

WACONIA CITY COUNCIL MEETING AGENDA



Monday, August 19, 2024
6:00 PM

VISION STATEMENT

A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT

A city that leads, serves, and governs to enhance the quality of life for all community members.

MAYOR: NICOLE WALDRON
COUNCIL MEMBER : RANDY SORENSEN
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS
COUNCIL MEMBER: JACOB COLEMAN

NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:00 P.M.

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the City Administrator at 952-442-3100 or sfineran@waconia.org to make certain that you are called upon during the meeting.

1. **CALL MEETING TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPT AGENDA**

PUBLIC HEARING

PUBLIC HEARING: 2024 Fee Schedule Ordinance Amendment

Motion to Open the Public Hearing and Accept Comments

Motion to Close the Public Hearing

Adopt Ordinance No. 774 amending chapter 1100 of the Waconia City Code related to permits, licenses, and fees to authorize summary publication

4. **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE** Amanda Hance - Windmill Creek Park Playground
5. **ADOPT CONSENT AGENDA**

The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.

- 1) [Approve City Council Minutes July 15, 2024](#)
Motion to approve the July 15, 2024 Council Minutes
- 2) [Approve August 19, 2024 Expenditures](#)
Motion to Approve Payment of August 19, 2024 Expenditures
- 3) [Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred July 2024](#)
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in June 2024
- 4) [Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred July 2024](#)
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in July 2024
- 5) [Approve Kraus-Anderson Contractor Pay Request for the New Fire Station](#)
Motion to Approve Contractor Payment Request with Kraus Anderson for the New Fire Station Project
- 6) [Accepting Donation and Approving Pass Thru Recommendation - Waconia Fire Relief Association](#)
Adopt Resolution No. 2024-173 Accepting Donation and Approving Pass Thru Recommendation from Waconia Fire Relief Association.
- 7) [Authorizing Approval of Sale or Disposal of Surplus Equipment](#)
Adopt Resolution No. 2024-174 Authorizing Approval of Sale or Disposal of Surplus Equipment
- 8) [Designate Outdoor Area for Nickle Dickle Day Festival](#)
Adopt Resolution #2024-175 Approving Off Premise Location for Chumly's Bar
- 9) [Special Event Permit - Waconia Masonic Lodge #326](#)
Adopt Resolution #2024176 Approving Special Event Permit for the Waconia Masonic Lodge #326

6. COUNCIL BUSINESS

- 1) [Site Plan, Design Review, Variance, and Plat - Olive & Second Street Mixed Use Building](#)
Adopt Resolution No. 2024-177 approving the Site Plan, Design Review and Variance applications related to the Olive & Second mixed-use building.
Adopt Resolution No. 2024-178 approving the OLIVE AND SECOND preliminary and final plat applications associated with the proposed project.
- 2) [Cedar Point Park Pickleball Courts](#)
Adopt Resolution No. 2024-179 Affirming Park Board Recommendation for dedicated pickle ball facility at Cedar Point Park.
- 3) [Pavement Condition Rating Evaluation Contract](#)
Adopt Resolution No. 2024-180 Authorizing Contract for Pavement Condition Rating Data Collection and Evaluation.
- 4) [Reject Bids for Well #9 and Re-advertise Project](#)
Adopt Resolution No. 2024-181 Rejecting All Bids for Installation of Well #9 and Re-advertising the Project
- 5) [Water System Study & Water Model Update](#)
Adopt Resolution No. 2024-182 Authorizing Water System Study & Water Model Update
- 6) [Closed Session](#)
Motion to enter into closed session

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

- 1) Councilmember Sorensen
- 2) Councilmember Coleman
- 3) Councilmember Gleason
- 4) Councilmember Grengs

5) Mayor Waldron

10. ANNOUNCEMENTS

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Preliminary 2025 Budget

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Labor Day - September 2nd - Offices Closed

City Council Meeting - September 3rd at 6:00 p.m.

Planning Commission - September 5th at 6:30 p.m.

Nickle Dickle Day - September 14th

City Council Meeting - September 16th at 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 19, 2024
Item Name:	PUBLIC HEARING: 2024 Fee Schedule Ordinance Amendment
Originating Department:	Finance
Presented by:	Nicole Meyer
Previous Council Action (if any):	August 5, 2024 - Call Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100

Item Type (X only one):	☐ Consent	☐ Regular Session	☐ Discussion Session
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Motion to Open the Public Hearing and Accept Comments

Motion to Close the Public Hearing

Adopt Ordinance No. 774 amending chapter 1100 of the Waconia City Code related to permits, licenses, and fees to authorize summary publication

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Under Minnesota law, the City must hold a public hearing before a zoning ordinance is amended. Chapter 1100 of the City's Code contains zoning and land use fees charged by the City. Changes to these types of fees require a public hearing. Therefore, the city will hold a public hearing for the entire fee schedule to avoid inadvertently violating this requirement for land use/zoning fee changes. The fee schedule changes requested are for ice arena ice and locker room rental fees along with removal of the bowling alley and amusement machine fees. The ice arena rental fees are time sensitive due to bookings for the upcoming season. The increase is the result of review of our fees with other rinks and facilities. The bowling alley and amusement machine fees were removed with ordinance changes effective after the City's 2024 budget approval.

These fee changes are to be effective after adoption and publication.

With Council's approval, staff will publish the updated fee information in the Waconia Patriot and update Ordinance No. 1100 on the City's website.

Attachments:

1. [Ordinance No. 774 Amending Chapter 1100 Related to Permits, Licenses and Fees](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:	
Budget Information:	Planning Commission	
☒ Budgeted	Parks and Recreation Board	
☐ Non Budgeted	Safari Island Advisory Board	
☐ Amendment Required	Other	

**CITY OF WACONIA
ORDINANCE NO. 774**

**AN ORDINANCE AMENDING CHAPTER 1100 OF THE WACONIA CITY CODE
RELATED TO PERMITS, LICENSES AND FEES**

The City Council of the City of Waconia does hereby ordain:

SECTION 1. Chapter 1100 of the Waconia City Code is hereby amended as shown, effective August 19, 2024.

Department	Fee Description	Current Rate	Proposed New	Unit	Additional Information
Recreation					
Ice Arena					
Ice Rental					
	Winter Non-Prime Season Fee	\$ 175.00	\$ 180.00	Hour	Plus Tax
	Summer Prime Season Fee	\$ 175.00	\$ 180.00	Hour	Plus Tax
Equipment Rental					
	Locker Room Rental	\$ 3,000.00	\$ 3,500.00	Annual	
License & Permits					
Recreational					
	Bowling Alleys	\$ 15.00	\$	Lane	
	Amusement Machines, Pool Tables	\$ 15.00	\$	Location	

SECTION 2. The remainder of Section 1100 of the Waconia City Code shall remain in full force and effect.

SECTION 3. This ordinance shall become effective upon passage, approval, and publication according to law.

SUMMARY

The following official summary of Ordinance No. 774 has been approved by a four-fifths vote of the City Council of the City of Waconia as clearly informing the public of the intent and effect of the Ordinance:

AN ORDINANCE AMENDING CHAPTER 1100 REGARDING FEE SCHEDULE
has been amended to include updated fees for ice and locker room rental along with removal of fees for bowling alleys and amusement machines that are effective August 19, 2024.

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, 201 South Vine Street, Waconia, and shall be posted by law. Any person may request the City to send the full text of the ordinance via standard electronic mail by calling City Hall at (952) 442-2184.

Adopted by the City Council at the City of Waconia on this 19th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Approve City Council Minutes July 15, 2024					
Originating Department:		Administration					
Presented by:		Sue Schwalbe					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve the July 15, 2024 Council Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Approve City Council Minutes of August 5, 2024.							
<u>Attachments:</u>							
1. City Council Minutes 08-05-2024							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

CITY OF WACONIA
August 5, 2024

1) **CALL MEETING TO ORDER AND ROLL CALL**

Pursuant to due call and notice thereof, the regular meeting of the city Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m.

The following Council members were present: Nicole Waldron, Randy Sorensen, Jacob Coleman, Jeff Grengs. Absent: Council Member Nick Gleason.

The following staff were present: Shane Fineran, Jackie Schulze, Lane Braaten, Nicole Mayer, Justin Sorensen, Jody Lechner, Jon Haukaas, Jake Saulsbury of Bolton & Menk, and City Attorney Mike Melchert

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Motion by Coleman second by Sorensen to adopt the agenda as published.
MOTION CARRIED.

4) **PUBLIC HEARING**

PUBLIC HEARING- Vacation of Drainage and Utility Easement 219 Frontage Road East

Cover Page

Resolution No. 2024-163 Vacating Drainage and Utility Easement at 219 East Frontage Road

Public Hearing Notice (1 Page)

Application (1 Page)

Easement Exhibit (1 Page)

Lane Braaten, Community Development Director presented the Council with the background of this agenda item stating the property owner of 219 East Frontage Road has petitioned for the Vacation of the Drainage and Utility Easement at 219 East Frontage Road in Waconia. This is needed to complete the conditions of approval from the Site Plan and Design Review approved by the Council at the July 15, 2024, meeting.

Motion by Sorensen second by Coleman to open the Public Hearing.
MOTION CARRIED.

No comments from the public.

Motion by Grengs second by Sorensen to close the Public Hearing.

MOTION CARRIED.

Motion by Grengs second by Coleman to Adopt Resolution No. 2024-163 Vacating Drainage and Utility Easement at 219 East Front Road.

MOITON CARRIED.

5) VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

6) ADOPT CONSENT AGENDA

5.1 Approve City Council Minutes July 15, 2024

[Cover Page](#)

[July 15, 2024 Council Minutes](#)

5.2 Approve August 5, 2024 Expenditures

[Cover Page](#)

[Council List Expenditures 08-05-2024](#)

5.3 Approve Kraus-Anderson Construction Pay Request #22 for the New Fire Station

[Cover Page](#)

[Fire Station Pay Request #22 with Kraus-Anderson Construction](#)

5.4 Approve Kraus-Anderson Contractor Pay Request for the New Fire Station

[Cover Page](#)

[Fire Station Construction Management Pay Request thru 06-30-2024 with Kraus-Anderson](#)

5.5 Contractor Pay Request #8 - Waconia East Frontage Road Improvements

[Cover Page](#)

[East Frontage Road Improvements Payment Request #8 with GMH Asphalt](#)

5.6 Contractor Pay Request #2-Final - 2023 Alley Improvement Project

[Cover Page](#)

[Alley Improvement Project Final Pay Request #2 with Kusske Construction](#)

- 5.7 Approve 2023 Infrastructure Improvement Project Pay Request #5-Final with GMH Asphalt, Inc.

[Cover Page](#)

[2023 Infrastructure Improvements Final Pay Request 5 with GMH Asphalt](#)

- 5.8 Approve Waconia Downtown Reconstruction - Phase 1 Pay Request #9-Final with GMH Asphalt

[Cover Page](#)

[2023 Downtown Reconstruction Final Pay Request 9 with GMH Asphalt](#)

- 5.9 Contractor Pay Request #3 - Waconia Downtown Reconstruction - Phase 2

[Cover Page](#)

[2024 Downtown Reconstruction Phase 2, Pay Request 3 with W.M. Mueller and Sons](#)

- 5.10 Accepting Woodland Creek Phases 1 thru 4 Development Municipal Improvements

[Cover Page](#)

[Resolution No. 2024-164 Accepting Woodland Creek Phases 1 thru 4 Development Municipal Improvements](#)

- 5.11 Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100

[Cover Page](#)

- 5.12 Recruitment for Finance Clerk Position

[Cover Page](#)

[Resolution No. 2024-165 Authorizing Recruitment for Finance Clerk](#)

- 5.13 Special Event Permit - Nickle Dickle Day

[Cover Page](#)

Special Event Permit Nickle Dickle Day.pdf

2024 City Council Request

NDD 5K Run Map

NDD 10K Run Map

NDD Tickle Run Map

Resolution 2024-166, Approving Special Event and Temporary Noise Permit

5.14 Approve Temporary On-Sale Liquor Licenses for Nickle Dickle Day

Cover Page

Resolution No. 2024-167 Temporary On-Sale Liquor License Waconia Legion Post 150

Resolution No. 2024-168 Temporary On-Sale Liquor License Parley Lake Winery

Resolution No. 2024-169 Temporary On-Sale Liquor License Schram Vineyards

Resolution No. 2024-170 Temporary On-Sale Liquor License The Winery at Sovereign Estate

5.16 Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle on September 14, 2024

Cover Page

Resolution No. 2024-171 Approving Application for Exempt Permit Church of St. Joseph to Conduct a Raffle

Motion by Coleman second Sorensen by to adopt the Consent Agenda as published.

MOTION CARRIED.

7) COUNCIL BUSINESS

6.1 Senior Services Programming with Rink Management

Cover Page

Resolution No. 2024-172 Approving Agreement with Rink Management For Senior Center Programming Services

August Senior Center Calendar

24 08 01 Senior Center Management Agreement.docx

Shane Fineran, City Administrator, provided the Council a brief description of this agenda item stating the contract with the Senior Community Services to provide programming and senior center director staffing was terminated effective July 31, 2024. Staff recommends approving the contract with Rink Management to provide staffing and programming support for the Senior Center space. The contract includes 20 hours per week with day-to-day staffing and support and will be provided by one to two dedicated staff. This transition will be budget neutral as the contract rate will remain unchanged from what was budgeted in 2024.

Mayor Waldron stated she is very pleased with staff's process and recommendation.

Motion by Grengs second by Coleman to adopt Resolution No. 2024-172 Authorizing Agreement with Rink Management for Senior Center Programming Services.

MOTION CARRIED.

6.2 Closed Session

Cover Page

Agenda item moved to item 24

8) ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Agenda

9) STAFF REPORTS

Sergeant Stahn provided the Council an update on July, 2024; for total patrol activity, there was a 4% drop with a total of 640 calls for service in 2024 compared to 669 from 2023.

There was an increase in criminal activity compared to last July with a total 49 criminal incidences, mostly due to curfew violations at Lake Waconia Regional Park, and there will be additional enforcements actions to alleviate this increase.

Non-criminal incidences remain constant comparing the Julys with a total of 318 in 2024 and 324 in 2023.

The Carver County Fair will be starting this week and the Department will be providing a full complement of staff within the fair grounds and a full patrol complement assigned to the City.

Special thank you to the Public Works Department for the hydrant painting of the curb and designated parking lines along Third Street.

Special thank you to Chief Sorensen for allowing the Department to utility a parking bay at the Old Fire Station during the Fair.

10) BOARD REPORTS

Sorensen: Met with the Personnel Committee to discuss finance department positions.

Coleman: Nothing to report

Grengs: Will be attending meeting the Planning Commission on August 8th at 6:30 pm.

Waldron: Thanked everyone who attended the Fire Station Recognition Ceremony. Also continues to meet with the Senior Center Group to discuss upcoming projects, continued growth and other community issues.

11) ANNOUNCEMENTS

Jackie Schulze, Assistant City Administrator, reminded the Council of National Night Out scheduled for August 6th beginning at 5:30 at Brook Peterson Park.

Absentee voting is still open and will be open Saturday August 10th from 9 am to 3 pm.

Candidate Filing is open now through August 13th at 5 p.m.

Election Day is Tuesday August 13, 2024. Polls are open 7 am to 8 pm.

The last summer street concert is Thursday at 6:30 with Traveled Ground performing.

12) CLOSED SESSION

6.2 Closed Session

Cover Page

The mayor stated the Council will be moving into closed session (Agenda Item 6.2) pursuant to Minnesota Statute 13d.05 subdivision 3b. The City Council will be in closed session to review an attorney client privilege relating to the lawsuit of Bruce Allan vs the City of Waconia.

Motion Sorensen by second by Grengs to move into closed session.

MOTION CARRIED.

Motion by Coleman second by Grengs to close the August 5, 2024, Closed Session

MOTION CARRIED.

13) ADJOURN REGULAR MEETING

Motion by Sorensen second by Coleman to adjourn the August 5, 2024, City Council meeting at 6:41 pm.

MOTION CARRIED.

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe Office Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Approve August 19, 2024 Expenditures					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Payment of August 19, 2024 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the claim and disbursements register for the City of Waconia as of August 19, 2024. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred July 2024					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in June 2024							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in July 2024. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Waconia Ice Arena.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Ice Arena Fund (678)							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred July 2024					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in July 2024							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in July 2024. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Safari Island Community Center.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Safari Island Fund (231)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024			
Item Name:		Approve Kraus-Anderson Contractor Pay Request for the New Fire Station			
Originating Department:		Finance			
Presented by:		Amanda Ortloff			
Previous Council Action (if any):					
Item Type (X only one):	Consent	☒ X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Motion to Approve Contractor Payment Request with Kraus Anderson for the New Fire Station Project					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Kraus-Anderson Construction Co. has requested payment in the amount of \$24,209.17 for construction management services through July 31, 2024.					
<u>Attachments:</u>					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses: PIR Fund					
Budget Information:			Planning Commission		
☒ X Budgeted			Parks and Recreation Board		
☐ Non Budgeted			Safari Island Advisory Board		
☐ Amendment Required			Other		



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Accepting Donation and Approving Pass Thru Recommendation - Waconia Fire Relief Association					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-173 Accepting Donation and Approving Pass Thru Recommendation from Waconia Fire Relief Association.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City received a donation from the Waconia Fire Department Gambling Board totaling \$8,882.70. The gambling board approved this donation as a pass thru for the following purposes: • \$1,382.70 - Supplies and meal for ribbon cutting event at the new fire station facility • \$5,000.00 - Interior design project planning for the new fire station facility • \$2,500.00 - Helmet decals for all fire fighters honoring Jeff Borg With the Council's acceptance of the donation and recommended purpose for pass thru from the gambling board, City staff will recognize the donation revenue and off-setting expenditures in the General Fund - Fire budget. Attachments: 1. Resolution No. 2024-173 Approving Donation and Approving Pass Thru Recommendation from Waconia Fire Relief Association							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund - Fire (101)							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ X Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

CITY OF WACONIA
RESOLUTION NO. 2024173
RESOLUTION ACCEPTING DONATION AND PASS THRU RECOMMENDATION FROM
WACONIA FIRE RELIEF ASSOCIATION

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of recreational facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>	<u>Department/Fund</u>
Waconia Fire Gambling Board	Check	\$8,882.70	General Fund - Fire

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

WHEREAS, the Waconia Fire Department Gambling Board wishes to enhance the donation by passing the funds thru for the following purpose:

- \$1,382.70 - Supplies and meal for ribbon cutting event at the new fire station facility
- \$5,000.00 - Interior design project planning for the new fire station facility
- \$2,500.00 - Helmet decals for all fire fighters honoring Jeff Borg

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.
2. Said contribution shall be deposited to the appropriate funds and used for the designated purposes.
3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Authorizing Approval of Sale or Disposal of Surplus Equipment					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-174 Authorizing Approval of Sale or Disposal of Surplus Equipment							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
City staff have reviewed inventory and items in storage at Public Services. Staff is requesting this equipment be deemed surplus equipment and be sold or properly disposed of. 1-Snow Wolf Plow #177 1-Box Broom #2028 1-Rear Bumper and Tailgate from #55 1-Ramsey Rep 8000 Winch 2-2016 Chevy Tahoe Center Consoles 1-Left Tool Cat 5600 Door Shell 1-Portapower Kit - Miscellaneous Turf Tires The City utilizes Jeff Martin Auctioneers, Inc. for the sale of these types of items along with general postings at City Hall. The equipment is listed at the lowest price the City will accept and people can bid on the item. The equipment is then sold to the highest bidder. Funds from the sale will be recognized in the General Fund - Streets/Parks department operating funds as reimbursement revenue. Attachments: 1. Resolution No. 2024-174 Approving Sale or Disposal of Surplus Equipment							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Streets/Parks (101)							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
X Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-174**

RESOLUTION APPROVING SURPLUS EQUIPMENT AND SALE

WHEREAS, Public Services staff cleared from storage equipment and materials no longer in use for operations; and

WHEREAS, the list of surplus equipment includes the following:

- 1-Snow Wolf Plow #177
- 1-Box Broom #2028
- 1-Rear Bumper and Tailgate from #55
- 1-Ramsey Rep 8000 Winch
- 2-2016 Chevy Tahoe Center Consoles
- 1-Left Tool Cat 5600 Door Shell
- 1-Portapower Kit
- Miscellaneous Turf Tires

WHEREAS, funds received for the equipment with saleable value will be recognized in the General Fund – Streets/Parks departments as reimbursement revenue; and

WHEREAS, equipment that cannot be sold will be properly disposed of by City staff.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby declares the equipment listed as surplus equipment and authorizes its sale or disposal as determined by City staff.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Designate Outdoor Area for Nickle Dickle Day Festival					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution #2024-175 Approving Off Premise Location for Chumly's Bar							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Vici Scheuble owner of Chumly's is requesting that the vacant lot at 116 Main Street West be authorized to be utilized to support events surrounding Nickle Dickle Day for the consumption and sales of alcoholic beverages. State statute permits the holder's of on-sale alcoholic beverages to sell and serve alcoholic beverages off premises as part of a community festival or event as long as adequate insurance liability is held by the applicant for the event and or parcel. The sale and service of alcoholic beverages will be confined to the property located at 116 Main Street West and shall cease at 10:00 p.m. on Saturday, September 14, 2024.							
Attachments:							
1. Resolution No. 2024-175 Approving Outdoor Area for Community Festival							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-175**

RESOLUTION APPROVING OUTDOOR AREA FOR COMMUNITY FESTIVAL

WHEREAS, A request has been received in the Office of the City Administrator from Chumly's Bar for an event to be held on September 14, 2024 at 116 Main Street West, Waconia, MN, for Nickle Dickle Day; and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the Lot at 116 Main Street West with the use of the premises to cease at 10:00 p.m.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the off-premise location for Chumly's Bar on September 14t, 2024, contingent upon receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Special Event Permit - Waconia Masonic Lodge #326					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution #2024176 Approving Special Event Permit for the Waconia Masonic Lodge #326							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Garret Aalfs, with Waconia Masonic Lodge #326 has submitted a special event permit application for a small parade and street closure for the dedication of the new lodge location at 24 1st Street West. The event will occur on Sunday, September 8, 2024. The request for a street closure on Elm between 2nd and 1st streets for the parade between 12:30 p.m. and 1:15 p.m. and street closure of 1st Street between Olive and Elm streets for the parade and dedication ceremony between 12:30 p.m. and 2:30 p.m. The area in front of 24 1st Street West will be closed to parking and utilized for seating, speakers, and amplified sound. The Masonic Lodge shall be responsible for notification of nearby properties as well as obtaining, placement, and removal of adequate signage and barricades as approved by the city. Attachments: 1. Resolution No. 2024-176 Approving Special Event Permit for the Waconia Masonic Lodge #326 2. Special Event Permit Application 3. Detour Map No Construction #1 4. Detour Map Construction #2 5. Setup 09-08-2024 Event							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
None							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-176**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
MASONIC LODGE DEDICATION**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal streets submitted by Garrett Aalfs with Waconia Masonic Lodge #326; and

WHEREAS, the lodge dedication and parade will occur on Sunday, September 8th from 12:30 p.m. to 2:30 p.m.; and

WHEREAS, municipal streets to be utilized include the 100 block of Elm Street South and the 0 block of 1st Street West; and

WHEREAS, the applicant shall be responsible for notifying adjacent property owners of the street closure at least 14 days in advance; and

WHEREAS, detour signage shall be provided by the applicant as approved by the city; and

WHEREAS, adequate barricades shall be obtained, placed, and removed by the applicant as approved by the city; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Special Event Permit.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



SPECIAL EVENT PERMIT APPLICATION

A special event includes an event held in the city in which one of the following occurs:

- a) Amplified sound is to be used
- b) A street, sidewalk or other public right of way or place is closed for the benefit of the event attendees
- c) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is carried to the event location as part of a community festival
- d) The event will adversely impact a considerable number of members of the public

Most outdoor events and activities within the City of Waconia require permits or approvals. All costs associated with the event are to be borne by the event sponsor. All applications must be approved by the City Council prior to issuance of a permit.

A Review Committee, made up of representatives from City and County departments, will review the application and make changes and/or recommendations to the event sponsor prior to application being forward to the City Council for a final decision.

TIMING FOR APPLICATION SUBMISSION

- Applications for special events need to be received by the City of Waconia at least 30 days prior to the event date, with submission 60 days in advance requested wherever possible.
- There is no guarantee an event application can be processed and approved in less than 30 days.
- For large scale events involving 1,000 participants or more application must be made 120 days in advance.

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

In the case of a race, walk, parade, or other event using City streets, a detailed layout of the route and arrangements for traffic control to be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards will be required to be submitted with the application.

Any event to be held within Parks or shelter must contact City Hall. A special event permit is required for events/activities exceeding 300 participants or any event/activity which extends beyond the immediate park boundaries.
<https://www.waconia.org/347/Facility-Use-Rental-Applications>

All applications, are to be sent directly to City Hall. **Issued permits will NOT be eligible for refunds.**

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

- ☒ Amplified Sound to be used – COMPLETE SECTION 3 (B)
- ☒ Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)
- ☐ Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL’S OFFICE IF REQUIRED
- ☐ Tents or other membrane structures to be erected as part of the event
- ☐ Fireworks Display as part of the event

Staff Initials	For your license application to be processed, you must submit the following to the City Halls’s Office:
	☐ This application form, fully completed and signed by the applicant or an authorized officer or partner. ANSWER EVERY QUESTION, USING N/A IF NECESSARY ON ANY QUESTIONS. APPLICATIONS WITH BLANK QUESTIONS WILL BE RETURNED WITHOUT PROCESSING.
	☐ Detailed Site Plan for the event
	☐ Certificate of Insurance, if required
	☐ Traffic Control plan from an approved vendor for any street closures
	☐ Payment for required permit fee; Checks must be made payable to the City of Waconia •\$100 for base Special Event Permit
	☐ Any required additional permit applications from other City departments

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name Garrett		2. Last Name Aalfs		
3. Primary Telephone Number 9528473005	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address gaalfs93@gmail.com				
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☒ Agent for the Owner ☒ Other Event Coordinator		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name Garrett		11. Last Name Aalfs		
12. Primary Telephone Number 9528473005	13. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address gaalfs93@gmail.com		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other Event coordinator		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit WaconiaMasonicLodge#326				
19. Email Address waconialodge326@gmail.com				
20. Mailing Address P.O. Box 161		21. City Waconia	22. State MN	23. Zip Code 55387
24. Please send official notices relating to this license to: ☒ Mailing Address ☐ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to Waconia Masonic Lodge #326				
26. Business Federal Tax ID Number/Tax Exempt Number 23-7534558		27. Business State Tax ID Number 23-7534558		
28. Business Address 24 W 1st St		29. City Waconia	30. State MN	31. Zip Code 55387
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event Lodge Dedication				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 7/25/2024				
34. Time of Event 1:00 p.m.		35. Set up start time and clean up finish time Set up 11:00 Clean up 3:30		

36. Location of Event –Street Address 24 W 1st St	37. City Waconia	38. State MN	39. Zip Code 55387
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) <i>***A detailed diagram of the site plan is also required to be submitted</i> The area to be used will be Elm Street between the blocks of 1st Street and 2nd Street, and 1st Street between the blocks of Olive Street and Elm street. A procession will be formed at 136 S Elm St. and go north on Elm St. towards 1st St. and then end at 24 W 1st St. The procession will be Members of the Masonic Fraternity. At 1st St a Ceremony will be conducted by the Grand Lodge of Minnesota to dedicate our new building.			
41. Is your event in a City park? ☐ Yes ☒ No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? ☒ Yes ☐ No			
43. Estimated Number of Attendees- 150	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any N/A	46. Purpose of event proceeds (if applicable) N/A		
47. Describe how attendance will be monitored and limited if necessary N/A			
48. Describe any entertainment being provided There will be a band that plays music to lead the procession. A PA will be used to make sure speakers can be heard during the ceremony. A choir will sing as part of the Dedication Ceremony.			

49. Describe food and beverage plans for the event, including who will be providing any food or beverages and what other licenses or permits will be obtained from any jurisdiction for this service.

No food will be served as part of this event. We will be encouraging Masons that are traveling to visit the local restaurants for food or beverages prior to or after the event.

50. Describe how any emergencies or medical needs occurring during the event will be met

We will have members of our organization responsible for Medical first aid that will be able to call 911. They are CPR certified and have medical equipment they will bring. They will be stationed at 24 W 1st St and available to anyone attending the event. They will also be in contact with the members of our organization responsible for redirecting traffic to make sure proper emergency vehicles could enter the area.

Sanitation and garbage disposal is the responsibility of the event sponsor. Staff will review this information for adequacy based on planned attendance.

51. Will you be providing additional trash receptacles?

☐

Yes

Company providing this service:

Number of receptacles:

What is the plan for picking these receptacles up following the event?

☒

No

Explain how trash will be managed as part of the event:

As we are not selling or distributing anything we will not be creating trash. We will have members responsible for walking the area after to clean up and make sure the space is cleaned from anyone attending the event.

52. Will you be providing toilets and wash stations?

☐

Yes

Company providing this service:

Number of toilets:

Number of wash stations:

What is the plan for picking these items up following the event?

☒

No

Explain how these needs will be met for event attendees:

136 Elm St has one functioning bathroom. 24 W 1st St. currently has one functioning bathroom at the date of the ceremony should have 2 functioning bathrooms. These bathrooms will be available to those attending the event.

B. Information about Amplified Sound

53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- ☐ Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary.
- ☒ Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM
- ☐ There will be NO amplified sound at this event.

54. Describe the means and method proposed by you as the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.

We will have a member managing the sound equipment used by the speakers to make sure it remains at a volume that attendees can hear. They will also make sure that the volume is not more than required so that it doesn't affect neighboring businesses.

C. Information about any public right of way closures

55. Are you requesting any kind of public right of way closure as part of this event?

- ☐ Yes, for a very limited duration less than 15 minutes
- ☒ Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required
- ☐ No – if no, please skip the remainder of this section and jump to subsection D

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Services time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents

56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure

We would like to close Elm street between the blocks of 1st street and 2nd Street so that we can process from 136 Elm St to 24 W 1st St. Elm street would only be closed for us to process on. The road would need to be closed from 12:30 p.m. to 1:15 p.m. We would have two people stationed at the Elm Street and 1st Street intersection and one person stationed at the Elm Street and 2nd Street intersection. We would close 1st between Olive Street and Elm street from 12:30-2:30. This would allow us time to process and do our dedication with out traffic. We would need set up and clean up time. This would not impact traffic and would impact parking infront of 24 W 1st St as depicted in the diagram.

We have attached two diagrams depicting traffic for the day. One diagram shows if there is road construction what the detour would be and one shows without construction.

57. Are you proposing a street closure that will impact residential properties?

- ☐ Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure
- ☒ No

58. Are you proposing a street closure that will impact commercial properties?

- ☒ Yes
- ☐ No
If yes, you must notify all businesses at least 14-days in advance of the closure.

D. Information about any alcohol as part of the event

59. Are you planning to serve alcoholic beverages as part of this event?

☐ Yes – if yes, please answer the following questions

☒ No – if no, please skip the remainder of this section and jump to Section 4 of the application

60. Which of the following are you requesting as part of serving alcoholic beverages?

☐ Temporary Liquor License (requires a separate application)

☐ Designation of the special event as a Community Festival to allow on-sale licensee(s) to provide service

☐ Service by licensed on-sale licensee(s) on Municipal Facilities

☐ Use of licensed caterer(s) who will be providing alcohol service incidental to the service of food

☐ Other

If you indicated other, please explain how alcoholic beverages will be provided as part of this event, by whom, and under what authority

61. If you intend to apply for a temporary liquor license, is the same entity applying for the liquor license as the special event permit?

☐ Yes

☐ No – Name of the organization/entity applying for a temporary liquor license also serving as an event sponsor:

Indicate what type of organization will be applying for the liquor license:

☐ Club

☐ Charitable Organization

☐ Religious Organization

☐ Non-Profit Organization

☐ Political Committee Registered Under Minn. Stat. Section 10A.14

State University

☐ Brewer or Microdistillery

*If the organization is not one of the above, it is not eligible to apply for a temporary liquor license

If the organization is a club or a charitable, religious or non-profit organization, has it been in existence for at least 3 years?

☐ Yes

☐ No-the organization is not eligible for a temporary liquor license

Note: A temporary liquor application must be received by the City Hall's Office NO LATER 45 DAYS BEFORE THE EVENT. There is no ability to make any exceptions to this requirement.

62. Please list all on-sale licensees who will be providing liquor service as part of this event under this designation. Certificates of insurance specifically covering this event must also be provided for all vendors.

63. If a licensed caterer will be used as part of the event, indicate the name and state license number of the caterer

64. List who will be carrying liquor liability insurance for this event

65. Indicate the specific area(s) liquor will be dispensed and consumed, and what measures will be followed to ensure liquor is only dispensed to event attendees who are of legal age, and that no liquor leaves the authorized area

66. Do you plan to hire off-duty officers to provide security during the event (required with alcohol service)?

☐ Yes

☐ No

Contact Carver County Sheriff's Office. 952-361-1231

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

If you answered yes to the above, please contact the Fire Department at 952-442-2316 in order to request a Fireworks Display Permit

68. Tents or other membrane structures to be erected as part of the event?

☐ Yes

☒ No

69. If you answered yes to question 68, please name the tent provider/company. Please also list the square footage and dimensions of your tent. If you do not have or need a tent provider please state so below.

If your tent is over 400 square ft. Please contact the Planning Department for a temporary structure permit. 952-442-2184

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Waconia License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Waconia is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data, and are not available to the public. Access to this data is limited to staff with a business need in order to determine license eligibility, and to administer and manage the licensing program.

Disclosure of a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and this information may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

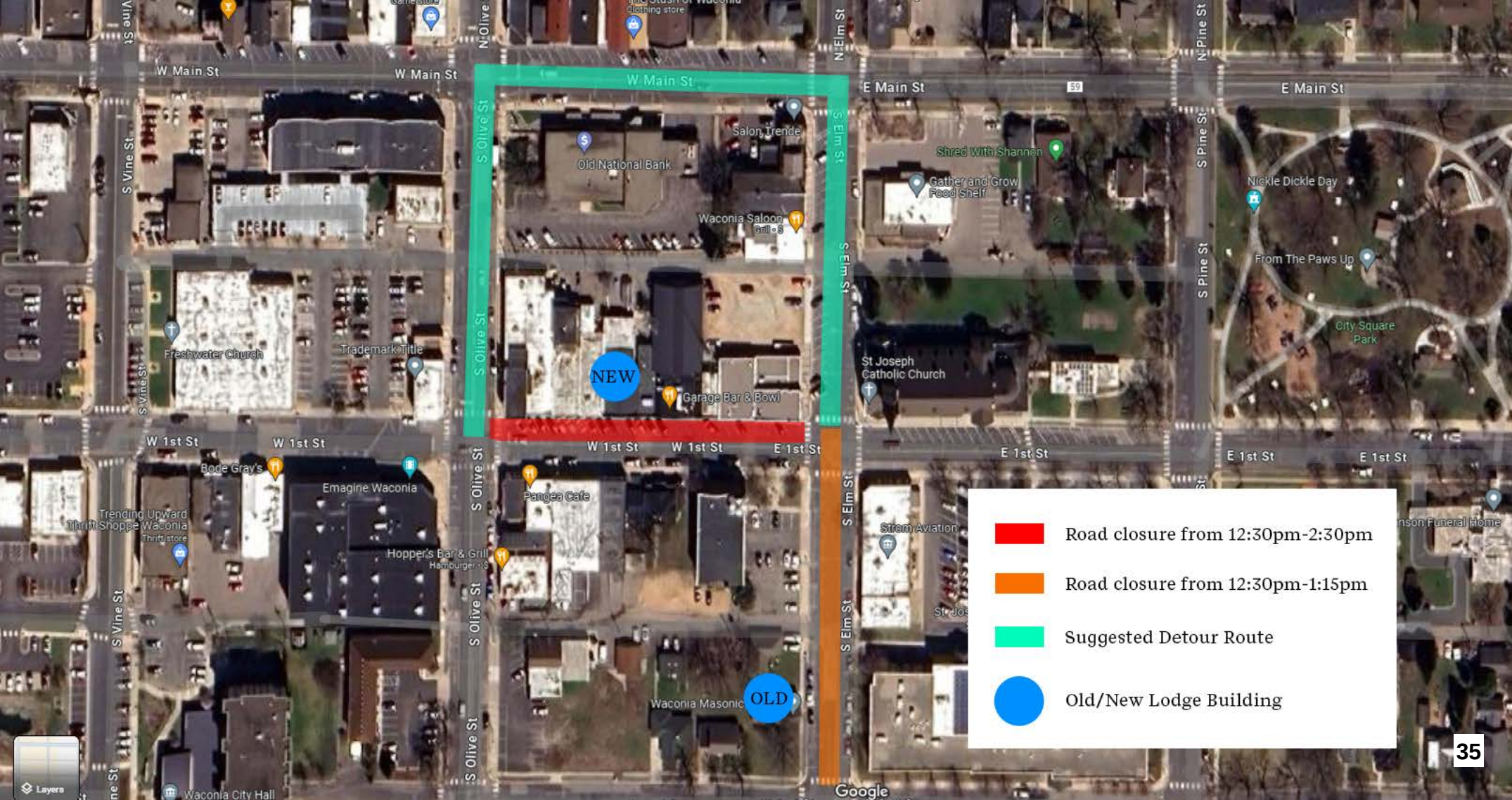
Garrett Aalfs

I, (print name) _____, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Waconia, and that I intend to comply with the special event policy as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Hall's Office.

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant _____ Date _____



Road closure from 12:30pm-2:30pm

Road closure from 12:30pm-1:15pm

Suggested Detour Route

Old/New Lodge Building



- Road closure from 12:30pm-2:30pm
- Road closure from 12:30pm-1:15pm
- Suggested Detour Route
- Existing Road Construction
- Old/New Lodge Building

Prudential Financial

Laketown Home and Garden Home goods store

Bergmann Interiors - Waconia carpet store

Scheff Insurance Agency

Infinity Diamond Jewelers jewelry store

Frozen Five Ice Creamery Ice Cream

Garage Bar & Bowl

speaker

Podium

speaker

Seating

W 1st St

W 1st St

W 1st St

E 1st St

Pangea Cafe

Franklin Printing Printshop

Studio Maretta

19



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 19, 2024
Item Name:	Site Plan, Design Review, Variance, and Plat - Olive & Second Street Mixed Use Building
Originating Department:	Community Development
Presented by:	Lane Braaten

Previous Council Action (if any):

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution No. 2024-177 approving the Site Plan, Design Review and Variance applications related to the Olive & Second mixed-use building.

Adopt Resolution No. 2024-178 approving the OLIVE AND SECOND preliminary and final plat applications associated with the proposed project.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

BACKGROUND

Applicant: Olive & Second, LLC

Owner: Olive & Second, LLC

Addresses/PID#s:

1. 125 Olive Street South - PID# 750501511 (southern portion only)
2. 24 2nd Street West - PID# 750501505
3. 16 2nd Street West - PID# 750501480
4. 8 2nd Street West - PID# 750501460
5. 136 Elm Street South - PID# 750501450
6. PID# 750501470 (city owned .04-acre parcel)

Zoning: B-3, Central Business District

Design District: Downtown District

REQUEST

The applicant, Olive & Second, LLC, has submitted applications for Site Plan, Design Review, Variance and Platting for the properties identified above. The applicant is proposing to redevelop the site, which would include the demolition of the existing buildings, the reconfiguration and description of the existing parcels, and the construction of a 5-story mixed use building, which includes 92 apartment units and 4,277 sq. ft. of commercial space on the site. The applications include the following:

1. Site Plan and Design Review for the proposed mixed-use building.
2. Variance to exceed the 45 ft. height maximum allowed in the B-3, Central Business District.
3. OLIVE AND SECOND Preliminary and Final Plat, which would reconfigure and combine all, or portions of, six (6) individual parcels into two (2) parcels zoned B-3, Central Business District.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05 - District Regulations, Subd. 2.H. B-3, Central Business District
2. Section 900.06 - Supplementary Regulations, Subd. 9 - Architectural Design Standards
3. Section 900.07 - Landscaping and Fencing
4. Section 900.08 - Performance Standards
5. Section 900.09 - Off-Street Parking, Loading, and Access Regulations
6. Section 900.10 - Sign Regulations
7. Section 900.12 - Administration, Enforcement and Procedures
 - Subdivision 4. - Variances

- Subdivision 10. - Site Plan Review
8. Chapter 1000 - Subdivision Ordinance

SITE PLAN REVIEW

City Ordinance requires Site Plan Review “in order to further promote the safe and efficient use of land and to further enhance the value of property in the City.” City Ordinance requires Site Plan Review for any construction for which a building permit is required, except for construction of detached, single-family residential structures or structures accessory thereto.

ZONING

The property is zoned B-3, Central Business District. Mixed-use buildings are a permitted use in the B-3 zoning district.

EXISTING CONDITIONS

The properties currently include the following:

1. 125 Olive Street South - PID# 750501511 (southern portion only) - existing parking lot
2. 24 2nd Street West - PID# 750501505 – improved parking areas associated with a detached accessory/garage structure
3. 16 2nd Street West - PID# 750501480 - single-family home with detached garage
4. 8 2nd Street West - PID# 750501460 - single-family home with attached garage
5. 136 Elm Street South - PID# 750501450 - former Masonic Lodge and residential unit with detached accessory structure
6. PID# 750501470 (city owned .04-acre parcel) - vacant parcel

LOT REQUIREMENTS

The subject properties are in the B-3, Central Business District. Section 900.05, Subd. 2.H of the City Code states “It is intended that this district continue to serve its role as the social, cultural and commercial center of the City and its hinterland and that downtown continue to be redeveloped in a manner that will strengthen it as the market area’s shopping, entertainment and office center.”

Uses in the B-3 District are exempt from all setbacks and lot size requirements except consideration shall be given to providing on-site parking.

Maximum Structure Height: 45 feet.

The proposed building height for the structure is 65 feet 10 inches, which does not conform to the B-3 zoning district maximum structure height requirement. Staff has provided the City Code definition for building height below and the applicant has submitted a variance application to exceed the 45 ft. height maximum.

Building Height means the vertical distance from the average elevation of the adjoining ground level to the top of the highest point of the structure.

SCREENING OF EQUIPMENT

Any rooftop mechanical equipment visible from the street or alley will be required be screened from view by an accent enclosure consistent with the design of the building.

The Roof Plan indicates “screen all rooftop equipment from adjacent properties”. The applicant has indicated that the screening details shall be included with the building permit application drawings. The transformer shown on the Site Plan should also be screened from neighboring properties. The Planning Commission should discuss appropriate screening of the transformer. Due to its close proximity to the public alley fencing and significant landscaping may be challenging from a snow plowing aspect.

OFF-STREET PARKING

The off-street parking requirements stated for multi-family residences are as follows: 1.6 spaces per one bedroom unit, 1.8 spaces per two bedroom unit and 2.25 spaces per three bedroom + units.

City Code states “If, in the application of these provisions, a fractional number is obtained one (1) parking space shall be provided for that fraction.” As such, staff has created additional tables reflecting the bedroom information and identified future restaurant space, which includes the fractional numbers, total numbers required for apartment units and some optional numbers based on the proposed 4,277 square foot retail space.

TYPE	COUNT	REQUIRED SPACES PER UNIT	INITIAL PARKING CALC.	REQUIRED PARKING
1 Bedroom	37	1.6	59	59.2
1 Bedroom +	14	1.6	22	22.4
2 Bedroom	25	1.8	45	45
2 Bedroom+	4	1.8	7	7.2
3 Bedroom	1	2.25	2	2.25
Alcove/Studio+	11	1.6	18	17.6
				153.65/154 spaces RESIDENTIAL TOTAL

TYPE	REQ. SPACES PER SQ. FT.	TYPICALLY REQUIRED PARKING
Retail = 4,277 sq. ft.	4 spaces per 1,000 sq. ft., less storage space.	17.1/18 spaces RETAIL TOTAL

The B-3, Central Business District states “Uses in the B-3 District are exempt from all setback and lot size requirements except consideration shall be given to providing on-site parking.” The applicant is proposing 175 total parking spaces, which is in conformance with the city off-street parking requirements. City code requires 172 parking spaces. Further, the applicant has indicated that at least 21 of the parking spaces will be identified and considered public parking and will be signed as such. If the plan is ultimately approved the city should be granted an easement over the public parking spaces.

Please note that the replatting of what is currently the Yetzer flooring store parcel, and the proposed improvement of the new building, will reduce the existing private parking at the corner of Olive Street South and 2nd Street West by what appears to be 13 spaces, leaving approximately 5-6 non-conforming parking spaces for the existing use. City Code would require two spaces for each 1,000 square feet of floor area, less storage space. Based on a review of the property file for 125 Olive Street South I would offer the following information.

TYPE	EXISTING COUNT	REQ. SPACES PER SQ. FT.	BLDG. SQUARE FOOTAGE	REQUIRED PARKING
Flooring Store	18	2 spaces per 1,000 sq. ft. (less storage area)	Approx. 3,520 Sq. ft. (storage area Removed from this Area)	7.04 or 8 spaces required

No change of use or occupancy of land already dedicated to a parking area, parking spaces, or loading spaces shall be made, nor shall any sale of land, division or subdivision of land be made which reduces area necessary for parking, parking stalls, parking requirements or loading berth requirements below the minimum prescribed by these zoning regulations.

These provisions shall not apply to existing B-3 area uses so long as the general use and purpose for which the property is now used shall be continued...

The applicant has stated “Additional parking spaces will be available on the new surface parking lot at the north side of the proposed building.” The proposed 175 parking spaces conforms to the parking requirements. When allowing for the number of reduced parking spaces at the flooring store and the spaces required for the project, the applicant has provided the minimum number of parking spaces needed per City Code requirements.

LANDSCAPING

Section 900.07, Subd. 2.C of the City Code includes the following landscape requirements for properties zoned B-2, General Business District and B-3, Central Business District:

1. One (1) tree for every one thousand (1,000 sq. ft.) of total building area. If landscaping cannot be accommodated on site the City Council will require the plantings to be placed in a City Park or City right-of-way. Placement of such landscaping shall be approved by the City Council.
2. Any off-street parking areas that serve downtown business district establishments and face or abut a residentially zoned area shall be screened so as to minimize the visual impact of large expanses of asphalt and automobiles. This screening can be accomplished by an earth berm with shrub plantings or by a hedge with various deciduous and coniferous trees or by other combinations approved by the Planning Commission.
3. Loading docks and loading berths that face a residentially zoned area shall be screened so as not to be seen from the residential area. Various deciduous and coniferous trees and/or a fencing or wall approved by the Planning Commission may be used as the screening device.
4. All trash and trash handling equipment shall be stored within the principal structure, within an attached structure accessible from within the principal structure, or totally screened from eye-level view from public streets and adjacent residential properties. If accessory structures are proposed, they shall be constructed of the same building material as the principal structure.
5. Light from automobile headlights and other sources shall be screened whenever it may be directed onto adjacent residential windows.

The Landscape Plan L1.01 indicates a total of 25 trees proposed. City Code, based on a building square footage of 24,410, requires a minimum of 25 trees to be planted. The landscape plan indicates a conforming number of trees. The Public Services Department should review the species and location to ensure placement of proposed plantings isn't problematic within the right-of-way or problematic from a species standard.

Additionally, City Code requires the following minimum size of plantings:

- a. Deciduous trees - 2.5 caliper inches
- b. Coniferous trees - 6 ft. in height

The full complement of trees fulfilling the requirements of this policy shall be not less than 25% deciduous and not less than 33% coniferous.

SIGNS

The applicant has provided some draft signage details, including possible sizing and location for said signage. Please note that all signage shall require a sign permit and shall be reviewed individually at a later date. Staff has included the applicable sections of City Code below to inform the future submittal.

B-2 and B-3 districts.

1. *Monument signs.* Where a building does not cover the full area of the property, one monument sign is allowed per premises of record. The sign area of any such monument sign shall not exceed thirty-two (32) square feet. The structure of each such monument sign shall not exceed twelve (12) feet in height or six (6) feet in width.
2. *Wall signs.* For buildings other than multi-tenant buildings, one (1) wall sign is permitted per building face, not to exceed two (2) wall signs per building. For multi-tenant buildings, the number of wall signs located on any building face shall not exceed the number of tenants in a multi-tenant building, subject to the limitations contained in the next two (2) sentences. Wall signs associated with a tenant's use may only be

placed on exterior walls of the tenant's space. A tenant leased space with multiple building faces shall be allowed up to a maximum of two (2) wall signs with each wall sign located on a separate building face. In regard to all buildings, the following requirements apply to wall signs:

- a. A maximum of ten (10) percent of the building face may be used for a wall sign.
 - b. A wall sign shall not project above the roof level.
 - c. The colors and materials of a wall sign shall coordinate with the building facade to which the wall sign is attached.
 - d. Wall signs shall use dimensional letters and logos.
 - e. If the wall sign is back lit or illuminated, it shall use a shielded light source.
3. *Auto service stations.* Signs on gas pump island canopies shall not exceed ten (10) percent of the canopy face.
 4. *Directional signs.* Directional signs shall be allowed at the discretion of the city. The sign area of directional signs shall not exceed four (4) square feet.
 5. *Awning and blade signs.* It shall be unlawful for any person within the city to erect, build, set up, place or keep any sign or wooden awning over any street or sidewalk in the city at a height less than eight (8) feet from and above such street and sidewalk. Further, it shall be unlawful for any person within the City of Waconia to erect, build, place, or keep any cloth awnings over any street or sidewalk at a height less than six and one-half (6.5) feet above such sidewalk. One awning sign is allowed per premises of record, provided the sign area does not exceed eight (8) square feet. The sign area shall reduce, square foot for square foot, the sign area of any permitted wall signs on the same building. Awning signs shall be an integral part of the awning and shall not project above or below the vertical awning face.
 6. *Sidewalk signs.* One (1) sidewalk sign is permitted for each building frontage as a temporary sign. Any such sidewalk sign shall be a maximum of one and one-half (1.5 feet) in width and four (4) feet in height, including support members, with no more than two (2) faces. Plastic letters are not permitted. Sidewalk signs shall not limit pedestrian use of sidewalk and shall be removed at the end of each business day.

LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. The Lighting Plan drafted by LSI, dated 7/2/2024, Revision 7/31/24, conforms to City Code requirement standards.

City Code states *“Exterior lighting shall be designed and arranged to limit direct illumination and glare in any contiguous parcel of land. Reflected glare or spill light shall not exceed five tenths (0.5) foot candle when the source of light abuts any residential or public use parcel or one (1.0) foot candle when the source of light abuts any commercial or industrial parcel or any public right-of-way...”*

VEHICULAR ACCESS

The applicant is proposing access to parking levels P1 & P2 via the public alley and access to the proposed public parking via Elm Street South.

PEDESTRIAN ACCESS

A number of pedestrian access and circulation routes have been proposed. The sidewalks along Elm Street South, Olive Street South and 2nd Street will require reconstruction and the applicant should work with the City regarding reconstruction as the City will be working on downtown road and utility reconstruction at the same time this project is under construction (if approved). The sidewalk costs will be the responsibility of the developer but should ultimately be constructed by the City as part of the upcoming project. The sidewalk element will be referenced in the developer's agreement for the project.

TRASH

City Ordinance requires *“All trash and trash handling equipment to be stored within the principal structure, within an attached structure accessible from within the principal structure, or totally screened from eye-level view from public streets and adjacent residential properties. If accessory structures are proposed, they shall be constructed of the same building material as the principal structure.”*

The plan indicates a trash room within the building.

GRADING, DRAINAGE & UTILITIES

The City Engineer and Public Services Director have conducted an initial review of the grading, drainage and utilities. Any recommendation by the Planning Commission should include a condition requiring the applicant to work with the City Engineer to revise the utility and grading information to the satisfaction of the City prior to any work commencing on site.

SEWER AVAILABILITY CHARGE (SAC) AND CITY TRUNK FEES

New construction, a new business, a change in location or change in the use of space in a way that creates more potential demand on the wastewater system will require submission to the Metropolitan Council for a Sewer Availability Charge (SAC) determination. The SAC determination made by the Metropolitan Council informs the City sewer and water trunk fees associated with the potential development, redevelopment and/or remodeling of the subject property, location, or business. City Code requires that for every SAC unit determined by the Metropolitan Council, the project will require the payment of one City sewer trunk fee and one City water trunk fee. The 2024 SAC and City trunk fees are included below for convenience.

SAC Charge	\$2,485 per SAC unit determined by the Metropolitan Council
Sewer Trunk Fee*	\$3,600 per SAC unit determined by the Metropolitan Council
Water Trunk Fee*	\$5,100 per SAC unit determined by the Metropolitan Council
Stormwater Trunk Fee	\$11,200 per acre
Stormwater Access Fee	\$1,6000 per acre

*City Code indicates that the equivalent sewer and water trunk units for multi-family equate to 0.8 units per SAC unit determined by the Metropolitan Council.

Please note that the Metropolitan Council, when completing the SAC determination for the property, will include any credits associated with the subject properties and identify/determine SAC units for the residential units, and the commercial spaces, including outdoor commercial patio space.

DESIGN REVIEW - DOWNTOWN DISTRICT

City Ordinance requires Design Review with the understanding that “the visual character and historic resources of the City are important attributes of its quality of life. New development can have substantial impacts on this visual and historic character.” City Ordinance requires Design Review to be conducted as part of the Site Plan Review process.

Typically, the Planning Commission and City Council review renovations and/or additions to existing buildings. This application considers the demolition of existing structures and the construction of a mixed-use building consisting of a 92-unit apartment building and commercial spaces. As such, staff has included all the Downtown District Design Standards for review as this is a new development which can have an even more substantial impact on the visual and historic character of our downtown than the remodel and renovation of existing.

The Planning Commission and City Council should review the application based on the Downtown District Standards included below and determine if any plan revisions are necessary.

Building Context and Character

General Objective: The new development should relate to the original design of surrounding storefront buildings in scale and character. This can be achieved by maintaining similar setbacks, building height and proportions, cornice lines, horizontal lines of windows and openings, and compatible building materials and colors. Many of these topics are discussed in detail later in this section.

Architectural Style

Objective: To encourage creativity and diversity within a defined framework.

Standard: No single architectural style or styles are required. The Design Vocabulary is intended to guide in the selection of an overall style or stylistic elements. The contemporary adaptation of elements of historic commercial architectural styles found in downtown Waconia, including Italianate, Neoclassical and Early Twentieth Century Commercial, is encouraged. Where used, such elements should be based upon, and consistent with, an architectural inventory of the existing downtown district. Stylistic details characteristic of other regions of the United States are discouraged. Combining of elements from disparate architectural styles or periods in a single building is discouraged.

Build-To Line

Objective: To maintain a consistent street edge, in keeping with traditional downtown character.

Standard: Buildings shall meet the established building façade line on the block where they are located for at least 65 percent of the length of their front façade. On most downtown blocks, this is the edge of the sidewalk. For corner buildings, this requirement applies to each façade that fronts a public street. The remaining 35 percent of the façade may be set back up to 12 feet to emphasize entries or create outdoor seating and gathering areas.

Building Width and Façade Articulation

Objective: To avoid long building facades with a monolithic or monotonous appearance. To divide longer buildings into modules which reflect proportions similar to traditional buildings.

Standard: A building width of 40 feet or less is encouraged. Buildings of more than 40 feet in width shall be divided into smaller increments (between 20 and 40 feet) through articulation of the façade. This can be achieved through combinations of the following techniques, and others that may meet the objective:

- Façade modulation -- stepping back or extending forward a portion of the façade
- Vertical divisions using different textures or materials (although materials should be drawn from a common palette)
- Division into storefronts, with separate display windows and entrances
- Variation in roof lines by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval
- Arcades, awnings, window bays, arched windows and balconies at intervals equal to the articulation interval
- Providing a lighting fixture, trellis, tree, or other landscape feature with each interval.

Ground Level Expression

Objective: To employ building proportions consistent with those of traditional storefronts and to emphasize the importance of the ground floor as the primary retail or service area.

Standard: The ground level of any multi-story structure must be visually distinct from the upper stories. This can be achieved through the use of one or more of the following techniques, and others that may meet the objective.

- An intermediate cornice line
- A sign band
- An awning, arcade or portico
- A change in building materials, texture or detailing
- A change in window shape or treatment.

Building Height

Objective: To encourage two- and three-story buildings within the downtown district. Taller buildings help to define the street edge and provide a sense of enclosure for pedestrians.

Standard: New buildings larger than a single storefront (or a building footprint of 5,000 square feet) shall be at least two stores in height. This requirement does not apply to existing buildings.

Roof Design

Objective: To encourage a variety of roof lines that respond to the existing built environment. To ensure adequate screening of rooftop equipment.

Standard: Flat or pitched roofs, or combinations of these, may be used. Pitched roofs should have a minimum roof pitch of 1 foot of rise to 4 feet of run. Flat roofs should be defined with an ornamental parapet or cornice. Average parapet height shall not exceed 15 percent of the height of the supporting wall and maximum parapet height at any

point shall not exceed one-third the height of the supporting wall.

All rooftop equipment shall be screened from view from adjacent streets, public rights-of-way and adjacent properties. Preferably, rooftop equipment should be screened by the building parapet, provided that the parapet does not exceed building height limits.

Rooftop equipment may also be screened by a smaller accent roof or enclosure. This structure shall be set back a distance of 1-1/2 times its height from any primary façade fronting a public street. Screens shall be of durable, permanent materials (not including wood) that are compatible with the primary building materials.

Ground-Floor Windows

Objective: To provide continuity with older existing "main street" retail shop windows and to enhance security by providing views into and out of buildings.

Standard: Windows and doors must comprise at least 50 percent of the length and at least 30 percent of the area of any ground floor façade facing a public street. Windows and doors must comprise at least 10 percent of the ground level side or rear façade facing a public right-of-way, parking area or open space. Qualifying windows or doors shall be transparent, allowing views into and out of the interior, or may include display windows set into the wall. Reflective glass is not permitted.

A minimum of 12 percent of upper story facades shall consist of two or more regularly spaced and symmetrical window openings that are consistent or compatible with those of nearby buildings.

Entries

Objective: To establish the visual importance of the primary street entrance, and to ensure that entries contribute to the visual attractiveness of the building and are readily visible to the customer.

Standard: The main entrance should always face the primary street, with the secondary entrances to the side or rear. In the case of a corner building or a building abutting more than one street, the Planning Commission will determine which street should be considered "primary" based on visibility and access patterns. The main entrance should be placed at sidewalk grade. Entries shall be designed with one or more of the following:

- Canopy, portico, overhang, arcade or arch above the entrance
- Recesses or projections in the building façade surrounding the entrance
- Peaked roof or raised parapet over the door
- Display windows surrounding the entrance
- Architectural detailing such as tile work or ornamental moldings
- Permanent planters or window boxes for landscaping

Architectural Details

Objective: To encourage the use and restoration of traditional architectural details.

Standard: Traditional buildings in downtown Waconia feature architectural details such as cornices, arched windows, decorative brickwork (banding, cornice) transom and display windows, porticos, and awnings over entries. The adaptation of such details to new infill buildings, and their restoration in existing buildings, is encouraged but not required.

Restoration of Traditional Storefronts and Other Downtown Buildings

Objective: Encourage sensitive and appropriate restoration of storefronts and other traditional downtown buildings.

Standard: It is understood that appropriate restoration of traditional storefronts and other historically significant or important commercial buildings involves many issues, including costs and choice of materials. A list of sources is provided as an appendix to this ordinance to guide property owners in the restoration of such buildings.

Building Materials

Objective: To ensure that high-quality, authentic materials typical of traditional downtown buildings are used within the downtown.

Standards: Buildings should be constructed of high-quality materials, including the following:

- Brick
- Natural stone
- Wood, consisting of horizontal lap siding with an exposure no greater than 5 inches or wood shakes; surfaces must be painted
- Precast concrete units and concrete block, provided that surfaces are molded, serrated or treated with a textured material in order to give the wall surface a three-dimensional character
- Stucco
- Jumbo brick may be used on up to 25 percent of any façade, provided that it is used only on the lower third of the building wall.

Prohibited Materials:

- Unadorned plain or painted concrete block
- Tilt-up concrete panels
- Pre-fabricated steel or sheet metal panels
- Reflective glass
- Aluminum, vinyl, fiberglass, asphalt or fiberboard siding
- Pole buildings
- EIFS (exterior insulating finish system) may be used as an accent but not a primary material

Accent materials may be used on up to 15% of the building's façade. These may include metal, glass block, spandrel glass or similar materials as approved by the Planning Commission.

Pitched roofs on new buildings with a footprint of more than 10,000 square feet should be constructed of standing seam metal, slate or wood shingles, but not asphalt shingles.

Other Materials. The Planning Commission may also approve other materials that the Planning Commission, in its discretion, determines are compatible with any permitted materials if it finds that: 1) the quality and appearance of the proposed materials is consistent with the standard that has been set within the Downtown District; and 2) the use of these materials will not have a detrimental effect upon adjacent property values or property values within the City.

Side and Rear Elevations

Objective: To ensure continuity of materials and façade treatments on all visible facades.

Standard: All building facades visible from a public street or walkway shall employ materials and design features similar to those of the front façade.

Building Colors

Objective: To ensure that building colors are aesthetically pleasing and compatible with surrounding buildings.

Standard: Building colors shall consist of subtle, neutral, or muted colors, with low reflectance. Recommended colors include browns, grays, tans (including the typical "Chaska brick" used in Waconia), beiges, and dark or muted greens, blues and reds. No more than two principal colors may be used on a façade. Bright, white or primary colors should be used only as accents, occupying a maximum of 10 percent of building facades. This standard does not apply to murals or other approved public art.

Signs

Objective: Signs should be architecturally compatible with the style, composition, materials, colors and details of the building, and with other signs on nearby buildings. Signs should be an integral part of the building and site design.

Regulations: Regulations for signs in the Downtown District shall be as set forth in Section 900.10 of this Code.

Design standards:

- Signs should be positioned so they are an integral design feature of the building, and to complement and enhance the building's architectural features. Signs should not obscure or destroy architectural details such as stone arches, glass transom panels, or decorative brickwork. Signs may be placed:
 - o In the horizontal lintel above the storefront windows;
 - o Within window glass, provided that no more than 25 percent of the window is obscured;

- o Projecting from the building;
- o As part of an awning;
- o In areas where signs were historically attached.
- Shape. Wall signs should generally be rectangular. In most cases, the edges of signs shall include a raised border that sets the sign apart from the building. Individual raised letters set onto the sign area surface are also preferred.
- Colors. Sign colors shall be compatible with the building façade to which the sign is attached. No more than three colors should be used per sign unless part of an illustration. To ensure the legibility of the sign, a high degree of contrast between the background and letters is preferred. A combination of soft/neutral shades and dark/rich shades (see Building Colors standard) are encouraged.
- Materials. Sign materials should be consistent or compatible with the original construction materials and architectural style of the building façade on which they are to be displayed. Natural materials such as wood and metal are more appropriate than plastic. Neon signs may be appropriate for windows.
- Illumination. External illumination of signs is permitted by incandescent, metal halide or fluorescent light that emits a continuous white light. Light shall not shine directly onto the ground or adjacent buildings. Neon signs are permitted. Internally lit box signs and awnings are not permitted, with the exception of theater marquees. Variable electronic message signs are not permitted, with the exception of existing time/temperature signs.

Placement and Screening of Equipment and Loading Areas

Objective: Ensure that equipment and loading docks are not visible from public streets or pedestrian ways.

Standard: If an outdoor storage, service or loading area faces adjacent residential uses or a public street or walkway, it shall be screened by a decorative fence, wall or screen of plant material at least 6 feet in height. Fences and walls shall be architecturally compatible with the primary structure. Loading docks or doors should be located on a side or rear elevation.

Parking

Objective: Ensure that buildings, rather than parking lots, dominate the appearance of the downtown streetscape.

Standard: When off-street parking is provided, it shall be located to the side or rear of the primary building, not between the building and the street. Sites with more than 10 off-street surface parking spaces shall meet the Highway District requirements for parking lot screening and landscaping.

Lighting

Objective: To ensure that lighting levels are not excessively bright and that light standards are compatible with overall site design.

Standard: Exterior lighting should be the minimum necessary for safety and security. Lighting should be designed to coordinate with building architecture and landscaping. Building-mounted fixtures should be compatible with the building facades. Overall lighting levels should be consistent with the character and intensity of the surrounding area. All light fixtures shall be shielded or other directed to ensure that light is not directed onto adjacent properties.

Streetscape Elements

Any streetscape elements included within a development site, including lighting, seating, planters, trees or shrubs, trash receptacles and similar elements, shall be compatible with the City's streetscape improvements to the downtown district. City staff can provide guidance on public streetscape elements.

Site Design, Large Sites

Sites with substantial off-street parking or more than one principal building shall meet the Highway District requirements for parking lot landscaping, pedestrian and bicycle circulation, lighting, and other site design features.

SITE PLAN & DESIGN REVIEW ANALYSIS AND STAFF REVIEW COMMENTS:

1. The proposed site improvements, other than the building height element, appear to be consistent with Downtown District Design Standards. The Planning Commission should discuss the building height in

relation to the ordinance and determine if the stepping back of the building meets the intent of the City Code and if the variance request is appropriate.

2. There is an existing sewer easement that impacts 16 2nd Street West and a driveway easement that impacts 8 2nd Street West. The easements should be vacated if the plan is ultimately approved by the City.
3. The applicant shall coordinate utility, road, sidewalk, and alley improvements with City staff to ensure the construction of the new building and the future City road and utility projects do not impact each other, if at all possible.

VARIANCE REVIEW CRITERIA:

Waconia City Code Section 900.12, Subd. 4 and Minnesota State Statute 462.357, Subd. 6 establishes criteria to be considered when contemplating the issuance of a Variance in terms of “practical difficulty” as follows: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the Variance are consistent with the Comprehensive Plan.” So a City evaluating a Variance application should make findings as to:

1. Is the Variance in harmony with the purposes and intent of the ordinance?
2. Is the Variance consistent with the Comprehensive Plan?
3. Does the proposal put the property to use in a reasonable manner?
4. Are there unique circumstances to the property not created by the landowner?
5. Will the Variance, if granted, alter the essential character of the locality?

State Statute specifically notes that economic considerations alone cannot create a practical difficulty. Whereas, practical difficulties exist only when the three statutory factors are met (1. Reasonableness, 2. Uniqueness, and 3. Essential character).

PUBLIC NOTICE/COMMENT

The notices were published in the WACONIA PATRIOT on July 25th, 2024 and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcels. The public comments received have been attached for review and consideration.

Attachments:

1. [Resolution No. 2024-177 Approving Site Plan and Variance](#)
2. [Resolution No. 2024-178 Approving OLIVE and SECOND Final Plat](#)
3. [Conclusion Recommendation](#)
4. [Location Map - Olive and Second Street](#)
5. [Olive and Second Street Narrative](#)
6. [Olive and Second Street Plan Set](#)
7. [Olive and Second Street Final Plat](#)
8. [Public Hearing Comments](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted
 _____ Non Budgeted
 _____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION 2024-177**

**A RESOLUTION APPROVING SITE PLAN, DESIGN REVIEW AND VARIANCE
FOR THE OLIVE AND SECOND MIXED USE PROJECT**

WHEREAS, Olive & Second, LLC (the “**Applicant**”) has submitted Site Plan, Design Review and Variance applications pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject properties are identified as 125 Olive Street South (PID#750501511), 24 2nd Street West (PID# 750501505), 16 2nd Street West (PID# 750501480), 8 2nd Street West (PID# 750501460), 136 Elm Street South (PID# 750501450), and PID# 750501470; and

WHEREAS, the subject properties are zoned B-3, Central Business District, which allows mixed-use buildings as a permitted use; and

WHEREAS, the Applicant is proposing to construct a 5-level mixed-use building, including 92 apartment units, and 4,277 sq. ft. of commercial space on the subject properties; and

WHEREAS, the Applicant is proposing an overall building height of 65 feet, 10 inches versus the 45 foot height maximum allowed in the B-3, Central Business District; and

WHEREAS, the Planning Commission, at their regular meeting on August 8th, 2024, voted 5-0 to recommend approval of the Site Plan, Design Review and Variance applications for the subject properties with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer and Public Services Director to revise the grading, drainage, and utility information to the satisfaction of the City prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit/ escrow funds to guarantee the proper installation and growth of the approved landscape plan. The letter of credit/escrow funds shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit/escrow funds shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. The Public Services Department shall review and approve the landscape plan to ensure the species and placement of proposed plantings isn’t problematic within the right-of-way or problematic from a species standard.

6. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
7. The applicant/property owner shall determine if a Carver County Watershed Management Organization (CCWMO) permit is required. A copy of any approvals or permits required shall be submitted conditional to final approval and issuance of a building permit.
8. The applicant shall submit a copy of the final plan set to the Fire Chief for review and approval prior to building permit issuance.
9. Any future signage shall require a permit and shall conform to Section 900.10 of the City Code and all applicable design standard requirements.
10. The rooftop mechanical screening details shall be submitted with the building permit application drawings and shall be reviewed and approved by City staff prior to building permit issuance.
11. The applicant shall submit an application to vacate the existing sewer easement and driveway easement that impact the site.
12. Execution of a Developer's Agreement.
13. The applicant shall contact the City Planning Department for a final site inspection when all conditions of approval regarding this application have been completed.
14. The applicant shall continue to work with city staff to coordinate possible onsite stormwater improvements in conjunction with the future downtown reconstruction project.

WHEREAS, the City Council further finds and concludes:

1. The Site Plan and Design Review application is consistent with the City's regulations as stated above with the recommended conditions of approval.
2. The variance request is in harmony with the purposes and intent of the ordinance as the project includes 92 apartment units and commercial spaces directly adjacent to Olive Street South and Elm Street South, which will strengthen the central business district as the community's shopping, entertainment and office center consistent with the underlying zoning district.
3. The proposed mixed-use building is consistent with the City's Comprehensive Plan, specifically the Housing Plan, which identifies the construction of a variety of housing types in the community to accommodate the needs of a wide variety of households.
4. The City's Comprehensive Plan includes an objective under sustainable growth that the downtown continues to be supported as the historic, social and psychological heart of the city and promote an environment that is walkable, dense, diverse and in keeping with its historic character. The proposed building is consistent with the objective identified, specifically walkability, density and diversity. Additionally, the proposed brick facades are in keeping with the historic character of downtown.
5. The proposed mixed-use building at a height of 65 ft. 10 inches is reasonable as the applicant uses façade modulation and the stepping back of the upper floors to mitigate the overall height of the building. Specifically, the Olive Street elevation steps back nearly 80 ft. before it reaches the top level of the building and the Elm Street elevation steps back 5 ft. to mitigate the height.
6. The property in question abuts three separate road rights of way and the elevation change from Elm Street South to Olive Street South is approximately 14 feet, which

makes it challenging to meet the 45-foot maximum height requirement when redeveloping the entire south half of the block.

7. The subject properties are zoned B-3, Central Business District and are located within the Downtown Design Standards District, which allow mixed use buildings as a permitted use. Allowing the building to exceed the maximum height requirement would be in keeping with essential characteristics as the property proposes to use both red brick and Chaska brick facades on the Olive and Elm Street elevations and proposes to step back and modulate the building facades to lessen the visual impact and massing of the building in question.
8. The site plan provides the necessary underground parking for the proposed apartment units, while also providing an at-grade public parking lot for use of businesses throughout the downtown district. The inclusion of the public parking improvements has caused the footprint of the building to be reduced, which has caused the applicant to include additional floors to meet the necessary unit count to make the project viable.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Site Plan, Design Review and Variance applications submitted by Olive & Second, LLC for to allow construction of a mixed-use building on the subject properties subject to the conditions, findings and recommendations of the Waconia Planning Commission stated above.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jacqueline Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2024-178**

**RESOLUTION APPROVING THE OLIVE AND SECOND
PRELIMINARY & FINAL PLAT**

WHEREAS, Olive & Second, LLC (the “Applicant”) has submitted a preliminary plat application titled OLIVE AND SECOND, which proposes to replat six (6) commercial parcels into two (2) commercial parcels pursuant to Chapter 1000 of the Waconia Code of Ordinances; and

WHEREAS, the Applicant has also submitted a final plat application for the OLIVE AND SECOND plat pursuant to Chapter 1000 of the Waconia Code of Ordinances; and

WHEREAS, the subject properties are identified as 125 Olive Street South (PID#750501511), 24 2nd Street West (PID# 750501505), 16 2nd Street West (PID# 750501480), 8 2nd Street West (PID# 750501460), 136 Elm Street South (PID# 750501450), and PID# 750501470; and

WHEREAS, the Planning Commission conducted a public hearing for the OLIVE AND SECOND Preliminary and Final Plat applications on August 8th, 2024, and received all public comment; and

WHEREAS, the Planning Commission and staff have reviewed the preliminary and final plat applications and recommend approval of the OLIVE AND SECOND Preliminary and Final Plat consisting of two (2) commercial parcels:

1. The OLIVE AND SECOND Preliminary and Final Plats shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. Execution of a Developer’s Agreement.
4. The applicant shall obtain, if necessary, Carver County Water Management Organization (CCWMO) approval and permitting for erosion control and storm water management. A copy of any approvals or permits shall be submitted prior to any land disturbing activities.
5. The applicant shall obtain, if necessary, a General Construction Stormwater Permit (NPDES) from the Minnesota Pollution Control Agency and submit a copy to the City prior to any land disturbing activities.
6. The easement, watermain, sanitary sewer, grading and storm water issues shall be resolved to the satisfaction of the City Engineer and Public Services Director prior to the issuance of a building permit for the OLIVE AND SECOND development.
7. Compliance with applicable items contained in Chapter 1000 of the City of Waconia Subdivision Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the OLIVE AND SECOND Preliminary and Final Plat subject to the findings noted above.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jacqueline Schulze, City Clerk

CONCLUSION/RECOMMENDATION

The Planning Commission, at their regular meeting on August 8th, 2024, reviewed the pertinent information, held the required public hearing and recommended approval of the Site Plan, Design Review, Variance and plat applications for construction of a mixed-use structure on the subject properties via a 5-0 vote.

If the City Council approves the land use applications stated above, The Planning Commission and staff would recommend the following conditions for consideration:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer and Public Services Director to revise the grading, drainage, and utility information to the satisfaction of the City prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit/ escrow funds to guarantee the proper installation and growth of the approved landscape plan. The letter of credit/escrow funds shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit/escrow funds shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. The Public Services Department shall review and approve the landscape plan to ensure the species and placement of proposed plantings isn't problematic within the right-of-way or problematic from a species standard.
6. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
7. The applicant/property owner shall determine if a Carver County Watershed Management Organization (CCWMO) permit is required. A copy of any approvals or permits required shall be submitted conditional to final approval and issuance of a building permit.
8. The applicant shall submit a copy of the final plan set to the Fire Chief for review and approval prior to building permit issuance.
9. Any future signage shall require a permit and shall conform to Section 900.10 of the City Code and all applicable design standard requirements.
10. The rooftop mechanical screening details shall be submitted with the building permit application drawings and shall be reviewed and approved by City staff prior to building permit issuance.
11. The applicant shall submit an application to vacate the existing sewer easement and driveway easement that impact the site.
12. Execution of a Developer's Agreement.
13. The applicant shall contact the City Planning Department for a final site inspection when all conditions of approval regarding this application have been completed.
14. The applicant shall continue to work with city staff to coordinate possible onsite stormwater improvements in conjunction with the future downtown reconstruction project.



OLIVE & SECOND, LLC
332 West 4th Street
Waconia, MN 55387

July 3rd, 2024

Mr. Lane Braaten
Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387

Dear Lane,

Following several months of preliminary design & feasibility work and positive feedback provided at the June 3rd Council Work Session, we are pleased to submit our applications for Site Plan Review, Height Variance, Preliminary Plat, and Final Plat for this transformational proposed addition to downtown Waconia.

This half-block land assembly bounded by Olive Street, 2nd Street, and Elm Street presents a rare opportunity to reimagine a key piece of Waconia that promises to make downtown even more vibrant.

Development vision highlights and benefits include:

- New high-quality housing choices designed at a variety of price points (Studios, 1 BR, 2BR, and 3BR layouts; 92 total units) conveniently located in the heart of downtown Waconia with walkability to dozens of restaurants, shops, services, parks, Lake Waconia, and other amenities. Waconia and Carver County's continued population growth necessitates the creation of new housing stock of all types, including market-rate multifamily that meets the tastes and preferences of today's residents.
- New retail space to activate the corner of Olive and 2nd Street, a prominent gateway to downtown Waconia. We've programmed 3,078 square feet with oversized windows, high ceilings, and dedicated/covered patio seating along Olive Street that we believe will attract a long-term café or restaurant use that complements downtown Waconia's existing offerings.
- New public parking supply conveniently accessible to downtown businesses to help serve Waconia's growing parking needs. The proposed exterior parking lot incorporates 33 stalls, of which 21 will be dedicated to the public at all hours and the remaining to act as "flex" stalls also available to the public. We believe our two levels of underground parking (142 stalls, or 1.54 stalls per unit) will satisfy market demand for the 92 multifamily units. Market data from nearby suburban downtown multifamily buildings consistently show demand of approximately 1 stall per bedroom, which implies demand for only 122 stalls with this project. While the design's 154 multifamily stalls meets the current multifamily parking ordinance, we believe the exterior parking lot's 33 stalls will become 100% public parking at all times. In essence, we're proposing to construct 175 total parking stalls of which the market will only use 122 stalls.
- Contextual architecture with multiple setbacks, façade articulation, and high-quality materials including brick that relates to historic downtown Waconia buildings. Being sensitive to the scale of downtown's historic buildings, the proposed massing steps back four times from Olive Street, allowing the 1st Floor retail to have more prominence and accommodates an expansive indoor/outdoor resident amenity terrace on the 4th Floor featuring panoramic views of downtown and Lake Waconia. At Olive Street, the project's retail space rises 14 feet before stepping back considerably where the apartment floors 2 through 4 rise to 47 feet before stepping back further. At Elm Street, the project rises 47 feet to the top of the 4th floor, with the 5th floor stepped back. The 5th floor includes penthouse-style residential units with oversized private terraces (that utilize the large setbacks), optimizing views of downtown and Lake Waconia.

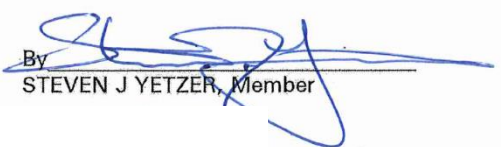
- Aligns with in-place zoning guidance and architectural design standards for the downtown district. The proposed project design and enhanced streetscape elements carefully adhere to the comprehensive plan and the standards outlined for the downtown district. Future residents and visitors will appreciate how the hospitality-inspired lobby at the corner of Elm and 2nd St, access doors near Olive Street and the public parking lot, varied façade architecture featuring Chaska brick and other high-quality materials, and extensive landscaping all connect to the street – encouraging a walkable lifestyle that many area residents desire.

As a Waconia-based ownership group with a long-term vested interest in the community, we are excited to advance this project to its next steps toward becoming a reality. If successful our goal is to close on financing and start construction by late fall 2024 and achieve certificate of occupancy in early spring 2026.

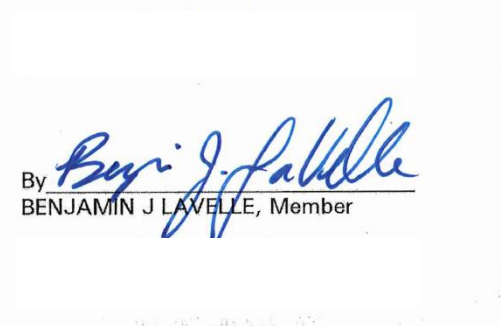
We look forward to addressing any questions or clarifications as our applications are prepared for upcoming public hearings.

Respectfully,

OLIVE & SECOND, LLC

By 
STEVEN J YETZER, Member

By 
CARL J RUNCK, Member

By 
BENJAMIN J LAVELLE, Member

Olive & Second

Waconia, Minnesota

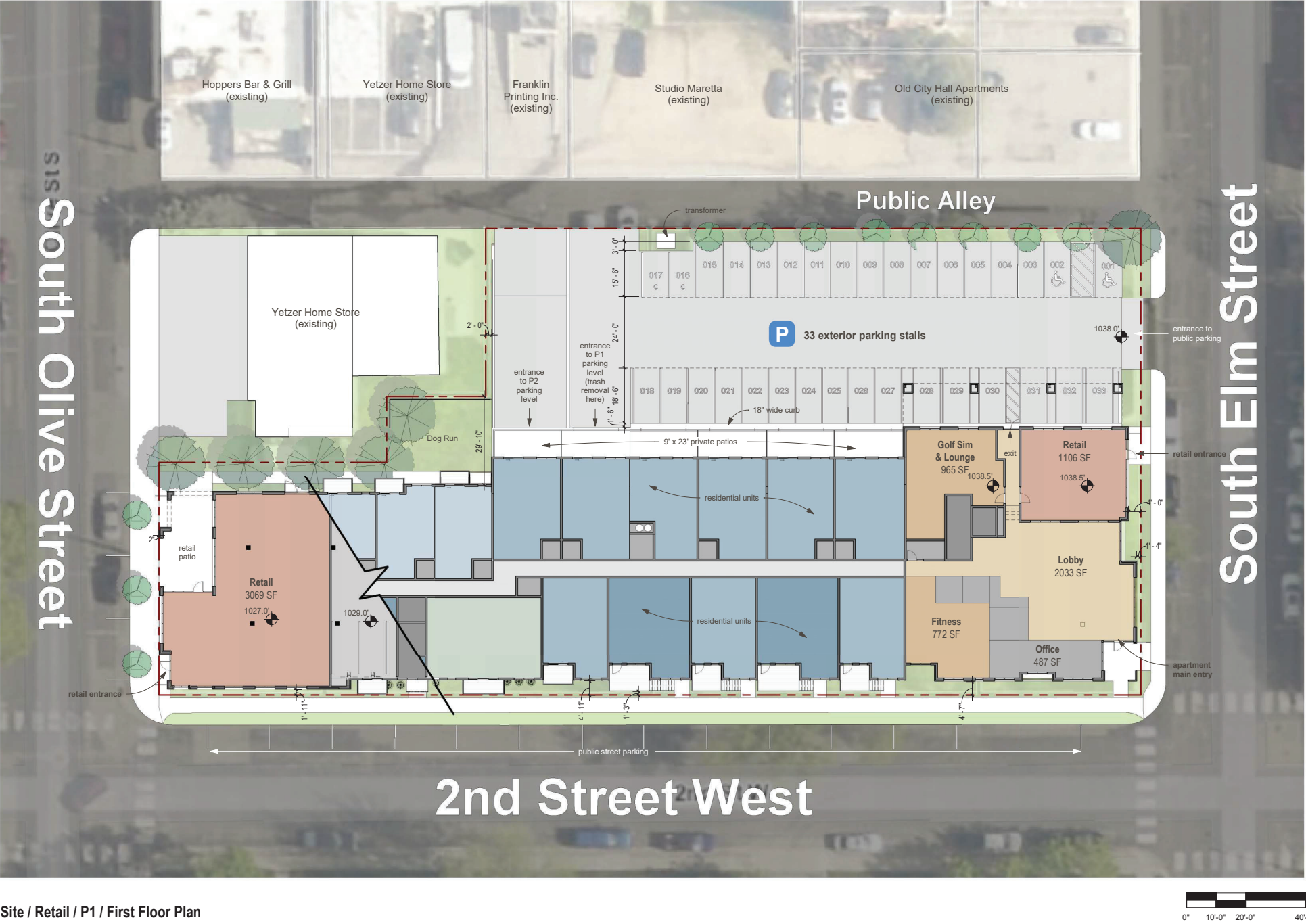


Olive Street



Elm Street and 2nd Street

Concept Design Summary



Site / Retail / P1 / First Floor Plan

GROSS BUILDING AREA BY FLOOR	
P2 Lower Floor	24794 SF
P1 Floor	24605 SF
1st Floor	22923 SF
2nd Floor	23962 SF
3rd Floor	23924 SF
4th Floor	21320 SF
5th Floor (PH)	16604 SF
Total	158131 SF

GROSS BUILDING AREA BY USE	
Amenity	6048 SF
Circulation	11061 SF
Garage	44312 SF
Residential	88328 SF
Retail	4277 SF
Service	2304 SF
Storage	1800 SF
Total	158131 SF

BUILDING UNIT MATRIX				
TYPE	COUNT	COUNT %	AVG SIZE	REQ. PARKING
1 BED	37	41%	687 SF ... 923 SF	59
1 BED+	14	14%	854 SF ... 1151 SF	22
2 BED	25	27%	1096 SF ... 1538 SF	45
2 BED+	4	4%	1481 SF ... 1877 SF	7
3 BED	1	1%	1802 SF	2
ALCOVE	11	12%	525 SF ... 587 SF	18
	92			154

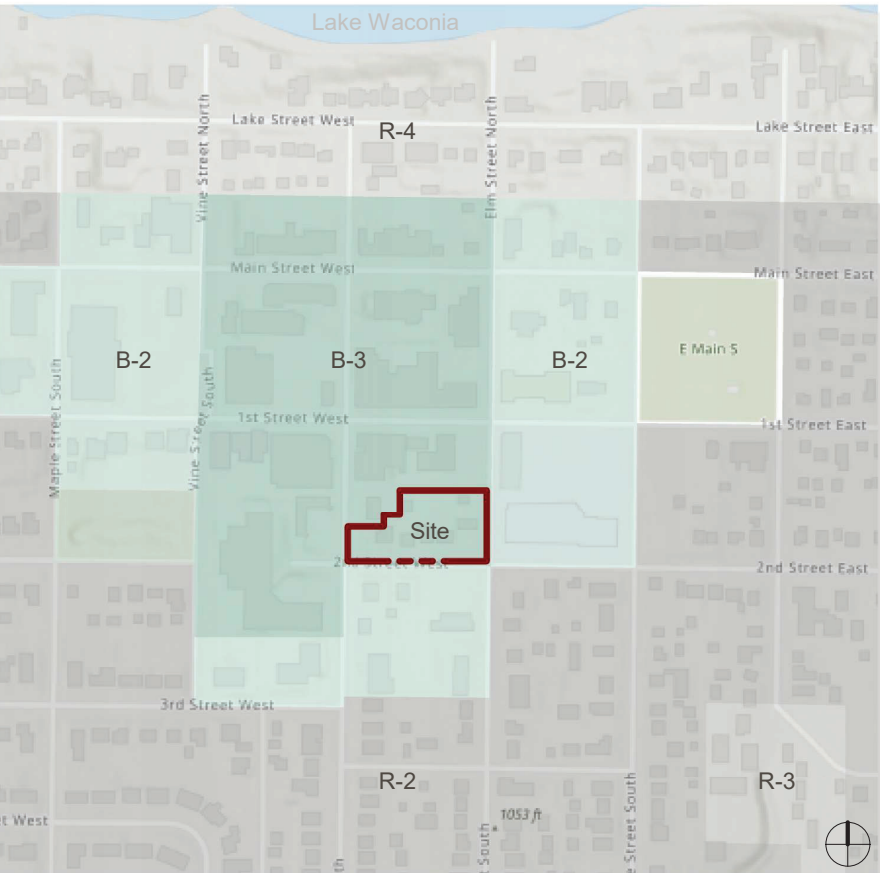
UNIT MATRIX BY FLOOR				
TYPE	COUNT	AREA	PCT.	TOTAL SF
1st Floor				
1 BED	9	687 SF ... 773 SF	7.6%	6572 SF
1 BED+	3	854 SF ... 893 SF	3.0%	2640 SF
2 BED	3	1096 SF ... 1279 SF	4.2%	3640 SF
ALCOVE	3	525 SF ... 571 SF	1.9%	1643 SF
1st Floor: 18				
14494 SF				
2nd Floor				
1 BED	11	687 SF ... 923 SF	9.4%	8202 SF
1 BED+	3	854 SF ... 893 SF	3.0%	2640 SF
2 BED	6	1096 SF ... 1538 SF	8.9%	7744 SF
ALCOVE	4	525 SF ... 587 SF	2.6%	2229 SF
2nd Floor: 24				
20815 SF				
3rd Floor				
1 BED	11	687 SF ... 923 SF	9.4%	8202 SF
1 BED+	3	854 SF ... 893 SF	3.0%	2640 SF
2 BED	6	1096 SF ... 1538 SF	8.9%	7744 SF
ALCOVE	4	525 SF ... 587 SF	2.6%	2229 SF
3rd Floor: 24				
20815 SF				
4th Floor				
1 BED	6	706 SF ... 923 SF	5.2%	4539 SF
1 BED+	3	893 SF ... 982 SF	3.2%	2767 SF
2 BED	5	1096 SF ... 1538 SF	7.5%	6511 SF
2 BED+	2	1481 SF ... 1522 SF	3.5%	3003 SF
4th Floor: 16				
16820 SF				
5th Floor (PH)				
1 BED+	2	1151 SF	2.6%	2301 SF
2 BED	5	1187 SF ... 1437 SF	7.5%	6508 SF
2 BED+	2	1501 SF ... 1877 SF	3.9%	3378 SF
3 BED	1	1802 SF	2.1%	1802 SF
5th Floor (PH): 10				
13990 SF				
Total: 92				
86933 SF				

DEVELOPMENT PARKING	
Exterior	
Compact	2
Standard	10
Garage	
Accessible	4
Compact	22
Standard	90
Tandem	26
Total	154

ON-SITE PUBLIC PARKING	
On-Site Exterior Lot	
Accessible	2
Standard	19
Total	21

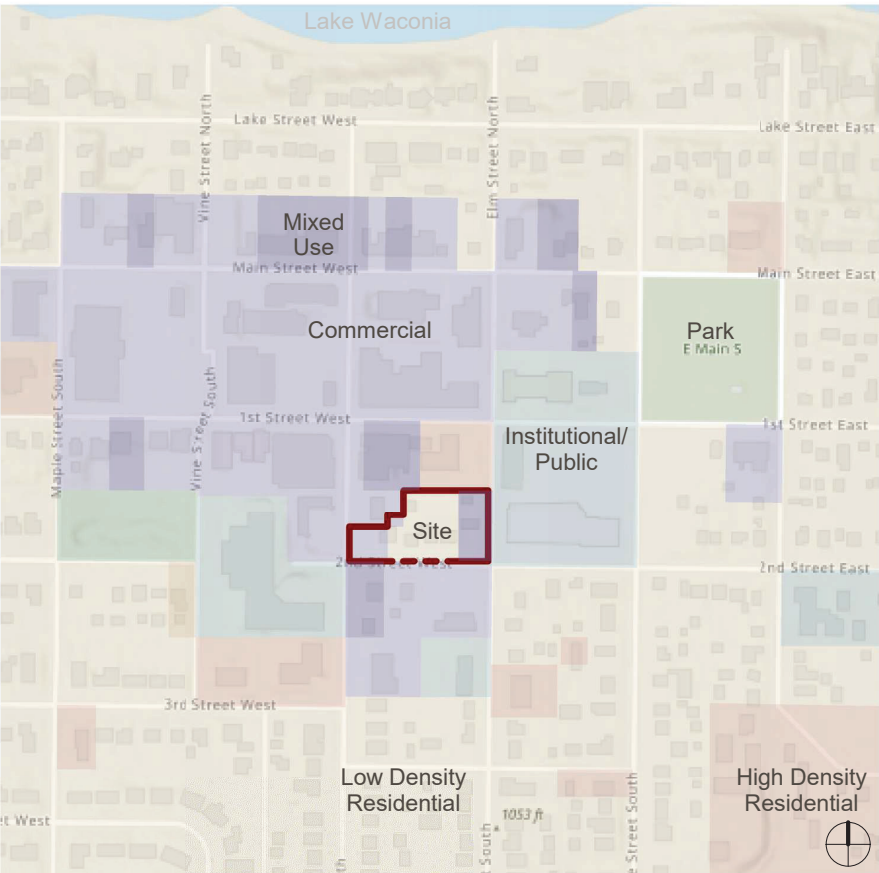
The development requires 154 stalls to satisfy the current residential parking ordinance. The project proposes to provide 175 total on-site parking stalls creating a surplus of at least 21 stalls for public benefit.

Ordinance Analysis



Current Zoning B-3 Central Business District

The site is located in the B-3 Central Business District. The Central Business District goal is to serve as the social, cultural, and commercial center of the city. Primarily, this district is intended to strengthen the market area's shopping, entertainment, and office center. Small retail, mixed-use buildings, and multi-family dwellings all fall within the permitted uses of this district. The proposed project will include multi-family dwellings with a small retail component aligning with the goal of the Central Business District.



Future Land Use (City of Waconia Comprehensive Plan) C - Commercial, L - Low Density Residential, MU - Mixed Use

The City of Waconia Comprehensive Plan identifies this site as a combination of commercial, mixed use, and low density residential uses. Suggested land uses include commercial retail or service businesses, offices, and high density housing. The comprehensive plan encourages mixed use developments with integrated parking to maximize land development intensity. Park spaces should be small and may occur in the form of plazas.

Site Information

Address: 125 Olive St. S
8,16,& 24 2nd St. W
136 Elm St. S
Waconia, MN, 55387

PID: 750501511, 750501505, 750501480,
750501460, 750501470, 750501450

Site Area: 43,175 SF (1 acre)

Development Summary:

	Existing Ord.	Proposed
Zoning District:	B-3	B-3
Future Land Use:	L, C, & MU	MU
Min. Front Yard Setback:	0 Feet	0 Feet
Min. Side Yard Setback:	0 Feet	0 Feet
Min. Rear Yard Setback:	0 Feet	0 Feet
Max. Height:	4 Stories	5 Stories (Stepped)
Avg. Grade	45 Feet	65 Feet 10 Inches
Olive Street		49 Feet 8 Inches
Elm Street		48 Feet
F.A.R.	-	2.64
Bike Storage	-	92 Racks
Parking	154 Required	175 Provided

Comprehensive Plan

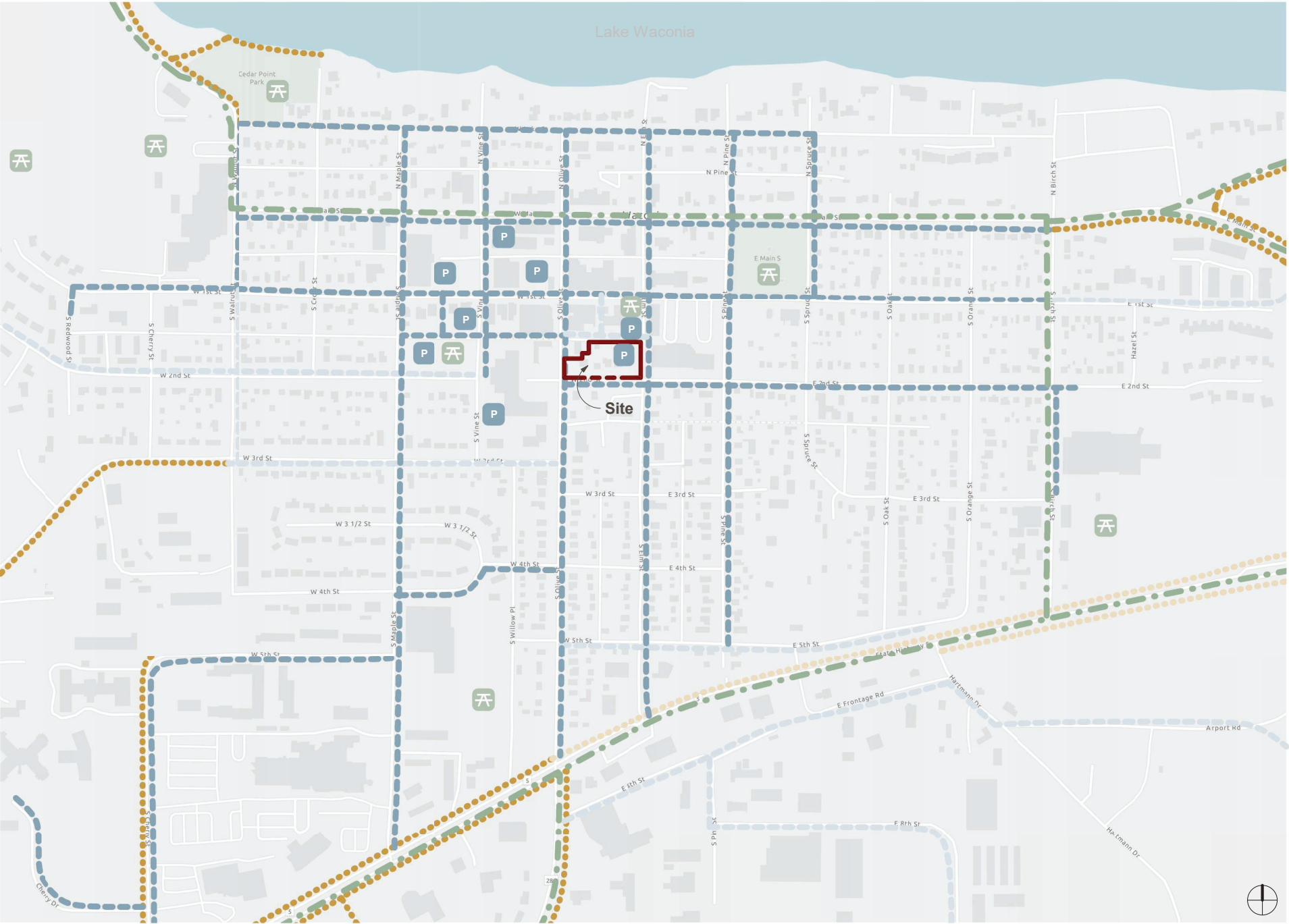
Olive & Second is a mixed use project which seeks to enhance Waconia's existing core by providing high quality homes which are within walkable distance of downtown. Commercial space on both Elm and Olive Streets bring additional businesses to the area, further enhancing the existing core. The project also provides a much needed public parking component to support area businesses.

Olive & Second aligns with multiple objectives outlined in the City of Waconia Comprehensive Plan. The project will support the increasing demand for urban growth and invest in the established downtown activity center aligning with objectives 1, 2, and 3. It will develop an underutilized property and provide commercial and residential opportunities outlined in objectives 9 and 11.

Trash Narrative

Trash storage and collection for all uses on site (Residential and Commercial) is within the P1 level of the parking garage. There will be no exterior storage of trash collection or temporary dumpster staging within this project. The trash truck will access the north side of the building via the alley and will tip dumpsters removed from the building near the P1 entrance door. The alley will not be blocked during this operation.

Site Amenities



Site Amenities

Since the project resides within the heart of Waconia, residents have a wide range of amenities at their doorstep. These include:

Walking - With sidewalk connections on all sides of the site it is woven into the pedestrian fabric of downtown. The sidewalks connect residents, patrons, and the community to trails, parks, the waterfront, and downtown businesses.

Biking - Close proximity (within two blocks) to the bikeway parallel to downtown, provides easy access to a sprawling network of bike trails within the region including the Dakota Rail Regional Trail.

Parks - There are three parks within two blocks of the site providing residents with walkable access to green space. Given the site location is within blocks of Lake Waconia, convenient access is available to Cedar Point Park and Lake Waconia Regional Park.

Transit - The site is adjacent to Olive Street, a major collector, that allows convenient access to Highway 5 and Highway 284.

Amenity Key

- Trail
- Future Trail
- Bikeway
- Sidewalk
- Future Sidewalk
- Public Parking
- Park

Existing Context

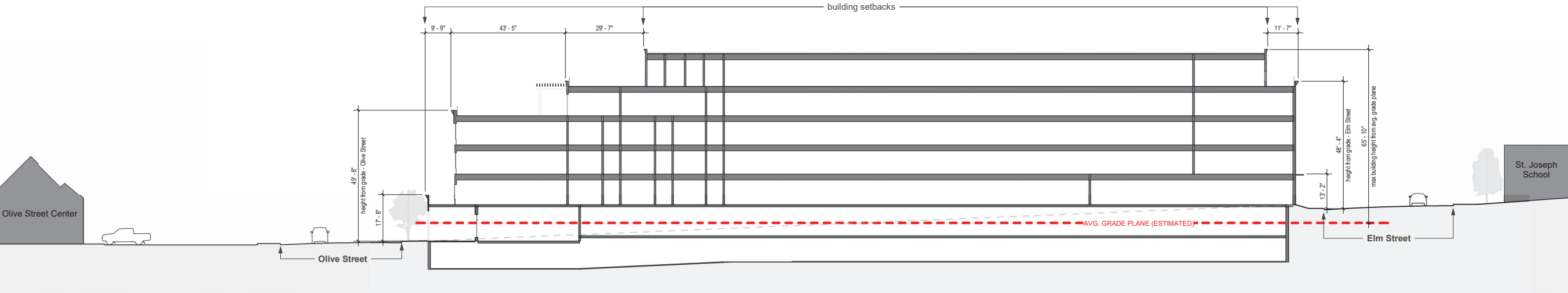


Adjacent Buildings/Material Palette

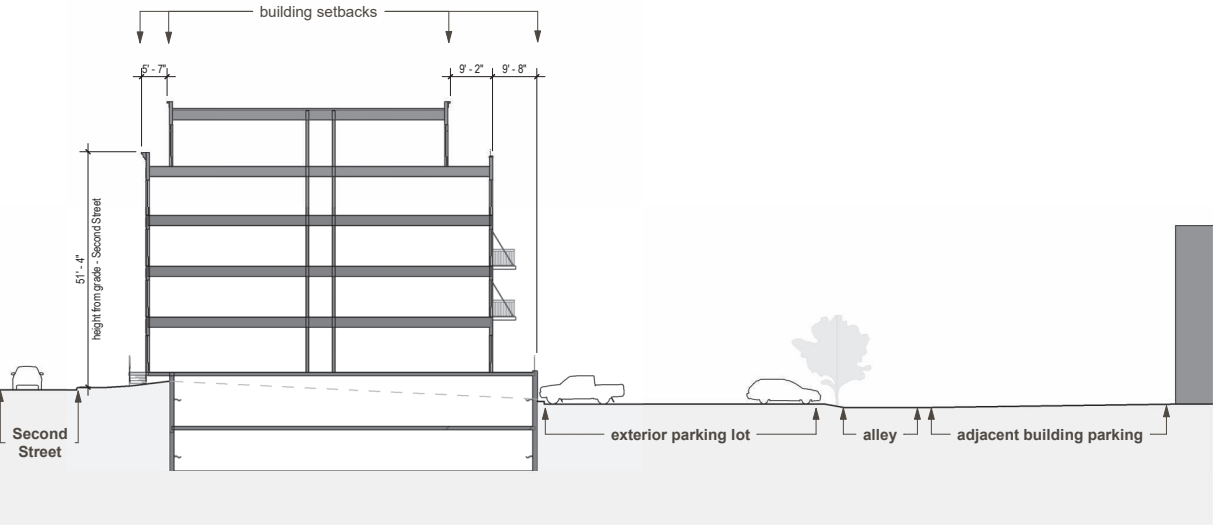
The adjacent buildings use a variety of materials including different forms of masonry, stucco, and lap siding. Consistent themes include red and chaska brick, brick detailing, and arched windows/openings.



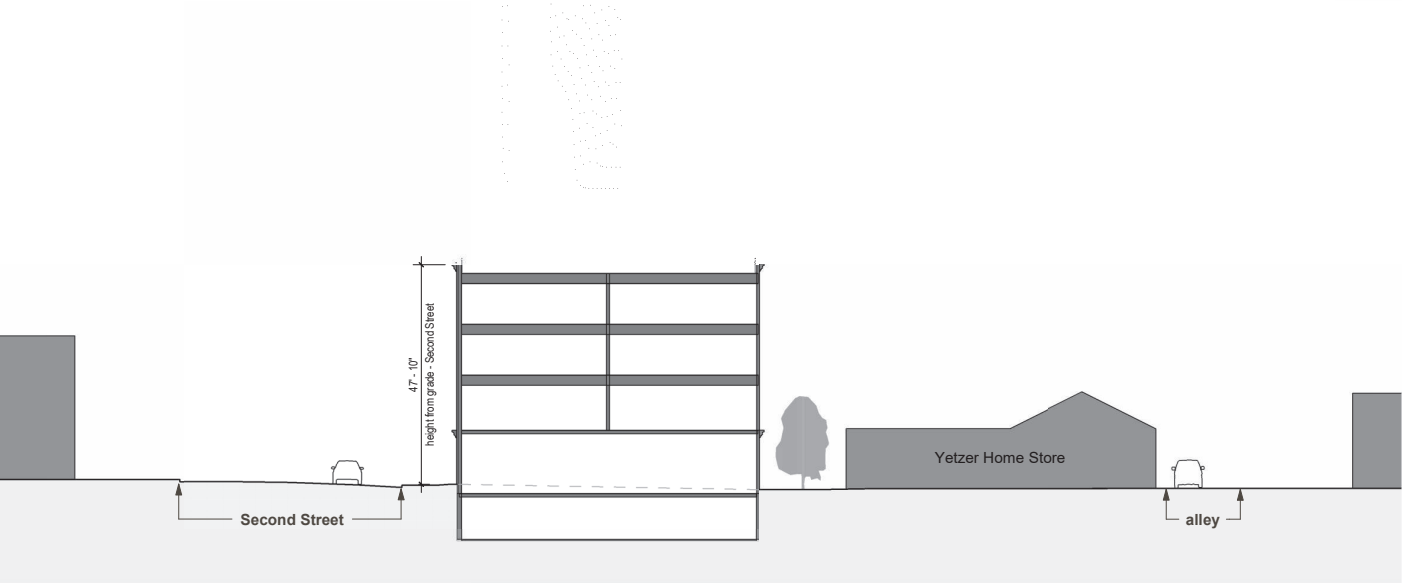
Site Sections



Site Section Looking North



Site Section Looking West 1



Site Section Looking West 2

Plans

- ALCOVE

1 BED

1 BED + DEN

2 BED

2 BED + DEN

3 BED
- VERITCAL CIRCULATION

CIRCULATION

STORAGE

AMENITY

COMMON

SERVICE

GARAGE

RETAIL



1st Floor



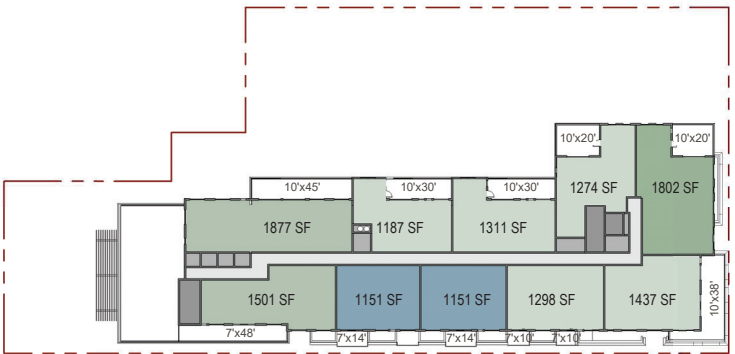
4th Floor



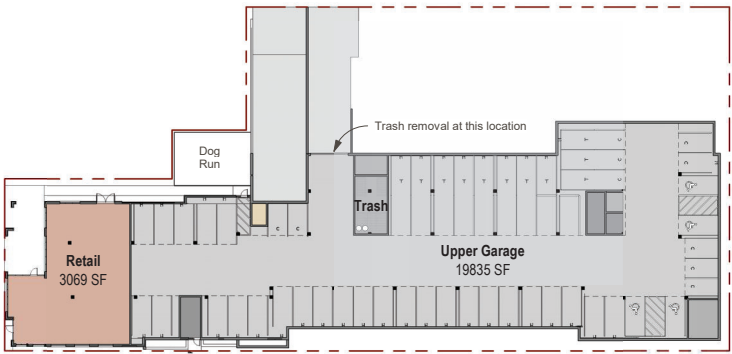
P2 Lower Floor



2nd Floor



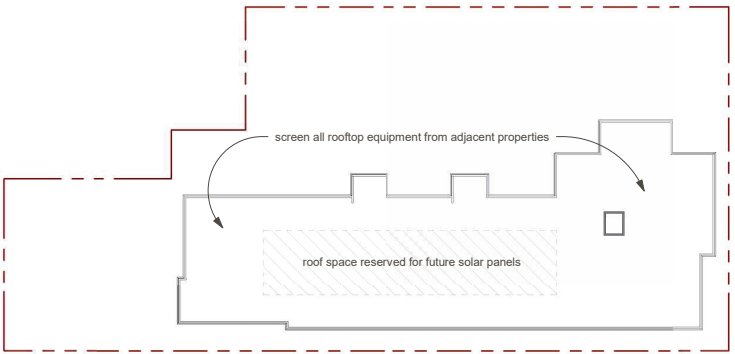
5th Floor (Penthouse Level)



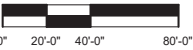
P1 Lower Floor



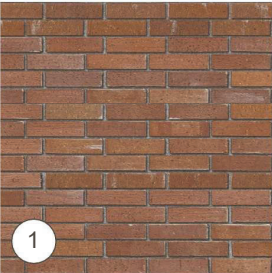
3rd Floor



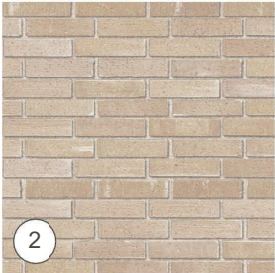
Roof Plan



Exterior Materials



Red Brick



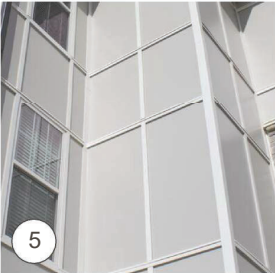
Chaska Brick



Textured Conc. Masonry



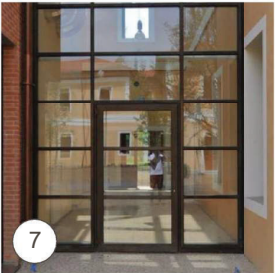
Lap Siding



Panel Siding



Metal Panel Siding



Aluminium Storefront



Aluminium Balcony



Retaining Wall Planter

Concept Elevations



Design Standards, Downtown District Guidelines:

1. Building context and character

Response: The project relates to its surrounding context and scale in a number of ways around the facade. By implementing various components of design such as cornice lines at the second floor, walk up style decks with direct access to the sidewalk, and multiple setbacks at various floors, the building reduces the perceived scale and blends further into surrounding pedestrian context. Large format storefront openings on both the east and west retail ends further compliment many existing neighboring structures.

2. Architectural style

Response: Olive and Second is a wonderful blend of classic building organization including a defined base, middle, and top with a modern filter. Historic elements such as a capstone cornice and projected bay windows appear however they have been translated to

a more modern version. This blend is purposeful and intentionally does not try to mimic the beautiful detail of a previous age but rather compliment it.

3. Build-to line

Response: The project responds to the various street fronts in different ways. Along Olive Street, the building maintains a consistent downtown minimal setback against the back of the sidewalk seamlessly blending activity between outside and in. Second Street provides a softer transition between the public sidewalk and private residential areas with landscaping and walk up style units with the Elm Street facade returning closer to the property line while still providing a softening edge of green area.

4. Building width and façade articulation

Response: Early in the design process, the team focused on developing unique yet compatible facade designs intended to reduce scale and provide visual interest as you experience the project from any side. This was achieved using many of the principles listed within the design standards including:

- 1) Façade modulation — stepping back or extending forward a portion of the façade;
- 2) Vertical divisions using different textures or materials
- 3) Division into storefronts, with separate display windows and entrances;
- 4) Variation in roof lines by stepped roofs to reinforce the modulation or articulation interval;
- 5) Window bays and balconies at intervals equal to the articulation interval;
- 6) Providing a lighting fixture, trellis, tree, or other landscape feature with each interval.

5. Ground level expression

Response: Olive and Second provides intermediate cornice lines, story setbacks, and projecting canopies at various locations around the building to ensure the pedestrian zone, which is generally defined as the area between grade and a height of approximately 16 feet, is properly defined and scaled to ensure a comfortable experience.

6. Building height

Response: Given the site's location, additional building height provides the necessary density to support thriving businesses and also remains respectful to the existing character of downtown. While a variance for additional height has been requested, the project responds to significant grade change (approximately 14') across the site with a number of significant steps in height. The result are end facades which more closely follow the height guidelines of the district.

7. Roof design

Response: Various steps in the building contribute to a varied roof level. The parapets surrounding the flat roof will provide screening for any rooftop mounted equipment. Further, this equipment will be mounted toward the center of the roofs.

8. Ground-floor windows

Response: While Olive and Second is exempt from the requirements of this section, significant glazing is provided at each commercial end of the building including within the common areas along Elm Street and the retail space along Olive Street. Second street provides residential eyes on the street further enhancing safety and interaction.

9. Entries

Response: Each entry is identified with either a covering such as a building recess, a canopy which projects, or large glazing areas.

10. Architectural details

Response: As noted previously, the project seeks to compliment, rather than mimic, the beautiful historic details of downtown Waconia.

12. Building materials

Response: Proposed building facade materials include brick, textured concrete units, horizontal lap siding, paneled siding, and glass. No prohibited materials, as defined by the standards, are proposed.

13. Side and rear elevations

Response: Facade materials and general design is consistent on all sides of the project.

14. Building colors

Response: Principal building colors include Chaska brick beige, red brick, classic dark bronze, and soft gray. All of the colors together present a quiet and composed facade.

15. Signs

Response: Signage for the project has been provided within this packet on a conceptual level. Generally, traditional styles such as hanging blade signs and cast aluminum lettering are expected.

16. Placement and screening of equipment

Response: Trash storage is contained within the building with collection activities occurring at the midpoint of the site adjacent to the alley.

17. Parking

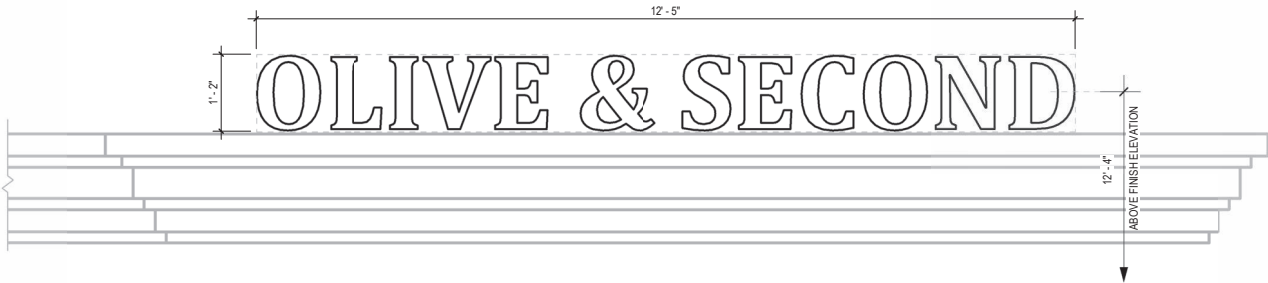
Response: The majority of the parking required for the development is planned within the building. Exterior parking is located to the side of the project with access from both Elm Street and the public alley.

18. Lighting

Response: The lighting has been designed to be respectful of our neighbors and compatible with the surrounding context.

Site Signage

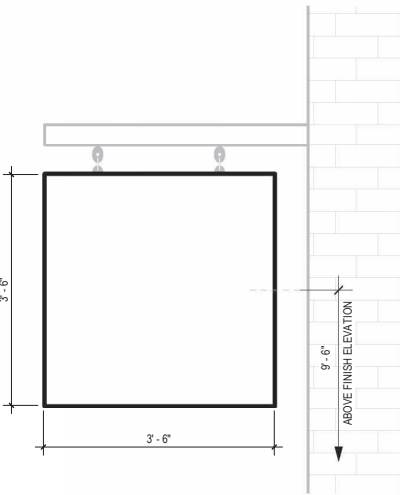
*purpose is to show signage size and height, design is to be determined



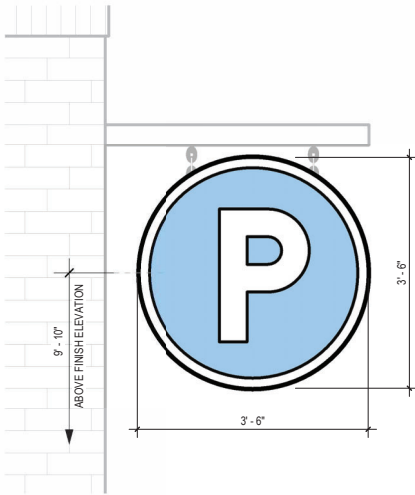
1 - 2nd St. Apartment Signage



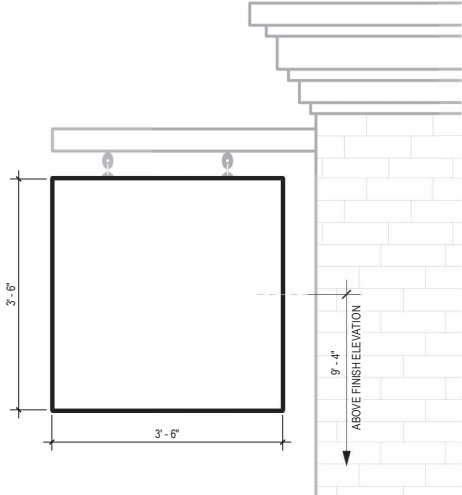
2 - Elm St. Apartment Signage



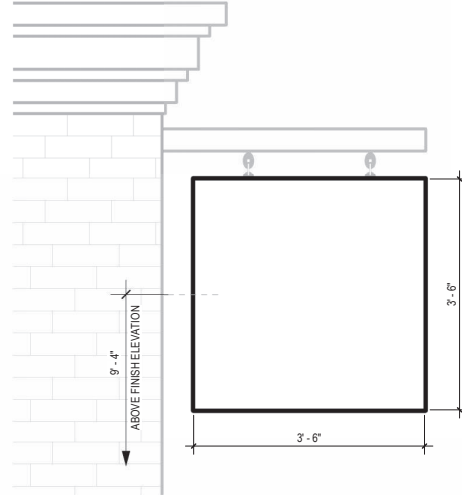
3 - Elm St. Retail Signage



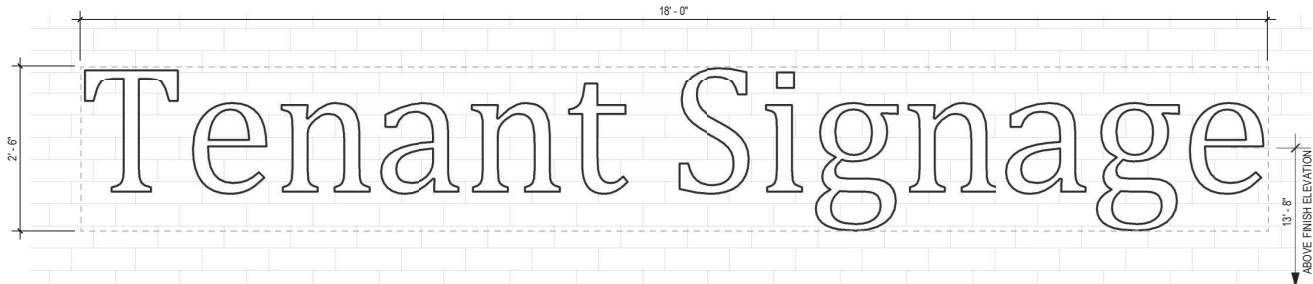
4 - Elm St. Parking Signage



5 - Olive St. Retail Signage



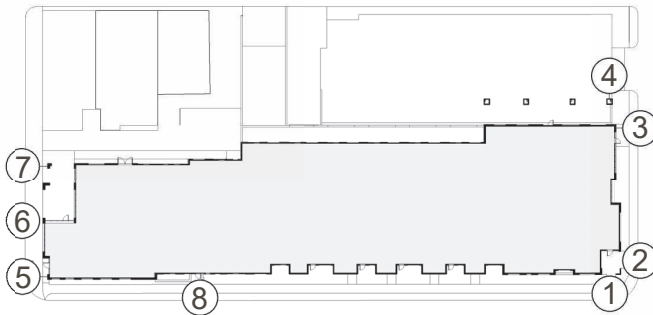
7 - Olive St. Retail Signage



6 - Olive St. Retail Signage

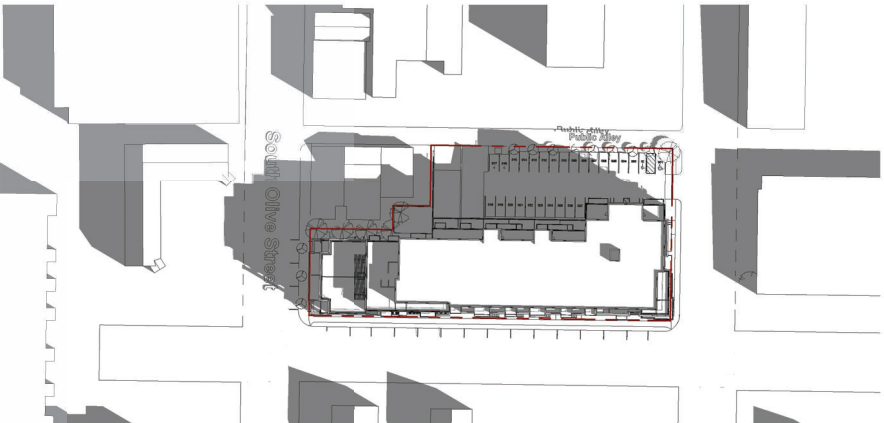


8 - 2nd St. Apartment Signage

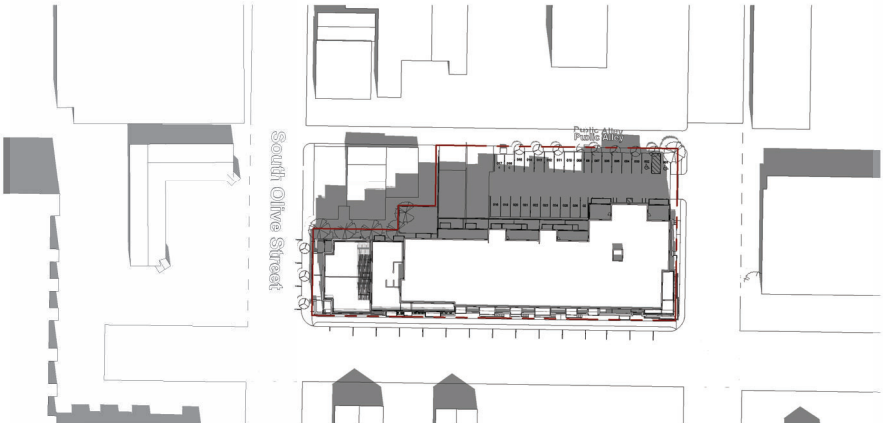


Site Signage Key

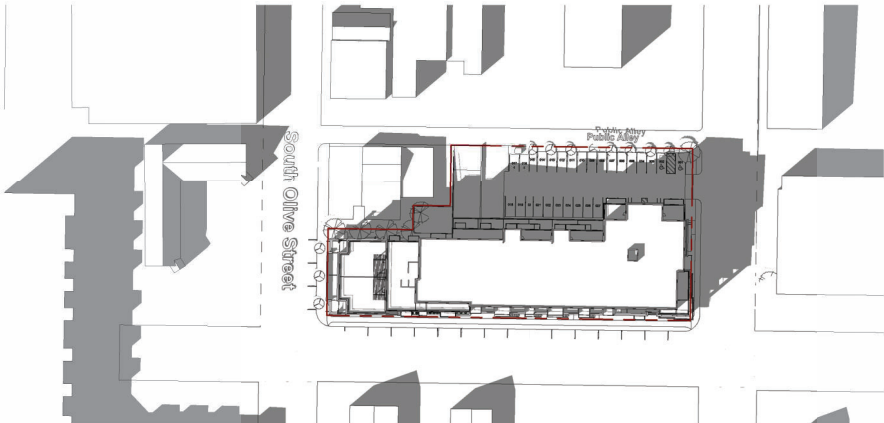
Shadow Studies



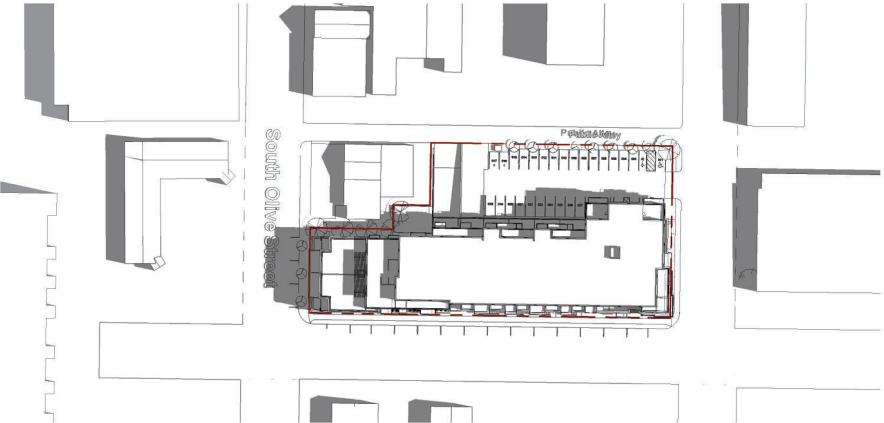
March & September 21, 9am



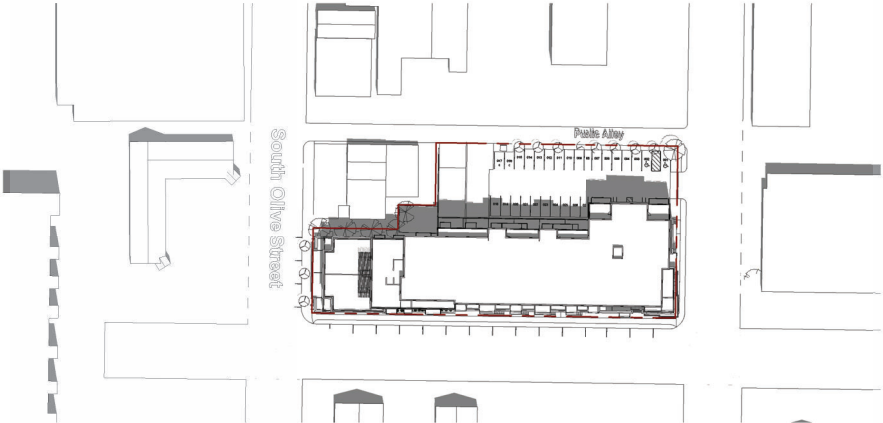
March & September 21, 12pm



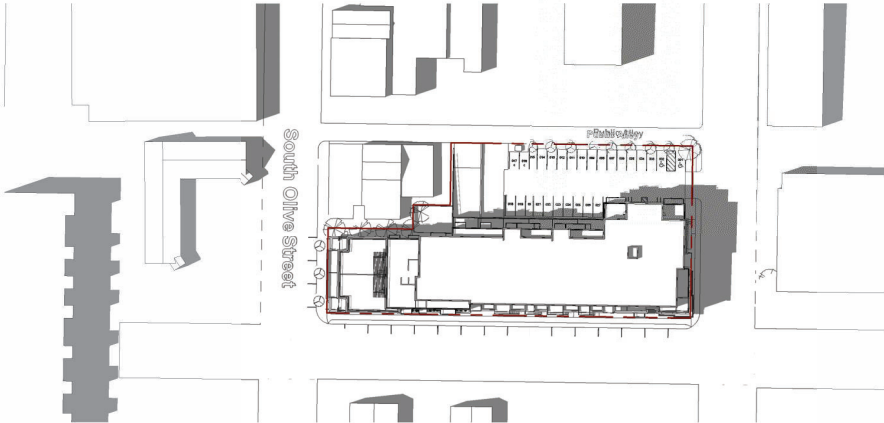
March & September 21, 3pm



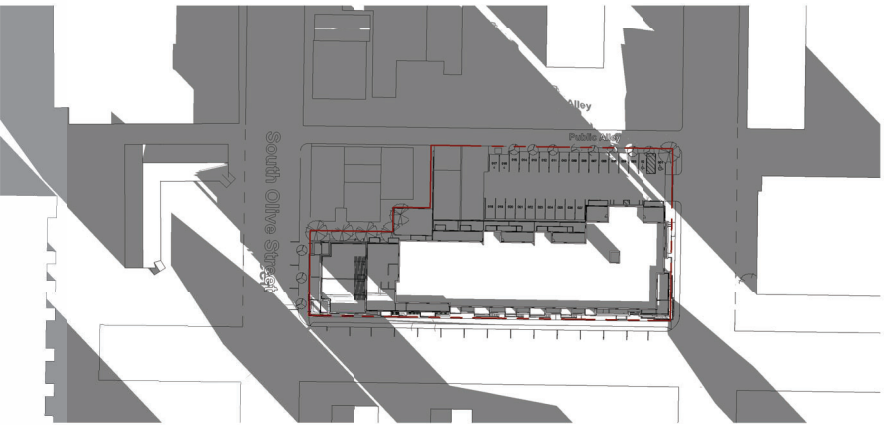
June 21, 9am



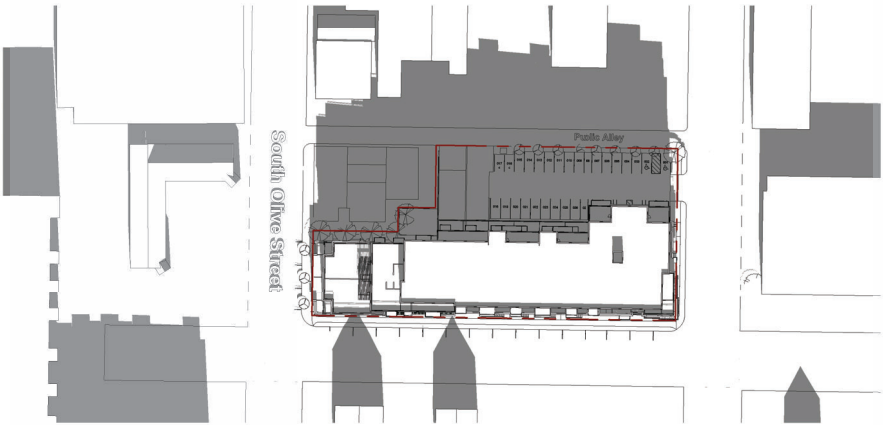
June 21, 12pm



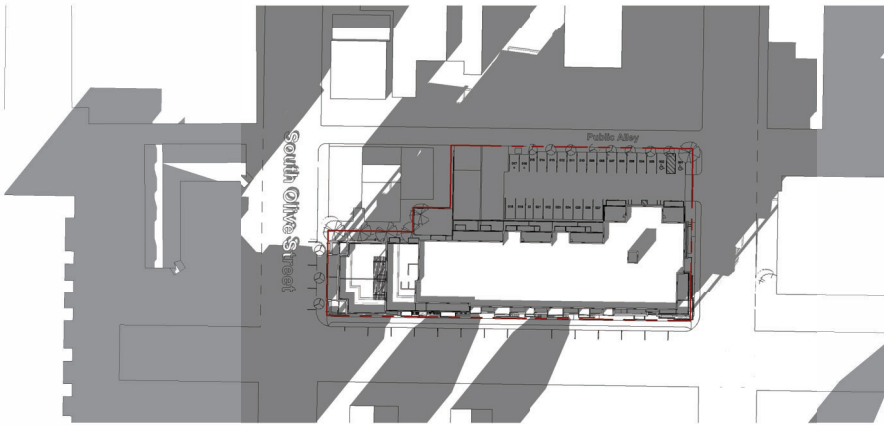
June 21, 3pm



December 21, 9am



December 21, 12pm



December 21, 3pm

24:45 (LMS TECH) | THOMAS KEELEY | 7/3/2024 11:49:57 AM
L:\PROJECTS\52857\CAD\SURVEY\52857 EXCOND.DWG C2.01 EXISTING CONDITIONS

DESCRIPTION

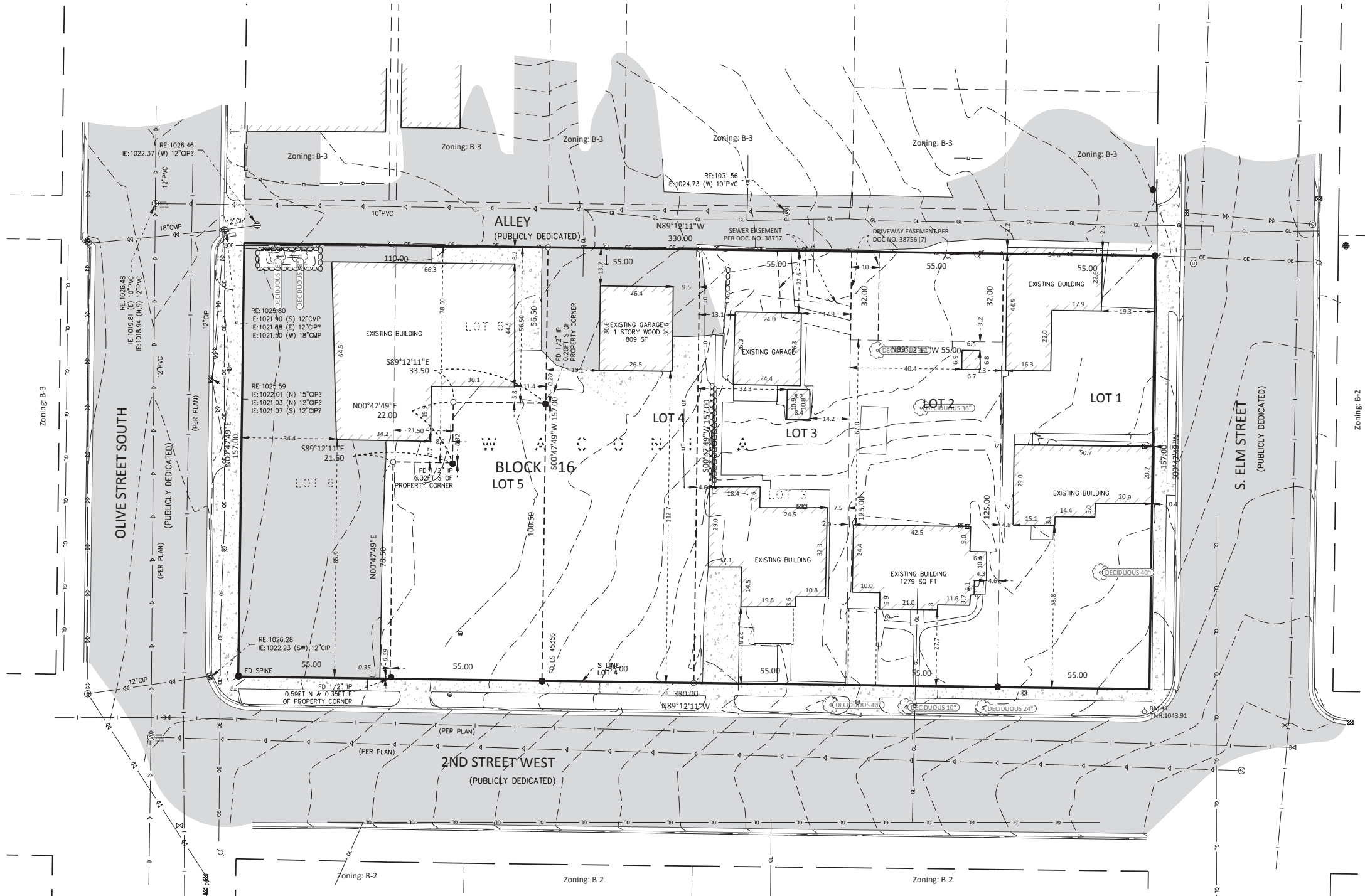
Lot 1, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 2, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 3, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 4, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota, except the North 56.50 feet lying east of the West 21.50 feet of said Lot 5 and except the North 78.50 feet of the West 21.50 feet of said Lot 5.
The North 56.50 feet lying east of the West 21.50 feet of Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota..
Lot 6, and the North 78.50 feeyt of the West21.50 feet of Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota
(Abstract property)

The following notes correspond to the reference numbers listed in Schedule B, Section 2 of the title commitment.

7. Driveway easement(s) over the North 32 feet of Lot 2 as evidenced by Document No. 38756. Said easement affects the survey property over the west 10 feet of the north 32 feet of Lot 2 as shown hereon.
8. Sewer easement voer the land in favor of the City of Waconia, as created in Document No. 38757. Said easement affects Lot 3 as shown hereon.

SURVEY NOTES

1. This survey was prepared utilizing Title Commitment No. 67950 by Guaranty Commerical Title Inc. , bearing a commitment date of 03/25/2024.
2. The bearing system is based on the Carver County coordinate system, NAD83 (1986 Adjust), with an assumed bearing of N 89°12'11" W for the South line of Block 16, City of Waconia.
3. Benchmarks:
BM #1: TNH SW side of block 1026.91
BM #2: TNH NW side of block 1026.48
4. Site Area: 51,811 s.f. or 1.19 acres
5. Existing Zoning: B-3
6. Utilities are a combination of data collected by Sambatek and from data provided by others.



LEGEND

- FOUND MONUMENT

⊙ FOUND CAST IRON MONUMENT

○ SET MONUMENT MARKED LS XXXXX

⛶ GATE VALVE / HYDRANT

⊗ SANITARY MANHOLE

⊗ CLEAN OUT

⊗ STORM MANHOLE

⊗ STORM CATCH BASIN

▶ FLARED END SECTION

⚡ TRANSFORMER

⚡ LIGHT

— GUY ANCHOR

⌵ UTILITY POLE

● GUARD POST

⊠ SIGN

⊠ GAS METER

⊗ GAS MANHOLE

⊗ ELECTRIC MANHOLE

⊗ ELECTRIC METER

⊠ TELEPHONE PEDESTAL

⊠ CABLE TV BOX

⊗ COMMUNICATIONS MANHOLE

800 x SPOT ELEVATIONS

⊗ DECIDUOUS TREE

⊗ CONIFEROUS TREE

REGULAR PARKING STALL COUNT

BITUMINOUS SURFACE

CONCRETE SURFACE
- BOUNDARY LINE

--- EASEMENT LINE

(100.00) DEED DISTANCE

..... FEMA FLOOD ZONE LINE

--- RIGHT-OF-WAY LINE

--- SECTION LINE

--- SETBACK LINE

--- TIE LINE

--- UNDERLYING / ADJACENT LOT

--- RESTRICTED ACCESS

--- BUILDING CANOPY

/// BUILDING LINE

--- CONCRETE CURB

--- CHAIN LINK FENCE

--- WOOD FENCE

--- WIRE FENCE

--- IRON FENCE

902 CONTOUR

--- WETLAND LIMITS

--- RETAINING WALL

--- STONE RETAINING WALL

--- POND / WATER LINE

--- OVERHEAD WIRE

--- SANITARY SEWER LINE

--- STORM SEWER LINE

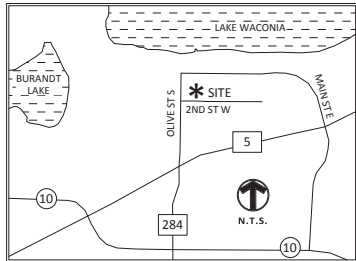
--- WATERMAIN

--- UNDERGROUND ELECTRIC

--- UNDERGROUND GAS LINE

--- OVERHEAD ELECTRIC WIRE

VICINITY MAP



0 20 40
SCALE IN FEET

NO	DATE	BY	CKD	APPR	COMMENT
	07/29/2024	TPK	MCA	MCA	REVISIONS PER CITY COMMENTS

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

Print Name: Mark R. Salo

Date 7/02/2024 License # 43933

PRELIMINARY
DESIGN REVIEW
PERMIT SUBMITTAL
CONSTRUCTION DOCUMENTS

DRAWN BY MS
DESIGNED BY
CHECKED BY MA
PROJECT NO. 52857



EXISTING CONDITIONS SURVEY
MOMENTUM DESIGN GROUP
OLIVE STREET APARTMENTS
CONCEPT PLANS
WACONIA, MINNESOTA

SHEET
C2.01
OF ##
REV. ##

24:AS (LMS TECH) | THOMAS KEELY | 7/29/2024 1:47:05 PM
C:\PROJECTS\52857\CD\CD\WHEELS\52857-C3.01 SITE.DWG C3.01 SITE PLAN

THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE PLANS IS A UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/C1 38-02, TITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA." THE CONTRACTOR AND/OR SUBCONTRACTORS SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. BY CONTACTING THE NOTIFICATION CENTER (GOPHER STATE ONE FOR MINNESOTA). THE CONTRACTOR AND/OR SUBCONTRACTOR AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES, WHICH MIGHT BE OCCASIONED BY HIS OR HER FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES (UNDERGROUND AND OVERHEAD).

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

NO	DATE	BY	CKD	APPR	COMMENT
	07/29/2024	TPK	MCA	MCA	REVISIONS PER CITY COMMENTS

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.

Print Name: _____

Date _____ License # _____

PRELIMINARY
DESIGN REVIEW
PERMIT SUBMITTAL
CONSTRUCTION DOCUMENTS

DRAWN BY
TPK
DESIGNED BY
GDA
CHECKED BY
MCA
PROJECT NO.
52857



PROPOSED

EXISTING

BOUNDARY LINE

CONCRETE CURB

EASEMENT LINE

BUILDING LINE

RETAINING WALL

WETLAND

TREE LINE

SAW CUT LINE

SIGN

BOLLARD

PARKING STALL COUNT

KEY NOTE

LIGHT POLE (BY OTHERS)

STANDARD DUTY ASPHALT PAVING

HEAVY DUTY ASPHALT PAVING

CONCRETE PAVING

CONCRETE SIDEWALK

PAVEMENT BY OTHERS (SEE ARCHITECTURAL PLANS)

- DEVELOPMENT NOTES
1. ALL DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT.

2. ALL DIMENSIONS SHOWN ARE TO THE FACE OF CURB TO FACE OF CURB UNLESS OTHERWISE NOTED.

3. CONTRACTOR SHALL REVIEW PAVEMENT GRADIENT AND CONSTRUCT "GUTTER OUT" WHERE WATER DRAINS AWAY FROM CURB. ALL OTHER AREAS SHALL BE CONSTRUCTED AS "GUTTER IN" CURB. COORDINATE WITH GRADING CONTRACTOR.

4. ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.

5. ALL PARKING STALLS TO BE 9' IN WIDTH AND 18' IN LENGTH UNLESS OTHERWISE INDICATED.

6. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF EXIT PORCHES, RAMPS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.

7. SEE ARCHITECTURAL PLANS FOR PYLON SIGN DETAILS

8. SEE ARCHITECTURAL PLANS FOR LIGHT POLE FOUNDATION DETAIL AND FOR EXACT LOCATIONS OF LIGHT POLE.

9. REFER TO FINAL PLAT FOR LOT BOUNDARIES, LOT NUMBERS, LOT AREAS, AND LOT DIMENSIONS.

10. ALL GRADIENTS ON SIDEWALKS ALONG THE ADA ROUTE SHALL HAVE A MAXIMUM LONGITUDINAL SLOPE OF 5% (1:20), EXCEPT AT CURB RAMPS (1:12), AND A MAXIMUM CROSS SLOPE OF 2.08% (1:48). THE MAXIMUM SLOPE IN ANY DIRECTION ON AN ADA PARKING STALL OR ACCESS AISLE SHALL BE 2.08% (1:48). THE CONTRACTOR SHALL REVIEW AND VERIFY THE GRADIENT IN THE FIELD ALONG THE ADA ROUTES PRIOR TO PLACING CONCRETE OR BITUMINOUS PAVEMENT. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY IF THERE IS A DISCREPANCY BETWEEN THE GRADIENT IN THE FIELD VERSUS THE DESIGN GRADIENT AND COORDINATE WITH GRADING CONTRACTOR.

11. "NO PARKING" SIGNS SHALL BE PLACED ALONG ALL DRIVEWAYS AS REQUIRED BY CITY.

12. STREET NAMES ARE SUBJECT TO APPROVAL BY THE CITY.

- KEY NOTES
- A. BUILDING, STOOPS, STAIRS (SEE ARCHITECTURAL PLANS)

B. B-612 CONCRETE CURB AND GUTTER

C. B-618 CONCRETE CURB AND GUTTER

D. CONCRETE APRON

E. FLAT CURB SECTION

F. CONCRETE SIDEWALK

G. SEGMENTAL BLOCK RETAINING WALL

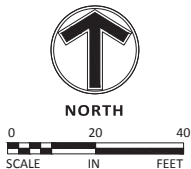
H. ADA ACCESS LOCATION

I. ACCESSIBLE STALL STRIPING

J. ACCESSIBLE PARKING SIGN

K. TRANSFORMER

L. COMPACT PARKING STALL



SITE PLAN

MOMENTUM DESIGN GROUP

OLIVE STREET APARTMENTS

CONCEPT PLANS

WACONIA, MINNESOTA

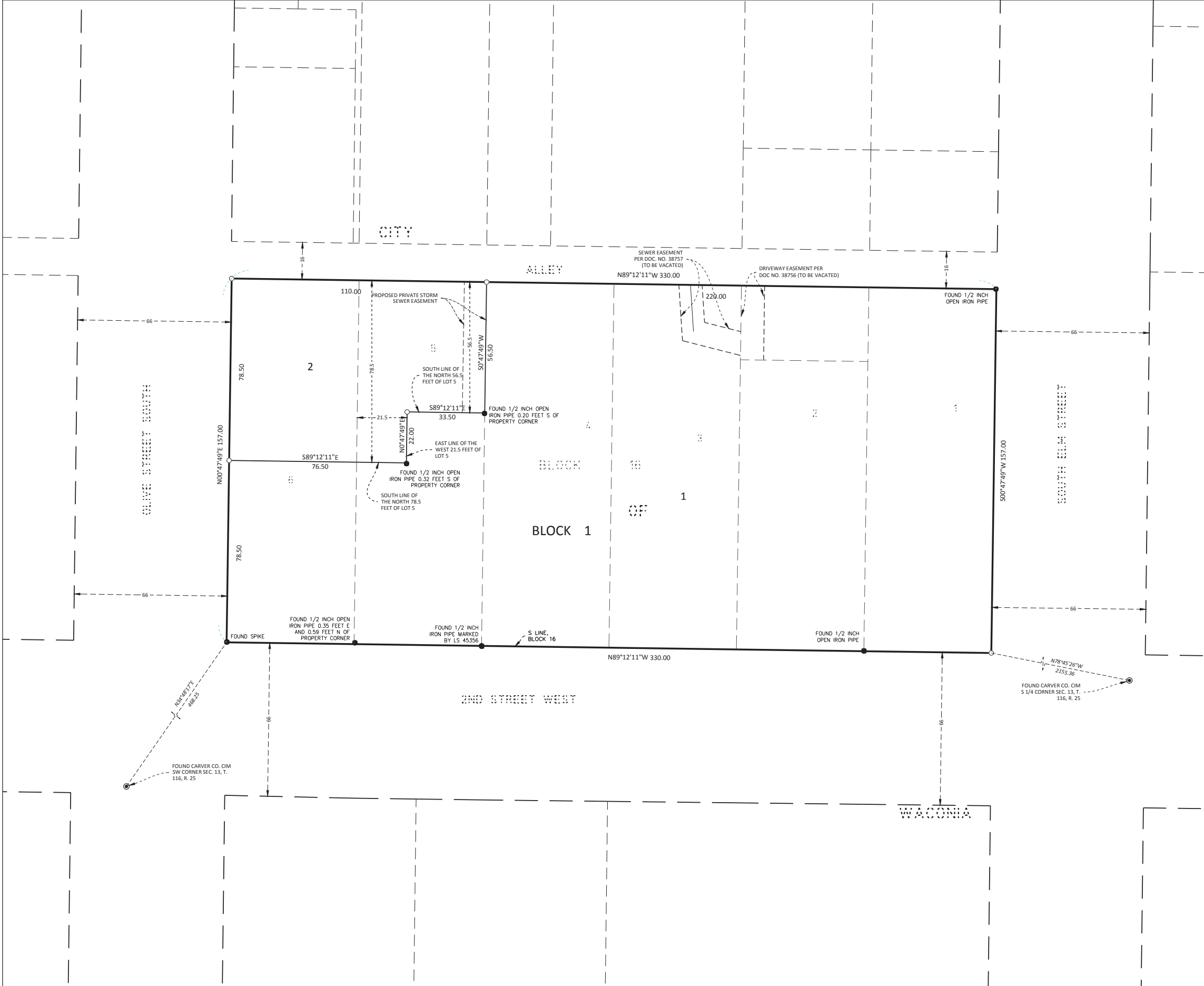
SHEET

C3.01

OF

REV. ##

24:45 (LMS TECH) | THOMAS KEELEY | 7/26/2024 7:03:58 AM
L:\PROJECTS\52857\CAD\CIVIL\SHEETS\52857-C3.02-PRELIM\PLAT.DWG\C3.02 PRELIMINARY PLAT



OLIVE AND SECOND

DESCRIPTION

Lot 1, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 2, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 3, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 4, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota, except the North 56.50 feet lying east of the West 21.50 feet of said Lot 5 and except the North 78.50 feet of the West 21.50 feet of said Lot 5.
The North 56.50 feet lying east of the West 21.50 feet of Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota..
Lot 6, and the North 78.50 feeyt of the West 21.50 feet of Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota
(Abstract property)

PROPERTY SUMMARY

TOTAL SITE AREA: 51,811 S.F.
LOT 1: 43,913 S.F.
LOT 2: 7,898 S.F.

SITE SETBACKS

ZONE: B-3 (Central Business District)
FRONT YARD: 0'
REAR YARD: 0'
SIDE YARD: 0'
ARTERIAL STREET: 0'

DEVELOPMENT NOTES

1. ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.

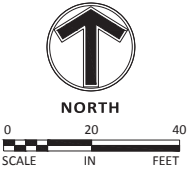
DEVELOPMENT TEAM

OWNER/DEVELOPER:
Olive & Second, LLC
Attn: Carl Runk
332 West 4th Street
Waconia, Mn 55387

ARCHITECT:
Momentum Design Group
Attn: Craig Hartman
755 Prior Ave N., Suite 301A
St. Paul, Mn 55104

CIVIL ENGINEER:
Sambatek, LLC
Attn: Mark Anderson
12800 Whitewater Drive
Minnetonka, Mn 55343

LAND SURVEYOR:
Sambatek, LLC
Attn: Mark Salo
12800 Whitewater Drive
Minnetonka, Mn 55343



NO	DATE	BY	CKD	APPR	COMMENT
	07/29/2024	TPK	MCA	MCA	REVISIONS PER CITY COMMENTS

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

Print Name: Mark R. Salo

Date 7/02/2024 License # 43933

PRELIMINARY

DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY

MS

DESIGNED BY

CHECKED BY

MA

PROJECT NO.

52857

www.sambatek.com

Engineering | Surveying | Planning | Environmental

PRELIMINARY PLAT

MOMENTUM DESIGN GROUP

OLIVE STREET APARTMENTS

CONCEPT PLANS

WACONIA, MINNESOTA

SHEET

C3.02

OF

REV. ##

24:AS (LMS/TECH) | THOMAS KEELY | 7/25/2024 3:44:29 PM
Z:\PROJECTS\52857\C4.01-GRADING\CA.01-GRADING PLAN

THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE PLANS IS A UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/CI 38-02, TITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA." THE CONTRACTOR AND/OR SUBCONTRACTORS SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, BY CONTACTING THE NOTIFICATION CENTER (GOPHER STATE ONE FOR MINNESOTA). THE CONTRACTOR AND/OR SUBCONTRACTOR AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES, WHICH MIGHT BE OCCASIONED BY HIS OR HER FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES (UNDERGROUND AND OVERHEAD).

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NO	DATE	BY	CKD	APPR	COMMENT
	07/29/2024	TPK	MCA	MCA	REVISIONS PER CITY COMMENTS

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Print Name: _____

Date _____ License # _____

PRELIMINARY

DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY
TPK

DESIGNED BY
GDA

CHECKED BY
MCA

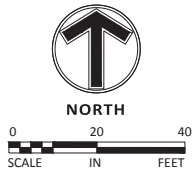
PROJECT NO.
52857



LEGEND	
PROPOSED	EXISTING

INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.



NO	DATE	BY	CKD	APPR	COMMENT
	07/29/2024	TPK	MCA	MCA	REVISIONS PER CITY COMMENTS

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

Print Name: _____

Date _____ License # _____

PRELIMINARY

DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY

DESIGNED BY

CHECKED BY

PROJECT NO. 52857



LANDSCAPE PLAN

MOMENTUM DESIGN GROUP

OLIVE STREET APARTMENTS

CONCEPT PLANS

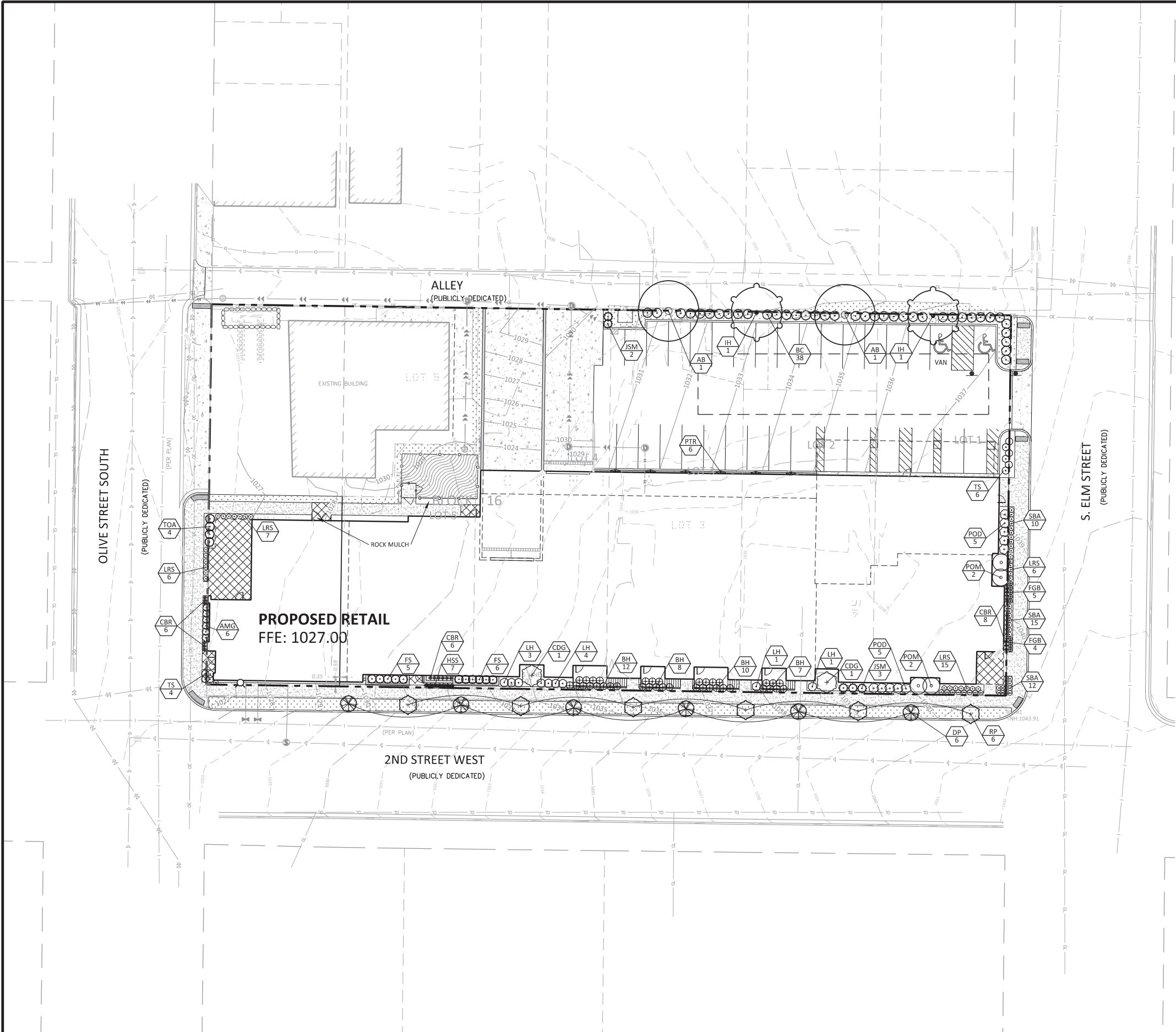
WACONIA, MINNESOTA

SHEET

L1.01

---OF

REV. #

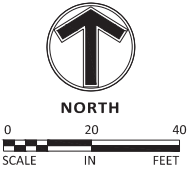


LEGEND		
PROPERTY LIMIT	PROPOSED	EXISTING
CURB & GUTTER	---	---
EASEMENT	---	---
BUILDING	---	---
RETAINING WALL	---	---
WETLAND LIMITS	---	---
TREELINE	---	---
LANDSCAPE EDING	---	---
STORM SEWER	---	---
SANITARY SEWER	---	---
FORCEMAIN (SAN.)	---	---
WATERMAIN	---	---
YARDDRAIN	---	---
LIMITS OF DISTURBANCE	---	---
TREE PROTECTION FENCE	---	---
TREE TO BE REMOVED	---	---
SIGN	---	---
PIPE BOLLARD	---	---
RIPRAP	---	---
STANDARD DUTY ASPHALT PAVING	---	---
CONCRETE PAVING	---	---
CONCRETE SIDEWALK	---	---

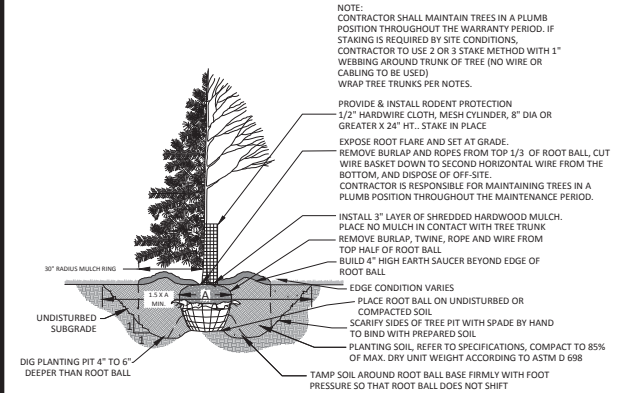
WACONIA LANDSCAPE CODE		
Sec. 900.07		
C. ONE (1) TREE FOR EVERY 1000 SF OF TOTAL BUILDING AREA.		
THE FULL COMPLEMENT OF TREES FULFILLING THE REQUIREMENTS SHALL NOT BE LESS THAN 25% DECIDUOUS AND NOT LESS THAN 33% CONIFEROUS.		
CALCULATIONS	REQUIRED	PROPOSED
BUILDING AREA: 24,410 SF	25 TREES	25 TREES
TREE MITIGATION (FROM L0.01): 101 INCHES*, MINIMUM 2.5" CAL TREE:	41 TREES	25 TREES
*MITIGATION TREES MAY COUNT TOWARDS LANDSCAPING REQUIREMENTS. FEE-IN-LIEU OF \$125 PER INCH MAY BE SUBSTITUTED IF SUITABLE AREA IS NOT AVAILABLE ON SITE.		15 ADDITIONAL TREES OR FEE-IN-LIEU
SPECIES DIVERSITY CALCULATIONS	REQUIRED	PROPOSED
DECIDUOUS	7 TREES	16 TREES
CONIFEROUS	9 TREES	9 TREES

PLANT SCHEDULE						
SYMBOL	CODE	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	QTY
TREES						
○	AB	Acer freemanii 'Autumn Blaze' / Autumn Blaze Maple	B & B	2.5"Cal		2
○	DP	Betula platyphylla 'Fargo' TM / Dakota Pinnacle Birch	B & B	2.5"Cal		6
○	IH	Gleditsia tricanthos 'Imperial' / Imperial Honeylocust	B & B	2.5"Cal		2
○	RP	Quercus robur x warei 'Long' / Regal Prince Oak	B & B	2.5"Cal		6
CONIFERS						
○	JSM	Juniperus scopulorum 'Medora' / Medora Juniper	B & B		6'	5
○	TOA	Thuja occidentalis 'Art Boe' / North Pole® Arborvitae	B & B		6'	4
SHRUBS						
○	BC	Aronia melanocarpa 'Autumn Magic' / Autumn Magic Black Chokeberry	5 gal			38
○	AMG	Aronia melanocarpa 'UCONNAM012' / Ground Hug® Black Chokeberry	5 gal			6
○	CDG	Cotinus x dummeri 'Grace' / Smoke Tree	5 gal			2
○	BH	Diervilla lonicera / Dwarf Bush Honeysuckle	5 gal			37
○	LH	Hydrangea paniculata 'Jane' / Little Lime Hydrangea	5 gal			9
○	POD	Physocarpus opulifolius 'Dart's Gold' / Dart's Gold Ninebark	5 gal			10
○	POM	Physocarpus opulifolius 'Monro' / Diablos® Purple Ninebark	5 gal			4
○	FS	Sorbaria sorbifolia 'Sem' / Sem Ash Leaf Spirea	5 gal			11
○	TS	Spiraea betulifolia 'Tor' / Birchleaf Spirea	5 gal			10
GRASSES						
○	CBR	Calamagrostis brachytricha / Korean Feather Reed Grass	1 gal			20
○	FGB	Festuca glauca 'Elijah Blue' / Elijah Blue Fescue	1 gal			9
PERENNIALS						
○	SBA	Allium x 'Summer Beauty' / Summer Beauty Allium	1 gal			38
○	HSS	Hemerocallis x 'Stella Supreme' / Stella Supreme Daylily	1 gal			7
○	PTL	Parthenocissus tricuspidata / Boston Ivy	1 gal			6
○	LRS	Perovskia atriplicifolia 'Little Spire' TM / Little Spire Russian Sage	1 gal			34
GROUND COVERS						
○	PET	Artificial Turf / Pet Area Turf	Seed			
○	TUR HIG	Turf Sod Highland Sod / Sod	Sod			

CONTACT PUBLIC SERVICES; 952-442-2615 TO COMPLETE FINAL GRADE AND TOPSOIL INSPECTION PRIOR TO INSTALLATION OF LANDSCAPING, IRRIGATION, AND SOD.

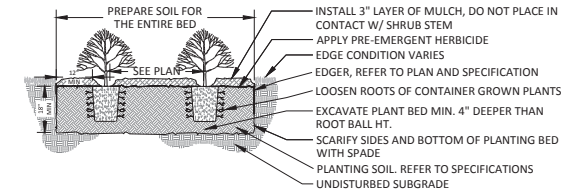


24-LS (LMS TECH) | THOMAS KEELY | 7/29/2024 9:47:21 AM
C:\PROJECTS\24857\CD\CD\DWG\11.02 LANDSCAPE NOTES & DETAILS



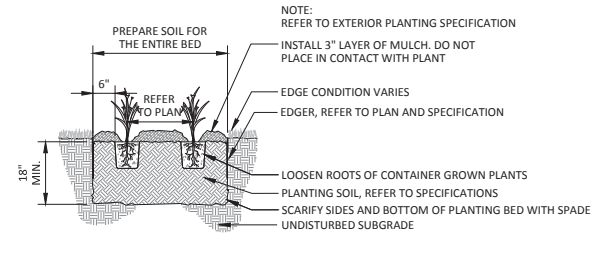
1
L1.02
TREE PLANTING DETAIL
1/4" = 1'-0"

P-01



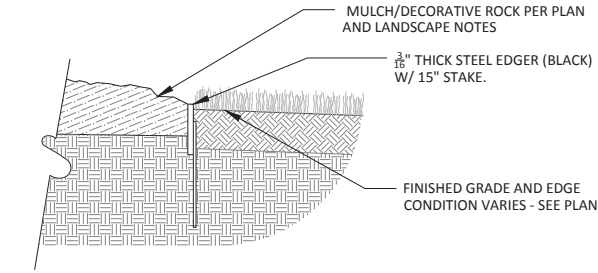
2
L1.02
SHRUB PLANTING DETAIL
3/8" = 1'-0"

P-02



3
L1.02
PERENNIAL PLANTING DETAIL
1/2" = 1'-0"

P-03



4
L1.02
STEEL EDGER
1 1/2" = 1'-0"

P-06

NOTES

GENERAL NOTES:

- THE CONTRACTOR SHALL INSPECT THE SITE AND BECOME FAMILIAR WITH THE EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF THE WORK.
- THE CONTRACTOR SHALL VERIFY PLAN LAYOUT AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN OR INTENT OF THE LAYOUT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
- THE CONTRACTOR SHALL PROTECT EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING CONSTRUCTION. DAMAGE TO SAME SHALL BE REPAIRED AND/OR REPLACED AT NO ADDITIONAL COST TO THE OWNER.
- LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- THE LANDSCAPE CONTRACTOR SHALL COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.**
- THE CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO BEGINNING OF WORK.
- THE PLAN TAKES PRECEDENCE OVER THE LANDSCAPE LEGEND IF DISCREPANCIES EXIST. QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.
- THE SPECIFICATIONS TAKE PRECEDENCE OVER THE PLANTING NOTES AND GENERAL NOTES.
- EXISTING TREES AND SHRUBS TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC, STORAGE OF MATERIALS ETC. WITH 4' HT. ORANGE PLASTIC SAFETY FENCING ADEQUATELY SUPPORTED BY STEEL FENCE POSTS @ O.C. MAXIMUM SPACING.
- LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.
- CONTRACTOR SHALL REQUEST IN WRITING, A FINAL ACCEPTANCE INSPECTION.

PLANTING NOTES:

- NO PLANTS SHALL BE INSTALLED UNTIL FINAL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- A GRANULAR PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO ALL PLANT BEDS AT THE MANUFACTURERS RECOMMENDED RATE PRIOR TO PLANT INSTALLATION.
- ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.
- OVERSTORY TREES SHALL BEGIN BRANCHING NO LOWER THAN 6' ABOVE PAVED SURFACES.
- ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE AND BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE LANDSCAPE LEGEND.
- PLANT MATERIALS TO BE INSTALLED PER PLANTING DETAILS.
- ALL TREES MUST BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
- THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION.
- NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.
- ALL PLANT MATERIAL QUANTITIES, SHAPES OF BEDS AND LOCATIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN AND ADJUSTED TO CONFORM TO THE EXACT CONDITIONS OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE STAKING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION.
- ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
- MULCH: DOUBLE SHREDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL, IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON-SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 3" FOR SHRUB BEDS, TREE RINGS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
- BUILDING MAINTENANCE STRIP: WHERE NO LANDSCAPE PLANTING BEDS EXIST ADJACENT TO A BUILDING FOUNDATION, CONTRACTOR SHALL INSTALL A DECORATIVE ROCK MAINTENANCE STRIP PER PLAN. DECORATIVE ROCK SHALL BE 1.5" LIMESTONE, BUFF IN COLOR.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN.
- USE ANTI-DESICCANT (WILT-PRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF AND FOR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S INSTRUCTION. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION DURING WARRANTY PERIOD.
- WRAP ALL SMOOTH-BARKED DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO DECEMBER 1 AND REMOVE WRAPPING AFTER MAY 1. TREE WRAPPING MATERIAL SHALL BE WHITE TWO-WALLED PLASTIC SHEETING APPLIED FROM TRUNK FLARE TO THE FIRST BRANCH.
- ALL DECIDUOUS, PINE, AND LARCH PLANTINGS SHALL RECEIVE RODENT PROTECTION PER MNDOT 2571.31.2
- PLANTING SOIL FOR TREES, SHRUBS AND GROUND COVERS: FERTILE FRIABLE LOAM CONTAINING A LIBERAL AMOUNT (4% MIN.) OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MNDOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL. MIXTURE SHALL BE FREE FROM HARDPACK SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.1 AND 7.5 AND 10-10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED IN A 6" LAYER AND ROTO-TILLING IT INTO THE TOP 12" OF SOIL AT A 1:1 RATIO. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED.
- CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY THAT EACH EXCAVATED TREE AND SHRUB PIT WILL PERCOLATE PRIOR TO INSTALLING PLANTING MEDIUM AND PLANTS. THE CONTRACTOR

- SHALL FILL THE BOTTOM OF SELECTED HOLES WITH SIX INCHES OF WATER AND CONFIRM THAT THIS WATER WILL PERCOLATE WITHIN A 24-HOUR PERIOD. IF THE SOIL AT A GIVEN AREA DOES NOT DRAIN PROPERLY, A PVC DRAIN OR GRAVEL SUMP SHALL BE INSTALLED OR THE PLANTING SHALL BE RELOCATED IF DIRECTED BY THE LANDSCAPE ARCHITECT.
- ALL PLANTS SHALL BE GUARANTEED FOR TWO COMPLETE GROWING SEASONS (APRIL 1 - NOVEMBER 1), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
 - CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.
 - SEASONS/TIME OF PLANTING AND SEEDING: NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF-SEASONS ENTIRELY AT HIS/HER RISK.
 - POTTED PLANTS: 4/1 - 6/1; 9/21 - 11/1
 - DECIDUOUS /B&B: 4/1 - 6/1; 9/21 - 11/1
 - EVERGREEN POTTED PLANTS: 4/1 - 6/1; 9/21-11/1
 - EVERGREEN B&B: 4/1 - 5/1; 9/21 - 11/1
 - TURF/LAWN SEEDING: 4/1 - 6/1; 7/20 - 9/20
 - NATIVE MIX SEEDING: 4/15 - 7/20; 9/20-10/20
 - MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE. INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE WATERING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
 - ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.
 - WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK. IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.

TURF NOTES:

- TURF ESTABLISHMENT SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE PROVISIONS OF THE MNDOT 2106, 2575, AND 3877 EXCEPT AS MODIFIED BELOW:
- ALL AREAS TO RECEIVE SOD SHALL ALSO RECEIVE 6" OF TOPSOIL PRIOR TO INSTALLING SOD. TOPSOIL SHALL BE FREE OF TREE ROOTS, STUMPS, BUILDING MATERIAL, AND TRASH, AND SHALL BE FREE OF STONES LARGER THAN 1 3/8" INCHES IN ANY DIMENSION.
 - WHERE SOD ABUTS PAVED SURFACES, FINISHED GRADE OF SOD/SEED SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.
 - SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, SOD SHALL BE STAKED SECURELY.
 - TURF ON ALL OTHER AREAS DISTURBED BY CONSTRUCTION SHALL BE RESTORED BY SEEDING, MULCHING AND FERTILIZING. SEED MIXTURE NO.25-151 WILL BE PLACED AT THE RATE OF 120 POUNDS PER ACRE.
 - ALL DISTURBED AREAS TO BE TURF SEEDED, ARE TO RECEIVE 6" TOP SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. FOR SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES INSTALL EROSION CONTROL BLANKET.
 - ALL DISTURBED AREAS TO RECEIVE NATIVE SEED, ARE TO RECEIVE PLANTING SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. FOR SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES INSTALL EROSION CONTROL BLANKET.

GENERAL TREE SPECIFICATIONS:

- ALL STREET AND PARKING LOT TREES SHALL BE LIMBED UP TO THE FOLLOWING HEIGHTS:
 - 2" CAL. TREES: LOWEST BRANCH 6' HT.
 - 3" CAL. TREES: LOWEST BRANCH 7' HT.
- TREE CANOPY WIDTH SHALL BE RELATIVE TO HEIGHT/CALIPER OF TREE AND TYPE OF TREE.
 - 1" CALIPER/6-8' HT: 3-4' WIDTH MIN.
 - 2" CALIPER/12-14' HT: 4-5' WIDTH MIN.
 - 3" CALIPER/14-16' HT: 6-7' WIDTH MIN.
- CANOPY TREES SHALL NOT HAVE CO-DOMINATE LEADERS IN LOWER HALF OF TREE CROWN.
- ALL TREES SHALL HAVE SYMMETRICAL OR BALANCED BRANCHING ON ALL SIDES OF THE TREE.
- TREES SHALL NOT BE TIPPED PRUNED.
- TREES SHALL BE FREE OF PHYSICAL DAMAGE FROM SHIPPING AND HANDLING. DAMAGED TREES SHALL BE REJECTED.
- SUMMER DUG TREES SHALL HAVE ROOTBALL SIZE INCREASED BY 20%.
- TREES WHICH EXCEED RECOMMENDED CALIPER TO HEIGHT RELATIONSHIP SHALL BE REJECTED.

IRRIGATION NOTES:

- IRRIGATION SYSTEM TO BE DESIGN/BUILD. CONTRACTOR TO SUBMIT SHOP DRAWINGS FOR APPROVAL OF SYSTEM LAYOUT PRIOR TO INSTALLATION.
- ALL SOD TO RECEIVE SPRAY OR ROTOR IRRIGATION HEADS WITH MINIMUM DESIGN OF 1" IRRIGATION PER WEEK.
- ALL PLANT BEDS TO RECEIVE DRIP LINE IRRIGATION, WITH A MINIMUM DESIGN OF .25" IRRIGATION PER WEEK.
- CONTRACTOR TO INSTALL A TOTAL OF 4 QUICK COUPLERS AT THE CORNERS OF THE PROPERTY. A 2.5" TYPE K SOURCE PIPE IS PROVIDED BY MECHANICAL.

NO	DATE	BY	CKD	APPR	COMMENT
	07/29/2024	TPK	MCA	MCA	REVISIONS PER CITY COMMENTS

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

Print Name: _____

Date _____ License # _____

PRELIMINARY

DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY

DESIGNED BY

CHECKED BY

PROJECT NO. 52857



LANDSCAPE NOTES & DETAILS

MOMENTUM DESIGN GROUP

OLIVE STREET APARTMENTS

CONCEPT PLANS

WACONIA, MINNESOTA

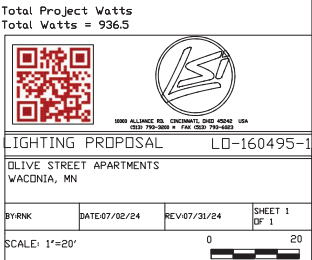
SHEET

L1.02

--- OF

REV. #

REAR CANOPY



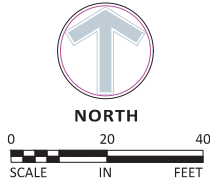
Based on the information provided, all dimensions and luminaire locations shown represent recommended positions. The engineer and/or architect must determine the applicability of the layout to existing or future field conditions.

This lighting plan represents illumination levels calculated from laboratory data taken under controlled conditions in accordance with The Illuminating Engineering Society (IES) approved methods. Actual performance of any manufacturer's luminaires may vary due to changes in electrical supply, fixture age, and other uncontrolled variable field conditions. Calculations do not include obstructions such as buildings, curbs, landscaping, or any other architectural elements unless noted. Fixture nomenclature noted does not include mounting hardware or poles. This drawing is for photometric review only and should not be used as a construction document or as a final document for ordering product.

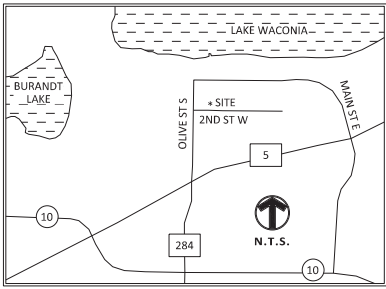
Luminaire Schedule									
Symbol	Qty	Label	Arrangement	Description	Mounting Height	LLD	LLF	Arr. Lum. Lumens	Arr. Watts
	4	A1	Single	MRS-LED-15L-SIL-4-50-70CRI-IL-SINGLE	20'	1.000	0.950	9329	111
	5	B	Single	MRB-LED-25L-ACR-S-50	3.5'	1.000	0.980	2485	30.5
	21	C	Single	LAD6-LED-14L-40-WF-TR6RL-HAZ	10'	1.000	0.900	976	14
	2	W	Single	XWM-4-LED-03L-50	10'	1.000	0.950	3294	23

- DENOTES A FOUND SECTION CORNER
- DENOTES A 1/2 INCH BY 16 INCH SET IRON MONUMENT MARKED BY LICENSE NUMBER 43933
- DENOTES A 1/2 INCH FOUND IRON MONUMENT AS NOTED

THE SOUTH LINE OF BLOCK 16, CITY OF WACONIA HAS AN ASSUMED BEARING OF NORTH 89 DEGREES 12 MINUTES 11 SECONDS WEST



VICINITY MAP



OLIVE AND SECOND

PLAT FILE NO.

C.R. DOC. NO.

KNOW ALL PERSONS BY THESE PRESENTS: That Olive & Second LLC, a Minnesota limited liability company, are owners of the following described property:

Lot 1, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 2, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 3, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 4, Block 16, CITY OF WACONIA, Carver County, Minnesota.
Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota, except the North 56.50 feet lying east of the West 21.50 feet of said Lot 5 and except the North 78.50 feet of the West 21.50 feet of said Lot 5.
The North 56.50 feet lying east of the West 21.50 feet of Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota..
Lot 6, and the North 78.50 feeyt of the West 21.50 feet of Lot 5, Block 16, CITY OF WACONIA, Carver County, Minnesota
(Abstract property)

Has caused the same to be surveyed and platted as OLIVE AND SECOND.

In witness whereof said Olive & Second, LLC, a Minnesota limited liability company has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

SIGNED: Olive & Second, LLC, a Minnesota limited liability company

By: _____

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by _____ of Olive & Second, LLC, a Minnesota limited liability company, on behalf of the company.

Signature _____ Notary Printed Name _____

Notary Public, _____ County, _____
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I Mark R. Salo do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Mark R. Salo, Licensed Land Surveyor,
Minnesota License No. 43933

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Mark R. Salo.

Signature _____ Notary Printed Name _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF WACONIA, MINNESOTA

This plat of OLIVE AND SECOND was approved and accepted by the City Council of the City of Waconika, Minnesota at a regular meeting thereof held this _____ day of 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Waconia, Minnesota
_____, Mayor _____, Clerk

COUNTY SURVEYOR, CARVER COUNTY, MINNESOTA

Pursuant to Chapter 395, Minnesota Laws of 1971, this plat has been reviewed and approved this _____ day of _____, 20____.

Brain E. Praske, County Surveyor

By: _____

COUNTY AUDITOR, CARVER COUNTY, MINNESOTA

I hereby certify that taxes payable in _____ and prior years have been paid for land described on this plat. Dated this _____ day of _____, 20____.

Crystal Campos, County Auditor

By: _____

COUNTY RECORDER, CARVER COUNTY, MINNESOTA

I hereby certify that this plat of OLIVE AND SECOND was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at _____ o'clock ____ .M. as Document No. _____

Kaaren Lewis, County Recorder

By: _____

SAMBATEK, INC.
ENGINEERING, PLANNING
AND LAND SURVEYING

From: [Madison Schmatz](#)
To: [Lane Braaten](#)
Subject: Aug 8th planning commission meeting
Date: Wednesday, August 7, 2024 4:31:50 PM

Hello, my name is Madison Schmatz and as a Waconia resident and also a person who works in Waconia I am shocked to hear about the possible building that may be built in downtown Waconia on olive and second. This is a beautiful town and a small town. This isn't Minneapolis or st. Paul with high rises. At what point will it be enough, at what point will the greed of people be shut down to keep Waconia beautiful, pleasant, happy, small town feel and a great place to call home? If this project is given a pass to build so high what to say for example next year old national wants to rebuild at six stories will that be allowed... or the garage wants to add 4 stories for more siting and patio will that be allowed..?? Waconia doesn't need a 5 story 92 unit building downtown. That's bigger than the Uptown that just went up. Waconia has an essence that brings people here not only to dine, boat, walk, bike ride, but to live. As a resident I pray this project is not passed and that this beautiful town is kept how it is meant to be, a peaceful escape that you fall in love with.

Thank you for your time,
Madison Schmatz

From: [Michael Dehn](#)
To: [Lane Braaten](#)
Subject: In regards to Olive and Second apartment proposal-
Date: Thursday, August 8, 2024 3:12:46 PM

My name is Michael Dehn, I live across the street from this proposed apartment. Getting straight to the point- If buisnesses district for downtown waconia has set rules in place to keep our towns charm.....why would it even be up for discussion to go 65' plus instead of the 45' set for downtown! There's a place for large apartments like the one this group wants to build....and it should not be in the heart of town! It wasn't so long ago I remeber Steve Yetzer being against the apartment that was put in place of the old American legion! And now he's all for one 3X the size of the one he was against? Why even have the rules and codes in place if all we do is bend them to accommodate the ones city council decides upon? I say stick to the 45' they knew the rules of the properties they purchased and should be held to those standards set for those said properties!!

From: [Albee Property Management](#)
To: [Lane Braaten](#)
Subject: Olive and Second Project--Green Space Needed
Date: Thursday, August 8, 2024 9:40:25 AM

Lane,

I hope you are doing well. I have a few thoughts about the project and I will also attend the meeting. The proximity of the Old City Hall to the site makes it the highest concentration of residents (13 apartments) near the new structure, and the closest distance from the project. My main concern is the loss of green space. The lots currently have over 50% green space and to become less than 5%. The 50% that used to be grass will now be a giant piece of black rubber.

1) The best way to compensate for that would be for the development to have a Green Roof (see description below) to offset the grass and trees and to be removed.

2) Large (20-30') trees should be planted around the parking area to provide a buffer to the very large structure. Small 6-foot "stick maple" trees won't cut it.

3) The parking lot should not be a black surface. In summer, the blacktop around my building traps heat and releases it long into the night, creating a heat island. This causes more A/C use and undesirable living conditions.

The surface of the lot should be concrete or the concrete pavers.

Green roofs: A green roof or living roof is a [roof](#) of a [building](#) that is partially or completely covered with vegetation and a growing medium, planted over a [waterproofing membrane](#). Green roofs serve several purposes for a building, such as [absorbing rainwater](#), providing [insulation](#), creating a habitat for wildlife, aesthetically pleasing landscape, and helping to lower urban air temperatures and mitigate the [heat island effect](#).

Thanks Lane! See you tonight.

Nate Albee

Albee Property Management

PO Box 12

Waconia, MN 55387

albeeproperties@gmail.com

651-276-5458



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Cedar Point Park Pickleball Courts					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):		Referred to Park Board for recommendation.					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-179 Affirming Park Board Recommendation for dedicated pickle ball facility at Cedar Point Park.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
In early June, area pickle ball enthusiasts requested that the City Council consider painting up to six pickleball courts on the court surface at Cedar Point Park. Currently the court surface features striping for two tennis courts, with two pickleball courts striped within the tennis court boundaries and two permanent net systems in place which meet tennis regulations. The City Council referred the request to the Park Board for review and and recommendation. The Park Board considered the request at the June 20, 2024, meeting. During the meeting, representatives of the pickle ball player group presented materials regarding the interest in, demand, and health and social benefits of the sport as well as information related to concerns related to noise and parking. The request also morphed from the concept proposed to the City Council to a request to make the courts at the park a dedicated six court pickleball facility, removing the opportunity for tennis completely. A rough estimate of a complete conversion along with proposed sound deadening wind screening proposed by the group approached \$60,000. The Park Board discussed the merits of the proposal, concerns, and support raised by those providing written and oral public comment. The Park Board failed to pass a motion to recommend that the facility be converted by a 2-3 vote. Board members in opposition to the request cited concerns related to noise generated by the intensification of pickleball at this site, parking availability, and the desire to keep multi-use an option at the park as reasons for the lack of support. The pickle ball group had requested that the recommendation to be considered by the Park Board be delayed in bringing back to the City Council due to key members absence and a desire to discuss other options. At this time the pickle ball group would like to amend their request which was presented to the Park Board to be more reflective of the original request made to the City Council which would be additional court striping while keeping tennis courts on the site, with pickle ball to be played utilizing portable nets. The pickle ball group, which has since applied for 501(c)3 status, but has not been issued by the granting authority, is offering to pay and or enter into an agreement for the repayment of the costs for re-surfacing and the net systems.							
Attachments:							
1. Resolution No. 2024-179 Affirming Recommendation of the Park Board for Dedicated Pickle Ball Facility at Cedar Point Park 2. Cedar Point Park Map 3. Court Photo							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			

Funding Sources & Uses:	Recommended denial by the Park Board for conversion of courts to dedicated pickleball facility.	
Donation		
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ X Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2024-179**

**RESOLUTION AFFIRMING RECOMMENDATION OF THE PARK BOARD FOR
DEDICATED PICKLE BALL FACILITY AT CEDAR POINT PARK**

WHEREAS, the City Council referred a request for resurfacing of the Cedar Point Park courts to accommodate six pickle ball courts and temporary nets; and

WHEREAS, the Park Board considered a request from interested parties to convert the court surface at Cedar Point Park to a dedicated six court pickle ball facility; and

WHEREAS, the reconstruction proposed would have eliminated the existing multi-use court surface accommodating pickle ball and tennis which the Park Board did not support; and

WHEREAS, the Park Board is concerned with the intensification of this use at this site and the disruption caused by additional noise and parking needs to not be in harmony with the existing park use;

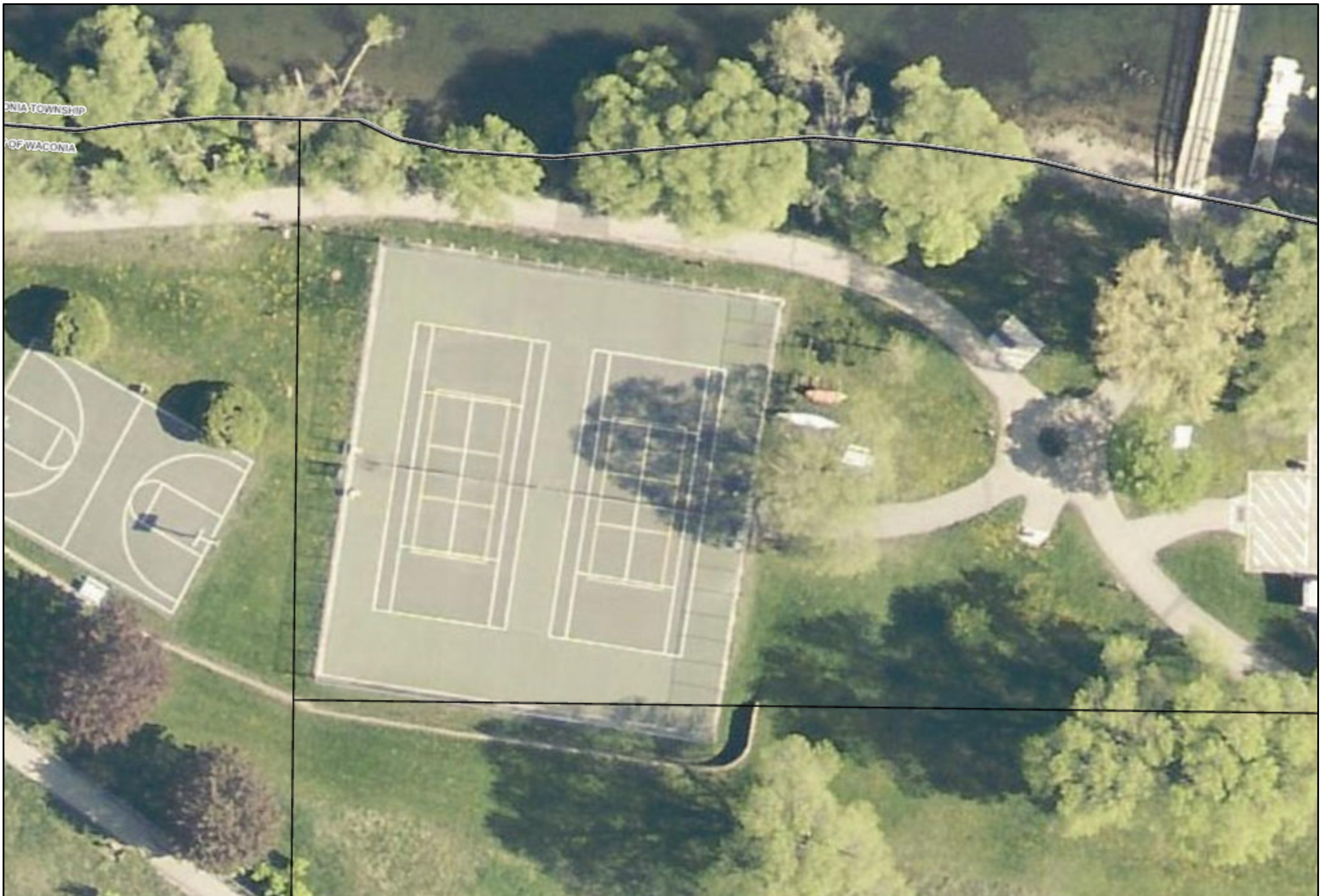
WHEREAS, based upon the noted concerns the Park Board does not recommend that the existing court facility be converted to a dedicated pickle ball facility.

NOW, THEREFORE, BE IT RESOLVED that the City Council accepts the recommendation of the Park Board to not convert the Cedar Point Park courts into a dedicated pickle ball facility.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



City of Waconia

201 Vine Street South, Waconia, MN 55387

Landscape_8x11

May 2024
83





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 19, 2024
Item Name:	Pavement Condition Rating Evaluation Contract
Originating Department:	Public Services
Presented by:	Jon Haukaas
Previous Council Action (if any):	

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution No. 2024-180 Authorizing Contract for Pavement Condition Rating Data Collection and Evaluation.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Staff is working with our Engineering consultant to develop a long term Pavement Management Plan to guide our future investment in maintain the streets throughout Waconia. The Plan will be developed using an Asset Management approach to long term maintenance. The primary components of an Asset Management Plan are: 1) inventory, 2) condition assessment, 3) projection of future maintenance needs.

Our GIS system includes an accurate record of the streets owned and maintained by the City, completing step 1. The next step requires us to have a complete and current understanding of actual conditions of each pavement section in the field. This ensures during Step 3 that we can project when is the right time to invest in pavement improvements and what type of improvement to execute. Waconia is facing a significant investment to continue the high level of service for our citizens and the completed Plan will guide that future work.

The City Engineer solicited quotes for this data collection work and presented three options.

1. Bolton & Menk, Inc. can provide the data collection field work, the data processing, and the importation of data into our GIS system for an estimated cost of \$17,000. This method of can be very subjective based on the staff person conduction the investigation meaning if that person changes in future years, there will be a reduced level of accuracy in comparative data.
2. A company called Roadbotics can collect the information using artificial intelligence to create a 1-5 rating scale of basic pavement conditions. Integration to our GIS would need to be done manually and the program collects very limited data. The estimated cost of this limited service is \$13,000 plus the staff time to complete the integration.
3. Vaisala offers a similar and more complex method of artificial intelligence data collection with a direct integration to our GIS system. The estimated cost for the service is \$18,000.

Staff is recommending the City Council approve the service offered by Vaisala as the most complete and accurate method to complete this critical step in our initial data collection process as we further develop our long term Pavement Management Plan.

Attachments:

1. [Resolution No. 2024-180 Authorizing Pavement Condition Rating Data Collection Contract](#)
2. [WACONIA RDAI Overview](#)

FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:			
Street Contractual Engineering Services			
Budget Information:		Planning Commission	
☒ Budgeted		Parks and Recreation Board	
☐ Non Budgeted		Safari Island Advisory Board	

_____Amendment Required	Other
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**CITY OF WACONIA
RESOLUTION NO. 2024-180**

**RESOLUTION AUTHORIZING PAVEMENT CONDITION RATING DATA
COLLECTION CONTRACT**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, to better understand the existing conditions of the pavement throughout our roadway system thereby having the appropriate data to make better long term pavement management investment decisions; and

WHEREAS, the City’s consultant engineer, Bolton & Menk, Inc., has researched multiple options to accomplish this task of data collections. These options have been reviewed with city staff and determined that the scope of services offered by Vaisala with a total cost estimated at \$18,000 provides the most detailed and accurate method to complete this critical step in our initial data collection process as we further develop our long term Pavement Management Plan; and

WHEREAS, Staff recommend approval of recommends approval of the contract with Vaisala as providing the best value and most complete method to meet our Pavement Management Plan data collection needs.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to execute a contract with Vaisala for roadway condition data collection.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

City of Waconia RoadAI

Surveying Using Computer Vision With AI Enabled Learning

Revision History

Version	Status	Date/Name	Description of Change	Approver
1.0	Approved	8/1/2024 / Parker Nicole	Original	NIBUB

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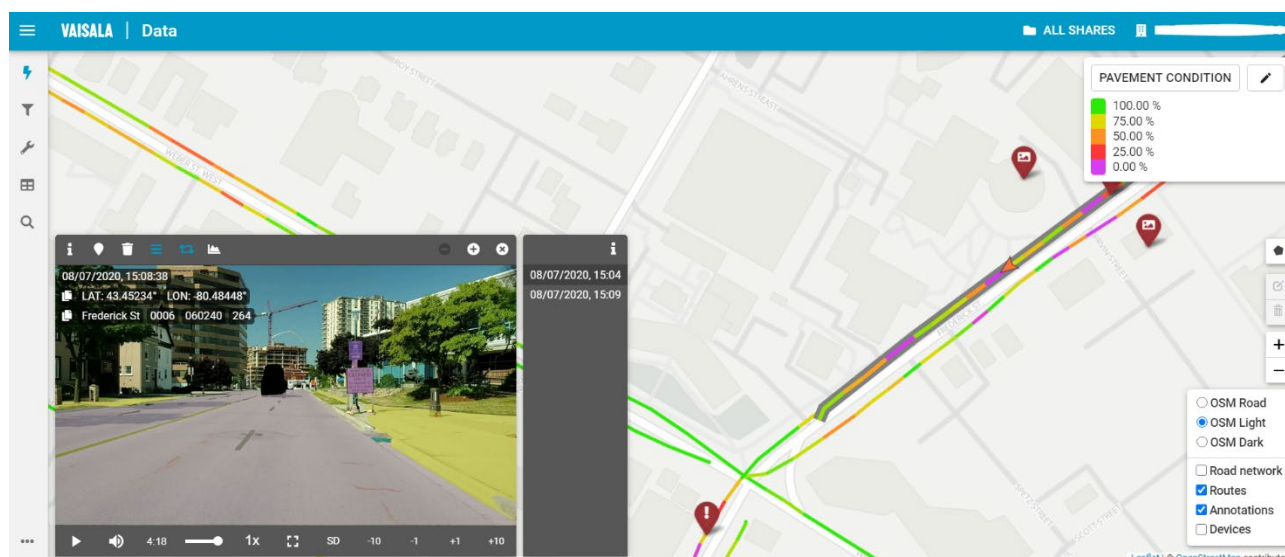
City of Waconia – RoadAI

This document sets out Vaisala’s proposal for the implementation of RoadAI technology to deliver efficiency gains, cost savings and service improvements to the surveying, inspection, auditing and ongoing asset management practices at City of Waconia.

1 Overview

The technology uses a smart phone to collect video data which is then processed using Computer Vision; this process automatically analyses the video data and the Vaisala RoadAI applies PCI methodology to categorize and report pavement defects, so that it can be integrated with existing asset management systems. Video data can be collected at normal driving speeds, and because the analysis process is fully automated, results are available within a few hours of upload, enabling data to be collected and results produced across the **whole road network multiple times** per annum, with **lower investment and resource** than current processes demand.

Figure 1 – Pavement Condition Heatmap



Road Condition data generated by RoadAI can replace the condition surveys currently carried out in City of Waconia, and because of the frequency and repeatability of the data collection, identify any lengths of highway that are deteriorating rapidly in a more timely fashion, enabling the programming of maintenance works more efficiently.

2 The Strategic Case

2.1 Safety Inspections

RoadAI provides a range of tools that are designed to support reactive maintenance and safety inspection teams, taking a significant amount of network investigations and inspections off the network and into a desktop environment, reducing the number of ad hoc site visits, and bringing environmental and safety benefits, while providing greater oversight and efficiency to the process of network management.

Once the data is loaded onto the system, computer vision analysis is used to derive much more value that can be leveraged by other functions.

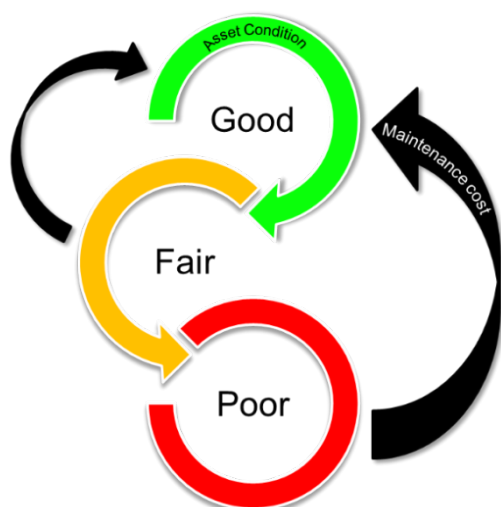
2.2 Road Condition Surveys

Road condition data is generated automatically, without allocating resource specifically to condition surveys, and reported at a much higher frequency, to enable the planning of maintenance works to

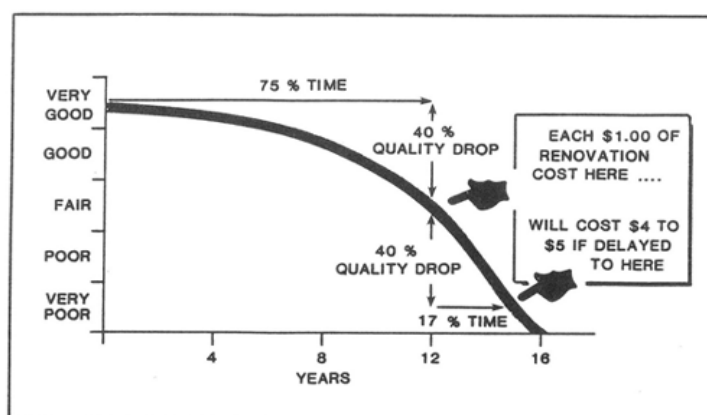
be focused on areas where lower cost treatments can be deployed, to prevent the development of more serious defects, and ultimately extend the life of the asset. RoadAI enables road condition data to be generated using non-specialist tools and personnel, while still providing data that is consistent, accurate, and auditable. Using RoadAI in this way enables:

- Early intervention with lower cost treatments based on asset condition to deliver >5% increase to the life of the asset.
- Data driven forward program planning – consistent, objective road condition data
- On demand reports – network deterioration modelling

2.2.1 Investment Model



<https://www.fhwa.dot.gov/publications/research/infrastructure/pavements/13038/011.cfm>



2.3 Traffic Signs and Lines

Video data that has been collected by inspection teams can be further analyzed to generate traffic sign inventory, and road marking condition data, to enable data driven risk based management of these assets, and driving improvements in service delivery at a fraction of the previous cost.

3 Service Description

The RoadAI service has been configured in consultation with the City of Waconia project team, and is based on a combination of the following core elements:

- Organizational Base License
- Data Collection Licenses
- Application Layers
- Data Storage

3.1 Organizational Base License

The Organization Base License (OBL) covers provision of the core service including:

- Anonymization of data.
- Map based user interface (UI).
- Geospatial video.
- Annotation tools.
- Unlimited client logins and access to UI.

The cost of the organizational base license is based on the size of the organization ¹, and the duration of the contract.

- Proposed Length of Road Section for inclusion in the project – 60 Centerline Miles.
- Contract duration - 12 months
- Contract period – 10/1/2024 – 9/30/2025

3.2 Data Collection Licenses

Based on anticipated use profile and in consultation with the City of Waconia project team, we have configured this proposal to include 1 data collection licenses.

3.3 Application Layers

RoadAI can be configured to enable different application layers to suit the objectives of City of Waconia. Application layers can be activated or deactivated each year, and the contract value adjusted to reflect the application layers in use. The application layers currently available are:

3.3.1 Road Condition

Data is analyzed following a process based on PCI, and reported in meters or feet sections tied to the sectional reference data² for City of Waconia’s road network.

Defects can be viewed as discreet heatmap layers on the map based UI, or as a combined overall condition heatmap. Road marking condition data is available to export in Excel, Shapefile, GeoJSON format in shapefile sections.

3.3.2 Road Markings

Data is analyzed using computer vision process to identify road marking condition based on visible deterioration. Road marking condition data is available to export in Excel, Shapefile, GeoJSON format in meter or feet sections.

3.3.3 Road Signs

Road signs are automatically detected, classified and created as point objects on the UI map layer. Signs can be extracted in Excel reports with location and condition data, and URL linking back to UI to view images and video of sign location³.

This pilot project aims to enable City of Waconia to integrate and evaluate the potential for the ongoing deployment of RoadAI, and in respect of that we are able to include the above applications at no cost in year one.

¹ Defined by total network length, for City of Waconia this is taken as 60 centerline miles.

² Network reference data to be provided by City of Waconia as shapefile.

4 Financial Case

The costs of the service are broken down into the following service elements:

- Set up Costs
- RoadAI Service Costs

These elements are configured to the required level of service as defined by the City of Waconia project manager in consultation with the Vaisala Road AI project delivery team.

4.1 Costs

Quote A: With the Google Pixel 7

ROADAI – (Y1)		\$11,110.00
SET UP COSTS		
Google Pixel 7	1	\$1,370.00
Accessory kit	1	\$240.00
RoadAI Service Cost		
Computer Vision Base License including road condition road markings and road signs application layer processing	1	\$7,500.00
Data processing and storage - Use Profile (250 hours)	1	\$2,000.00

Quote B: Without the Google Pixel 7

ROADAI – (Y1)		\$9,740.00
SET UP COSTS		
Accessory kit	1	\$240.00
RoadAI Service Cost		
Computer Vision Base License including road condition road markings and road signs application layer processing	1	\$7,500.00
Data processing and storage - Use Profile (250 hours)	1	\$2,000.00

***Y2 Costs will not include set-up costs, but will include data storage costs, which will be calculated after Y1, in addition to the RoadAI Service Costs.**

5 Project Management

A series of project review meetings will be put in place for the purpose of reviewing progress against project objectives. It is critical that Strategic Managers and Operational Teams responsible for managing and delivering the project on behalf of City of Waconia attend these meetings.

A project manager will be assigned to the project on day 1, project management meetings will be booked with the agreed project team at City of Waconia, and at the first project meeting the project

goals will be outlined, and in consultation with the City of Waconia team, goals will be prioritized and built into the project plan that will be used as a working document to manage the project.

5.1 Payment Schedule

100% on completion of mobilization (set up and training), 4 weeks from receipt of order.

6 General Terms & Conditions of Subscription Services

Vaisala Group’s General Conditions of Subscription Services apply. To see all, reference our linked PDF page at [General-Conditions-of-Subscription-Services-DOC250754.pdf \(vaisala.com\)](#).

All the information contained herein is confidential and the IPR remains the property of Vaisala. Copying or sharing of this information without permission of the author is prohibited.

All pricing quoted in US Dollars subject to tax which will be applicable at the prevailing rate at the time of invoicing.

7 Agreement

Signed on behalf of Vaisala Inc.

Signed on behalf of City of Waconia

Signature

Signature

Name

Name

Position

Position

Date

Date

8 Appendix

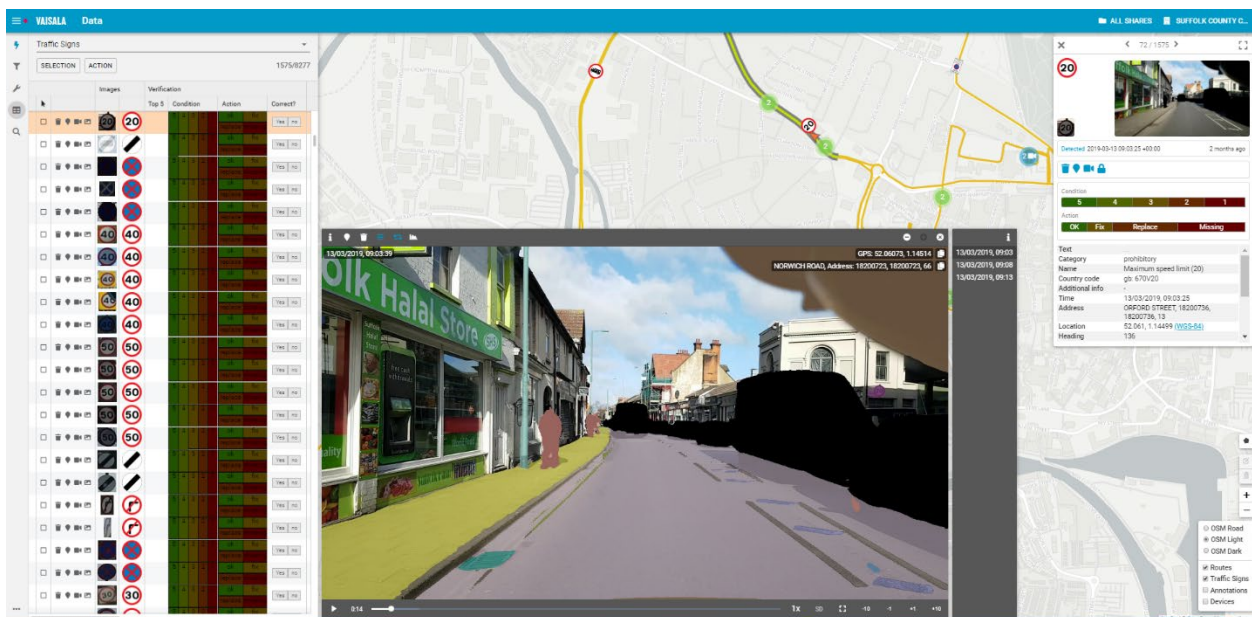
8.1 Data Collection Via Smartphone

Figure 2 - Smartphone is mounted outside the swept path of the wipers.



8.2 Sign mapping

Figure 2 - User Interface with access to video archive and computer vision detections



Various filtering tools are available within the UI to enable isolation of data by date and time.

Traffic signs can be filtered using label groups, categories, detection type (options: all detections, new detections, new or miss detections), misses in a row, detections from video and detection confidence.

8.3 Road defect mapping

Figure 3 - Segmentation model illustrating feature classification

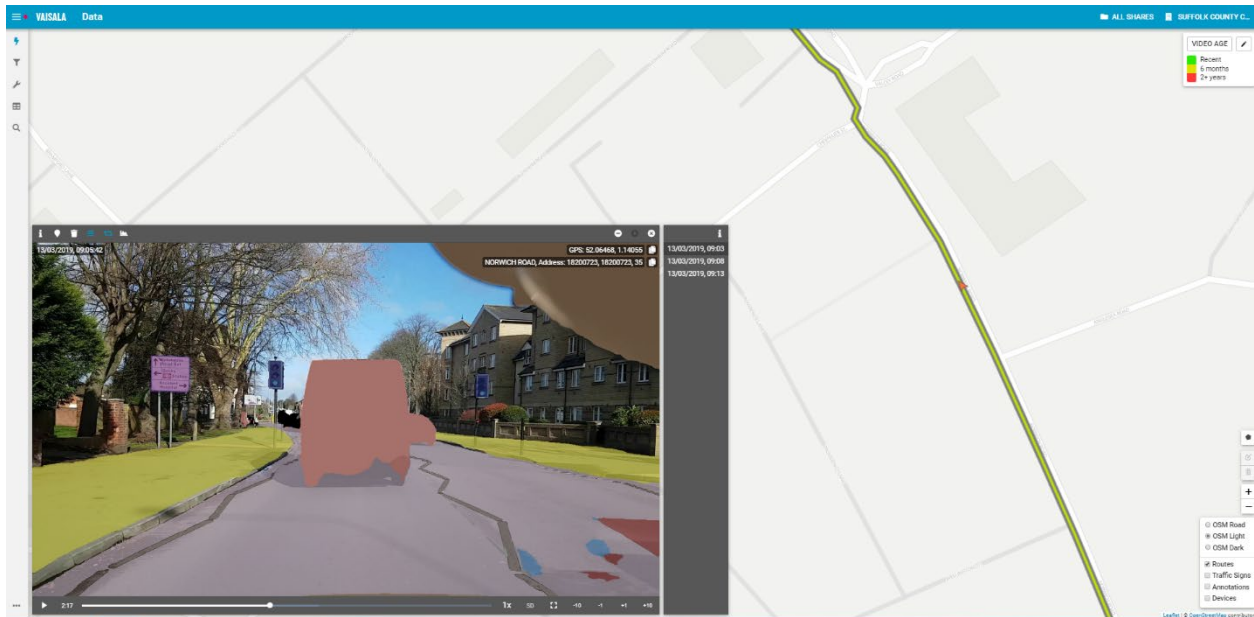
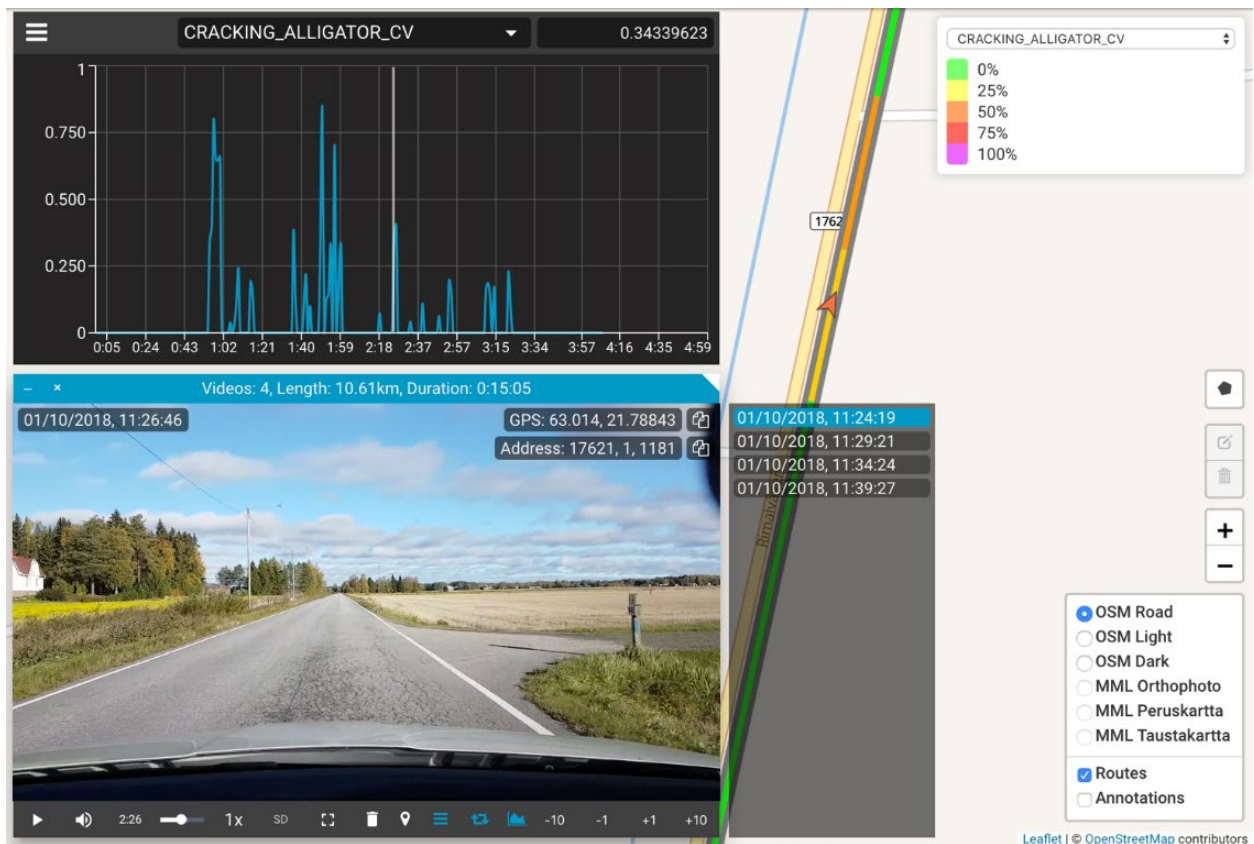


Figure 2 – Analyzed Heatmap (Road pavement defects / road markings)





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Reject Bids for Well #9 and Re-advertise Project					
Originating Department:		Public Services					
Presented by:		Jon Haukaas					
Previous Council Action (if any):		Resolution 2024-098 Authorizing the Solicitation of Pricing for Capital Project #314 - Construction of Well #9, May 6, 2024					
Item Type (X only one):	☐ Consent	☐	☐ Regular Session	☒ X	☐ Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-181 Rejecting All Bids for Installation of Well #9 and Re-advertising the Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Bids were opened on August 13, 2024 for the construction of the city's new Well #9. Only two bids were received. After review by the city's consulting City Engineer, irregularities were found in the calculation of the low bidders submittal which would invalidate it. A third bid was received electronically after the submittal deadline and could not be accepted. The remaining bid was significantly higher than the engineer's estimate and city budget for the project. As a result, it is our recommendation that this Council reject all bid and re-advertise the project in order to ensure we maintain a competitive bidding environment and receive the best value for our residents. Attachments: 1. Resolution No. 2024-181 Rejecting Bids and Rebid for the Construction of Well #9 2. Well No. 9 Rebid Memo Bolton & Menk 08-14-2024							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
N/A							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-181**

**RESOLUTION REJECTING ALL BIDS AND
REBID FOR THE CONSTRUCTION OF WELL #9**

WHEREAS, the city solicited bids for the construction of city well #9 with those bids being publicly opened on August 13, 2024; and

WHEREAS, the City’s consultant engineer, Bolton & Menk, Inc., reviewed the bids, found submittal errors invalidated the lowest bids leaving only a single valid bid and thereby not providing for a competitive comparison of project expenses; and

WHEREAS, the sole remaining bid was significantly higher than the engineer’s opinion of probable cost as well as the city’s budget for this project; and

WHEREAS, it is the recommendation of staff to not award a construction contract at this time, to return the current bids and bid security to the contractors, and to rebid the project.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby rejects all submissions and readvertise the solicitation of bids for Project #314 to construct Well #9.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



2638 Shadow Lane
Suite 200
Chaska, MN 55318
Phone: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

August 14, 2024

City of Waconia
Attn: Jon Haukaas
201 South Vine Street
Waconia, MN 55387

Re: Well No. 9 Rebid

Dear Mr. Haukaas:

Bids were received for the Well No. 9 project on August 13, 2024. Two bids were received. One bid was found to have a significant error which invalidated the bid. A third bid was received after the deadline which also invalidated the bid. The lone remaining bid exceeded the engineer's estimate by more than \$200,000. It is recommended to not award a construction contract at this time, to return the current bids and bid security to the contractors, and to rebid the project.

I am open to discuss this information with you and answer any questions you or the City Council may have.

Respectfully Submitted,
BOLTON & MENK, INC.

Jake Saulsbury, P.E.

cc: Seth Peterson, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024					
Item Name:		Water System Study & Water Model Update					
Originating Department:		Public Services					
Presented by:		Jon Haukaas					
Previous Council Action (if any):		Adopt Resolution No. 2023-241, Authorizing Southeast Area Feasibility Study, November 6, 2023					
Item Type (X only one):	☐ Consent	☐	☐ Regular Session	☒ X	☐ Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-182 Authorizing Water System Study & Water Model Update							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
During work session the City Council reviewed the draft Southeast Area Feasibility Plan and discussed the water and sewer system improvements that will be needed to support development of those areas. In order to best understand the specific community needs into the future, we will need to complete an updated Water System Study and Model. This study will guide investment decisions over the next several years to facilitate and support development in that area. The city's consulting City Engineer, Bolton & Menk, Inc. has prepared the attached proposal for City Council consideration to complete this effort. The anticipated cost is \$40,000 for the Study and \$20,000 to provide a complete calibrated update to our Water Model. Staff will work with BMI to research grant funding opportunities and applications along with this work.							
Attachments: 1. Resolution No. 2024-182 Authorizing Water System Study and Water Model Update 2. Water System Study 08-13-2024							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Water Enterprise Fund Engineering Consulting Services							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-182**

**RESOLUTION AUTHORIZING WATER SYSTEM STUDY
AND WATER MODEL UPDATE**

WHEREAS, the City of Waconia has identified future growth areas beyond the existing city limits for future development as part of the 2040 Comprehensive Plan; and

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, an update to the city’s Water System Study and Water Model is needed to better define and understand the impact of development, capacities, and infrastructure necessary to support development; and

WHEREAS, the city’s consultant engineer, Bolton & Menk, has provided a scope of work to complete this study and model update at an estimated cost of \$60,000.00.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes the commencement of the Water System Study and Water Model Update as proposed.

Adopted by the City Council of the City of Waconia this 19th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

August 13, 2024

City of Waconia
Attn: Jon Haukaas
310 10th Street East
Waconia, MN 55387

RE: Water System Study & Water Model Update Scope and Fees

Dear Mr. Haukaas,

This letter outlines our understanding of the project, our proposed scope of services, and our estimated fees for a Water System Study and a Water Model Update as referenced in the recent East Area Development Feasibility Study. The Water System Study along with the Water Model Update will assist the City by guiding investment decisions for the next several years. We recommend this report and this model be revisited every few years to see if further updates are needed due to the potential for rapid changes to Waconia's potable water demand. The Water System Study may also be useful in applying for funding/grants for future improvements.

I. Project Understanding

The City's water system includes:

Water Wells

- Well No. 1 & Well No. 4 – Decommissioned and no longer in use.
- Well No. 2 & Well No. 3 – Emergency wells located near Water Treatment Plant No. 2.
- Well No. 5 & Well No. 6 – Mount Simon wells located near Water Treatment Plant No. 3.
- Well No. 7 & Well No. 8 – Gravel Drift wells located near Water Treatment Plant No. 3.
- Well No. 9 – Currently out for bid, planned to be online in 2025.
- Well No. 5, Well No. 6, Well No. 7, & Well No. 8 supply Water Treatment Plant No. 3 with a total capacity of approximately 3,700 gpm (4.44 million gallons per day).

Water Treatment Plants

- Water Treatment Plant No. 1 - Decommissioned and no longer in use.
- Water Treatment Plant No. 2 - Backup treatment plant located at Main Street and Maple Street adjacent to the old Fire Station. It has a peak treatment capacity of approximately 320 gpm (384,000 gallons per day). It is currently offline and would require an upgrade to resume treatment.
- Water Treatment Plant No. 3 – Main treatment plant located on 10th Street adjacent to the Public Services Building. It is designed to remove iron and manganese. It has a peak treatment capacity of approximately 3,400 gpm (4.08 million gallons per day).

Storage of Finished Water

- Tower No. 1 – Located on Main Street near Birch Street. Currently not used for potable water storage.
- Tower No. 2 – Located adjacent to the Carver County Fairgrounds and has a capacity of 250,000 gallons.
- Tower No. 3 – Located adjacent to the Public Services Building and Water Treatment Plant No. 3 and has a capacity of 2,000,000 gallons.
- Underground Storage – Tanks located near both Water Treatment Plant No. 2 and Water Treatment Plant No. 3 with a total capacity of 900,000 gallons.

The primary issues of concern for this study are:

- Firm pumping capacity – when is additional pumping capacity needed, where should new wells be located, what aquifer(s) are available and recommended?
- Updated peak daily water demand based on anticipated users and population growth – when might treatment capacity increases or expansion be needed, what is the best treatment option, where should a new plant be located?
- Storage adequacy for fire protection, resiliency, pressure distribution, and plant operation flexibility – when might additional storage be needed, what type of storage should it be, where should it be located?

II. Scope of Services

Bolton & Menk will provide the following scope of work separated into major tasks. It is anticipated that this study will take four to five months to complete.

Task 1 – Data Request

Our team will assemble data already in hand and summarize it in tabular and/or graphic form for City staff to review, verify, or fill in missing information. We will contact staff to discuss questions or strategize for the recovery of any missing information not readily available.

A summary of the type of information that will be requested is as follows:

- A. Well construction, rehabilitation, data monitoring, and water supply data.
- B. Information on historical water usage patterns focused on peak days and projected future demand, including projected user daily peaking factors.
- C. Water treatment facility component capacities, conditions, operational challenges.
- D. Water storage capacities, ages, conditions, operational challenges.
- E. Water quality data and any treatment issues and goals.

Task 2 – Water Demand Projection

Projections of future (20 year) peak day water usage will be developed based on available Met Council population projections and discussions with staff. The projected demand will be the basis of water supply and treatment facility analyses and will inform timing of investment decisions and staging.

Task 3 – Evaluate Water Supply Adequacy

The adequacy of the existing well water supply will be evaluated both in terms of capacity and water quality, but primarily capacity against projected needs.

The capacity of each well will be summarized based on available pumping data, well development records, and Public Services field-tested pumping rates. Treatment capacity will be based on components' design capacity. Recommendations for water supply and additional treatment improvements are expected to be indicated by projected demand and will be developed to meet projected needs.

We will evaluate the construction of new wells along with a new water treatment plant somewhere to the east of the current system, possibly near the future business park location. Recommendations will be made and reviewed with staff based on lowest long-term cost, benefits and disbenefits of distributed treatment, matchup with projected capacity needs, and matchup with timing needs.

It is anticipated that the timing indicated by our review will be such that the lead time for improvements will be a factor. It should be noted that implementation of these improvements can range from 12 to 36 months when planning, siting, designing, financing, bidding, and constructing are taken into account. Recommendations will include strategies the City may choose to manage lead time issues.

Task 4 – Evaluate Water Quality and Treatment Facility

Treatment capacity review is described in the previous section. The existing data regarding water supply quality will be reviewed.

The existing treatment process will be evaluated for adequacy in meeting the projected water demand and treatment goals. However, we anticipate finding few, if any, quality issues that will need to be addressed.

The design team will review the physical condition of the existing water treatment plant and storage facility components based on any concerns raised by Public Services staff. We anticipate few, if any, condition issues will need to be addressed, especially with the upcoming piping work being completed for Well No. 9.

Recommendations for improvements or replacement items and anticipated timing will be developed as needed.

Task 5 – Evaluate Storage Availability and Projected Needs

Storage needs are typically evaluated based on average daily flow and fire flow needs based on land use. Storage also affects the City's ability to provide water in the event of a system disruption, treatment plant uniformity of operation, and pressure/flow distribution when the system has long branch runs. Waconia's proposed industrial and commercial areas near CSAH 10 may be served by a long branch run in the near-term. The impact of the City's water demand to this area will be reviewed along with typical indicators of storage needed to make recommendations on whether, when, and where an additional storage facility is justified.

Task 6 – Report

The results of the evaluations will be summarized in a draft report for review and discussion with City staff. The report will include the following major components:

- Projected Water Demand
- Raw Water Supply Evaluation and Finished Water Quality Goals
- Well and Water Treatment Facility Evaluation and Recommendations

- Water Storage Facility Evaluation and Recommendations
- Capital Improvement Schedule, lead time issues, and Cost Opinions
- Funding and Grant Options

A final report will then be prepared and submitted after implementing any comments from City Staff.

Task 7 – Water Model Update

Separately from the Water System Study scope outlined in Tasks 1 thru 7 above, a water model update is also proposed to be completed. The City has an existing water model that was last updated in 2013. The steps associated with updating this model include the following:

- Add pipe networks from developments that have been constructed since 2013.
- Update pipe sizes and looping locations from utility reconstruction projects that have occurred since 2013.
- Complete flow tests in the field in order to calibrate the computer model to match the conditions in the field.
- Evaluate and correct discrepancies found from the calibration process.
- Provide figures showing existing system capacities and fire flows.
- Review the proposed trunk main sizes included in the East Area Feasibility Study.

Task 8 – Funding Applications

The findings of the Water System Study and Water Model Update can be used to complete funding applications through the State Legislature or through the MN Department of Health and Public Facilities Authority. We will meet with the City as needed to provide advice on the technical merits of any proposed application and how they match up with typical award decisions.

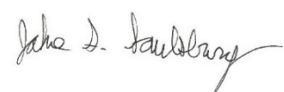
III. Proposed Fees

Bolton & Menk has estimated the time and effort required to complete the services outlined above. These estimated hourly fees are as follows:

- Water System Study (Task 1 thru Task 6) = \$35,000 to \$40,000
- Water Model Update (Task 7) = \$15,000 to \$20,000
- Funding Applications (Task 8) = hourly basis as instructed in the future

Thank you for the opportunity to present this scope and fee letter. If you have any questions or comments, please do not hesitate to contact me.

Respectfully Submitted,
Bolton & Menk, Inc.



Jake Saulsbury, P.E.

Cc: Seth Peterson, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 19, 2024			
Item Name:		Closed Session			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent		Regular Session		Discussion Session X
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Motion to enter into closed session					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Pursuant to Minnesota Statute 13D.05, subd. 3(c) the City Council will meet in closed session to discuss the potential sale of real property identified by PID #750501470 and described as Lot 2, Block 16 of the plat of City Lots of Waconia.					
<u>Attachments:</u>					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required			Planning Commission		
			Parks and Recreation Board		
			Safari Island Advisory Board		
			Other		