

PLANNING COMMISSION REGULAR MEETING AGENDA

July 22, 2025 at 7:00 PM Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

- 1. Call to Order
- 2. Roll Call
- 3. Approval of Minutes
 - a. Approve meeting minutes from the June 24, 2025 Planning Commission Meeting.
- 4. Public Hearings
 - a. <u>CASE No. 2025-11</u> Conditional Use Permit Application of Pot Mama's MSO LLC for a Conditional Use Permit (CUP) for a cannabis retailer located at 1155 Centre Pointe Drive
 - b. **CASE No. 2025-12 MRCCA Permit** Application of M&M Home Contractors for a Mississippi River Corridor Critical Area (MRCCA) Permit at 1867 Hunter Lane
 - c. <u>CASE No. 2025-13</u> Conditional Use Permit Application of St. Augustine School for a Conditional Use Permit (CUP) for a middle and secondary school located at 1345 Mendota Heights Road
- 5. New and Unfinished Business
- 6. Updates/Staff Comments
- 7. Adjourn

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CITY OF MENDOTA HEIGHTS DAKOTA COUNTY, MINNESOTA

DRAFT PLANNING COMMISSION MINUTES JUNE 24, 2025

The regular meeting of the Mendota Heights Planning Commission was held on Tuesday, June 24, 2025, in the Council Chambers at City Hall, 1101 Victoria Curve, at 7:00 P.M.

The following Commissioners were present: Chair Litton Field, Commissioners Patrick Corbett, Cindy Johnson, Brian Udell (arrived at 7:40 p.m.), Jason Stone, Jeff Nath, and Steve Goldade. Those absent: None

Approval of Agenda

The agenda was approved as submitted.

Approval of May 27, 2025 Minutes

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER NATH, TO APPROVE THE MINUTES OF MAY 27, 2025.

AYES: 6 NAYS: 0

Hearings

A) PLANNING CASE 2025-07 DANIEL MICHEL, 1341 CHERRY HILL ROAD – VARIANCE

Community Development Manager Sarah Madden explained that Daniel Michel is requesting a variance to residential fence height standards for his property located at 1341 Cherry Hill Road. The applicant's existing rear yard fence is nine feet in height, and the existing side yard fence is six feet in height. The request is to replace the six-foot segment of fencing on the side property line with fencing nine feet tall, consistent with the existing rear yard segment, and tapering to six-foot fencing as the fence segment proceeds west.

Hearing notices were published and mailed to all properties within 350-ft. of the site; no comments or objections to this request were received.

Community Development Manager Sarah Madden provided a planning staff report and a presentation on this planning item to the Commission (which is available for viewing through the City's website).

Staff recommended approval of this application based on the findings and with conditions.

Commissioner Johnson asked if the distance of 15 feet from the property line is referencing the corner of the fence.

Community Development Manager Sarah Madden replied that the existing fence is roughly located on the property line; therefore, that distance would be measured from the corner of the fence, which is the property line.

Commissioner Corbett asked how the dimensions were decided.

Community Development Manager Sarah Madden explained how she created that recommendation, noting that is open to adjustment from the Commission.

Commissioner Stone asked if the property owner would be required to maintain the grass on the other side of the fence.

Community Development Manager Sarah Madden replied that the property owner would be responsible for mowing their own property. She stated that the boulevard between the trail and the fence is currently maintained by the applicant and would continue to do so.

Commissioner Corbett asked for more information on the grade changes between the properties.

Community Development Manager Sarah Madden stated that the grade changes are east to west. She stated that the prior approval considered the grade changes between the property line and the trail.

Danny Michel, applicant, stated that he likes the recommendation from staff to taper the fence as that would flow more with the contours of the land. He stated that the property behind the fence is the Dakota County right-of-way, noting that he has received permission from the County to maintain that area and plant bushes. He asked for clarification on the degree of the taper for the fence, noting that he cannot receive a quote from a fence company without that information. He stated that they enjoy their backyard and just want the property to be safe for their children. He noted a previous tree that needed to be removed and bushes that did not work, which would have provided the desired privacy. He commented that the fence seems to be the best option.

Commissioner Goldade asked if there had been a conversation with the property at 1411 Farmdale, as they would see the taller fence.

Mr. Michel replied that he had been told by neighbors that the property owner is not currently in the home, so they were unable to obtain his signature.

Chair Field opened the public hearing.

Seeing no one coming forward wishing to speak, Chair Field asked for a motion to close the public hearing.

COMMISSIONER JOHNSON MOVED, SECONDED BY COMMISSIONER CORBETT, TO CLOSE THE PUBLIC HEARING.

AYES: 6 NAYS: 0

Commissioner Corbett stated that he mostly aligns with the amended recommendation by staff. He stated that his question was related to where the tapering begins. He stated that someone standing on a deck and seeing into someone else's backyard would not be justification alone for a taller fence.

Commissioner Johnson agreed with the comment that neighbors standing on a porch and seeing into another yard would not be a practical difficulty. She stated that she could agree with a taller fence at the corner, but was unsure that 15 feet was the right length for the taper. She stated that she would like the fence to meet the six-foot height sooner rather than later, as that is the standard.

Community Development Manager Sarah Madden explained how she came to the 15-foot length recommendation. She recognized that the applicant wanted clarification on the type of taper and noted that while she did not specify the method of taper, the Commission could provide input.

Commissioner Stone commented that he had a similar fence and elevation change, noting that they installed a six-foot fence that ended up being 4.5 feet. He stated that he does not oppose the request.

Commissioner Johnson stated that she could support either the terraced or angled taper, but did not want to see the nine-foot extend for a long stretch into the neighbor's yard.

Commissioner Corbett agreed that the practical difficulty loses its argument at some point, as the practical difficulty is Wachtler. He stated that he trusts the staff recommendation and that the staff and the applicant could decide on the type of taper.

Commissioner Johnson referenced the side property line, which abuts 1411, and asked the distance of the property line.

Community Development Manager Sarah Madden replied that the existing fence in that location is 105 or 106 feet.

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER GOLDADE, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST, WITH CERTAIN CONDITIONS BASED ON CERTAIN FINDINGS OF FACT, AS INCLUDED, ALONG WITH THE FOLLOWING CONDITIONS:

- 1. THE PROPOSED HIGHER FENCE SHALL REQUIRE A BUILDING PERMIT (INSTEAD OF ZONING PERMIT) AS PER MINNESOTA STATE BUILDING CODES.
- 2. THE PROPOSED FENCE SHALL NOT EXCEED NINE FEET IN HEIGHT, AS MEASURED AT A POINT SIX INCHES BELOW THE TOP OF THE SUPPORTED POSTS.

3. THE PROPOSED FENCE SHALL TAPER FROM NINE FEET TO SIX FEET, BEGINNING AT THE POINT 15 FEET INWARD TO THE WEST FROM THE EXISTING FENCE BOUNDARY ADJACENT TO WACHTLER AVENUE.

AYES: 6 NAYS: 0

Chair Field advised that the City Council would consider this application at its July 1, 2025, meeting.

B) PLANNING CASE 2025-08 GLENN BARON, 1415 MENDOTA HEIGHTS ROAD – CONDITIONAL USE PERMIT AMENDMENT

Community Development Manager Sarah Madden explained that Glenn Baron represents The Heights Social and Racquetball Club in their request to modify their Conditional Use Permit approval for outdoor commercial recreation, which was approved by the City in February 2024. Outdoor commercial recreation use is a conditional use in the I-Industrial zoning district when accessory to an approved indoor commercial recreation use.

Hearing notices were published and mailed to all properties within 350-ft. of the site; no comments or objections to this request were received.

Community Development Manager Sarah Madden provided a planning staff report and a presentation on this planning item to the Commission (which is available for viewing through the City's website).

Staff recommended approval of this application based on the findings and with conditions.

Commissioner Corbett referenced the recommended condition that the activity would be seasonal and asked if that is necessary.

Community Development Manager Sarah Madden commented that was a carryover condition from the previous approval, but agreed that could be omitted.

Commissioner Johnson appreciated the lighting information that was supplied. She asked if the lighting is downcast.

Community Development Manager Sarah Madden confirmed that all exterior lighting in the city is required to be downcast.

Glenn Baron, applicant, and Frank Zenk were present to address any questions of the Commission. Mr. Zenk stated that they are very excited to bring this outdoor padel activity to the community. He provided background information on the planning that has been done to properly plan for this use and welcomed any questions.

Chair Field commented that the charts provided were amazing.

Commissioner Goldade recognized the value that the indoor portion of the business has added to the community. He asked why the business is interested in expanding outdoors for such a short season.

Mr. Zenk replied that they would like to provide an exciting venue for their members in the summer, and people like to be outdoors when they can. He stated that padel also benefits from not having the limitation of a roof. He stated that pickleball players might enjoy the indoor environment because of the type of ball used and to avoid the wind, where the wind and outdoor environment add to the enjoyment of padel.

Mr. Baron commented that they have also run out of indoor space.

Mr. Zenk commented that they would not intend to use the outdoor courts once the snow falls. He agreed that it would be helpful to remove that condition or clarify that the area will not be used during times of snow.

Commissioner Johnson commented that this is an allowed use in the industrial district, and there has been no negative impact on residential properties in terms of noise or sound.

Commissioner Udell arrived.

Chair Field opened the public hearing.

Seeing no one coming forward wishing to speak, Chair Field asked for a motion to close the public hearing.

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER STONE, TO CLOSE THE PUBLIC HEARING.

AYES: 7 NAYS: 0

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER JOHNSON, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AMENDMENT FOR 1415 MENDOTA HEIGHTS ROAD, BASED ON THE FINDINGS OF FACT AND WITH THE FOLLOWING CONDITIONS:

- 1. ALL PARKING FOR THE MULTI-TENANT BUILDING MUST BE ACCOMMODATED ON SITE. ANY INDICATION THAT THE SITE IS UNDER PARKED MAY RESULT IN REQUIRED AMENDMENT TO THE SITE PLAN AND/OR THE CONDITIONAL USE PERMIT.
- 2. THE HOURS OF OPERATION FOR THE OUTDOOR COMMERCIAL RECREATION (PADEL AND PICKLEBALL COURTS) SHALL BE LIMITED TO 6 A.M. TO 11:30 P.M.

- 3. THE EXTERIOR LIGHTING SHALL NOT EXCEED A READING OF .2 FOOT-CANDLES WHEN MEASURED AT THE PROPERTY LINES.
- 4. SITE GRADING, EROSION CONTROL, AND STORMWATER MANGEMENT PLANS SHALL BE PROVIDED WITH A BUILDING PERMIT APPLICATION WHICH SHOW EXISTING CONTOURS, PROPOSED GRADING ELEVATIONS, STORMWATER MANGEMENT DETAILS, AND EROSION AND SEDIMENT CONTROL.
- 5. ALL GRADING AND CONSTRUCTION ACTIVITY MUST BE IN COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND CODES, AS WELL AS IN COMPLIANCE WITH THE CITY'S LAND DISTURBANCE GUIDANCE DOCUMENT.

AYES: 7 NAYS: 0

Chair Field advised that the City Council would consider this application at its July 1, 2025, meeting.

C) PLANNING CASE 2025-09 DARREL TUTEWOHL, 2150 AZTEC LANE – VARIANCE

Community Development Manager Sarah Madden explained that Darrel Tutewohl is seeking to construct a new three-season porch onto the single-family home located at 2150 Aztec Lane, in the place of a currently existing rear deck. The request requires a variance from rear yard setback requirements for such an addition in the R-1 Zoning District.

Hearing notices were published and mailed to all properties within 350-ft. of the site; no comments or objections to this request were received.

Community Development Manager Sarah Madden provided a planning staff report and a presentation on this planning item to the Commission (which is available for viewing through the City's website).

Staff recommended approval of this application based on the findings and with conditions.

Commissioner Johnson asked if the impervious surface was calculated for the property.

Community Development Manager Sarah Madden replied that the property still meets the impervious surface calculation as the porch is the same size as the deck.

Commissioner Corbett asked if there is an overlay for older homes.

Community Development Manager Sarah Madden replied that is incorrect, as that was removed in the recent ordinance update.

Commissioner Goldade asked for details on the ownership of the rear property and the plans for development.

Community Development Manager Sarah Madden replied that the Dakota County Community Development Agency owns that property, and at this time, there is no plan to develop this site.

Darrel Tutewohl, applicant, stated that they have been at the property for 53 years. He explained that the deck is starting to deteriorate, and with their age, they would like more protection from the sun and insects. He noted that the porch would be slightly smaller than the deck to be flush with the wall. He stated that they are attempting to obtain to do what they can do on their small lot.

Chair Field opened the public hearing.

Gary Fischbach, 2150 Fox Place, stated that he also has a three-season patio on his home. He stated that he likes to see people improving their property and enjoying their property. He commented that the neighbors support this project and enjoy the wooded Dakota County property behind this property. He asked that the Commission support the request.

Seeing no one further coming forward wishing to speak, Chair Field asked for a motion to close the public hearing.

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER NATH, TO CLOSE THE PUBLIC HEARING.

AYES: 7 NAYS: 0

Commissioner Corbett commented that the justification of the applicant's narrative was off, but noted that the explanation of staff was correct, and therefore, his motion is based on the recommendation and justification provided by staff rather than the applicant.

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER STONE, TO RECOMMEND APPROVAL OF THE 15-FOOT VARIANCE REQUEST FOR CONSTRUCTION OF THE PROPOSED PORCH, BASED ON THE FINDINGS OF FACT AND SPECIFIC CONDITIONS OF APPROVAL AS INCLUDED HEREIN, WITH THE FOLLOWING CONDITIONS:

- 1. THE 15-FOOT SETBACK VARIANCE IS EXCLUSIVELY FOR THE CONSTRUCTION OF A 10 X 12 THREE-SEASON PORCH IN THE REAR YARD.
- 2. THE APPLICANT SHALL NOT DEVIATE FROM THE PORCH PLAN UNDER THIS APPLICATION REVIEW WITHOUT FIRST SEEKING AND RECEIVING CITY APPROVALS, UNLESS CITY CODE PROVIDES FOR CERTAIN OR ALLOWABLE IMPROVEMENTS TO BE MADE WITHOUT ANY ADDITIONAL APPLICATION REVIEW PROCESS.
- 3. NO WORK BEGINS ON THE PROPOSED PORCH CONSTRUCTION UNTIL A BUILDING PERMIT HAS BEEN ISSUED BY THE CITY.

Further discussion: Commissioner Johnson stated that even though it is a smaller lot size, the impervious surface maximum is still not exceeded.

AYES: 7 NAYS: 0

Chair Field advised that the City Council would consider this application at its July 1, 2025, meeting.

D) PLANNING CASE 2025-10 NORTHERN STATES POWER COMPANY (XCEL ENERGY), 800 SIBLEY MEMORIAL HIGHWAY – MRCCA PERMIT AND CONDITIONAL USE PERMIT

Community Development Manager Sarah Madden explained that Xcel Energy (Northern States Power Company) is seeking approval of a Mississippi River Corridor Critical Area (MRCCA) Permit and Conditional Use Permit, in order to authorize the construction of a new 24 x 24 electronic control center within the fenced compound area at the Sibley Propane Plant facility, located at 800 Sibley Memorial Highway.

Hearing notices were published and mailed to all properties within 350-ft. of the site; no comments or objections to this request were received.

Community Development Manager Sarah Madden provided a planning staff report and a presentation on this planning item to the Commission (which is available for viewing through the City's website).

Staff recommended approval of this application based on the findings and with conditions.

Commissioner Johnson asked for clarification on the square shown in the overlays and asked if that is the proposed location for the improvement.

Community Development Manager Sarah Madden replied that square is a quirk of the Dakota County system and is not a specific part of this request. She confirmed that no tree removal is required.

George Wojcicki, Xcel Energy, provided additional details on the proposed structure. He noted that the existing building would remain as file storage.

Michael Mohs, Xcel Energy, stated that this plant is a peaking plant and represents a significant load that is required when the coldest weather comes around. He stated that the construction season is very tight.

Chair Field opened the public hearing.

Seeing no one coming forward wishing to speak, Chair Field asked for a motion to close the public hearing.

COMMISSIONER UDELL MOVED, SECONDED BY COMMISSIONER STONE, TO CLOSE THE PUBLIC HEARING.

AYES: 7 NAYS: 0

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER CORBETT, TO RECOMMEND APPROVAL OF THE PROPOSED MRCCA PERMIT AND AMENDED CONDITIONAL USE PERMIT REQUEST FROM XCEL ENERGY AND FOR THE PROPERTY LOCATED AT 800 SIBLEY MEMORIAL HIGHWAY, WITH THE FOLLOWING CONDITIONS:

- 1. THE NEW IMPROVEMENTS AND WORK DESCRIBED, ILLUSTRATED, AND DETAILED ON THE "SIBLEY PROPANE PLANT" PLANS, DATED 5-27-2025, AND ANY OTHER PLANS RELATED TO THIS PROJECT, SHALL BE THE ONLY WORK OR IMPROVEMENTS ALLOWED AND APPROVED UNDER THIS NEW MRCCA PERMIT.
- 2. FULL EROSION AND SEDIMENTATION MEASURES WILL BE PUT IN PLACE PRIOR TO AND DURING GRADING AND CONSTRUCTION WORK ACTIVITIES.
- 3. ALL GRADING AND CONSTRUCTION ACTIVITIES WILL BE IN COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND CODES, AS WELL AS IN COMPLIANCE WITH THE CITY'S LAND DISTURBANCE DOCUMENT. THE APPLICANTS MUST SUBMIT AND RECEIVE A SWPPP PERMIT AND NPDES PERMIT (IF NECESSARY) PRIOR TO THE START OF ANY NEW CONSTRUCTION WORK.
- 4. ALL WORK ON SITE WILL ONLY BE PERFORMED BETWEEN THE HOURS OF 7 A.M. AND 8 P.M. MONDAY THROUGH FRIDAY; 9 A.M. TO 5 P.M. WEEKENDS.

AYES: 7 NAYS: 0

Chair Field advised that the City Council would consider this application at its July 1, 2025, meeting.

New and Unfinished Business

A) TABLED PLANNING CASE 2025-103, SPENCER MCMILLAN – 1707 DELAWARE AVENUE – PRELIMINARY PLAT

Chair Field noted that he was not present at the last review, and the statement was made that he might have a conflict of interest as he lives in this area. He stated that after a conversation with the City Attorney, it was determined that he does not have a conflict of interest.

Community Development Manager Sarah Madden explained that the applicant is seeking a Preliminary Plat approval of the properties located at 1707 Delaware Avenue and two vacant parcels generally located at the north end of Ridgewood Drive. The residential property and the two vacant parcels are all owned by Spencer McMillan, the applicant in this planning case. The proposed plat is titled McMillan Estates, and the subdivision would divide and redistribute the existing land within the three parcels into six new lots of record.

Community Development Director Sarah Madden stated that in 2021, an application was submitted to the City for the subject site (by a different applicant and property owner) with a very similar proposal for subdivision of the existing three parcels into three new lots of record (Planning Case No. 2021-19). That prior application was withdrawn before the public hearing at the Planning Commission. Within the prior applicant's written notice of withdrawal, they indicated that the applicant team was unable to come to an agreement with the seller and property owner regarding a request for dedicated right-of-way along Delaware Avenue for Dakota County. The property sold following this withdrawn application, and the item in this planning case is a separate application by the current applicant and property owner.

Community Development Director Sarah Madden stated that this current property owner and applicant submitted a previous application in 2024, known as Planning Case No. 2024-01, which subdivided the subject site into three new lots of record. The Planning Commission reviewed that application at public hearings from March – June of 2024, and the City Council was not supportive of the applicant's prior request to defer public improvements. Ultimately, the applicant withdrew that prior application in order to resubmit with greater detail and required information to the City relating to the construction of the cul-de-sac extension of Ridgewood Drive.

Community Development Manager Sarah Madden stated that this item was presented under a fully noticed public hearing process on May 27, 2025, and nine residents spoke at that public hearing. Written comments have also been received for this item and are included in the report. As of the submittal of this report, there were seven instances of public comment and have been included in the public comments.

Community Development Manager Sarah Madden provided a planning staff report and a presentation on this planning item to the Commission (which is available for viewing through the City's website).

Staff recommended approval of this application based on the findings and with conditions.

Commissioner Stone asked if the wetland impacts would not be approved until August 19th.

Community Development Manager Sarah Madden replied that she does not have a specific date that the City will act on that. She stated that the TAC has met and recommended approval.

Commissioner Stone stated that he would prefer to wait until that approval is gained.

Community Development Manager Sarah Madden stated that this is a preliminary plat, and both matters can run concurrently. She stated that one does not have to be approved before the other,

and the recommendation on the wetland will be provided to the City Council for consideration. She stated that the City needs to take action on both the preliminary plat and the wetland by August 19th. She stated that tabling this would limit the amount of time the City Council can consider and discuss this item.

Commissioner Stone commented that the majority of concern from the neighborhood is related to building on wetlands.

Commissioner Corbett stated that things can keep moving in parallel, and if the wetland is not approved as recommended, this would not be approved by the City Council. He stated that he would not want to table again, as that would limit the ability of the City Council to have more than one discussion.

Commissioner Stone asked if this decision would be part of the review for the wetland.

Community Development Manager Sarah Madden replied that those are separate applications and reviews, noting that the wetland decision is not based on the proposed preliminary plat recommendation and is instead reviewed under specific criteria and involves other agencies with that type of jurisdiction. She confirmed that the recommendation of the Planning Commission on this case has no bearing on the wetland decision.

Commissioner Corbett asked and received confirmation that the other agencies involved in the wetland review have already recommended approval.

Commissioner Goldade referenced the comments made by a resident at the last meeting related to the Comprehensive Plan and asked if staff believes that there should be a comprehensive plan for the development of this area or whether development can be done piece by piece. He wanted to ensure that the Koehlers could develop their property in the future.

Community Development Manager Sarah Madden replied that the Comprehensive Plan of the City mentioned the R-E properties and the ability for future development if streets and utilities are extended. She stated that residents have stated that they would like an overall plan for all potentially developable properties, but individual property owners have the right to develop their property alone. She stated that the applicant has included the preliminary easement to the north for utilities, which abuts the Koehler property. She stated that City staff does not recommend that to be dedicated as right-of-way and prefers the easement option.

Commissioner Goldade asked if the tree replacement would be done onsite.

Community Development Manager Sarah Madden stated that there is a related condition recommended that addresses that issue. She stated that an attempt must be made to replace trees onsite prior to providing an alternative replacement measure. She stated that the applicant has stated that not all trees can be replaced onsite, and an arborist would make the determination as to whether it is feasible.

Commissioner Johnson referenced the issue of right-of-way and stated that it is her understanding that the original cul-de-sac did have a right-of-way and not just easements, which allows for Mr. McMillan to extend the cul-de-sac. She commented that if it were just an easement, it is her understanding that the two adjacent property owners could veto the right-of-way that would be needed. She stated that the new cul-de-sac would be 25 feet and would not provide compliant right-of-way; therefore, adjacent property owners could not use that for future development. She believed that a compliant 60-foot right-of-way should be required to allow the northern property owner to develop in the future.

Commissioner Udell stated that there is language in the Comprehensive Plan preventing property from becoming landlocked.

Community Development Manager Sarah Madden replied that the preliminary plat in this application shows a 60-foot-wide easement.

Commissioner Johnson stated that she would prefer to have this as a right-of-way rather than an easement.

Commissioner Corbett agreed it would be reasonable to request that be right-of-way rather than an easement.

Commissioner Udell agreed.

Commissioner Corbett referenced lot six and stated that he would like the City Council to consider whether the omission of that lot would placate the neighborhood, as that one home seems to impact the residents more than the others.

Commissioner Johnson stated that there are forestry requirements to replace trees on the property, but also recognized potential impacts that could occur to trees on adjacent properties if that lot were developed. She stated that there seems to be agreement that the 60-foot right-of-way should be required in place of the easement. She was unsure how to detail the comments related to the potential elimination of lot six and tree impacts.

Commissioner Corbett was unsure of how lot six could be denied, as it would be a preference of the neighborhood and not anything violating ordinance or requiring a variance.

Commissioner Udell agreed with the concern related to the trees on the existing lot adjacent to lot six, but recognized that some of that is speculative. He stated that a tree could die in five years, but that does not necessarily mean it is a result of development.

Commissioner Corbett commented that there are many driveways in the same proximity throughout the city. He stated that if a driveway could not be closer than 40 feet to a big tree, that would be impossible to enforce within the community, and many properties would be out of compliance.

Commissioner Stone commented that it seems there are different concerns members have on this request.

Commissioner Udell stated that, based on the role of the Planning Commission, he appreciates staff following up on the concerns raised at the last meeting. He agreed that the requirement of right-of-way should be included. He recognized that the wetlands review is outside of the purview of the Commission, and everything else complies. He stated that the City Council has more discretion, but the Commission is where it is, as the request meets the requirements.

Commissioner Johnson asked how the language could be worded to ensure protection of the trees on adjacent properties.

Community Development Manager Sarah Madden asked if the Commission simply wants it communicated to the Council, as she can do that in her presentation and within the staff report, or whether they were looking to add another condition. She stated that the urban forest preservation ordinance does not speak to impacts on adjacent properties, and therefore, she would not recommend adding language to that condition. She agreed that it would be broad to just state construction impacts, as that could be dust, noise, or other code enforcement items.

Public Works Director Ryan Ruzek commented that for street projects, they require roots to be treated and sealed. He stated that there would be difficulty in stating that a driveway could not be constructed that meets the City Code.

Commissioner Johnson commented that there will be impacts to those trees on the adjacent property and wanted to ensure that assisting this resident in moving forward does not cause detriment to another resident.

Commissioner Corbett suggested making a new condition stating that an attempt must be made to mitigate damage to trees on adjacent properties.

Community Development Director Sarah Madden stated that if the condition is added, she would recommend language similar to what Public Works Director Ryan Ruzek suggested. She stated that the procedure for the tree permit does include those protective measures, and it is implied for off-site impacts as well.

Commissioner Johnson stated that, in her opinion, there will be no protection that will help those trees, and she would rather require replacement.

Commissioner Corbett stated that perhaps the applicant would potentially be liable for tree replacement on the adjacent property.

Community Development Manager Sarah Madden noted that would be outside of the scope of authority within preliminary plat. She stated that there may be some wiggle room on where the driveway could be located as long as the property setback of five feet is met, along with the wetland buffer requirement. She stated that a large-scale adjustment could not be made because of the location of the wetland and its required buffer.

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER NATH, TO RECOMMEND APPROVAL OF THE APPLICATION OF SPENCER MCMILLAN FOR THE PRELIMINARY PLAT OF A SIX-LOT RESIDENTIAL SUBDIVISION TO BE KNOWN AS MCMILLAN ESTATES, BASED ON THE FINDINGS OF FACT AS INCLUDED HEREIN, WITH THE FOLLOWING CONDITIONS:

- 1. THE PRELIMINARY PLANS PRESENTED UNDER THIS PLAT REQUEST DO NOT REPRESENT OR PROVIDE APPROVAL OF BUILDING PAD SITES, SETBACKS, ACCESSORY STRUCTURES, OR DRIVEWAY ALIGNMENTS. FINAL LAYOUTS MUST MEET R-E ZONE STANDARDS AND SHALL BE APPROVED UNDER SEPARATE BUILDING PERMITS FOR EACH LOT.
- 2. A BUILDING PERMIT, INCLUDING ALL NEW GRADING AND DRAINAGE WORK, MUST BE APPROVED BY THE CITY PRIOR TO ANY NEW CONSTRUCTION WORK.
- 3. THE DEVELOPER/APPLICANT SHALL SUBMIT FINAL GRADING AND UTILITY PLANS AND A DIMENSIONED SITE PLAN WITH ASSOCIATED EASEMENTS, SUBJECT TO REVIEW AND APPROVAL BY THE PLANNING DEPARTMENT AND ENGINEERING DEPARTMENT AS PART OF ANY BUILDING PERMIT APPLICATION.
- 4. ALL NEW CONSTRUCTION AND GRADING ACTIVITIES THROUGHOUT THIS DEVELOPMENT SITE AND ON EACH NEW BUILDABLE LOT SHALL BE IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND CODES, AS WELL AS IN COMPLIANCE WITH THE CITY'S LAND DISTURBANCE GUIDANCE DOCUMENT.
- 5. STORMWATER MANAGEMENT SHALL BE MANAGED FOR THE ENTIRE DEVELOPMENT AND DEDICATED IN A UTILITY EASEMENT AS PART OF THE FINAL PLAT. STORMWATER MANAGEMENT FOR WATER QUALITY MANAGEMENT SHALL NOT BE DEFERRED TO THE INDIVIDUAL SINGLE-FAMILY HOME LOTS.
- 6. PUBLIC UTILITY EASEMENT LOCATIONS, INCLUDING EASEMENTS FOR STORMWATER MANAGEMENT FACILITIES AND BEST MANAGEMENT PRACTICES (BMP) AREA(S) MUST BE ESTABLISHED, APPROVED BY THE CITY, AND INCLUDED IN THE FINAL PLAT PRIOR TO RELEASE OF THE FINAL PLAT FOR RECORDING WITH DAKOTA COUNTY.
- 7. ALL WETLAND IMPACTS SHALL BE IN COMPLIANCE WITH THE APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND CODES, INCLUDING TITLE 12-ZONING, SECTION 12-4A-4: WETLAND REQUIREMENTS AND TITLE 15-ENVIRONMENTAL STANDARDS, CHAPTER 4: WETLAND CONSERVATION.
- 8. THE FOREST MANAGEMENT PLAN SHALL BE UPDATED TO INCLUDE THE REPLACEMENT OF TREE REMOVAL IMPACTS, IN ACCORDANCE WITH TITLE 15-ENVIRONMENTAL STANDARDS, CHAPTER 3: URBAN FOREST PRESERVATION. AN ATTEMPT MUST BE MADE TO MITIGATE TREE REMOVAL IMPACTS ON SITE PRIOR TO PROVIDING AN ALTERNATIVE TREE REPLACEMENT MEASURE TO THE CITY.
- 9. IN LIEU OF LAND DECIATION, THE DEVELOPER/APPLICANT SHALL PAY A PARK DEDICATION FEE IN THE AMOUNT OF \$4,000 PER UNIT (6 LOTS =

- \$4,000/UNIT, OR \$24,000) IS TO BE COLLECTED AFTER CITY COUNCIL APPROVAL AND BEFORE THE FINAL PLAT IS RELEASED FOR RECORDING WITH DAKOTA COUNTY, AND BEFORE THE ISSUANCE OF ANY PERMITS.
- 10. ANY NEW OR EXISTING SANITARY OR WATER SERVICE LINES MUST BE REVIEWED BY THE PUBLIC WORKS DIRECTOR AND/OR ST. PAUL REGIONAL WATER SERVICES PRIOR TO ISSUANCE OF ANY BUILDING PERMIT.
- 11. THE APPLICANT/DEVELOPER MUST PROVIDE A BEST MANAGEMENT PRACTICES (STORMWATER MANAGEMENT) AGREEMENT TO THE CITY AS PART OF THE BUILDING PERMIT SUBMITTAL AND REVIEW PROCESS FOR EACH NEW HOME AND NEW IMPERVIOUS SURFACE.
- 12. A DEVELOPMENT AGREEMENT FOR THE PUBLIC IMPROVEMENTS AND UTILITIES SHALL BE EXECUTED TO THE SATISFACTION OF THE CITY COUNCIL BEFORE THE FINAL PLAT IS RELEASED FOR RECORDING WITH DAKOTA COUNTY, AND BEFORE THE ISSUANCE OF ANY PERMITS.
- 13. THE APPLICANT/DEVELOPER SHALL INSTALL ALL PUBLIC IMPROVEMENTS, INCLUDING THE EXTENSION OF THE PUBLIC STREET IDENTIFIED ON THE PLAT AT RIDGEWOOD DRIVE AND THE NECESSARY UTILITY INSTALLATIONS, IN COMPLIANCE WITH ALL CITY REQUIREMENTS, PRIOR TO THE APPLICATION OF ANY BUILDING PERMIT FOR PRIVATE CONSTRUCTION OR IMPROVEMENTS WITHIN THE PLAT.
- 14. THE EXISTING CUL-DE-SAC "BULB" OF THE EXISTING RIDGEWOOD DRIVE MUST BE REMOVED AND RECONSTRUCTED TO CITY STREET STANDARDS PRIOR TO APPLYING FOR ANY BUILDING PERMIT FOR PRIVATE CONSTRUCTION OR IMPROVEMENTS WITHIN THE PLAT.
- 15. THERE MUST BE A 60-FOOT RIGHT-OF-WAY DEDICATED TO THE NORTH BOUNDARY OF THE PLAT.
- 16. AN ATTEMPT MUST BE MADE TO MITIGATE TREE DAMAGE TO ADJACENT PROPERTIES.

Further discussion: Commissioner Corbett asked that the Council consider lot six and whether it could be eliminated, and the Commission agreed.

Chair Field commented that this is a much more intense development than what was considered earlier this year, and he would have preferred the previous development proposal. He recognized that there is no way this could be denied because it meets all requirements.

Commissioner Corbett commented that the previous application had more errors and therefore did not conform with the City Code.

Chair Field commented that the previous application would have been better for the neighbors, noting that he agrees with the right-of-way requirement to support the preservation of development rights for the Koehlers.

Commissioner Goldade stated that if he were to vote with his heart, he would vote no, but recognizes that is not his job and the request meets all requirements. He believed that the Commission has done its job in ensuring that all requirements are met.

Commissioner Johnson agreed that it is the job of the Commission to ensure consistency with ordinances and the Comprehensive Plan and to protect the rights of those looking to develop and residents surrounding the subject property.

AYES: 7 NAYS: 0

Chair Field advised that the City Council would consider this application at its July 1, 2025, meeting.

Staff Announcements / Updates

Community Development Manager Sarah Madden provided an update on planning cases recently considered by the City Council and other items of interest to the Commission. She noted that she will be planning to hold a worksession in the coming months.

Commissioner Corbett asked for information on PUDs and whether they are reversible.

Community Development Manager Sarah Madden replied that is a change in zoning, and therefore, a zoning change would be necessary to remove that PUD.

Public Works Director Ryan Ruzek noted that approvals for a PUD have a specified timeline for when development must begin.

Adjournment

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER CORBETT, TO ADJOURN THE MEETING AT 9:23 P.M.

AYES: 7 NAYS: 0



Meeting Date: July 22, 2025

Agenda Item: CASE No. 2025-11 Conditional Use Permit Application of Pot Mama's

MSO LLC for a Conditional Use Permit (CUP) for a cannabis retailer

located at 1155 Centre Pointe Drive

Department: Community **Contact:** Sarah Madden,

Development Community Development

Manager

Introduction:

The applicant, Pot Mama's MSO LLC, has applied for a Conditional Use Permit (CUP) for a cannabis retailer location, located in the B-1 General Business zoning district at 1155 Centre Pointe Drive.

A public hearing notice for this planning item was published in the Pioneer Press and notice letters were mailed to all properties within 350-feet of the subject property. The city has not received any comments or objections to this land use request as of the submittal of this report.

Background:

The subject property is located north of Centre Pointe Drive and generally west of Lexington Avenue in an office park development. The property is surrounded by similar office and warehousing type uses, all sharing a zoning designation of B-1 General Business, and a Comprehensive Plan guidance of LB – Limited Business.

The proposed cannabis retailer use is a listed Conditional Use in the B-1 General Business zoning district, and is subject to a retail registration requirement and performance standards in Title 3: Business and License Regulations, Chapter 8: Cannabis and Lower-Potency Hemp Businesses. A Cannabis Retailer is defined as "Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form." in Title 3-8, and is subject to licensing requirements by the State Office of Cannabis Management.

Analysis:

Pursuant to Title 12-5B-5, the city recognizes that the development and execution of Zoning Code is based upon the division of the city into districts within which regulations are specified. It is further recognized that there are special or conditional uses which, because of their unique characteristics, cannot be properly classified in any district or districts without consideration, in each case, of the impact of those uses on neighboring land or the public need for the particular location.

To provide for these needs, the city may approve a conditional use for those uses and purposes, and may impose conditions and safeguards in such permits to ensure that the purpose and intent of this chapter is effectively carried out.

The City may grant a conditional use provided the proposed use demonstrates the following:

- a) Use will not be detrimental to the health, safety or general welfare of the community,
- b) Use will not cause serious traffic congestion nor hazards,
- c) Use will not seriously depreciate surrounding property value, and
- d) Use is in harmony with the general purpose and intent of this chapter and the comprehensive plan.

A-C) The proposed use will not be detrimental to the health, safety or general welfare of the community; will not cause serious traffic congestion or hazards; nor depreciate surrounding property value.

Staff Response:

The proposed cannabis retailer will be a 3,879 sq-ft. retail space, with secure storage and staff areas. The applicant has provided the business plan for the operation as an attachment to this report. The intention is to provide branding that is neutral and avoids cannabis-related imagery on the visible exterior of the space. The business will be subject to state licensing requirements, and to comply with the Office of Cannabis Management rules, the applicant has noted that professional security and secure storage systems will be in place, as well as strict age verification systems and product testing. The applicant intends the space to be more than a retail business use, and to provide educational programs about cannabis for interested parties, and support group functions to mitigate the stigma surrounding cannabis use. To mitigate traffic impact, the business will be appointment-based and with timed-entry to control the flow of customers. The limited timeframe for each customer visit would also limit any possible congestion or peak traffic issues.

The business plan indicates that the maximum number of FTE employees for the flagship store would be 15. The existing site has 175+ parking spaces for the multi-tenant building. The anticipated client and customer demand for the business is for appointment-based, private consultations. Based on the total size of the space, the City Code would require 22 parking spaces for the proposed use. The existing parking is sufficient for the proposed user, and the existing office spaces within the building with no anticipated issues.

D) The proposed use conforms to the general purpose and intent of the city code and comprehensive plan, including all applicable performance standards, so as not to be in conflict on an on-going basis.

Staff Response:

The subject property is guided LB-Limited Business in the 2040 Comprehensive Plan. The Plan provides the following goal statement:

Goal 3: Encourage and support industrial and commercial development in designated areas.

- 1. The city will use available resources to identify redevelopment needs. This will include cooperation with Dakota County and the Metropolitan Council to achieve redevelopment objectives.
- 2. Transitions between adjoining land uses will be required for adjacent residential uses, and will be encouraged between compatible land uses (e.g. transition between a general manufacturing and retail use will be encouraged).
- 3. Amenities within the industrial and commercial districts will be encouraged to promote a more vibrant and attractive place for workers.

Staff believes the proposed project is in harmony with the general purpose and intent of the City Code and Comprehensive Plan that encourages redevelopment of the industrial areas. The proposed use also supports a new business type within the business and office park, and within the community as a whole. The Limited Business land use category generally includes

uses with a daytime office use, which is compatible with this proposal.

Specific to a cannabis-related business, the City adopted an ordinance which requires a retail registration for a business of this type, and overall the City has a maximum of one (1) retail registration which will be issued. If this Conditional Use Permit is approved, the applicant will proceed with pursuing the retail registration.

The Cannabis and Lower-Potency Hemp Retail Businesses ordinance has performance standards specific to cannabis businesses, as noted in the following section:

3-8-5: REQUIREMENTS FOR A CANNABIS BUSINESS:

- A. Minimum Buffer Requirements.
- 1. No cannabis business shall be located or operated within 500 feet of an existing lawful cannabis business.
- 2. No cannabis business shall be located or operated within 500 feet of an existing daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - 3. No cannabis business shall be located or operated within 1000 feet of a school.
- 4. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 3-8-5 (A) shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a daycare, residential treatment facility, attraction within a public park that is regularly used by minors, or school moves within the minimum buffer zone.
 - B. Zoning and Land Use.
- 1. A cannabis or lower-potency hemp business licensed or endorsed by the OCM must be in compliance with the City's Zoning Code including Title 12: Zoning, Chapter 3: Allowed Uses, Table 12-3B-1.1 Table of Uses.
 - C. Hours of Operation.
- 1. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8:00 a.m. and 10:00 p.m. on Monday-Saturday; and between the hours of 10:00 a.m. and 9:00 p.m. on Sundays. (Ord. 597, 3-4-2025)

The subject property is compliance with all buffer requirements detailed in Section A of the above ordinance, and this Conditional Use Permit application will, if approved, allow the business use in compliance with zoning parameters.

Staff has determined that the proposed use has met the requirements of a Conditional Use Permit under the Zoning Ordinance, and is consistent with the purpose and intent of the City's Comprehensive Plan. With the conditions provided herein, the use will not be detrimental to the health, safety or general welfare of the community, nor cause any serious traffic congestion or hazards, nor depreciate surrounding property values.

Alternatives:

- 1. Recommend approval of the Conditional Use Permit for a cannabis retailer at 1155 Centre Pointe Drive with certain conditions and based on the findings of fact contained herein; or
- 2. Recommend denial based on the findings of fact(s) determined by the Planning Commission, that the Conditional Use Permit Amendment requested herein is not consistent with the City Code or Comprehensive Plan and may have negative impact on the surrounding neighborhood and/or properties; or
- 3. Table the application and request additional information from staff and/or the applicant.

Staff will extend the review period an additional 60 days in conformance with Minnesota Statute 15.99

Staff Recommendation:

Staff recommends approval of the Conditional Use Permit for 1155 Centre Pointe Drive, based on the attached findings-of-fact and with the following conditionals of approval:

- 1. All parking for the multi-tenant building must be accommodated on site. Any indication that the site is under parked may result in required amendments to the Site Plan and/or the Conditional Use Permit.
- 2. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8:00 a.m. and 10:00 p.m. on Monday-Saturday; and between the hours of 10:00 a.m. and 9:00 p.m. on Sundays.
- 3. Any new remodeling or interior work (including building, electrical, plumbing, heating/cooling and other related work must be submitted for standard building permit review prior to any work being started.

Attachments:

- 1. Findings of Fact for Approval
- 2. Site Location Map
- 3. Letter of Intent
- 4. Proposed Floor Plan
- 5. Pot Mama's Social Boutique Business Plan

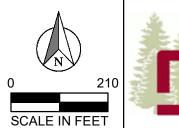
FINDINGS OF FACT FOR APPROVAL Planning Case No. 2025-11 Conditional Use Permit for 1155 Centre Pointe Drive

The following Findings-of-Fact are made in support of approval of the proposed Conditional Use Permit request for a cannabis retailer:

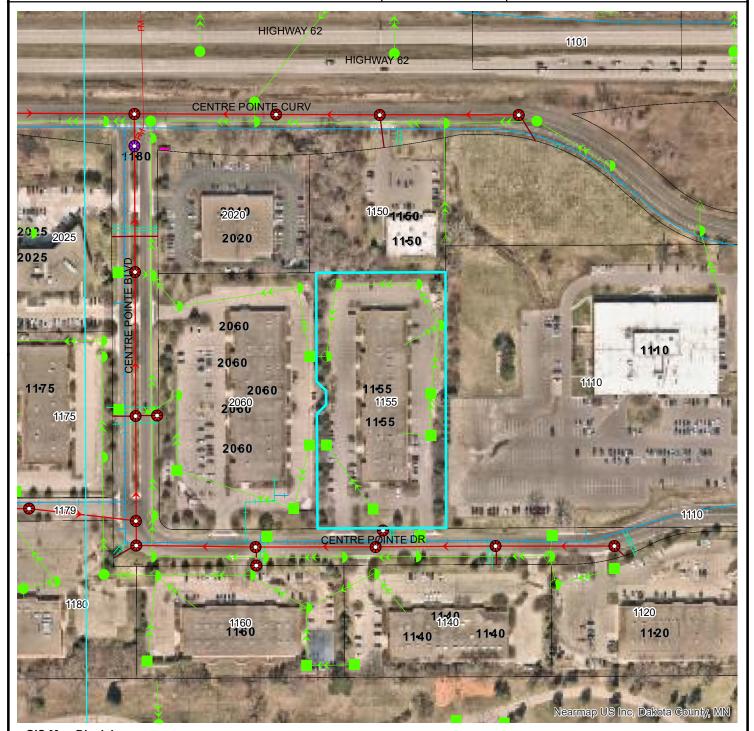
- 1. The Proposed cannabis retailer use is consistent with the adopted Comprehensive Plan and the Zoning Ordinance for property in the Industrial district.
- 2. The proposed cannabis retailer use is consistent with the performance standards of the Title 3-8-5: Requirements for a Cannabis Business ordinance.
- 3. If approved, the proposed cannabis retailer use will be eligible to submit for a Retail Registration with the City.
- 4. With the conditions included herein, the site will provide adequate parking for the multi-tenant building. All parking will be accommodated on-site and no adverse impacts off-site are anticipated.
- 5. The property on which the proposed use is located is currently in compliance with all applicable City Code standards

Site Location/Aerial Map 1155 Centre Pointe Drive

Date: 7/18/2025







GIS Map Disclaimer:

This data is for informational purposes only and should not be substituted for a true title search, property appraisal, plat, survey, or for zoning verification. The City of Mendota Heights assumes no legal responsibility for the information contained in this data. The City of Mendota Heights, or any other entity from which data was obtained, assumes no liability for any errors or omissions herein. If discrepancies are found, please contact the City of Mendota Heights.

Contact "Gopher State One Call" at 651-454-0002 for utility locations, 48 hours prior to any excavation.

LETTER OF INTENT

Conditional Use Permit Application

Retail Cannabis Boutique - City of Mendota Heights

Date: 6/10/2025

To: City of Mendota Heights Planning Commission

From: Pot Mamas MSO, LLC

Re: Conditional Use Permit Application for Retail Cannabis Business

DETAILED NARRATIVE AND JUSTIFICATION

Business Overview and Community Need

We respectfully submit this Letter of Intent to operate a premium retail cannabis boutique in Mendota Heights. Our proposed establishment will serve as a professionally managed, community-focused cannabis retailer that prioritizes customer education, product quality, and regulatory compliance.

Justification for Need:

The legalization of adult-use cannabis in Minnesota has created a legitimate market demand for safe, regulated cannabis products. Our boutique will fill this need by providing:

- Safe Access: A secure, regulated environment for legal cannabis purchases, eliminating the need for residents to seek unregulated alternatives
- **Economic Benefits**: Local job creation, tax revenue generation, and support for Minnesota's emerging cannabis industry
- **Community Service**: Educational resources about responsible cannabis use and harm reduction
- **Professional Standards**: A boutique-style retail experience that elevates industry standards and community perception

Response to Conditional Use Standards

a) Health, Safety, and General Welfare of the Community

Our commitment to community health, safety, and welfare includes:

Security Measures:

- State-of-the-art surveillance system with 24/7 monitoring
- Professional security personnel during operating hours
- Secure storage systems meeting all state requirements
- Limited cash handling with armored car services
- Controlled access points with ID verification systems

Health and Safety Protocols:

- Strict age verification (21+) with dual ID checking systems
- Product testing and quality assurance through licensed laboratories
- Child-resistant packaging and clear labeling on all products
- Staff training on responsible sales practices and recognizing impairment
- Compliance with all Minnesota Cannabis Control Board regulations

Community Welfare Initiatives:

- Educational programs about responsible cannabis use
- Support for local substance abuse prevention programs
- Employment opportunities for local residents
- Participation in community events and local business associations

b) Traffic Congestion and Hazards

Traffic Impact Mitigation:

Our boutique is designed to minimize traffic impact through:

Operational Design:

- Appointment-based and timed-entry systems to control customer flow
- Adequate on-site parking to prevent street parking issues
- Strategic location selection with good access to major thoroughfares
- Hours of operation designed to avoid peak traffic periods

Infrastructure Considerations:

- Professional traffic impact assessment completed
- Coordination with city traffic engineering department
- Adequate ingress and egress points to prevent backup
- Delivery scheduling during off-peak hours

Customer Management:

- Average visit duration of 10-15 minutes minimizes parking demand
- Pre-ordering system to reduce wait times
- Clear signage and traffic flow management on-site

c) Property Values and Neighborhood Impact

Property Value Protection:

Our boutique will maintain and enhance property values through:

Facility Design:

- High-quality architectural design consistent with local aesthetic standards
- Professional landscaping and exterior maintenance
- Discreet signage that complies with all local regulations
- · Investment in property improvements and ongoing maintenance

Operational Excellence:

- Professional management and staff presentation
- Strict cleanliness and maintenance standards
- Noise control measures to respect neighboring properties
- Proper waste management and odor control systems

Community Integration:

- Participation in local business improvement initiatives
- Support for neighborhood events and organizations
- Commitment to being a responsible corporate neighbor
- Open communication with adjacent property owners

d) Harmony with City Code and Comprehensive Plan

Alignment with Municipal Planning:

Our proposed use aligns with Mendota Heights' planning objectives:

Zoning Compliance:

- Full compliance with all applicable zoning requirements
- Conditional use permit process ensures proper oversight
- Commitment to ongoing regulatory compliance
- Regular reporting and inspection cooperation

Economic Development Goals:

- Contribution to local tax base and economic diversification
- Creation of quality employment opportunities
- Support for Minnesota's emerging cannabis industry
- Attraction of responsible business investment

Community Character:

- Boutique-style operation that enhances rather than detracts from community character
- Professional presentation consistent with local business standards
- Commitment to maintaining Mendota Heights' reputation as a well-managed community
- Integration with existing commercial district fabric

Operational Excellence Commitment

Management Standards:

- Experienced management team with retail and compliance expertise
- Comprehensive staff training programs
- · Regular compliance audits and reporting
- Community liaison position for ongoing communication

Product Quality:

- Partnerships with licensed, reputable Minnesota cannabis cultivators
- Rigorous product testing and quality control
- · Educational materials and knowledgeable staff
- Focus on premium, tested products from licensed sources

Community Engagement Plan

We commit to ongoing community engagement through:

- Regular attendance at city council and planning commission meetings
- Participation in local business associations
- Quarterly community input sessions
- Annual community benefit reporting
- Partnership with local law enforcement on safety initiatives

Conclusion

This retail cannabis boutique represents a carefully planned, professionally managed business that will serve our community's needs while maintaining the highest standards of safety, security, and regulatory compliance. We are committed to being a positive addition to Mendota Heights' business community and contributing to the city's continued prosperity.

We respectfully request your favorable consideration of this conditional use permit application and welcome the opportunity to address any questions or concerns you may have.

Respectfully submitted,

Erin Pash

CEO | Owner

Pot Mamas MSO, LLC

651.324.3746

erin@pot-mamas.com

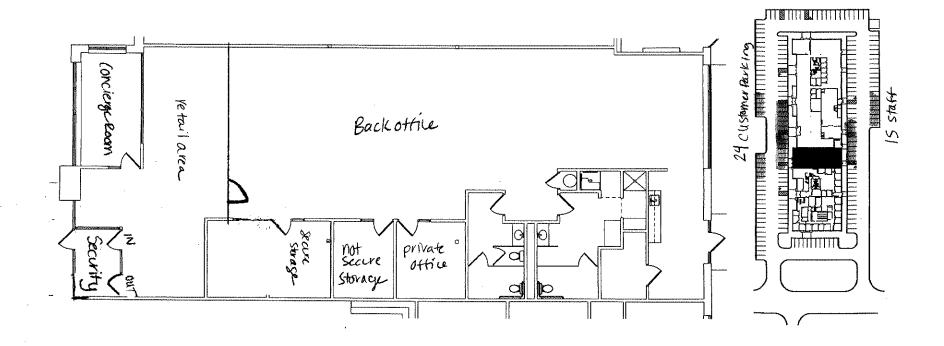
Attachments:

- Site plans and architectural drawingsSecurity plan details
- Business Plan
- Marketing Plan

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MENDOTA TECH WORKPLACE II

TOTAL AVAILABLE 3,879 SF





Pot Mamas, MSO LLC

BUSINESS PLAN & OPERATIONAL BLUEPRINT

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Executive Summary

Pot Mamas, LLC is a woman-owned cannabis retail brand designed to redefine the dispensary experience through community engagement, rigorous compliance, and a socially conscious mission. Our founding team combines decades of healthcare leadership, regulatory navigation, and retail operations. With projected revenue of \$7–12M per location, a robust compliance-first infrastructure, and a boutique atmosphere grounded in education and local partnerships, Pot Mamas will elevate the standards of cannabis retail in Minnesota.

Company Overview

Legal Name: Pot Mamas, MSO LLC

Ownership Team: Shayna Hoechst, Limited Partner, CEO

Erin Pash, Managing Partner, President

Lucas Volini, Chief Brand Officer

Brad Crnobrna, Chief Administrative Officer

Daniel Crilly, Security and Product Officer

Hallie Corbett, Head of Operations

Ownership Structure

100% privately held by PASH Company. No previous cannabis business interests.

Funding

Up to \$1,000,000 from internal capital with additional credit lines available from lenders.

Mission & Vision

Our mission is to normalize and elevate cannabis consumption through education, community integration, and responsible retail. We envision dispensaries as "social boutiques" – spaces that promote wellness, conversation, and creativity.



Brand Identity & Community Commitment

More Than a Dispensary. A Community.

Pot Mamas reimagines the cannabis retail experience as a welcoming, education-first, stigma-free space – particularly for women. We are Minnesota's first dispensary designed with a dual mission: to offer a premium, inclusive cannabis retail experience for all, while cultivating a supportive membership-based community space for women.

Responsible Branding & Youth Safety

Our brand intentionally avoids imagery, language, colors, or themes that could appeal to children or adolescents. Storefronts are neutral, mature, and minimalist in aesthetic—without neon colors, cartoon references, or playful mascots. Product packaging and displays strictly adhere to all state requirements to limit youth appeal, and no cannabis-related imagery is visible from the exterior.

Cannabis Education at the Core

Every Pot Mamas location is staffed with certified Cannabis Concierges who offer one-on-one product consultations tailored to individual goals such as sleep, relaxation, or pain relief. Our boutique environment encourages dialogue and safe inquiry. Additionally, we offer:

- Free educational resources in-store and online
- · Community seminars on responsible cannabis use
- · Workshops on safe product integration and dosing
- · Printed guides for first-time consumers and caregivers

Breaking the Stigma for Women

Despite growing normalization, women remain less likely to speak openly about cannabis use due to persistent stigma. Pot Mamas exists to challenge that reality. Our mission is to give women a judgment-free space where they can:

- · Ask questions without embarrassment
- Connect with others on a similar journey
- · Learn how cannabis supports wellness goals

The Pot Mamas Membership Program

While our dispensary is open to all, our women's social club adds a unique, members-only layer of community. Member benefits include:

- Priority access to new products
- · Member-only educational and social events
- Personalized product consultations
- Exclusive discounts and curated offers
- A private network of like-minded women

Curated, Intentional Experiences

Our events calendar features:

- Cannabis education workshops
- · Guided meditation sessions
- · Creative events (e.g., paint nights, poetry circles)
- Social gatherings designed to build connection and destigmatize cannabis

Come As You Are

Whether you're a cannabis veteran or simply curious, Pot Mamas ensures a welcoming, pressurefree environment. Our team supports you at every step of your journey.

Market Opportunity

With Minnesota's retail cannabis market emerging, Pot Mamas targets high-opportunity suburban and urban locations with underserved demographics.

Our differentiation lies in:

- Health care-informed leadership
- Female-owned and operated identity
- Suburban-friendly store design and safety plans
- Local collaborations with artists and makers

Projected Business Size & Growth

Year ONE: Flagship Store

Revenue: \$2.4M-\$3.6M

12–15 FTE

~3,000 monthly transactions

Year THREE: FIVE Locations

Revenue: \$12M+

70+ FTE

~15,000 monthly transactions

Retail Operations Overview

Facility Size: 2,500-3,000 sq. ft. retail + 800 sq. ft. secure storage and staff areas.

FEATURES

- ID-verification vestibule
- · Product concealment zones
- · ADA compliant, well-lit, camera-covered sales floor

PRODUCT HANDLING

- Chain-of-custody documentation for all transfers
- · Secure and limited-access storage
- FIFO inventory rotation and daily reconciliations

Delivery Operations Overview

Delivery Hub: 5,000 sq. ft. industrial facility

Fleet: Up to 8 secure, unmarked vehicles

PROTOCOLS

- Dual-driver teams
- Randomized routing
- Remote vehicle lockdowns
- Multi-stage age verification (online + physical ID + UV scanners)

Inventory Control & Diversion Program

- · Twice-daily cycle counts
- Biometric access to secure storage room
- No personal items in inventory zones
- Continuous camera coverage, with monthly audits and logs
- · Incident reports filed within 24 hours; major variances trigger investigation and state reporting

Security Plan

SURVEILLANCE

- 1080p, 24/7 coverage, 90-day retention
- Camera placement: POS, secured storage rooms, exits, and exterior perimeter

SYSTEMS

- Motion, glass-break, panic buttons, and dual-authentication safes
- Full cybersecurity plan with firewalled infrastructure and UPS backup

PERSONNEL PROTOCOLS

- · Opening/closing procedures
- · Cash handling training
- On-site emergency response plans

Financial & Tax Compliance

Accounting System: GAAP-compliant accrual-basis accounting.

AUDITS & CONTROLS

- Monthly financials prepared
- Quarterly tax planning meetings
- · CPA-reviewed systems

TAX COMPLIANCE

- · Sales tax filings monthly (state) + quarterly (federal)
- · 280E documentation procedures
- Records retained for 7 years

Quality Assurance

SAFE HADLING

- PPE, storage conditions, sealed transport
- Quarantine of damaged/questionable products

ERROR IDENTIFICATION

- · Daily packaging and count inspections
- Customer complaint tracking and escalation protocol

CORRECTIVE ACTIONS

- Supplier notification
- Retraining
- Formal documentation and audit trail

Employee Training & Education

Onboarding: 4-week training covering safety, hygiene, product handling, and service skills

ANNUAL REQUIREMENTS

- · Emergency response drills
- Refresher courses
- Performance and compliance reviews

Topics Include:

- Workplace Safety and Workplace Hygeine
- Respectful Workplace Practices
- · Market Trends and Product Knowledge

Environmental Sustainability

Energy Efficiency: LED lighting, smart HVAC, renewable energy credits

Water Conservation: Low-flow fixtures, smart irrigation, submetering

WASTE MANAGEMENT

- Recycling + eco-friendly packaging
- · In-store reusable bag program
- Secure disposal protocols

Labor Peace Commitment

Pot Mamas affirms its commitment to labor peace through attestation to OCM and future agreement adoption if headcount exceeds 10 FTEs. We believe in workforce dignity, transparency, and fair employment practices.

Leadership Team

Shayna Hoechst (Limited Partner), CEO
Erin Pash (Managing Partner), President
Lucas Volini, Chief Brand Officer
Brad Crnobrna, Chief Administrative Officer
Daniel Crilly, Security and Product Officer

Hallie Corbett, Head of Operations

Compliance Statement

Pot Mamas will continually update SOPs, security infrastructure, and reporting protocols to remain compliant with all regulatory updates. We maintain a proactive relationship with OCM and local law enforcement to ensure community safety and trust.

Conclusion

Pot Mamas, LLC is not just building a dispensary—we're building a new kind of social infrastructure. Our team, vision, and execution readiness position us to be a statewide model of responsible, profitable, and community-embedded cannabis retail.

Attachments: Full SOPs, licensing attestations, and state-submitted documents available upon request.





The Social Boutique for Elevated Living

Where Community, Wellness, and Responsible Cannabis Use Intersect on Main Street.

A Changing Landscape

Minnesota has embraced recreational cannabis.

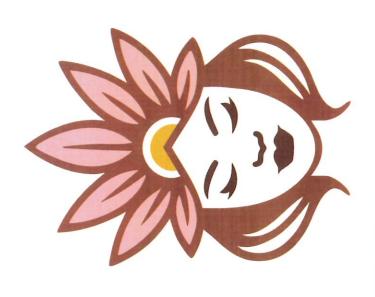
• The demand exists - across age, gender, and profession.

Cities must now decide who they want in their community.

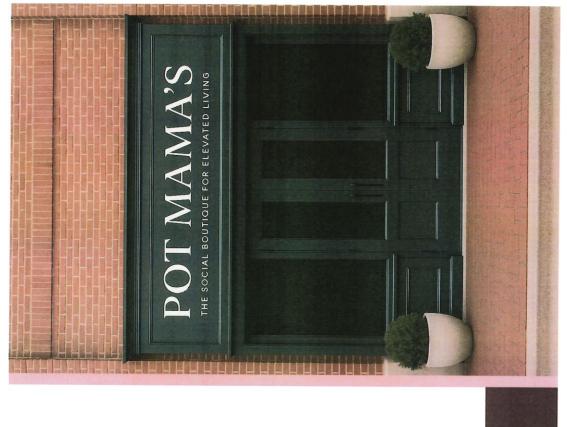


The Fear (And We Get It)

- Vape shops with neon signs.
- Loitering and loud music.
- · Minimal standards, maximum chaos.
- Profit over community wellness and safety.
- Wrong message for families.



We have these same concerns, which is why we brought POT MAMA'S to market.



Introducing POT MAMA'S

- Safe, beautiful, welcoming retail spaces.
- Family and wellness-oriented values.
- Staffed by certified, kind, and educated professionals.
- Created to reflect and elevate the communities we serve.



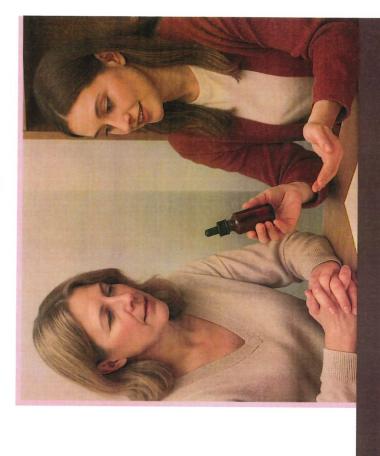
Owned by Licensed Healthcare Professionals

- Two of our founding partners are licensed mental health professionals.
- We bring clinical integrity to cannabis education.
- Our team curates research-based resources to guide use.
- Our mission is grounded in public health, not hype.



More than a Dispensery: A Social Boutique

- Private, one-on-one consultations.
- Free educational resources for new customers.
- Carefully vetted books, guides, and wellness resources.
- Community educational events.
- Membership-based social club for women.



Not just a retail space. Community Education.



Walking into a POT MAMA'S Feels Like...

- Your favorite bookstore.
- A relaxing wellness studio.
- A thoughtfully curated boutique.
- A space where community exists.



Our People | Certified. Educated. Relatable.

 Our Pot Mamas are trained to understand dosing, product effects, and customer needs. Our staff aren't salespeople – they're cannabis concierges.

We serve customers like they're our neighbors (because they are).



Our Products + Local Partnerships

- Premium, tested cannabis products.
- Vetted books and periodicals.
- Local jewelry, fashion, and art for sale.
- Rotating collaborations with local creatives.



Our Stores Reflect the Culture of your City

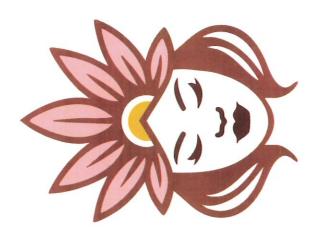
Our Customers | They Look Just Like You.

Moms seeking better sleep.

Dads managing chronic pain.

Parents managing anxiety and stress.

Professionals winding down responsibly.



We serve thoughtful, everyday people—not stereotypes.

A Thoughtful Choice for a Changing Landscape Cannabis is here. How it shows up in your city is up to you.

Pot Mama's is not just a business. It's a signal.

A signal that your city can evolve without losing itself.

That you can embrace progress without sacrificing identity.

That cannabis can be responsible, relational, and beautiful.

Let's Work Together to Set the Standard.



Meeting Date: July 22, 2025

Agenda Item: CASE No. 2025-12 MRCCA Permit Application of M&M Home

Contractors for a Mississippi River Corridor Critical Area (MRCCA) Permit

at 1867 Hunter Lane

Department: Community **Contact:** Sarah Madden,

Development Community Development

Manager

Introduction:

M&M Home Contractors is the Applicant and Owners's Representative of the property located at 1867 Hunter Lane, and has requested a Mississippi River Corridor Critical Area (MRCCA) Permit to construct a new single-family home located at 1867 Hunter Lane.

A public hearing notice for this item was published in the Pioneer Press and notice letters were mailed to all surrounding properties within 350-feet of the subject property. No public comments were received as of the submittal of this report.

Background:

The subject property is located on the west side of Hunter Lane and generally southeast of Sibley Memorial Highway and adjacent wooded vacant lots. The subject property is part of the Colliton Place subdivision, and the prior home was demolished in 2023.

The prior home was accessed from a long driveway that remains in place today which crossed from Hunter Lane to a point generally centrally located within the lot. The subject property is located within the Mississippi River Critical Corridor Area (MRCCA), and therefore the construction of a new single-family home requires a MRCCA permit.

Analysis:

The existing lot is vacant, but previously was developed with a single-family home. The proposed project is to construct a new 8,907 sq-ft home on the property, generally located centrally on the lot and consistent with neighboring existing homes and the prior constructed home. The proposed home will be accessed by a reconstruction of the existing driveway, with a proposed circle drive closer to the new home. The proposed improvements are located outside of the Bluff Impact Zone (BIZ) and bluff setback, located at the rear of the property. The applicant is also proposing to construct two rock infiltration trenches on site; one at the rear of the property, and one north of the existing driveway in the front yard. The applicant has also indicated that they will be planting two new overstory trees in the front yard, consistent with zoning requirements.

The proposed site plan, and layout of the home is consistent with the base requirements of the zoning ordinance. The proposal meets setback requirements for the R-1 zoning district, and 21.5% of the site would be covered by impervious surface, meeting the City's zoning requirements.

MRCCA Critical Area Permit

Per Title 12, Chapter 6 Critical Area Overlay District a Critical Area Permit is required for the subject project. The following summary of the site is provided as reference:

Standard	Subject Property Conditions
MRCCA Sub District	Separated from River
Bluff on Site?	Yes, at the rear of the property
Bluff Impact Zone (BIZ)	Yes, the Bluff Impact Zone crosses the west line of the lot, approximately 40-ft into the rear yard of the property. The proposed home is setback 102-ft from the BIZ.
Significant Vegetative Stands or Primary Conservation Area (PCA)	No. The proposed home is located more than 100-feet from any PCA or significant vegetation. The proposed rock infiltration garden is located 10-ft from the BIZ, and approximately 40-ft from the nearest significant existing vegetative stand.
Subject to Section 12-6A-9 Vegetation Management	No, does not meet criteria as no significant vegetative removal required as part of the proposed improvements.
Subject to Section 12-6A-11 Land Alteration Standards and Stormwater Management	Yes. A new home construction is permitted but stormwater must be diverted from any BIZ area. The demolition and new construction are both subject to the Land Alteration and Stormwater standards.
Subject to Section 12-6A-12 Site Plan Requirements	Yes. Must include Site Plan and Landscape Plan

As described in Section 12-6A-4 C.3., the Separated from River (SR) sub-district describes the management purpose as, "...provides flexibility in managing development without negatively affecting the key resources and features of the river corridor. Minimizing negative impacts to primary conservation areas and minimizing erosion and the flow of untreated storm water into the river are priorities..." As indicated on the attached GIS maps, the Bluff Impact Zone (BIZ) crosses and covers the far western end of the site, within the first 40-ft of the rear yard. As shown on the Site Plan and Landscape Plan, the applicant will construct a new single-family home and seed/sod the entirety of the site, install two rock infiltration trenches, add additional circle drive immediately in front of the home, and plant two new overstory trees. As proposed, the new home will be setback approximately 102-ft from the BIZ boundary, with the proposed rear deck approximately 78-ft from the BIZ.

There is an additional Primary Conservation Areas on the site, as the nearest significant vegetative stands are located directly west of the property in the large vacant wooded hillside. The attached MRCCA Map illustrates the boundary of a Significant Existing Vegetative Stand of Midwestern White Oak – Red Oak Forest, which crosses the rear of the property approximately 10-ft in, and more than 100-ft from the proposed new home. The infiltration area in the rear yard is outside of all Primary Conservation Areas, and has been proposed to

comply with the City's stormwater and land disturbance requirements which are requirements of the Building Permit process.

Per Code Sect. 12-6A-12, the Detailed Site Plan must be drawn to scale and the proposed project accurately described through narrative and supporting maps and/or plans. The plan set for the new home is attached to this report, and the Site Survey and Landscaping Plan are included. The proposed new home location is sited on a relatively flat area of the lot, consistent with the prior home on site, and there are no significant grades. As noted on the attached plans, there are retaining walls proposed north of the new home, and west of the rear of the home in areas where a change in grade is present. Restoration of the site once the construction is complete is planned and described as sodded and irrigated. The Applicant did not include final planting details for any perennial beds or home perimeter landscaping on site, but did provide a landscape schedule indicated 2.5" overstory trees to be planted in the front yard consistent with R-1 Zoning requirements for a new home construction.

Interagency Review

Under the MRCCA Ordinance, the city is required to submit the MRRCA permit request to the MNDNR and the National Park Service (NPS). The plan set and project information was transmitted to both agencies for their review and comment. At the time of this report the agencies have not provided written response, and Staff will provide a verbal update of their correspondence at the Planning Commission meeting.

Alternatives:

- Approve the MRCCA-Critical Area Permit request for 1867 Hunter Lane, which would allow for the construction of a new single-family home and associated improvements based on the findings-of-fact that the proposed project is compliant with the policies and standards of the MRCCA Overlay District and City Zoning Code standards, with certain conditions: or
- 2. Deny the MRCCA-Critical Area Permit request for 1867 Hunter Lane, based on the revised or amended findings-of-fact that the application does not meet certain policies and standards of City Code as determined by the Planning Commission; or
- 3. Table the request and request additional information from staff and/or the applicant; Staff will extend the review period an additional 60 days, in compliance with Minnesota State Statute 15.99.

Staff Recommendation:

Staff recommends approval of the MRCCA-Critical Area Permit request for 1867 Hunter Lane, with the following conditions:

- 1. A building permit, including a grading plan, must be approved by the City prior to the commencement of any site work.
- 2. The proposed project must comply with all requirements of the City's Land Disturbance Guidance Document. All plans must be reviewed and approved by the Public Works Director.
- 3. All erosion control requirements must be put in place prior to the commencement of any grading and site work activities. Such measures must remain in place for the duration of the construction activities until proper site restoration plans are completed.
- 4. All grading and construction activity must comply with applicable federal, state, and local

regulations and codes.

5. All work on site will only be performed between the hours of 7:00 AM and 8:00 PM Monday through Friday; 9:00 AM to 5:00 PM weekends.

Attachments:

- 1. Findings of Fact for Approval
- 2. Site Location Map
- 3. MRCCA Map
- 4. Letter of Intent
- 5. 1867 Hunter Lane Survey
- 6. 1867 Hunter Lane Landscape Plan
- 7. Construction Plans Cover Sheet
- 8. A1 Front Elevation
- 9. A2 Left Elevation
- 10. A3 Rear Elevation
- 11. A5 Right Elevation
- 12. A6 Foundation Plan

FINDINGS-OF-FACT FOR APPROVAL

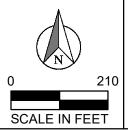
MRCAA -Critical Area Permit for 1867 Hunter Lane

The following Findings of Fact are made in support of approval of the proposed requests:

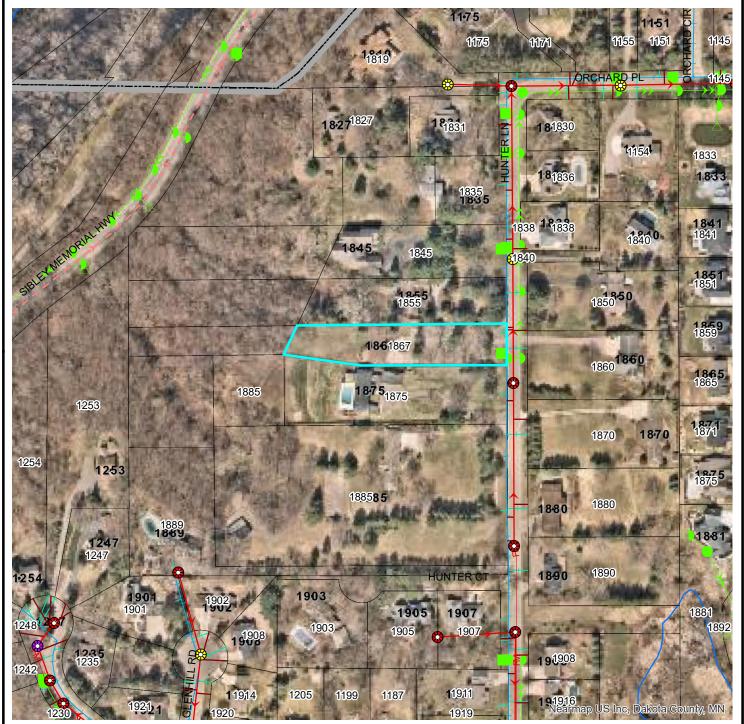
- 1. The proposed construction of a new single family home and associated improvements meets the general purpose and intent of the Mississippi River Corridor Critical Area (MRCCA) Separated from River Overlay District.
- 2. The proposed work and disturbance to construct the new home and associated improvements are low-intensity with no anticipated impact to Primary Conservation Areas within the MRCCA Plan, and the project includes restoration of the area once developed with sod cover and native trees. The proposed project is within the spirit and intent of the MRCCA Separated from River Overlay District that provides for flexibility within the management purpose.
- 3. The proposed project will not be detrimental to the health, safety or general welfare of the community; should not cause any serious traffic congestion nor hazards; will not seriously depreciate surrounding property value; and said use appears to be in harmony with the general purpose and intent of the City Code and the Comprehensive Plan.
- 4. The construction of the home is shown in the plan to comply with all standards and regulations of the Mississippi River Corridor Critical Area Overlay District and Zoning Ordinance and other applicable ordinances; represents reinvestment in a residential neighborhood that is consistent with the Comprehensive Plan's goals for residential land uses; and is consistent with current single-family development pattern of the neighborhood.

Site Location/Aerial Map 1867 Hunter Lane

Date: 7/18/2025



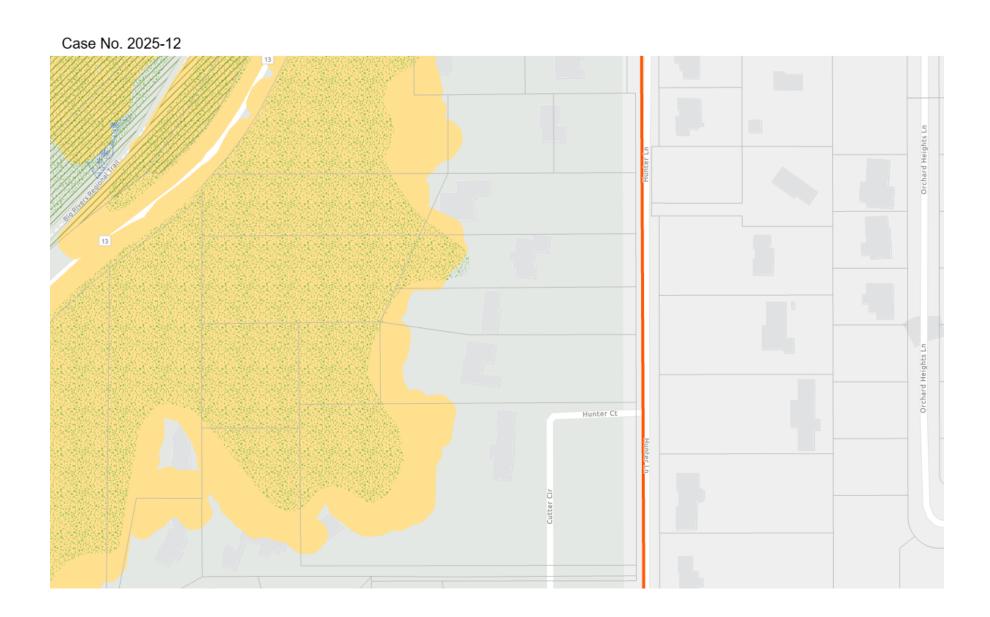




GIS Map Disclaimer:

This data is for informational purposes only and should not be substituted for a true title search, property appraisal, plat, survey, or for zoning verification. The City of Mendota Heights assumes no legal responsibility for the information contained in this data. The City of Mendota Heights, or any other entity from which data was obtained, assumes no liability for any errors or omissions herein. If discrepancies are found, please contact the City of Mendota Heights.

Contact "Gopher State One Call" at 651-454-0002 for utility locations, 48 hours prior to any excavation.





Builders of Distinct Quality.

To: City of Mendota Heights

Date: 06-18-2025

Letter of Intent - 1867 Hunter Lane, Mendota Heights, MN

The purpose of the Critical Area Permit is for the construction of a new home at 1867 Hunter Lane, Mendota Heights, MN.

President/Owner

Michael Fritz

M & M Home Contractors

SEE SITE PLAN ON SHEET 2 FOR PROPOSED IMPROVEMENT DETAILS

4b5.

PROPERTY INFORMATION

Property Address: 1867 Hunter Ln. Mendota Heights, MN

PROPERTY AREA

Parcel A = 0.92 acres
Parcel B = 0.50 acres
Parcel C = 0.83 acres
Total Property Area = 2.25 acres

PROPERTY DESCRIPTION

NOTE: The property consists of 3 separate parcels as described below:

Parcel A

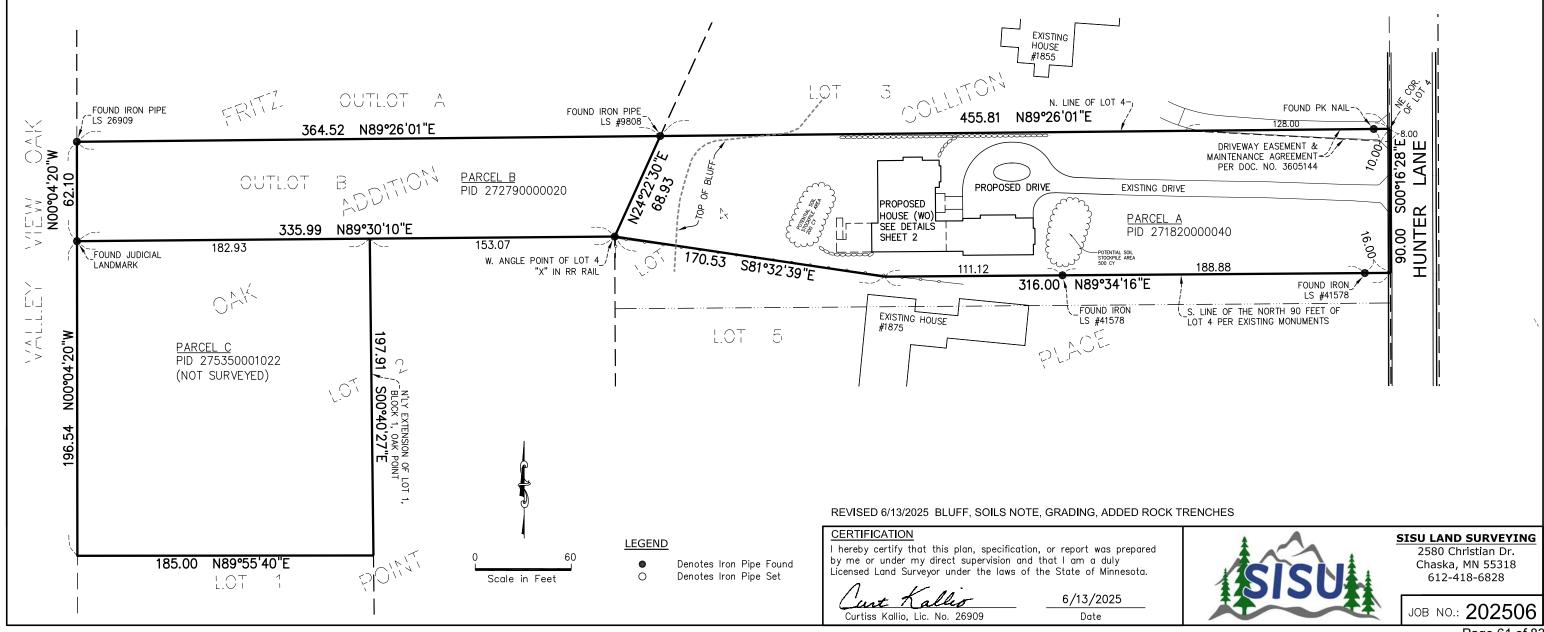
The North 90 feet of Lot 4 in Colliton Place, (Dakota County, Minnesota) except: Commencing on the South line of the tract above described at a point 316 feet West of the E'ly line thereof which is the point of beginning of the description of the tract to be excepted from the above conveyance; thence running W'ly along said South line of said tract to the W'ly line of said Lot 4; thence running N'ly along the W'ly line of said Lot 4 a distance of 26.55 feet to a point; thence running in a SE'ly direction to the point of beginning, together with all hereditaments and appurtenances belonging thereto.

Parcel B

Outlot B, FRITZ ADDITION, Dakota County, Minnesota.

Parcel C (Not surveyed)

That part of Lot 2, Block 1, OAK POINT, Dakota County, Minnesota, lying westerly of the northerly extension of Lot 1, Block 1. (Online tax statement version)



4b6.

PROPERTY INFORMATION

Property Address: 1867 Hunter Ln. Mendota Heights, MN

PROPOSED ELEVATIONS

Garage Floor at drive = 942.7 Top of Foundation = 943.0 Lowest Floor Elev. Main = 933.3 Lowest Floor Elev. Bowling Alley = 932.3

BENCHMARK

Scale in Feet

Top of Iron Pipe as shown. Elev. 830.91

EXISTING SOILS

Existing soils within the proposed improvement areas are mapped as Hubbard loamy sand (hydrologic soil group A) in the rear of the house and Wadena loam (hydrologic soil group B) in the front yard. No site specific soil borings have been performed. There are no visible erosion issues within the proposed improvement area.

SITE PLAN/EROSION & SEDIMENT CONTROL PLAN

SOIL LOSS

Per the Universal Loss Loss Equation, the soil loss during construction is estimated at 120 lbs and the post construction soil loss is estimated at 2 lb/year.

FOREST ALTERATION

No trees are proposed to be removed for home construction. Therefore, a Forest Alteration Permit is not applicable.

MRCCA (CRITICAL AREA) PERMIT LAND ALTERATION

No work is proposed in riparian areas and no work is proposed in the bluff or bluff impact zone. Therefore, the permit is not applicable.

MRCCA (CRITICAL AREA) PERMIT VEGETATION CLEARING

No vegetation clearing is proposed. Therefore, the permit is not

MRCCA (CRITICAL AREA) PERMIT SITE PLAN

Applicable permit checklist items are shown. Not applicable items include the follwing: No parking facilities will be constructed, No areas dedicated for public use, No access for public views

Items not shown that may be provided by others include: Landscape plan, Description of flora and fauna, Soils report for suitability

NOTE (1): FRONT YARD RUNOFF MUST DRAIN TOWARDS ROCK INFILTRATION TRENCH AS SHOWN. FRONT YARD RUNOFF NOT DRAINING TO ROCK INFILTRATION TRENCH MUST DRAIN TOWARDS THE STREET.

AREAS & IMPERVIOUS

(See volume reduction calculations on Sheet 3)

Lot Area = 40,210 sq. ft.

= 9907 sq. ft. = 24.6%

6/13/2025

Date

Existing Impervious Areas LEGEND House and garage = 2115 sq. ft. Driveway = 5506 sq. ft. Denotes Surface Drainage Walk = 71 sq. ft. ⊡ Denotes Offset Hub or Spike Total Existing Impervious Denotes Drain. and Utility Ease. = 7692 sq. ft. = 19.1% (XXX.X)Denotes Proposed Elevation Denotes Existing Elevation Proposed Impervious Areas XXX.X House = 2324 sq. ft. -- 900-- Denotes Existing Contour Garage = 1266 sq. ft. —(864)— Denotes Proposed Contour Porch - 72 sq. ft. Driveway = 4157 sq. ft. Walk = 88 sq. ft.Denotes existing driveway Future rear patio/pool = 2000 sq. ft. removal area Total Proposed Impervious

Denotes driveway easement area

EXISTING HOUSE CONCRETE BITUMINOUS 936.7 BHUMINOUS (938) DRIVEWAY EASEMENT & 4' WIDE OVERFLOW MAINTENANCE AGREEMENT ELEV. 937.6 PER DOC. NO. 3605144 SEE SHEET 1 FOR DETAILS PROPOSED ROCK INFILTRATION TRENCH AN 6' WIDE BY 45' LONG, 4' DEEP TOP OF ROCK 937.5 BOTTOM OF TRENCH 933.5 PROPOSED QRIVE TREATMENT VOL. = 451 CF EX. BITUMINOUS DRIVE SURFACING PER OWNER/BUILDER SEE DETAIL SHEET 3 PROPOSED UNTE HOUSE (WO) IMPACT NOTE (1) 942.5 ZONF LOOKOUT GARAGE R 929.8 O BOWLING ALLEY BELOW Ы 929.8 -POTENTIAL SOIL 942.4)L BENCHMARK STOCKPILE AREA TOP OF IRON PIPE -942.3ELEV. 930.91 (942) PROPOSED ROCK INFILTRATION TRENCH 5" WIDE, BY 40' LONG, 4' DEEP TOP OF ROCK 927.5/ BOTTOM OF TRENCH 923.5 EXISTING HOUSE VOLUME REDUCTION = 304 CF REVISED 6/13/2025 BLUFF, SOILS NOTE, GRADING, ADDED ROCK TRENCHES SEE DETAIL SHEET 3 CERTIFICATION SISU LAND SURVEYING I hereby certify that this plan, specification, or report was prepared 2580 Christian Dr. by me or under my direct supervision and that I am a duly Chaska, MN 55318 Licensed Land Surveyor under the laws of the State of Minnesota. 612-418-6828

JOB NO.: 202506

VOLUME REDUCTION CALCULATIONS & DETAILS

FRONT YARD VOLUME REDUCTION

Front Impervious Area
House & garage = 2110 sq. ft.
Drive = 2375 sq. ft.
Front porch = 72 sq. ft.
Sidewalk = 88 sq. ft.
Total Front Impervious = 4645 sq. ft.
Volume Reduction Req'd = 426 cu. ft.
Volume Reduction provided = 432 cu. ft.

Trench Design

1.5" washed rock, 40% voids Design width = 6 feet Design Depth = 4 feet Design Length = 45 feet

NOTE: 1782 sq. ft. of existing driveway is not impacted and not included in volume reduction calculations.

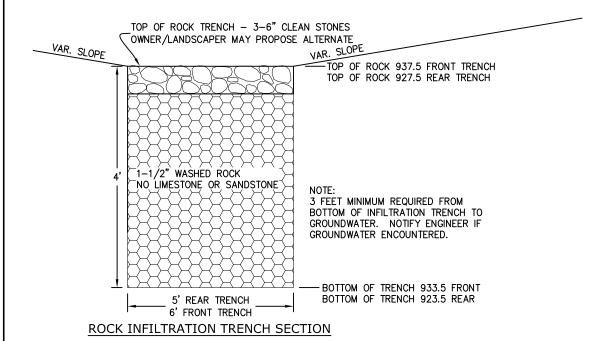
REAR YARD VOLUME REDUCTION

Rear Impervious Area
House = 1480 sq. ft.

Future pool/patio = 2000 sq. ft.
Total Rear Impervious = 3480
Volume Reduction Req'd = 319 cu. ft.
Volume Reduction provided = 320 cu. ft.

Trench Design

1.5" washed rock, 40% voids
Design width = 5 feet
Design Depth = 4 feet
Design Length = 40 feet



CERTIFICATION

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 Land Surveyor under the laws of the State of Minnesota.

Curt Kallis
Curtiss Kallio, Lic. No. 26909

6/13/2025

Date



SISU LAND SURVEYING

2580 Christian Dr. Chaska, MN 55318 612-418-6828

JOB NO.: 202506



0 20 GRAPHIC SCALE IN FEET

PLANT LEGEND



OVERSTORY DECIDUOUS TREE

GROUND COVER LEGEND



DENOTES AREA TO BE SODDED AND IRRIGATED. TOTAL AREA (0.6 AC)

1. ALL DISTURBED AREAS TO BE SODDED UNLESS NOTED OTHERWISE.

PLANT SCHEDULE

SYMBOL	QTY.	COMMON/BOTANICAL NAME	SIZE	SPACING O.C	MATURE DIMENSIONS
OVERSTORY DEC	IDUOUS TREE	ES .			
SWO	2	Swamp White Oak / Quercus bicolor	2.5" BB	AS SHOWN	H 50'-60' W 40'

NOTES: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

LANDSCAPE REQUIREMENTS

TOTAL PROJECT MINIMUM PLANTING REQUIREMENTS	2 TREES
SEC 12-4B-2 SINGLE FAMILY DETACHED AND ATTACHED BUILDING REQUIREMENTS:	2 TREES
3.a NEW CONSTRUCTION, INCLUDING TEARDOWN AND RECONSTRUCTION OF SINGLE_FAMILY DETACHE	ED OR
ATTACHED STRUCTURES ARE REQUIRED TO PLANT A MINIMUM OF ONE OVERSTORY DECIDUOUS TR	REE
PER 50-FEET OF LINEAL FRONTAGE OF PUBLIC STREET.	
SEC 15-3-2 TREE REPLACEMENT REQUIREMENTS	0 TREES
NO TREE REMOVALS PROPOSED.	

- ALL LOTS MUST BE PLANTED WITH AN ACCEPTABLE GROUND COVER WHICH SHALL BE SODDED OR PLANTED

 WITH A NATIVE CROUND COVER.
- WITH A NATIVE GROUND COVER.

 2. ALL NEW OVERSTORY TREES SHALL BE 2.5" CALIPER BALLED AND BURLAPPED TREES.

PLANTING NOTES

- 1. PRIOR TO TREE STAKING AND PLANTING OPERATIONS CONTRACTOR MUST CONTACT GOPHER STATE ONE CALL (WWW.GOPHERSTATEONECALL.COM OR 811) TO VERIFY UNDERGROUD UTILITIES. WHERE PRIVATE UTILITIES EXIST ON-SITE THE CONTRACTOR IS REQUIRED TO HAVE THOSE LOCATED AS WELL.
- 2. PLANT MATERIALS SHALL MEET AMERICAN STANDARDS FOR NURSERY STOCK: ANSI Z60.1 LATEST EDITION. HTTP://AMERICANHORT.ORG/DOCUMENTS/ANSI NURSERY STOCK STANDARDS AMERICANHORT 2014.PDF
- 3. NO PLANT SUBSTITUTIONS SHALL BE MADE WITHOUT THE PRIOR WRITTEN AUTHORIZATION FROM THE CITY.
- 4. ALL TREE PROTECTION MEASURES TO BE FIELD STAKED PRIOR TO INSTALLATION. CONTRACTOR TO COORDINATE FIELD REVIEW OF PROPOSED TREE PROTECTION LOCATIONS WITH THE CITY AND PROJECT LANDSCAPE ARCHITECT PRIOR TO ANY TREE PROTECTION INSTALLATION.
- 5. ALL TREE LOCATIONS TO BE FIELD STAKED PRIOR TO INSTALLATION. CONTRACTOR TO COORDINATE FIELD REVIEW OF PROPOSED TREE LOCATIONS WITH THE CITY AND PROJECT LANDSCAPE ARCHITECT PRIOR TO ANY TREE INSTALLATION.
- 6. ALL PLANTS SHALL BE PLANTED IMMEDIATELY UPON ARRIVAL TO PROJECT SITE. NO PLANT MATERIAL IS TO BE LEFT OVERNIGHT ON THE PROJECT SITE WITHOUT BEING INSTALLED UNLESS WRITTEN APPROVAL BY
- 7. IRRIGATION DESIGN TO COVER ALL AREAS SHOWN ON PLAN AS IRRIGATED TO BE COMPLETED BY IRRGIATION CONTRACTOR.

MIDWES WETLANI

P.O. BOX 448
VICTORIA, MN 55386
PHONE: (952) 261-9990
WWW.MIDWESTWETLANDS.COM

CERTIFICATION:

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

LUCIUS JONETT

LICENSE NO.: 52856

DATE: 06/19/2025

SUB CONSULTANT:

SUBMITTAL 01

DATE: DESCRIPTION:
06/19/2025 PRELIMINARY PLAT SUBMITTAL

67 HUNTER LANE
HOUSE BUILD
1867 HUNTER LANE
MENDOTA HEIGHTS MN 55118

CLIENT:

M&M HOME

CONTRACTORS

CONTRACTORS

413 PAUL AVE S

COLOGNE, MN 55322
PHONE: 952-797-3720

WWW.MANDMQUALITY.COM
PROJECT NO.: B0026-0004

 DWN BY:
 CHK'D BY:
 APP'D BY:

 HRM
 LNJ
 LNJ

 ISSUE DATE:
 06/19/2025

ISSUE DATE: 06/19/2025

ISSUE NO.: 01

SHEET TITLE:

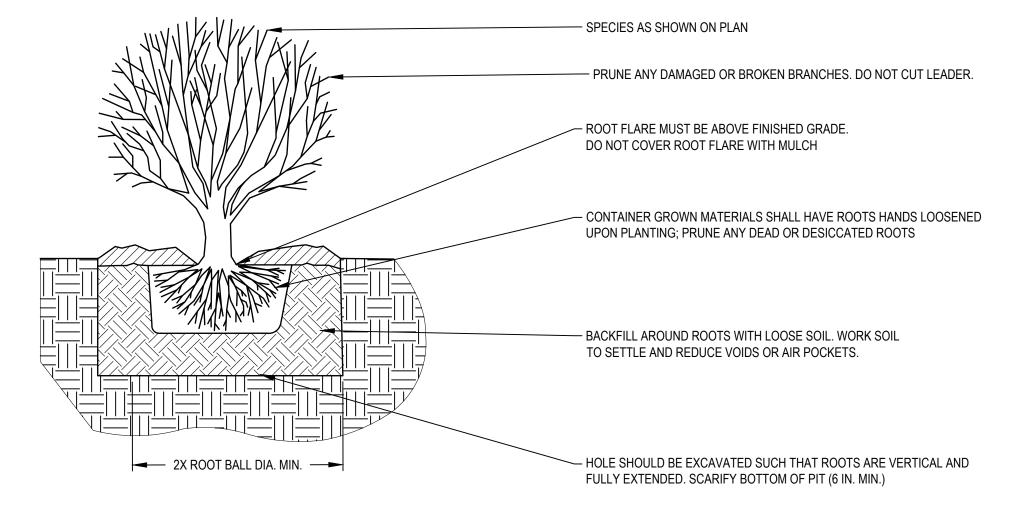
LANDSCAPE PLAN

L-101

\DECIDUOUS TREE PLANTING DETAIL L-101 NOT TO SCALE

> - SPECIES AS SHOWN ON PLAN MAN NINM - PRUNE ANY DAMAGED OR BROKEN BRANCHES. DO NOT CUT LEADER. - ROOT FLARE MUST BE ABOVE FINISHED GRADE. DO NOT COVER ROOT FLARE WITH MULCH LOOSEN SIDES OF ROOT BALL. REMOVE ANY DEAD, DAMAGED, OR GIRDLING ROOTS. - BACKFILL AROUND ROOT BALL WITH LOOSE SOIL. WORK SOIL TO SETTLE AND REDUCE VOIDS OR AIR POCKETS. - PLACE ROOT BALL ON SOIL BACKFILL SO TOP OF ROOT BALL IS ABOVE FINISHED GRADE. 2X ROOT BALL DIA. MIN. —

CONIFEROUS TREE PLANTING DETAIL L-101 NOT TO SCALE



2 \SHRUB & CONTAINER PLANTING DETAIL L-101 NOT TO SCALE

- DRIP LINE OF TREE. - 4' HIGH SAFETY FENCE ATTACHED TO STEEL POSTS AT DRIP LINE OF EXISTING TREES TO BE PROTECTED.

TREE PROTECTION FENCE DETAIL L-101 NOT TO SCALE

P.O. BOX 448 VICTORIA, MN 55386 PHONE: (952) 261-9990 WWW.MIDWESTWETLANDS.COM

CERTIFICATION:

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LICENSE NO.: 52856

DATE: 06/19/2025

SUB CONSULTANT:

86

M&M HOME CONTRACTORS

413 PAUL AVE S COLOGNE, MN 55322 PHONE: 952-797-3720

WWW.MANDMQUALITY.COM B0026-0004 PROJECT NO.:

DWN BY: CHK'D BY: APP'D BY: HRM LNJ LNJ ISSUE DATE:

06/19/2025

ISSUE NO.: SHEET TITLE:

LANDSCAPE DETAILS

SHEET NO.: L-102

PLAN INFORMATION:

FRAMING NOTES:

- 1. ALL EXTERIOR WALLS TO BE 16" O.C. WITH A DOUBLE TOP PLATE UNLESS OTHERWISE NOTED. 2. WALL FRAMING SHALL BE S.P.F. STUD GRADE OR BETTER UNLESS NOTED OTHERWISE (U.N.O.)
- 3. ALL HEADERS SHALL BE PER PLAN
- 4. ALL EXTERIOR HEADERS SHALL HAVE
- (1)2X6 BEARING STUD & (1) 2X6 FULL HEIGHT KING
- STUD ON EACH SIDE U.N.O. (REVIEW PLANS) 5. ALL INTERNAL HEADERS & BEAMS SHALL HAVE (1)2X6 OR (1)2X4 BEARING STUD ON EACH SIDE U.N.O.
- 6. EXTERIOR SHEATHING SHALL BE 7/16" MATERIAL CONSISTING OF ORIENTED STRAND BOARD (OSB).-ALL FLOOR AND CEILING SYSTEMS TO BE CHECKED AND DESIGNED BY THE DESIGNATED MANUFACTURER. FLOOR PLANS TO BE ON SITE.
- 7. HEADER SIZES ARE TO BE USED PER PLAN AND DEVIATION FROM ANY SIZE MUST BE APPROVED BY DESIGNERS.
- 8. PRESSURE TREADED WOOD IS TO BE USED WHERE WOOD IS IN CONTACT WITH CONCRETE AND AT 2X6 MUD SILL. TREATED MEMBERS TO BE S.Y.P.#2 OR BETTER.
- 9. FOR OPENINGS IN EXTERIOR WALLS (OR WALLS W/ LATERAL LOADING:
 - a. 0'-0" 4'-0"
- = 1 JACK STUD 2 JACK STUDS
- b. 4'-0" 8'-0" c. 8'-0" - 12'-0"
- 3 JACK STUDS
- d. GREATER THAN 12' = CONSULT ENG. 10. POSTS CALLED OUT ARE NUMBER OF TRIMMER/JACK STUDS REQUIRED PER SIDE OF OPENING.

CONCRETE NOTES:

- 1. ALL CONCRETE FOOTINGS AND FOUNDATION SYSTEMS ARE DESIGNED FOR A 2000 P.SF. SOIL. 2. FOUNDATION WALLS SHALL BE FULL HEIGHT AT UNBALANCED FILL GREATER THAN 3'4".
- 3. 1/2" ANCHOR BOLTS EMBEDDED 7" MINIMUM @ 6' O.C. MAX. 12" MIN. FROM EACH END. MINIMUM OF 2 BOLTS IN EACH SILL PLATE (REFER TO STRUCTURAL PAGES).
- 4. PAD FOOTING REINFORCEMENT IS TO BE LOCATED (3") FROM BOTTOM OF FOOTING TYP. (WHEN REQUIRED)
- 5. REFER TO STRUCTURAL PAGES FOR ADDITIONAL INFORMATION REGARDING RE-BAR/ETC.
- 6. MIN. 5000 PSI CONCRETE @ ALL FOOTINGS

INSULATION:

- 1. ALL EXTERIOR WALLS TO HAVE A MINIMUM RATING OF R-20.
- 2. ALL ATTIC SPACES ARE TO HAVE A MINIMUM RATING OF R-49.
- 3. ALL FLOOR SPACES OVER UNCONDITIONED SPACE OR CANTILEVERED ARE TO BE INSULATED TO MIN. R30.

SQUARE FOOTAGE CALCULATIONS

BASEMENT:

FINISHED SQ. FTG. UNFINISHED SQ. FTG.

3337 SQ.FT. OVERALL BASEMENT SQ. FTG.

FIRST FLOOR:

FINISHED SQ. FTG. GARAGE SQ. FTG.

2318 SQ.FT. 1195 SQ.FT.

3190 SQ.FT

147 SQ.FT.

OVERALL FIRST FLOOR SQ. FTG. 3513 SQ.FT.

SECOND FLOOR:

FINISHED SQ. FTG.

2057 SQ.FT.

TOTAL FINISHED SQ. FTG: 7565 SQ.FT. GRAND TOTAL SQ. FTG:

8907 SQ.FT.

SHEETROCK/GYPSUM BOARD:

- 1. ALL CEILINGS ARE TO HAVE 5/8" NON-SAG GYPSUM BOARD UNLESS OTHERWISE NOTED.
- 2. ALL WALLS ARE TO HAVE ¹/₂" GYPSUM BOARD UNLESS OTHERWISE NOTED.
- 3. GARAGE CEILING AND WALLS THAT ADJOIN

HOUSE WALLS ARE TO BE \(\frac{5}{8}\)" GYPSUM BOARD PER CODE.

DOORS & WINDOWS:

- 1. ALL WINDOWS AND DOORS TO BE DOUBLE PANE GLASS PANELS WITH LOW-E RATINGS.
- 2. ANY WINDOW WITHIN 24" OF A DOOR SWING MUST BE TEMPERED PER CODE.
- 3. ANY WINDOW ABOVE A TUB/WET AREA MUST BE TEMPERED PER CODE.
- 4. ANY WINDOW WITHIN A STAIRWAY MUST BE TEMPERED PER CODE
- 5. WINDOW GLAZING MUST BE AT LEAST 18" A.F.F. WHEN WINDOW IS ABOVE 6' FROM GRADE. IF WITHIN 18", WINDOW MUST BE TEMPERED.
- 6. ALL BEDROOMS TO HAVE AT LEAST ONE WINDOW THAT HAS A CLEAR EGRESS OPENING OF 5.7 SQ. FT. WITH MIN. DIMENSIONS OF 24" IN HEIGHT AND 20" IN WIDTH, SILL HEIGHT NOT TO BE GREATER THAN 44" A.F.F.
- 7. WINDOWS WITH SILLS WITHIN 3' OF THE FLOOR THEY SERVE AND ARE 72" ABOVE GRADE MUST EITHER HAVE A FALL PREVENTION OR OPENING LIMITER DEVICE PER CODE.

MECHANICAL & ELECTRICAL:

- 1. ALL ELECTRICAL AND MECHANICAL EQUIPMENT TO BE VERIFIED AND INSTALLED PER CODE BY APPROVED TRADES AND INSTALLERS.
- 2. HVAC CONTRACTOR TO VERIFY LAYOUT FOR DUCT-RUNS BEFORE INSTALLATION, IF MODIFICATION IS REQUIRED, REPORT INFORMATION/CHANGES TO **CONTRACTOR & LITTFIN DESIGN.**



CODE INFORMATION:

- SINGLE FAMILY CONSTRUCTION TYPE IRC-1
- -2020 MINNESOTA STATE RESIDENTIAL CODE
- -2020 NATIONAL ELECTRICAL CODE
- -2020 MINNESOTA STATE MECHANICAL&FUEL GAS CODE
- -2020 MINNESOTA STATE FIRE CODE -2020 MINNESOTA PLUMBING CODE

SOIL TYPE:

DESIGNED WITH 2000 PSI SOILS, ALL FOUNDATION CONSTRUCTION MUST FACTOR IN THIS AT A MINIMUM.

WIND EXPOSURE:

DESIGNED WITH "EXPOSURE B" CLASSIFICATIONS AND

GUSTS OF 115 MPH PER 2020 MN RESIDENTIAL CODE REGULATIONS.

GENERAL NOTES:

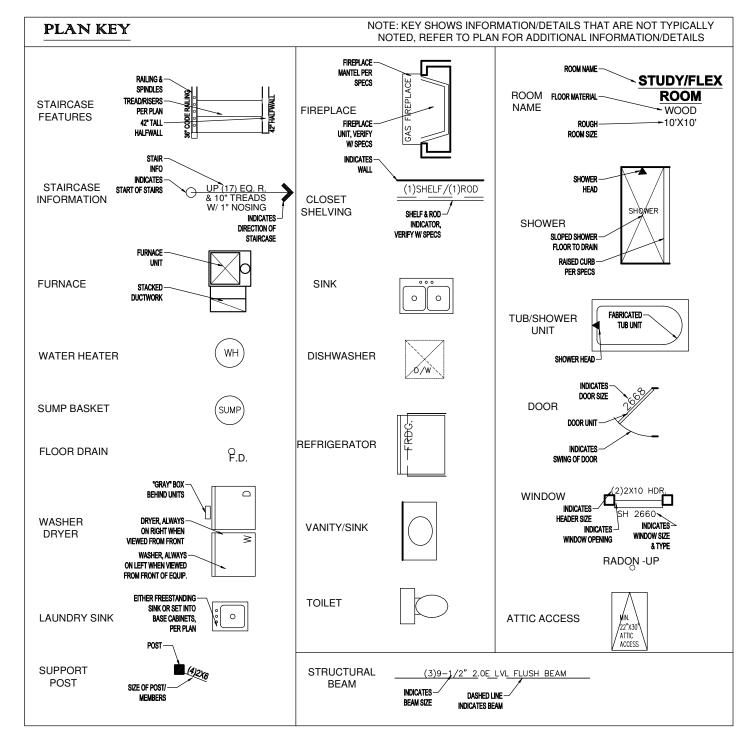
- -ALL FOUNDATION WALL STRUCTURAL INFORMATION USED TO CONSTRUCT THE FOUNDATION SYSTEM IS TO BE ON SITE WHEN POURING OR BUILDING WALLS.
- -ALL STRUCTURAL BEAMS, POSTS & TALL WALLS ARE TO BE BUILT PER I-LEVEL SPECIFICATIONS.
- -ALL MANUFACTURED FLOOR & ROOF TRUSSES ARE TO BE INSTALLED PER MANUFACTURERS SPECIFICATIONS.
- -ALL MANUFACTURED FLOOR & ROOF TRUSS SPECIFICATIONS ARE TO BE ON SITE DURING INSTALLATION.

-WINDOW SIZE NOTES (EXAMPLES):

-SH3050 EQUALS SINGLE HUNG 3'0" BY 5'0" -FX2646 EQUALS FIXED 2'6" BY 4'6"

SHIEET INDEX:

- COVER
- FRONT ELEVATION
- LEFT ELEVATION
- REAR ELEVATION
- RIGHT ELEVATION
- **ROOF PLAN**
- FOUNDATION PLAN
- FINISHED BASEMENT PLAN
- FIRST FLOOR PLANS
- SECOND FLOOR PLAN
- **BUILDING SECTIONS**
- **BUILDING SECTION**
- **BUILDING SECTION**
- **BUILDING SECTION**
- **DETAILS**
- **DETAILS**
- RADON DETAILS
- BASEMENT WALL BRACING
- 1ST FLOOR BRACING
- 2ND FLOOR BRACING & DETAILS



REVISION: REV. DATE: REVISED PER BUILDER/ADDED SPORT COURT 2-20-25 5-15-25 BOWLING ALLEY DETAILS UIPDATED LOOKOUT FOUNDATION WAILLS UIPDATED 5-21-25 STRUCTURE UIPDATED PER ENGINEER'S REDLINES 5-28-25

DRAWING TITLE:

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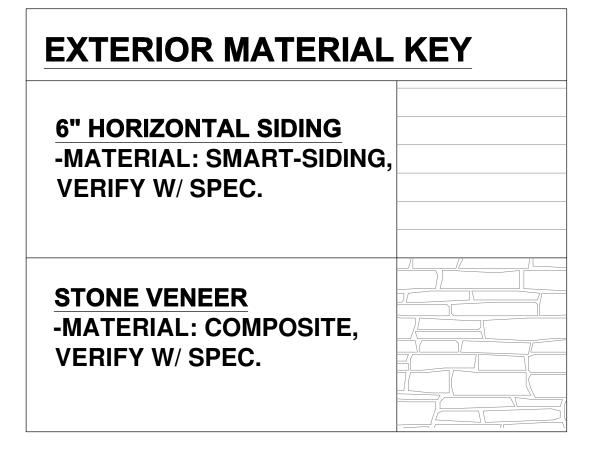
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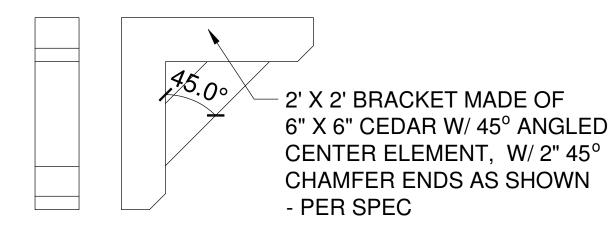


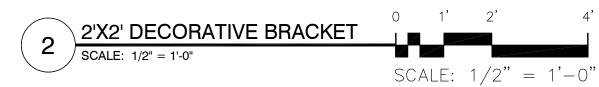
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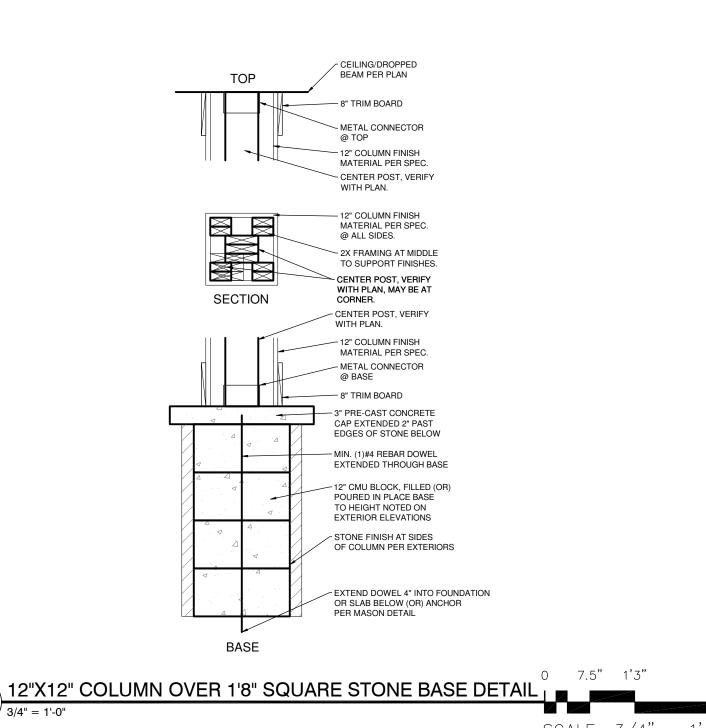
COVER SHEET SCALED PRINT @ 24X36

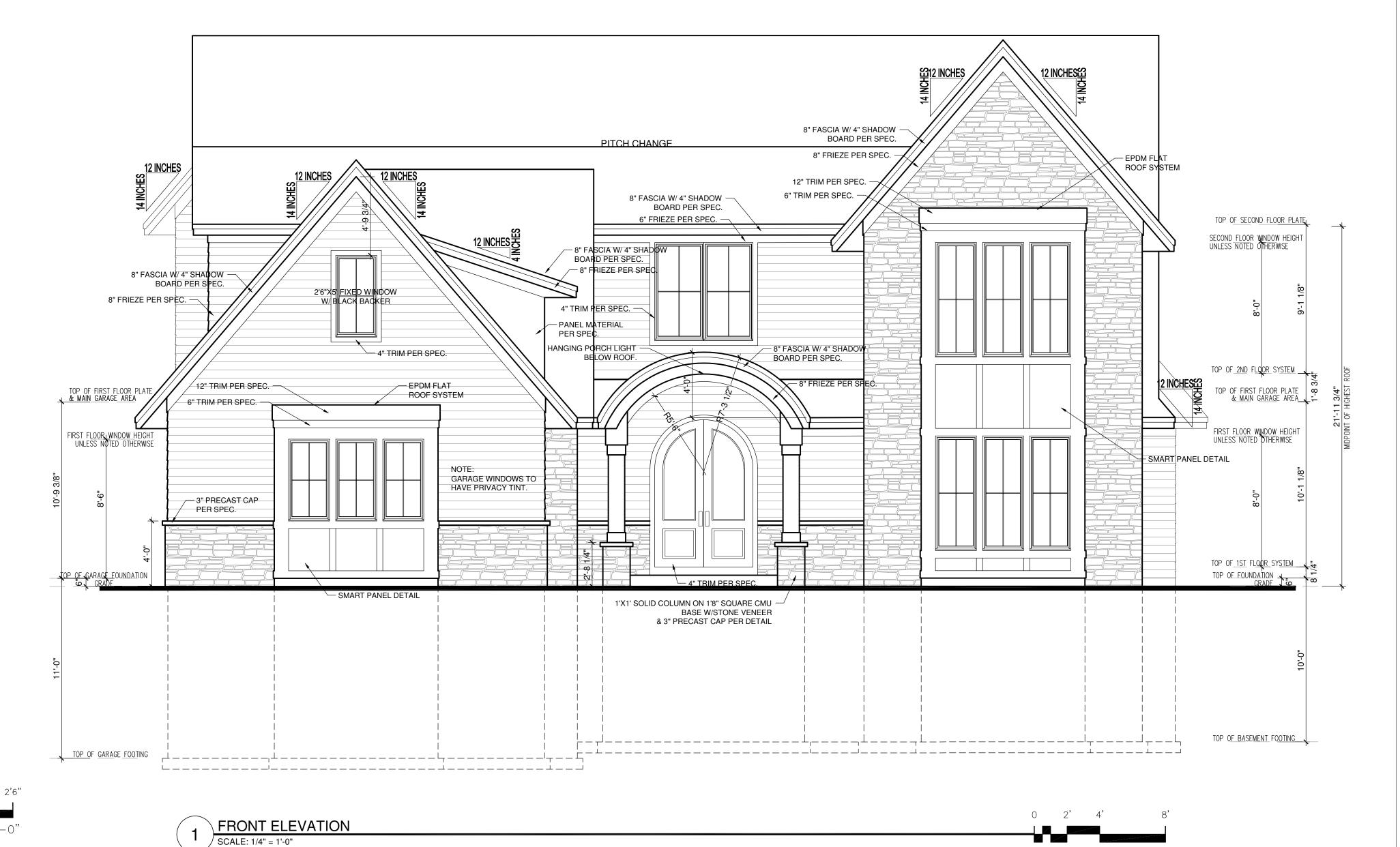
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DRAWING TITLE: HUNTER LANE LOCATION: 1867 HUNTER LN, MENDOTA HEIGHTS, MN

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SCALE: 1/4" = 1'-0'

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PAGE DESCRIPTION **FRONT ELEVATION**

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JTOP OF SECOND FLOOR PLATE

TOP OF 2ND FLOOR SYSTEM

TOP OF FIRST FLOOR PLATE

& MAIN GARAGE AREA

TOP OF LOOKOUT PLATE

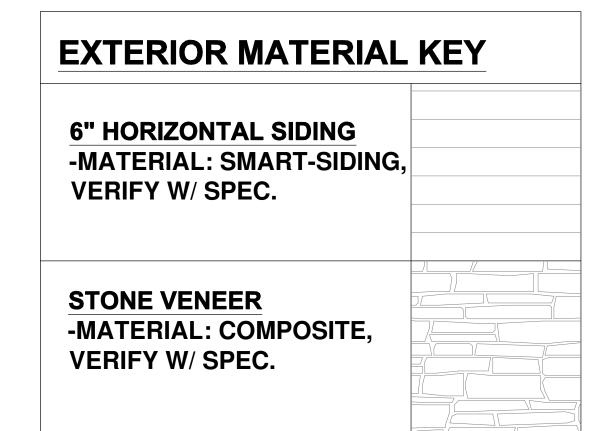
LOOKOUT, WINDOW HEIGHT BASEMENT BEDROOM #2

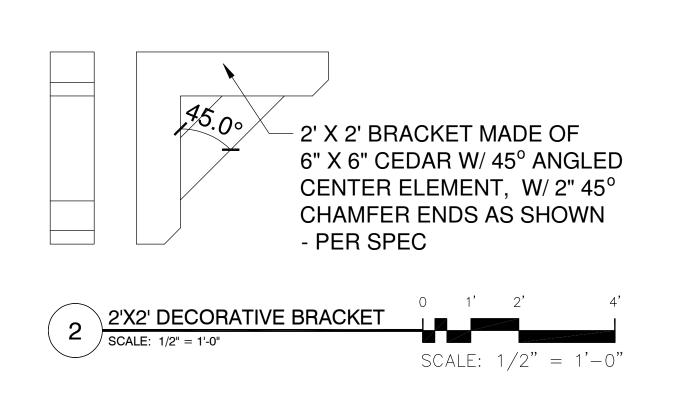
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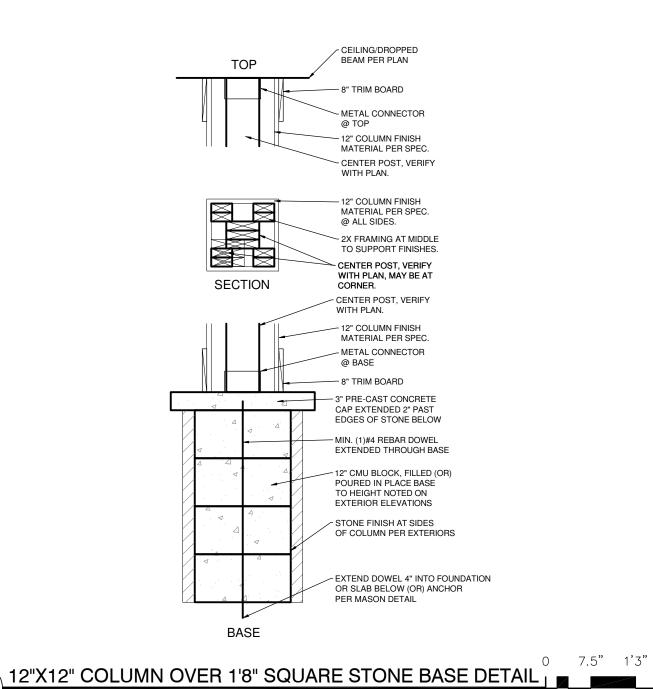
FIRST FLOOR WINDOW HEIGHT UNLESS NOTED OTHERWISE

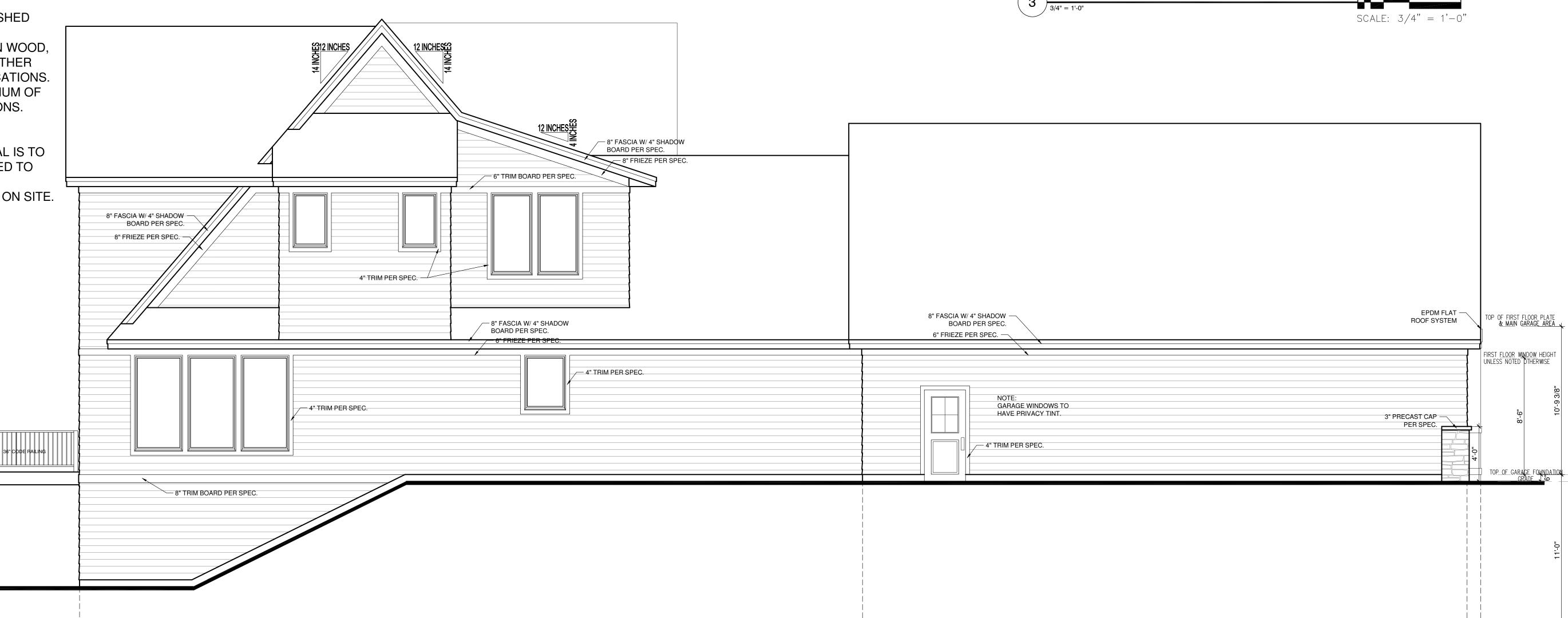
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— 6X6 DECK POST PER SPEC.









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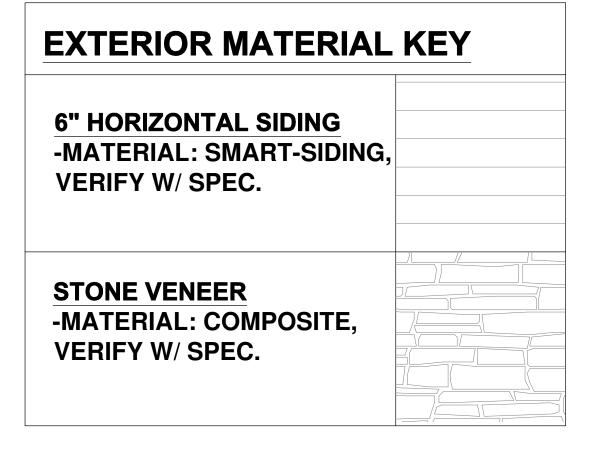
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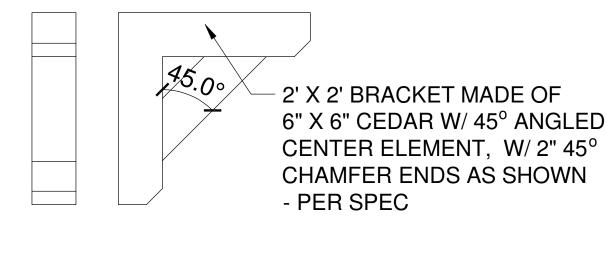
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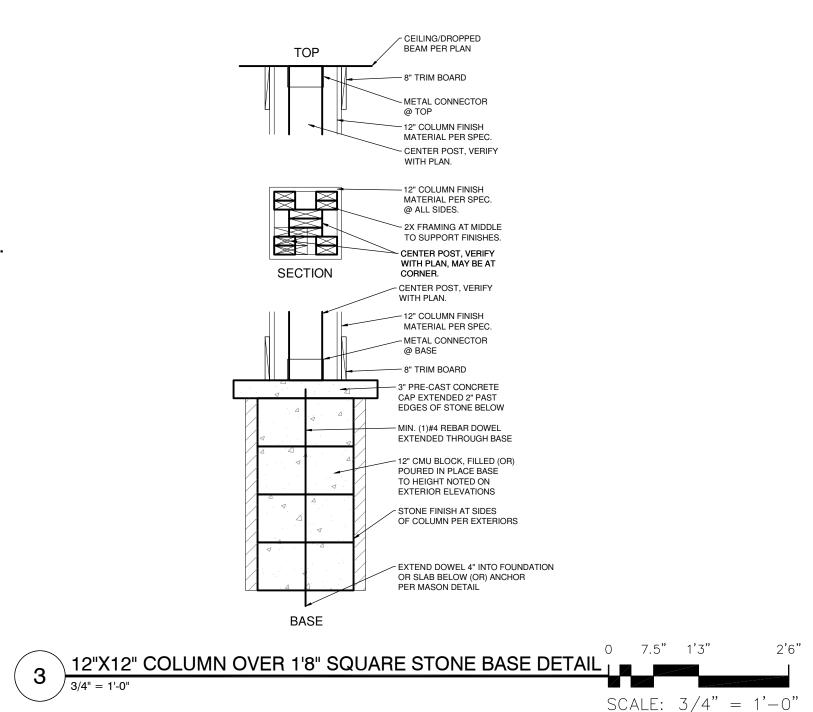
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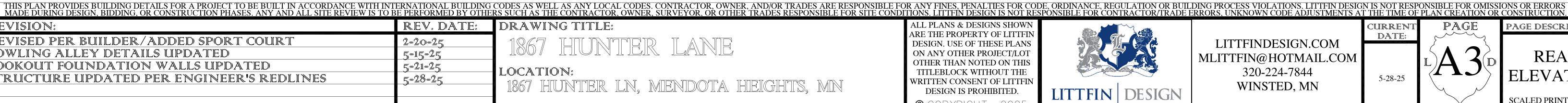


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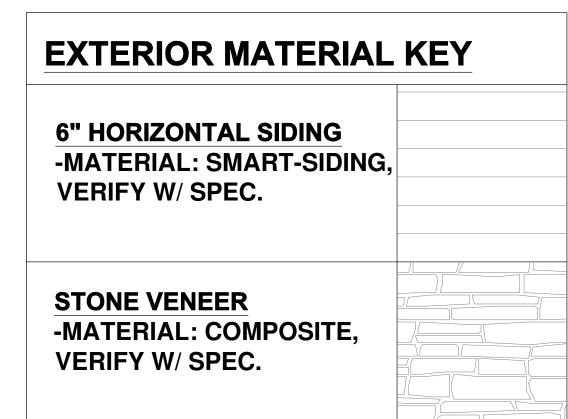
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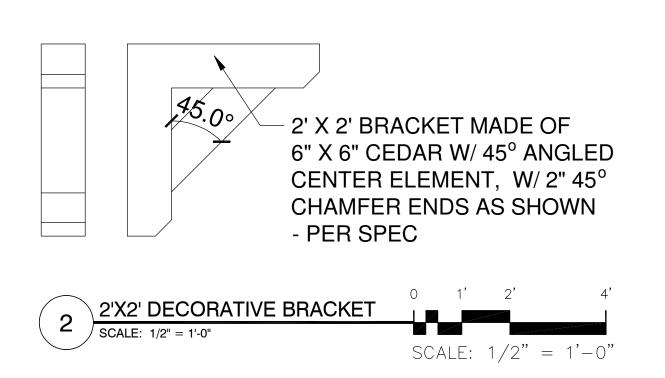
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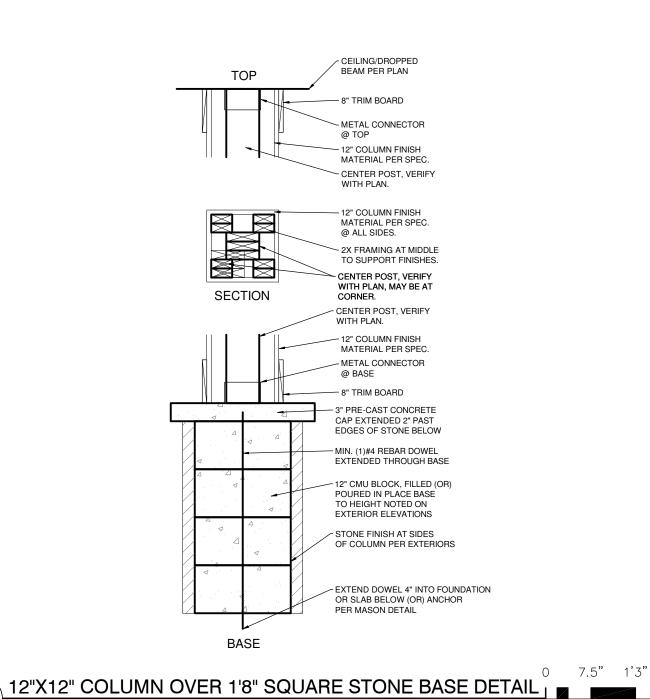
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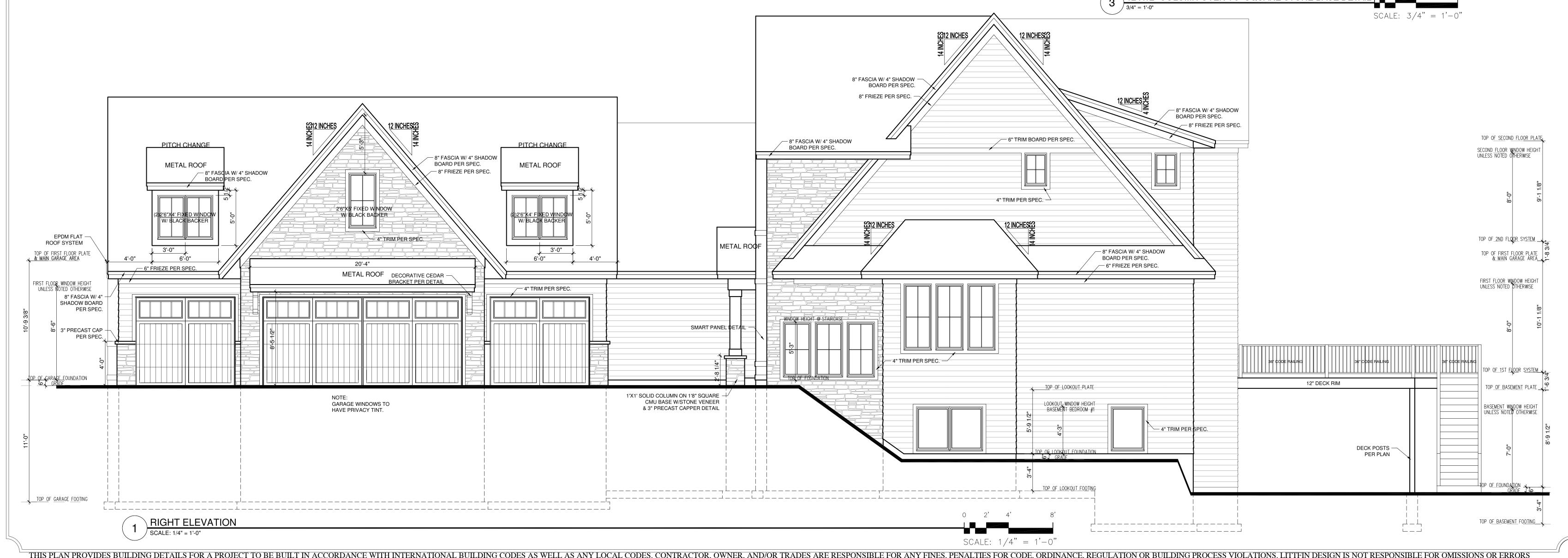
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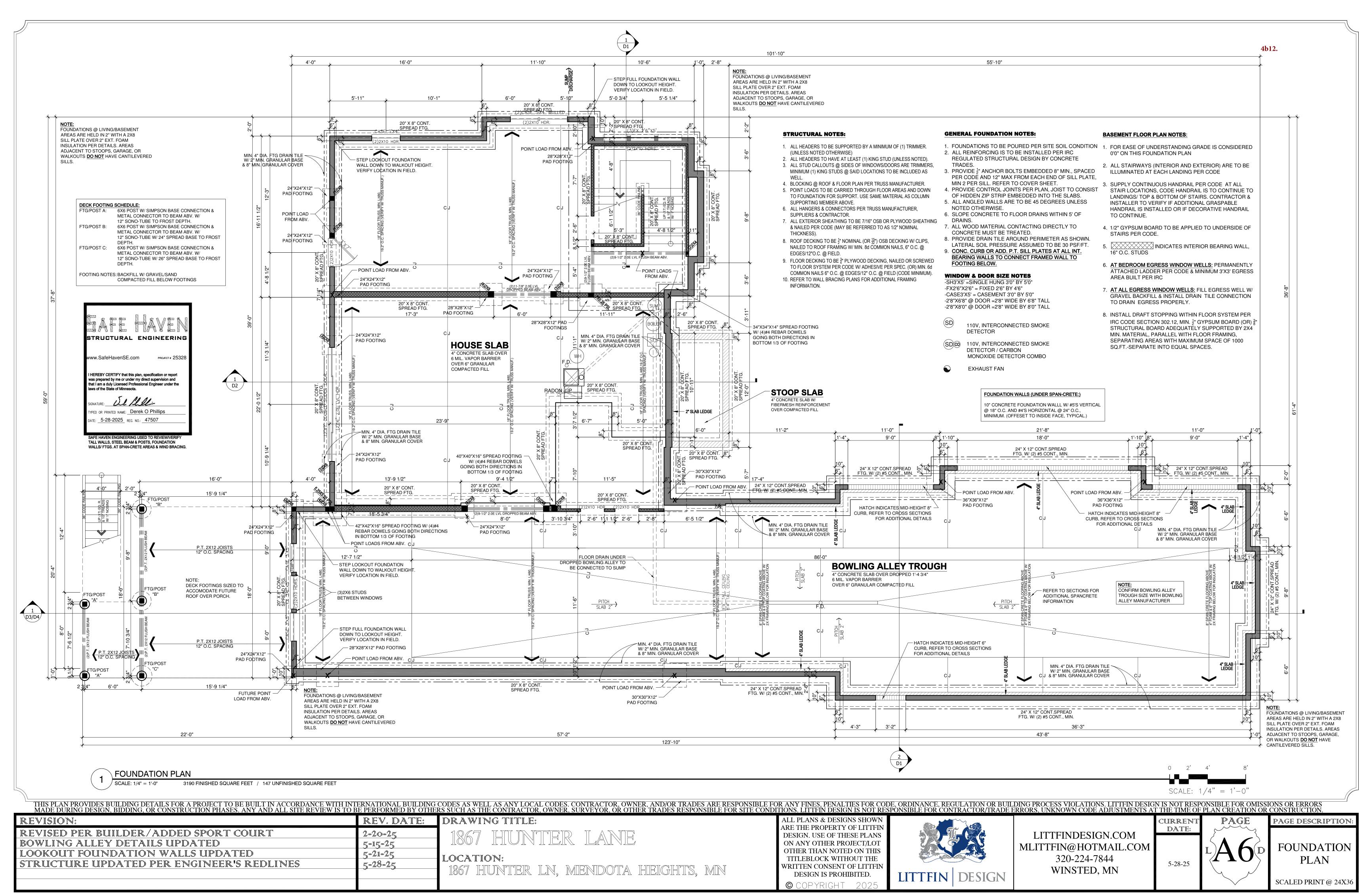
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320-224-7844

WINSTED, MN

DATE

5-28-25





Meeting Date: July 22, 2025

Agenda Item: CASE No. 2025-13 Conditional Use Permit Application of St. Augustine

School for a Conditional Use Permit (CUP) for a middle and secondary

school located at 1345 Mendota Heights Road

Department: Community **Contact:** Sarah Madden,

Development Community Development

Manager

Introduction:

St. Augustine School is seeking a Conditional Use Permit (CUP) for the property located at 1345 Mendota Heights Road. The CUP would allow for the use of the space as a middle and secondary private school, or 6th-12th grades, at the former Sanford Brown College site, within the space previously used by Interim Use Permit in 2017-2019 for Minnehaha Academy.

This item is being presented under a duly noticed public hearing process. A notice on this item was published in the Pioneer Press newspaper; and notice letters of this hearing were mailed to all owners within 350-feet of the affected parcel. No public comments have been received as of the submittal of this report.

Background:

The former Brown College site consists of two separate legal parcels of 2.74 and 2.72 acres, or 5.46 acres total. The entire site is owned by Mendota Tech Center LLC. The property contains an original designed office building of 56,650 sq. ft., which was leased and occupied entirely by Brown College as one of its metro wide college facilities up until 2017. In 2017, following the damage to Minnehaha Academy, they moved into this space under an Interim Use Permit and made modifications to the space to accommodate their school use. The space has been vacant since Minnehaha Academy returned to their permanent home.

The site is bounded by Mendota Heights Road to the north, Enterprise Drive to the east, and Northland Drive to the south. Various warehouse uses and office uses surround the site. The subject property is zoned B-1 General Business, and is currently guided I-Industrial in the City's Comprehensive Plan. The site is part of the overall area proposed to be reguided to Business in the City's Comprehensive Plan Amendment (Planning Case 2025-02) which is currently pending Metropolitan Council review. Staff does not see a conflict with the Comprehensive Plan for the proposed school use to be reinstated.

The building is currently set-up for a typical classroom arrangement, and the applicant has indicated that no major modifications to the building are needed for their anticipated school use. The subject site contains up to 270 surface parking spaces.

St. Augustine School is a new school initiative and has an anticipated total enrollment of 40 students which would attend school at this site.

Analysis:

Pursuant to Title 12-5B-5, the city recognizes that the development and execution of Zoning Code is based upon the division of the city into districts within which regulations are specified. It is further recognized that there are special or conditional uses which, because of their unique characteristics, cannot be properly classified in any district or districts without consideration, in each case, of the impact of those uses on neighboring land or the public need for the particular location.

To provide for these needs, the city may approve a conditional use for those uses and purposes, and may impose conditions and safeguards in such permits to ensure that the purpose and intent of this chapter is effectively carried out.

The City may grant a conditional use provided the proposed use demonstrates the following:

- a) Use will not be detrimental to the health, safety or general welfare of the community,
- b) Use will not cause serious traffic congestion nor hazards,
- c) Use will not seriously depreciate surrounding property value, and
- d) Use is in harmony with the general purpose and intent of this chapter and the comprehensive plan.

A-C) The proposed use will not be detrimental to the health, safety or general welfare of the community; will not cause serious traffic congestion or hazards; nor depreciate surrounding property value.

<u>Staff Response:</u> The proposed conditional use permit at the subject property would not be detrimental to the health, safety and welfare of the community, as an upper level grade school has successfully operated in this location previously, and would function or operate very similarly to the prior Interim Use, and the previous Brown College use.

The applicant has indicated that the proposed use is a small school engaged in general education activities within the existing office-style building, and has no anticipated detrimental impacts.

The City anticipates that traffic levels will be less than what was experienced when Minnehaha Academy took use of the space with an estimated enrollment of 350 students, and significantly less than when the Brown College classes were in full session with a larger number of commuting attendees. The applicant has indicated that no bussing will be taking place, and that given the small number of students, the allocated parking spaces for drop-off/pick-up are sufficient for their anticipated demand.

A school typically has an early morning and mid-afternoon peak hour or traffic. The subject site has access points from all three abutting roadway systems, allowing for an ease of access to the site, and the applicant has indicated 22 parking stalls which would be set aside for regular school use. There is ample parking on site for the proposed use and anticipated enrollment. Staff does not believe that these peak travel movements by parent, teacher, or student drivers, will cause any negative impacts to the existing traffic in this office and warehousing based area; nor pose a threat to the surrounding business/uses.

City Code requires all schools, including high schools, to provide at least 1 space for each 7 students, plus 1 space for each 3 classroom. The applicant has indicated that St. Augustine School will serve up to 40 students at this location, meaning that eight spaces would be required for the use, including the calculation for the six classrooms illustrated on the Space Use plan within this Suite 700 allocated for the school use. With the number of existing parking spaces on site, there is no concern for a need to provide additional dedicated parking

or student drop-off areas beyond what has been provided by the applicant.

D. The proposed use conforms to the general purpose and intent of the city code and comprehensive plan, including all applicable performance standards, so as not to be in conflict on an on-going basis.

<u>Staff Response:</u> The subject property is within the overall area which was rezoned from I-Industrial to B-1 General Business as part of the implementation of the City's Zoning Code Update project, which went into effect on January 1st of this year. Following the completion of that project, the City initiated a Comprehensive Plan Amendment application to re-guide the corresponding area to B-Business in the City's 2040 Land Use guide plan. This amendment application is still pending the Metropolitan Council's review. Staff does not see any conflicts within the existing or proposed land use guidance for this school use.

Currently, the subject property is guided I-Industrial in the 2040 Comprehensive Plan. The Plan provides the following goal statement:

Goal 3: Encourage and support industrial and commercial development in designated areas.

- 1. The city will use available resources to identify redevelopment needs. This will include cooperation with Dakota County and the Metropolitan Council to achieve redevelopment objectives.
- 2. Transitions between adjoining land uses will be required for adjacent residential uses, and will be encouraged between compatible land uses (e.g. transition between a general manufacturing and retail use will be encouraged).
- 3. Amenities within the industrial and commercial districts will be encouraged to promote a more vibrant and attractive place for workers.

The former Brown College use (and the adjacent Le Cordon Bleu cooking school) functioned and operated successfully for a number of years within this Industrial guidance category. The Industrial land use category is described in the existing 2040 Comprehensive Plan as a concentration within the city's industrial and business park and includes manufacturing, office, warehousing, hotels, and other commercial uses. This area has previously supported educational uses, thus staff has determined that this location for the middle and secondary school use is consistent with the purpose and intent of the City Code and Comprehensive Plan and performance standards.

Alternatives:

- 1. Recommend approval of the Conditional Use Permit request, based on the findings of fact that the proposed school use complies with the policies and standards of the City Code and is consistent with the Comprehensive Plan, with conditions:
- 2. Recommend denial of the Conditional Use Permit request, based on the findings of fact that the proposed school use is not in compliance with the City Code and is inconsistent with the Comprehensive Plan; or
- 3. Table the request and request additional information from staff and/or the applicant; Staff will extend the review period an additional 60 days, in compliance with Minnesota State Statute 15.99.

Staff Recommendation:

Staff recommends approval of the Conditional Use Permit request from St. Augustine School for a middle and secondary (private) school at 1345 Mendota Heights Road, based on the findings of fact that the proposed project complies with the policies and standards of the City Code and is consistent with the Comprehensive Plan, with the following conditions:

- 1. All parking for the multi-tenant building must be accommodated on site. Any indication that the site is under parked may result in required amendments to the Site Plan and/or the Conditional Use Permit.
- 2. Any new remodeling or interior work (including building, electrical, plumbing, heating/cooling and other related work must be submitted for standard building permit review prior to any work being started.

Attachments:

- 1. Findings of Fact for Approval
- 2. Site Location Map
- 3. Letter of Intent
- 4. St. Augustine School Supplemental
- 5. 1345 Mendota Heights Road Suite 700, Mendota Heights Floor Plan
- 6. St. Augustine School Space Usage Mendota Heights
- 7. St. Augustine School Parking Map

FINDINGS-OF-FACT FOR APPROVAL

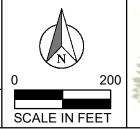
CUP – Conditional Use Permit for 1345 Mendota Heights Road, Suite 700

The following Findings of Fact are made in support of approval of the proposed requests:

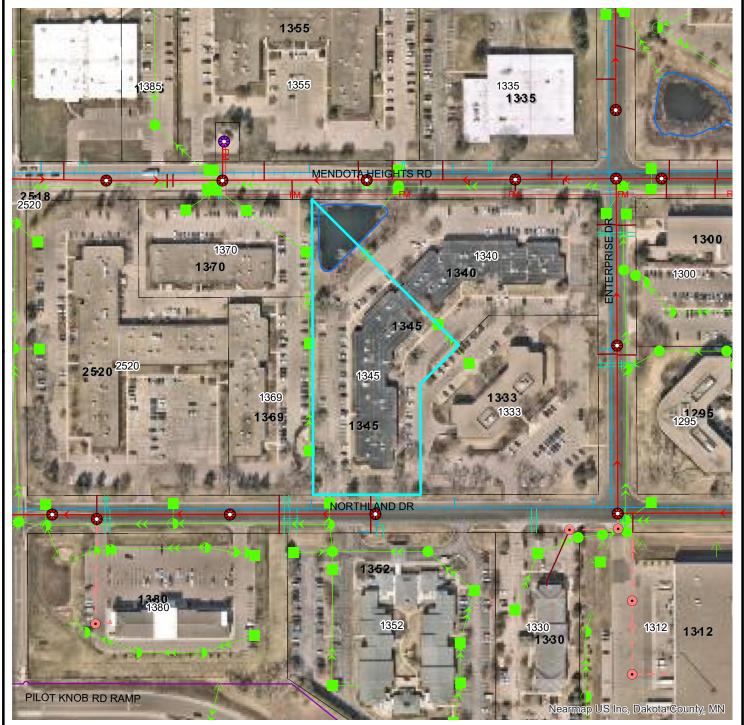
- 1. The proposed school use will not be detrimental to the health, safety or general welfare of the community, nor will cause serious traffic congestion nor hazards, nor depreciate surrounding property values.
- 2. The proposed school use conforms to the general purpose and intent of this code and comprehensive plan, including all applicable performance standards, provided all conditions are met and upheld by the property owner and applicant.
- 3. With the conditions included herein, the site will provide adequate parking for the proposed use and existing building. All parking will be accommodated on-site and no adverse impacts off-site are anticipated to traffic flow on the surrounding roadway network.

Site Location/Aerial Map 1345 Mendota Heights Road

Date: 7/18/2025







GIS Map Disclaimer:

This data is for informational purposes only and should not be substituted for a true title search, property appraisal, plat, survey, or for zoning verification. The City of Mendota Heights assumes no legal responsibility for the information contained in this data. The City of Mendota Heights, or any other entity from which data was obtained, assumes no liability for any errors or omissions herein. If discrepancies are found, please contact the City of Mendota Heights.

Contact "Gopher State One Call" at 651-454-0002 for utility locations, 48 hours prior to any excavation.



24 June 2025

To Whom it May Concern,

Thank you for considering our conditional use permit for the 1345 Mendota Heights Road, Suite 700 (former Minnehaha Academy space). Below is an overview of the school, as well as an analysis of key items outlined in the "Conditional Use Permit Application Checklist" supplied online at the City of Mendota Heights website.

St. Augustine School is a 6th-12th grade classical, liberal arts school in the Catholic tradition (launching with grades 6th-10th). It is a co-ed school with single sex instruction, focused on a pedagogy that goes slower and deeper into its curriculum, inculcating in its students a love of learning that sets them up to lead joyful, flourishing lives. It is led by Head of School Dr. Matt Briel, and Deans Mrs. Ellie Peters and Mr. Steve Hendrickson. More information can be found at www.staugustineschoolmn.org.

It is a Minnesota LLC, with approved 501(c)3 non-profit status with the Internal Revenue Service.

Here is an overview addressing specific concerns / topics outlined in "Conditional Use Permit Application Checklist":

- 1. The proposed use will not be detrimental to the health, safety or general welfare of the community
 - a. The use, as outlined above, is a small (micro) school that will be engaging in standard educational activities that are not detrimental to the health, safety or general welfare of the community.
- 2. The proposed use will not cause serious traffic congestion nor hazards
 - a. There will be no serious traffic congestions or hazards associated with the operation of St. Augustine School.
- 3. The proposed use will not seriously depreciate surrounding property value
 - a. The St. Augustine School will not have a detrimental effect on the surrounding property
- 4. The proposed use is in harmony with the general purpose and intent of the City Code and the comprehensive plan.
 - a. Use of the space as a school is allowed under the current zoning guidelines (with a Conditional Use Permit), and will be in harmony with the general purpose and intent of the City Code and the comprehensive plan.

As you prepare to review our CUP, please do not hesitate to reach out with any questions or concerns.

Sincerely,

William Faulkner

Board Chair, St. Augustine School

www.staugustineschoolmn.org • info@staugustineschoolmn.org



2 July 2025

Ms. Sarah Madden Community Development Manager City of Mendota Heights 1101 Victoria Curve Mendota Heights, MN 55118

Dear Ms. Madden,

Thank you for considering our conditional use permit for the 1345 Mendota Heights Road, Suite 700. Per the questions in your email of 2 July 2025, please find answers below in red.

At this time, we are marking the application as incomplete, based on the following items from the Conditional Use Permit checklist:

- Dimensioned "typical" floor plan and "typical" room plan
 Please see attached "Saint Augustine School Space Usage Mendota Heights (Gray Area).pdf"
- Vehicular circulation on site, and use of available parking spaces
 Please see attached "St Augustine School Parking Map.pdf"

Specifically, we need additional detail on the plans to evaluate this proposal and make a determination on the minimum parking which would be required for just this use within the shared parking in this development, and overall traffic impacts from additional trips and the potential for any bussing or dropoff queues (there is no bussing taking place. Given the small number of enrollees, the allocated parking spaces for dropoff/pickup are believed to be sufficient for our use and to manage dropoff/pickup dynamics). Parking demand is calculated based on the occupancy of individual rooms and uses. The graphic illustrating the leasing brochure for 4,825 square feet is not sufficient for reviewing this information. Has your architect prepared preliminary floor plans for the space? (we are using the space "as-is" and so do not plan any changes to the space). I understand this space was remodeled as part of a prior Interim Use Permit, but this would be for a permanent use – are there walls or rooms that are proposed to change? (No proposed changes to the space).

- Please provide a Floor Plan of the proposed space detailing the use of each room. What modifications are proposed to the space to accommodate the school?
 - See attached "Saint Augustine School Space Usage Mendota Heights (Gray Area).pdf". No modifications are proposed.
- Are there cafeteria or food preparation needs?

No

 Please provide a parking and/or drop-off plan for the school. Currently you are proposing 10th grade in the upcoming school year, but this Conditional Use Permit approves the entire lifespan of the school. Where will students park if they are driving themselves to school? Note

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any reserved or designated parking areas that the building owner will provide. If students are being bussed into the school, what route through the property will they take? Will there be a drop-off or unloading zone?

Please see attached "St Augustine School Parking Map.pdf". No bussing will be used.

What are the projected enrollment numbers at capacity for the space? The Fire Marshall will
need to evaluate the occupancy of this space, and the Building Official at a later building permit
date.

Enrollment is planned for no more than 40. Current enrollment is significantly less than that.

Also, thank you for letting us know about the retail cannabis site. We do not have concerns at this time. Please let me know if you have any additional questions, including calling me at 651-343-6370

William Faulkner

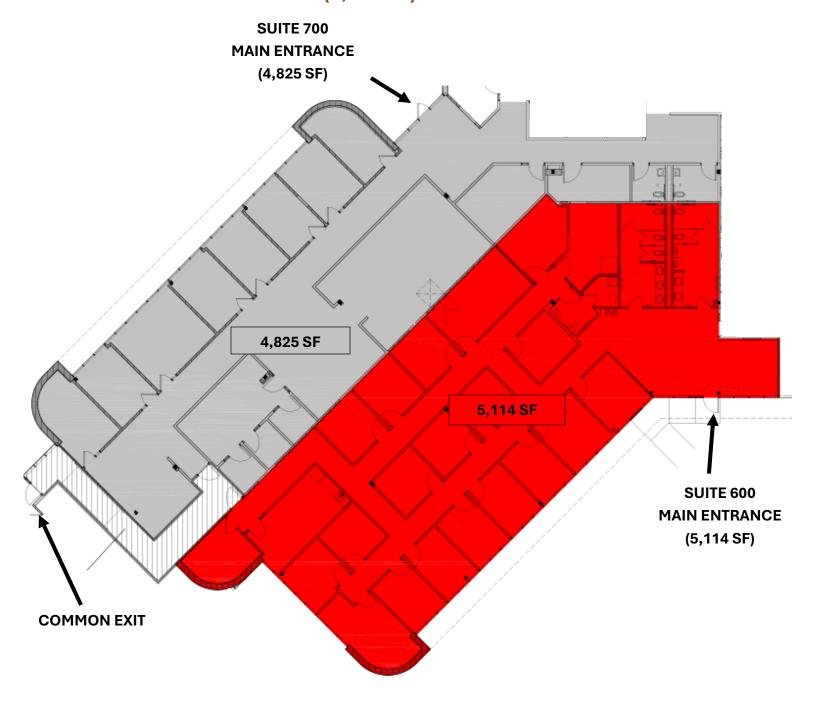
Board Chair, St. Augustine School



Direct Entry, Newly Remodeled Office Sublease

1345 Mendota Heights Rd., Mendota Heights MN 55120

FLOOR PLAN - SUITE 600 & 700 (9,939 SF)





Mark Young

D: 651-233-2435 | M: 651-307-2371

Zac Houle D: 651-209-0520 | M: 651-248-7567

7250 Hudson Boulevard N, Suite 160, Oakdale, MN 55128

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