City of Lake Elmo

DESIGN GUIDELINES & STANDARDS MANUAL

THE CITY OF
LAKE ELMO

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Adopted November 19, 2013

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1 Introduction

Intent and Purpose

The City of Lake Elmo is currently preparing for a significant amount of growth and development in two areas of the city: the I-94 Corridor and Old Village. To ensure that growth is carried out in a manner reflective of the goals and principles of Lake Elmo, measures are being taken to ensure development outcomes of a high quality. Included in these measures is the creation of design standards, establishing requirements and guidelines related to site design and building form. The purpose of these standards is to incorporate the following principles in residential and commercial development outcomes in the I-94 Corridor and Old Village:

1. *To ensure high quality site design and building materials, supporting both function and form*
2. *To provide open space in future areas of growth, building off of Lake Elmo's existing character and environment*
3. *To accommodate automobile traffic in a manner that respects the pedestrian environment*
4. *To utilize natural and ecological systems into public and private development, particularly in the realm of storm water management*
5. *To encourage site design that is mindful and conscientious of the existing landscape and topography*
6. *To foster connections between the new and existing areas of Lake Elmo through consistent standards and theming, resulting in an identity that is unique to this community*

The two areas guided for sewered residential and commercial development in Lake Elmo are the I-94 Corridor and Old Village. While both of these areas are guided for future growth and have ample greenfield development opportunity, it is important to recognize the differences between these districts as they pertain to geography and character. These differences will play a major role in the types of development that are realized in each area.

Areas of Growth

I-94 Corridor. The I-94 Corridor is geographically bounded by CR-10 (10th St.) and I-94 from north to south and CR-15 (Manning Ave.) to CR-13 (Inwood Ave.) from east to west. The City has guided this corridor for residential development of various densities, as well as commercial and business park development. Given its location and high level of access, the vision for this corridor is more highway-oriented by nature, offering good opportunities for higher density and commercial development. In addition, the City has envisioned this area to provide increased employment opportunities in Lake Elmo.

Old Village. The Old Village is located in the heart of Lake Elmo, centered along State Highway 5 and bordered to the east by CR-15 (Manning Ave.) and to the south by 30th St. As the historic center of Lake Elmo, the Old Village is guided for residential and mixed-use development types, which are consistent with historic downtown areas. In order to reinforce the identity of the Old Village as a destination, it is the City's goal to emphasize a positive pedestrian environment, consistent with main street character. Given this vision and the historic context, the Old Village will most likely attract different development types than the I-94 Corridor.

Considering the character, geography, and visions for these two growth areas, it is unreasonable to expect that the development types will be the same. However, in order to establish standards for high quality sites and buildings in Lake Elmo, the design standards laid out in this manual will be applicable to development within both the I-94 Corridor and Old Village.

Structure of the Standards

The standards contained within this manual are structured in a manner that establishes standards and desired outcomes for private development sites within four land use types guided for the I-94 Corridor and Old Village. The four land use types, or development types, addressed in this manual are as follows:

1. High Density Residential;
2. Commercial;
3. Business Park; and
4. Mixed-Use.

In addition to land use types, the standards are organized into two primary categories: Site Design and Building Design. The standards contained within these categories are organized using the following sub-categories:

1. Site Design
- Building Placement
- Streetscape
- Landscaping
- Parking
- Delivery, Service, Storage and Utility Areas

2. Building Design
- Form and Facade
- Building Materials
- Scale and Mass
- Roof Design
- Entries
- Signage
- Lighting

These categories and respective sub-categories are intended to organize the specific standards within each land use or development type.

Compliance

As part of the City's development review process, any new development, redevelopment, or major renovation within the I-94 Corridor and Old Village will be reviewed for compliance to the standards contained within this manual. Design review will be completed within the established review process at the stage of final development or building approval. This review will be conducted by the individual or body authorizing the permit or certificate. Exceptions to the standards contained within the manual may be granted by the Review Authority under at least one of, but not limited to, the following circumstances:

- The proposed project is found to be of an architectural value above and beyond the accepted standard and therefore a community asset.
- The proposed project demonstrates a commitment to theming elements and open-space character, thereby supporting Lake Elmo's unique identity.
- The proposed project is found to prioritize pedestrian circulation and safety, including streetscape treatments above the minimum standards that contribute to a positive pedestrian environment.
- The proposed project demonstrates a significant commitment to natural storm water management practices.
- The proposed project includes a significant commitment to sustainable building practices, similar to the standards required for LEED certification.

In order to receive relief or exception to the standards within the manual, it is the responsibility of the applicant to demonstrate why a specific standard presents an unreasonable burden in the context of the proposed site or project.

2 High Density Residential Development

Applicable Zoning Districts:
- *Urban Medium Density Residential (MDR)*
- *Urban High Density Residential (HDR)*

Both the I-94 Corridor and Old Village are expected to experience growth in the form of high density residential development. This growth will be comprised of single-family attached (townhome) development and multi-family residential development, including apartments and condominiums. For residential development, the intent of the design standards is to provide housing of a high aesthetic quality with open or recreational spaces integrated directly into the site.

A. Site Design

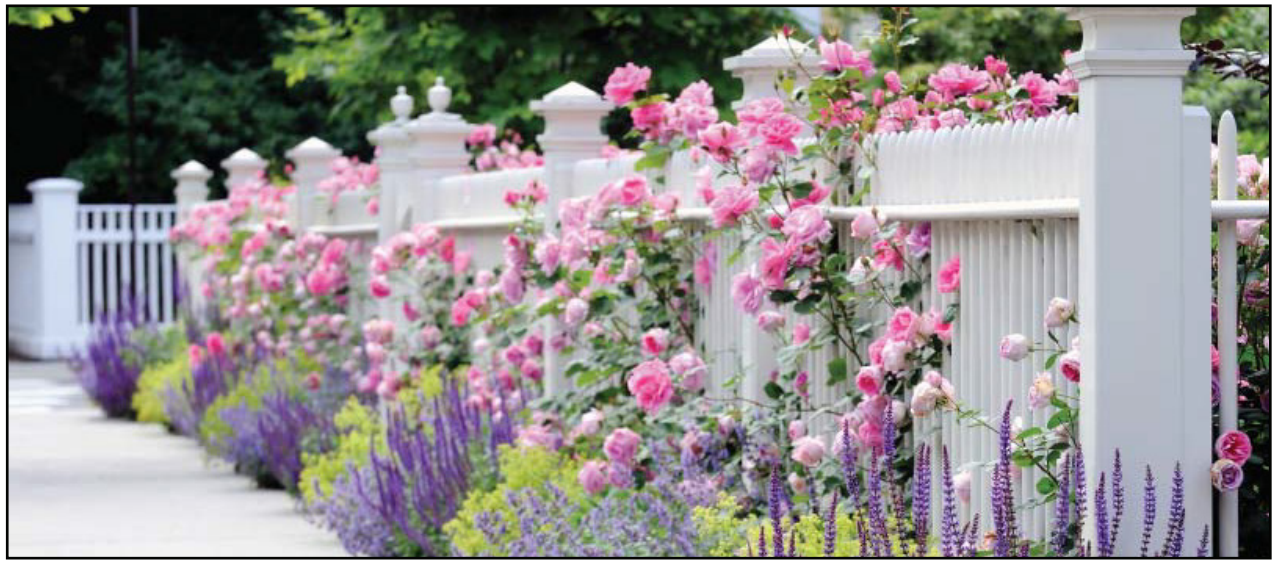
Building Placement

Goal: Structures should be located and oriented in a manner that allows for pedestrian accessibility and provides visual interest from the public right of way.

a. Buildings are encouraged to be located as close to the public street as possible while still meeting the setback requirement. In addition, the setbacks of adjacent residential buildings are encouraged to be varied slightly to contribute to an interesting streetscape, avoiding monotonous facade or wall depth.
b. Buildings should be easily accessed from the street, particularly near commercial or mixed-use development.
c. The area fronting the main public street, or front-yard setback area, should be utilized for entryways, landscaping, porches, patios and other amenities that may be utilized by residents and provide visual interest or a sense of place.
d. Recreational and common spaces should be located at the interior or rear of the site to promote access and safety for residents. Keeping these spaces out of the front of the site also helps maintain visual interest and attractive sight lines.
e. Some provision of open or common space on the site is required to maintain Lake Elmo's open space character. This provision can be found in §154.454 of the Lake Elmo City Code.

Common open or recreation spaces should be located to the interior or rear of the site.

Buildings are encouraged to be sited closer to public streets to promote access and visual interest.



Decorative fencing provides a nice transition from the public right of way to the entryway.

At left: Pedestrian amenities contribute to an inviting and functional streetscape.

Streetscape

Goal: Residential streetscapes should provide for pedestrian accessibility and safety while offering aesthetically pleasing environments.

a. Sidewalks shall be provided parallel to public streets in order to ensure pedestrian accessibility and circulation.
b. Sidewalk materials should be attractive and low-maintenance, such as concrete or decorative pavers.
c. Boulevard areas should planted with turf grass and/or other attractive, low-maintenance ground cover. In addition, boulevard trees should be provided in regular intervals.
d. Site furnishings such as benches, pedestrian-scaled lighting, decorative fencing, trash receptacles and other amenities are recommended. Applicants are encouraged to utilize design elements and site amenities from the Lake Elmo Branding & Theming Study.
e. Paths and access points/entryways should be clearly visible and well lit at night.

Landscaping

Goal: To enhance the visual aesthetic of the built environment and reduce impervious surface, thereby aiding storm water management practice.

a. Shade and ornamental trees and other plant material should be installed within the front setback area.
b. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.
c. Plant species are encouraged to be native, low-maintenance and suitable to the Lake Elmo climate.
d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
e. Mature trees located on building sites should be retained whenever possible.
f. Service, storage, utility and parking areas should be buffered by plantings to reduce visual impact.
g. Parking areas should include landscaped islands or plant beds to reduce the visual impact, break up monotonous hardscape and retain storm water.

Lighting should be down-cast and shielded to prevent glare or spill-over onto adjacent properties.

Parking

Goal: To accommodate automobile parking in a manner that reduces visual impact, supports pedestrian circulation and maintains good sight lines along the public right of way.

a. Parking areas should be located to the rear, side or within primary buildings whenever possible.
b. Structured or underground parking is encouraged.
c. The linear measurement of surface parking areas parallel to the public street may not exceed more than 50% of primary street frontages. Sites or projects that are unable to meet this requirement will be required to install berms and/or additional landscaping to buffer areas of surface parking adjacent to the primary street frontage.
d. Access to parking areas should be designed in a way that does not impede pedestrian traffic.
e. Parking should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
f. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
g. Parking facilities must be ADA compliant when deemed necessary.

Delivery, Service, Storage and Utility Areas

Goal: To minimize the visual impact of storage and utility areas within residential developments.

a. Exterior storage and utility areas should be located in low trafficked areas and screened from adjacent properties.
b. Trash enclosures should be located so that noise and odor do not affect nearby residents or adjacent properties.
c. Screening of storage and utility areas may include landscaping and architectural features that match the primary structure.
d. Storage areas should match the architectural design of the primary structure.
e. Utilize directional signage for storage and trash areas when appropriate.

B. Building Design

Form and Facade

Goal: Standards are intended to ensure high quality design, encourage creativity and promote visually appealing development, thereby cultivating a sense of place and identity.

a. Blank facades without windows and doors are discouraged. All sides of the structures shall have architectural treatments.
b. Window and door styles should reflect the prevailing architectural style of the structure.
c. Window sills and trim are required for all exterior windows.
d. Flat panel exterior and garage doors are discouraged.
e. Garages should be recessed from the facade of the principal structure whenever possible to draw visual attention away from parking areas.
f. If there are multiple garages within a structure, they should be varied in their location to minimize the visual impact of a row of garage doors.

Attached units on a public street benefit from individual entries.

g. Detached garages shall be architecturally consistent with the principal structure.
h. Finished exterior materials shall be applied to all wall facades above 18 inches from the finished grade line, where unfinished exterior foundation may be visible.
i. Ground level of multi-family structures should be distinguished architecturally from upper levels to provide human-scale elements for pedestrians.
j. Living space below the main building level, such as a walkout structure, may not be visible from the front side of the structure facing the main public street.
k. Split entry type structures are discouraged.
l. Where individual units face a public street, each unit should be designed with a walkway from the sidewalk to the front entry feature.
m. Entryways to individual units should contain an entryway feature, such as a porch or portico.

Building Materials

Goal: To offer a variety of attractive and quality building materials that will shape the identity and visual interest of residential development in Lake Elmo.

a. All structure facades should utilize multiple building materials.
b. Changes in facade building materials should occur at clean horizontal and vertical separations, such as at building levels or architectural features.
c. Siding materials should emphasize horizontal lines to reduce the appearance of height and mass.
d. Multiple facade colors are encouraged as long as they are balanced and consistent.
e. Primary building materials for residential structures should include brick, finished wood, stone, quality metals, glass, cast-stone, or precast concrete panels with aggregate, banding, testuring, or other similar decorative finish.
f. Exposed exterior building materials such as brick, stone, wood, or stucco should be authentic. Simulated materials may also be used if demonstrated to be of high quality and approved by the City.
g. Materials which are prohibited as the primary facade material include the following:
   - Vinyl siding
   - Unpainted galvanized metal
   - Corrugated metal, plastic, or fiberglass
   - Plain, unpainted, or painted concrete block
   - Prefabricated concrete panels
h. Roofing materials should consist of composition shingles, wood shakes, or clay or stone tiles. Metal used as a roofing material must incorporate ribs or standing seams to be acceptable.

Scale and Mass

Goal: To establish parameters for building horizontally and vertically with a human scale in mind.

a. Building volume should be broken up with recesses and projections such as balconies, bay windows, dormers, porches, and other features that provide variation and identity.
b. Mass should be reduced through facade articulation, breaking up the wall area into smaller sections.
c. Architectural elements, such as dormers, decorative windows and trim, porch details, decorative shutters, and wainscoting, can reduce the appearance of bulk and mass by providing visual interest.
d. Building mass should be broken up with multiple roof and ridgelines perpendicular with one another.
e. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass, as well as multiple roof lines with corresponding gables.
f. Scale should be reduced by utilizing "step-down" methods towards the public street. Porches, entries, window-bays or bump-out are effective in this regard.

Building Mass is reduced by breaking the building up into smaller sections and "stepping-back" levels above the ground floor. Source: www.minnpost.com

Roof Design

Goal: To break up monotonous roof lines, add architectural detail and screen rooftop equipment.

a. All rooftop equipment and must be screened using materials consistent with the overall architecture, particularly on roofs that are visible from adjacent buildings.
b. Multiple peaks and ridgelines are encouraged to promote greater visual interest.
c. Dormers are encouraged to break up continuous rooftop.
d. Providing architectural detail on soffits and fascias are encouraged.

Entries

Goal: To encourage entryways of high architectural quality that emphasize access, safety, and a human scale.

a. Primary building entries shall be visible and connected to the street sidewalk by the most direct route practical. However, some curvature in design for aesthetic purposes is allowed.
b. Each building should have one or more clearly identifiable "front doors" that address the street and include signage denoting property address.
c. Building entries should incorporate design elements or architectural treatments, such as awnings, columns or cornices to emphasize the primary entryway.
d. Primary communal entryways are encouraged to be recessed to offer shelter from inclement weather. Units with individual exterior entries are encouraged to include porches, covered recesses or covered stoops.
e. Ground floor residences that adjoin a public street or open space shall have direct access to the public street or open space.
f. For units with individual exterior entries, small, landscaped private entry yards afford an attractive appearance on the street side and allow residents to take pride in these areas.

Lighting

Goal: To provide for safety and visual interest, while respecting the City's dark sky ordinance.

a. Lighting should be provided in all common areas, including parking, vehicular and pedestrian entries, walkways and common facilities (mailboxes, pools, etc.).
b. Lighting height shall be consistent with the City's exterior lighting standards.
c. Service area lighting shall be confined within the service yard boundaries and enclosure walls.
d. Spill-over light from storage or service areas is not allowed. Lights at service or exit doors shall be limited to low wattage, downcast or low cut-off fixtures that remain on throughout the night.
e. Accent lighting should be used to draw interest to architectural features or entryways and not to exhibit or advertise buildings. Architectural lighting must be downcast and shielded to prevent light pollution.
f. Bare bulb or exposed neon lighting is not allowed for accentuating building form.

Signage

Goal: Residential signage should be subtle in nature and utilized to promote building identity and to properly direct automobile and pedestrian traffic.

a. Signs shall be consistent with the architectural style of the building on which they are placed, including scale, lighting levels, color and material.
b. Signs shall be constructed of quality materials.
c. All signage should be illuminated and clearly visible after dark.
d. Signs are encouraged to be creative in the use of two and three-dimensional forms, lighting and graphic design, and use of color, patterns, typography, and materials.
e. Interior vehicle and pedestrian routes should be clearly marked.
f. All buildings are encouraged to incorporate elements of community theming in appropriate signage, supporting district and city identity.

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3 Commercial Development

Applicable Zoning Districts:
- *Commercial (C)*
- *Convenience Commercial (CC)*

The future commercial areas within the I-94 Corridor and Old Village will include a variety of service, office, retail and other uses that will serve existing and future Lake Elmo residents and beyond. While the differences in character and geography of these two growth areas may attract different types of commercial uses, it is important to establish standards that will ensure quality development outcomes regardless of location and use classification. In the commercial districts, quality development outcomes consist of buildings of high architectural quality and sites that function well for all users, both drivers and pedestrians.

Landscaped gathering spaces provide a distinctive and welcoming space for visitors.

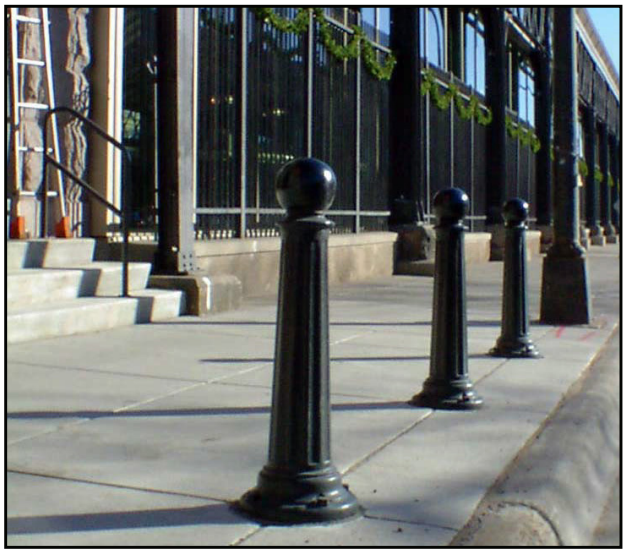
A. Site Design

Building Placement

Goal: To ensure access and circulation for all users in a manner that minimizes traffic disruption and safety concerns, as well as maintains good sightlines from the public street.

a. Buildings must be setback at least 30 feet from the public right of way. Buildings are encouraged to be located as close to the public street as possible while still meeting the setback requirement.
b. The orientation of multiple buildings on one site must be clearly coordinated.
c. Buildings should be oriented parallel or perpendicular to the street they front, promoting continuity of design.
d. Buildings should be arranged to provide convenient access to entrances and efficient on-site circulation for vehicles and pedestrians.
e. Shared access points from the public ROW are encouraged. Vehicular access points should be limited to minimize traffic disruption.
f. For master planned development, the provision of landscaped open or gathering spaces is encouraged within commercial developments.

Fencing around outdoor dining areas helps delineate pedestrian walkways and patio space.



Bollards are an effective tool in delineating the pedstrian space. This style of bollard is drawn from the Lake Elmo Branding and Theming Study.

Streetscape

Goal: To create safe, pleasant and functional pedestrian spaces within commercial development, improving access and district identity.

Streetscapes should include plant beds with trees to provide shade and add aesthetic value along sidewalks.

a. Sidewalks are required along primary street frontages, unless a suitable alternative that promotes pedestrian access safety is approved. In addition, pedestrian access to the building from the public street shall be provided.
b. Street trees shall be installed at regular intervals along the public right of way.
c. Ornamental or bollard lighting is encouraged to increase safety, as well as add visual interest.
d. Fencing shall be installed around outdoor dining areas that are adjacent to pedestrian areas or streets.
e. Site furnishings such as decorative fencing, trash receptacles, planters, bicycle racks, and benches are recommended. Applicants are encouraged to utilize design elements and site amenities from the Lake Elmo Branding & Theming Study.

Landscaping

Goal: To ensure development of a high aesthetic quality, and to reduce the amount of impervious surface at commercial sites.

a. Parking, public and streetscape areas should utilize trees, plant beds, and potted plants to add visual interest and break up continuous hardscape.
b. Parking, service, storage and utility areas should be buffered by plantings. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
e. Mature trees located on building sites should be retained whenever possible.
f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.

Parking

Goal: To provide parking facilities that adequately serve the needs of commercial properties, while ensuring pedestrian safety and maintaining a positive visual aesthetic from the public right of way.

Sidewalks within larger parking lots improve pedestrian circulation and safety.

Landscaping strips along public streets add a visual separation between parking areas and the public right-of-way.

a. The linear measurement of surface parking areas parallel to the public street are encouraged not to exceed more than 60% of primary street frontages. Sites or projects that are unable to meet this guideline are encouraged to install berms and/or additional landscaping along areas of surface parking adjacent to the primary street frontage.
b. The entrance to parking facilities should be located on secondary streets when possible.
c. Shared parking facilities between adjacent uses or businesses are encouraged when possible to avoid excessive amounts of parking.
d. Structure parking is encouraged, and should be located behind or beneath primary buildings when possible.
e. Structure parking or parking areas located beneath the primary structure should be screened with architectural elements that match the primary building.
f. Parking areas should be screened from view of public streets by means of grading and/or landscaping.
g. Parking areas should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
h. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
i. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
j. Parking facilities must be ADA compliant when deemed necessary.

Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation between delivery, service and storage areas and areas of pedestrian and automobile circulation.

a. Service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly screened through landscaping or architectural features.
b. Service, storage and trash collection areas are not allowed in the setback areas.
c. The location of delivery, storage and service areas should be clearly marked with signage and should not interfere with other automobile or pedestrian circulation.
d. Storage and delivery areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

Form and Facade

Goal: To ensure structures of high architectural quality that promote visual interest, thereby supporting district identity.

a. Blank facades without windows and doors are discouraged. All sides of structures should have architectural treamtent.Variety and creativity in building facade is encouraged through changes in building materials, fenestration height, and roof lines, especially on primary facades that face the public right of way.
b. Window and door styles shall reflect the prevailing architectural style of the structure.
c. Ground level retail and commercial uses should employ a significant amount of transparent glass in the form of windows and doors, particularly near pedestrian entrances.

Facade articulation and windows with architectural detail add visual interest and break up long expanses of continuous façade.

High quality and durable building materials add aesthetic value and create a more attractive environment.

d. Minimizing continuous expanses of wall through facade articulation, recession and projection is encouraged.
e. Structures that are oriented towards the public street are encouraged to provide multiple access points or entrances if the parking area is located to the rear of the structure.
f. Architects and builders are encouraged to incorporate topographical features into the form of the structure when possible, utilizing natural grades to create unique design.

Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

a. High-quality and durable materials should be used in street facing facades.
b. Primary building materials for commercial structures should include brick, finished wood, stone, cast stone, or pre-cast concrete panels with exposed aggregate, banding, texturing, or other similar decorative finish treatment.
c. High quality synthetic materials that adequately duplicate natural materials may be acceptable if approved by the City, including, but not limited to, thin brick, hardi plank, decorative concrete masonry, and other materials.
d. The following building materials are not allowed to be used as the primary facade for commercial development:
    - Unpainted galvanized metal
    - Unfinished "green-treated" lumber
    - Unfinished wood
    - Plain or unpainted concrete
    - Painted concrete block may be used on the rear of the building or sides not visible from the public right of way.
    - Vinyl siding
e. Facade colors should reflect subtle earth tones. However, other primary facade colors will be considered by the Review Authority. Accent materials should complement the colors of the primary facade.

Scale and Mass

Goal: To establish standards for building with a human scale in mind.

a. Buildings should be broken down into smaller parts to avoid monotonous or continuous design and the appearance of mass.
b. Exterior design that provides the appearance of multiple structures is encouraged to reduce scale and minimize mass.
c. Building mass should be broken up with multiple roof and ridgelines perpendicular with one another.
d. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass, as well as multiple roof lines with corresponding gables.
e. Scale should be reduced by utilizing "step-down" methods towards the public street. Entries and other bump out features are effective in this regard.

Parapets of varying heights add architectural interest and accentuate building entries.

Roof Design

Goal: To ensure architectural consideration and consistency in roof design in relation to the structure, and to reduce the visual impact of rooftop equipment.

a. The design of the roof must be consistent with the overall architecture or design of the structure.
b. Parapets of varying heights are required for large commercial buildings with flat roofs.
c. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.

Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

a. Entryways to commercial structures should be accessible for pedestrians from the public right of way. Large retail sites in particular should consider installing a dedicated pedestrian way.
b. Architectural features should be incorporated into entryways, such as facade detailing or prominent windows.
c. The use of canopies, awnings and other sheltering features are encouraged.
d. Pedestrian amenities such as trash receptacles, benches, or lighted bollards are encouraged near entryways to commercial buildings.

Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, as well as providing visual interest and aesthetic value to a site, while limiting light polution of the night sky to the best extent possible.

a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and service areas, and other locations that require additional safety lighting.
b. Lighting height shall be consistent with the City's exterior lighting standards.
c. Lighting styles should be complementary to the architectural style of the building.
d. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway. Architectural lighting must be downcast and shielded to prevent light pollution.
e. Bollard lighting is encouraged for pedestrian areas.
f. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
g. Commercial uses near residential zones must utilize lighting that minimizes light trespass.
h. Bare bulb and exposed neon lighting are not allowed.

Signage

Goal: To provide signage that clearly identifies businesses within the Commercial district, while promoting quality and consistency in terms of design and materials.

a. Building signage should be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district.
b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
c. Signs must be constructed of high-quality, durable materials.
d. Directional signage to delivery, service and storage areas is required.
e. Two and three-dimensional signs are encouraged to promote creativity and district identity.
f. All buildings are encouraged to incorporate elements of community theming in appropriate signage, supporting district and city identity.

Signage should complement the architectural style of the building.

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4 Business Park Development

Applicable Zoning Districts:
- *Business Park/Light Manufacturing (BP)*

The intent of this zoning district is to provide opportunities for high quality business park development for office, light manufacturing, and other non-retail uses. In terms of design, this manual establishes consistent architectural standards between various users in the BP district. These architectural standards are intended to promote a coordinated identity and avoid mismatched design. In addition, the manual ensures the installation of open-space character within business park development through effective site design and landscaping.

A. Site Design

Building Placement

Goal: To establish standards for building location that ensure effective automobile and pedestrian circulation and promote coordination of buildings between adjacent sites and structures.

a. Buildings must be setback at least 50 feet from the public right of way.
b. Buildings should be located in a manner that allows for effective automobile and pedestrian circulation.
c. Shared access points from the public ROW are encouraged. Vehicular access points should be limited to minimize traffic disruption.
d. The orientation of buildings should be compatible with adjacent structures and sites.
e. Utilizing the natural topography or features of the site is encouraged to create unique landscapes and add visual interest and value to the design.
f. The provision of common and open spaces to the rear of the site is encouraged for the use of employees and visitors, reinforcing Lake Elmo's open-space character.

Utilizing natural topography within business park development adds aesthetic value and reinforces Lake Elmo's open space character.

Street trees provide an attractive streetscape, as well as help screen and provide shade within parking areas.

Streetscape

Goal: To provide high quality landscaping in areas visible from the public view, as well as promote pedestrian connections in the BP district.

a. Street trees shall be installed at regular intervals along the public right of way. Species of street trees should be selected according to root zone and salt tolerance.
b. Additional landscaping along public streets is encouraged. Landscape materials should be low-maintenance and native to ensure heartiness.
c. Sidewalks along the public right of way are encouraged to extend pedestrian connections throughout the BP district.
d. Utilizing site amenities as guided by Lake Elmo Theming Study is encouraged.

Landscaping

Goal: To reduce continuous hardscape and impervious surface, as well as ensure development of a high visual quality.

a. Trees, plant beds, and potted plants should be installed in parking, sidewalk, and other hard surfaced areas to add visual interest and break up continuous impervious surface.
b. Parking, service, storage and utility areas should be buffered by plantings, particularly when in view of public streets. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
e. Mature trees located on building sites should be retained whenever possible.
f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.

Landscape islands greatly improve that character of surface parking lots.

Parking

Goal: To adequately serve the parking needs of businesses in the BP district, while ensuring pedestrian safety, reduced impervious surface, and a high quality visual aesthetic and appearance.

a. The linear measurement of surface parking areas parallel to the public street are encouraged not to exceed more than 75% of primary street frontages. Sites or projects that are unable to meet this guideline are encouraged to install berms and/or additional landscaping to buffer areas of surface parking adjacent to the primary street frontage.
b. The entrance to parking facilities should be located on secondary streets when possible.
c. Shared parking facilities between adjacent uses or businesses are strongly encouraged when possible to avoid excessive amounts of parking.
d. Structure parking is encouraged, and should be located behind or beneath primary buildings when possible.
e. Structure parking or parking areas located beneath the primary structure should be screened with architectural elements that match the primary building.
f. Parking areas should be screened from view of public streets by means of grading and/or landscaping.
g. Parking areas should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
h. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
i. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
j. Parking facilities must be ADA compliant when deemed necessary.

Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation of delivery, service, storage and utility areas from the public right of way and areas of automobile and pedestrian circulation.

a. Delivery, service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly

screened through landscaping or architectural features that match the primary structure.

b. Service, storage and trash collection areas are not allowed in the setback areas.

c. The location of delivery, storage and service areas should be clearly marked with signage and should not interfere with other automobile or pedestrian circulation.

d. Storage and delivery areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

Form and Facade

Goal: To promote buildings of high architectural quality and creativity in design.

a. Blank facades without windows and doors are discouraged. All sides of the structures shall have architectural treatments.

b. Window and door styles should reflect the prevailing architectural style of the structure.

c. Variety and creativity in building facade is encouraged through changes in building materials, fenestration height, and roof lines. Primary facades should not present a continuous wall without architectural details that add visual interest.

d. Minimizing continuous expanses of wall through facade articulation, recession or projection is encouraged.

e. Architects and builders are encouraged to incorporate topographical features into the form of the structure when possible, utilizing natural grades to create unique design.

Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

a. High-quality and durable materials should be used in street facing facades.

b. Primary building materials for structures in the BP district should include brick, stone, cast stone, quality metals, glass, Exterior Insulation Finish Systems (EFIS), or pre-cast concrete panels with exposed aggregate, banding, texturing or other similar decorative finish treatment.

c. High quality synthetic materials that adequately duplicate natural materials may be acceptable if approved by the City, including, but not limited to, thin brick, hardi plank, decorative concrete masonry, and other materials.

d. The following building materials are not allowed to be used as primary finished facade material for business park development:
   - Unpainted galvanized metal
   - hed “green-treated” lumber
   - Unfinished wood
   - Plain or unpainted concrete

Garbage collection areas should be located to the rear of the site and screened using materials that match the principal structure.

Corner treatments to larger structures add visual interest and break up monotonous design.

Long expanses of wall can be broken up using windows and other treatments.

High quality building materials are required for street-facing facades.

- Painted concrete block may be used on the rear of the building or sides not visible from the public right of way.

g. Facade colors should reflect subtle earth tones. However, other primary facade colors will be considered by the Review Authority. Accent materials shall complement the colors of the primary facade.

Scale and Mass

Goal: To reduce the appearance of mass in the BP district.

a. Scale should be reduced by utilizing "step-down" methods, particularly near areas of pedestrian circulation. Entries and other bump out features are effective in this regard.
b. Structures of two-stories or higher should utilize facade treatments, such as multiple building materials or additional windows, to minimize the appearance of mass.

Parapets of varying height provide additional architectural detail that add aesthetic value.

Roof Design

Goal: To ensure architectural consideration and consistency in roof design in relation to the architecture of the building, and to reduce the visual impact of rooftop equipment.

a. The design of the roof must be consistent with the overall architecture or design of the structure.
b. Parapets of varying heights are required for buildings in the BP district with flat roofs.
c. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.

Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

a. Entryways to buildings in the BP district should be accessible for pedestrians from the public right of way.
b. Architectural features should be incorporated into entryways, such as facade detailing or prominent windows.
c. The use of canopies, awnings and other sheltering features are encouraged.
d. Pedestrian amenities such as ornamental

Canopies and changes in building materials help accentuate entryways.

trash receptacles, benches or lighted bollards are encouraged near entryways to buildings in the BP district.

Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, as well as providing visual interest and aesthetic value to a site, while limiting light pollution of the night sky to the best extent possible.

a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and service areas, and other locations that require additional safety lighting.
b. Lighting height shall be consistent with City's exterior lighting standards.
c. Lighting styles should be complementary to the architectural style of the building.
d. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway. Architectural lighting must be downcast and shielded to prevent light pollution.
e. Bollard lighting is encouraged for pedestrian areas.
f. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
g. Buildings near residential zones must utilize lighting that minimizes light trespass.
h. Bare bulb and exposed neon lighting are not allowed.

Signage

Goal: To provide signage that clearly identifies businesses within the BP district, while promoting quality and consistency in terms of design and materials.

a. Building signage shall be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district as a whole.
b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
c. Signs must be constructed of high quality, durable materials.
d. Directional signage to delivery, service and storage areas is required.
e. Two and three-dimensional signs are encouraged to promote creativity and district identity.
f. All buildings are encouraged to incorporate elements of community theming in appropriate signage, supporting district and city identity.

Two and three-dimensional signage provides creativity and visual interest.

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5 Mixed-Use Development

Applicable Zoning Districts:
- *Village Mixed-Use*

The Village Mixed-Use district is expected to develop as an extension of Lake Elmo's historic downtown area on Lake Elmo Ave. south of State Highway 5. The downtown area of Lake Elmo represents quintessential small-town charm. It is the City's goal to build off this old, small-town character to the best extent possible. The standards of the Mixed-Use district place a high emphasis on walkability, streetscapes, and the overall pedestrian environment. For this district to be successful, site design must be conducive to pedestrian circulation and safety. In addition, the development that occurs in the Mixed-Use district will serve an important function as a unique gathering place in the community. For that reason, it is critical to establish consistent and high quality architectural standards that ensure creativity and an attractive aesthetic.

A. Site Design

Building Placement

Goal: To promote compact development that is consistent with Lake Elmo's vision for a pedestrian-oriented downtown.

a. Buildings in the Mixed-Use district may meet a zero lot line setback, but may not be setback further than 20 feet from the public right of way.

It is the goal of the mixed use development area to build off of the existing charm of Downtown Lake Elmo.

b. If buildings do not meet a zero lot line orientation, plazas, patios, outdoor dining areas and landscaped entries are encouraged in the setback area.
c. Buildings must be oriented either perpendicular or parallel to the street they front, with the primary facade being parallel to the sidewalk.
d. Gaps and openings between buildings should be minimized in order to preserve a compact pedestrian environment.
e. Off-street parking areas should be located to the rear or side of buildings in the Mixed-Use district and accessed from secondary streets or parking alleys. On-street parking may be available on public streets in the front of buildings.
f. Ground floor uses of structures in the Mixed-Use district should encourage pedestrian activity.

Streetscape

Goal: To provide a pleasing pedestrian environment that promotes a vibrant and walkable downtown area.

a. Sidewalks are required parallel to public streets in the Mixed-Use district. Larger sidewalks are encouraged to support the amount of pedestrian activity that is conducive to downtown areas. The minimum sidewalk width in the Mixed-Use district is 6 feet.
b. Sidewalk materials should be attractive, durable and low-maintenance, such as concrete and pavers. Special paving materials are encouraged to add visual interest and promote a unique identity.
c. Pedestrian space may be maximized through the use of permeable pavers or tree grates at the base of street trees.
d. Street or boulevard trees should be planted at regular intervals. Species of street trees should be selected according to root zone and salt tolerance.

Tree gates help maximize pedestrian space in areas of high pedestrian activity.

Creating inviting pedestrian spaces increases pedestrian traffic and activity.

e. Planting beds and other type of street landscaping are encouraged as long as they do not conflict with pedestrian circulation.
f. Benches, bicycle racks, ornamental trash receptacles and other site furnishings are encouraged. Applicants are encouraged to utilize design elements and site amenities from the Lake Elmo Branding & Theming Study.
g. Pedestrian scaled lighting in the form of bollard or ornamental lighting promotes district identity and pedestrian safety.
h. Ornamental fencing shall be installed around outdoor dining areas to provide separation from pedestrian routes.

Landscaping

Goal: To promote an aesthetically pleasing pedestrian environment through landscaping, as well as reduce the amount of impervious surface in the Mixed-Use district.

a. Parking, public and streetscape areas should utilize trees, plant beds, and potted plants to add visual interest and break up continuous hardscape.

Seasonal planters attract more activity to mixed-use areas by creating a pleasant pedestrian space.

b. Parking, service, storage and utility areas should be buffered by plantings. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
e. Mature trees should be retained when possible.
f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.

Parking

a. Off-street surface parking is not allowed in front of the building along the primary street frontage. However, opportunities for on-street parking on the public street should be available.
b. Structured parking located to the side, rear or beneath the building is encouraged in the Mixed-Use district.
c. Structure parking should be screened with architectural elements that match the primary building.
d. The entrance to parking facilities should be located on secondary streets when possible.
e. Shared parking facilities between adjacent uses or businesses are strongly encouraged when possible to avoid excessive amounts of parking.

Parking is encouraged in the rear of the site to accentuate front building elevations.

Angled parking promotes traditional main-street character and provides a greater buffer between pedestrian and automobile areas.

f. Surface parking areas should be screened from view of public streets by means of grading and/or landscaping.
g. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
h. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
i. Parking facilities must be ADA compliant when deemed necessary.

Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation between delivery, service and storage areas and areas of pedestrian circulation.

a. Service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly screened through landscaping or architectural features.

Trash and utility areas should be located out of the view of the right-of-way and screened using materials that match the principal structure.

b. Delivery areas should be located in the rear of the building whenever possible.
c. Service, storage and trash collection areas are not allowed in the setback areas.
d. Delivery, service, storage, maintenance and utilities should be located in a way that does not interfere with pedestrian circulation.
e. These areas should be marked with directional signage when appropriate.
f. Delivery, storage and trash collection areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

Form and Facade

Goal: To promote buildings of high architectural quality and old-town character that are oriented towards the primary street frontage and pedestrian environment.

a. Blank facades without windows and doors are discouraged. All sides of the structures shall have architectural treatments.
b. Variety and creativity in building facade is encouraged through changes in building materi-

Canopies, windows, lighting and high-quality building materials all provide architectural detail at the pedestrian level.

als, fenestration height, and roof lines.

c. Minimizing continuous expanses of wall through facade articulation, recession or projection is encouraged.
d. Window and door styles should reflect the prevailing architectural style of the structure.
e. Architecture should be conscious of the design of surrounding structures and overall district identity, including facade treatments, windows, building materials and entries.
f. Buildings should be designed to provide human scale.
g. The highest level of architectural detail should occur adjacent to areas of pedestrian activity.
h. Auto-oriented uses, such as garages, delivery areas or bay should be oriented away from the primary street frontage.

Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

a. High quality and durable materials should be used on all facades.
b. Primary building materials for structures should include brick, finished wood, glass, stone, cast stone, or pre-cast concrete panels with exposed aggregate, banding, texturing, or other similar decorative finish treatment.
c. High quality synthetic materials that adequately duplicate natural materials may be acceptable if approved by the City, including, but not limited to, thin brick, hardi plank, decorative concrete masonry, and other materials.
d. The following building materials are not allowed to be used as the primary facade for development in the Mixed-Use district:
   - Unpainted galvanized metal
   - Unfinished "green-treated" lumber
   - Unfinished wood
   - Concrete block (painted or unpainted)
e. Facade colors should reflect muted earth tones. However, other primary facade colors will be considered by the Review Authority. Accent materials should complement the colors of the primary facade.

Brick is a high quality material that is consistent with an old downtown mixed-use area.

Mass and Scale

Goal: To establish standards for building with a human scale in mind.

a. Buildings should be broken down into smaller parts to avoid monotonous or continuous design and the appearance of mass.
b. Exterior design that provides the appearance of multiple structures is encouraged to reduce scale and minimize mass.
c. Scale should be reduced by utilizing "step-down" methods towards the public street. Entries and other bump out features are effective in this regard.
d. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass.
e. Building mass should be broken up by multiple roof and ridgelines perpendicular with one another.

Roof Design

Goal: To encourage creativity and architectural treatments in roof design, and to reduce the visual impact of rooftop equipment.

a. The design of the roof must be consistent with the overall architecture or design of the structure.
b. Creativity and variety in roof design is encouraged in the Mixed-Use district to support district identity.
c. Flat roofs should include variation in parapet height, materials, and architectural detailing to avoid monotonous roof lines.

Step-down techniques and variation in building materials help reduce the scale of the building and accentuate the street/ pedestrian area.

d. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.
e. Rooftops that are visible from adjacent buildings should minimize the visual impact of rooftop equipment and give consideration to rooftop aesthetics.

Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

a. Entryways must be provided on the side of the building fronting the primary street.
b. Entryways should receive the highest level of architectural treatments. This may include facade treatments, prominent windows or other features.
c. The use of canopies, awnings and other sheltering features are encouraged.
d. Pedestrian amenities such as ornamental trash receptacles, benches, bicycle racks or lighted bollards are encouraged near entryways of buildings in the Mixed-Use district.

Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, as well as providing visual interest and aesthetic value to a site, while limiting light polution of the night sky to the best extent possible.

a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and service areas, and other locations that require additional safety lighting.
b. Lighting styles should be complementary to the architectural style of the building and surrounding district.
c. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway. Architectural lighting must be downcast and shielded to prevent light pollution.
d. Bollard lighting is encouraged for pedestrian areas.
e. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
f. Bare bulb and exposed neon lighting are not allowed.

Signage

Goal: To provide durable, quality signage that identifies businesses and supports district identity.

a. Building signage must be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district.
b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
c. Signs must be constructed of high-quality, durable materials.
d. Directional signage to delivery, service and storage areas is required.
e. Two and three-dimensional signs are encouraged to promote creativity and district identity.
f. All buildings are encouraged to incorporate elements of community theming in appropriate signage, supporting district and city identity.

Directional signage helps facilitate good traffic circulation and flow.

Signage design should be complimentary to the materials of the building.