

# WACONIA PLANNING COMMISSION MEETING AGENDA



Thursday, July 9, 2026  
6:30 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.**

CHAIR: CHAD GENZ  
MEMBER: JOE POLUNC  
MEMBER: BRUCE PAULSEN  
MEMBER: DARYL PETERSON  
MEMBER: JACOB WECKMAN  
ALTERNATE: SIMON MALINSKI

---

**NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST,  
PLEASE BE PRESENT AT 6:30 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 Community Development Director at 952-442-3106 or [lbraaten@waconia.mn.gov](mailto:lbraaten@waconia.mn.gov) to make certain that you are called upon during the meeting.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF MINUTES**
  - 1) June 4, 2026, Planning Commission Meeting Minutes
- 4. NEW BUSINESS**
  - 1) Site Plan — Trails Edge Senior Apartments at 905 Airport Road**

Motion to recommend approval or denial of the Site Plan application to allow the construction of a 43-unit, 55+ multi-family apartment building at 905 Airport Road.
  - 2) Small Area Plan — 801 Hwy. 284**

Review the Small Area Plan information. No action requested.
  - 3) PUBLIC HEARING –Amend Chapter 541 — Housing Ordinance for Rental Property**

Motion to Open the Public Hearing

Motion to Close the Public Hearing  
Motion recommending approval or denial of the proposed amendments to Chapter 541 of the Waconia City Code relating to Rental Housing Licensing and Short-Term Rental Regulations.

**5. OLD BUSINESS**

**6. OTHER**

**1) Staff Update**

**7. ADJOURN**



## REQUEST FOR PLANNING COMMISSION ACTION

<b>Meeting Date:</b>	July 9, 2026		
<b>Item Name:</b>	3.1. June 4, 2026, Planning Commission Meeting Minutes		
<b>Originating Dept:</b>	Community Development		
<b>Presented By:</b>	Dave Havlik		
<b>Previous Council Action:</b>	None		
<b>Item Type:</b>			
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Approve the June 4, 2026, Planning Commission Minutes			
<b>EXPLANATION OF AGENDA ITEM:</b> Approve the June 4, 2026, Planning Commission Minutes.			
<b>ATTACHMENTS:</b> 1. June 4, 2026, Planning Commission Meeting Minutes			
<b>FINANCIAL IMPLICATIONS:</b>		<b>ADVISORY BOARD RECOMMENDATIONS:</b>	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other: More sample text.	
_____ Amendment Required			

**CITY OF WACONIA**  
**JUNE 4, 2026**

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

Pursuant to due call and notice thereof, the meeting of the Planning Commission of the City of Waconia was called to order by Commissioner Chair Genz at 6:30 PM.

The following Commissioners were present: Planning Commission Member Genz, Planning Commission Member Polunc, Planning Commission Member Peterson, Planning Commission Member Weckman.

The following Commissioners were absent: Planning Commission Member Paulsen, Planning Commission Member Malinski.

The following Commissioners were present but not voting: None

**2. ADOPT AGENDA**

A motion was made by Commissioner Weckman to adopt the agenda.  
Seconded by Commissioner Peterson.

**MOTION CARRIED**

**3. APPROVAL OF MINUTES**

**1) May 7th, 2026 Planning Commission Meeting Minutes**

Motion made by Commissioner Weckman to approve the May 7th minutes.  
Seconded by Commissioner Peterson.

**MOTION CARRIED**

**4. NEW BUSINESS**

**1) PUBLIC HEARING — Amend Sections 900.05.7, B-1, Highway Business District, Section 900.06.1.D Cannabis Retail Business Buffer Requirements and Section 900.11, Uses Permitted by Conditional Use Permit (CUP) and Interim Use Permit (IUP)**

Braaten introduced the ordinance amendment. He explained the history of the Cannabis discussion and the language that was adopted in 2024.

He also explained what is allowed in the Industrial District and Highway Business District and displayed the zoning map to help explain permitted uses and existing locations.

The request is to modify the different retail buffers and to amend the B1 District to allow micro and mezzobusinesses as an interim use.

Commissioner Genz asked if other Commissioners had any questions for Braaten. Commissioner Genz asked for clarification of the micro and mezzo. Braaten explained the difference. The main difference is the square foot plant capacity, which would allow the license holder to be all-inclusive.

Commissioner Genz opened up the public hearing.

**Charlie Levine of Lakerown Farms LLC** came up to further explain his ideas and talked about the history of the business and further explained the difference between Micro and Mezzo operations.

Polunc asked if Mr. Levine would consolidate his operations at the new location. Mr. Levine stated that he wouldn't change his 1400 Mill Lane do due to the Sunflower business and it being 2 separate entities. Braaten showed different measurements of buffer possibilities.

There was discussion on how the measurement would be taken to ensure that businesses are staying the proper distance away from schools and parks. The current ordinance measures from property line to property line.

More discussion followed about other buffers in place. Braaten showed different measurements of buffer possibilities. Commissioner Weckman asked if there were other buffers in place to compare how they were measured. Braaten said what comes to mind is using the shoreland overlay buffer that we use showing the buffer from lakes and streams. Otherwise, there isn't any other historical data that we keep. Our ordinance allows for 2 cannabis retail locations.

More discussion followed regarding buffers. Commissioner Genz talked about the different measurement possibilities between locations.

Motion by Commissioner Polunc to close the public hearing, seconded by Commissioner Weckman.

**MOTION CARRIED**

Polunc asked about the interm vs. conditional permit.

Mr. Levine came back up to discuss interim versus conditional use permits. He also mentioned a couple of other cities lowered/reduced their buffer requirements.

Commissioner Polunc made a motion to deny the request by Mr. Levine to amend the city's cannabis buffers and the uses allowed in the B-1 district. Seconded by Commissioner Weckman.

**MOTION CARRIED (4/0)**

It will now go to the City Council meeting on June 15th with the Planning Commission's recommendation.

**5. OLD BUSINESS**

There was no old business.

**6. OTHER**

**1) Staff Update**

Abdi opened the staff update and displayed the proposed updates to the Jimmy

Johns/Buffalo Wild Wings facade and signage at 140 Depot Drive.  
Braaten updated the Commission on the shoreland flex ordinance, indicating the draft had been submitted to the DNR for review.

The small area plan open house was held on 6/2 Tuesday night and approx. 30 people were in attendance with a lot of comments.

**The next Planning Commission meeting is July 9th.**

Carver County has submitted a site plan application for the Trails Edge Senior apartment building.

The Elm Creek Ridge development agreement was approved, and they want to start grading soon.

Woodland Trail. We are working on annexation.

**7. ADJOURN**

Motion by Commissioner Weckman to adjourn the meeting.

Seconded by Commissioner Peterson

**MOTION CARRIED**



## REQUEST FOR PLANNING COMMISSION ACTION

<b>Meeting Date:</b>	July 9, 2026
<b>Item Name:</b>	4.1. Site Plan — Trails Edge Senior Apartments at 905 Airport Road
<b>Originating Dept:</b>	Community Development
<b>Presented By:</b>	Lane Braaten
<b>Previous Council Action:</b> None	
<b>Item Type:</b>	Regular Session
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Motion to recommend approval or denial of the Site Plan application to allow the construction of a 43-unit, 55+ multi-family apartment building at 905 Airport Road.	
<b>EXPLANATION OF AGENDA ITEM:</b>	
<b>BACKGROUND:</b>	
<b>Applicant:</b> Carver County Community Development Agency (CDA)	
<b>Owner:</b> CCCDA Trail's Edge Senior LP	
<b>Address:</b> 905 Airport Road	
<b>P.I.D. #:</b> 753140030	
<b>Zoning District:</b> R-5, High Density Residential	
<b>Comprehensive Plan Designation:</b> H – High Density Residential	
<b>REQUEST:</b>	
The City has received a Site Plan and Design Review application submitted by the Carver County CDA to allow the construction of a 3-story, 43-unit affordable senior apartment building for the property located at 905 Airport Road.	
<b>APPLICABLE ORDINANCE PROVISIONS:</b>	
1. Section 900.05, Subd. 2.E – R-5, High Density Residential District	
2. Section 900.06 – Supplementary Regulations	
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, Subd. 10 – Site Plan Review	
<b>SITE PLAN REVIEW</b>	
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.	
<b>EXISTING CONDITIONS</b>	
The subject parcel is currently undeveloped and zoned appropriately for high density residential use.	

**ZONING**

The property is currently zoned R-5, High Density Residential District, which allows for multiple family dwellings as a permitted use.

**LOT REQUIREMENTS**

Minimum Lot Area 30,000 sq. ft. for multi-family dwellings. For multi-family dwellings a minimum of ten (10) percent of the gross project area shall be in private recreational uses for project residents. Such area shall be for recreational uses suited to the needs of the residents including swimming pools, tennis courts, tot lot areas, nature areas, etc.
Minimum Lot Width = 150 ft.
Maximum Hardcover Surface = 70%
Maximum Structure Height = 40 ft.
Minimum Yards: Front yard = 50 ft. min. setback from Airport Road Side yard = equal to the height of the structure Rear yard = 30 ft. min. setback

**VEHICULAR ACCESS AND TRAFFIC**

The applicant is proposing two vehicular access locations off of Airport Road. The northerly access is new and the location is acceptable as proposed. The southerly access is existing and is a shared access with the neighboring property to the south. This location is also acceptable. However, confirmation is needed that a cross-access easement or an agreement exists allowing for both properties to use this access.

**SCREENING OF EQUIPMENT**

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

**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

The plans indicate the development of 72 parking stalls, which is conforming. City Code requires 71 total parking stalls based on the unit and bedroom count provided.

### **LANDSCAPING**

Section 900.07, Subd. 2.D of the City Ordinance requires properties zoned R-5 to have the equivalent of one (1) tree/landscape planting for every two dwelling units on any given property.

City Ordinance requires a minimum of 22 trees to be planted on site based on the number of units in the multi-family building. The landscape plan indicates 23 trees to be planted, which conforms to City Code minimum requirements.

Section 900.05.6. – R-5, High Density Residential District requires “a minimum of 10% of the gross project area shall be in private recreational uses for project residents. Such area shall be for recreational uses suited to the needs of the residents including swimming pools, tennis courts, tot lot areas, nature areas, etc.”

The plans indicate an area for community gardens with raised planter beds for the planned seniors in the apartment community. The proposed community garden meets the private recreational requirement stated above.

Note: A building permit is required for retaining walls 4 ft. or greater in height which requires a certified plan designed by a licensed Professional Engineer. It is recommended that a fence be provided for the top of the retaining wall located on the northeast side of the project.

### **SIGNS**

The applicant has not included any details regarding the proposed signage for the site. Any future signage shall require a permit and shall conform to Section 900.10 of the City Code and all applicable design standard requirements.

### **LIGHTING**

Section 900.08, Subd. 1.C provides standards for exterior lighting. A lighting plan was not submitted with the application materials. Staff has included a condition of approval requiring the submittal, review and approval of a lighting plan consistent with City Code prior to building permit issuance.

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...”

### **PEDESTRIAN ACCESS**

The plans identify a sidewalk along the rear side of the building. The sidewalk shall be extended from the proposed walk to the trail at the southwest corner of the site. All new sidewalks shall be 6 feet wide, and all pedestrian ramps shall be ADA compliant.

**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 set identifies a trash room on level one adjacent to the underground parking areas. Interior trash handling conforms to City Code requirements. Please note that the dumpsters/trash receptacles should only be outside of the structure on identified pick up days and then be put back in the identified trash room. The dumpsters cannot remain outside unscreened and/or unenclosed.

**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 2026 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*	\$4,200 per SAC unit determined by the Metropolitan Council
Water Trunk System Development Charge*	\$6,500 per SAC unit determined by the Metropolitan Council
Stormwater Trunk Fee	\$11,500 per acre
Stormwater Access Fee	\$1,600 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.

The applicant has identified this project as a 43-unit affordable housing development for independent adults aged 55+. All units will serve households at or below 50% Area Median Income (AMI). The City of Waconia offers a Water and Sewer Trunk Fee Waiver Program for all water and sewer connections fees for affordable housing meeting the identified criteria. Staff continues to work with the applicant on the application of this program.

### **CONCLUSION/RECOMMENDATION**

The Planning Commission should review the pertinent information and recommend either approval or denial of the Site Plan application submitted by the Carver County CDA for the Trails Edge Senior apartment building at 905 Airport Road. Upon a recommendation from the Planning Commission this item shall be reviewed by the City Council at their regular meeting on July 20th, 2026.

If the Planning Commission chooses to recommend approval of the Site Plan application, staff would recommend approval with the following conditions:

1. The Trails Edge Senior Site Plan 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 obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any approvals or permits shall be submitted prior to any land disturbing activities.
4. The applicant shall obtain 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.
5. All indirect costs related to the permitting, review, and plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The watermain, sanitary sewer, grading, and stormwater issues shall be resolved to the satisfaction of the City Engineer and Public Services Director prior to the issuance of the building permit for the development.
7. Final fire hydrant placement, required fire access, and other improvements required per the Fire Code shall be coordinated with the City Fire Chief prior to building permit issuance.
8. The applicant shall submit a lighting plan consistent with City Code for review and approval prior to building permit issuance.
9. The developer shall extend the sidewalk from the proposed walk to the trail at the southwest corner of the site.

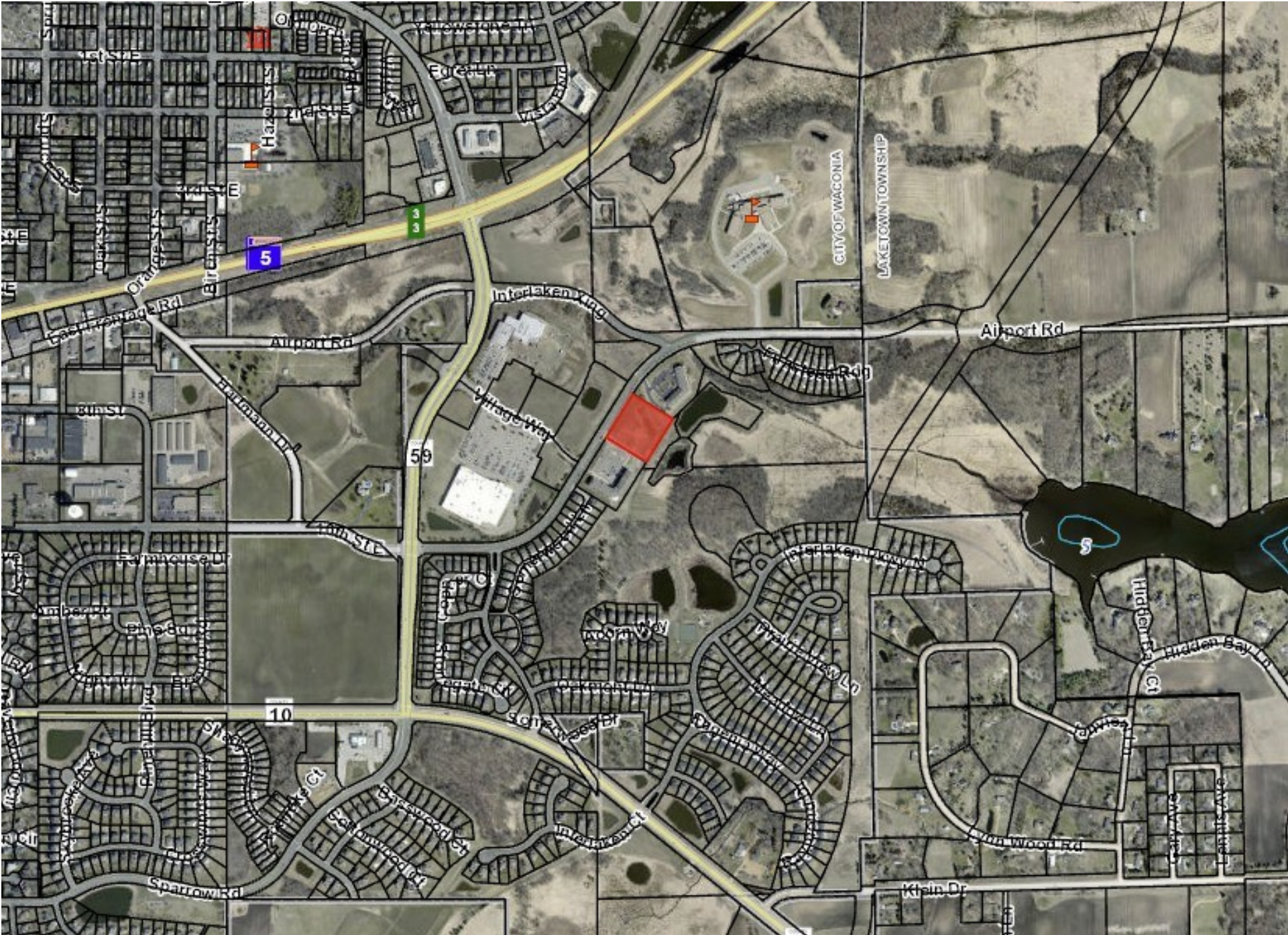
10. The southerly driveway access is existing and is a shared access with the neighboring property to the south. The applicant shall confirm that a cross-access easement or an agreement exists allowing for both properties to use this access.

**ATTACHMENTS:**

1. Location Map
2. Carver County CDA Trails Edge Senior Narrative
3. Trails Edge-Architectural Plans
4. Trails Edge-Civil&Landscape Plans
5. Fire Truck Turning Movement

<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	

LOCATION MAP—905 AIRPORT ROAD



## Carver County CDA – Trail’s Edge Senior Project Narrative

The Carver County Community Development Agency (CDA) proposes Trail’s Edge Senior, a 43-unit affordable housing development in Waconia for independent adults aged 55+. All units will serve households at or below 50% AMI, with 12 units (28%) reserved for those at or below 30% AMI. The three-story, elevator-served building will include underground parking, a mix of unit types (efficiency to two-bedroom), and shared amenities. It will be co-located with Trail’s Edge South, a 60-unit workforce housing development completed in 2022. Nine units will serve High Priority Homeless individuals, with services provided by the Scott-Carver-Dakota CAP Agency.

The project is part of a previously approved Master Planned Community supporting diverse housing types. The site is near existing and planned retail and high-density residential areas, with coordinated sidewalk and trail connections to parks and a regional trail, enhancing walkability and supporting future commercial growth. Waconia is a desirable location for senior housing, offering strong amenities. The site is walkable to shops (including Target), a mixed-use area, an industrial park, a hospital, and a new elementary school. The Carver County CDA will own and manage the property long term, ensuring lasting affordability. Units will include full-size washers/dryers, controlled access, individual HVAC systems, full kitchens, high-speed internet wiring, enclosed parking, and private patios or balconies. All CDA properties are smoke-free.

An on-site Senior Tenant Service Coordinator will connect residents to services such as Energy Assistance, SNAP, food shelves, transportation, and local providers. CDA partnerships with Carver County Adult Mental Health and Home and Community-Based Care enable seamless support for residents to age in place. This development aligns with the CDA’s mission to provide long-term affordable housing in a growing, connected suburban community.

# Trails Edge Senior

905 Airport Road, Waconia, MN 55387  
 05/19/26  
 #20027



UNIT MIX - GROSS AREA			
Name	Count	Gross Area	%
1BR			
Unit 1-0	21	702 ft <sup>2</sup>	49%
Unit 1-1 Type A	2	702 ft <sup>2</sup>	5%
Unit 1-2	9	672 ft <sup>2</sup>	21%
	32		74%
2BR			
Unit 2-0	4	1,008 ft <sup>2</sup>	9%
Unit 2-1 Type A	1	1,008 ft <sup>2</sup>	2%
Unit 2-2	6	1,106 ft <sup>2</sup>	14%
	11		26%
Grand total	43		100%

GROSS AREA - TOTAL	
Level	Area
Level 3	14,463 ft <sup>2</sup>
Level 2	14,463 ft <sup>2</sup>
Level 1	16,079 ft <sup>2</sup>
Level -1	16,137 ft <sup>2</sup>
Grand total	61,141 ft <sup>2</sup>

PARKING	
Level	Count
Accessible	
Level -1	3
Standard	
Level -1	40
	43
Accessible	
Level 1	2
Standard	
Level 1	27
	29
Grand total	72

BIKE PARKING
16 GARAGE
6 EXTERIOR
TOTAL: 22

**Amenities by Category**

**1. Education & Culture**

- Laketown Elementary
- Trinity Lutheran Church
- Parkside Church
- Waconia Moravian Church
- Saint Joseph Catholic Church

**2. Services**

- Ladybug Child Care Center
- O2B Kids Waconia
- Fantastic Sams Cut & Color
- Cadence Academy Preschool
- MidCountry Bank
- Security Bank & Trust Co.

**3. Retail**

- Target
- Frattallone's Hardware & Garden

**4. Food Access**

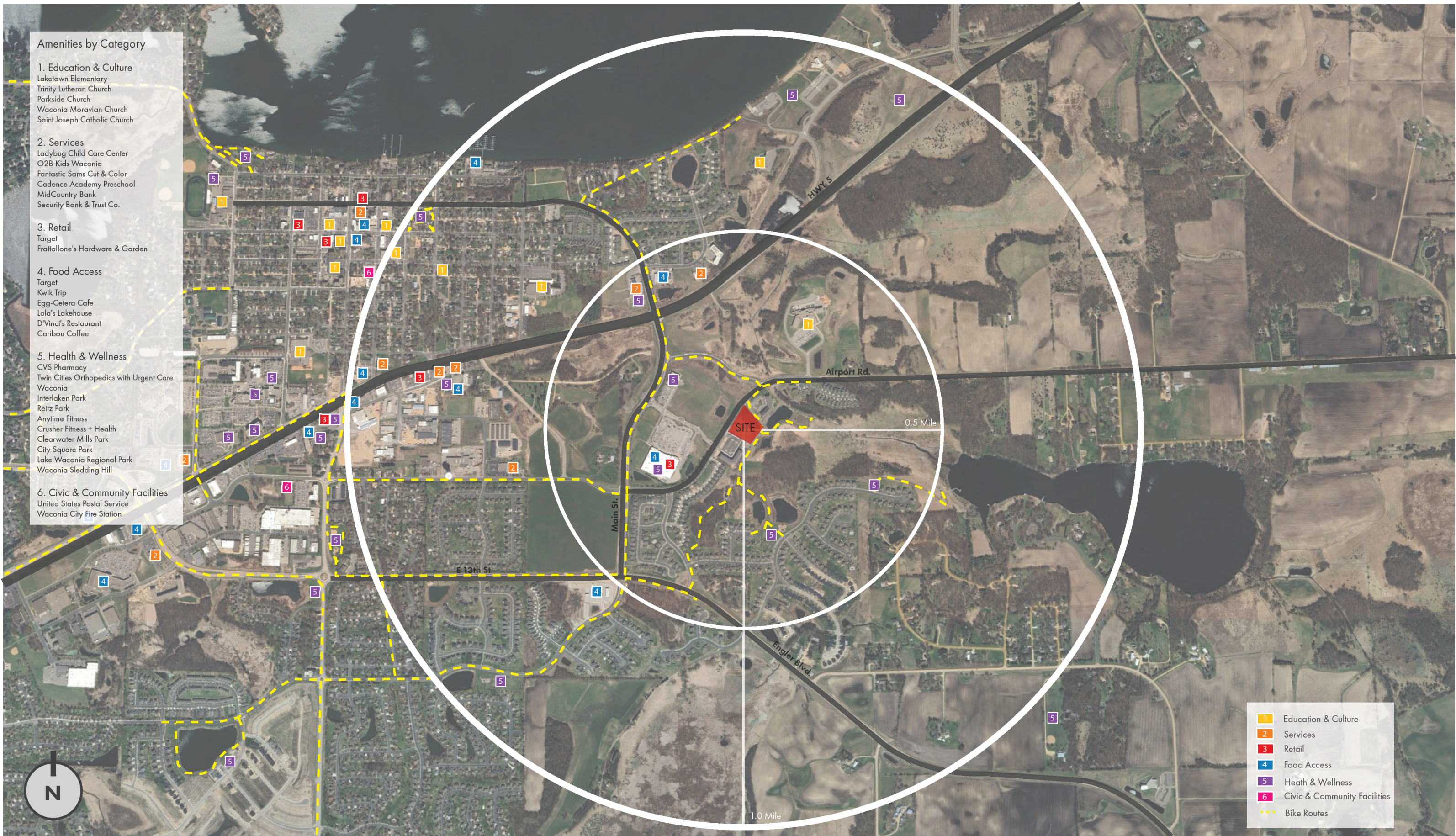
- Target
- Kwik Trip
- Egg-Cetera Cafe
- Lola's Lakehouse
- D'Vinci's Restaurant
- Caribou Coffee

**5. Health & Wellness**

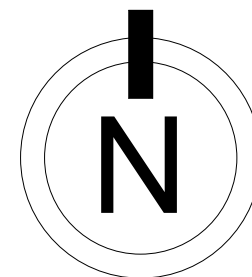
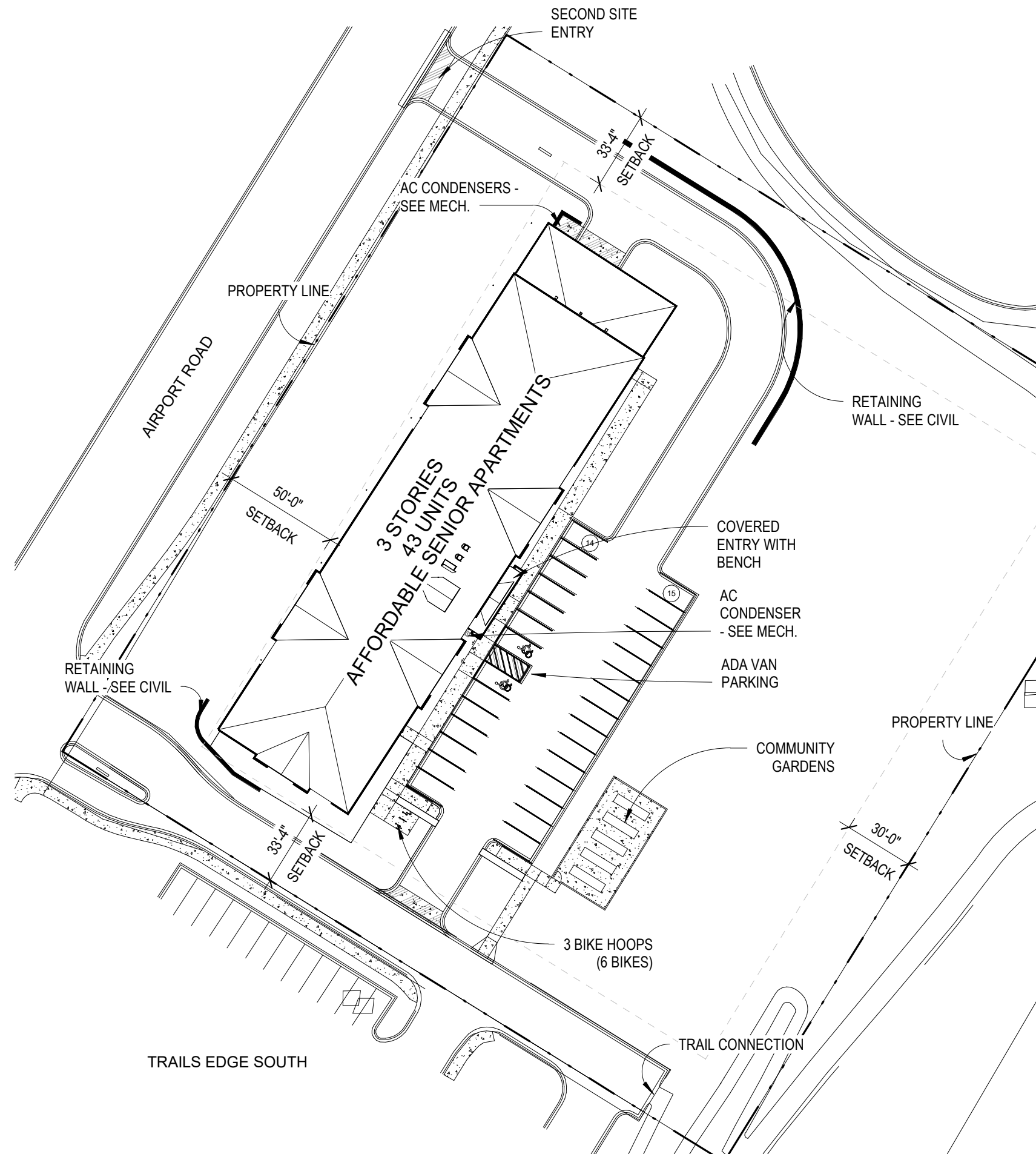
- CVS Pharmacy
- Twin Cities Orthopedics with Urgent Care
- Waconia
- Interlaken Park
- Reitz Park
- Anytime Fitness
- Crusher Fitness + Health
- Clearwater Mills Park
- City Square Park
- Lake Waconia Regional Park
- Waconia Sledding Hill

**6. Civic & Community Facilities**

- United States Postal Service
- Waconia City Fire Station



1	Education & Culture
2	Services
3	Retail
4	Food Access
5	Health & Wellness
6	Civic & Community Facilities
---	Bike Routes





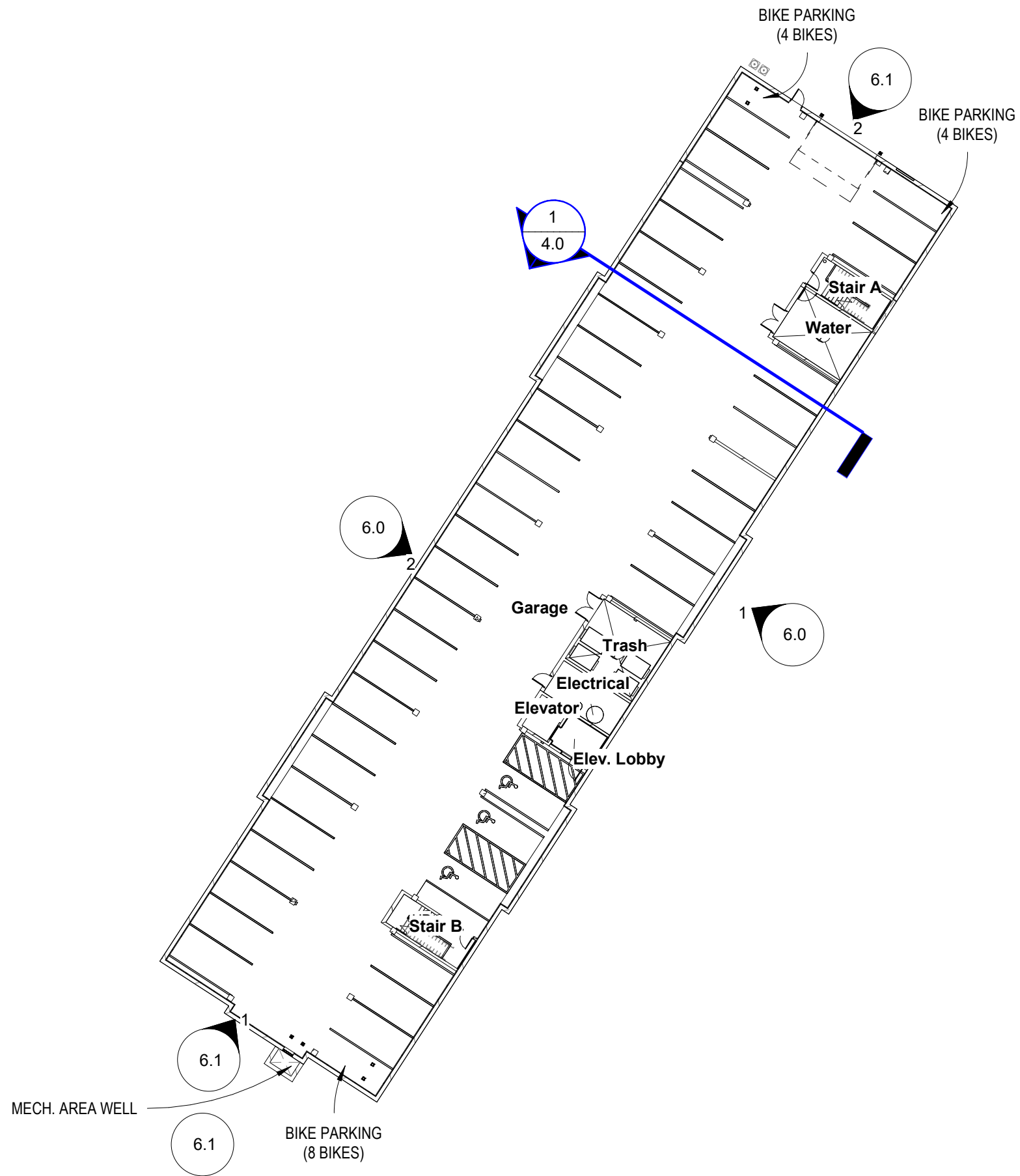
Current Site



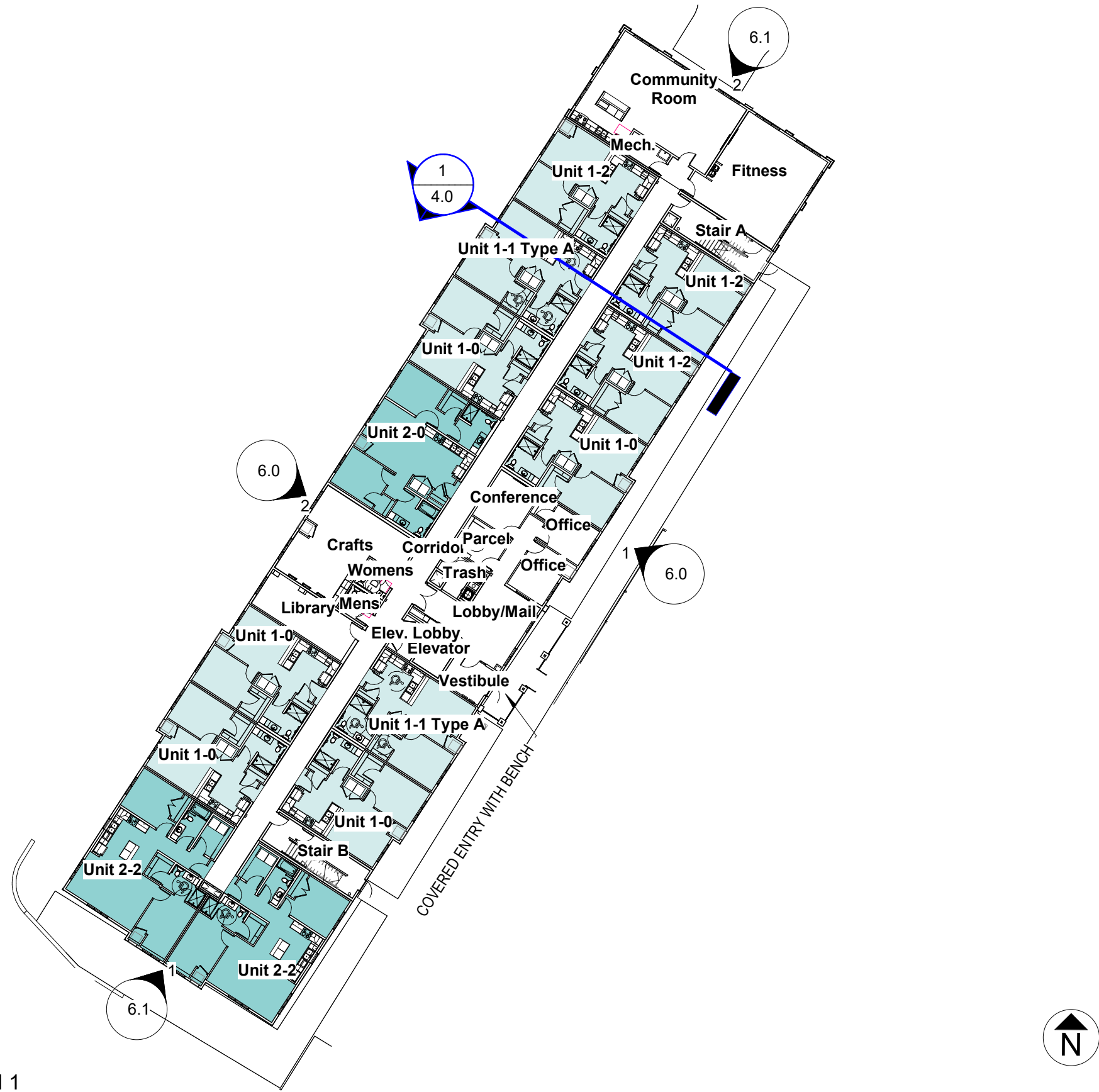
Building to the East



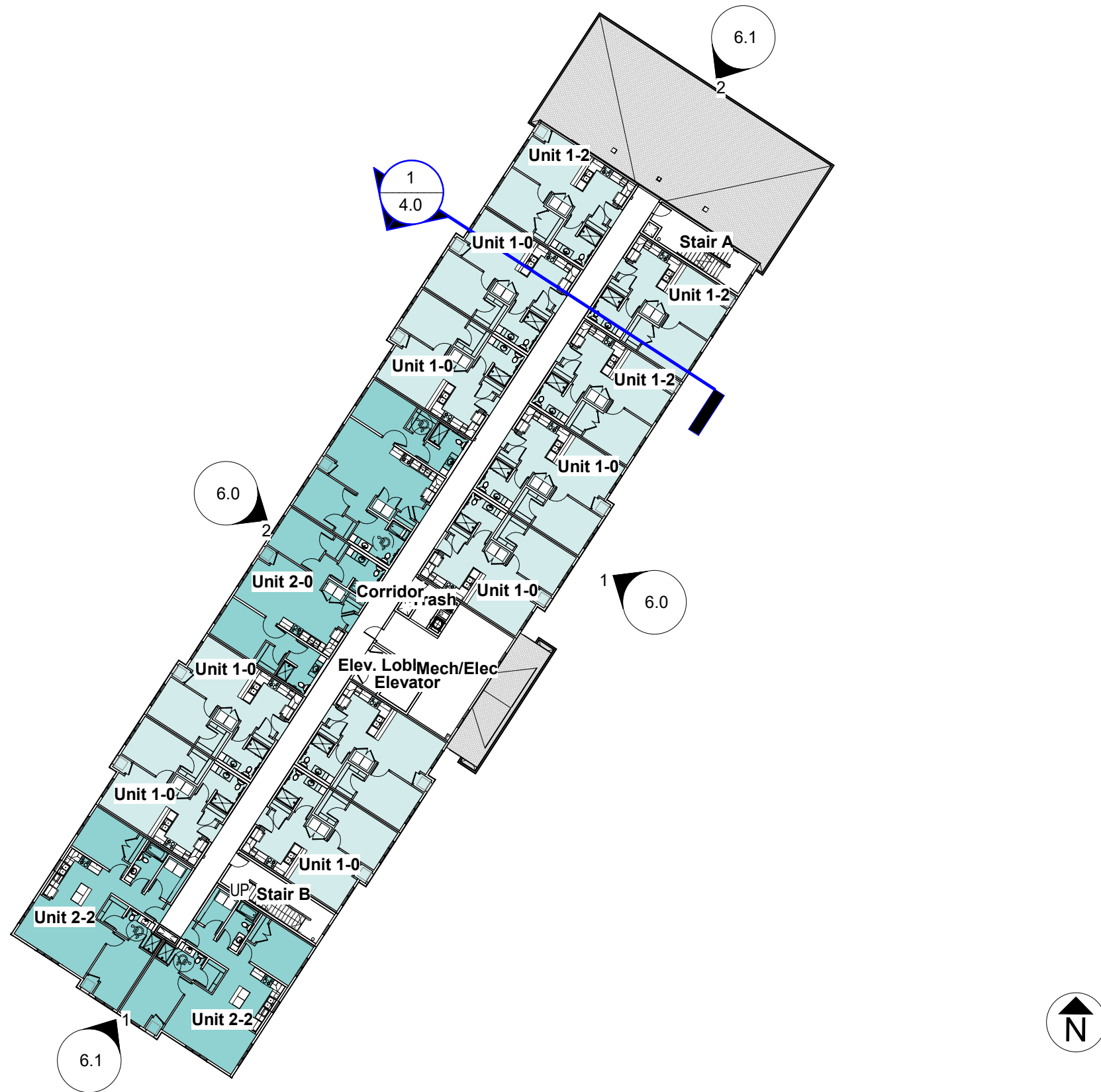
Across the ST



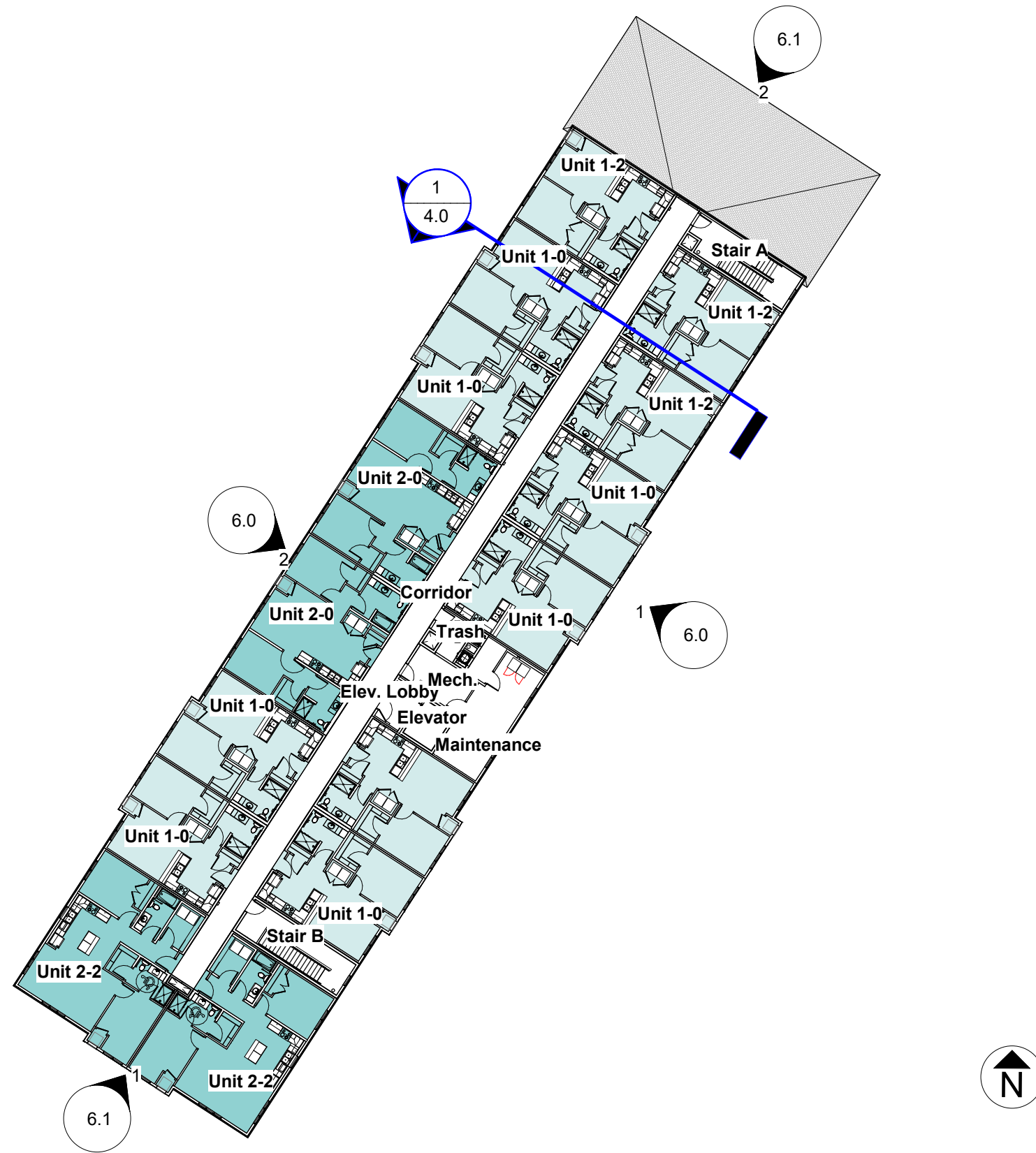
① Level -1  
1" = 30'-0"



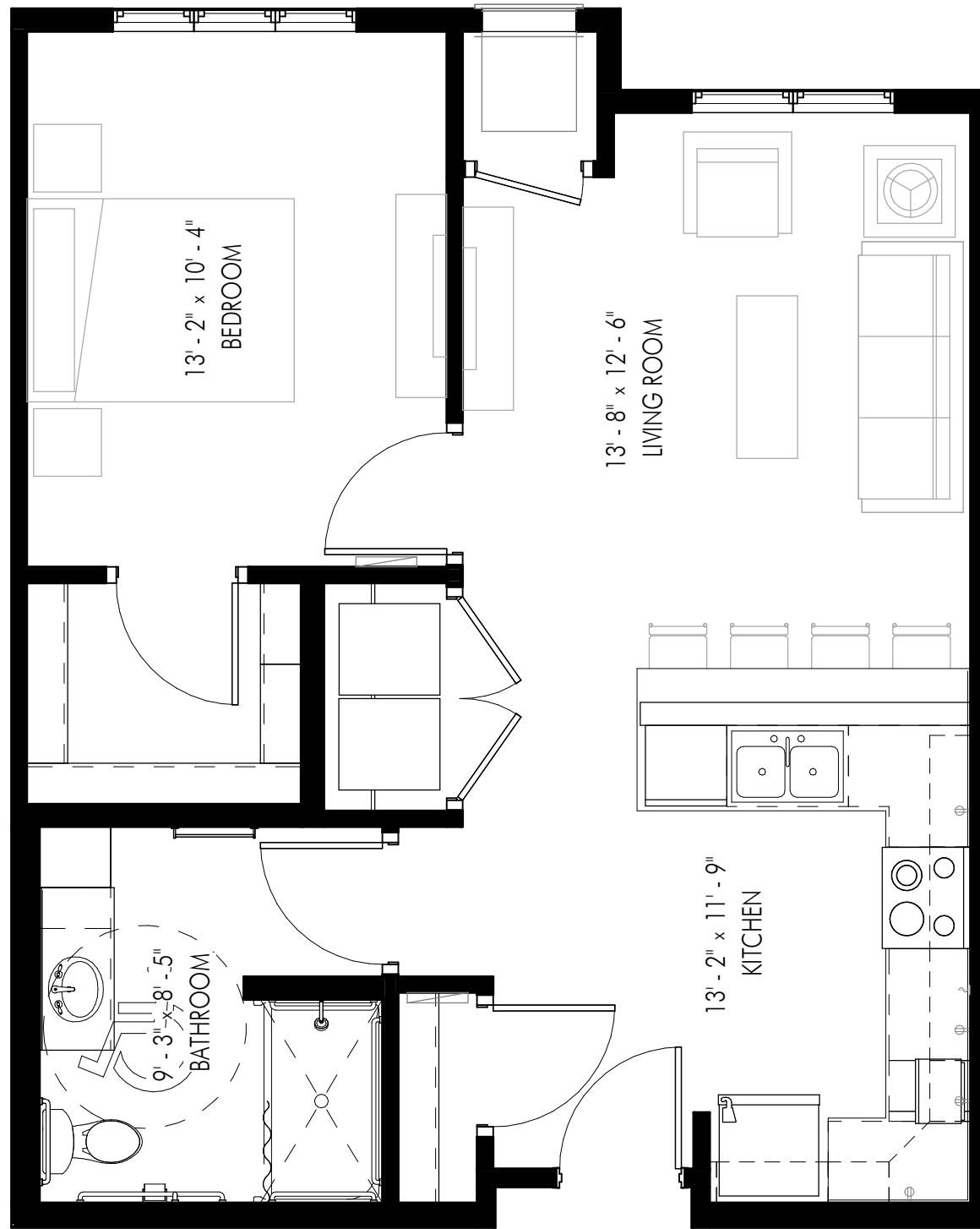
① Level 1  
1" = 30'-0"



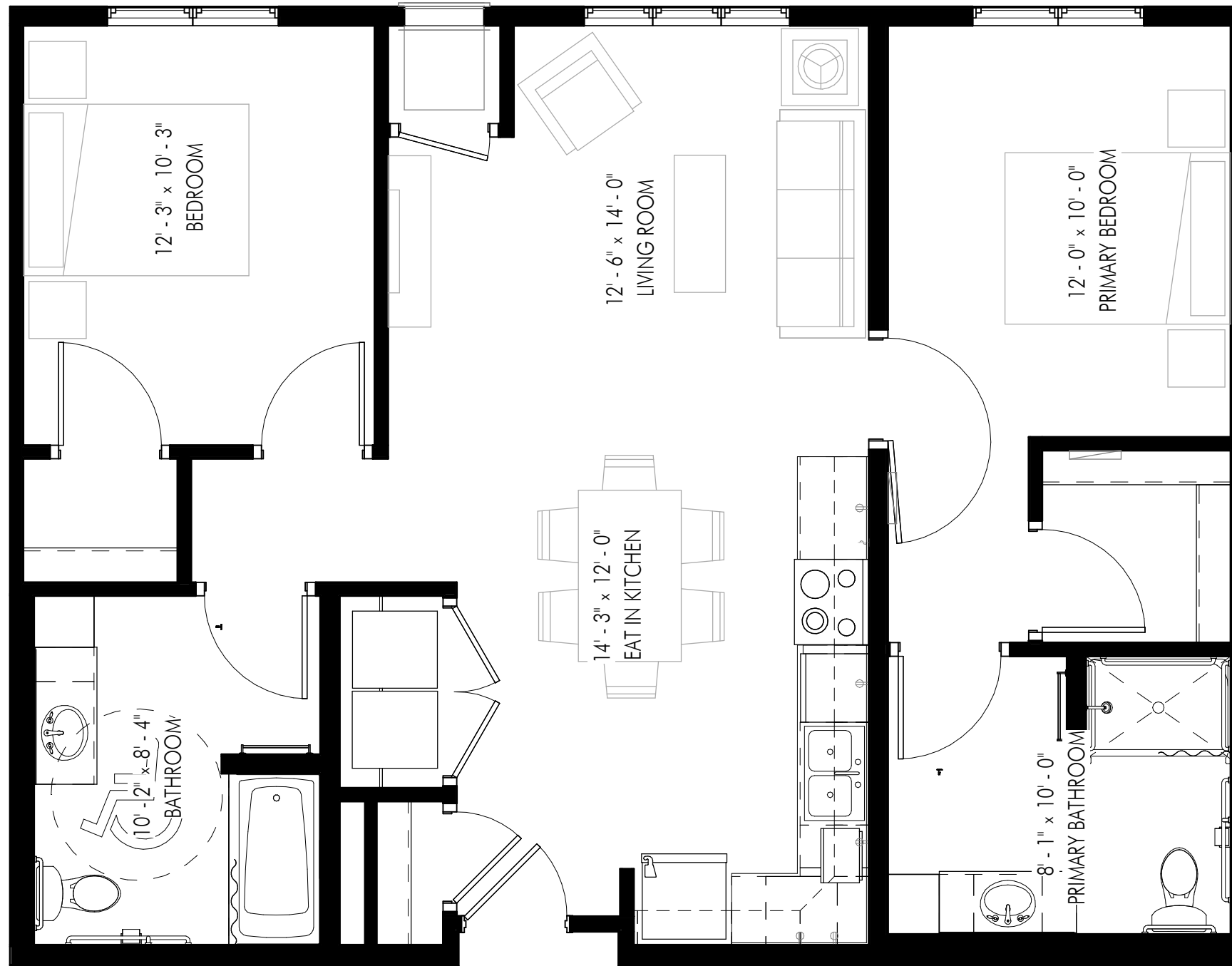
① Level 2  
1" = 30'-0"



① Level 3  
1" = 30'-0"



1 Marketing Unit 1-0  
 1/4" = 1'-0"

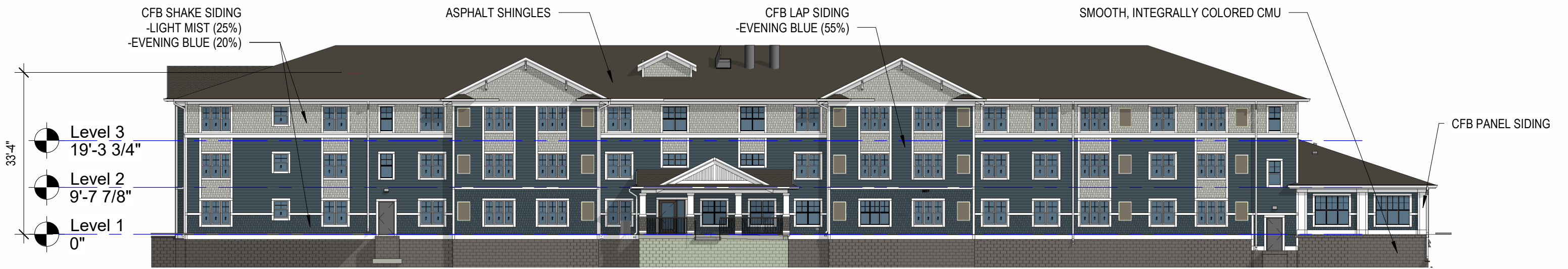


① Marketing Unit 2-0  
 1/4" = 1'-0"



① Typical Building Section  
 1/8" = 1'-0"

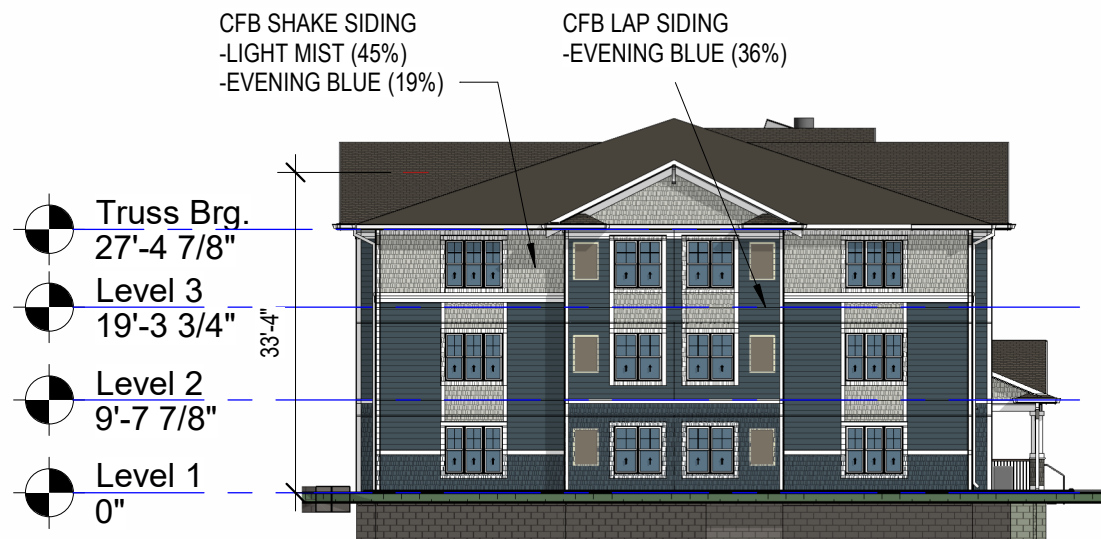




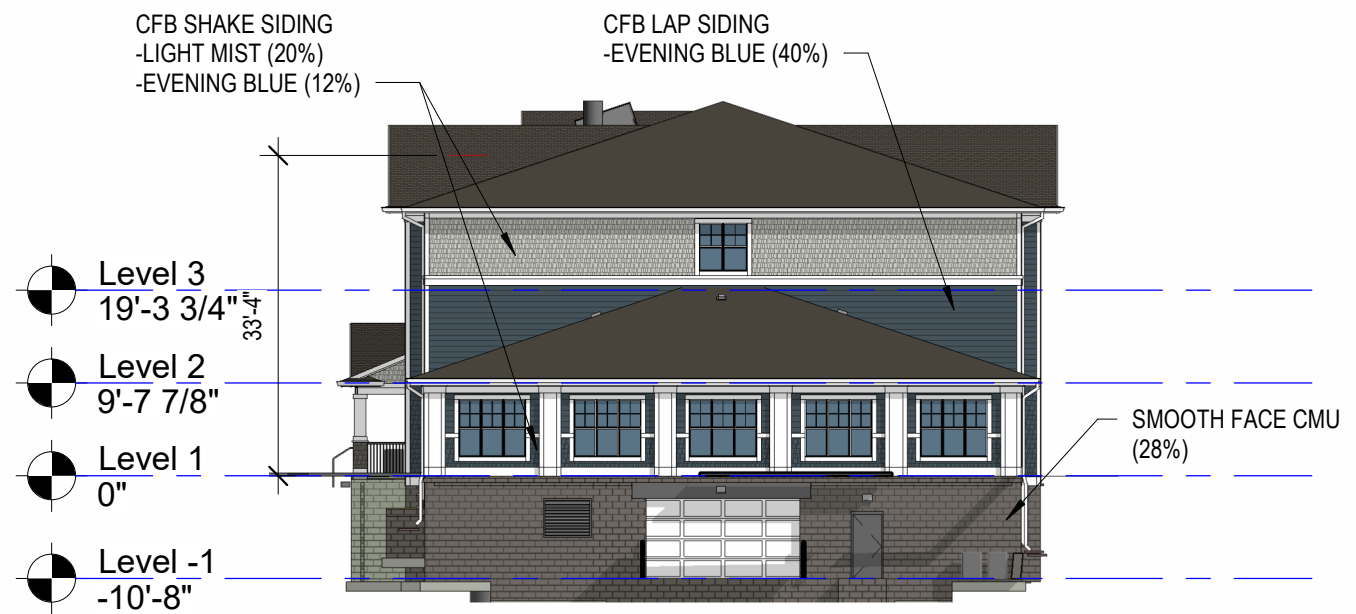
① Carver Oaks - East Elevation  
1" = 20'-0"



② Carver Oaks - West Elevation  
1" = 20'-0"



① Carver Oaks - North Elevation  
1" = 20'-0"



② Carver Oaks - South Elevation  
1" = 20'-0"



**TRAIL'S EDGE SENIOR**

905 AIRPORT ROAD  
WACONIA, MN 55387

**IVY PROPERTIES**

323 Washington Ave. N., Suite 200  
Minneapolis, MN 55401

**LOUCKS**

CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE

12755 Highway 55, Suite R100  
Plymouth 55441  
763.424.5505  
www.loucksinc.com

EXISTING	PROPOSED

**PAVEMENT LEGEND**

	DENOTES LIGHT DUTY BITUMINOUS PAVEMENT
	DENOTES HEAVY DUTY BITUMINOUS PAVEMENT
	DENOTES HEAVY DUTY CONCRETE PAVEMENT
	DENOTES CONCRETE SIDEWALK

**SITE DATA**

SITE AREA:	121,041 SF
EXISTING IMPERVIOUS AREA:	9,287 SF (7.7%)
PROPOSED IMPERVIOUS AREA:	46,465 SF (38.4%) (9,287 SF EXISTING & 37,178 SF PROPOSED)

**PARKING DESIGN STANDARDS**

**OFF-STREET BUILDING SETBACKS:**

FRONT	50 FT
SIDE	41 FT
REAR	30 FT

**MINIMUM PARKING LAYOUT DIMENSIONS (90 DEGREE PATTERN):**

PARKING SPACE WIDTH	= 9 FT
PARKING SPACE LENGTH	= 20 FT (18.5 FOR STALLS ABUTTING CURBS)
DRIVE LANE WIDTH	= 24 FT

**OFF-STREET PARKING**

PROPOSED SURFACE PARKING =	29 STALLS
PROPOSED GARAGE PARKING =	43 STALLS
TOTAL PARKING PROVIDED =	72 STALLS

**ACCESSIBLE PARKING**

PROPOSED SURFACE ACCESSIBLE PARKING:	2 STALLS
REQUIRED ACCESSIBLE PARKING:	2 STALLS**

\*\*REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES FOR 26 TO 50 STALLS

- SITE NOTES**
- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEETS AND APPLICABLE GOVERNING AGENCY REQUIREMENTS.
  - ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND APPLICABLE GOVERNING AGENCY REQUIREMENTS.
  - ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
  - ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
  - BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
  - SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.
  - REFER TO THE GEOTECHNICAL REPORT FOR AN EXISTING SUBSURFACE SITE CONDITION ANALYSIS AND CONSTRUCTION RECOMMENDATIONS INCLUDING BUT NOT LIMITED TO PAVEMENTS AND EXTERIOR SLABS.

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



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

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are the property of the Consultant and shall not be used for any other project without the written approval of the Consultant. The Consultant's approval shall not be construed as a warranty or guarantee of the accuracy of the CADD files. The Consultant shall not be responsible for any errors or omissions in the CADD files. The Consultant shall not be responsible for any damage to or loss of data resulting from the use of the CADD files.

**SUBMITTAL/REVISIONS**

DATE	DESCRIPTION
05/13/26	CITY SUBMITTAL

**PROFESSIONAL SIGNATURE**

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

License No. P13064-PE 49933  
Date

**QUALITY CONTROL**

Loecks Project No. 26138.0A  
Project Lead PJD  
Drawn By DDL  
Checked By PJD  
Review Date 05/13/26

**SHEET INDEX**

C1-1	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C4-1	SWPPP PLAN
C4-2	SWPPP NOTES
C4-3	SANITARY & WATERMAIN PLAN
C4-4	STORM SEWER PLAN
C4-5	STORM SEWER DETAILS
C4-6	LANDSCAPE NOTES & DETAILS
C4-7	LANDSCAPE PLAN

**LANDSCAPE NOTES & DETAILS**

1. LANDSCAPE NOTES & DETAILS

2. LANDSCAPE NOTES & DETAILS

3. LANDSCAPE NOTES & DETAILS

4. LANDSCAPE NOTES & DETAILS

5. LANDSCAPE NOTES & DETAILS

6. LANDSCAPE NOTES & DETAILS

7. LANDSCAPE NOTES & DETAILS

8. LANDSCAPE NOTES & DETAILS

9. LANDSCAPE NOTES & DETAILS

10. LANDSCAPE NOTES & DETAILS

11. LANDSCAPE NOTES & DETAILS

12. LANDSCAPE NOTES & DETAILS

13. LANDSCAPE NOTES & DETAILS

14. LANDSCAPE NOTES & DETAILS

15. LANDSCAPE NOTES & DETAILS

16. LANDSCAPE NOTES & DETAILS

17. LANDSCAPE NOTES & DETAILS

18. LANDSCAPE NOTES & DETAILS

19. LANDSCAPE NOTES & DETAILS

20. LANDSCAPE NOTES & DETAILS

21. LANDSCAPE NOTES & DETAILS

22. LANDSCAPE NOTES & DETAILS

23. LANDSCAPE NOTES & DETAILS

24. LANDSCAPE NOTES & DETAILS

25. LANDSCAPE NOTES & DETAILS

26. LANDSCAPE NOTES & DETAILS

27. LANDSCAPE NOTES & DETAILS

28. LANDSCAPE NOTES & DETAILS

29. LANDSCAPE NOTES & DETAILS

30. LANDSCAPE NOTES & DETAILS

31. LANDSCAPE NOTES & DETAILS

32. LANDSCAPE NOTES & DETAILS

33. LANDSCAPE NOTES & DETAILS

34. LANDSCAPE NOTES & DETAILS

35. LANDSCAPE NOTES & DETAILS

36. LANDSCAPE NOTES & DETAILS

37. LANDSCAPE NOTES & DETAILS

38. LANDSCAPE NOTES & DETAILS

39. LANDSCAPE NOTES & DETAILS

40. LANDSCAPE NOTES & DETAILS

41. LANDSCAPE NOTES & DETAILS

42. LANDSCAPE NOTES & DETAILS

43. LANDSCAPE NOTES & DETAILS

44. LANDSCAPE NOTES & DETAILS

45. LANDSCAPE NOTES & DETAILS

46. LANDSCAPE NOTES & DETAILS

47. LANDSCAPE NOTES & DETAILS

48. LANDSCAPE NOTES & DETAILS

49. LANDSCAPE NOTES & DETAILS

50. LANDSCAPE NOTES & DETAILS

51. LANDSCAPE NOTES & DETAILS

52. LANDSCAPE NOTES & DETAILS

53. LANDSCAPE NOTES & DETAILS

54. LANDSCAPE NOTES & DETAILS

55. LANDSCAPE NOTES & DETAILS

56. LANDSCAPE NOTES & DETAILS

57. LANDSCAPE NOTES & DETAILS

58. LANDSCAPE NOTES & DETAILS

59. LANDSCAPE NOTES & DETAILS

60. LANDSCAPE NOTES & DETAILS

61. LANDSCAPE NOTES & DETAILS

62. LANDSCAPE NOTES & DETAILS

63. LANDSCAPE NOTES & DETAILS

64. LANDSCAPE NOTES & DETAILS

65. LANDSCAPE NOTES & DETAILS

66. LANDSCAPE NOTES & DETAILS

67. LANDSCAPE NOTES & DETAILS

68. LANDSCAPE NOTES & DETAILS

69. LANDSCAPE NOTES & DETAILS

70. LANDSCAPE NOTES & DETAILS

71. LANDSCAPE NOTES & DETAILS

72. LANDSCAPE NOTES & DETAILS

73. LANDSCAPE NOTES & DETAILS

74. LANDSCAPE NOTES & DETAILS

75. LANDSCAPE NOTES & DETAILS

76. LANDSCAPE NOTES & DETAILS

77. LANDSCAPE NOTES & DETAILS

78. LANDSCAPE NOTES & DETAILS

79. LANDSCAPE NOTES & DETAILS

80. LANDSCAPE NOTES & DETAILS

81. LANDSCAPE NOTES & DETAILS

82. LANDSCAPE NOTES & DETAILS

83. LANDSCAPE NOTES & DETAILS

84. LANDSCAPE NOTES & DETAILS

85. LANDSCAPE NOTES & DETAILS

86. LANDSCAPE NOTES & DETAILS

87. LANDSCAPE NOTES & DETAILS

88. LANDSCAPE NOTES & DETAILS

89. LANDSCAPE NOTES & DETAILS

90. LANDSCAPE NOTES & DETAILS

91. LANDSCAPE NOTES & DETAILS

92. LANDSCAPE NOTES & DETAILS

93. LANDSCAPE NOTES & DETAILS

94. LANDSCAPE NOTES & DETAILS

95. LANDSCAPE NOTES & DETAILS

96. LANDSCAPE NOTES & DETAILS

97. LANDSCAPE NOTES & DETAILS

98. LANDSCAPE NOTES & DETAILS

99. LANDSCAPE NOTES & DETAILS

100. LANDSCAPE NOTES & DETAILS

101. LANDSCAPE NOTES & DETAILS

102. LANDSCAPE NOTES & DETAILS

103. LANDSCAPE NOTES & DETAILS

104. LANDSCAPE NOTES & DETAILS

105. LANDSCAPE NOTES & DETAILS

106. LANDSCAPE NOTES & DETAILS

107. LANDSCAPE NOTES & DETAILS

108. LANDSCAPE NOTES & DETAILS

109. LANDSCAPE NOTES & DETAILS

110. LANDSCAPE NOTES & DETAILS

111. LANDSCAPE NOTES & DETAILS

112. LANDSCAPE NOTES & DETAILS

113. LANDSCAPE NOTES & DETAILS

114. LANDSCAPE NOTES & DETAILS

115. LANDSCAPE NOTES & DETAILS

116. LANDSCAPE NOTES & DETAILS

117. LANDSCAPE NOTES & DETAILS

118. LANDSCAPE NOTES & DETAILS

119. LANDSCAPE NOTES & DETAILS

120. LANDSCAPE NOTES & DETAILS

121. LANDSCAPE NOTES & DETAILS

122. LANDSCAPE NOTES & DETAILS

123. LANDSCAPE NOTES & DETAILS

124. LANDSCAPE NOTES & DETAILS

125. LANDSCAPE NOTES & DETAILS

126. LANDSCAPE NOTES & DETAILS

127. LANDSCAPE NOTES & DETAILS

128. LANDSCAPE NOTES & DETAILS

129. LANDSCAPE NOTES & DETAILS

130. LANDSCAPE NOTES & DETAILS

131. LANDSCAPE NOTES & DETAILS

132. LANDSCAPE NOTES & DETAILS

133. LANDSCAPE NOTES & DETAILS

134. LANDSCAPE NOTES & DETAILS

135. LANDSCAPE NOTES & DETAILS

136. LANDSCAPE NOTES & DETAILS

137. LANDSCAPE NOTES & DETAILS

138. LANDSCAPE NOTES & DETAILS

139. LANDSCAPE NOTES & DETAILS

140. LANDSCAPE NOTES & DETAILS

141. LANDSCAPE NOTES & DETAILS

142. LANDSCAPE NOTES & DETAILS

143. LANDSCAPE NOTES & DETAILS

144. LANDSCAPE NOTES & DETAILS

145. LANDSCAPE NOTES & DETAILS

146. LANDSCAPE NOTES & DETAILS

147. LANDSCAPE NOTES & DETAILS

148. LANDSCAPE NOTES & DETAILS

149. LANDSCAPE NOTES & DETAILS





**SWPPP NOTES**

- THE NATURE OF THIS PROJECT WILL CONSIST OF CONSTRUCTING AN APARTMENT BUILDING, ASSOCIATED SURFACE PAVEMENTS, STORMWATER MANAGEMENT SYSTEMS AND UTILITIES, AND LANDSCAPING.
- THE INTENDED SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES ARE AS FOLLOWS:
  - INSTALL VEHICLE TRACKING BMP
  - INSTALL SILT FENCE AROUND SITE
  - CLEAR AND GRUB SITE
  - STRIP AND STOCKPILE TOPSOIL
  - REMOVE PAVEMENTS AND UTILITIES
  - CONSTRUCT STORMWATER MANAGEMENT FACILITY
  - ROUGH GRADE SITE
  - IMPORT CLEAN FILL FOR REPLACEMENT AND BALANCE
  - INSTALL UTILITIES
  - INSTALL BUILDING FOUNDATIONS
  - INSTALL CURB AND GUTTER
  - INSTALL PAVEMENTS AND WALKS
  - FINAL GRADE SITE
  - REMOVE ACCUMULATED SEDIMENT FROM STORMWATER SYSTEMS
  - SEED AND MULCH
  - WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.
- SITE DATA:
 

AREA OF DISTURBANCE:	2.030± AC
PRE-CONSTRUCTION IMPERVIOUS AREA:	0.213± AC
POST-CONSTRUCTION IMPERVIOUS AREA:	1.067± AC

GENERAL SOIL TYPE: SEE GEOTECHNICAL EVALUATION REPORT
- THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE IDENTIFIED WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC. BEFORE CONSTRUCTION BEGINS.
- ALL DISTURBED GROUND LEFT INACTIVE FOR FOURTEEN (14) OR MORE DAYS SHALL BE STABILIZED BY SEEDING OR SODDING (ONLY AVAILABLE PRIOR TO SEPTEMBER 15) OR BY MULCHING OR COVERING OR OTHER EQUIVALENT CONTROL MEASURE.
- ON SLOPES 3:1 OR GREATER MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES. SLOPE LENGTHS CAN NOT BE GREATER THAN 75 FEET.
- ALL STORM DRAINS AND INLETS MUST BE PROTECTED UNTIL ALL SOURCES OF POTENTIAL DISCHARGE ARE STABILIZED.
- TEMPORARY SOIL STOCKPILES MUST HAVE EFFECTIVE SEDIMENT CONTROL AND CAN NOT BE PLACED IN SURFACE WATERS OR STORM WATER CONVEYANCE SYSTEMS. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT AMOUNT OF SILT, CLAY, OR ORGANIC COMPOUNDS ARE EXEMPT EX: CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES.
- SEDIMENT LADEN WATER MUST BE DISCHARGED TO A SEDIMENTATION BASIN WHENEVER POSSIBLE. IF NOT POSSIBLE, IT MUST BE TREATED WITH THE APPROPRIATE BMP'S.
- SOLID WASTE MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH MPCA DISPOSAL REQUIREMENTS.
- EXTERNAL WASHING OF CONSTRUCTION VEHICLES MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF MUST BE PROPERLY CONTAINED.
- NO ENGINE DEGREASING IS ALLOWED ON SITE.
- THE OWNER WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITEE AND IS RESPONSIBLE FOR COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THE PERMIT. THE OPERATOR (CONTRACTOR) WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITEE FOR PARTS I(B), PART I(C), PART I(B), PART I(V), PART IV AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C. OF THE NPDES PERMIT AND IS JOINTLY RESPONSIBLE WITH THE OWNER FOR COMPLIANCE WITH THOSE PORTIONS OF THE PERMIT.
- TERMINATION OF COVERAGE-PERMITEES WISHING TO TERMINATE COVERAGE MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA. ALL PERMITEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ONE OR MORE OF THE FOLLOWING CONDITIONS HAVE BEEN MET:
  - FINAL STABILIZATION, PER NPDES PERMIT PART IV.G. HAS BEEN ACHIEVED ON ALL PORTIONS OF THE SITE FOR WHICH THE PERMITEE IS RESPONSIBLE.
  - TRANSFER OF OWNERSHIP AS DESCRIBED IN THE PERMIT.
- INSPECTIONS
  - INITIAL INSPECTION FOLLOWING SILT FENCE INSTALLATION BY CITY REPRESENTATIVE IS REQUIRED.
  - EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A 0.5" OVER 24 HOUR RAIN EVENT.
  - STABILIZED AREAS: ONCE EVERY 30 DAYS
  - FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.
  - INSPECTION AND MAINTENANCE RECORDS MUST BE RETAINED FOR 3 YEARS AFTER FILING OF THE

NOTICE OF TERMINATION AND MUST INCLUDE: DATE AND TIME OF ACTION, NAME OF PERSONS CONDUCTING WORK, FINDING OF INSPECTIONS AND RECOMMENDATIONS FOR CORRECTIVE ACTION, DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCHES IN A 24 HOUR PERIOD.

- MINIMUM MAINTENANCE
  - SILT FENCE TO BE REPAIRED, REPLACED, SUPPLEMENTED WHEN NONFUNCTIONAL OR 1/3 FULL; WITHIN 24 HOURS
  - SEDIMENT BASINS DRAINED AND SEDIMENT REMOVED WHEN REACHES 1/2 STORAGE VOLUME. REMOVAL MUST BE COMPLETE WITHIN 72 HOURS OF DISCOVERY.
  - SEDIMENT REMOVED FROM SURFACE WATERS WITHIN 7 SEVEN DAYS
  - CONSTRUCTION SITE EXITS INSPECTED, TRACKED SEDIMENT REMOVED WITH 24 HOURS.
  - PROVIDE COPIES OF EROSION INSPECTION RESULTS TO CITY ENGINEER FOR ALL EVENTS GREATER THAN 0.5 IN 24 HOURS
- THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION ACTIVITY BY THE PERMITEES WHO HAVE OPERATIONAL CONTROL OF THE SITE.
- OWNER MUST KEEP RECORDS OF ALL PERMITS REQUIRED FOR THE PROJECT, THE SWPPP, ALL INSPECTIONS AND MAINTENANCE, PERMANENT OPERATION AND MAINTENANCE AGREEMENTS, AND REQUIRED CALCULATIONS FOR TEMPORARY AND PERMANENT STORM WATER MANAGEMENT SYSTEMS. THESE RECORDS MUST BE RETAINED FOR THREE YEARS AFTER FILING NPDES NOTICE OF TERMINATION.
- SWPPP MUST BE AMENDED WHEN:
  - THERE IS A CHANGE IN DESIGN, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON DISCHARGE
  - INSPECTIONS INDICATE THAT THE SWPPP IS NOT EFFECTIVE AND DISCHARGE IS EXCEEDING WATER QUALITY STANDARDS
  - THE BMP'S IN THE SWPPP ARE NOT CONTROLLING POLLUTANTS IN DISCHARGES OR IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THE PERMIT.
- CONCRETE WASHOUT AREA
  - CONTRACTOR TO PROVIDE PREFABRICATED CONCRETE WASH-OUT CONTAINER WITH RAIN PROTECTION PER PLAN.
  - CONCRETE WASH-OUT TO BE IDENTIFIED WITH SIGNAGE STATING "CONCRETE WASHOUT AREA DO NOT OVERFILL".
  - CONCRETE WASHOUT WATER NEEDS TO BE PUMPED WITHIN 24 HOURS OF STANDING WATER IN WASHOUT AREA.
- IN THE EVENT OF ENCOUNTERING A WELL OR SPRING DURING CONSTRUCTION CONTRACTOR TO CEASE CONSTRUCTION ACTIVITY AND NOTIFY ENGINEER.
- PIPE OULETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
- FINAL STABILIZATION
 

FINAL STABILIZATION REQUIRES THAT ALL SOIL DISTURBING ACTIVITIES HAVE BEEN COMPLETED AND THAT DISTURBED AREAS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH 70% OF THE EXPECTED FINAL DENSITY, AND THAT ALL PERMANENT PAVEMENTS HAVE BEEN INSTALLED. ALL TEMPORARY BMP'S SHALL BE REMOVED, DITCHES STABILIZED, AND SEDIMENT SHALL BE REMOVED FROM PERMANENT CONVEYANCES AND SEDIMENTATION BASINS IN ORDER TO RETURN THE POND TO DESIGN CAPACITY.
- RESPONSIBILITIES
  - THE OWNER MUST IDENTIFY A PERSON WHO WILL OVERSEE THE SWPPP IMPLEMENTATION AND THE PERSON RESPONSIBLE FOR INSPECTION AND MAINTENANCE:
 

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

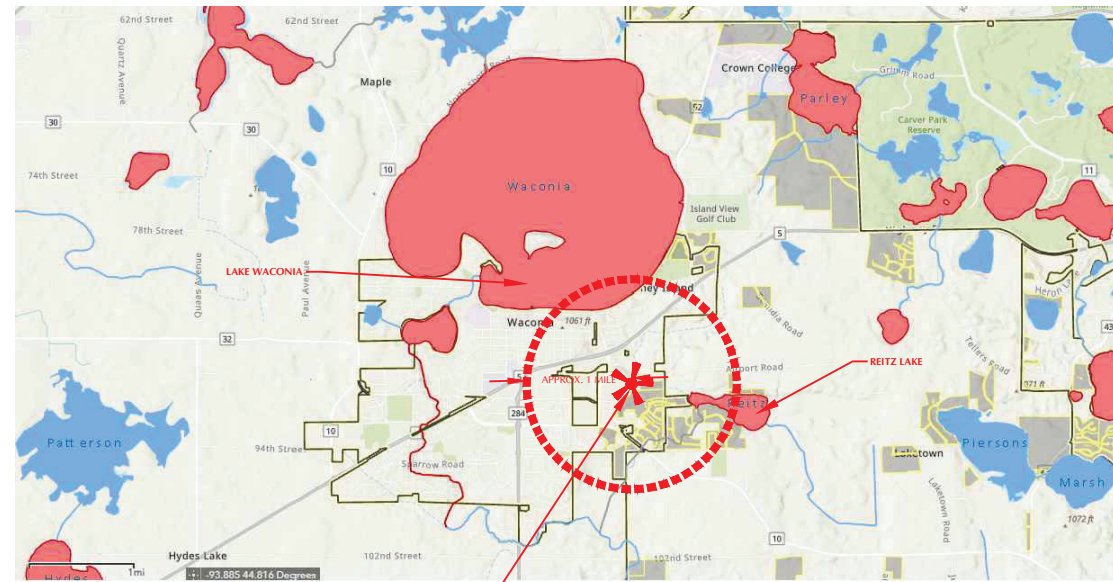
PHONE: \_\_\_\_\_
  - THE OWNER MUST IDENTIFY THE A PERSON WHO WILL BE RESPONSIBLE FOR LONG TERM OPERATIONS AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM:
 

CONTACT: STEVE DUNBAR

COMPANY: IVY PROPERTIES

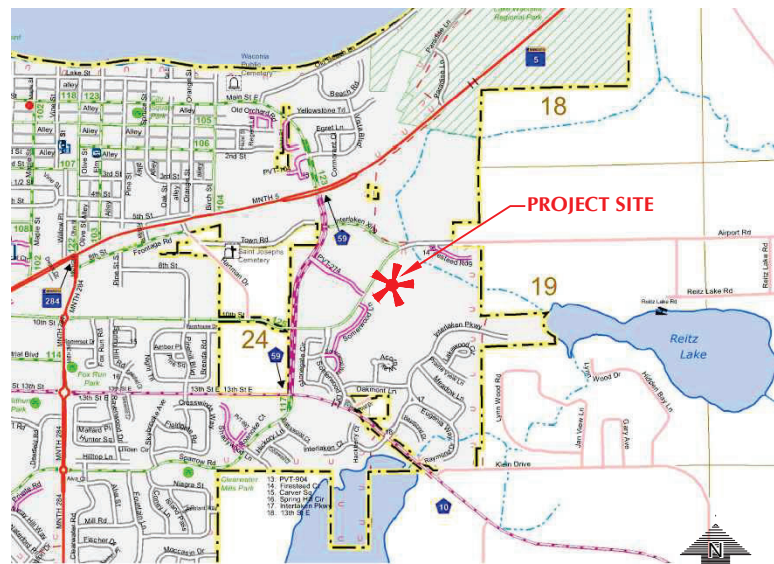
PHONE: 612-388-1207
- THE WATERSHED DISTRICT OR THE CITY MAY HAVE REQUIREMENTS FOR INSPECTIONS OR AS-BUILT DRAWINGS VERIFYING PROPER CONSTRUCTION OF THE BMP'S.

**CONSTRUCTION STORMWATER SPECIAL WATERS SEARCH MAP**



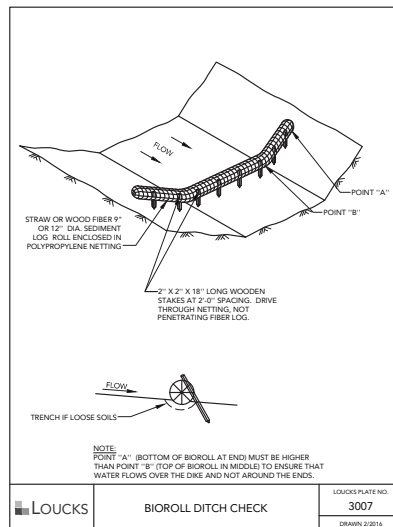
PROJECT SITE

**SITE VICINITY MAP**

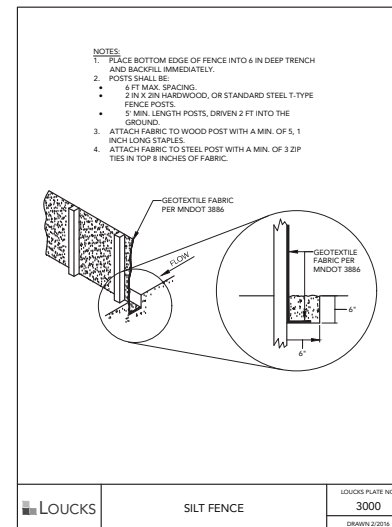


**ESTIMATED QUANTITIES**

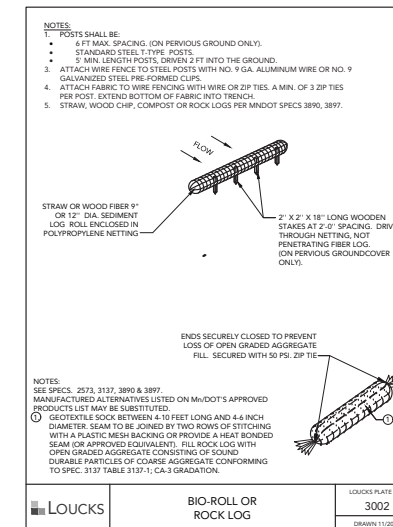
DESCRIPTION	UNIT	QUANTITY
TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2
SILT FENCE (STANDARD)	LF	1,180
BIO-ROLL	LF	100
INLET PROTECTION	EA	8
EROSION CONTROL BLANKET	SY	2,025



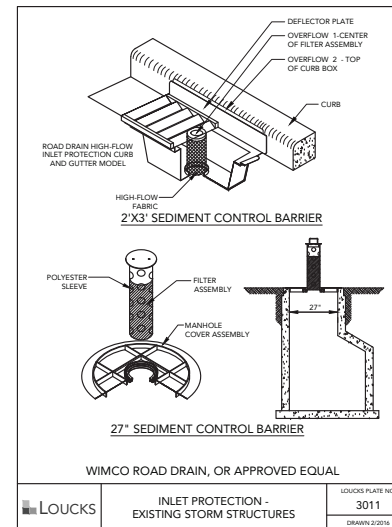
**BIOROLL DITCH CHECK**  
 LOUCKS PLATE NO. 3007  
 DRAWN 2/2016



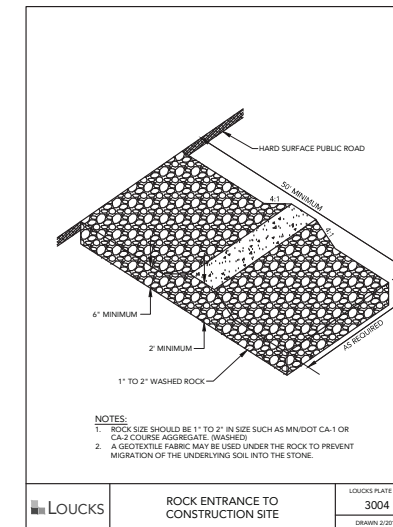
**SILT FENCE**  
 LOUCKS PLATE NO. 3006  
 DRAWN 2/2016



**BIO-ROLL OR ROCK LOG**  
 LOUCKS PLATE NO. 3002  
 DRAWN 11/2016



**INLET PROTECTION - EXISTING STORM STRUCTURES**  
 LOUCKS PLATE NO. 3011  
 DRAWN 2/2016



**ROCK ENTRANCE TO CONSTRUCTION SITE**  
 LOUCKS PLATE NO. 3004  
 DRAWN 2/2016

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are the property of the Consultant and shall not be used for any other project or for any other purpose without the written approval of the Consultant. The Consultant's approval, when required, shall be obtained in writing from the Consultant. The Consultant shall not be held responsible for any errors or omissions in the CADD files or for any damage to the Consultant's equipment or for any loss of data or information. The Consultant shall not be held responsible for any damage to the Consultant's equipment or for any loss of data or information.

**SUBMITTAL/REVISIONS**

DATE	DESCRIPTION
05/13/26	CITY SUBMITTAL

**PROFESSIONAL SIGNATURE**

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

License No. P33046-PE 49933  
 Date \_\_\_\_\_

**QUALITY CONTROL**

Locucks Project No. 26138.0A  
 Project Lead PJD  
 Drawn By DCL  
 Checked By PJD  
 Review Date 05/13/26

**SHEET INDEX**

NO.	DESCRIPTION
C1-1	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP NOTES
C4-1	SANITARY & WATERMAIN PLAN
C4-2	STORM SEWER PLAN
C4-3	CIVIL DETAILS
L1-1	LANDSCAPE NOTES & DETAILS
L2-1	LANDSCAPE PLAN

**SWPPP NOTES**

**C3-3**

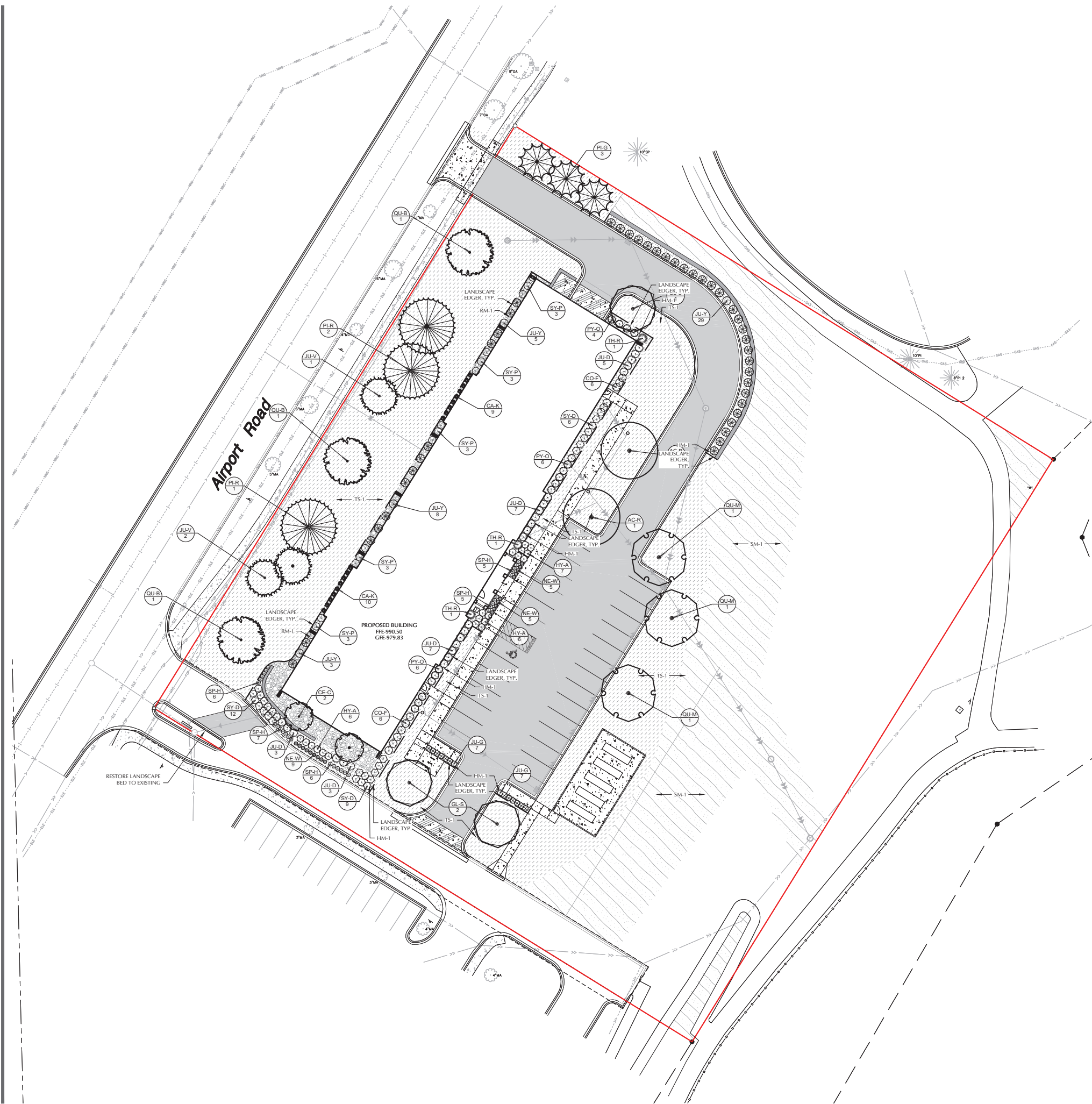








Plotted: 05/13/2026 12:42 PM W:\2026\30138A\CADD\DATA\LANDSCAPE\Draw Sheet\Plan\L1-1 LANDSCAPE PLAN



PLANT SCHEDULE		
SYMBOL	CODE	COMMON / BOTANICAL NAME
<b>DECIDUOUS TREES</b>		
	AC-R	RED SUNSET MAPLE ACER RUBRUM 'FRANKSRED' TM
	GL-S	SKYLINE HONEYLOCUST GLEDITSIA TRIACANTHOS 'SKYCOLE'
	QU-B	SWAMP WHITE OAK QUERCUS BICOLOR
	QU-M	BURR OAK QUERCUS MACROCARPA
<b>EVERGREEN TREES</b>		
	JU-V	EASTERN RED CEDAR JUNIPERUS VIRGINIANA
	PI-G	BLACK HILLS SPRUCE PICEA GLAUCA 'DENSATA'
	PI-R	NORWAY PINE PINUS RESINOSA
<b>ORNAMENTAL TREES</b>		
	CE-C	NORTHERN STRAIN REDBUD CERCIS CANADENSIS
<b>SHRUBS</b>		
	CO-F	ARCTIC FIRE DOGWOOD CORNUS SERICEA 'ARCTIC FIRE'
	HY-A	LITTLE LIME HYDRANGEA HYDRANGEA PANICULATA 'JANE'
	PY-O	LITTLE DEVIL NINEBARK PHYSOCARPUS OPULIFOLIUS 'LITTLE DEVIL' TM
	SY-D	PRAIRIE PETITE LILAC SYRINGA VULGARIS 'PRAIRIE PETITE'
	SY-P	MISS KIM LILAC SYRINGA PATULA 'MISS KIM'
<b>CONIFEROUS SHRUBS</b>		
	JU-D	SAYBROOK GOLD JUNIPER JUNIPERUS X MEDIA 'SAYBROOK GOLD'
	JU-G	SEA GREEN JUNIPER JUNIPERUS CHINENSIS 'SEA GREEN'
	JU-Y	MINT JULEP JUNIPER JUNIPERUS CHINENSIS 'MINT JULEP'
	TH-R	RUSHMORE ARBORVITAE THUJA OCCIDENTALIS 'RUSHMORE'
<b>PERENNIALS</b>		
	NE-W	WALKERS LOW CATMINT NEPETA X FAASSENII 'WALKERS LOW'
<b>GRASSES</b>		
	CA-K	FEATHER REED GRASS CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'
	SP-H	PRAIRIE DROPSOED SPOROBOLUS HETEROLEPIS
<b>GROUND COVERS</b>		
	HM-1	HARDWOOD MULCH
	RM-1	GREY TRAP ROCK - 3" ROCK MULCH
	SM-1	MN DOT SOUTHERN SHORTGRASS ROADSIDE MIX
	TS-1	NATIVE PRAIRIE SEED MIX

**LANDSCAPE REQUIREMENTS**

- R-5 DISTRICTS SHALL HAVE THE EQUIVALENT OF ONE (1) LANDSCAPE PLANTING FOR EVERY TWO (2) DWELLING UNITS.
- TOTAL DWELLING UNITS = 43
- TOTAL REQUIRED PLANTINGS = 22

**TRAIL'S EDGE SENIOR**  
905 AIRPORT ROAD  
WACONIA, MN 55387

IVY PROPERTIES  
323 Washington Ave. N., Suite 200  
Minneapolis, MN 55401

**LOUCKS**  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
12755 Highway 55, Suite R100  
Plymouth 55441  
763.424.5505  
www.loucksinc.com

**CADD QUALIFICATION**  
CADD files prepared by the Consultant for this project are the property of the Consultant and shall not be used for any other project without the written approval of the Consultant. The Consultant's approval, when required, shall be obtained in writing. All approvals or modifications to these CADD files shall be made on the full set of that party making such revisions, additions or deletions and that party shall furnish and maintain the Consultant having full responsibility, claims, and liabilities.

**SUBMITTAL/REVISIONS**

DATE	DESCRIPTION
05/13/26	CITY SUBMITTAL

**PROFESSIONAL SIGNATURE**  
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.  
Douglas D. Loken - LA  
License No. 45591  
Date

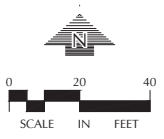
**QUALITY CONTROL**  
Loucks Project No. 26138.0A  
Project Lead PJD  
Drawn By MN  
Checked By DDJ  
Review Date 05/13/26

**SHEET INDEX**

C1-1	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C4-1	SWPPP
C5-1	SWPPP NOTES
C6-1	SANITARY & WATERMAIN PLAN
C7-1	STORM SEWER PLAN
C8-1	CIVIL DETAILS
L1-1	LANDSCAPE NOTES & DETAILS
L2-1	LANDSCAPE PLAN

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

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



**LANDSCAPE PLAN**  
**L2-1**





## REQUEST FOR PLANNING COMMISSION ACTION

<b>Meeting Date:</b> July 9, 2026	
<b>Item Name:</b> 4.2. Small Area Plan — 801 Hwy. 284	
<b>Originating Dept:</b> Community Development	
<b>Presented By:</b> Lane Braaten	
<b>Previous Council Action:</b> None	
<b>Item Type:</b>	Regular Session
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Review the Small Area Plan information. No action requested.	
<b>EXPLANATION OF AGENDA ITEM:</b>	
<p>The City of Waconia hired Transportation Collaborative &amp; Consultants (TC2) to complete a small area plan for the property located at 801 Highway 284 (formerly UFC Farm Supply). TC2 is finalizing the report which will be provided to the Planning Commission members on July 7th. TC2 will provide a presentation of the process, results and concepts related to the property with the intent of the City Council reviewing the information at the July 20, 2026, meeting.</p>	
<b>ATTACHMENTS:</b>	
None	
<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	



**REQUEST FOR PLANNING COMMISSION ACTION**

<b>Meeting Date:</b>	July 9, 2026
<b>Item Name:</b>	4.3. PUBLIC HEARING –Amend Chapter 541 — Housing Ordinance for Rental Property
<b>Originating Dept:</b>	Community Development
<b>Presented By:</b>	Lane Braaten
<b>Previous Council Action:</b>	None
<b>Item Type:</b>	Regular Session
<p><b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Motion to Open the Public Hearing          Motion to Close the Public Hearing          Motion recommending approval or denial of the proposed amendments to Chapter 541 of the Waconia City Code relating to Rental Housing Licensing and Short-Term Rental Regulations.</p> <p><b>EXPLANATION OF AGENDA ITEM:</b></p> <p><b>REQUEST:</b>          The attached ordinance updates Chapter 541 of the Waconia City Code related to rental housing. These amendments were directed by the City Council, which asked staff to prepare changes to the ordinance for review and consideration.</p> <p>The proposed amendments update the City's rental housing regulations by adding short-term rental standards that were not previously defined, including occupancy, parking, spacing between licensed rentals, and compliance with state and local laws. The changes also require owners to obtain the required State of Minnesota Lodging License before receiving a city license, collect and remit applicable lodging taxes, and establish a strike system with administrative fines for repeated violations.</p> <p><b>APPLICABLE ORDINANCE PROVISIONS:</b></p> <ol style="list-style-type: none"> <li>1. Sec. 541.02. Construction and definitions</li> <li>2. Sec. 541.03. Rental housing licenses.</li> <li>3. Section 541.05 – Short-Term Rental Standards (New)</li> <li>4. Section 541.06 – Responsibilities Defined</li> <li>5. Section 541.07 – Enforcement</li> <li>6. Section 541.09 – Criminal and Administrative Remedies</li> </ol> <p><b>ORDINANCE AMENDMENT ANALYSIS:</b></p> <ol style="list-style-type: none"> <li>1. The proposed amendments to Chapter 541 were directed by the City Council, which asked staff to prepare updates to the City's rental housing ordinance. The amendments are intended to establish standards for short-term rentals that were not previously addressed in the City Code and to provide additional enforcement tools for repeated violations.</li> <li>2. Section 541.03 (Rental Housing Licenses) is amended to require all short-term rental</li> </ol>	

owners to obtain the required State of Minnesota Lodging License before a City short-term rental license may be issued. The amendment also establishes an after-the-fact application fee equal to two times the standard City license fee.

3. A new Section 541.05 (Short-Term Rental Standards) is added to establish operating standards for licensed short-term rentals. These standards limit occupancy to two persons per bedroom, limit driveway parking to four guest vehicles (excluding vehicles parked inside a garage), prohibit parking on lawns or landscaped areas, require the City's Good Neighbor Brochure to be posted inside the home, require compliance with all applicable state and local laws, and require licensed short-term rentals to be located at least 500 feet from another licensed short-term rental.
4. Section 541.06 (Responsibilities Defined) is amended to require owners of licensed short-term rentals to collect and remit all applicable state, county, and local lodging taxes. Failure to collect or remit these taxes within 30 days of the due date would result in a strike against the rental license.
5. Section 541.07 (Enforcement) is amended to establish a three-strike process for violations. After the first verified violation, the license holder receives a written notice and a strike. A second violation results in a second strike and requires the owner to submit a written report describing the actions taken to prevent future violations. A third violation may result in the suspension or revocation of the rental license by the City Council following the existing public hearing process.
6. Section 541.09 (Criminal and Administrative Remedies) is amended to establish administrative penalties for strike violations. A first strike is subject to a \$1,000 fine, a second strike to a \$2,500 fine, and a third strike to a \$5,000 fine.

**PUBLIC NOTICE/COMMENT:**

The notice was published in the WACONIA PATRIOT on June 25th, 2026, and posted at Waconia City Hall. To date, no public hearing comments have been received.

**RECOMMENDATION:**

The Planning Commission is required to hold a public hearing to discuss the proposed draft ordinance language. The Planning Commission should review the attached information and make a recommendation to the City Council, which would be considered at their upcoming meeting on July 20, 2026.

**ATTACHMENTS:**

1. Sec. 541.01. Purpose and scope REDLINED VERSION

<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	

## **CHAPTER 541. HOUSING ORDINANCE FOR RENTAL PROPERTY Amendments**

Note: Chapter 541 will be amended, in its entirety, to read as follows.

### **Sec. 541.01. Purpose and scope.**

Subd. 1. *Purpose.* The purpose of this ordinance is to provide minimum standards to safeguard life or limb, health and public welfare by regulating and controlling the use and occupancy, maintenance and repair of all buildings and structures within the city used as rental housing. The purpose of this ordinance is not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this ordinance.

Subd. 2. *Scope.* The provisions of this ordinance shall apply to all buildings or portions thereof leased for human living or sleeping purposes, including those in existence at the time of adoption of this ordinance. If any provision of this ordinance conflicts with the building code, fire code, plumbing code, mechanical code, or any other Minnesota state code or law, such code or law shall control.

Subd. 3. *Application to existing buildings.* Additions, alterations or repairs, shall be done in compliance with the building code, fire code, plumbing code and mechanical code. Applicable permits shall apply as required by such codes.

### **Sec. 541.02. Construction and definitions.**

Words in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and the feminine the masculine. Any term not defined below shall have its ordinary accepted meaning within the context it is used. Each of the following terms shall have meaning ascribed to it below:

*Building code* means the Minnesota State Building Code.

*Code official* means the city's building official, as appointed by the city council, and any designee of such code official.

*Rental dwelling* means a building or structure wholly or partially leased or intended to be leased to one (1) or more tenants for residential living or sleeping purposes, but excluding rest homes, convalescent homes, nursing homes, hotels and motels.

*Rental dwelling unit* means a room or group of rooms within a rental dwelling that has bathroom, kitchen and sleeping facilities for one (1) household of related or unrelated tenants.

*Electrical code* means the Minnesota State Electrical Code.

*Extermination* means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination method approved by the code official.

*Fire code* means the Minnesota State Fire Code.

---

*Health officer* means any elected or appointed health officer of the State of Minnesota, Carver County or the city.

*Infestation* means the presence of insects, rodents or other pests in numbers large enough to be harmful, threatening or obnoxious to human life.

*Lease, leased and let* mean, in each instance any of these words is used, the giving of the use of a building or structure, or portion thereof, by an owner or manager to a tenant in return for rent.

*Manager* is a person or entity who has charge, care or control of a rental dwelling.

*Mechanical code* is the Minnesota State Mechanical Code.

*Nuisance* means any of the following:

- A. Any public nuisance known at common law or in equity jurisprudence;
- B. Any unsafe condition that is attractive to minors including, but not limited to, unprotected well openings or excavations, abandoned refrigerators and structurally unsound fences;
- C. Overcrowding of a rental dwelling unit with human occupants or personal property;
- D. Insufficient ventilation or illumination of a rental dwelling unit;
- E. Inadequate or unsanitary sewage or plumbing facilities serving a rental dwelling unit; or
- F. Any unsafe condition, as determined by the code official or health officer.

*Owner* means a person or entity that owns or has any ownership interest in a rental dwelling within the city.

*Plumbing code* is the State of Minnesota Plumbing Code.

*Premises* is, collectively, a rental dwelling and the parcel of land on which it is located.

*Refuse* is all putrescible and non-putrescible waste solids including garbage and rubbish.

*Rent* means the consideration provided by a tenant (or on behalf of a tenant) for the temporary possession of a rental dwelling unit, whether paid in money, property or services.

*Safe* means being reasonably free from dangers and hazards that may cause human injury or illness.

*Short-Term* means less than thirty (30) days

*Substandard dwelling unit* means any rental dwelling unit that is not safe due to inadequate maintenance, dilapidation, physical damage, unsanitary condition, abandonment or any other reason.

*Tenant* means a human occupant of a rental dwelling unit, whether one (1) or more.

*Unsafe* means not safe.

*Variance* means the difference between that which is required or specified and that which is permitted.

### **Sec. 541.03. Rental housing licenses.**

Subd. 1. *License required.* No owner or manager shall allow the occupancy of a rental dwelling unit by a tenant prior to the issuance of a rental housing license by the city for the rental dwelling in which the rental dwelling unit is located. Further, no owner or manager shall allow the occupancy of a rental dwelling unit by a tenant after the expiration of the rental housing license for the rental dwelling in which the rental dwelling unit is located unless the license has been properly renewed.

- 
- A. Any person operating, advertising, or offering a short-term rental within the City without first obtaining the required State of Minnesota Lodging License shall be ineligible to receive a City short-term rental license until all state licensing requirements have been satisfied.
  - B. Any applicant seeking a City short-term rental license after having operated a short-term rental without the required State of Minnesota Lodging License shall pay an after-the-fact license application fee equal to two (2) times the standard license fee established by Chapter 1100, in addition to any penalties imposed under this chapter.

Subd. 2. *Application.* Applications for rental housing licenses shall be made in writing on forms provided by the city. The owner or manager of a rental dwelling shall apply for a rental housing license at least sixty (60) days before the planned occupancy of any rental dwelling unit by a tenant so as to allow time for inspection and, if necessary, correction of conditions that do not conform to the requirements of this ordinance.

Subd. 3. *Inspection fee.* The rental housing inspection fee shall be established by the city council, from time to time, and set forth in chapter 1100. Each applicant shall pay the inspection fee when an application for a license is made (either initial or renewal).

Subd. 4. *License fee.* The rental housing license fee shall be established by the city council, from time to time, and set forth in chapter 1100. Each applicant shall pay the license fee when a rental housing license is issued (either initial or renewal).

Subd. 5. *Inspection.* Before a rental housing license is issued or renewed for a rental dwelling, the code official shall inspect the rental dwelling to determine if the rental dwelling and the rental dwelling units in the rental dwelling comply with the minimum requirements set forth in this ordinance. The code official has no duty to inspect any rental dwelling until a complete application has been submitted to the city and the rental housing inspection fee has been paid in full.

Subd. 6. *Issuance.* No license shall be issued until all the requirements of this ordinance have been fully met. The city shall issue a rental housing license for each rental dwelling that meets or exceeds the minimum requirements set forth by this ordinance or when a variance has been granted by the city council for good cause shown. Each license shall show the number of rental dwelling units for which the rental dwelling is approved.

Subd. 7. *Effective period of license.* All rental licenses shall remain effective for two (2) years from the date of inspection, unless sooner revoked or suspended pursuant to the terms of this ordinance.

Subd. 8. *Renewals.* Applications for rental housing license renewals shall be submitted at least thirty (30) days prior to the expiration date of the license. The procedure and fee for renewing a license shall be the same as that required for an initial license.

Subd. 9. *Suspension and revocation.* A rental housing license may be suspended or revoked as follows:

- A. A rental housing license may be suspended or revoked by the city council if the city council finds that the provisions of this ordinance have been violated in regard to the rental dwelling for which the license was issued. Before any suspension or revocation occurs, the city shall send written notice to the license holder specifying the ordinance violations alleged. This notice shall also specify the date for a hearing before the city council, which shall not be less than ten (10) days from the date of the notice.
- € B. At such hearing before the city council, the license holder or the license holder's attorneys may submit and present evidence and witnesses on the license holder's behalf.
- Ð C. After a hearing, the city council may suspend or revoke the license if the council finds that a violation of this ordinance has occurred.

(Ord. No. 757, 3-20-23)

---

## Sec. 541.04. Requirements.

Subd. 1. *Substandard dwellings.* No substandard dwellings are allowed.

Subd. 2. *Condition.* No owner or manager shall allow infestation if extermination is not the tenant's responsibility by law.

Subd. 3. *Improper occupancy.* No rental dwelling shall be used in manner inconsistent with its design or construction.

Subd. 4. *Smoke detectors.* No smoke detector installed in a rental dwelling shall be allowed to remain disabled or nonfunctional. The tenant of a rental dwelling shall notify the owner or manager within 24 hours of discovering that a detector is disabled or not functioning. The owner or manager shall take immediate action to render the smoke detector operational or replace it.

Subd. 5. *Carbon monoxide alarms.* Each rental dwelling shall have an approved and operational carbon monoxide alarm installed with ten feet of each room used for sleeping purposes as required by Minn. Stat. §§ 299F.50 and 51, as amended, unless an exception listed in Minn. Stat. § 299F.51, subd. 5, applies.

Subd. 6. *Refuse.* Each rental dwelling shall have an adequate number of refuse containers to hold the amount of refuse produced by the occupants of the rental dwelling or as required elsewhere by the Waconia Code. Containers shall be rodent and animal proof plastic, fiberglass or rust resistant metal with a tight fitting cover. Tenants shall properly dispose of their recyclables, rubbish, garbage and other organic waste.

Subd. 7. *Unused or discarded items.* Discarded, unused and junk appliances, furniture, mattresses and other items shall be promptly removed from the premises, but in all cases such removal shall occur within seven (7) days.

Subd. 8. *Storage of items.* Large amounts of combustible items and materials shall not be stored in attics or basements of a rental dwelling. Storage shall be maintained two (2) feet or more below ceilings and floor joists. Combustible materials and items shall not be stored within one (1) foot of any fuel burning appliances. Storage of items shall be orderly and shall not block or obstruct exits. A minimum three (3) foot wide aisle shall be maintained to all exits, furnaces, water heaters, water meters, gas meters or other equipment serving the rental dwelling.

Subd. 9. *Fuel storage.* LP tanks shall only be stored outdoors.

Subd. 10. *Fueled equipment.* Fueled equipment including, but not limited to, motorcycles, mopeds, lawn-care equipment and portable cooking equipment shall only be stored outdoors or in the garage of a rental dwelling.

Subd. 11. *Barbecues and open flames.* No person shall kindle, maintain, or cause any fire or open flame on any balcony above ground level, on any roof, or on any ground floor patio within fifteen (15) feet of any structure. Further, no person shall store or use any fuel, barbecue, torch, or similar heating or lighting chemicals or device in such locations.

Subd. 12. *Sidewalks and driveways.* All sidewalks, walkways, stairs, driveways, parking spaces and similar areas on a premises shall be kept in a proper state of repair and maintained free from hazardous conditions.

Subd. 13. *Defacement of property.* If a rental dwelling is defaced by graffiti, it shall promptly be removed.

---

## Sec. 541.05. Short term Rental.

Subd 1. *Standards.* The following standards apply to all short-term rentals

- A. The maximum occupancy of a licensed short-term rental shall not exceed two (2) persons per bedroom.
- B. A maximum of four (4) guest vehicles may be parked on the driveway of a short-term rental property at any one time. Vehicles parked within an enclosed garage shall not count toward the maximum driveway parking limit.
- C. At no time may vehicles be parked on lawns, grass areas, landscaped areas, or any surface not intended for vehicle parking.
- D. The Good Neighbor Brochure provided by the city must be posted on the inside of the front door and the primary door to the backyard, or in a conspicuous location near each such door.
- E. Property must be in compliance with all state and local laws and regulations.
- F. The property shall not be within five hundred (500) feet of another licensed short term rental property.

## Sec. 541.06. Responsibilities defined.

*Subd. 1 Liability.* Owners are liable for violations of this ordinance even though an obligation is also imposed on a manager or tenant and even if an owner has, by agreement, imposed on the manager or tenant the duty of complying with this ordinance or any part hereof.

*Subd.2 Lodging Tax*

- A. The owner of a licensed short-term rental shall collect and remit all applicable state, county, and local lodging taxes as required by law.
- B. Failure to collect or remit required lodging taxes within thirty (30) days of the date due shall constitute a violation under this chapter and shall result in the issuance of a strike against the license holder.

## Sec. 541.07. Enforcement.

Subd. 1. *Authority.* The code official shall enforce or cause the enforcement of this chapter. The code official shall have the power to render interpretations of this ordinance in conformity with the intent and purpose of this chapter.

Subd. 2. *Compliance inspections.* When the code official or a health officer has reasonable cause to believe that a condition exists in regard to a rental dwelling or premises that violates this ordinance including, but not limited to, a tenant complain made in good faith, the code official or health officer may enter the rental dwelling to inspect, re-inspect, or otherwise perform the duties imposed by this ordinance. No such entry shall be made, however, until: i) the owner, manager or tenant permits entry; ii) the code official or health officer secures an administrative warrant from a court with jurisdiction; or iii) an emergency exists.

~~Subd. 3. *Compliance order.* If the code official finds that any violation of this ordinance has occurred, the code official may immediately seek to enforce the violation. In the alternative, the code official may prepare a compliance order listing all violations and the date or dates when such violations must be corrected. If a compliance order is issued, the owner shall correct all violations, or cause them to be corrected, within the time limit set forth by the code official. Any violation timely corrected in compliance with such an order shall be deemed remedied by the city and not shall form the basis for a rental housing license suspension or revocation. Extensions~~

---

~~of time to correct may be granted by the code official. A request for extension of time shall be made and delivered to the code official prior to the expiration date of the applicable correction period. Extensions may be granted by the code official upon due evidence shown that the owner, manager or tenant, as applicable, is using all reasonable means to timely correct the violation.~~

**Subd. 3. Conduct on Licensed Premises; Nuisance Violation**

- A. Upon determination by the code official, in their sole discretion, that a nuisance, as defined in this chapter, occurred on the licensed premises, the City will notify the licensee by regular mail of the violation to the licensee's most recent address on file with the City. Upon issuance of such notice, a strike shall be assessed against the license. The licensee must take appropriate action to prevent further recurrence.
- B. If a second nuisance occurs on the licensed premises, for which the notice in Subdivision 3.A above was given, the City will notify the licensee by regular mail of the violation at the licensee's most recent address on file with the City, Upon issuance of such notice, a second strike will be imposed, and require the licensee to submit a written report of the actions taken, and proposed to be taken, by the licensee to prevent nuisances on the premises. This written report must be submitted to the City within ten (10) business days of the date of the notice.
- C. If a third nuisance occurs on the licensed premises, after the second of any two (2) previous nuisances, for which notices were sent to the licensee pursuant to this subdivision, a third strike shall be assessed against the license. the license for the rental dwelling or for the unit associated with the violations may be suspended or revoked pursuant to the process described by Sec. 541.03. Sub.9. of this chapter.

Subd. 4. *Notice to vacate.* The code official may post any rental dwelling as being in violation of this chapter and prevent further occupancy by a tenant if a rental dwelling is determined, in the opinion of the code official and as defined in this ordinance, a substandard dwelling. At the time of posting, notice shall be sent to the owner via U.S. mail. Existing tenants shall have forty-five (45) days to vacate a posted property if they are in occupancy at the time of posting, except that occupants shall immediately vacate a posted property if such occupancy will cause imminent danger to the health or safety of the tenants. No person, other than the code official shall remove or tamper with any placard used for posting. No person shall reside in, occupy, or cause to be occupied any building, structure or rental dwelling which has been posted to prevent occupancy except as set forth herein.

**Sec. 541.08. Appeal.**

Subd. 1. *Right to appeal.* Any person may appeal from any notice and order or any action of the code official under this ordinance by filing an appeal to the city administrator. A written appeal to the city administrator by making a brief statement in ordinary and concise language of that specific order or action protested, together with any material facts claimed to support the contentions of the appellant.

Subd. 2. *Time allotted for appeal.* The appeal shall be filed within fourteen (14) days or within the time of correction as allowed by the code official, whichever is shorter, from the date of the service of such order or action of the code official.

Subd. 3. *Notice of hearing.* Notice of a hearing will be served by first class mail to the appealing party no less than twenty (20) days in advance of the scheduled hearing, unless a shorter period of time is agreed upon. Service shall be deemed complete upon depositing the Notice of Hearing in the U.S. Mail, properly addressed to the last known address of the person requesting the hearing.

---

Subd. 4. *Hearing procedures.* The hearing will be in front of the city council. At the hearing, the party appealing shall have the opportunity to present testimony and question any witnesses, but the strict rules of evidence shall not apply. The city council shall receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent people in the conduct of their affairs.

Subd. 5. *Authority on appeal.* The city council has the authority to determine that a violation did or did not occur, to dismiss a citation or impose the scheduled fine or to reduce, stay or waive a scheduled fine either unconditionally or upon compliance with appropriate conditions.

Subd. 6. *Decisions on appeal.* The city council shall issue a decision in writing to the appealing party within ten (10) days of the hearing. Any fines or penalties imposed must be paid no later than thirty (30) days of the date of the order. The decision of the city council is final and may only be appealed to the Minnesota Court of Appeals by petitioning for a writ of certiorari pursuant to Minn. Stat. § 606.01.

### **Sec. 541.09. Criminal and administrative remedies.**

A violation of any provision of this ordinance is a misdemeanor. ~~Each day the property is in violation is a separate violation. In the alternative, the city may impose the following administrative penalties upon the owner(s): Fifty dollar (\$50.00) fine plus an additional charge of five dollars (\$5.00) per day commencing on the day the alleged violation or violations occur.~~ In addition to any other remedy provided by this chapter, the city may impose the following administrative penalties upon the owner for any Strike Violation: First Strike. A fine of One Thousand Dollars (\$1,000.00). Second Strike. A fine of Two Thousand Five Hundred Dollars (\$2,500.00). Third Strike. A fine of Five Thousand Dollars (\$5,000.00). If, however, the owner has been given a specified correction period by the code official, the fine shall be waived if the violation is confirmed corrected by the code official before the expiration of such period. ~~The assessment of a strike and the payment of any administrative penalty shall not relieve the owner of the obligation to correct the violation.~~