches
- Stormwater management and
- Replacing seawalls with bioengineering structures
- Additional information as needed by city



Exhibit B – Definitions

ACCESSORY STRUCTURE, DETACHED

An accessory structure that is separated from the principal structure by at least six feet with no connecting structures except for at-grade sidewalks or pathways.

BLUFF

A topographic feature such as a hill, cliff, or embankment having all of the following characteristics:

- a) Slope rises at least 25 feet above the toe of the feature,
- b) Grade of the slope from the toe to a point 25 feet or more above the toe averages at least 30% and is not less than 18% for distances greater than 50 feet.

BLUFF IMPACT ZONE

A bluff and the adjoining land located within 20 feet of the top of the bluff.

BUILDING HEIGHT

Building height is measured from the highest roof peak to the lowest point at finished grade. Finished grade is the final grade upon completion of construction. Grade is defined as the lowest point within five feet of the building.

FOUNDATION AREA

That portion of the lot covered with roofed structures generally measured to the foundation or footings. Includes:

- Dwellings
- Attached accessory structures
- Cantilevered areas
- Detached accessory structures greater than 150 square feet in area
- Covered porches, decks, and/or patios

IMPERVIOUS SURFACE COVERAGE

Any surface that prevents substantial infiltration of precipitation and prohibits the growth of vegetation. Such surfaces include, but are not limited to:

- Driveways
- Parking lots
- Patios
- Roofs
- Sidewalks
- Streets



- Swimming pools
- Tennis courts

Impervious materials include:

- Asphalt
- Brick
- Concrete
- Crushed rock or stone
- Gravel
- Plastic
- Stone

The public works director shall determine whether any proposed surface or material is pervious or impervious. The use of the material shall be considered when making a determination of the pervious or impervious nature of any material, i.e., areas subject to repeated pedestrian and vehicular traffic become compacted and are considered impervious.

LANDMARK TREE

A well-shaped, healthy tree of significant age for its species with a trunk diameter as measured four and one-half feet above the ground that meets or exceeds the following:

- 15 inches - Ash, Birch, Black Cherry, Cedar, Maple, Pine, Spruce, Elm, Oak, and other species
- 30 inches - Box Elder, Cottonwood, and Willow

ORDINARY HIGH WATER (OHW) LEVEL

The boundary of public waters and wetlands and an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. These elevations are as follows (1929 Datum unless otherwise noted):

- Lake Emily: 919.5 feet
- Snail Lake: 883.7 feet (1912 Datum) and 882.8 feet (1929 Datum)
- Island Lake: 946.7 feet
- Lake Judy: 943.9 feet
- Turtle Lake: 892.4 feet (1912 Datum) and 891.8 feet (1929 Datum)
- Lake Martha: 898.5 feet
- Lake Owasso: 886.7 feet
- Lake Wabasso: 885.9 feet



SHORE IMPACT ZONE

Land located between the OHW level of a public water and a line parallel to the OHW at a distance equal to 50% of the minimum required building setback from the OHW level.

SHORELAND MITIGATION PLAN

A plan designed to demonstrate required methods to mitigate adverse effects of land development on water quality and the lake environment.

SLOPE, STEEP

Lands having average slopes over 12% as measured over horizontal distances of 50 feet or more, including all soils grouped in County Soil Survey Slope Classes C, D, E, F.

