

AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
September 12, 2016
6:30 P.M.

- 1. WELCOME**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPT AGENDA**
- 5. CONSENT AGENDA**
 - A. Accounts Payable
 - B. July 25th 2016 City Council Minutes
 - C. August 22nd 2016 City Council Minutes
- 6. ADMINISTRATIVE REPORTS**
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - A. Discuss Proto Labs Site Plan and Variance requests for an expansion of an existing parking lot for the properties located at 5540, 5380 and 5480 Pioneer Creek Drive.
 - B. Discuss Maple Terrace Apartments (Applicant) and Common Bond Communities (Owner) request that the City consider Site Plan Approval to allow for the expansion of the existing parking for the property located at 1650 Howard Avenue (PID No. 25-118-24-11-0028):
- 9. COUNCIL REPORTS & OTHER BUSINESS**
 - A. Attitude of Gratitude
- 10. VISITORS TO BE HEARD**

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.
- 11. ADJOURNMENT**

CITY OF MAPLE PLAIN

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Payments

Current Period: September 2016

Batch Name	09/12/16CCKS Payments	User Dollar Amt	\$147,470.19	
		Computer Dollar Amt	\$147,470.19	
			\$0.00	In Balance
Refer	0 LEAGUE OF MINNESOTA CITIES			
Cash Payment	E 101-41110-331 Training & Travel	Member Fees		\$2,002.00
Invoice	238677	9/1/2016		
Cash Payment	E 105-45100-311 Contract Service			\$655.00
Invoice	54192	9/1/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$2,657.00
Refer	0 ABDO, EICK & MEYERS, LLC			
Cash Payment	E 101-41500-301 Auditing & Accounting S			\$2,624.33
Invoice	371738	9/7/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$2,624.33
Refer	0 METROPOLITAN COUNCIL			
Cash Payment	E 602-49450-319 Other Consulting Service			\$14,011.24
Invoice	0001059204	9/7/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$14,011.24
Refer	0 MEDIACOM			
Cash Payment	E 101-41500-309 EDP, Software and Desi			\$32.37
Invoice		8/18/2016		
Cash Payment	E 601-49400-309 EDP, Software and Desi			\$285.54
Invoice		8/20/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$317.91
Refer	0 TURTLEMAC & KEY PRINTING			
Cash Payment	E 101-41500-352 General Public Informati	Newsletter, TR B.C.		\$550.00
Invoice	21313	9/8/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$550.00
Refer	0 HENNEPIN COUNTY			
Cash Payment	E 101-42110-437 Miscellaneous			\$97.04
Invoice	1000080595	9/1/2016		
Cash Payment	E 101-42110-437 Miscellaneous			\$75.00
Invoice	1000080607	9/1/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$172.04
Refer	0 STANTEC CONSULTING SRVCS IN			
Cash Payment	E 101-43000-303 Engineering Services	MP Gen.		\$355.80
Invoice	1038594	4/22/2016		
Cash Payment	E 101-43000-303 Engineering Services	MP Pub. Meet.		\$232.40
Invoice	1038613	4/22/2016		
Cash Payment	E 101-43000-303 Engineering Services	MP Street & Path		\$429.50
Invoice	1038614	4/22/2016		
Cash Payment	E 601-49400-303 Engineering Services	Water		\$30.00
Invoice	1038615	4/22/2016		
Cash Payment	E 602-49450-303 Engineering Services	Sewer		\$88.50
Invoice	1038616	4/22/2016		
Cash Payment	E 602-49450-303 Engineering Services	Storm Sewer		\$29.50
Invoice	1038619	4/22/2016		

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Payments

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Cash Payment	G 101-20212 Planned Unit Develop.	Escro Meadows of MP	\$1,311.70
Invoice	1038620	4/22/2016	
Cash Payment	E 451-49450-303 Engineering Services	Dwntn Redev.	\$88.50
Invoice	1038621	4/22/2016	
Cash Payment	E 451-49450-303 Engineering Services	Budd Ave.	\$34,016.57
Invoice	1038622	4/22/2016	
Cash Payment	E 101-43000-303 Engineering Services	MP Gen.	\$740.40
Invoice	1092578	8/31/2016	
Cash Payment	E 101-43000-303 Engineering Services	MP Pub. Meet.	\$200.00
Invoice	1092582	8/31/2016	
Cash Payment	E 101-43000-303 Engineering Services	MP Street & Path	\$29.50
Invoice	1092583	8/31/2016	
Cash Payment	E 601-49400-303 Engineering Services	Water	\$299.90
Invoice	1092584	8/31/2016	
Cash Payment	E 101-43000-303 Engineering Services	Dev. Review	\$1,103.00
Invoice	1092586	8/31/2016	
Cash Payment	G 101-20212 Planned Unit Develop.	Escro Meadows of MP	\$641.04
Invoice	1092588	8/31/2016	
Cash Payment	E 451-49450-303 Engineering Services	Budd Ave.	\$767.00
Invoice	1092594	8/31/2016	
Cash Payment	E 451-49450-303 Engineering Services	Well No. 4	\$6,272.00
Invoice	1092591	8/31/2016	
Transaction Date	9/9/2016	Bank of Maple Plain 10100	Total \$46,635.31
Refer	0 ECM PUBLISHERS INC		
Cash Payment	E 101-41420-351 Legal Notices Publishing	Sept. 1 Meet	\$57.83
Invoice	396157	8/20/2016	
Cash Payment	E 105-45100-340 Advertising	Online Blbrd	\$99.00
Invoice	580729	8/8/2016	
Cash Payment	E 105-45100-340 Advertising	MP Days	\$1,433.96
Invoice	579654	8/11/2016	
Transaction Date	9/9/2016	Bank of Maple Plain 10100	Total \$1,590.79
Refer	0 MAAS-KUSSKE, JULIE		
Cash Payment	E 101-41410-437 Miscellaneous	Election Breakfast	\$57.91
Invoice		8/8/2016	
Transaction Date	9/9/2016	Bank of Maple Plain 10100	Total \$57.91
Refer	0 CITY OF INDEPENDENCE		
Cash Payment	E 101-43100-311 Contract Service	2015 Clean-Up Day	\$676.80
Invoice		8/16/2016	
Cash Payment	E 101-43100-311 Contract Service	2016 Clean-Up Day	\$440.91
Invoice		8/16/2016	
Transaction Date	9/9/2016	Bank of Maple Plain 10100	Total \$1,117.71
Refer	0 FRONTIER		
Cash Payment	E 601-49400-321 Telephone		\$57.64
Invoice		8/16/2016	
Cash Payment	E 101-41500-321 Telephone		\$151.18
Invoice		8/25/2016	
Transaction Date	9/9/2016	Bank of Maple Plain 10100	Total \$208.82
Refer	0 HAWKINS INC.		

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Payments

Current Period: September 2016

Cash Payment	E 601-49400-216 Chemicals & Chemical P				\$833.52
Invoice	3934694	8/12/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$833.52
Refer	0 HENNEPIN COUNTY TREASURER				
Cash Payment	E 101-49990-725 Contingencies				\$2,449.46
Invoice	1000080197	8/19/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$2,449.46
Refer	0 HIGHWAY 55 RENTAL				
Cash Payment	E 105-45100-410 Rentals (General)				\$2,464.05
Invoice	497236	9/5/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$2,464.05
Refer	0 MADDEN ARCHITECTS LLC				
Cash Payment	E 101-45200-530 Improvements Other Tha Prof. Services - Labor				\$921.60
Invoice	001	7/29/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$921.60
Refer	0 HERALD JOURNAL				
Cash Payment	E 105-45100-340 Advertising				\$241.90
Invoice		8/31/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$241.90
Refer	0 MAPLE PLAIN FAMILY CENTE				
Cash Payment	E 101-41410-437 Miscellaneous				\$94.52
Invoice		8/31/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$94.52
Refer	0 UNIFIRST				
Cash Payment	E 101-43000-417 Uniform Rentals				\$177.80
Invoice					
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$177.80
Refer	0 JRK SEED AND TURF SUPPLY				
Cash Payment	E 101-45200-228 Park Equipment Supplie				\$34.95
Invoice	18592	8/31/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$34.95
Refer	0 WM MUELLER & SONS				
Cash Payment	E 101-45200-228 Park Equipment Supplie				\$13.32
Invoice	216449	8/11/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$13.32
Refer	0 ORONO ISD #278				
Cash Payment	E 101-41940-387 Office Lease				\$2,673.68
Invoice	162	8/29/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$2,673.68
Refer	0 OFFICE DEPOT				
Cash Payment	E 101-41500-201 Office Supplies				\$55.98
Invoice	858554073001	8/19/2016			
Cash Payment	E 101-41500-201 Office Supplies				\$112.45
Invoice	857674049001	8/16/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$168.43

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Payments

Current Period: September 2016

Refer	0	MN DEPT TRANSPORTATION	-		
Cash Payment	E 101-42110-437	Miscellaneous	MNDOT		\$137.00
Invoice	00000310928	8/15/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$137.00
Refer	0	MN CITY/COUNTY MGMT ASSOC	-		
Cash Payment	E 101-41110-331	Training & Travel	Member Fee TR		\$220.00
Invoice					
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$220.00
Refer	0	ICMA	-		
Cash Payment	E 101-41110-331	Training & Travel	Member Fee TR		\$366.08
Invoice					
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$366.08
Refer	0	UNITED FARMERS COOP WACONI	-		
Cash Payment	E 101-43000-215	Shop Materials			\$321.59
Invoice					
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$321.59
Refer	0	BOBBY SCHOEN	-		
Cash Payment	E 101-41500-321	Telephone	Sept. Cell Phone		\$50.00
Invoice					
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$50.00
Refer	0	RELIANCE STANDARD	-		
Cash Payment	G 101-21715	Long-Term Disability			\$3.22
Invoice					
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$3.22
Refer	0	RC ELECTRIC	-		
Cash Payment	E 101-43100-311	Contract Service	Shop Area		\$733.28
Invoice	5332	8/16/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$733.28
Refer	0	MN DEPT OF HEALTH	-		
Cash Payment	E 601-49400-438	Collected for Other Agen			\$985.00
Invoice		8/17/2016			
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$985.00
Refer	0	LANO EQUIPMENT	-		
Cash Payment	E 101-43000-400	Equipment Repair & Mai			\$631.43
Invoice	385996	8/23/2016			
Cash Payment					\$0.00
Invoice					
Cash Payment					\$0.00
Invoice					
Cash Payment					\$0.00
Invoice					
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$631.43
Refer	0	JIMMYS JOHNNYS	-		
Cash Payment	E 105-45100-410	Rentals (General)	MP Street Dance		\$1,580.00
Invoice	106346	8/16/2016			

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Payments

Current Period: September 2016

Cash Payment	E 105-45100-410 Rentals (General)	City Museum		\$209.44
Invoice	106347	8/16/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$1,789.44
Refer	0 HOME DEPOT			
Cash Payment	E 101-49990-725 Contingencies			\$481.07
Invoice				
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$481.07
Refer	0 CARSON & CLELLAND			
Cash Payment	E 101-41610-304 Legal Services	Civil		\$2,600.24
Invoice		8/30/2016		
Cash Payment	E 101-41610-304 Legal Services	Frontier Comm.		\$391.25
Invoice		8/30/2016		
Cash Payment	E 101-41610-304 Legal Services	T-Mobile Lease		\$1,128.14
Invoice		8/30/2016		
Cash Payment	E 101-41610-304 Legal Services	Total Auto Sales, LLC		\$70.83
Invoice		8/30/2016		
Cash Payment	E 101-41110-304 Legal Services	Criminal		\$1,157.54
Invoice		8/30/2016		
Cash Payment	E 101-42110-304 Legal Services	Vehicle Forfeiture		\$365.63
Invoice		8/30/2016		
Cash Payment	E 101-42110-304 Legal Services	Expenses		\$14.11
Invoice		8/30/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$5,727.74
Refer	0 VESSCO, INC			
Cash Payment	E 601-49400-227 Utility Maintenance Supp			\$137.06
Invoice	67100	8/9/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$137.06
Refer	0 CENTERPOINT ENERGY MINNEGA			
Cash Payment	E 601-49400-383 Gas Utilities	Acct. 7757174-3		\$66.62
Invoice		8/22/2016		
Cash Payment	E 101-41940-383 Gas Utilities	Acct. 5548214; 5548220		\$121.27
Invoice		8/22/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$187.89
Refer	0 DOMINIC, BRODA			
Cash Payment	E 105-45100-410 Rentals (General)	Movie		\$26.78
Invoice		8/15/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$26.78
Refer	0 XCEL ENERGY			
Cash Payment	E 602-49450-319 Other Consulting Service	Street Lights		\$52,750.10
Invoice		8/9/2016		
Cash Payment	E 601-49400-381 Electric Utilities			\$2,755.45
Invoice	513683709	8/22/2016		
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total \$55,505.55
Refer	0 VERIZON			
Cash Payment	E 601-49400-321 Telephone			\$143.27
Invoice	9770080733	8/10/2016		

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Payments

Current Period: September 2016

Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$143.27
Refer	0 STANDARD INSURANCE CO				-
Cash Payment	G 101-21708 Life Insurance				\$7.50
Invoice	8/17/2016				
Transaction Date	9/9/2016	Bank of Maple Plain	10100	Total	\$7.50

Fund Summary

	10100 Bank of Maple Plain	
		\$0.00
101 GENERAL FUND		\$27,142.65
105 COMMUNITY EVENTS FUND		\$6,710.13
451 CAPITAL IMPROVEMENT PROJECTS		\$41,144.07
601 WATER FUND		\$5,594.00
602 SEWER FUND		\$66,879.34
		<u>\$147,470.19</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$147,470.19
Total	<u>\$147,470.19</u>

AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
July 25, 2016
6:30 P.M.

1. WELCOME

2. CALL TO ORDER

Present: Mayor, Jerry Young, Councilmembers Justin McCoy, Mike DeLuca. Also present City Administrator, Robert Schoen, City Engineer, Dan Boyum, City Planner, Mark Kaltsas and City Attorney, John Thames

Absent: Councilmember, Dave Eisinger.

3. PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

Recommendation by Councilmember Maas Kusske to move agenda item “Katie Rodriguez, Metropolitan Council” after the “Centerpoint Energy” and “Step to It” agenda items.

Addition to the Consent Agenda by Councilmember McCoy to change the title of employee, Sharon Spicer, to be Deputy Clerk.

Motion by Councilmember McCoy to adopt the July 25th City Council Agenda, seconded by Councilmember DeLuca. Motion passed 4 to 0.

5. CENTERPOINT ENERGY COMMUNITY PARTNERSHIP GRANT AWARD

Roger Schmitz, CenterPoint Energy, presented on the Community Partnership Grant Program. Since 2003, the program has received over \$1.38 million in donations to collaborate with cities to purchase safety equipment or safety projects. Over 700 projects have been completed to date.

Schmitz presented the City of Maple Plain with a Grant in the amount of \$1,350. The grant money will be used towards air cylinders for confined space rescue to be used by the fire department.

6. STEP TO IT GRAND PRIZE WINNER

Sarah Schafer was the grand prize winner of the Step To It Program put on by Hennepin County for the month of May. Sarah outstepped everyone that month. To congratulate Sara, the West Hennepin Chamber of Commerce gave a \$100 gift card to Gear West as presented by Council and City Staff.

Sara was present to accept the gift card from Mayor Young.

7. KATIE RODRIGUEZ, METROPOLITAN COUNCIL

Katie Rodriguez from the Metropolitan Council provided an update to City Council on the eligibility of the Planning Grant, transportation, and more. Andrew Reardon is a Community Relations Specialist from the Metropolitan Council also joined her. Fray Lemon, Planner with the Met. Council, could not be present at the meeting, but contacting her was suggested for planning assistance in relation to the grant.

Rodriguez stated that the City of Maple Plain is eligible for a planning grant through the Met. Council, up to \$32,000; to include GIS Mapping Services.

Mayor Young asked what assistance the Met. Council would provide through this Grant. Rodriguez explained they would help with changes and maps.

Rodriguez mentioned the Livable Community (LCA) Staff is also available to ask questions of, especially in respect to Maple Plain's downtown redevelopment.

Rodriguez stated she hopes to get a tour of Maple Plain so she can see the city and its projects and best promote it within the Met. Council.

Rodriguez spoke of Counties' desire to change the structure of the Met. Council and offered her perspective: the Met. Council provides a strong force for the metro region in terms of state-wide competition and create fluid change and updates in infrastructure and otherwise. Furthermore, the Met. Council is the leading authority of transportation, and they are striving to do better in this area – with special mention of Highway 12 safety.

Councilmember McCoy asked if there are other means of funding for Highway 12 safety improvements. Rodriguez stated there are other means that she recommends the City should explore. There is a Regional Solicitation grant program which allows local communities/counties to ban together and get monies for their projects, up to \$7 million. Although not covering the entire projects, but in collaboration with the County or a Ted Grant, then more progress may be made.

Mayor Young asked how MNDOT ranks projects to be done. Rodriguez answered that MNDOT did begin to prioritize Highway 12 in that they allocated over \$3 million to place turn lanes and a concrete median in the bypass. MNDOT uses different and multiple metrics to prioritize projects. Mayor Young asks for further explanation as to why work has not been done on Highway 12. Rodriguez states there are other council's and cities also advocating simultaneously and it is impossible to complete all of the projects at one time. Mayor Young thanked her for her time and assistance.

Councilmember Maas-Kusske stated that the city needs Rodriguez's support and assistance to put Maple Plain on the map and be a priority, and take some of the Met. Council's emphasis off of the immediate metropolitan/first-ring suburban area. Rodriguez congratulated the Highway 12 Safety Coalition on their job well done.

Councilmember DeLuca asked Rodriguez her thoughts on the governance authority of the Met. Council although they are not an elected body. Rodriguez responded that the legislature approves their levy, which is specific to the taxation. Organizations are conducting studies on having city elected officials serve, and issues are arriving that would make that difficult; time availability, and conflicts of interest.

Councilmember McCoy thanked Rodriguez for the Met. Council's work and the positive effect it has had on the community, and stated the more direct to job areas the route can go

the better. Rodriguez agreed and stated there is little money to give towards bus routes now. Councilmember DeLuca mentioned an alternative route for a bus route.

8. CONSENT AGENDA

- A. Accounts Payable
- B. June 27, 2016, City Council Minutes
- C. July 11, 2016 City Council Workshop Minutes
- D. Resignation of Peter Keding from the Maple Plain Fire Department
- E. Change of Title of Sharon Spicer as Deputy Clerk

Motion by Councilmember McCoy, seconded by Councilmember DeLuca. Motion passed 4 to 0.

6. ADMINISTRATIVE REPORTS

- A. City Engineer June and July Report

The highlights as presented by City Engineer Dan Boyum included: Erosion control in the Meadows of Maple Plain, Budd Avenue Improvements, Downtown Improvements Feasibility Study, Well No. 4, and other miscellaneous tasks.

Motion by Councilmember McCoy and seconded by Councilmember Maas-Kusske to approve the City Engineer's June and July Report. Motion passed 4 to 0.

- B. City Planner June and July Report

Mark Kaltsas, City Planner, updated the Council. There were no planning commission meetings since the last Council meeting. The next Planning Commission meeting will discuss the Temporary Healthcare Dwelling Statute, an application for an expansion on Proto Labs parking lot, and the Collision Corner conditional use permit. Kaltsas has received interest in the vacant lot near Highway 12 and has a meeting with developers. Kaltsas has received other miscellaneous inquiries.

City Attorney, John Thames, answered questions regarding the Temporary Healthcare Dwelling Statute that is up for discussion in cities.

Motion by Councilmember McCoy, seconded by Councilmember Maas-Kusske, to approve the City Planner's June and July Report. Motion passed 4 to 0.

- C. Public Works June and July Report

City Administrator, Robert Schoen, presented the Public Works June and July Report. Public works has been maintaining miscellaneous street maintenance, tree trimming, power line collaboration, compost site maintenance, water projects, parks upkeep, ground maintenance, and additional projects.

Motion by Councilmember McCoy, seconded by Councilmember DeLuca, to approve the Public Works June and July Report. Motion passed 4 to 0.

- D. City Administration June and July Report

Schoen presented the June and July City Administration Report. Administration has been working on the budget, attending a variety of inter-agency meetings, working towards cable franchise agreements, worked with high water users, preparing for elections, and searching for the next Assistant to the City Administrator.

Motion by Councilmember McCoy, seconded by Councilmember Maas-Kusske, to approve the City Administration June and July Report. Motion passed 4 to 0.

7. OLD BUSINESS

8. NEW BUSINESS

A. Update City Account Signers with the Bank of Maple Plain

City Administrator, Robert Schoen shared with the City Council that he needs to be a signer on the City of Maple Plain bank accounts. Part of the reason this is needed is to verify the bond revenues coming in.

Motion by Councilmember Maas-Kusske, seconded by Councilmember McCoy to approve Robert Schoen as a signer on all accounts at the Bank of Maple Plain. Motion Passed 4 to 0.

9. COUNCIL REPORTS & OTHER BUSINESS

A. Attitude of Gratitude

Councilmember Maas-Kusske offered an update of the Highway 12 Safety Coalition. On Wednesday, July 27, 2016, from 5:00pm – 7:00pm The median barrier open house will be taking place at the Orono City Hall to answer questions.

The Highway 12 Safety Coalition will meet again August 4, 2016, at 3:00pm at the Delano City Hall at 12:00pm.

Councilmember McCoy made mention of the City Candidate Filing Dates. City Administrator Schoen stated the dates for filing are Tuesday, August 2, through Tuesday, August 16, to file for city office. The filing fee is \$2.

10. VISITORS TO BE HEARD

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

Judy Sutherland, living on Main Street in the City of Maple Plain, expressed that the people of the City are shocked that the new development will be high end stores and no “mom and pop” stores. Sutherland wants to encourage Staff to find a more “realistic” developer.

Councilmember McCoy responded that no stores have expressed direct interest, so at this point no specific stores are being excluded from consideration. He encourages any businesses that wish to locate in the new development to contact Tom Palmquist.

Councilmember Maas-Kusske agreed with Councilmember McCoy that she has not heard that the developer was looking for only high end business to locate within it.

Mayor Young stated that if the business is interested, they are more than welcome to fill out an application, and explained that the developer is looking for an anchor store to get the development started, but, ultimately, anyone can rent from him.

11. ADJOURNMENT

AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
August 22, 2016
6:30 P.M.

1. WELCOME

2. CALL TO ORDER

Present: Mayor, Jerry Young; Councilmembers Julie Maas-Kusske and Dave Eisinger. Also present: City Administrator, Robert Schoen; City Engineer, Dan Boyum; City Planner, Mark Kaltsas; West Hennepin Public Safety Director, Gary Kroells; and City Attorney, John Thames.

3. PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske to adopt the agenda as written. Motion passed 3 to 0.

5. CONSENT AGENDA

- A. Accounts Payable
- B. Sharon Spicer, Deputy Clerk Benefits
- C. Meadows of Maple Plain Letter of Credit Reduction
- D. Approve Hiring of Taylor Richter as the Assistant to the City Administrator

Motion by Councilmember Maas-Kusske, seconded by Councilmember Eisinger, to approve the consent agenda as written with changes noted. Motion passed 3 to 0.

6. ADMINISTRATIVE REPORTS

- A. City Engineer August Monthly Report

City Engineer, Dan Boyum presented the City Engineer August Monthly Report to City Council which covered Meadows of Maple Plain, Budd Avenue Improvements, Well No. 4, and other miscellaneous projects.

Motion by Councilmember Eisinger, seconded by Councilmember Mass-Kusske, to approve the City Engineer August Monthly Report. Motion passed 3 to 0.

- B. West Hennepin July Monthly Report

West Hennepin Public Safety Department Director, Gary Kroells, updated City Council with West Hennepin's July Monthly Report. Kroells spoke of criminal offenses committed in the city, traffic violations, casualties, and other miscellaneous occurrences.

Motion by Councilmember Maas-Kusske, seconded by Councilmember Eisinger, to approve the West Hennepin July Monthly Report. Motion passed 3 to 0.

C. Public Works August Monthly Report

City Administrator, Robert Schoen, presented the Public Works August Monthly Report. Public Works has been working on a variety of projects such as street sign installation, water treatment plant work, assisting with election set-up and take-down, preparing for Maple Plain Days, and other projects as they arise.

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske, to approve the Public Works August Monthly Report. Motion passed 3 to 0.

D. City Administration August Monthly Report

City Administrator, Robert Schoen, presented the City Administration August Monthly Report. City Administration has been interviewing candidates for the Assistant to the City Administrator position, conducting elections, attending the Highway 12 Safety Coalition meetings, working on citizen complaints, and other miscellaneous tasks as they arise.

Motion by Councilmember Maas-Kusske, seconded by Councilmember Eisinger, to approve the City Administration August Monthly Report. Motion passed 3 to 0.

E. City Planner August Monthly Report

City Planner, Mark Kaltsas, presented the City Planner August Monthly Report. The Planning Department has been working on the opt-out process for the Temporary Healthcare Dwelling Statute, working on the Collision Corner site plan, Common Bond site plan application, vehicle sales license for the car lot at 5330 Highway 12, Proto Labs parking expansion. As well as meeting with potential buyers of the property at 1675 Spring Ave. and 5901 US Highway 12.

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske, to approve the City Planner August Monthly Report.

Motion passed 3 to 0

7. OLD BUSINESS

A. Consider Changes to the Employee Handbook

City Administrator, Robert Schoen, presented proposed changes to the Employee Handbook. More time is necessary to make all changes, but at the present, staff recommends making a change to the cash in lieu of not taking city benefits that are offered by the city.

Motion by Councilmember Maas-Kusske, seconded by Councilmember Eisinger, to remove the cash in lieu benefits. Motion passed 4 to 0.

8. NEW BUSINESS

A. Presentation of Eagle Scout Project, John Ellis

Eagle Scout John Ellis explained his Eagle Scout project to retire American flags and build the appropriate boxes to store them in. Ellis stated he is in search of funds in the amount of \$500 to complete his project. Ellis seeks support from Council to complete his project.

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske, to support John Ellis' Eagle Scout Project. Motion passed 3 to 0.

B. Consider Ordinance 16-0822-01 opting-out of the requirements of Minnesota statutes, § 462.3593

City Planner, Mark Kaltsas, presented to Council regarding the Temporary Healthcare Dwelling statute and the specifications of these types of units and the impacts they may have on the community. Planning Commission recommends opting-out of the statute after reviewing and discussing and the planning commission meeting as well as holding a public hearing at the planning commission meeting. No public comments heard.

These units are for those mentally or physically impaired and/or ill to live on a structure on a family member's property for up to 6 months, with one possible extension of 6 more months. These units only have to meet setbacks of the city and no other zoning and/or land use ordinance. The city already allows accessory units with conditional use permits if a need were to arise.

Most cities in the state are opting out of the statute.

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske, to approve Resolution 16-0822-01 to Opt-out of Minn. Stat. § 462.3593. Motion passed 3 to 0.

- C. Consider Resolution 16-0822-01 approving grant funds for the 2018 City Comprehensive Plan.

City Planner, Mark Kaltsas, presented the details of the Metropolitan Council's Comprehensive Plan Grant Program and how the city may utilize this grant. The maximum amount of the grant is \$32,000.

The purpose of the need of the grant is in response to the 2040 issuance of the regional system statements, the City of Maple Plain is beginning the process of updating its local comprehensive plan to ensure consistency with the most recent adopted regional plans and policies. The City of Maple Plain would like to prepare an update to the 2030 Comprehensive Plan to guide development and land use through the year 2040. Due to changes in population forecasts, growth and housing trends, it is imperative that the City evaluate its past and ensure that it is prepared to secure its future. The City will engage the elected and appointed City officials and public to develop a unified vision for the future of Maple Plain. Once this vision has been established, the City will work to prepare a detailed comprehensive plan that responds to all aspects of the prescribed growth and future development and redevelopment. Areas of particular focus will be to understand and plan for future housing needs and to attract commercial, retail and office development and redevelopment within the City.

Motion by Councilmember Maas-Kusske, seconded by Councilmember Eisinger to approve Resolution 16-0822-01 for grant funds for the 2018 City Comprehensive Plan. Motion passed 3 to 0.

- D. Consider bids for the City Council Technology Upgrades

City Administrator, Robert Schoen, stated that the City has until January 1, 2016, until the City's contract is over with the Lake Minnetonka Communication Commission (LMCC), by which point the City will need to have a contract in place with a different company in order to support the City's audio/visual needs. The City currently has two bids, one from Tierney and another from Alpha Video. Alpha Video's bid was approximately \$9,000 and would include installation and a one year service maintenance agreement. Tierney's bid is approximately \$12,000. LMCC is working with staff on this transition, and they have no recommendation. Staff believes the bids are relatively equal in service.

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske to approve the Bid from Alpha Video for the City Council Technology Updates. Motion passed 3 to 0.

E. Consider a new T-Mobile Lease Agreement

City Attorney, John Thames, was present to speak about the new T-Mobile Lease Agreement. T-Mobile approached the City for a renewal of the lease with additional details to the last lease. Thames and the T-Mobile legal representative reached an agreement, as attached. Some highlights include: the lease is a 5 year lease, early termination penalty, rent received is approximately \$28,000 per year, and the company is providing \$4,000 in legal costs for completing the negotiation.

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske to approve the new T-Mobile Lease Agreement. Motion passed 3 to 0.

F. Change Order # 1 Budd Ave Street Project

City Engineer, Dan Boyum, was present to discuss the Change Order #1 of the Budd Ave. Street Project. To approve Change Order No. 1 in the amount of \$24,500 to Ryan Contracting Co., contingent upon Frontier Communications entering into an agreement with the City of Maple Plain. Items to consider to approve the change order: Due to conflicts with utility and street improvements on Budd Avenue, Frontier Communications (Frontier) needed to relocate their existing utilities on the west side of Budd Avenue. Frontier hired their own contractor to do the relocation work on the site. Frontier contacted the City about working with the City's Contractor to remove their existing duct work along the project that is now abandoned. Removal during utility and street reconstruction will avoid some street restoration work that would be removed again during construction. The City contacted Ryan Contracting Co. to get pricing for this work, and their pricing is reflected in Change Order No. 1. The City reviewed this pricing with Frontier, and Frontier agreed to proceed with working with the City Contractor. The City Attorney has drafted an agreement between Frontier and the City of Maple Plain related to payment

Motion by Councilmember Maas-Kusske, seconded by Councilmember Eisinger to approve the Change Order #1 Budd Ave. Street Project. Motion passed 3 to 0.

9. COUNCIL REPORTS & OTHER BUSINESS

A. Attitude of Gratitude

Councilmember Maas-Kusske recognized Attitude of Gratitude to Maple Plain Community Church, Christ Lutheran Church, and First Presbyterian Church for hosting the Maple Plain Day's children's events tonight that were cancelled due to the weather.

Councilmember Maas-Kusske noted that September 1, 2016, the Highway 12 Safety Coalition will be meeting at 3:00pm at Delano City Hall. Everyone is also invited to a free pig roast and live music at Haven Homes starting at 5:30pm. The Fire and Police Departments will be there as well.

10. VISITORS TO BE HEARD

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

11. ADJOURNMENT

Motion by Councilmember Eisinger, seconded by Councilmember Maas-Kusske, to adjourn the meeting. Motion passed 3 to 0.

City of Maple Plain

Request by Proto Labs for Site Plan Review and Variance to Allow an Expansion of the Existing Parking Lot for the Properties Located at 5540, 5380 and 5480 Pioneer Creek Drive

To: City Council
From: Mark Kaltsas, City Planner
Meeting Date: September 12, 2016
Applicant: Proto Labs
Owner: Proto Labs
Location: 5540, 5380 and 5480 Pioneer Creek Drive

Request:

Proto Labs, Inc. (Owner) requests that the City consider the following actions for the properties located at 5540, 5380 and 5480 Pioneer Creek Drive (PID No.s 24-118-24-32-0013, 24-118-24-32-0016, 24-118-24-32-0017):

- a. Site Plan Approval to allow for the expansion of the existing parking lot.
- b. Variance from the required parking space minimum size requirements.

Property/Site Information:

The properties are located along the north side of Pioneer Creek Drive. The subject properties are located in the Maple Plain industrial park. 5540 has the existing office and warehouse building that is used for office, manufacturing and warehouse. 5380 and 5480 Pioneer Creek Drive are vacant properties. The properties have the following characteristics:

Property Information: **5540 Pioneer Creek Drive**

Zoning: *I - Industrial*

Comprehensive Plan: *Industrial*

Acreage: *7 Acres*

5380 Pioneer Creek Drive

Zoning: *I - Industrial*

Comprehensive Plan: *Industrial*

Acreage: *2.25 Acres*

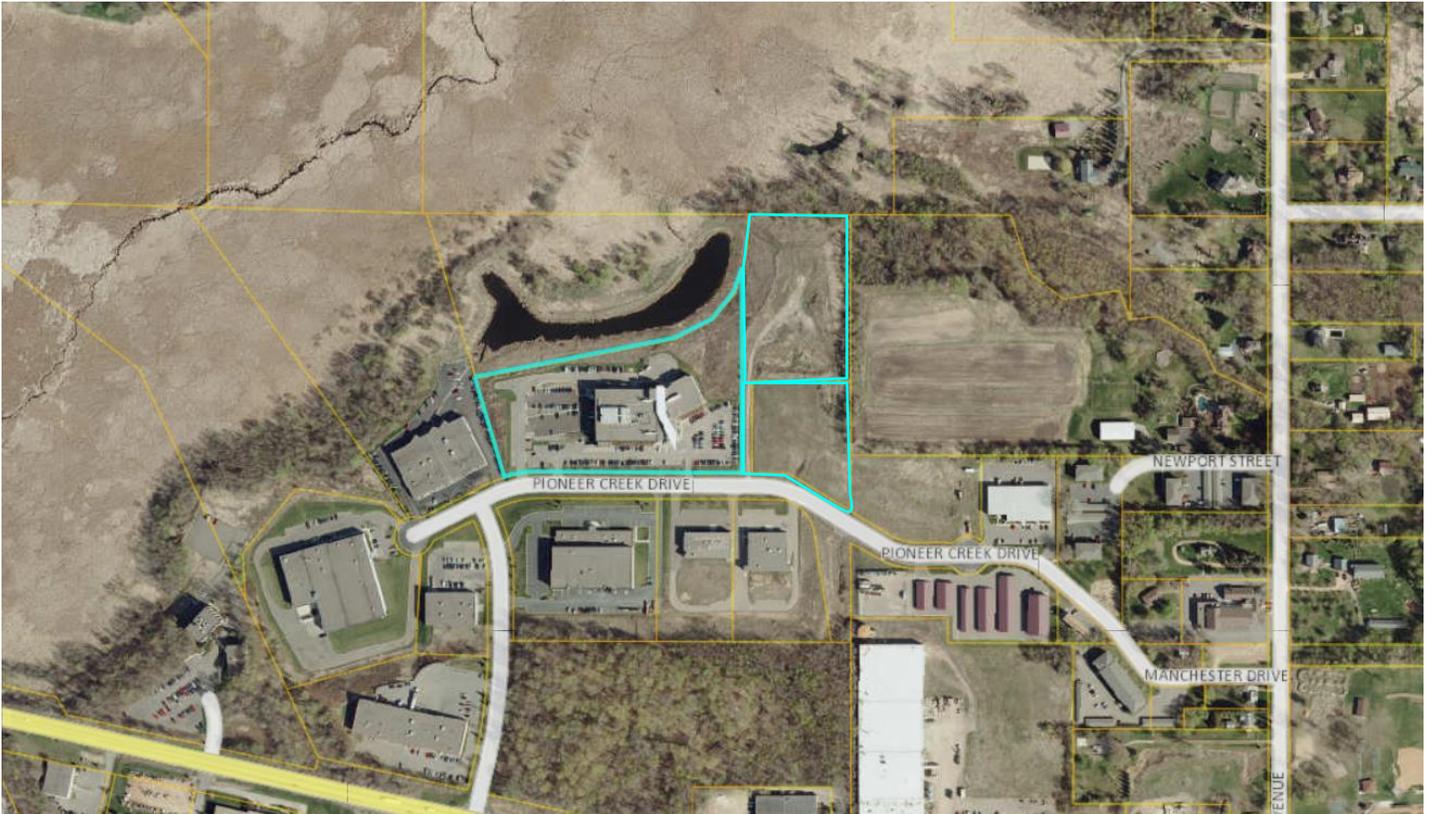
5480 Pioneer Creek Drive

Zoning: *I - Industrial*

Comprehensive Plan: *Industrial*

Acreage: 4.1 Acres

5540, 5380 and 5480 Pioneer Creek Drive



Discussion:

The applicant is seeking site plan approval and a variance to expand the existing parking lot onto two vacant parcels that are being acquired by the applicant. The applicant has now converted all interior building space into offices. This conversion of interior space continues to increase the demand for parking on the subject property. The applicants will acquire the adjacent vacant parcels in order construct the maximum number of parking spaces.

All commercial and industrial development/expansion is required to go through the site plan review process. Site plan review requires the review of the Planning Commission and City Council. The Planning Commission holds a public hearing as a part of the site plan review process. The City shall consider the proposed site plan and subsequent effects relating to evaluation criteria established in the City's ordinance.

153.045 INTENT AND PROCEDURE

(l) Evaluation criteria. The Planning Commission and City Council shall evaluate the effects of

the proposed site plan. This review shall be based upon, but not be limited to, compliance with the City Comprehensive Plan, provisions of this chapter (Design Guidelines and City Engineering Requirements).

There are currently 327 parking spaces on this site. The proposed parking lot expansion consists of an additional 392 parking spaces. In May of this year the applicant received approval to construct an additional 33 parking spaces to meet the required number of spaces based on the interior space changes. The applicants will not be making the previously approved improvements to the north of the building if the current expansion request is approved by the City. The applicant has provided a breakdown of the existing and proposed building uses so that the City can review the required parking. The summary of required parking is as follows:

Parking Summary:

Office Area – 1 space per 250 sf (76,537 sf/ 250) = 306 spaces required

Warehouse Area - 1 space per 400 sf (10,973 sf/400) = 28 spaces required

Total Number of Parking Spaces Required = 334

Existing Parking Spaces Provided = 327

Proposed Parking Spaces Provided = 392

Total Number of Parking Spaces Provided = 719

The proposed expansion of the existing parking area will allow the total site parking to exceed the minimum number of parking spaces required.

In addition to reviewing the minimum parking space requirements, the City reviews all other applicable design criteria. Design criteria considered during the review of the proposed parking expansion includes; setbacks, parking space design, parking lot lighting, landscaping, storm water management, drainage and grading.

Setbacks:

In the I- Industrial Zoning District, parking is permitted to be located anywhere on the lot as long as it does not encroach into any designated buffer yards. Buffer yards are applicable when an industrial property is directly adjacent to a residential property. This condition occurs along a portion of the east property line (see below).



The proposed parking lot is setback approximately 25 feet from the front and side yard property lines. The proposed parking lot is setback \pm 275 feet from the rear yard. The ordinance requires the following buffer yard:

(C) Planting strip. In all mixed use, office, and industrial districts adjacent to residential districts and not divided by streets there shall be provided along the property line a 20-foot wide planting strip composed of grass, trees, and shrubs. A screening fence may be utilized when approved by the Planning Commission and City Council. The fence shall not exceed 8 feet in height nor be less than 6 feet in height and shall screen no greater than 80% opaque.

The applicant is proposing to plant a native upland grass seed mixture along the east property line. An existing wooded vegetative edge exists along the majority of this property line. It is recommended that the City consider requiring additional planting (shrubs/trees) along the eastern property line to address the intent of the buffer planting strip. Outside of the buffer strip screening requirements, the proposed parking lot meets applicable setbacks.

Parking Space Design:

Minimum Parking Space Width: 9 feet

Minimum Parking Space Length: 20 feet

Minimum Parking Aisle Width: 25 feet

Minimum Parking Aisle Width with One-Sided Parking: 22 feet

The applicant is seeking a variance from the stipulated parking space size requirements. The applicant is proposing to construct 18 foot deep parking spaces in lieu of the required 20 foot deep parking spaces. The remainder of the parking on the adjacent property has 18 foot deep parking spaces. The City previously granted a variance to the applicant to allow 18 foot deep parking spaces on this site. The City has discussed amending the ordinance to allow 18 foot deep parking spaces and 24 foot wide drive aisles which are the industry standard.

Fire Department Review:

The Fire Department reviewed the proposed parking expansion and found the design to be acceptable.

Parking Lot Lighting:

Parking Lot lighting shall be arranged as to deflect light away from any adjoining residential zone or from the public streets. Lighting has to comply with the following standards:

(1) Maximum foot candles:

(a) No light source or combination thereof which casts light on a public street or an adjacent commercial, office or industrial zoned property shall exceed 1 foot candle as measured from the property line or right-of-way line.

(b) No light source or combination thereof which casts light on adjacent residential zoned property shall exceed 1/2 foot candle as measured at the property line.

The proposed lighting plan has nine (9) 30 foot tall light poles with thirty-six (36) light fixtures. The fixtures are full cut-off type fixtures. The applicant has provided a photometric plan that indicates the foot candle levels at the public right of way and remaining property lines. The City has reviewed the information provided and found the proposed lighting plan will need to be updated to meet the maximum foot candle levels at the property lines and right of way. The proposed light fixtures meet the City's lighting standards.

Landscaping:

The applicant has submitted a proposed landscape plan. The City requires landscaping in accordance with the following ordinance provision:

(E) Landscaping. In all zoning districts the lot area remaining after providing for parking, driveways, loading sidewalks, or other requirements shall be planted and maintained in grass, sodding, shrubs, or other acceptable vegetation of landscaping techniques.

The proposed plans provide both interior and perimeter landscaping. The interior landscaping is comprised of deciduous trees, ornamental shrubs, ornamental grass and perennial flowers. The exterior planting is comprised of deciduous trees, evergreen trees, ornamental shrubs and native grass. The plan provides a relative level of exterior screening and provides some relief to the interior mass of pavement. Additional landscaping should be considered along the east property line as previously discussed in this report.

Storm Water Management, Grading and Drainage:

The applicant is proposing to construct a dry-bottom detention basin to accommodate the run-off from the proposed parking lot. The storm water runoff will have the opportunity to infiltrate in the dry-bottom basin prior to discharging into the adjacent wetland/pond area. The City's Engineer has reviewed the proposed parking lot expansion relating to storm water, grading and drainage. The City's Engineer has provided comments relating to the proposed plans. In general, the proposed stormwater improvement and parking lot grading meet all applicable standards of the City. There are several comments that will need to be

further addressed by the applicant. The City will continue to review the additional information requested and verify conformance with the City's standards prior to final City approval. In addition to the City's review, the applicant has submitted the plans to the Pioneer Sarah Creek Watershed Commission. The City's review and approval will be subject to Watershed approval.

The City can grant a variance if it finds that granting a variance is consistent with the Comprehensive Plan and the applicant can establish practical difficulties in complying with the requirements of the zoning ordinance. The review criteria for granting a variance are as follows:

- H) *Approval procedure and conditions. Pursuant to Minnesota Statutes, an application for a variance or appeal shall be approved or denied within 60 days from the date of its official and complete submission unless extended pursuant to statute or a time waiver is granted by the applicant.*

- I) *Review criteria.*
 - (1) *Variations shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variations are consistent with the Comprehensive Plan. Variations may be granted when the applicant for the variance establishes that there are practical difficulties in complying with this chapter.*
 - (2) *PRACTICAL DIFFICULTIES, as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this chapter; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.*
 - (3) *Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.*
 - (4) *Variations shall be granted for earth sheltered construction as defined in M.S. § 216C.06, Subd., when in harmony with the ordinance.*
 - (5) *The City Council may not permit as a variance any use that is not allowed under this chapter for property in the zone where the affected person's land is located. The City Council as the case may be, may permit as a variance for the temporary use of a one-family dwelling as a two-family dwelling.*
 - (6) *The City Council may impose conditions in the granting of variations. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.*

The proposed variance would allow the applicant to construct the new spaces to the same dimensions of the existing spaces. The size of the proposed spaces is consistent with the current "standard of practice"

for similar office parking lots. The City will need to determine if the proposed variance to allow the reduced depth of parking spaces meets the criteria for granting a variance.

The proposed site plan generally meets the requirements established by the City. The parking lot configuration will allow the applicant to accommodate the internal building changes proposed by creating additional parking. The proposed plan will more than accommodate the interior changes to the building and should provide the applicant with the ability to expand in the future.

Neighbor Comments:

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

Planning Commission Discussion:

Planning Commissioners discussed the proposed site plan and variance request and asked questions of the petitioner and staff. Commissioners asked about the location of the accessible parking spaces on this site. It was noted that the accessible parking spaces are located on the building side of the site. Commissioners asked about the length of the proposed “head to head” parking spaces. Staff noted that the proposed spaces are 18 feet in length. It was noted that this matched the condition on the adjacent building site. Commissioners asked about the proposed dry detention basin. The applicant provided additional information to the Planning Commissioners further detailing how the basin functions. Commissioners discussed the screening requirement along the residential zoned property on the east side of the parking lot. Commissioners recommended that the applicant provide additional screening along the east property line similar to that proposed along the south property line. Commissioners ultimately found the proposed site plan and requested variance met the criteria established by the City for approving the request.

Recommendation:

The Planning Commission recommended approval of the requested Site Plan Review and Variance with the following findings and conditions:

1. The proposed site plan review and variance meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning Ordinance.
2. The variance will allow all parking spaces on the subject property to be constructed to the following requirements:
 - a. Parking Space Depth – 18 feet
 - b. Drive Aisle Width – 24 feet
3. City Council approval of the proposed site plan and variance will be subject to the following conditions:

- a. The Applicant shall receive approval from the Pioneer Sarah Creek Watershed Management Organization.
 - b. The Applicant shall provide additional landscape as directed by the Planning Commission along the east property line to provide the requisite planting buffer strip.
 - c. The Applicant shall comply with all comments made by the City's engineer relating to the storm water and grading plans.
4. Any change to the interior use of the building or building expansion may require additional review by the City. This includes the conversion of space from one use to another (i.e. warehouse to office).
 5. The Applicant shall pay for all costs associated with the City's review of the site plan review and variance.

Attachments:

1. Property Pictures
2. Survey
3. Preliminary Plat
4. Final Plat

View Looking East



View Looking South



RESOLUTION NO. 16-0912-01

A RESOLUTION APPROVING THE REQUEST BY PROTO LABS FOR A VARIANCE AND SITE PLAN REVIEW TO ALLOW AN EXPANSION OF THE EXISTING PARKING LOT ONTO THE PROPERTY LOCATED AT 5380 AND 5480 PIONEER CREEK DRIVE

WHEREAS, the City of Maple Plain (the “City”) is a municipal corporation under the laws of Minnesota; and

WHEREAS, the City adopted a comprehensive plan in 2008 to guide the development of the community; and

WHEREAS, the City has adopted a zoning ordinance and other official controls to assist in implementing the comprehensive plan; and

WHEREAS, Proto Labs, Inc. (the “Applicant”) submitted an application seeking a variance and site plan review for the property located at 5380 and 5480 Pioneer Creek Drive (the “Property”); and

WHEREAS, the Property is zoned Industrial (I); and

WHEREAS, the Property is legally described as:

Lot 1, Block 1, and Lot 2, Block 1, Maple Plain Industrial Park 5th Addition; and

WHEREAS the requested variance and site plan review meets all requirements, standards and specifications of the City of Maple Plain zoning ordinance for property zoned Industrial; and

WHEREAS the Planning Commission held a public hearing on September 1, 2016 to review the application for a variance and site plan review, following mailed and published noticed as required by law; and

WHEREAS, the City Council has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA, that it should and hereby does approve the application by Proto Labs, Inc. for a variance and site plan review per the City’s zoning regulations with the following conditions:

1. The proposed site plan review and variance meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning Ordinance.
2. The variance will allow all parking spaces on the subject property to be constructed to the following requirements:
 - a. Parking Space Depth – 18 feet
 - b. Drive Aisle Width – 24 feet
3. City Council approval of the proposed site plan and variance will be subject to the following conditions:
 - a. The Applicant shall receive approval from the Pioneer Sarah Creek Watershed Management Organization.
 - b. The Applicant shall provide additional landscape as directed by the Planning Commission along the east property line to provide the requisite planting buffer strip.
 - c. The Applicant shall comply with all comments made by the City's engineer relating to the storm water and grading plans.
4. Any change to the interior use of the building may require additional review by the City. This includes the conversion of space from one use to another (i.e. warehouse to office).
5. The Applicant shall pay for all costs associated with the City's review of the site plan review and variance.

This resolution was adopted by the City Council of the City of Maple Plain on this 12th day of September, 2016, by a vote of ____ayes and ____nays.

Jerry Young, Mayor

ATTEST:

Robert Schoen, City Administrator

(SEAL)

PROTO LABS PARKING LOT EXPANSION

MAPLE PLAIN, MN

PLANS FOR: SITE, GRADING, STORMWATER POLLUTION PREVENTION, & STORMWATER MANAGEMENT

PROTO LABS
EXPANSION
MAPLE PLAIN, MN

PROTO LABS, INC.
5540 PIONEER CREEK DR.
MAPLE PLAIN, MN 55359

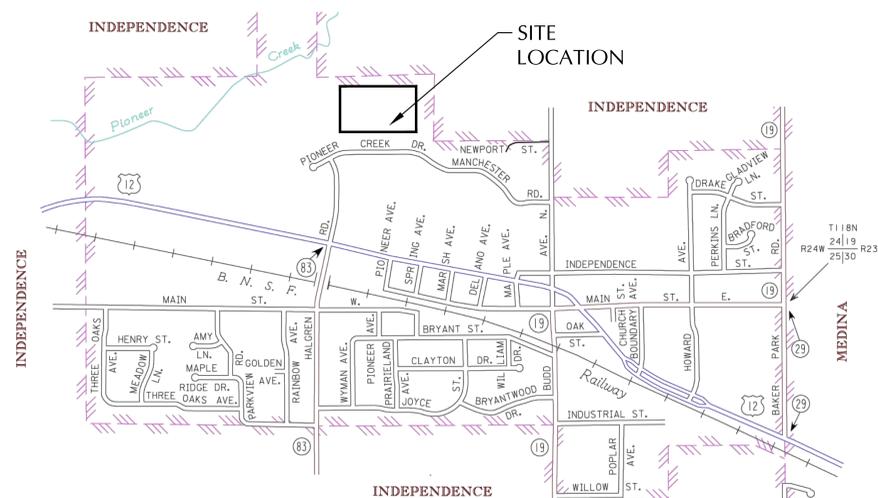
LOUCKS
PLANNING
CIVIL ENGINEERING
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LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

EXISTING	CIVIL LEGEND	PROPOSED
○	SANITARY MANHOLE	●
○	STORM MANHOLE	●
▨	CATCH BASIN	▨
⋈	CULVERT	⋈
○	HYDRANT	⋈
⋈	GATEVALVE	⋈
⊕	POST INDICATOR VALVE	⊕
⊙	LIGHT POLE	⊙
⊙	POWER POLE	⊙
⊙	SIGN	⊙
⊙	BENCHMARK	⊙
⊙	SOIL BORINGS	⊙
⊙	WATER MANHOLE	⊙
⊙	TELEPHONE MANHOLE	⊙
⊙	UTILITY MANHOLE	⊙
⊙	ELECTRIC MANHOLE	⊙
—	WATER SERVICE	—
—	SANITARY SERVICE	—
—	HANDICAP PARKING	—
→	DIRECTION OF FLOW	→
524.6	SPOT ELEVATION	524.6
—	CONTOURS	—
—	SANITARY SEWER	—
—	STORM SEWER	—
—	WATERMAIN	—
—	FORCEMAIN	—
—	DRAINTILE	—
—	SILT FENCE	—
—	CURB & GUTTER	—
—	RETAINING WALL	—
—	TREELINE	—
—	EASEMENT LINE	—
—	SETBACK LINE	—
—	FENCE LINE	—
—	UNDERGROUND TELE	—
—	UNDERGROUND GAS	—
—	OVERHEAD UTILITY	—

SHEET INDEX

C0-1	COVER SHEET
C1-1	EXISTING CONDITIONS
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
C3-3	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
C4-1	UTILITY PLAN
C8-1	CIVIL DETAILS
L1-1	LANDSCAPE PLAN

VICINITY MAP



NOT FOR
CONSTRUCTION

CADD QUALIFICATION
CADD files prepared by the Consultant for this project are prepared by the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant, with the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intellectual or copyrighted material, additions or deletions to these CADD files shall be made at the full risk of the party making such reference, additions or deletions and the party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS
07/28/16 WATERSHED SUBMITTAL
08/02/16 CITY SUBMITTAL

PROJECT TEAM

OWNER / DEVELOPER
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TEL:612-404-3806

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JERRY HAGEN
hagen@hcmarchitects.com
TEL:612-904-1332

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.



CALL BEFORE YOU DIG!

Gopher State One Call

TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

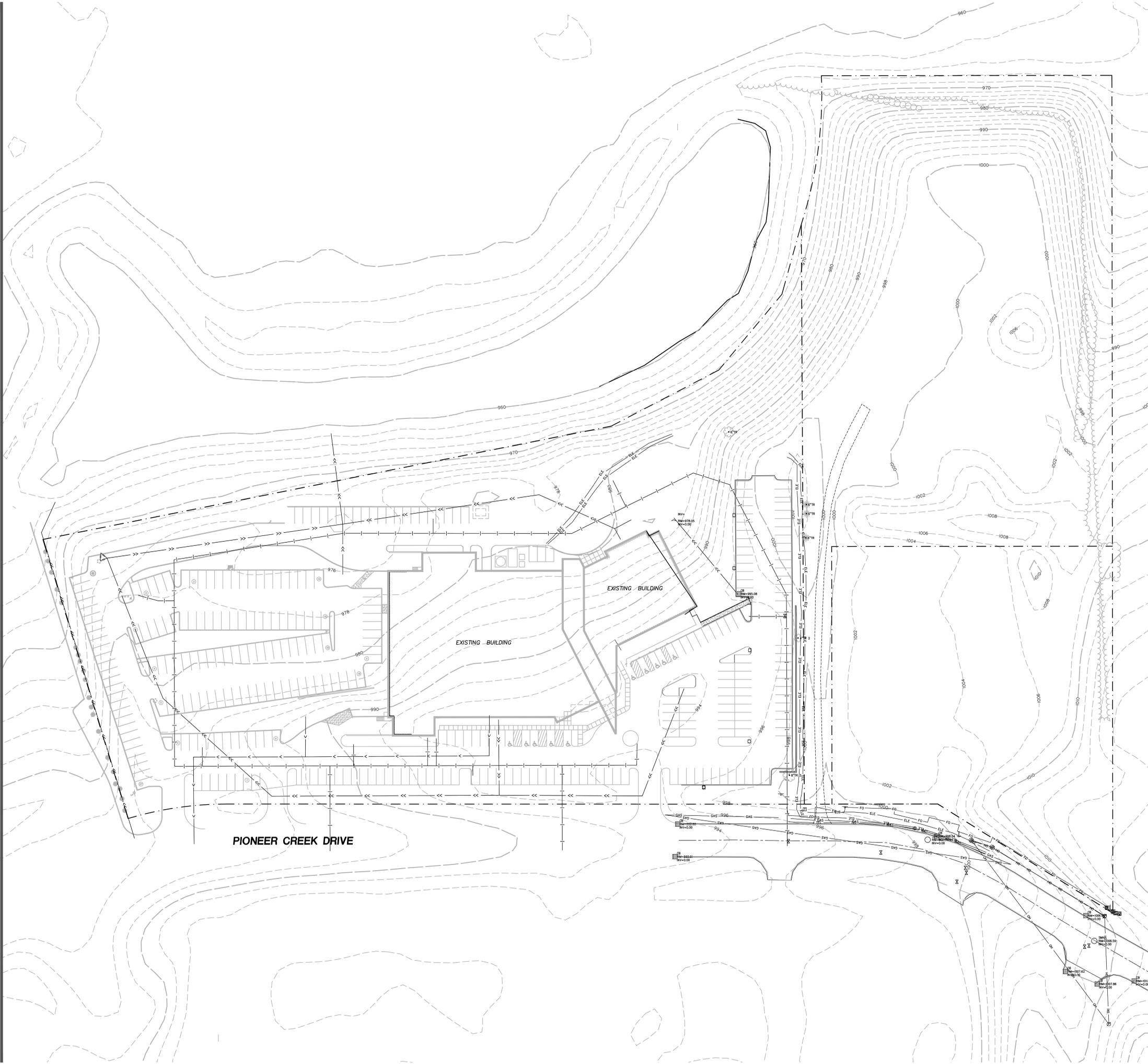
PROFESSIONAL SIGNATURE
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Michael J. St. Martin - PE
License No. 24440
Date -

QUALITY CONTROL
Loucks Project No. 16245
Project Lead MJS
Drawn By ZHW
Checked By MJS
Review Date 07/28/16

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C1-1 EXISTING CONDITIONS
C2-1 SITE PLAN
C3-1 GRADING PLAN
C3-2 SWPPP PLAN
C3-3 SWPPP NOTES
C4-1 UTILITY PLAN
C8-1 DETAILS
L1-1 LANDSCAPE PLAN

COVER SHEET
C0-1



SURVEY LEGEND - EXISTING CONDITIONS

- ☐ CATCH BASIN
- STORM MANHOLE
- SANITARY MANHOLE
- WATER MANHOLE
- ⊕ HYDRANT
- ⊗ GATE VALVE
- ⊠ TELEPHONE PEDESTAL
- ⊞ POWER POLE
- ⊡ LIGHT POLE
- ⊙ SIGN
- SPOT ELEVATION
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- UNDERGROUND ELECTRIC
- GAS
- UNDERGROUND TELEPHONE
- OVERHEAD UTILITY
- CHAIN LINK FENCE
- CONCRETE CURB
- CONCRETE
- CONTOUR

PROTO LABS EXPANSION
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 PLANNING
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 ENVIRONMENTAL
 7200 Hemlock Lane, Suite 300
 Maple Grove, MN 55369
 763.424.5505
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SUBMITTAL/REVISIONS
 07/28/16 WATERSHED SUBMITTAL
 08/02/16 CITY SUBMITTAL

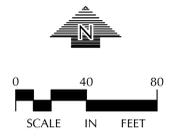
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Michael J. St. Martin - PE
 License No. 24440
 Date -

QUALITY CONTROL
 Loucks Project No. 16245
 Project Lead MJS
 Drawn By ZHW
 Checked By MJS
 Review Date 07/28/16

SHEET INDEX

CO-1	COVER SHEET
C1-1	EXISTING CONDITIONS
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP PLAN
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C8-1	DETAILS
L1-1	LANDSCAPE PLAN



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 TOLL FREE: 1-800-252-1166

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EXISTING CONDITIONS
C1-1

EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FOREMAN	
	DRAIN TILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TIE LINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

SITE DATA

CURRENT ZONING:	I-1
EXISTING PROPERTY AREA:	687,211 SF (15.7762 acres)
EXISTING IMPERVIOUS AREA:	572,234 SF (13.1369 acres) (83.3%)
ADJACENT PROPERTY AREA:	276,546 SF (6.3286 acres)
PROPOSED IMPERVIOUS AREA:	120,473 SF (2.7657 acres) (43.6%)
PROPOSED PERVIOUS AREA:	156,073 SF (3.5829 acres) (56.4%)

DEVELOPMENT AND DESIGN STANDARDS

BUILDING SETBACKS:	
FRONT	35 FT MINIMUM
SIDE	20 FT MINIMUM
REAR	20 FT MINIMUM
MINIMUM REQUIRED OFF-STREET PARKING:	
OFFICE	1 SPACE PER 250 SF GFA
BUILDING AREA	49,161 SF
PARKING REQUIRED	197 STALLS
EXISTING PARKING	315 STALLS
EXISTING ACCESSIBLE STALLS	9 STALLS
PROPOSED PARKING	392 STALLS
TOTAL STALLS	716 STALLS
MINIMUM PARKING LAYOUT DIMENSIONS (90 DEGREE PATTERN):	
PARKING SPACE WIDTH	= 9 FT
PARKING SPACE LENGTH	= 20 FT
DRIVE ISLE LANE WIDTH	= 25 FT

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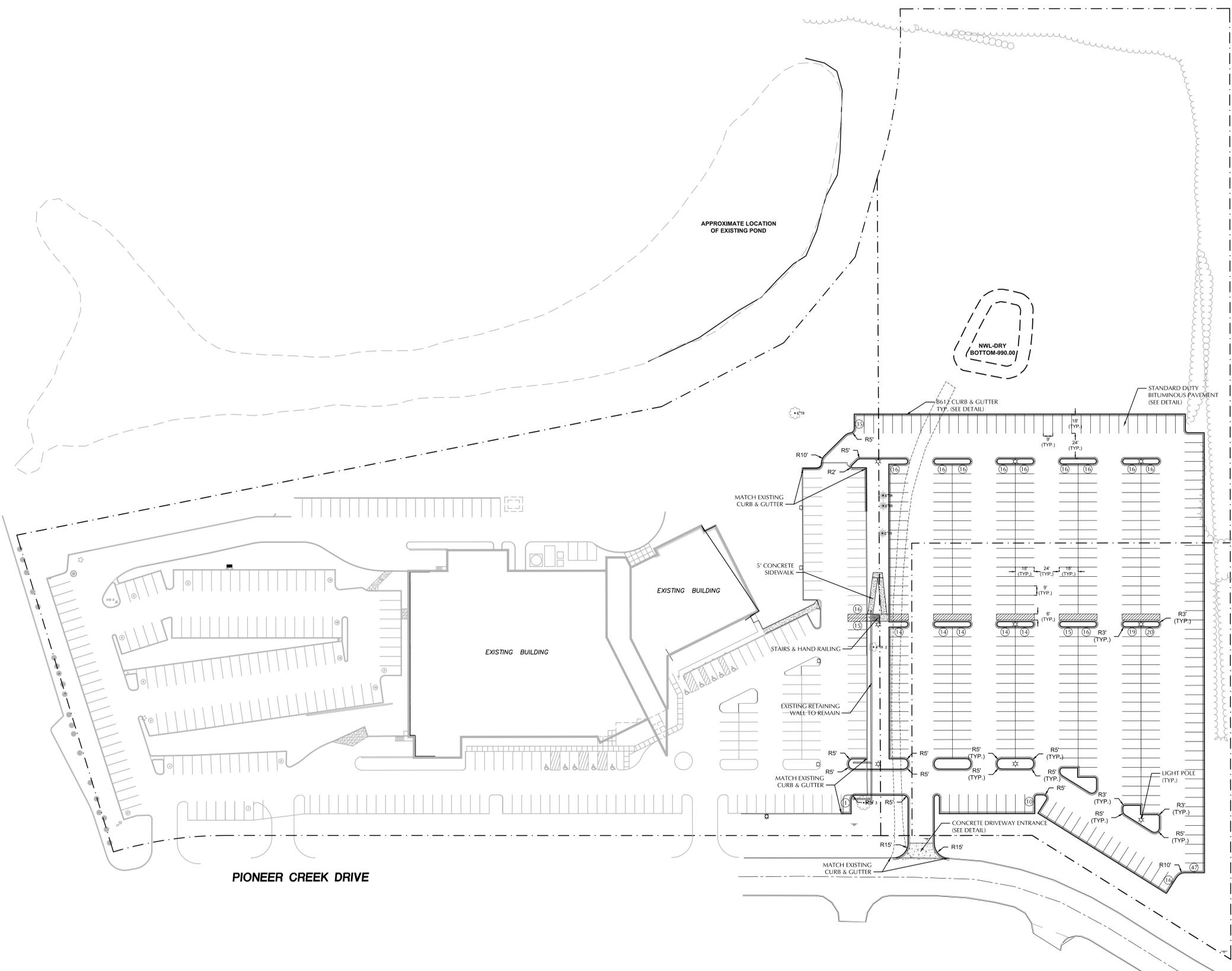
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QUALITY CONTROL

Loucks Project No. 16245
Project Lead: MJS
Drawn By: ZHW
Checked By: MJS
Review Date: 07/28/16

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SITE NOTES

- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEETS AND STATE/LOCAL JURISDICTION REQUIREMENTS.
- ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
- ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
- TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
- ALL CURB RADII SHALL BE 3.0' UNLESS OTHERWISE NOTED.
- BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
- SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.

SIGNAGE AND STRIPING NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SIGNAGE AND STRIPING AS SHOWN ON THIS PLAN.
- CONTRACTOR SHALL PAINT ALL ACCESSIBLE STALLS, LOGOS AND CROSS HATCH LOADING AISLES WITH WHITE PAVEMENT MARKING PAINT, 4" IN WIDTH.
- CONTRACTOR SHALL PAINT ANY/ALL DIRECTIONAL TRAFFIC ARROWS, AS SHOWN, IN WHITE PAINT.
- ALL SIGNAGE SHALL INCLUDE POST, CONCRETE FOOTING AND STEEL CASING WHERE REQUIRED.
- ALL SIGNAGE NOT PROTECTED BY CURB, LOCATED IN PARKING LOT OR OTHER PAVED AREAS TO BE PLACED IN STEEL CASING, FILLED WITH CONCRETE AND PAINTED YELLOW. REFER TO DETAIL.
- ANY/ALL STOP SIGNS TO INCLUDE A 24" WIDE PAINTED STOP BAR IN WHITE PAINT, PLACED AT THE STOP SIGN LOCATION, A MINIMUM OF 4' FROM CROSSWALK IF APPLICABLE. ALL STOP BARS SHALL EXTEND FROM DIRECTIONAL TRANSITION BETWEEN LANES TO CURB.
- ALL SIGNS TO BE PLACED 18" BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.



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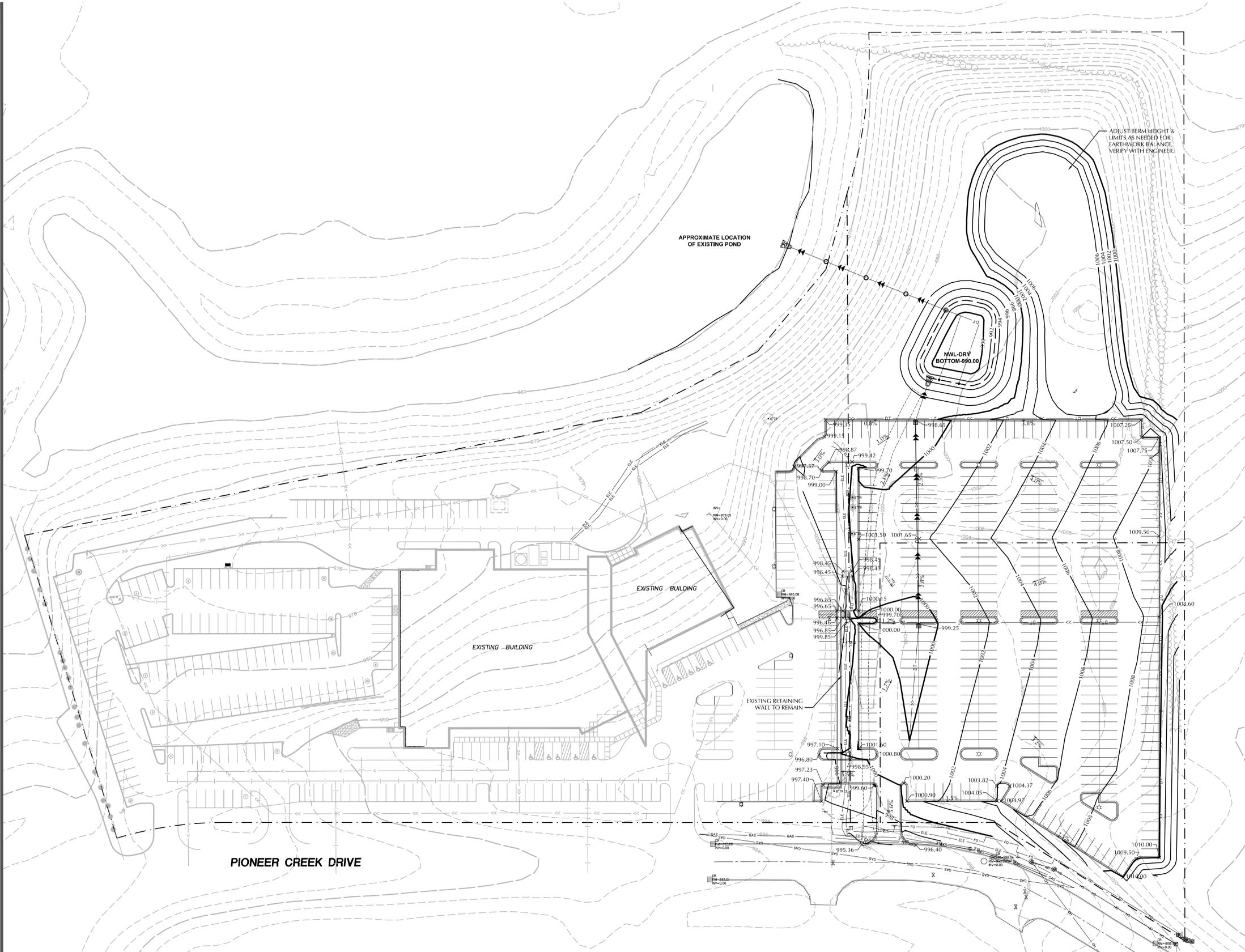
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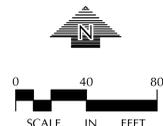
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	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
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	TREELINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	



GRADING, DRAINAGE & EROSION CONTROL NOTES

- SPOT ELEVATIONS REPRESENT FINISHED SURFACE GRADES, GUTTER/FLOW LINE, FACE OF BUILDING, OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
- CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SLUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SLUMPED 0.16 FEET. RIM ELEVATIONS SHOWN ON PLANS DO NOT REFLECT SLUMPED ELEVATIONS.
- GRADING OF THE INFILTRATION AREAS SHALL BE ACCOMPLISHED USING LOW-IMPACT EARTH-MOVING EQUIPMENT TO PREVENT COMPACTION OF THE UNDERLYING SOILS. SMALL TRACKED DOZERS AND BOBCATS WITH RUNNER TRACKS ARE RECOMMENDED.
- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE MINIMUM OF 4 INCHES OF TOP SOIL AND SEED/MULCH OR SOD. THESE AREAS SHALL BE WATERED/MAINTAINED BY THE CONTRACTOR UNTIL VEGETATION IS ESTABLISHED.
- FOR SITE RETAINING WALLS "TW" EQUALS SURFACE GRADE AT TOP FACE OF WALL (NOT TOP OF WALL), "CW" EQUALS SURFACE GRADE AT WALL GRADE TRANSITION, AND "BW" EQUALS SURFACE GRADE AT BOTTOM FACE OF WALL (NOT BOTTOM OF BURIED WALL COURSES).
- REFER TO THE REPORT OF GEOTECHNICAL EXPLORATION AND REVIEW (REPORT NO. B1606785), DATED JULY 19, 2016 AS PREPARED BY BRAUN INTERTEC FOR AN EXISTING SUBSURFACE SITE CONDITION ANALYSIS AND CONSTRUCTION RECOMMENDATIONS.
- STREETS MUST BE CLEANED AND SWEEPED WHENEVER TRACKING OF SEDIMENTS OCCURS AND BEFORE SITES ARE LEFT IDLE FOR WEEKENDS AND HOLIDAYS. A REGULAR SWEEPING SCHEDULE MUST BE ESTABLISHED.
- DUST MUST BE ADEQUATELY CONTROLLED.
- SEE SWPPP FOR ADDITIONAL EROSION CONTROL NOTES AND REQUIREMENTS.
- SEE UTILITY PLAN FOR WATER, STORM AND SANITARY SEWER INFORMATION.
- SEE SITE PLAN FOR CURB AND BITUMINOUS TAPER LOCATIONS.



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	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

SITE PLAN LEGEND

	SILT FENCE
	BIOROLL
	INLET PROTECTION
	EXISTING DRAINAGE PATTERN
	PROPOSED DRAINAGE PATTERN
	EROSION CONTROL BLANKET

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PERMANENT STORMWATER MANAGEMENT

	INFILTRATION
	STORMWATER HARVEST AND REUSE
X	FILTRATION
	WET SEDIMENTATION BASIN
X	ONSITE PONDING

RECEIVING WATERS

NAME OF WATER BODY	TYPE OF WATER BODY	SPECIAL WATER	IMAIRED WATER	TYPE OF SPECIAL WATER
PIONEER CREEK				

ESTIMATED QUANTITIES

DESCRIPTION	UNIT	QUANTITY
TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1
SILT FENCE (STANDARD)	LF	±1,720
INLET PROTECTION	EA	9
WOODFIBER BLANKET	SF	±17,500
BIOROLL	LF	±155



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**STORMWATER
POLLUTION
PREVENTION
PLAN**

Search

Features Selected: 1

Zoom Clear

Independence

Assessment Unit: 27-0176-00

Impairments: Mercury in Fish Tissue, Nutrient/Eutrophication Biological Indicators

Maple Plain

Pioneer Creek

1 MILE BUFFER AREA

SITE BOUNDARY

Plotted: 08/02/2016 11:56 AM W:\2016\16245\CADD DATA\CIVIL.dwg Sheet File:C3-2_SWPPP.PLAN

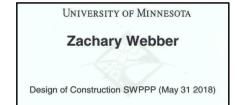
SWPPP NOTES

- PROJECT DESCRIPTION**
THE NATURE OF THIS PROJECT WILL CONSIST OF CONSTRUCTING A PARKING LOT EXPANSION WHICH INCLUDES ADDING AN ENTRANCE TO PIONEER CREEK DRIVE.
- SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES ARE AS FOLLOWS:**
 - INSTALL VEHICLE TRACKING BMP
 - INSTALL SILT FENCE AROUND SITE
 - INSTALL PROTECTIVE FENCE AROUND INFILTRATION AREAS
 - CLEAR AND GRUB SITE
 - STRIP AND STOCKPILE TOPSOIL
 - REMOVE PAVEMENTS AND UTILITIES
 - CONSTRUCT STORMWATER MANAGEMENT BASINS
 - INSTALL SILT FENCE AROUND BASINS
 - ROUGH GRADE SITE
 - IMPORT CLEAN FILL FOR REPLACEMENT AND BALANCE
 - INSTALL UTILITIES
 - INSTALL BUILDING FOUNDATIONS
 - INSTALL CURB AND GUTTER
 - INSTALL PAVEMENTS AND WALKS
 - FINAL GRADE
 - REMOVE ACCUMULATED SEDIMENT FROM BASINS
 - CONSTRUCT INFILTRATION BASIN
 - SEED AND MULCH
 - WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.
- SITE DATA:**
 - AREA OF DISTURBANCE: ±5.077 AC
 - PRE-CONSTRUCTION IMPERVIOUS AREA: ±0.0 AC
 - POST-CONSTRUCTION IMPERVIOUS AREA: ±2.766 AC

GENERAL SOIL TYPE: -
- THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE IDENTIFIED WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC. BEFORE CONSTRUCTION BEGINS.
- ALL DISTURBED GROUND LEFT INACTIVE FOR SEVEN (7) OR MORE DAYS SHALL BE STABILIZED BY SEEDING OR SOILING PRIOR TO SEEDING OR SOILING. SEEDING OR SOILING OR COVERING OR OTHER EQUIVALENT CONTROL MEASURE, AT A RATE OF 1.5 TIMES STANDARD SEEDING/FINAL STABILIZATION TO BE DONE PER LANDSCAPE PLAN, SEE SHEET L1-1.
- ON SLOPES 3:1 OR GREATER MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES. SLOPE LENGTHS CAN NOT BE GREATER THAN 75 FEET.
DENOTES SLOPES GREATER THAN 3:1. ALL 3:1 SLOPES TO BE STABILIZED WITH EROSION CONTROL BLANKET
- ALL STORM DRAINS AND INLETS MUST BE PROTECTED UNTIL ALL SOURCES OF POTENTIAL DISCHARGE ARE STABILIZED.
- TEMPORARY SOIL STOCKPILES MUST HAVE EFFECTIVE SEDIMENT CONTROL AND CAN NOT BE PLACED IN SURFACE WATERS OR STORM WATER CONVEYANCE SYSTEMS. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT AMOUNT OF SILT, CLAY, OR ORGANIC COMPOUNDS ARE EXEMPT EX: CLEAN AGGREGATE STOCK PILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES.
- SEDIMENT LADEN WATER MUST BE DISCHARGED TO A SEDIMENTATION BASIN WHENEVER POSSIBLE. IF NOT POSSIBLE, IT MUST BE TREATED WITH THE APPROPRIATE BMP'S.
- SOLID WASTE MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH MPCA DISPOSAL REQUIREMENTS.
- THE WATERSHED DISTRICT OR THE CITY MAY HAVE REQUIREMENTS FOR INSPECTIONS OR AS-BUILT DRAWINGS VERIFYING PROPER CONSTRUCTION OF THE BMP'S.
- THE OWNER WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE AND IS RESPONSIBLE FOR COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THE PERMIT. THE OPERATOR (CONTRACTOR) WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE FOR PARTS I.B., PART I.C., PART I.B.F., PART V, PART IV AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C. OF THE NPDES PERMIT AND IS JOINTLY RESPONSIBLE WITH THE OWNER FOR COMPLIANCE WITH THOSE PORTIONS OF THE PERMIT.
- TERMINATION OF COVERAGE PERMITTEES** WISHING TO TERMINATE COVERAGE MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA. ALL PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ONE OR MORE OF THE FOLLOWING CONDITIONS HAVE BEEN MET:
 - FINAL STABILIZATION, PER NPDES PERMIT PART IV.G. HAS BEEN ACHIEVED ON ALL PORTIONS OF THE SITE FOR WHICH THE PERMITTEE IS RESPONSIBLE.
 - TRANSFER OF OWNERSHIP AS DESCRIBED IN THE PERMIT.
- INSPECTIONS**
 - INITIAL INSPECTION FOLLOWING SILT FENCE INSTALLATION BY CITY REPRESENTATIVE IS REQUIRED.
 - EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A 0.5" OVER 24 HOUR RAIN EVENT.
 - STABILIZED AREAS: ONCE EVERY 30 DAYS
 - FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.
 - INSPECTION AND MAINTENANCE RECORDS MUST BE RETAINED FOR 3 YEARS AFTER FILING OF THE NOTICE OF TERMINATION AND MUST INCLUDE: DATE AND TIME OF ACTION, NAME OF PERSON(S) CONDUCTING WORK, FINDINGS OF INSPECTIONS AND RECOMMENDATIONS FOR CORRECTIVE ACTION, DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCHES IN A 24 HOUR PERIOD.
- MINIMUM MAINTENANCE**
 - SILT FENCE TO BE REPAIRED, REPLACED, SUPPLEMENTED WHEN NONFUNCTIONAL, OR 1/3 FULL WITHIN 24 HOURS
 - SEDIMENT BASINS DRAINED AND SEDIMENT REMOVED WHEN REACHES 1/2 STORAGE VOLUME. REMOVAL MUST BE COMPLETE WITHIN 72 HOURS OF DISCOVERY.
 - SEDIMENT REMOVED FROM SURFACE WATERS WITHIN 72 SEVEN DAYS
 - CONSTRUCTION SITE EXITS INSPECTED, TRACKED SEDIMENT REMOVED WITH 24 HOURS.
 - PROVIDE COPIES OF EROSION INSPECTION RESULTS TO CITY ENGINEER FOR ALL EVENTS GREATER THAN 0.5" IN 24 HOURS
- THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION ACTIVITY BY THE PERMITTEES WHO HAVE OPERATIONAL CONTROL OF THE SITE.
- OWNER MUST KEEP RECORDS OF ALL PERMITS REQUIRED FOR THE PROJECT. THE SWPPP, ALL INSPECTIONS AND MAINTENANCE, PERMANENT OPERATION AND MAINTENANCE AGREEMENTS, AND REQUIRED CALCULATIONS FOR TEMPORARY AND PERMANENT STORM WATER MANAGEMENT SYSTEMS. THESE RECORDS MUST BE RETAINED FOR THREE YEARS AFTER FILING NPDES NOTICE OF TERMINATION.
- SWPPP MUST BE AMENDED WHEN:**
 - THERE IS A CHANGE IN DESIGN, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON DISCHARGE
 - INSPECTIONS INDICATE THAT THE SWPPP IS NOT EFFECTIVE AND DISCHARGE IS EXCEEDING WATER QUALITY STANDARDS.
 - THE BMP'S IN THE SWPPP ARE NOT CONTROLLING POLLUTANTS IN DISCHARGES OR IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THE PERMIT.
 - AT ANY TIME AFTER PERMIT COVERAGE IS EFFECTIVE, THE MPCA MAY DETERMINE THAT THE PROJECT'S STORMWATER DISCHARGES MAY CAUSE, HAVE REASONABLE POTENTIAL TO CAUSE, OR CONTRIBUTE TO ANY APPLICABLE WATER QUALITY STANDARD, OR THAT THE SWPPP DOES NOT INCORPORATE THE APPLICABLE REQUIREMENTS IN PART II.A.8., IMPAIRED WATERS AND TMDLS. IF A WATER QUALITY STANDARD CHANGES DURING THE TERM OF THIS PERMIT, THE MPCA WILL AKE A DETERMINATION AS TO WHETHER A MODIFICATION OF THE SWPPP IS NECESSARY TO ADDRESS THE NEW STANDARD. IF THE MPCA MAKES SUCH DETERMINATIONS OR ANY OF THE DETERMINATIONS IN PARTS III.B.1.-3., THE MPCA WILL NOTIFY THE PERMITTEES IN WRITING. IN RESPONSE, THE PERMITTEES MUST AMEND THE SWPPP TO ADDRESS THE IDENTIFIED CONCERNS AND SUBMIT INFORMATION REQUESTED BY THE MPCA, WHICH MAY INCLUDE: AN INDIVIDUAL PERFORMING INSPECTIONS AS REQUIRED IN PART I.V.E. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ON SITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE MPCA.
- CONCRETE WASHOUT AREA**
 - CONTRACTOR TO PROVIDE PREFABRICATED CONCRETE WASH-OUT CONTAINER WITH RAIN PROTECTION PER PLAN
 - CONCRETE WASH-OUT TO BE IDENTIFIED WITH SIGNAGE STATING "CONCRETE WASHOUT AREA DO NOT OVERFILL".
 - CONCRETE WASHOUT WATER NEEDS TO BE PUMPED WITHIN 24 HOURS OF STANDING WATER IN WASHOUT AREA.
- IN THE EVENT OF ENCOUNTERING A WELL OR SPRING DURING CONSTRUCTION CONTRACTOR

- TO CEASE CONSTRUCTION ACTIVITY AND NOTIFY ENGINEER.
- PIPE OULLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
- FINAL STABILIZATION**
FINAL STABILIZATION REQUIRES THAT ALL SOIL DISTURBING ACTIVITIES HAVE BEEN COMPLETED AND THAT DISTURBED AREAS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH 70% OF THE EXPECTED FINAL DENSITY, AND THAT ALL PERMANENT PAVEMENTS HAVE BEEN INSTALLED. ALL TEMPORARY BMP'S SHALL BE REMOVED, DITCHES STABILIZED, AND SEDIMENT SHALL BE REMOVED FROM CONVEYANCES AND SEDIMENTATION BASINS IN ORDER TO RETURN THE POND TO DESIGN CAPACITY.
- TEMPORARY SEDIMENTATION BASINS**
 - THE TEMPORARY SEDIMENTATION BASINS SHALL BE CONSTRUCTED AND MADE OPERATIONAL PRIOR TO DISTURBANCE OF 10 OR MORE ACRES DRAINING TO A COMMON LOCATION.
 - TEMPORARY SEDIMENTATION BASINS ARE REQUIRED PRIOR TO RUNOFF LEAVING THE CONSTRUCTION SITE OR ENTERING SURFACE WATERS WHEN 10 OR MORE ACRES OF DISTURBED SOILS DRAIN TO A COMMON LOCATION. THE BASIN MUST PROVIDE 3,600 CUBIC FEET OF STORAGE BELOW THE OUTLET PER ACRE DRAINED. IF HYDRAULIC CALCULATIONS ARE AVAILABLE, THE TEMPORARY SEDIMENTATION BASIN MUST PROVIDE A STORAGE VOLUME EQUIVALENT TO THE 2-YEAR, 24-HOUR STORM, BUT IN NO CASE LESS THAN 1800 CUBIC FEET PER ACRE DRAINED. THE TEMPORARY SEDIMENTATION BASIN MUST BE CONSTRUCTED AND MADE OPERATIONAL CONCURRENT WITH THE START OF SOIL DISTURBANCE UP GRADIENT OF THE POND. THE TEMPORARY SEDIMENTATION BASIN SHALL BE DESIGNED TO PREVENT SHORT CIRCUITING. THE OUTFALL SHALL BE DESIGNED TO REMOVE FLOATABLE DEBRIS, ALLOW FOR COMPLETE DRAWDOWN OF THE POND FOR MAINTENANCE ACTIVITIES, AND HAVE ENERGY DISSIPATION. THE EMERGENCY SPILLWAY SHALL BE STABILIZED.
 - TEMPORARY SEDIMENTATION BASINS SHALL BE SITUATED OUTSIDE OF SURFACE WATERS AND ANY REQUIRED BUFFER ZONE, AND MUST BE DESIGNED TO AVOID DRAINING WETLANDS, UNLESS THE IMPACT IS IN COMPLIANCE WITH THE REQUIREMENTS OF THIS PERMIT.
 - EXCESSIVE SEDIMENT-LADEN WATER THAT IS NOT PROPERLY FILTERED WILL NOT BE PERMITTED TO DISCHARGE FROM SIRE.
- DEWATERING AND BASIN DRAINING**
 - TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING SHALL BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFASIBLE. THE TEMPORARY OR PERMANENT BASIN MAY DISCHARGE TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT THE NUISANCE CONDITIONS WILL NOT RESULT FROM THE DISCHARGE. DISCHARGE POINTS SHALL BE ADEQUATELY PROTECTED FROM EROSION AND PROPER VELOCITY DISSIPATION PROVIDED.
 - ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION IN THE RECEIVING CHANNELS OR DOWN SLOPE PROPERTIES, OR INUNDATION IN WETLANDS CAUSING SIGNIFICANT ADVERSE IMPACTS TO THE WETLANDS.
 - IF FILTERS WITH BACKWASH WATERS ARE USED, THE BACKWASH WATER SHALL BE HAULED AWAY FOR DISPOSAL, RETURNED TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATED INTO SITE IN A MANNER THAT DOES NOT CAUSE EROSION. BACKWASH WATER MAY BE DISCHARGED TO SANITARY SEWER IF PERMISSION IS GRANTED BY THE SANITARY SEWER AUTHORITY.
- POLLUTION PREVENTION**
 - BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS MUST BE UNDER COVER TO PREVENT DISCHARGE OR PROTECTED BY AN EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
 - PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER.
 - HAZARDOUS MATERIALS AND TOXIC WASTE MUST BE PROVIDED TO PREVENT VANDALISM.
 - SOLID WASTER MUST BE STORED, COLLECTED AND DISPOSED OF IN COMPLIANCE WITH MINN. R. CH 7035.
 - PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MINN. R. CH 7041.
 - DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED SHALL BE PREVENTED USING DRIP PANS OR ABSORBENTS. SUPPLIES SHALL BE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD MUST BE AVAILABLE FOR RECOVERED SPILLED MATERIALS.
- DESIGN CALCULATIONS**
TEMPORARY & PERMANENT STORMWATER TREATMENT ARE DESIGNED TO MEET MPCA GENERAL & SPECIAL WATER REQUIREMENTS. CALCULATIONS ARE PART OF THE HYDROLOGY REPORT, WHICH IS TO BE CONSIDERED PART OF THE SWPPP DOCUMENTS. SEE HYDROLOGY REPORT FOR ADDITIONAL INFORMATION.
- GENERAL STORMWATER DISCHARGE REQUIREMENTS**
ALL REQUIREMENTS LISTED IN PART III OF THE PERMIT FOR DESIGN OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM AND DISCHARGE HAVE BEEN INCLUDED IN THE PREPARATION OF THIS SWPPP. THESE INCLUDE BUT ARE NOT LIMITED TO:
 - THE EXPECTED AMOUNT, FREQUENCY, INTENSITY, AND DURATION PRECIPITATION.
 - THE NATURE OF STORMWATER RUNOFF AND RUNON AT THE SITE.
 - PEAK FLOW RATES AND STORMWATER VOLUMES TO MINIMIZE EROSION AT OUTLETS AND DOWNSTREAM CHANNEL AND STREAM BANK EROSION.
 - THE RANGE OF SOIL PARTICLE SIZES EXPECTED TO BE PRESENT ON THE SITE.
- CONSTRUCTION OF FILTRATION BASINS**
 - NO HEAVY TRAFFIC ON FILTRATION AREAS. CONSTRUCTION TO BE DONE WITH MINIMAL CONTACT TO FILTRATION AREAS. IF COMPACTION IS ENCOUNTERED, BASIN SOILS FOR THE FIRST & MUST BE REMOVED & REPLACED.
 - INFILTRATION SYSTEMS MUST NOT BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREA HAD BEEN CONSTRUCTED AND FULLY STABILIZED UNLESS RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS ARE PROVIDED (PART I.I.D.1.C.).
 - WHEN AN INFILTRATION SYSTEM IS EXCAVATED TO FINAL GRADE (OR WITHIN THREE (3) FEET OF FINAL GRADE), THE PERMITTEES MUST EMPLOY RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROL MEASURES (E.G. DIVERSION BERMS) TO KEEP SEDIMENT AND RUNOFF COMPLETELY AWAY FROM THE INFILTRATION AREA. THE AREA MUST BE STAKED OFF AND MARKED SO THAT HEAVY CONSTRUCTION VEHICLES OR EQUIPMENT WILL NOT COMPACT THE SOIL IN THE PROPOSED INFILTRATION AREA.
 - TO PREVENT CLOGGING OF THE INFILTRATION OR FILTRATION SYSTEM, THE PERMITTEES MUST USE A PRETREATMENT DEVICE SUCH AS A VEGETATED FILTER STRIP, SMALL SEDIMENTATION BASIN, OR WATER QUALITY INLET (E.G., CRIT CHAMBER) TO SETTLE PARTICULATES BEFORE THE STORMWATER DISCHARGES INTO THE INFILTRATION OR FILTRATION SYSTEM.
- POST CONSTRUCTION**
THE WATER QUALITY VOLUME THAT MUST BE RETAINED ON SITE BY THE PROJECT'S PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART I.I.D.1. SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT. SEE PART I.I.D.1. FOR MORE INFORMATION ON INFILTRATION DESIGN, PROHIBITIONS AND APPROPRIATE SITE CONDITIONS.
- RESPONSIBILITIES**
 - THE OWNER MUST IDENTIFY A CONTRACTOR WHO WILL OVERSEE THE SWPPP IMPLEMENTATION AND THE PERSON RESPONSIBLE FOR INSPECTION AND MAINTENANCE.
 - THE OWNER MUST IDENTIFY THE A PERSON WHO WILL BE RESPONSIBLE FOR LONG TERM OPERATIONS AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM.
- TRAINING REQUIREMENTS**
THE PERMITTEES SHALL ENSURE THE FOLLOWING INDIVIDUALS IDENTIFIED IN THIS PART HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS.
 - WHO MUST BE TRAINED:
 - INDIVIDUAL(S) PREPARING THE SWPPP FOR THE PROJECT
 - INDIVIDUAL(S) OVERSEEING IMPLEMENTATION OF, REVISING, AND AMENDING THE SWPPP AND INDIVIDUAL(S) PERFORMING INSPECTIONS AS REQUIRED IN PART I.V.E. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ON SITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE MPCA.
 - INDIVIDUAL(S) PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMP'S, AT LEAST ONE INDIVIDUAL ON A PROJECT MUST BE TRAINED IN THESE JOB DUTIES.
- TRAINING CONTENT:**
THE CONTENT AND EXTENT OF TRAINING MUST BE COMMENSURATE WITH THE INDIVIDUALS JOB DUTIES AND RESPONSIBILITIES WITH REGARD TO ACTIVITIES COVERED UNDER THIS PERMIT FOR THE PROJECT. AT LEAST ONE INDIVIDUAL PRESENT ON THE PERMITTED PROJECT SITE (OR AVAILABLE TO THE PROJECT SITE IN 72 HOURS) MUST BE TRAINED IN THE JOB DUTIES DESCRIBED IN PART III.F.1.B. AND PART III.F.1.C.
- THE PERMITTEES SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL

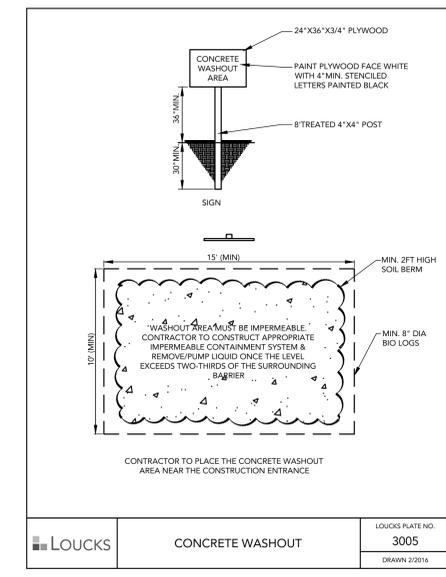
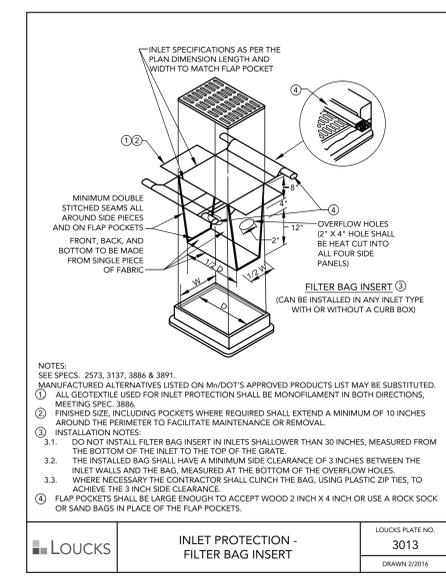
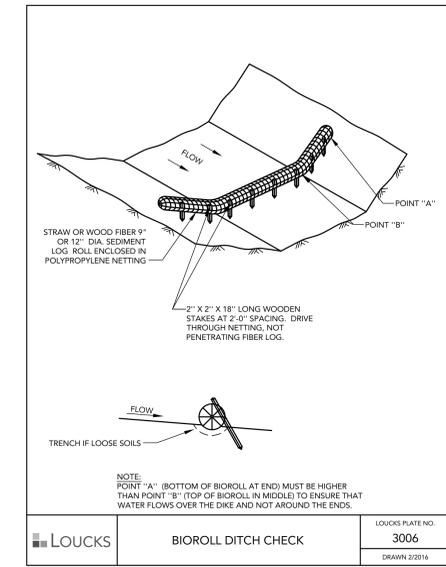
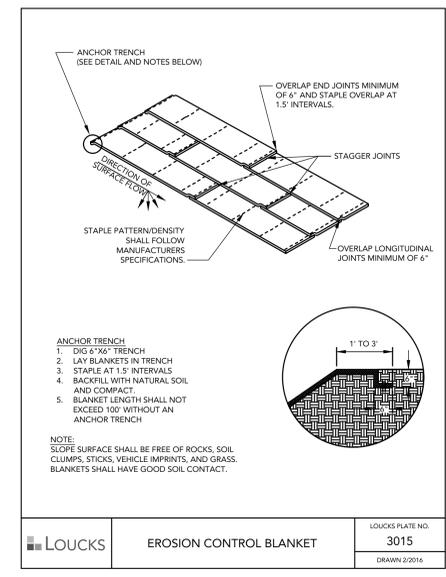
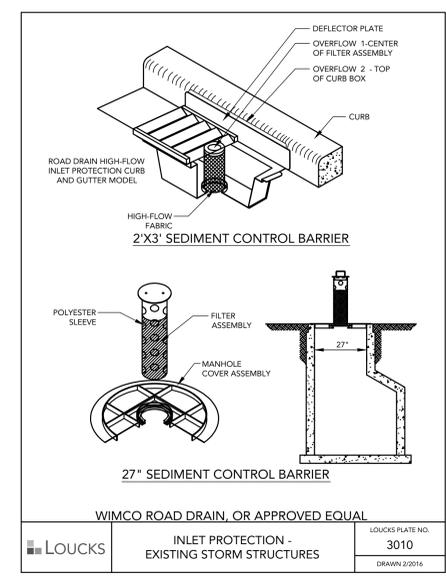
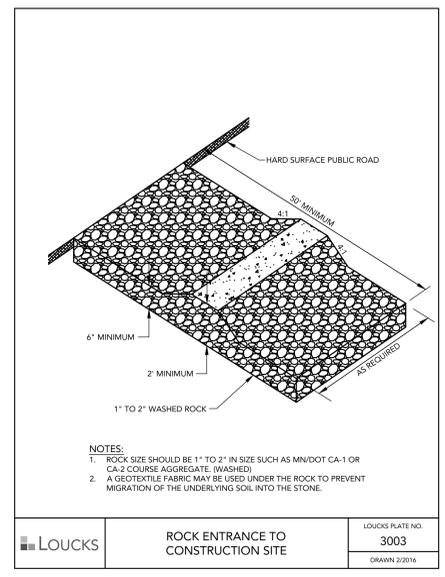
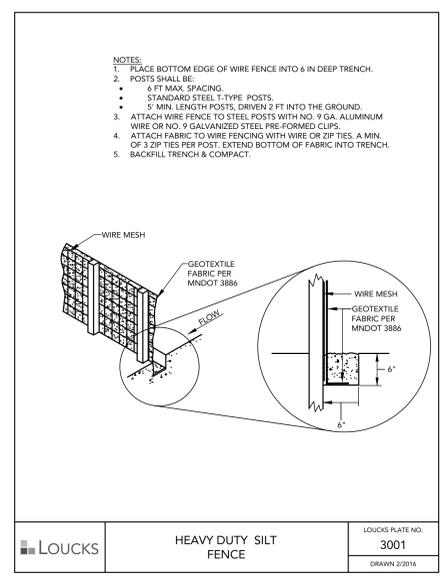
STATE, FEDERAL AGENCIES, PROFESSIONAL OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT. AN UPDATE REFRESHER TRAINING MUST BE ATTENDED EVERY THREE (3) YEARS STARTING THREE (3) YEARS FROM THE ISSUANCE DATE OF THIS PERMIT.



2. **LIST OF CONTACTS**

TITLE	CONTACT	COMPANY	PHONE NUMBER
OWNER	BRAD PFEIFER	PROTO LABS	612-404-3806
PROJECT MANAGER	MICHAEL ST. MARTIN	LOUCKS	763-496-6713
SWPPP DESIGNER	ZACHARY WEBBER	LOUCKS	763-496-6753
CONTRACTOR	JOE MCPHERSON	GORDON JAMES CONSTRUCTION	763-479-3117
SITE MANAGER	TBD		

* MPCA 24HR. HAZARDOUS SPILL HOTLINE: 651-649-5457 OF 80420798



PROTO LABS EXPANSION
MAPLE PLAIN, MN

PROTO LABS, INC.
5540 PIONEER CREEK DR
MAPLE PLAIN, MN 55359

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksciv.com

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CADD QUALIFICATION
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SUBMITTAL/REVISIONS
07/28/16 WATERSHED SUBMITTAL
08/02/16 CITY SUBMITTAL

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

Michael J. St. Martin - PE
Date

License No. 24440

QUALITY CONTROL
Loucks Project No. 16245
Project Lead MJS
Drawn By ZHW
Checked By MJS
Review Date 07/28/16

SHEET INDEX
CO-1 COVER SHEET
C1-1 EXISTING CONDITIONS
C2-1 SITE PLAN
C3-1 GRADING PLAN
C3-2 SWPPP PLAN
C3-3 SWPPP NOTES
C4-1 UTILITY PLAN
C8-1 DETAILS
L1-1 LANDSCAPE PLAN

STORMWATER POLLUTION PREVENTION PLAN NOTES

C3-3

EXISTING	CIVIL LEGEND	PROPOSED
○	SANITARY MANHOLE	●
○	STORM MANHOLE	○
○	CATCH BASIN	○
○	CAVERT	○
○	HYDRANT	○
○	GATEVALVE	○
○	POST INDICATOR VALVE	○
○	LIGHT POLE	○
○	POWER POLE	○
○	SDN	○
○	BENCHMARK	○
○	SOIL BORINGS	○
○	WATER MANHOLE	○
○	TELEPHONE MANHOLE	○
○	UTILITY MANHOLE	○
○	ELECTRIC MANHOLE	○
○	WATER SERVICE	○
○	SANITARY SERVICE	○
○	HANDICAP PARKING	○
○	DIRECTION OF FLOW	○
○	SPOT ELEVATION	○
○	CONTOURS	○
○	SANITARY SEWER	○
○	STORM SEWER	○
○	WATERMAIN	○
○	FORCEMAN	○
○	DRAINILE	○
○	BLT FENCE	○
○	CURB & GUTTER	○
○	RETAINING WALL	○
○	TREELINE	○
○	EASEMENT LINE	○
○	SETBACK LINE	○
○	FENCE LINE	○
○	UNDERGROUND TELE	○
○	UNDERGROUND GAS	○
○	OVERHEAD UTILITY	○

STORM SEWER SCHEDULE

STRUCTURE NO.	CASTING	MANHOLE SIZE
CB 100	R-3067	2' X 3' PRECAST
CBMH 110	R-3067	48" PRECAST
OCS 200	R-2560-EA	48" PRECAST
STMH 210	R-1642	48" PRECAST
STMH 220	R-1642	48" PRECAST
STMH 230	R-1642	48" PRECAST

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SUBMITTAL/REVISIONS

DATE	REVISION
07/28/16	WATERSHED SUBMITTAL
08/02/16	CITY SUBMITTAL

PROFESSIONAL SIGNATURE

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

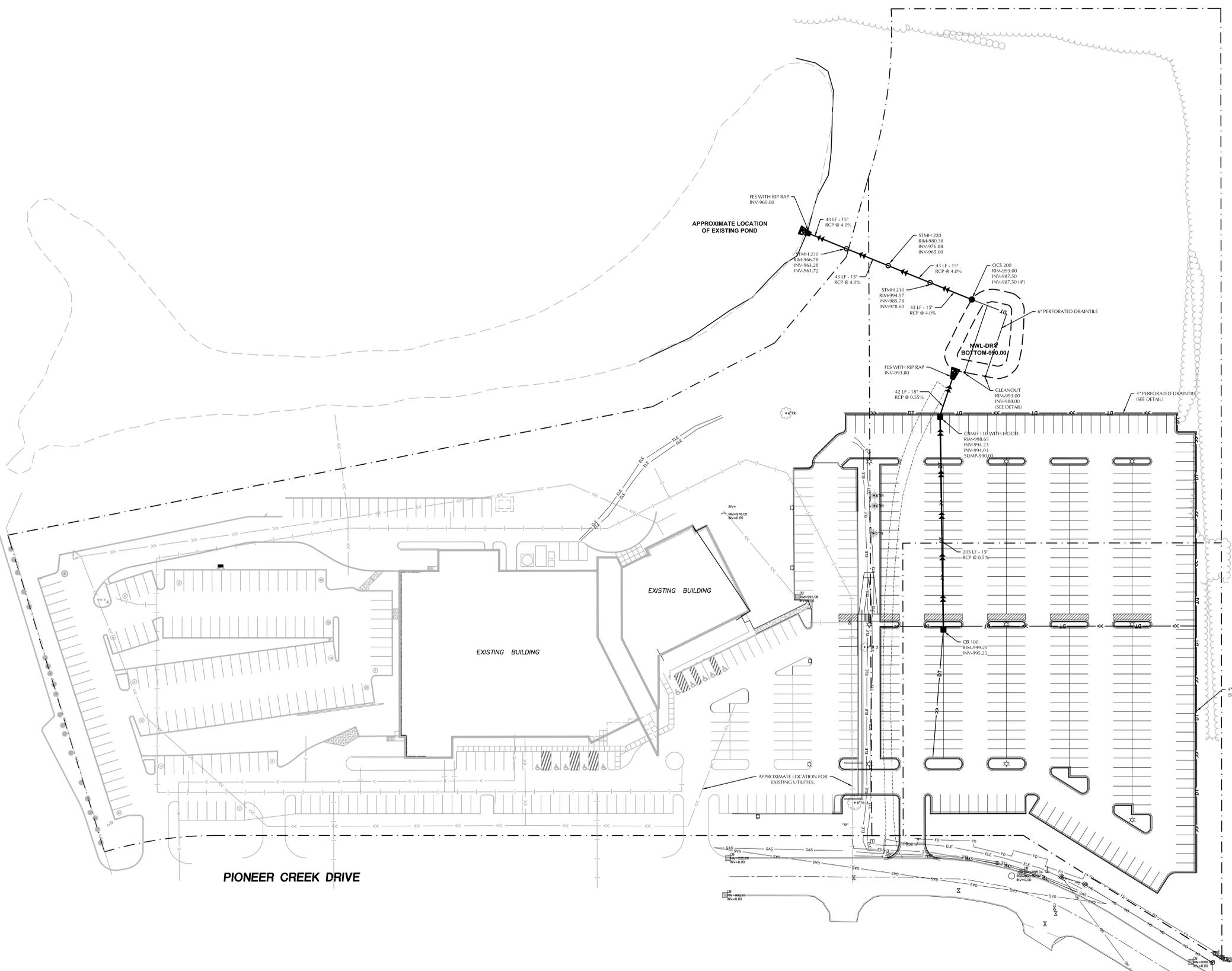
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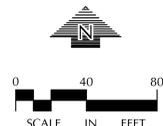
SHEET INDEX

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C4-1	UTILITY PLAN
C8-1	DETAILS
L1-1	LANDSCAPE PLAN



UTILITY NOTES

- ALL SANITARY SEWER, STORM SEWER AND WATERMAIN UTILITIES SHALL BE FURNISHED AND INSTALLED PER THE REQUIREMENTS OF THE SPECIFICATIONS, THE MINNESOTA PLUMBING CODE, THE LOCAL GOVERNING UNIT, AND THE STANDARD UTILITIES SPECIFICATION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM), 2013 EDITION.
- ALL UTILITY PIPE BEDDING SHALL BE COMPACTED SAND OR FINE GRANULAR MATERIAL. ALL COMPACTION SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CEAM SPECIFICATION AND THE GEOTECHNICAL REPORT.
- ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE PERFORMED PER THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTIONS. THE CITY DEPARTMENT OF ENGINEERING AND BUILDING INSPECTIONS DEPARTMENT AND THE CONSTRUCTION ENGINEER MUST BE NOTIFIED AT LEAST 48 HOURS PRIOR TO ANY WORK WITHIN THE PUBLIC RIGHT OF WAY, OR WORK IMPACTING PUBLIC UTILITIES.
- ALL STORM SEWER, SANITARY SEWER AND WATER SERVICES SHALL TERMINATE 5' FROM THE BUILDING FACE UNLESS OTHERWISE NOTED.
- A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES UNLESS OTHERWISE NOTED.
- ALL NEW WATERMAIN AND SERVICES MUST HAVE A MINIMUM OF 8.0 FEET OF COVER. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. THE CONTRACTOR SHALL FIELD ADJUST WATERMAIN TO AVOID CONFLICTS WITH SANITARY SEWER, STORM SEWER, AND SERVICES AS REQUIRED. INSULATION OF WATER AND SANITARY SEWER LINES SHALL BE PROVIDED WHERE 8.0 FEET MINIMUM DEPTH CAN NOT BE ATTAINED.
- ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
- PROPOSED PIPE MATERIALS:
STORM SEWER RCP 12" TO 18" DIAMETER
DRAINILE PVC 4" TO 6" DIAMETER
- ALL PORTIONS OF THE STORM SEWER SYSTEM, INCLUDING CATCH BASINS, LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED ACCORDANCE WITH MINNESOTA RULES, PART 4715.2820
- ALL JOINTS AND CONNECTIONS IN THE STORM SEWER SYSTEM SHALL BE GASTIGHT OR WATERTIGHT (SEE MINNESOTA RULES, PART 4715.0700). APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATERTIGHT CONNECTIONS TO MANHOLES, CATCHBASINS, AND OTHER STRUCTURES.
- HIGH-DENSITY POLYETHYLENE (HDPE) STORM DRAINS MUST COMPLY WITH MINNESOTA RULES, PART 4715.0540:
a. PIPES 4-INCH TO 10-INCH IN SIZE MUST COMPLY WITH AASHTO M252.
b. PIPES 12-INCH TO 60-INCH IN SIZE MUST COMPLY WITH ASTM F2306.
c. ALL FITTINGS MUST COMPLY WITH ASTM D3212.
d. WATER-TIGHT JOINTS MUST BE USED AT ALL CONNECTIONS INCLUDING STRUCTURES.



CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

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NOT FOR CONSTRUCTION

PLANT SCHEDULE					
DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	CAL
SGM	5	SIENNA GLEN MAPLE	Acer freemanii 'Sienna Glen'	B & B	2.5'Cal
CH	10	COMMON HACKBERRY	Celtis occidentalis	B & B	2.5'Cal
BO	8	BURR OAK	Quercus macrocarpa	B & B	2.5'Cal
GL	6	GREENSPIRE LINDEN	Tilia cordata 'Greenspire'	B & B	2.5'Cal
EVERGREEN TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	CAL
BS	7	BLACK HILLS SPRUCE	Picea glauca 'Densata'	B & B	
AP	7	AUSTRIAN PINE	Pinus nigra	B & B	
ORNAMENTAL TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	CAL
SSC	1	SPRING SNOW CRABAPPLE	Malus x 'Spring Snow'	B & B	1.5'Cal
GRASSES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE AT PLANTING
FG	81	FEATHER REED GRASS	Calamagrostis x acutiflora 'Karl Foerster'	1 gal	
PERENNIALS	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE AT PLANTING
BAD	19	BAJA DAYLILY	Hemerocallis x 'Baja'	1 gal	
SD	22	STELLA D'ORO DAYLILY	Hemerocallis x 'Stella de Oro'	1 gal	



IRRIGATION NOTES:

VERIFY EXISTING/PROPOSED IRRIGATION SYSTEM LAYOUT AND CONFIRM COMPLETE LIMITS OF IRRIGATION PRIOR TO SUPPLYING SHOP DRAWINGS.

LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AN IRRIGATION LAYOUT PLAN AND SPECIFICATION AS A PART OF THE SCOPE OF WORK WHEN BIDDING. THESE SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO ORDER AND/OR INSTALLATION. IT SHALL BE THE LANDSCAPE CONTRACTORS RESPONSIBILITY TO INSURE THAT ALL SODDED/SEEDED AND PLANTED AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ABUTTING BUILDING FOUNDATION.

THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN IRRIGATION SCHEDULE APPROPRIATE TO THE PROJECT SITE CONDITIONS AND TO PLANT MATERIAL GROWTH REQUIREMENTS.

IRRIGATION SYSTEM IS NOT TO SPRINKLE ACROSS PAVEMENT. THE SYSTEM SHALL INCORPORATE A RAIN SENSOR UNTO IRRIGATION SYSTEM.

PLANTINGS OUTSIDE THE LIMITS OF IRRIGATION ARE TO BE WATERED REGULARLY UNTIL PLANTING/SOD/SEED HAS BEEN ESTABLISHED.

LANDSCAPE INSTALLATION:

COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.

NO PLANTING WILL BE INSTALLED UNTIL COMPLETE GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.

WHERE SOD/SEED ABUTS PAVED SURFACES, FINISHED GRADE OF SOD/SEED SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.

SEED ALL AREAS DISTURBED DUE TO GRADING OTHER THAN THOSE AREAS NOTED TO RECEIVE SOD. SEED SHALL BE INSTALLED AND MULCHED AS PER MNDOT SPECS.

SOD ALL DESIGNATED AREAS DISTURBED DUE TO GRADING. SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, THE SOD SHALL BE STAKED TO THE GROUND.

ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERMEN. UNLESS NOTED OTHERWISE, ALL SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED MINIMUM SHRUB HEIGHT OR WIDTH. ORNAMENTAL TREES SHALL HAVE NO V CROTCHES AND SHALL BEGIN BRANCHING NO LOWER THAN 3' ABOVE ROOT BALL. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 5' ABOVE FINISHED GRADE.

ANY CONIFEROUS TREE PREVIOUSLY PRUNED FOR CHRISTMAS TREE SALES SHALL NOT BE USED. ALL CONIFEROUS TREES SHALL BE FULL FORM, NATURAL TO THE SPECIES, WITHOUT PRUNING.

PLAN TAKES PRECEDENCE OVER PLANT SCHEDULE IF DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED OF THE LANDSCAPE ARCHITECT BY THE LANDSCAPE CONTRACTOR PRIOR TO THE SUBMISSION OF A BID AND/OR QUOTATION.

ALL PROPOSED PLANTS SHALL BE LOCATED AND STAKED AS SHOWN ON PLAN. ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS MAY BE NEEDED IN FIELD. SHOULD AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED.

ALL PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH A 27-3-3 SLOW RELEASE FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS. PLANTS MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 27-3-3 AT 6 OZ PER 2.5' CALIPER PER TREE AND 3 OZ PER SHRUB WITH AN ADDITIONAL APPLICATION OF 27-3-3 THE FOLLOWING SPRING IN THE TREE SAUCER.

ALL PLANTING AREAS RECEIVING GROUND COVER, PERENNIALS, ANNUALS, AND/OR VINES SHALL RECEIVE A MINIMUM OF 12" DEPTH OF PLANTING SOIL CONSISTING OF AT LEAST 45 PARTS TOPSOIL, 45 PARTS PEAT OR MANURE AND 10 PARTS SAND.

ALL PLANTS TO BE INSTALLED AS PER PLANTING DETAILS. REMOVE ALL FLAGGING AND LABELS FROM PLANTS.

WRAPPING MATERIAL SHALL BE CORRUGATED PVC PIPING 1" GREATER IN

WATERPROOF CREPE PAPER MANUFACTURED FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO 12-1 AND REMOVE ALL WRAPPING AFTER 5-1.

BLACK POLY EDGER TO BE USED TO CONTAIN SHRUBS, PERENNIALS, AND ANNUALS WHERE BED MEETS SOD/SEED UNLESS NOTED OTHERWISE.

ALL ANNUAL AND PERENNIAL PLANTING BEDS TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH WITH NO WEED BARRIER.

ALL SHRUB BED MASSINGS TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH AND FIBER MAT WEED BARRIER.

ALL TREES TO RECEIVE 4" DEEP SHREDDED HARDWOOD MULCH WITH NO MULCH IN DIRECT CONTACT WITH TREE TRUNK.

SPREAD GRANULAR PRE EMERGENT HERBICIDE (PREEN OR EQUAL) PER MANUFACTURER'S RECOMMENDATIONS UNDER ALL MULCHED AREAS.

MAINTENANCE STRIPS TO HAVE EDGER AND MULCH AS SPECIFIED/INDICATED ON DRAWING OR IN SPECIFICATION.

IF THE LANDSCAPE CONTRACTOR IS CONCERNED OR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS OR ANY OTHER SITE CONDITION WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR GUARANTEE, HE MUST BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO PROCUREMENT AND/OR INSTALLATION.

CONTRACTOR SHALL SUBMIT A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION OF ALL LANDSCAPE AND SITE IMPROVEMENTS.

CONTRACTOR IS RESPONSIBLE FOR ON-GOING MAINTENANCE OF ALL NEWLY INSTALLED MATERIALS UNTIL TIME OF OWNER ACCEPTANCE. ANY ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO OWNER ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL PROVIDE THE OWNER WITH A MAINTENANCE PROGRAM INCLUDING, BUT NOT NECESSARILY LIMITED TO, PRUNING, FERTILIZATION AND DISEASE/PEST CONTROL.

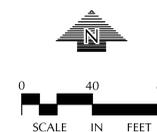
CONTRACTOR SHALL GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FROM THE DATE OF OWNER ACCEPTANCE.

WARRANTY (ONE FULL GROWING SEASON) FOR LANDSCAPE MATERIALS SHALL BEGIN ON THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AFTER THE COMPLETION OF PLANTING OF ALL LANDSCAPE MATERIALS. NO PARTIAL ACCEPTANCE WILL BE CONSIDERED.

UNLESS NOTED OTHERWISE THE APPROPRIATE DATES FOR SPRING PLANT MATERIAL INSTALLATION AND SEED/SOD PLACEMENT IS FROM THE TIME GROUND HAS THAWED TO JUNE 15.

FALL SODDING IS GENERALLY ACCEPTABLE FROM AUGUST 15 - NOVEMBER 1. FALL SEEDING FROM AUGUST 15 - SEPTEMBER 15; DORMANT SEEDING IN THE FALL SHALL NOT OCCUR PRIOR TO NOVEMBER 1. FALL CONIFEROUS PLANTING MAY OCCUR FROM AUGUST 15 - OCTOBER 1 AND DECIDUOUS PLANTING FROM THE FIRST FROST UNTIL NOVEMBER 15. PLANTING OUTSIDE THESE DATES IS NOT RECOMMENDED. ANY ADJUSTMENT MUST BE APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.

LANDSCAPE CONTRACTOR SHALL ESTABLISH TO HIS SATISFACTION THAT SOIL AND COMPACTION CONDITIONS ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AT AND AROUND THE BUILDING SITE.

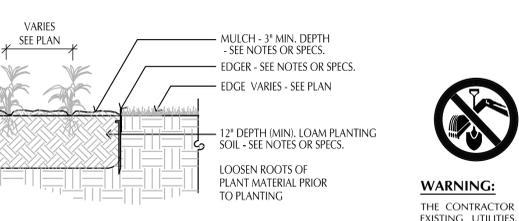
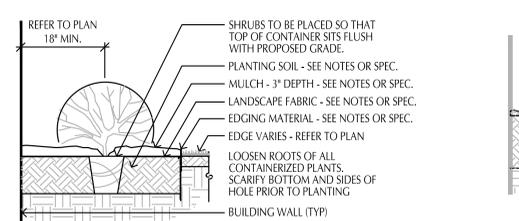
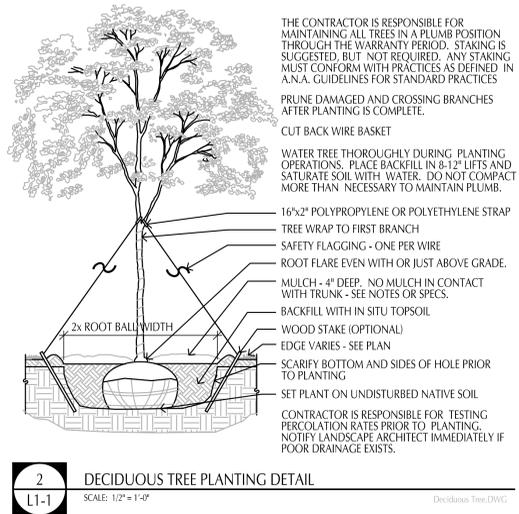
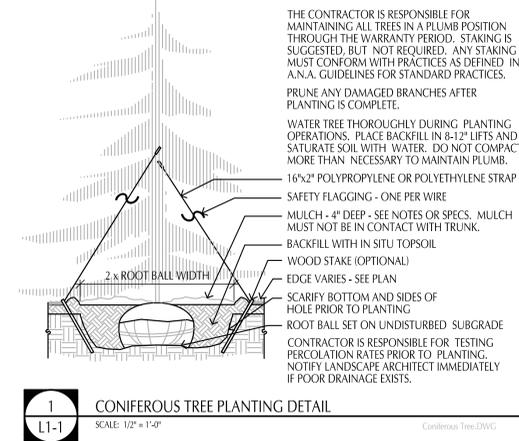
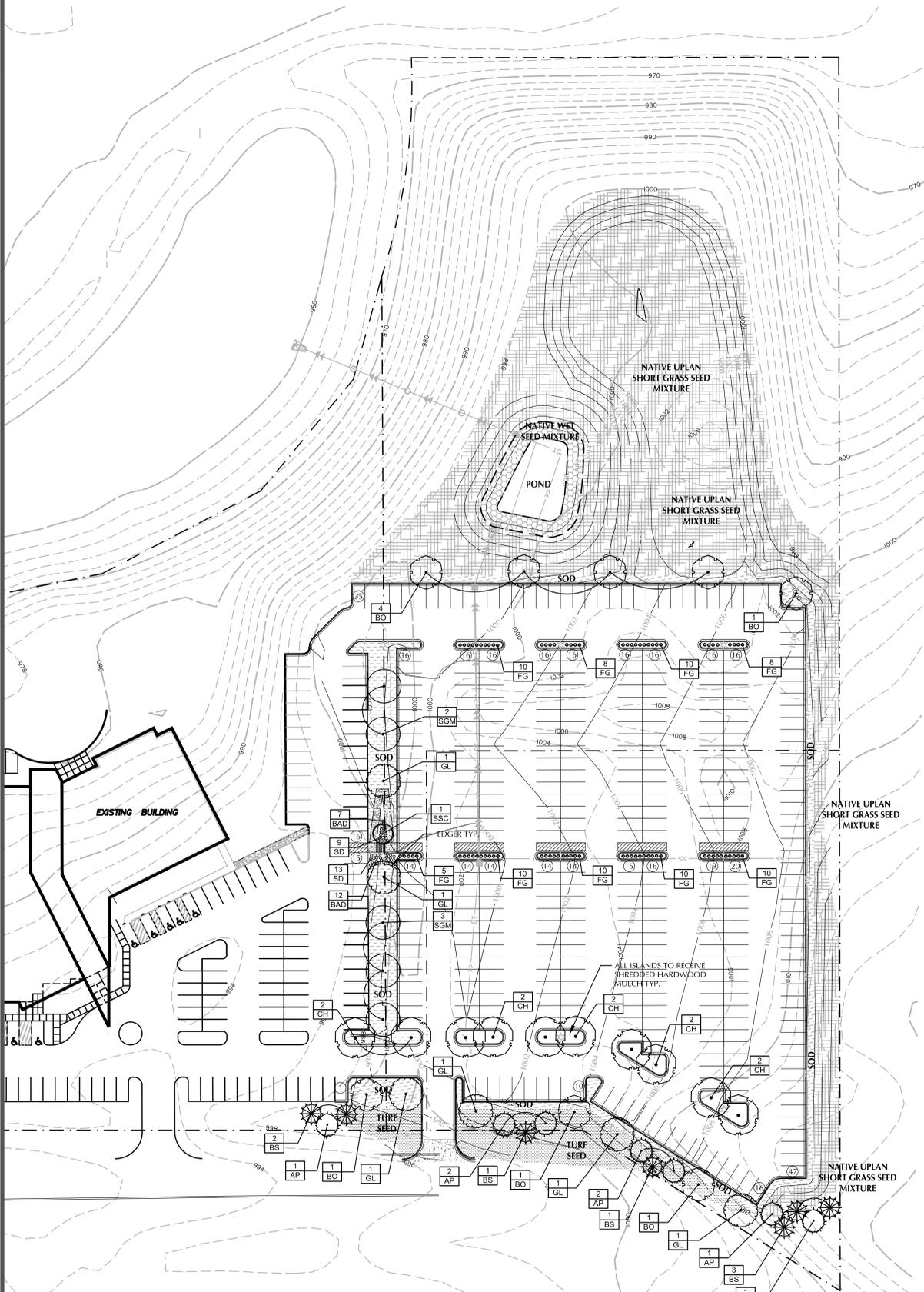


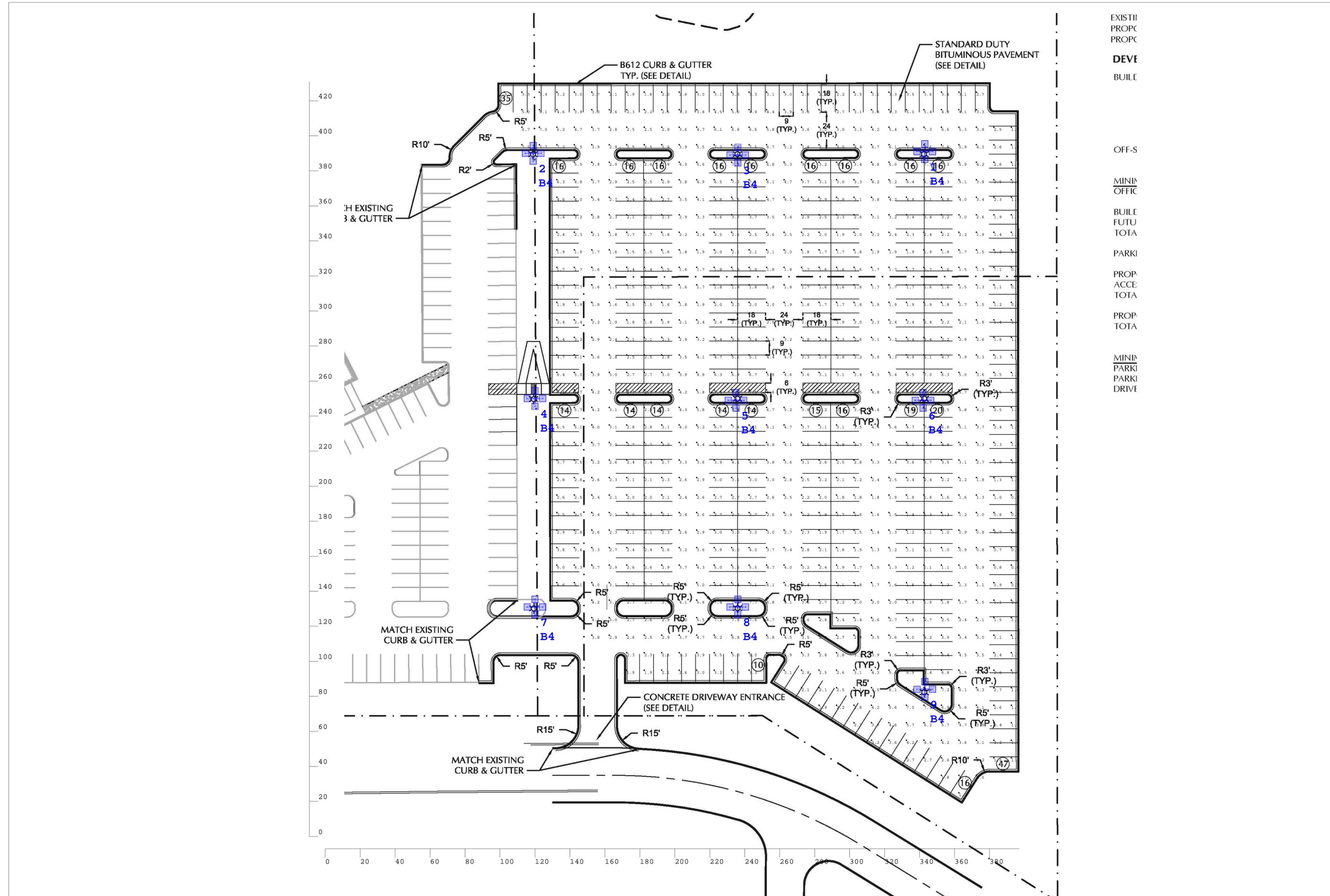
CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.





Scale: 1 inch= 25 Ft.

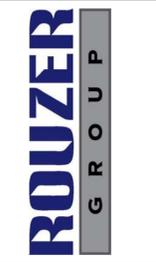
EXISTII
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 BUILT
 FUTU
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 ACCE
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 PROP.
 TOTA
 MINII
 PARKI
 PARKI
 DRIVE

The Lighting Analysis, software, Energy Analysis and/or Visual Simulation (Lighting Analysis) provided by ROUZER ("ROUZER") represents an anticipated prediction of lighting system performance based on design assumptions and information provided by others that has not been field verified by ROUZER and no warranty is made by ROUZER for the accuracy of the results. ROUZER does not warrant or represent that the design recommendations and other information in this document are suitable for any specific project. ROUZER's design recommendations are based on the information provided and are not intended to be used for any other purpose. ROUZER's design recommendations are based on the information provided and are not intended to be used for any other purpose. ROUZER's design recommendations are based on the information provided and are not intended to be used for any other purpose.

Scale: as noted
Date: 8/4/2016
Filename: Proto add on.AGI
Drawn By: Matt Welch

Job Name: Proto add on
 Lighting Layout
 Version A

Prepared For: Brandon Messer

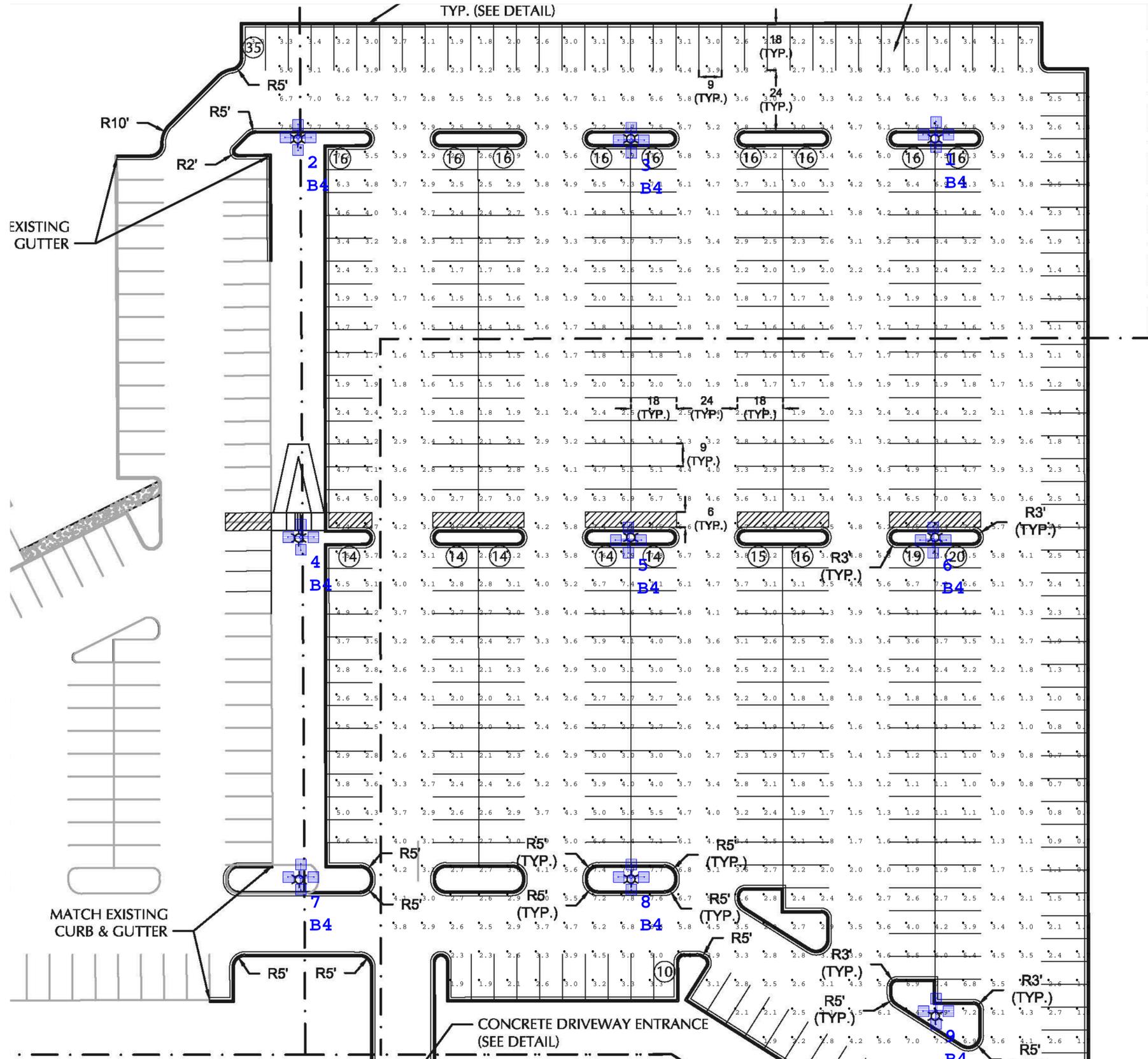


Filename: C:\Users\matt\Desktop\AGI\Proto add on.AGI

Calculation Summary												
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Description	PtSpcLr	PtSpcTb	Meter Type	
New Lot	Illuminance	Fc	3.29	7.9	0.6	5.48	13.17	Readings taken at 0'-0" AFG	10	10	Horizontal	

Luminaire Schedule													
Symbol	Qty	Tag	Label	Arrangement	Lum. Lumens	Arr. Lum. Lumens	LLF	Description	Lum. Watts	Arr. Watts	Total Watts	Filename	
+	9	B4	ALED4T125 4 @ 90°	4 @ 90 DEGREES	12805	51220	1.000	ALED4T125 4 @ 90°	136.3	545.2	4906.8	ALED4T125 - Cool - ITL80134.IES	

Expanded Luminaire Location Summary						
LumNo	Tag	X	Y	MTG HT	Orient	Tilt
1	B4	344.5	391	30	0	0
1	B4	343	392.5	30	90	0
1	B4	341.5	391	30	180	0
1	B4	343	389.5	30	270	0
2	B4	120.5	390	30	0	0
2	B4	119	391.5	30	90	0
2	B4	117.5	390	30	180	0
2	B4	119	388.5	30	270	0
3	B4	237.5	389	30	0	0
3	B4	236	390.5	30	90	0
3	B4	234.5	389	30	180	0
3	B4	236	387.5	30	270	0
4	B4	121.5	250	30	0	0
4	B4	120	251.5	30	90	0
4	B4	118.5	250	30	180	0
4	B4	120	248.5	30	270	0
5	B4	236.5	249	30	0	0
5	B4	235	250.5	30	90	0
5	B4	233.5	249	30	180	0
5	B4	235	247.5	30	270	0
6	B4	343.5	249	30	0	0
6	B4	342	250.5	30	90	0
6	B4	340.5	249	30	180	0
6	B4	342	247.5	30	270	0
7	B4	121.5	131	30	0	0
7	B4	120	132.5	30	90	0
7	B4	118.5	131	30	180	0
8	B4	237.5	131	30	0	0
8	B4	236	132.5	30	90	0
8	B4	234.5	131	30	180	0
8	B4	236	129.5	30	270	0
9	B4	344.5	84	30	0	0
9	B4	343	85.5	30	90	0
9	B4	341.5	84	30	180	0
9	B4	343	82.5	30	270	0
Total Quantity: 36						



NOTES:

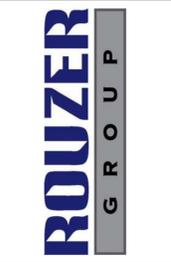
- * The light loss factor (LLF) is a product of many variables, only lamp lumen depreciation (LLD) has been applied to the calculated results unless otherwise noted. The LLD is the result (quotient) of mean lumens / initial lumens per lamp manufacturers' specifications.
- * Illumination values shown (in footcandles) are the predicted results for planes of calculation either to the plane of calculation.
- * The calculated results of this lighting simulation represent an anticipated prediction of system performance. Actual measured results may vary from the anticipated performance and are subject to means and methods which are beyond the control of the designer.
- * Mounting height determination is job site specific, our lighting simulations assume a mounting height (insertion point of the luminaire symbol) to be taken at the top of the symbol for ceiling mounted luminaires and at the bottom of the symbol for all other luminaire mounting configurations.
- * RAB Lighting Inc. luminaire and product designs are protected under U.S. and International intellectual property laws. horizontal, vertical or inclined as designated in the calculation summary. Meter orientation is normal. Patents issued or pending apply.

The Lighting Analysis, software, Energy Analysis and/or Visual Simulation (including lighting) provided by ROUZER Lighting Inc. represents an anticipated prediction of lighting system performance based on the design information provided. The design information provided by ROUZER Lighting Inc. is based on the information provided by others and has not been field verified by ROUZER Lighting Inc. ROUZER Lighting Inc. does not warrant, represent or guarantee the accuracy or reliability of the information provided. ROUZER Lighting Inc. is not responsible for any errors or omissions in the information provided. ROUZER Lighting Inc. is not responsible for any errors or omissions in the information provided. ROUZER Lighting Inc. is not responsible for any errors or omissions in the information provided. ROUZER Lighting Inc. is not responsible for any errors or omissions in the information provided.

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 Lighting Layout
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Filename: C:\Users\matt\Desktop\AGI\Proto add on.AGI



Dakota Supply Group, Inc.
 475 West Minnehaha
 St. Paul, MN 55103

651-224-5781 651-224-5902 FAX

To: Kevin K. Proto Labs 5540 Pioneer Creek Drive Maple Plain, MN 55359	Proj: PROTO LABS - NEW PARKING LOT ADD'T Maple Plain, MN Bid Date: 08/05/16
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Arch:	Engr:
Spec: DSG - d/b	Cont: Proto/Bright Side

Remarks:

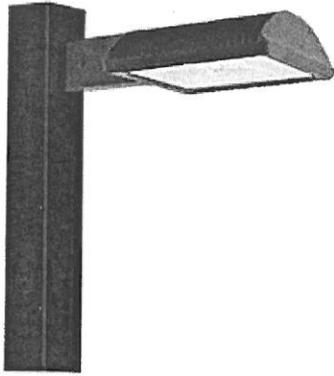
Qty	Type	Mfg	Description	Unit Price	Extd.Price
36		RAB	ALED4T125	575.00	\$20700.00
9		RAB	PS5-07-30D4/(4)ABK5	955.00	\$8595.00
Total ====					\$29295.00

F.O.B. PER MANUFACTUER	Terms: Net 30 Days	Lead time: VARIES PER MFG.
Prices firm for entry by: 09-03-16	Shipment by: 10-03-16	

STANDARD TERMS AND CONDITIONS APPLY TO ALL SALES, REVIEW ATTACHED.
 ADD FREIGHT FOR PRE-SHIPMENT OF ANCHOR BOLTS.
 NORMAL FREIGHT TERMS PER MANUFACTURE SHALL APPLY.

Printed 08/04/16 15:04:52 Per: Steve Holstein - Quotations

ALED4T125



Specification grade area lights available with IES Type IV distribution. Suited for mounting on the sides of buildings and walls, and for illuminating the perimeter of parking areas. Replaces up to 1000W HID fixtures. Patent pending management system. 5 Year Warranty.

Color: Bronze

Weight: 32.0 lbs

Project:	Type:
Prepared By:	Date:

Driver Info		LED Info	
Type:	Constant Current	Watts:	125W
120V:	1.12A	Color Temp:	5000K
208V:	0.70A	Color Accuracy:	65 CRI
240V:	0.61A	L70 Lifespan:	100000
277V:	0.52A	Lumens:	12,805
Input Watts:	136W	Efficacy:	94 LPW
Efficiency:	92%		

Technical Specifications

Listings

UL Listing:

Suitable for wet locations.

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80, and have been received the Department of Energy "Lighting Facts" label.

Dark Sky Approved:

The International Dark Sky Association has approved this product as a full cutoff, fully shielded luminaire.

DLC Listed:

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities.
DLC Product Code: P0000177P

LED Characteristics

Lifespan:

100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations.

LEDs:

Multi-chip, high-output, long-life LEDs

Color Stability:

LED color temperature is warranted to shift no more than 200K in CCT over a 5 year period.

Color Uniformity:

RAB's range of CCT (Correlated Color Temperature) follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2011.

Construction

IES Classification:

The Type IV distribution (also known as a Forward Throw) is especially suited for mounting on the sides of buildings and walls, and for illuminating the perimeter of parking areas. It produces a semiCircular distribution with essentially the same candlepower at lateral angles from 90° to 270°.

Effective Projected Area:

EPA = 0.75

Ambient Temperature:

Suitable for use in 40°C (104°F) ambient temperatures

Cold Weather Starting:

The minimum starting temperature is -40°C/-40°F

Thermal Management:

Superior thermal management with external Air-Flow fins.

Housing:

Die-cast aluminum housing, lens frame and mounting arm.

Mounting:

Heavy-duty mounting arm with "O" ring seal & stainless steel screws

Reflector:

Specular vacuum-metallized polycarbonate

Gaskets:

High-temperature silicone gaskets

IP Rating:

Ingress Protection rating of IP66 for dust and water.

Finish:

Our environmentally friendly polyester powder coatings are formulated for high-durability and long-lasting color, and contains no VOC or toxic heavy metals.

Green Technology:

Mercury and UV free, and RoHS compliant. Polyester powder coat finish formulated without the use of VOC or toxic heavy metals.

For use on LEED Buildings:

IDA Dark Sky Approval means that this fixture can be used to achieve LEED Credits for Light Pollution Reduction.

Electrical

Drivers:

Two Drivers, Constant Current, Class 2, 1750mA, 100-277V, 50/60Hz, 1.1A, Power Factor 99%

THD:

5.3% at 120V, 15.4% at 277V

Surge Protection:

4kV

Optical

Replacement:

The ALED125 replaces 320W Metal Halide Area Lights.

BUG Rating:

B1 U0 G2

Technical Specifications (continued)

Other

California Title 24:

See ALED4T125/D10, ALED4T125/BL, ALED3T125/PCS, ALED4T125/PCS2, or ALED4T125/PCT for a 2013 California Title 24 compliant product.

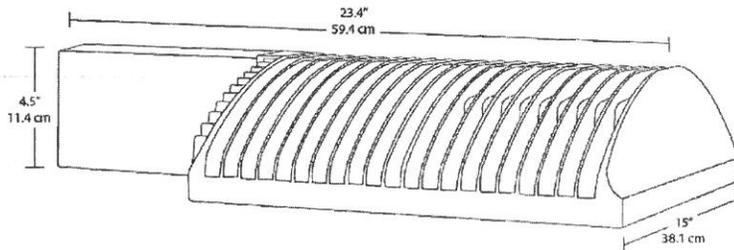
Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish.

ALED4T125



Dimensions

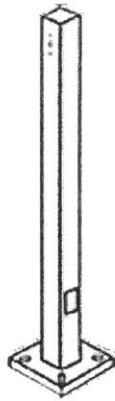


Features

- 66% energy cost savings vs. HID
- 100,000-hour LED lifespan
- Type IV distribution
- 5-year warranty

Ordering Matrix

Family	Distribution	Watts	Mount	Color Temp	Finish	Voltage	Photocell	Dimming	Bi-Level
ALED	4T	125							
	2T = Type II	360 = 360W	= Arm	= 5000K (Cool)	= Bronze	= 120-277V	= No Photocell	= No Dimming	= No Bi-Level
	3T = Type III	260 = 260W	SF = Slipfitter	Y = 3000K (Warm)	W = White	/480 = 480V	/PC = 120V Button	/D10 = Dimmable	/BL = Bi-Level
	4T = Type IV	150 = 150W		N = 4000K (Neutral)	RG = Gray		/PC2 = 277V Button		
		125 = 125W					/PCS = 120V Swivel		
		105 = 105W					/PCS2 = 277V Swivel		
		78 = 78W					/PCT = 120-277V Twistlock		
							/PCS4 = 480V Swivel		
							/PCT4 = 480V Twistlock		



Square steel poles drilled for 2 Area Lights at 180°. Designed for ground mounting. Poles are stocked nationwide for quick shipment. Protective packaging ensures poles arrive at the job site good as new.

Color: Bronze

Weight: 433.0 lbs

Project:	Type:
Prepared By:	Date:

Lamp Info		Ballast Info	
Type:	N/A	Type:	N/A
Watts:	0W	120V:	N/A
Shape/Size:	N/A	208V:	N/A
Base:	N/A	240V:	N/A
ANSI:	N/A	277V:	N/A
Hours:	N/A	Input Watts:	0W
Lamp Lumens:	N/A		
Efficacy:	N/A		

Technical Specifications

Listings

CSA Listed:

Suitable for wet locations.

Construction

Shaft:

46,000 p.s.i. minimum yield.

Hand Holes:

Reinforced with grounding lug and removable cover.

Base Plates:

36,000 p.s.i. minimum yield.

Shipping Protection:

All poles are shipped in individual corrugated cartons to prevent finish damage.

Color:

Bronze powder coating.

Height:

30 FT.

Gauge:

7

Wall Thickness:

3/16"

Shaft Size:

5"

Hand Hole Dimensions:

3" x 5"

Bolt Circle:

11"

Base Dimension:

11"

Weight:

433 lbs.

Anchor Bolt:

Galvanized anchor bolts and galvanized hardware and anchor bolt template. All bolts have a 3" hook.

Anchor Bolt Templates:

WARNING Template must be printed on 11" x 17" sheet for actual size. CHECK SCALE BEFORE USING. Templates shipped with anchor bolts and available .

Pre-Shipped Anchor Bolts:

Bolts can be pre-shipped upon request for additional freight charge.

MaxEPA's/Max Weights:

70MPH 12.1 ft_/300 lb
 80MPH 7.8 ft_/195 lb
 90MPH 4.7 ft_/115 lb
 100MPH 2.4 ft_/60 lb
 110MPH 0.7 ft_/15 lb.

Other

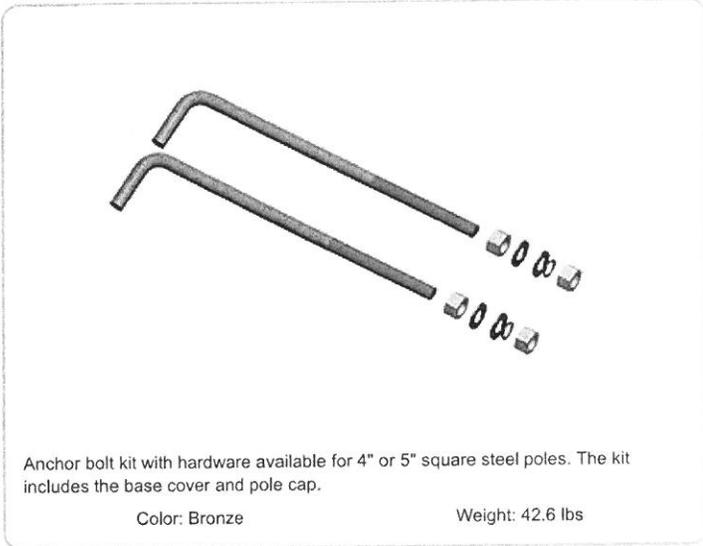
Terms of Sale:

Pole Terms of Sale is available .

Features

- Designed for ground mounting
- Heavy duty TGIC polyester coating
- Reinforced hand holes with grounding lug and removable cover for easy wiring access
- Anchor Bolt Kit includes pole cap and base cover (sold separately)
- Custom manufactured for each application

ABK5



Project:	Type:
Prepared By:	Date:

Technical Specifications

Other

Description:

Anchor bolt kit. Hardware for 5" square steel poles.

Country of Origin:

Designed by RAB in New Jersey and assembled in the USA by RAB's IBEW Local 3 workers.

Buy American Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Buy American Act.

Recovery Act (ARRA) Compliant:

This product complies with the 52.225-21 "Required Use of American Iron, Steel, and Manufactured Goods-- Buy American Act-- Construction Materials (October 2010).

Trade Agreements Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Trade Agreements Act.

GSA Schedule:

Suitable in accordance with FAR Subpart 25.4.

Construction

Finish:

Our environmentally friendly polyester powder coatings are formulated for high-durability and long-lasting color, and contains no VOC or toxic heavy metals.

STANDARD TERMS AND CONDITIONS APPLYING TO ALL SALES

GENERAL TERMS AND CONDITIONS

All sales of material or equipment are expressly conditioned upon the terms and conditions set forth below. Any additional or different terms or conditions set forth in the purchase order of the Purchaser or in any similar such communications are hereby objected to and shall not be binding nor effective unless asserted to in writing

PRICE QUOTATIONS

All quotations are made in accordance with our interpretation of the plans and specifications. Quotations include only the materials listed and are subject to correction for errors. Deviations in quantities may modify prices quoted. Quotations are void unless accepted within 30 days from the date therefore, unless otherwise provided.

Any orders resulting from quotations are subject to the approval of our credit department.

In case of a price increase, any unfilled portion of any order will be billed at the price in effect at the time of shipment unless otherwise stated in quotation.

Prices quoted do not include any state or federal taxes.

All materials specified in quotations are to be within the limits and sizes of the manufacturer and subject to standard manufacturing practices

Possession of a quotation does not necessarily constitute an offer to sell.

SALES PRICES AND TERMS

Unless otherwise noted, all prices are subject to change without notice. Prices do not include sales, uses, excise or similar taxes and where applicable, such taxes shall be billed as a separate item and paid by the Purchaser. Terms as stated on invoice. Unless otherwise noted, all sales are made f.o.b. point of shipment; In all cases, title shall pass upon delivery to the carrier at point of shipment and thereafter all risk of loss or damage shall be upon the Purchaser. Where Purchaser is to inspect or test, inspection and acceptance must be made before shipment.

CLAIMS

We can offer you aid in the prompt filing of reports on claims or adjustments for goods damaged in shipment. However, the responsibility must be assumed by you.

DELIVERY

We shall not be liable for failure to deliver or for delays in delivery or performance due to (1) causes beyond our reasonable control, or (2) acts of God, acts of purchaser, acts of civil or military authority, priorities or other governmental allocations or controls, fires, strikes, or other labor difficulties, riots and other civil disturbances, delays in its usual source of supply, delays in transportation, or (3) any other commercial impracticability. In the event of any such delay, the date of delivery or performance shall be extended for a period equal to the time lost by reason of the delay.

PAYMENT

Each shipment or delivery shall be deemed to have been sold under a separate and independent contract. If in our judgement, the purchaser is unable or unwilling at the time the merchandise is ready for shipment, to perform its obligations in connection with the sale hereunder, we may suspend our performance to the extent that we have not already received the agreed purchase price and may make written demand upon the Purchaser for adequate security for its performance (including cash payment in advance), and the failure of the Purchaser to supply such security within 15 days after the date of such demand shall constitute a repudiation of the sale agreement.

WARRANTIES

We are neither the manufacturer nor the agent or representative of the manufacturer or the material or the equipment sold herein. Material and equipment distributed by us are the products of manufacturers sold under their respective brand or trade names. Except as to title, WE MAKE NO WARRANTIES, EITHER WRITTEN, ORAL, IMPLIED OR STATUTORY relating to material or equipment distributed by us. NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR PURPOSE SHALL APPLY. Purchaser shall rely upon only those warranties or guaranties of the manufacturer of said material or equipment, for which we assume no responsibility.

LIMITATION OF LIABILITY

Our liability on any claim for loss or damage arising out of sales contracts or from the performance or breach therefore or connected with the supplying of material or equipment thereunder, or its sale, resale, operation or use, whether based on warranty, contract, negligence of other grounds, shall not exceed the price allowable to such materials or equipment or part thereof involved in the claim.

We shall not under any circumstances, be liable for any labor charges unless agreed upon, in advanced, in writing by an authorized officer.

WE SHALL NOT IN ANY EVENT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES including, but not limited to, loss of profits or revenue, loss of use of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs, or claims of customers of the Purchaser for such damage.

CANCELLATIONS

Purchaser may cancel any order only by mutual agreement based upon payment to us of reasonable and proper cancellation charges.

RETURNED GOODS

Materials and equipment must not be returned without our advance written consent. All returns will be subject to a restocking charge of at least 10%.

ASSIGNMENT

Any assignment of any contract involving an order, or any rights thereunder, by the Purchaser without advance written consent shall be void.

GENERAL

All orders are subject to acceptance by us and all sales contracts for materials or equipment entered into by us shall be construed and governed by State law. Any representation, affirmation of fact, and course of dealings, promise or condition in connection therewith or usage or the trade not incorporated herein shall not be binding on either party. No waiver, alteration or modification of any of the provisions hereof shall be binding unless in writing and signed by our authorized personnel.

SERVICE CHARGE

A monthly service charge equal to the highest rate allowed by applicable State law will be made on all past due accounts.

DSG
DAKOTA SUPPLY GROUP
For all the right connections!

City of Maple Plain

Request by Common Bond for Site Plan Review to Allow an Expansion of the Existing Parking Lot for the Property Located at 1650 Howard Avenue

To: City Council
From: Mark Kaltsas, City Planner
Meeting Date: September 12, 2016
Applicant: Maple Terrace Apartments
Owner: Common Bond
Location: 1650 Howard Avenue

Request:

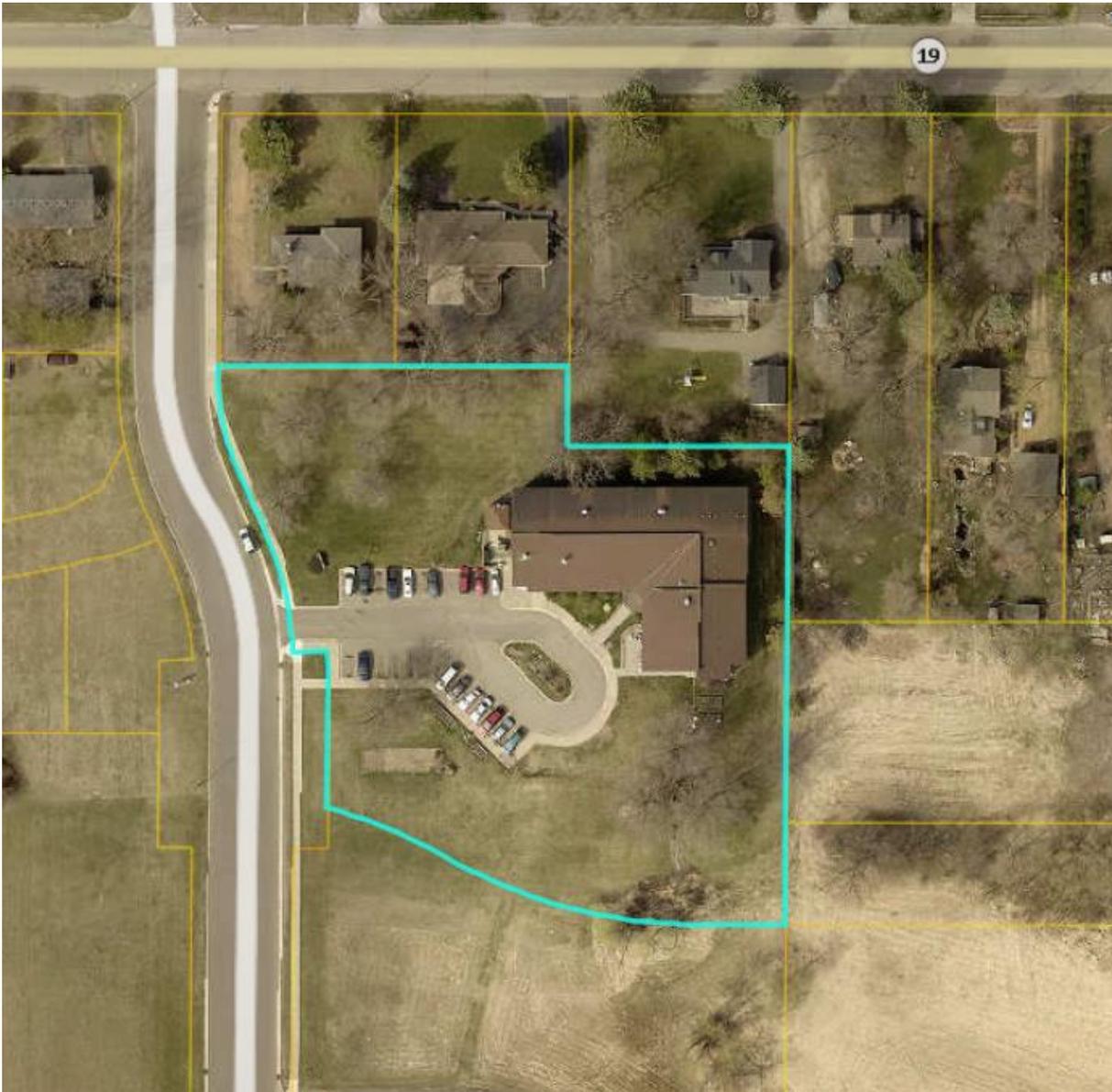
Maple Terrace Apartments (Applicant) and Common Bond Communities (Owner) request that the City consider the following actions for the property located at 1650 Howard Avenue (PID No. 25-118-24-11-0028):

- a. Site Plan Approval to allow for the expansion of the existing parking lot

Property/Site Information:

The property is located along the east side of Howard Avenue. The subject property is located in the mixed use gateway zoning district. The property has an existing multi-family dwelling unit. The property has the following characteristics:

Property Information: 1650 Howard Avenue
Zoning: *MU-G (Mixed Use – Gateway)*
Comprehensive Plan: Mixed Use
Acreage: 1.92 Acres



Discussion:

The applicant is seeking site plan approval to expand the existing parking lot in order to provide additional off-street parking spaces for its residents. The current parking lot has 23 parking spaces. There are 38 apartments in the subject building. The general parking requirement for multi-family dwellings is two parking spaces per dwelling unit. This building is targeted towards individuals over 62 year of age. The City does not have a specific senior housing parking requirement; however, the building does not have enough parking spaces to serve the residents. The applicant is proposing to add 6-7 parking spaces to the site. The proposed spaces would be located in the southeast corner off of the existing drive aisle. The proposed parking spaces would meet the minimum size requirements specified in the ordinance.

All commercial and industrial development, redevelopment or expansion is required to go through the site plan review process. Site plan review requires the review of the Planning Commission and City Council. The Planning Commission holds a public hearing as a part of the site plan review process. The City shall consider the proposed site plan and subsequent effects relating to evaluation criteria established in the City's ordinance.

153.045 INTENT AND PROCEDURE

(l) Evaluation criteria. The Planning Commission and City Council shall evaluate the effects of the proposed site plan. This review shall be based upon, but not be limited to, compliance with the City Comprehensive Plan, provisions of this chapter (Design Guidelines and City Engineering Requirements).

The proposed parking lot expansion consists of 6-7 parking spaces. There are currently 23 parking spaces on the subject property. The summary of required parking is as follows:

Parking Summary:

Multi-family Dwellings – 2 spaces per unit (38 units * 2) = 76 spaces required

Total Number of Parking Spaces Provided after expansion = 29-30 spaces

The proposed expansion of the existing parking area will provide additional spaces to serve the building. Senior multi-family buildings generally require 1.5 parking spaces per dwelling unit rather than 2 parking spaces per unit. Using either the City's multi-family parking requirement or the more typically used senior housing parking requirement, the site does not have adequate parking. The City had initially identified a need for the additional parking spaces and has been working with the applicant to agree to add additional parking on site. The City has worked with the applicant to submit an application for site plan approval. The applicant is now prepared to construct the additional spaces prior to the end of this year. The timing of the proposed construction is important due to the on-street parking restrictions that go into effect during the winter months. Once in effect, the residents of this building can no longer park on-street (Howard Avenue).

The proposed location of the additional parking spaces takes advantage of the existing drive aisle configuration. The applicant has provided a sketch of the proposed spaces for consideration by the City. The City has taken the concept and enhanced it so that it can be formerly considered for approval. A final parking plan will need to be submitted for review by the City at the time of construction. The City has generally reviewed the site and determined that the site can accommodate the proposed parking spaces with minimal site impacts. The amount of area disturbed will not require additional storm water considerations. The proposed parking spaces are interior to the site and will comply with all applicable parking setbacks for the MU-G zoning district (10 feet from property lines). The applicant is proposing to comply with the minimum parking space dimensions of 9 feet wide by 20 feet in width. There is no additional lighting, landscaping or other site improvements being proposed by the applicant.



The proposed site plan generally meets the requirements established by the City. The City has been working with the organization to provide additional parking for this site. The proposed parking expansion will help to provide the residents of this facility with additional off-street parking options.

Neighbor Comments:

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

Planning Commission Discussion:

Planning Commissioners reviewed the proposed parking lot expansion. Commissioners asked if more than 7 parking spaces could fit on this site. Staff noted that it may be possible to get 8 parking spaces depending on the actual dimensions of the area. Commissioners recommended that the approval allow for up to 8 parking spaces. Commissioners asked if Howard Avenue had new lighting resulting from the new housing development. Staff noted that a new light pole was located at the intersection of Oak and Howard. Commissioners were in favor of allowing additional parking spaces on this site.

Recommendation:

The Planning Commission recommended approval of the Site Plan Review with the following findings and conditions:

1. The proposed site plan meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning Ordinance.
2. City Council's approval of the site plan is subject to the applicant providing the City with the following items:
 - a. The Applicant shall provide the City with a scaled site plan which details the proposed parking spaces and final grading and restoration.
3. The site plan approval shall allow 6-8 parking spaces to be located in the area identified on the site plan. The final number of spaces provided will be determined upon preparation of a scaled site plan by the applicant.
4. The Applicant shall pay for all costs associated with the City's review of the site plan review.

Attachments:

1. Property Pictures
2. Site Sketch from Applicant

Aerial Photograph

View Looking East



RESOLUTION NO. 16-0912-02

A RESOLUTION APPROVING THE REQUEST BY COMMON BOND FOR SITE PLAN REVIEW TO ALLOW AN EXPANSION OF THE EXISTING PARKING LOT ON THE PROPERTY LOCATED AT 1650 HOWARD AVENUE

WHEREAS, the City of Maple Plain (the “City”) is a municipal corporation under the laws of Minnesota; and

WHEREAS, the City adopted a comprehensive plan in 2008 to guide the development of the community; and

WHEREAS, the City has adopted a zoning ordinance and other official controls to assist in implementing the comprehensive plan; and

WHEREAS, Maple Terrace Apartments (the “Applicant”) and Common Bond (the “Owner”) submitted an application seeking site plan review for the property located at 1650 Howard Avenue (PID No. 25-118-24-11-0028) (the “Property”); and

WHEREAS, the Property is zoned Mixed Use - Gateway (MU-G); and

WHEREAS the requested site plan review meets all requirements, standards and specifications of the City of Maple Plain zoning ordinance for property zoned Industrial; and

WHEREAS the Planning Commission held a public hearing on September 1, 2016 to review the application for site plan review, following mailed and published noticed as required by law; and

WHEREAS, the City Council has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA that it should and hereby does approve the application by Common Bond for site plan review per the City’s zoning regulations with the following conditions:

1. The proposed site plan review meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning Ordinance.
2. City Council’s approval of the site plan is subject to the applicant providing the City with the following items:

- a. The Applicant shall provide the City with a scaled site plan which details the proposed parking spaces and final grading and restoration.
3. The site plan approval shall allow 6-8 parking spaces to be located in the area identified on the site plan. The final number of spaces provided will be determined upon preparation of a scaled site plan by the applicant.
4. The Applicant shall pay for all costs associated with the City's review of the site plan review.

This resolution was adopted by the City Council of the City of Maple Plain on this 12th day of September, 2016, by a vote of ____ayes and ____nays.

Jerry Young, Mayor

ATTEST:

Robert Schoen, City Administrator

(SEAL)



City of Maple Plain
 5050 Independence St
 P.O. Box 97
 Maple Plain, MN 55359
 Office: (763) 479-0515
 Fax: (763) 479-0519

ZONING & LAND USE APPLICATION

APPLICANT INFORMATION

Applicant Name <u>Maple Terrace Apartments</u>	Company, if applicable <u>CommonBond Communities</u>
Address <u>1560 Howard Avenue</u>	Phone Number <u>651-291-1750</u>
City, State, Zip <u>Maple Plain, MN 55359</u>	Email <u>Jesse.menton@Commonbond.org</u>
Are you the owner of the property? <input type="checkbox"/> Yes. <input checked="" type="checkbox"/> No. <i>(If not, property owner information is required.)</i>	

Owner Name <u>CommonBond Communities</u>	Company, if applicable
Address <u>1080 Montreal Ave.</u>	Phone Number
City, State, Zip <u>ST Paul, MN. 55114</u>	Email
Applicant Signature <u>Ghonda Williams</u>	Owner Signature <u>Ghonda Williams (agent for)</u>
Date <u>3-18-2016</u>	Date

PROJECT INFORMATION

Site Address or Property Identification Number

Type of Request (Check all that apply.)

	Fee	Escrow		Fee	Escrow
<input type="checkbox"/> Appeal Administration Decision	\$250	\$250			
<input checked="" type="checkbox"/> Concept Plan Review	\$500				
Residential Application	Fee	Escrow	Commercial Application	Fee	Escrow
<input type="checkbox"/> Conditional Use Permit	\$500	\$1500	<input type="checkbox"/> Conditional Use Permit	\$1000	\$2500
<input type="checkbox"/> Interim Use Permit	\$500	\$1500	<input type="checkbox"/> Interim Use Permit	\$1000	\$2500
<input checked="" type="checkbox"/> Site Plan	\$500	\$1500	<input type="checkbox"/> Site Plan	\$1000	\$2500
<input type="checkbox"/> Minor Subdivision	\$500	\$1500	<input type="checkbox"/> Minor Subdivision	\$1000	\$2500
<input type="checkbox"/> Variance	\$500	\$1500	<input type="checkbox"/> Variance	\$1000	\$2500
<input type="checkbox"/> Rezoning	\$500	\$1500	<input type="checkbox"/> Rezoning	\$1000	\$2500
<input type="checkbox"/> Text Amendment	\$500	\$1500	<input type="checkbox"/> Text Amendment	\$1000	\$2500
<input type="checkbox"/> Vacation of Property	\$500	\$1500	<input type="checkbox"/> Vacation of Property	\$1000	\$2500
			<input type="checkbox"/> Home Occupation	\$200	\$1000

Residential/Commercial Industrial/Office Planning and Zoning Application	Fee	Escrow	Grading and Excavation	Fee	Escrow
<input type="checkbox"/> Preliminary Plat	\$500	\$3000	<input type="checkbox"/> <100 Cubic Yards	N/C	
<input type="checkbox"/> Subdivision Application	\$500	\$3000	<input type="checkbox"/> >100 Cubic Yards	\$500	
<input type="checkbox"/> Rezoning	\$500	\$3000	<input type="checkbox"/> >1000 Cubic Yards	\$1000	
<input type="checkbox"/> Comprehensive Plan Amendment	\$500	\$3000	<input type="checkbox"/> Right of Way Permit	\$250	\$500
<input type="checkbox"/> Final Plat	\$500	\$3000	<input type="checkbox"/> Park Dedication Fee	\$3750 per unit	
<input type="checkbox"/> Planned Unit Development	\$1000	\$3000	<input type="checkbox"/> Park Dedication Fee (other)	\$0.258 per square foot	
<input type="checkbox"/> Final Plat	\$500	\$3000	<input type="checkbox"/> Signage Permanent	\$250	
			<input type="checkbox"/> Temporary Sign	\$25	\$250

Brief Project Narrative / Overview (Use additional paper if necessary. Please be thorough.)

NOTICE TO APPLICANT

The Maple Plain City Code guides and enables development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community.

All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in the City's pre-application workshop prior to submitting a formal land use application. The workshop is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the pre-application process does not provide approval, or guarantee of approval, of the project. The City shall not accept plans, drawings or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

All expenses pertaining to project reviews are the responsibility of the applicant. Planning review deposits and other applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City ordinance, help cover costs incurred by the City to review the application. The City of Maple Plain often uses consulting firms to assist in the review of projects. City staff and consultant review costs are billed hourly; all other costs are billed at cost. Applicants shall be billed directly for incurred expenses upon receipt by the City. The City reserves the right to request an applicant to submit a development escrow in advance of the formal project review.

Please refer to the City's Fee Schedule for information on planning review fees and deposits, and other applicable costs.

By signing this form, the applicant recognizes his/her responsibility for any and all fees associated with the land use application from project review through to construction and release of financial guarantees for an approved project. All fees associated with a project that is denied or withdrawn remain the sole responsibility of the applicant and shall be paid upon receipt of invoice.

I hereby understand the fee statement and responsibilities associated with this land use application:

Applicant Signature	<i>Shirley Williams</i>	Owner Signature	<i>(Agent for)</i>
Date	<i>3-18-2016</i>	Date	

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of its submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period an additional 60 days, if necessary, due to insufficient information or scheduling difficulties.

Please review the corresponding checklist that goes with the request as all materials are required unless waived by the City. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date shown may result in a delay of the review by the Planning Commission and City Council.

OFFICE USE ONLY

Application Type	Review Deadline <input type="checkbox"/> 15 Business Days: _____ <input type="checkbox"/> 60 Day Review: _____ <input type="checkbox"/> 120 Day Review: _____
Fees Collected <input type="checkbox"/> Application Fee Collected: \$ _____ <input type="checkbox"/> Escrow: \$ _____ <input type="checkbox"/> Total Receipt: \$ _____	Received by <input type="checkbox"/> Name: _____ <input type="checkbox"/> Signature: _____ <input type="checkbox"/> Date: _____
Receipt <input type="checkbox"/> Receipt Number(s) _____	Application Complete Are there any missing materials? <input type="checkbox"/> Yes. <input type="checkbox"/> No. If yes, was the application accepted? <input type="checkbox"/> Yes. <input type="checkbox"/> No.

