

April 9th, 2025
7:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North
Brooklyn Park, MN 55443

PLANNING COMMISSION REGULAR MEETING – AGENDA #4

For reasonable accommodations or alternative formats, please provide a 72-hour notice by calling 763-424-8000 or emailing Asma.Jihad@BrooklynPark.org Si usted necesita esta información en español, llame al 763-424-8000 y solicite un intérprete. Yog xav tau kev pab, hu 763-493-8059.

Commissioners: Chair Liam Cavin, Vice Chair Kathy Fraser, General Officer Teshite Wako, Christopher Udomah, Philip Gaye-Bai, Maggie Borer, Shereese Turner, Adbo Korosso, and Chukwunedu Arah.
City Council Member Liaison Tony McGarvey
Staff Liaison Planning Director Paul Mogush, Senior Planner Erin McDermott, Senior Planner Cara Donovan, Associate Planner Matt Hayes-Regan and Program Assistant Asma Jihad

Members of the public can monitor the meeting by watching it on CCX Media Channel 16 or by livestreaming it at <https://reflect-ccx.cablecast.tv/CablecastPublicSite/gallery/37?site=8>

Anyone who wants to address the Planning Commission during the Public Comment period may do so in person or by calling **763-493-8056** or emailing planning@brooklynpark.org by 4:00 p.m. on the meeting day. You will be asked to provide your name, address, email, and phone number. You will then be registered to speak during the Public Comment period or on the agenda item and will be provided with the call-in number to address the Planning Commission.

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

2. EXPLANATION BY CHAIR

Please be advised that the public hearings are recorded and televised live on cable television and web-streamed over the internet at brooklynpark.org. The audio system will not pick up comments from the seating area. If you want to be heard and made a part of the public record, please go to the podium or, if participating remotely, turn on your camera; speak into the microphone, stating your full name and address. Please sign the public hearing logbook on the table near the entrance to the Council Chambers if you are attending in person to ensure accuracy of name and address in the public record. Please note that the agenda for tonight's meeting indicates that the Commission Chair has the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time. Thank you in advance for your cooperation.

The Planning Commission consists of nine resident-volunteer members appointed by the City Council to advise the City Council on planning and land use issues. The Commission discusses and evaluates development proposals based on zoning regulations and comprehensive plan policies. The Planning Commission vote is a recommendation that is forwarded to the City Council for official and final action.

3. APPROVAL OF AGENDA

II. REQUIRED DUTIES

4. CONSENT AGENDA

4.1 Approval of Minutes March 12th, 2025 Regular Meeting

4.2 Approval of Minutes March 17th, 2025 Joint City Council/Planning Commission Meeting

5. PUBLIC HEARING

§ 31.61 DUTIES. The Planning Commission must hear and review all petitions to amend the zoning classifications of this code or to obtain a special permit. The Planning Commission must then report its recommendations to the Council for action.

('72 Code, § 250:10)

5.1 Planning Case #25-103 | NorthPark Northwest Corner | Preliminary Plat and Two Variances

OVERVIEW: The property owner, Scannell Properties, is requesting preliminary plat approval to subdivide the existing NorthPark Business Center Ninth Addition into two lots and three outlots. The two proposed lots in the preliminary plat are Lot 1, Block 1 and Lot 1, Block 2.

STAFF RECOMMENDATIONS: Staff recommends approval of the preliminary plat with the conditions listed in the attached draft resolution. Staff recommends approval of the two variances with the conditions listed in the attached draft resolutions.

Presented by: Cara Donovan, Senior Planner

5.2 Planning Case #25-105 | BP Fire Station No.2 | Site Plan

OVERVIEW: The applicant, CNH Architect, on behalf of the City of Brooklyn Park Fire Department, has applied for a site plan review for improvements to the City owned property located at 8500 Zane Avenue, and Economic Development Authority (EDA) owned property at 8600 Zane Avenue. Upon completion of the project, the two properties will be combined with the structures maintaining the existing addresses.

STAFF RECOMMENDATIONS: Staff recommend approval of the above listed request with the conditions that are listed in the draft resolution.

Presented by: Erin McDermott, Senior Planner

5.3 Planning Case #25-106 | 610 Junction Building 4 | Preliminary Plat and Site Plan

OVERVIEW: This request is for a single 88,000 square foot speculative industrial and office building in the 610 Junction development. Two land use applications are included with this application: a preliminary plat and a site plan.

STAFF RECOMMENDATIONS: Staff recommends approval of the preliminary plat and site plan with the conditions listed in the attached draft resolutions.

Presented by: Cara Donovan, Senior Planner

6. OTHER BUSINESS

6.1 Approval of Updated Bylaw Language

III. DISCUSSION ITEMS

IV. VERBAL REPORTS AND ANNOUNCEMENTS

7. OLD BUSINESS

8. COUNCILMEMBER LIASON COMMENTS

9. PLANNING COMMISSIONER COMMENTS

10. STAFF LIASON COMMENTS

V. ADJOURNMENT



MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION
Regular Meeting – March 12, 2025

I. ORGANIZATIONAL ITEMS

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:04 PM.

Those present were: Commissioners Cavin, Fraser, Gaye-Bai, Korosso, Udomah, Turner, and Wako; Planning Director Mogush; Program Assistant Asma Jihad.

Those arrived late: None

Those not present were: Commissioners Arah and Borer (with prior notice).

2. EXPLANATION BY CHAIR

3. APPROVAL OF AGENDA

MOTION FRASER, SECOND TURNER TO APPROVE THE MARCH 12, 2025, AGENDA.

MOTION CARRIED UNANIMOUSLY.

II. REQUIRED DUTIES

4. ORGANIZATION MEETING

4.1 Election of Officers

a. Chair

Planning Director Mogush stated that at the annual organizational meeting, the election of officers is completed including the Chair, Vice-Chair, and General Officer. He stated that last year the Commission removed the Business Forward Liaison from the bylaws as that organization was no longer operating. He explained that there is interest to reconstitute that group later this year and if that were to happen the Commission could then amend the bylaws and select a liaison at that time.

Commission Chair Cavin opened the floor for nominations for the position of Chair.

MOTION WAKO, SECOND TURNER TO ELECT CAVIN AS CHAIR OF THE PLANNING COMMISSION.

MOTION CARRIED UNANIMOUSLY.

b. Vice-Chair

Commission Chair Cavin opened the floor for nominations for the position of Vice-Chair.

MOTION UDOMAH, SECOND TURNER TO ELECT FRASER AS THE VICE-CHAIR OF THE PLANNING COMMISSION.

MOTION CARRIED UNANIMOUSLY.

c. General Officer

Commission Chair Cavin opened the floor for nominations for General Officer.

MOTION TURNER, SECOND CAVIN TO ELECT WAKO AS THE GENERAL OFFICER OF THE PLANNING COMMISSION.

MOTION CARRIED UNANIMOUSLY.

d. ~~Business Forward Liaison~~

4.2 Adoption of Bylaws

Planning Director Mogush commented that staff are not proposing any changes to the bylaws.

Commissioner Udomah noted the comment to potentially change the meeting time to 6 p.m. during daylight savings time. He stated that he would prefer to meet at 6 p.m. in the winter.

Commission Chair Cavin stated that they would need to have all members present to discuss a time change.

Planning Director Mogush stated that could create some confusion for staff and members of the public and therefore it would be preferred to have a consistent start time, whether that is 6 p.m. or 7 p.m. He agreed that discussion should be postponed until all Commission members are present.

Commissioner Cavin referenced Item 1B and asked for clarification on the four-hour window that would end at 11 p.m. and whether the stop time could be changed.

Planning Director Mogush commented that he would imagine that was put into the bylaws to match a similar rule that the City Council had for itself. He stated that there is nothing special about the four hours and that duration could be changed if desired but recognized that they have not recently had a meeting that approached that time.

Commissioner Wako commented that he did not see a reason to make a change at this time. He stated that Roberts Rules is mentioned and suggested that each year there be a brief review for the members of the Commission.

Commission Chair Cavin suggested that be done at a worksession.

Planning Director Mogush commented that has been done in the past and he would add that to the list of trainings they complete throughout the year.

Commissioner Udomah suggested that the training focus on only the aspects of Roberts Rules that apply to the Commission as that is a lengthy document.

Commissioner Fraser stated that there appears to be a conflict in the required number of members for a quorum within Item 4A.

Planning Director Mogush explained that the number of seated members could reduce the required number of members for a quorum, using the example of open seats on the Commission. He noted that if there were less than a full Commission, you would still need more than three members to hold a public hearing.

Commissioner Fraser did not believe the language was clear, even though she understood the intent.

Planning Director Mogush commented that if the Commission wishes, staff could work on that language to make it clearer. He stated that the Commission could approve the bylaws as presented with the direction for staff to edit this line and bring that back for consideration at the next meeting.

MOTION CAVIN, SECOND UDOMAH TO ADOPT THE BYLAWS AS PRESENTED WITH DIRECTION FOR STAFF TO BRING BACK AMENDED LANGUAGE FOR CONSIDERATION AT THE NEXT MEETING.

MOTION CARRIED UNANIMOUSLY.

5. CONSENT AGENDA

5.1 Minutes – February 12, 2025

5.2 Minutes – February 12, 2025 Worksession

Commissioner Cavin noted that the Chair is listed as excused, but on page three it should state, "...Acting Commission Chair Cavin Fraser reopened..."

MOTION WAKO, SECOND CAVIN TO APPROVE THE MARCH 12, 2025, CONSENT AGENDA WITH THE NOTED CHANGE.

Commissioner Cavin noted that within the worksession minutes, it states, "Interim Commission Chair Fraser".

Planning Director Mogush commented that Interim could be stricken.

Commission Chair Cavin recapped the changes to the minutes and the Commission agreed.

MOTION CARRIED UNANIMOUSLY.

6. PUBLIC HEARING

There were no public hearings.

7. OTHER BUSINESS

7.1 2025 Work Plan

Planning Director Mogush stated that at the February worksession, the proposed 2025 Work Plan was included in the packet and briefly discussed with the intention for the Commission for formal consideration adoption at this meeting.

MOTION FRASER, SECOND CAVIN TO APPROVE THE 2025 WORK PLAN.

Further discussion: Commissioner Cavin commented that he did not notice any budget listed for the Commission or planning department within the plan. He asked if the training components should also be added to the plan. He also suggested that tours of other communities be included.

Planning Director Mogush commented that some of these projects do have budget implications and noted that all of these items have been included in the budget. He noted that typically this type of Commission does not discuss budgets. He stated that the training is included in the Work Plan and confirmed that Roberts Rules will be added to that list. He stated that in 2023, the City Council enacted a moratorium on development and there was a tour of some examples of mixed-use development in other communities that helped to inform that process. He stated that tours outside of the community will continue to occur. He stated that on April 23, 2025, in place of the Planning Commission worksession, there will be a development tour within Brooklyn Park.

Commissioner Cavin stated that he was simply wondering if there was a role for the Commission to advocate for the budget needs of the planning department.

MOTION CARRIED UNANIMOUSLY.

III. DISCUSSION ITEMS

Commissioner Udomah recognized that the Commission receives an update on City Council action following a recommendation from the Planning Commission. He stated that he would be interested in receiving follow-up updates on development projects if that is possible. He stated that he would be interested to find out if a project is actually constructed or not.

Planning Director Mogush agreed that would be a good idea. He stated that there are circumstances that can cause a project to be delayed or not be built. He stated that staff could hold a worksession to update the Commission on the status of different development projects. He stated that there is an interactive map on the City website that shows four categories of development projects, but recognized that does not provide the information requested by Commissioner Udomah.

IV. VERBAL REPORTS AND ANNOUNCEMENTS

8. Council Comments

No comments.

9. Commission comments

No comments.

10. Staff Comments

Planning Director Mogush provided a brief update on recent actions of the City Council on items of interest to the Commission. He noted upcoming meetings and events that the Commission is invited to attend.

V. ADJOURNMENT

Commission Chair Cavin adjourned the meeting at 7:48 PM.

Respectfully submitted,

Paul Mogush
Planning Director



MINUTES OF THE JOINT BROOKLYN PARK CITY COUNCIL AND PLANNING COMMISSION

Work Session – March 17th, 2025

I. CALL TO ORDER

The meeting was called to order at 6:00 PM.

Those present were: Commissioners Cavin, Borer, Fraser, Korosso, Turner and Gaye-Bai; Planning Director Mogush, Senior Planner Donovan, Associate Planner Hayes-Regan; Councilmember Xiong, Klonowski, McGarvey, Page, Tran, Mayor Winston

Those excused were: Commissioner Wako; Councilmember Erikson

Those absent were: Commissioner Arah and Udomah

II. GENERAL INFORMATION

The City issued a request for proposals on May 13, 2024 to initiate the Northwest Growth Area Plan project for the creation of a small area plan, Alternative Urban Areawide Review (AUAR) and Development Implementation Strategy. At the August 26, 2024 meeting City Council approved the proposal by Bolton and Menk, Inc. at which time they began working on the project.

An Open House was held at the Brooklyn Park Small Business Center on January 22, 2025, with a survey following the material presented. This survey was also made available with all presented materials on the City website and was available to the public from January 22 through March 10, 2025. Consultants from Bolton and Menk, Inc. will be presenting survey results as well as 3 scenarios resulting from public input at this joint session with the Brooklyn Park Planning Commission.

III. DISCUSSION ITEMS/GENERAL ACTION ITEMS

1. Northwest Growth Area Plan

- i. Council members and commissioners discussed the land use scenarios, focusing on density, green space, commercial borders, and infrastructure development.
- ii. Councilmember Page raised questions about low- to mid-density housing near Champlin and commercial development along key corridors.
- iii. Councilmember Klonowski emphasized the importance of green space and walkability, suggesting an urban village model similar to Hopkins.
- iv. Mayor expressed interest in tax base models for different scenarios and discussed the potential use of Tax Increment Financing (TIF) for the area.
- v. Commissioners highlighted industrial and biotech opportunities, with discussions on attracting businesses like Merc Pharmaceutical.
- vi. Concerns were raised about housing affordability, with a focus on maintaining a balance between market-rate and workforce housing.

IV. VERBAL REPORTS AND ANNOUNCEMENTS

1. COUNCILMEMBER LIAISON COMMENTS

- i. Council members discussed the need for varied housing options to retain residents.
- ii. Questions were raised about Target Corporation's development plans for its 400-acre property.

2. PLANNING COMMISSION COMMENTS

- i. Commissioners discussed market research and the importance of long-term planning for a 20-30 year development vision.
- ii. Concerns were raised about overbuilding, walkability, and environmental impacts.
- iii. The potential for a community benefits agreement to ensure local hiring in development projects was discussed.

3. STAFF LIAISON COMMENTS

- i. City Manager Strobel discussed the land south of the Target campus and its potential inclusion in scenario planning.
- ii. Staff noted that Target Corporation envisions a walkable area with Main Street-style development to serve its workforce.

V. ADJOURNMENT

adjourned the meeting at 7:10 PM.

City of Brooklyn Park Planning Commission Staff Report

Agenda Item:	5.1	Meeting Date:	April 9, 2025
Agenda Section:	Public Hearing	Originating Department:	Community Development
Resolution:	X	Prepared By:	Cara Donovan, Senior Planner
Ordinance:	N/A		
Attachments:	4	Presented By:	Cara Donovan, Senior Planner
Item:	NorthPark Business Center Northwest Corner Mixed Use – An application for a preliminary plat for the creation of two lots and three outlots at the intersection of 109 th Ave North and Highway 169 and two variance applications for the development of two public roads.		

Proposed Actions:

MOTION _____ SECOND _____ TO RECOMMEND APPROVAL OF A PRELIMINARY PLAT FOR “NORTHPARK BUSINESS CENTER TENTH ADDITION” AT THE CORNER OF 109TH AVE N AND HWY 169 FOR THE CREATION OF TWO LOTS.

MOTION _____ SECOND _____ TO ADOPT FINDINGS OF FACT FOR THE APPROVAL OF A VARIANCE REQUEST FOR A 50-FOOT PUBLIC-RIGHT-OF-WAY FOR ZEALAND AVE AND 108TH COURT, SUBJECT TO THE CONDITIONS IN THE DRAFT RESOLUTION.

MOTION _____ SECOND _____ TO ADOPT FINDINGS OF FACT FOR THE APPROVAL OF A VARIANCE REQUEST FOR A 48-FOOT RADIUS CUL-DE-SAC ON 108TH COURT, SUBJECT TO THE CONDITIONS IN THE DRAFT RESOLUTION.

Project Overview:

The property owner, Scannell Properties, is requesting preliminary plat approval to subdivide the existing NorthPark Business Center Ninth Addition into two lots and three outlots. The two proposed lots in the preliminary plat are Lot 1, Block 1 and Lot 1, Block 2.

The preliminary plat also proposes two new public roads: Zealand Ave and 108th Court. Zealand Ave is proposed to be a 50-foot right-of-way connecting 109th Ave N to Xylon Ave North. 108th Court would be a 50-foot right-of-way with a 48-foot radius cul-de-sac off of proposed Zealand Ave. The public road construction is proposed to include sidewalks, landscaping, and utilities including electric power, water, sanitary sewer, gas, and telephone.

NorthPark Business Center is a 227-acre business park that was first approved in 2015 with a Planned Development overlay, development plan, and preliminary plat. The 2015 development plan envisioned the northwest corner of the NorthPark Business Center having three large parcels to accommodate two large industrial buildings and one small retail building. The applicant is now seeking to replat the northwest corner to accommodate a mix of commercial development.

The updated alternative urban areawide review (AUAR) for the NorthPark Business Center was approved in 2024. The preliminary and final plats submitted by the applicant to support retail development are consistent with the updated AUAR.

Future Land Use Plan	Business Park, Development/Redevelopment
Current Zoning	Business Park/Planned Development Overlay
Proposed Zoning	Business Park/Planned Development Overlay
Neighborhood	Future Neighborhood 4
Site Area	32.60 Total Acres

	Current	32.60 Acres
	Proposed	Lot 1, Block 1: 1.72 Acres Lot 1, Block 2: 3.05 Acres Outlot A: 11.43 Acres Outlot B: 12.92 Acres Outlot C: 1.88 Acres
Conforms to:		
Land Use Plan	Yes	
Zoning Code	Yes	
Notification	51 Public Hearing Notices mailed Posted in Sun Post Neighborhood email sent to Future Neighborhood 4	
Timeline (MN §15.99) 60-day 120-day	April 8, 2025 June 7, 2025 (120-day notice sent on March 3, 2025)	

Land Use/Zoning and Overlay:

The future land use for the properties, as guided by the 2040 Comprehensive Plan is Employment. The site is zoned Business Park (BP) as are adjacent NorthPark properties to the east and south. The property to the west across Highway 169 is in the Urban Reserve District. North of the subject properties across 109th Ave is the City of Champlin where properties are zoned Industrial District/PUD (I-1/PUD) and Single Family Residential District (R-1).

Access:

Proposed Lot 1, Block 2 will have access to Zealand Ave and 108th Court. Proposed Lot 1, Block 1 will have access to 108th Court.

Public Right-of-Way Dedication:

This applicant proposes 1.60 acres of public right-of-way dedication for Zealand Ave and 108th Court.

Stormwater Management:

Proposed drainage basins will be connected to the existing NorthPark Business Center stormwater infrastructure.

Preliminary and Final Plat:

The preliminary and final plats meet requirements in City Code Chapter 151 and Chapter 152. The proposed lots meet the minimum lot area and lot width (Figure 152.608.1).

On February 13, 2025 the preliminary and final plats were submitted to Hennepin County Transportation and the Minnesota Department of Transportation (MNDOT) for plat review. Hennepin County Transportation did not have any comments upon review. MNDOT has not yet provided comments for this proposal.

A final plat is not considered with this application. Prior to final plat approvals, all comments made by Hennepin County must be addressed. After the approval of the preliminary plat, the subdivider has one year to file for approval of a final plat, unless an extension is granted. At the time of application for a final plat the following items must be submitted: a recent abstract, utility layout to the City Engineer. The City Attorney must review the draft final plat with an updated title commitment prior to final plat approval. Additional conditions of approval may be required based on the title opinion. These must be met prior to plat recordation.

Variance: 50-Foot Right-of-Way

A 50-foot right-of-way width for Zealand Ave and 108th Court is proposed. The applicant submitted a variance request for reduced right-of-way widths for Zealand Ave and 108th Court from 60-feet to 50-feet. The variance request for the right-of-way width would require a deviation from City Code Chapter 151, Section 151.056(A) to exceed the minimum right-of-way width of 60-feet for local streets.

Minnesota Statute requires all variance requests be evaluated and be found to meet all conditions of the three-factor test for practical difficulties ([§ 462.357, subd. 6](#)). The findings of fact are summarized below:

The first factor, a test of reasonableness, means that the landowner would like to use the property in a practical way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any practical use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place the building there is reasonable. *In this case*:

Applicant Submission: The applicant states that the land planned to be a commercial node is situated between 109th Ave and Xylon Ave. For safety and transportation planning purposes, Xylon Ave is meant to be the main North-South connector from 109th Ave to 101st Ave. Reducing the right-of-way and road surface width for the proposed corridors between Xylon Ave and 109th Ave for this new development will help with traffic calming and aim to discourage cut-through traffic. Additionally, a $\frac{3}{4}$ access has been proposed and is slated to be implemented in the future expansion project of 109th Ave in order to further deter cut-through traffic for those traveling from Xylon Ave towards State Highway 169 to the West. The proposed variance is practical.

Staff response: The 50-foot right-of-way width on Zealand Ave and 108th Court would have traffic calming effects and direct traffic to Xylon Ave. The variance request is reasonable and supported by the City Engineer.

The second factor is that the landowner's problem is due to circumstances unique to the property and not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees. *In this case*:

Applicant Submission: The applicant states that reducing the right-of-way width will provide a more compact road section, which will contribute to traffic calming throughout the development.

Staff response: Zealand Ave and 108th Court would provide access to the NorthPark Business Center and would be positioned near the intersection of Highway 169 and 109th Ave N. The Cities of Champlin and Brooklyn Park will be reconstructing 109th Ave and will be constructing a $\frac{3}{4}$ access from Zealand onto 109th Ave N to discourage cut-through traffic and direct traffic to Xylon Ave N. The proposed 50-foot right-of-way is reasonable to manage traffic and is supported by the City Engineer.

The third factor is that a variance would not alter the essential character of the neighborhood. This factor is used to consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to the lot line and if that fits in with the character of the area. *In this case*:

Applicant Submission: The applicant states that the proposed variance will not alter the essential characteristics of the neighborhood. The future uses within the proposed commercial mixed-use lots will be permitted or conditional uses within the Business Park zoning district. The reduced right-of-way width will aid in making the proposed road corridors feel more compact than a typical commercial development roadway section, providing a slower and safer experience for pedestrians and motorists alike.

Staff response: The 50-foot right-of-way does not alter the essential characteristics of the neighborhood, would provide access to future development while reducing impervious surface coverage, and is supported by the City Engineer.

The required findings of §150.08 have been addressed and Staff recommends approval of the 50-foot right-of-way variance request.

Variance: 48-foot Radius Cul-De-Sac

A 48-foot radius cul-de-sac for 108th Court is proposed. The applicant submitted a variance request for a reduced cul-de-sac radius for 108th Court from 60-feet to 48-feet. The variance request for the cul-de-sac radius would require a deviation of 12-feet from City Code Chapter 151, Section 151.056(H) to exceed the minimum cul-de-sac radius.

Minnesota Statute requires all variance requests be evaluated and be found to meet all conditions of the three-factor test for practical difficulties ([§ 462.357, subd. 6](#)). The findings of fact are summarized below:

The first factor, a test of reasonableness, means that the landowner would like to use the property in a practical way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any practical use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place the building there is reasonable. *In this case:*

Applicant Submission: The applicant states that the proposed 48' radius cul-de-sac layout meets Minnesota State Fire Code and City of Brooklyn Park Fire Department standards for fire apparatus vehicle circulation. In addition to following State Fire Code and City Fire Department standards for the cul-de-sac width, "No Parking" signage will be posted on both sides of the proposed roadway corridors to ensure proper emergency vehicle access within the new development area. This proposed variance is practical.

Staff response: The 48-foot radius for the cul-de-sac on 108th Court meets the standards for Minnesota State Fire Code Dead End Fire Apparatus Access Road Turnaround. The variance request is reasonable and supported by the City Engineer and Fire Marshal.

The second factor is that the landowner's problem is due to circumstances unique to the property and not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees. *In this case:*

Applicant Submission: The applicant states that reducing the right-of-way width will provide a more compact road section while allowing for proper emergency vehicle circulation per the City of Brooklyn Park Fire Department and State Fire code standards.

Staff response: Access to the northwest corner of the NorthPark Business Park is limited due to prohibited access on Hwy 169 and limited access on 109th Ave N. These restrictions necessitate a cul-de-sac which reduces the amount of developable area. This circumstance is unique to the northwest corner of the NorthPark Business Park.

The third factor is that a variance would not alter the essential character of the neighborhood. This factor is used to consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to the lot line and if that fits in with the character of the area. *In this case:*

Applicant Submission: The applicant states that the proposed variance will not alter the essential characteristics of the neighborhood. The reduced cul-de-sac radius and right-of-way

width will contribute to decreased roadway area and increased utilization of the developable area in the remaining portion of the NorthPark Development while maintaining proper emergency vehicle access to the future lots.

Staff response: The 48-foot radius cul-de-sac at 108th Court does not alter the essential characteristics of the neighborhood, would provide access to future development while reducing impervious surface coverage, and is supported by the City Engineer and Fire Marshal.

The required findings of §150.08 have been addressed and Staff recommends approval of the 48-foot radius cul-de-sac variance request.

Staff Recommendation:

Staff recommends approval of the preliminary plat with the conditions listed in the attached draft resolution.

Staff recommends approval of the two variances with the conditions listed in the attached draft resolutions.

Alternatives to Consider:

1. Approve the preliminary plat and variances as proposed.
2. Approve the preliminary plat and variances with modifications.
3. Deny the preliminary plat and variances based on certain findings.

Budgetary/Fiscal Issues

\$28,061.25 in park dedication fees for Block 1, Lot 1 and \$49,770.00 in park dedication fees for Block 2, Lot 1 will be required with the final plat approval.

Attachments:

- A. DRAFT VARIANCE FINDINGS OF FACT – RIGHT-OF-WAY
- B. DRAFT VARIANCE FINDINGS OF FACT – CUL-DE-SAC
- C. DRAFT RESOLUTION – PRELIMINARY PLAT
- D. LOCATION MAP
- E. PRELIMINARY PLAT

RESOLUTION #2025-____

RESOLUTION TO ADOPT FINDINGS OF FACT FOR THE APPROVAL OF A VARIANCE REQUEST FOR REDUCED RIGHT-OF-WAY WIDTH OF 50-FEET, A DEVIATION OF 10-FEET FROM THE REQUIRED 60-FEET FOR LOCAL STREETS AT THE INTERSECTION OF 109TH AVENUE NORTH AND HWY 169.

Planning Commission File #25-103

WHEREAS, Kimley-Horn and Associates, Inc., on behalf of Scannell Properties, has made application for a Variance under the provisions of Chapter 151 of the City Code at the intersection of 109th Avenue North and Hwy 169 and legally described as:

See Exhibit A

WHEREAS, the matter has been referred to the Planning Commission who have given their advice and recommendation to the City Council; and

WHEREAS, the variance request for the right-of-way width would require a deviation from City Code Chapter 151, Section 151.056(A) to exceed the minimum right-of-way width for local streets; and

WHEREAS, the Planning Commission held a public hearing on April 9, 2025; and

WHEREAS, Minnesota Statute Section 462.357, subd. 6 provides:

1. Variances shall only be permitted (a) when in harmony with the general purposes and intent of the ordinance, and (b) when the variances are consistent with the comprehensive plan.
2. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties", as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.

WHEREAS, the effect of the proposed use upon the health, safety and welfare of surrounding lands and existing and anticipated effects on the neighborhood have been considered; and

WHEREAS, the Planning Commission has reviewed the variance request for reduced right-of-way width from 60-feet to 50-feet, and finds the request:

1. Is not in conflict with the purposes and intent of the ordinance and comprehensive plan.
2. The reduced right-of-way width is reasonable to support the future businesses and emergency vehicles.
3. Consistent with City of Brooklyn Park intent to manage traffic and direct traffic to Xylon Avenue N.

4. The approval of this application would not alter the character of the neighborhood.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKLYN PARK, MINNESOTA that:

The application to issue a variance for the construction of two local roads with reduced right-of-way widths of 50-feet would require a deviation from City Code Chapter 151, Section 151.056(A) to exceed the minimum right-of-way width for local streets, is hereby approved.

The petitioner shall be required to record a copy of this resolution with the Hennepin County Recorder and to pay all fees for said recording. Proof of said recording shall be filed promptly with the City.

EXHIBIT A

OUTLOT A, NORTHPARK BUSINESS CENTER NINTH ADDITION, HENNEPIN COUNTY,
MINNESOTA.

RESOLUTION #2025-____

RESOLUTION TO ADOPT FINDINGS OF FACT FOR THE APPROVAL OF A VARIANCE REQUEST FOR REDUCED CUL-DE-SAC RADIUS OF 48-FEET, A DEVIATION OF 12-FEET FROM THE REQUIRED 60-FEET, AT THE INTERSECTION OF 109TH AVENUE NORTH AND HWY 169.

Planning Commission File #25-103

WHEREAS, Kimley-Horn and Associates, Inc., on behalf of Scannell Properties, has made application for a Variance under the provisions of Chapter 151 of the City Code at the intersection of 109th Avenue North and Hwy 169 and legally described as:

See Exhibit A

WHEREAS, the matter has been referred to the Planning Commission who have given their advice and recommendation to the City Council; and

WHEREAS, the variance request for the cul-de-sac radius would require a deviation from City Code Chapter 151, Section 151.056(H) to exceed the minimum cul-de-sac radius; and

WHEREAS, the Planning Commission held a public hearing on April 9, 2025; and

WHEREAS, Minnesota Statute Section 462.357, subd. 6 provides:

1. Variances shall only be permitted (a) when in harmony with the general purposes and intent of the ordinance, and (b) when the variances are consistent with the comprehensive plan.
2. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties", as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.

WHEREAS, the effect of the proposed use upon the health, safety and welfare of surrounding lands and existing and anticipated effects on the neighborhood have been considered; and

WHEREAS, the Planning Commission has reviewed the variance request for reduced cul-de-sac radius from 60-feet to 48-feet, and finds the request:

1. Is not in conflict with the purposes and intent of the ordinance and comprehensive plan.
2. The reduced right-of-way width is reasonable to support the future businesses and emergency vehicles.
3. Access to the northwest corner of the NorthPark Business Park is unique due to prohibited access on Hwy 169 and limited access on 109th Ave N necessitate a cul-de-sac and reduces the amount of developable area.

4. The approval of this application would not alter the character of the neighborhood.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKLYN PARK, MINNESOTA that:

The application to issue a variance for the construction of one cul-de-sac with a reduce radius of 48-feet would require a deviation from City Code Chapter 151, Section 151.056(H) to exceed the minimum radius, is hereby approved.

The petitioner shall be required to record a copy of this resolution with the Hennepin County Recorder and to pay all fees for said recording. Proof of said recording shall be filed promptly with the City.

EXHIBIT A

OUTLOT A, NORTHPARK BUSINESS CENTER NINTH ADDITION, HENNEPIN COUNTY,
MINNESOTA.

RESOLUTION #2025-

RESOLUTION TO APPROVE A PRELIMINARY PLAT FOR "NORTHPARK BUSINESS CENTER TENTH ADDITION" AT THE INTERSECTION OF 109TH AVENUE NORTH AND HIGHWAY 169 FOR THE CREATION OF TWO LOTS AND THREE OUTLOTS

Planning Commission File #25-103

WHEREAS, the plat of "NORTHPARK BUSINESS CENTER TENTH ADDITION" has been submitted in the manner required for platting of land under the Brooklyn Park Codes and under Chapter 462 of the Minnesota Statutes and all proceedings have been duly had thereunder, and

WHEREAS, said plat is in all respects consistent with the City plan and the regulations and requirements of the laws of the State of Minnesota and codes of the City of Brooklyn Park, Chapters 151 and 152.

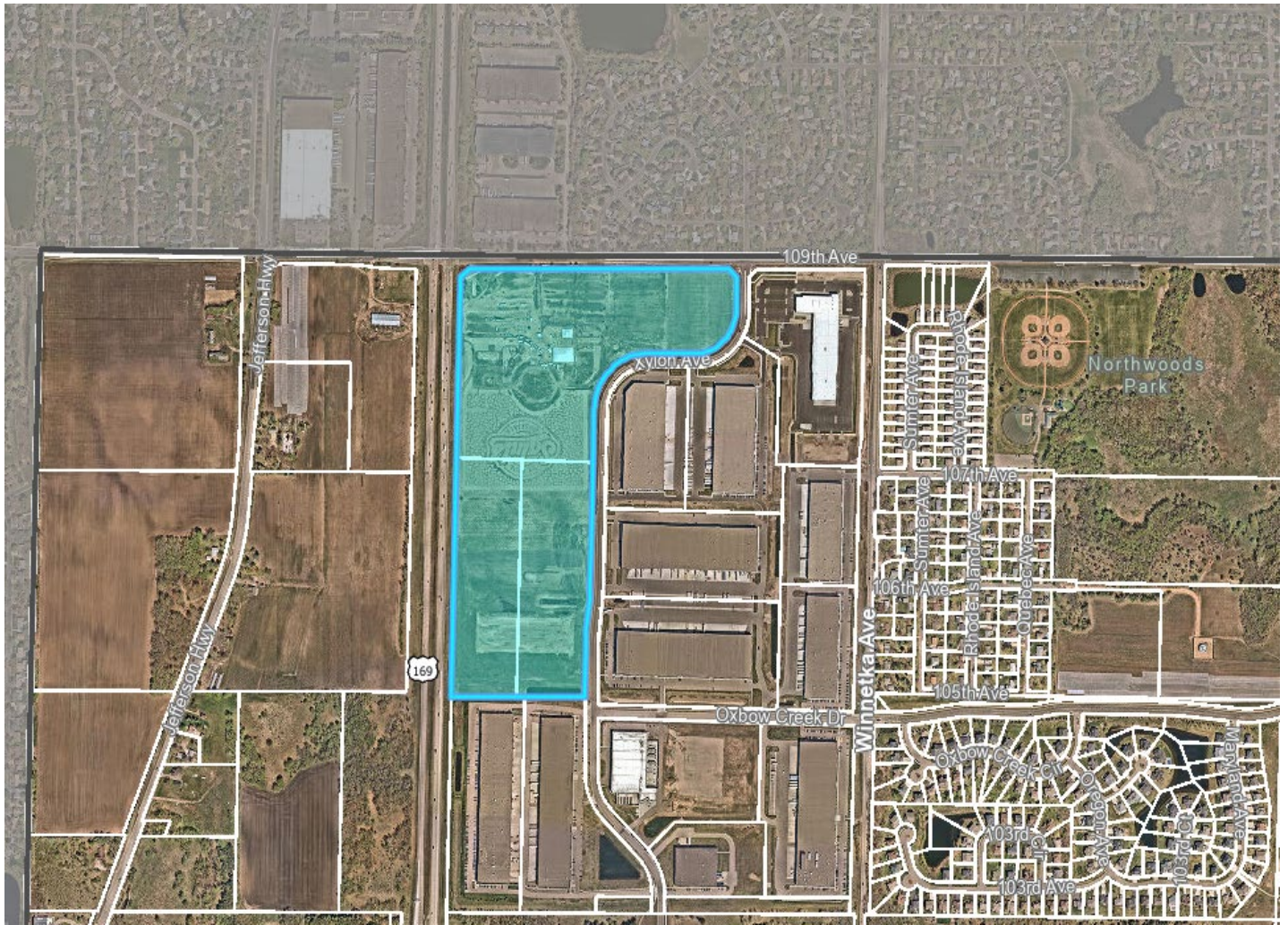
WHEREAS, the granting of this plat will not be detrimental to the public welfare nor injurious to the other property in the neighborhood, and

WHEREAS, the granting of this plat will not have an adverse effect upon traffic and traffic safety or pedestrians and pedestrian safety, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, Preliminary Plat Request #25-103 "NORTHPARK BUSINESS CENTER TENTH ADDITION" shall be approved subject to the following conditions:

1. Title review by the City Attorney and all conditions therein.
2. Easement review and approval by the City Engineer and all conditions therein.
3. Submission of a CAD copy of the plat.
4. All comments provided by Hennepin County must be addressed prior to recordation of the final plat with Hennepin County.
5. All comments provided by the Minnesota Department of Transportation must be addressed prior to recordation of the final plat with Hennepin County.
6. Any development must conform with the approved development plan.
7. A Development Contract and bonding shall be required as a development bond or letter of credit in the amount of **\$1,143,800.00**, a cash bond in the amount of **\$60,200.00**, and a developer's escrow in the amount of **\$36,100.00** as required by Chapter 152. The developer's escrow must be posted with the City to cover engineering, legal and administrative costs incurred by the City. If this account becomes deficient, it shall be the developer's responsibility to deposit additional funds. This must be done before final bonding obligations are complete.
8. \$28,061.25 in park dedication fees for Block 1, Lot 1 and \$49,770.00 in park dedication fees for Block 2, Lot 1 will be required prior to release of final plat approval.
9. City Council approval of variances reducing the right-of-way width of Zealand Ave and 108th Court to 50-feet and cul-de-sac radius to 48-feet for 108th Court prior to recordation of the final plat with Hennepin County.

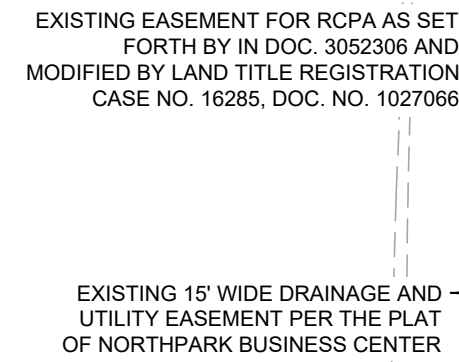
BE IT FURTHER RESOLVED that such execution of the certificate upon said plat by the Mayor and City Manager shall be conclusive showing of proper compliance therewith by the sub divider and City officials and shall entitle such plat to be placed on record forthwith without further formality, all in compliance with M.S.A. 462 and the Ordinance of the City.



Two Variances and Preliminary/Final Plat
Case #25-103 – NorthPark Northwest Center
 Area of Request (August 2023 Air Photo)
 8001 109th Ave N

Brooklyn Park 





* INTERIOR SIDE BUILDING SETBACKS WILL BE DEFINED AS THE HEIGHT OF THE BUILDING OR 15', WHICHEVER IS GREATER.

City of Brooklyn Park Planning Commission Staff Report

Agenda Item:	5.2	Meeting Date:	April 9, 2025
Agenda Section:	Public Hearing	Originating Department:	Community Development
Resolution:	X	Prepared By:	Erin McDermott, Senior Planner
Ordinance:	N/A		
Attachments:	3	Presented By:	Erin McDermott, Senior Planner
Item:	Brooklyn Park Fire Station Number 2 – An application by CNH Architects for Site Plan Review at 8600 Zane Ave N		

Proposed Action:

MOTION _____ SECOND _____ APPROVING A SITE PLAN REVIEW FOR THE FOR THE CONSTRUCTION OF A PUBLIC FACILITY AT 8600 ZANE AVENUE NORTH.

Staff Recommendation:

Staff recommends approval of the above listed request with the conditions that are listed in the draft resolution.

Summary:

The applicant, CNH Architect, on behalf of the City of Brooklyn Park Fire Department, has applied for a site plan review for improvements to the City owned property located at 8500 Zane Avenue, and Economic Development Authority (EDA) owned property at 8600 Zane Avenue. Upon completion of the project, the two properties will be combined with the structures maintaining the existing addresses.

A site plan review is required prior to the construction of buildings. The proposal is for the construction of a two-story Fire Station, which is in conformance with the Comprehensive Plan. The proposed Fire Station will add office and dorm space to accommodate Fire staff, with garage space to house and maintain Fire vehicles. This building will include training, kitchen, and laundry facilities for firefighters while they are on duty.

Current Conditions:

Planning and Zoning Information		
	Current	Proposed
Land Use Plan	Institutional	Institutional
Current Zoning	PI – Public Institution	PI – Public Institution
Site Area	4.45 acres	8.5 acres
Neighborhood	Trinity Gardens	
Conforms to	Land Use Plan – Yes	

	Zoning Code – Yes
Public Notice	Notices were mailed to 51 properties within 500 feet. Legal notice was published in the Sun Post on March 19th, 2025.
60-Day 120-Day	April 29, 2025 June 28, 2025

Previous Approvals:

This site was originally developed as the site of the Hennepin County Library in 1974, with greenspace surrounding the site. The site was platted by the City of Brooklyn Park in November 1994. This plat resulted in 3 lots, the City purchased the two vacant lots for the development of the existing fire station and the PICA Head Start Early Childhood Family Development Center. The library has since been relocated, at which time the EDA acquired the site from Hennepin County in anticipation of the need for a new fire station.

Land Use/Zoning and Overlay:

The site is zoned PI – Public Institution, with a future land use designation in the 2040 Comprehensive Plan of Institutional. Fire Stations are consistent with both the zoning and future land use and are categorized as a public facility in Table 152.609.1 Principal Uses in Nonresidential Districts.

The property to the north of the subject property is zoned OP- Open Space and Parks. The properties to the west of the subject property, across Zane Avenue, are zoned R4 – Multiple Family District and the properties to the south and east are zoned PI – Public Institution.

Proposed Development:

A new 64,488 SF fire station is proposed at the corner of Zane Avenue and Edinbrook Terrace to replace the existing fire station at 5700 85th Avenue. The current fire station is significantly undersized and does not meet the majority of current fire station design best practices, NFPA station design guidelines, or firefighter health features. Moving out of the existing facility will allow that building to be repurposed for other City functions. The existing site is 371,949 SF and contains an existing City owned building located at 8500 Zane Avenue as well as a portion of the existing parking lot for the Community Activity Center (CAC). The proposed site layout orients the new building such that the public spaces and main entrance face north towards Edinbrook Terrace while the apparatus bays face west towards Zane Avenue allowing apparatus to directly respond onto Zane Avenue.

Firefighters arriving at the site will have a separate automatic gated drive entrance in the southeast corner of the site that will connect to the existing off-site parking areas for access from either Edinbrook Terrace or 85th Avenue. The full connection is not shown at this time as the City is having ongoing internal discussions regarding the parking design layout for the CAC and adjacent City owned buildings. Once a final decision is made regarding the overall parking design, this connection will be updated to appropriately flow into the new layout. A second manual gate is provided along the south side of the building at the drive connecting to the firefighter parking area which can be closed to secure the building and site should the Emergency Operations Center (EOC) be activated.

Site Plan Review:

Site plans must be reviewed against the evaluation criteria required by the Code (§ 152.303).

Lighting:

A photometric plan was provided with the application. A new photometric plan will need to be submitted for approval to meet the intensities required at the entrances and along the sidewalks as prescribed in § 152.1014.

Pedestrian Connections:

The site has existing pedestrian connections along Zane Avenue, and Edinbrook Terrace. The proposed sidewalk to the site provides access to the public facing portion of the facility on the north side of the structure, connecting with the sidewalk along Edinbrook Terrace. The driveway along Zane Avenue is wider than standard driveways to meet necessary standards to accommodate fire trucks, resulting in an 82-foot striped pedestrian crossing. This access point will include a traffic signal upon development, which will include pedestrian signals as well which will increase pedestrian safety at this location. The proposed sidewalk improvements meet Code requirements as prescribed in § 152.1022.

Parking:

Government buildings are not a listed use in § 152.1019 Parking of the Zoning Code, however, Code dictates that for uses not specifically listed, off-street parking requirements may be established by the City Manager based on characteristics of the use. This plan includes interior parking for vehicles used by the Fire Department, 39 parking stalls for on duty fire fighters and staff utilizing the facility, as well as a 31 parking stalls to be used by the general public. There is access to an additional 113 parking stalls located on the site for the Community Activity Center, and 52 parking spaces dedicated for the PICA building. Based on these factors, staff has determined that the proposed 235 parking provided is adequate for this use.

Enclosures and Screening:

This facility is designed in such a way that any accessory repairs of vehicles to occur on site will occur within the garage area. All rooftop and mechanical equipment are required to be screened in accordance with the requirements of § 152.1024, and proof of screening will be required at time of mechanical permit. The proposed site shows a new waste enclosure on the south side of the parking lot which meets screening requirements for waste consistent with the screening requirements of § 152.1028.

Landscaping:

A landscape plan was submitted which proposes a variety of trees, shrubs, grasses, and ground covers. The code analysis provided indicates that this plan meets the requirements of § 152.1012 with the exception of the Open Space shrub requirement, in which 569 shrubs are required, the plan set includes 394, however, this proposal exceeds the evergreen count requirement of 13 evergreens with 19 proposed in the same Open Space landscaping criteria.

Architectural standards:

The building materials include brick, architectural metal panels, and glass. The façade is made up of 100% Class I materials and exceeds the 65% Class I requirement of § 152.1005.

Roadways:

Public vehicular access to the site will be from the existing access on Edinbrook Terrace. There is an active partnership between the City and Hennepin County to finalize the installation of a traffic signal at the proposed access point on Zane Avenue to ensure public safety as fire trucks leave the site for emergency calls.

Utilities:

Sewer and water services will be provided through improvements to the existing service to the property. City services were deemed to be adequate for this development.

Grading and Drainage:

There are stormwater challenges with this site. The applicant is working with the Engineering Division as well as the West Mississippi Watershed Management Organization to ensure that the infiltration basin and other factors meet all necessary requirements. Approval of the grading plan and a recorded Stormwater Maintenance Agreement are required prior to the issuance of the building permit.

Conditions of Approval:

Staff recommends the adoption of a resolution subject to the conditions as listed in the attached draft resolution.

Staff Recommendation:

The required findings of § 152.303 have been addressed and Staff recommends approval of the resolution approving the Site Plan Review for the construction of a two-story youth center at 8600 Zane Avenue North, subject to the conditions as written in the attached resolution.

Budgetary/Fiscal Issues: N/A

Alternatives to consider:

1. Approve the site plan as presented.
2. Approve the site plan with modifications.
3. Deny the requests based on certain findings.

Attachments:

- A. DRAFT SITE PLAN REVIEW RESOLUTION
- B. LOCATION MAP
- C. PLAN SET

RESOLUTION #2024-

RESOLUTION APPROVING A SITE PLAN REVIEW FOR THE FOR THE CONSTRUCTION OF A TWO-STORY TEEN AND YOUTH CENTER AT 7100 ZANE AVENUE NORTH

Planning Commission File #24-109

WHEREAS, an application has been made by CNH Architects on behalf of the City of Brooklyn Park's Fire Department for a Site Plan Review under the provisions of the City Code on properties legally described as:

Lots 1 and 2, Block 1, City of Brooklyn Park Addition, *Hennepin County, Minnesota*

WHEREAS, the future land use of this property is Institutional, and this request was made to construct a public facility; and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered; and

WHEREAS, the matter has been referred to the Planning Commission who held the public hearing on April 12, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park:

The Site Plan Review for the construction of an addition to the existing structure is hereby approved with the following conditions:

1.00 DRAWINGS

- 1.01 Site, landscaping, and grading plans for the property on file in the City Clerk's office dated March 27, 2025 are approved, subject to conditions listed below.

2.00 BONDS, ESCROWS AND DIRECT PAYMENTS

- 2.01 All bonding and escrow requirements outlined in § 152.310 shall be waived for this project, as it is a City owned property, and the City has vested interest in the adequate completion of this development.

3.00 REQUIRED DOCUMENTS

- 3.01 All utility construction, drainage, grading and development plans must be approved by the City Engineer prior to issuance of building permit.
- 3.02 Stormwater Maintenance Agreement must be recorded prior to issuance of building permit.

4.00 GENERAL CONDITIONS

- 4.01 No burying of construction debris shall be permitted on the site.
- 4.02 Dust control and erosion measures must be in place to prevent for dust and erosion including, but not limited to, daily watering, silt fences, and seeding. The City Engineer may impose measures to reduce dust and run-off.
- 4.03 Adequate dumpsters must be on site during construction. When full, they must be emptied immediately or replaced with an empty dumpster.

AGENDA ITEM 5.1A – DRAFT RESOLUTION

- 4.04 Signs must conform to the requirements of Chapter 150. The sign plans will be approved by staff to verify code compliance at time of building permit.

5.00 CONDITIONS

- 5.01 Combination of Lots 1 and 2, Block 1 of the “City of Brooklyn Park Addition must be combined prior to the issuance of a Certificate of Occupancy of the development proposed with this application.
- 5.02 Provide a photometric plan meeting lighting requirements as prescribed in § 152.1014 prior to issuance of building permit.
- 5.03 All rooftop and mechanical equipment are required to be screened in accordance with the requirements of § 152.1024.



Site Plan

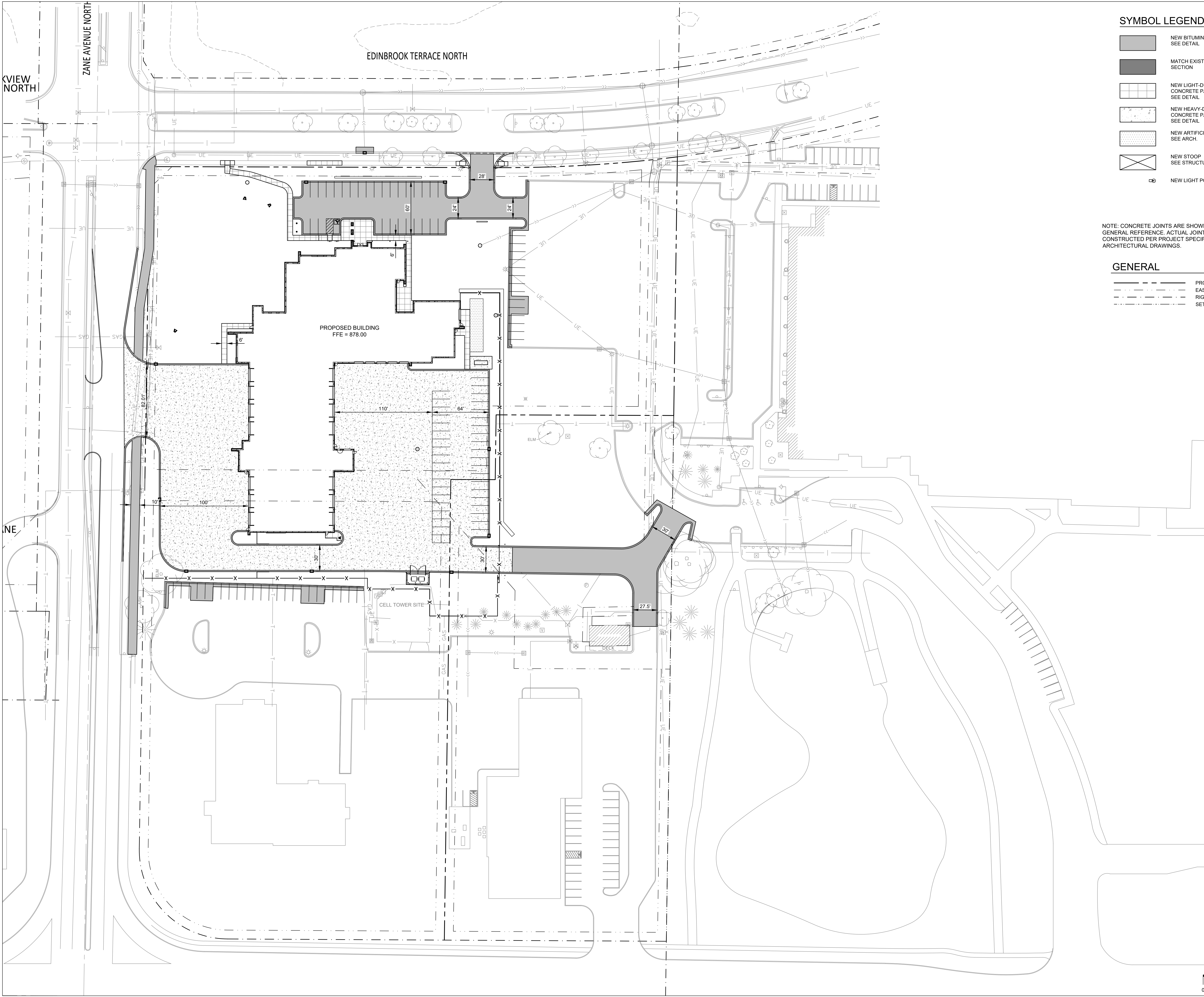
Case #25-105 – BP Fire Station No.2

Area of Request (August 2023 Air Photo)

8600 Zane Ave N

Brooklyn Park





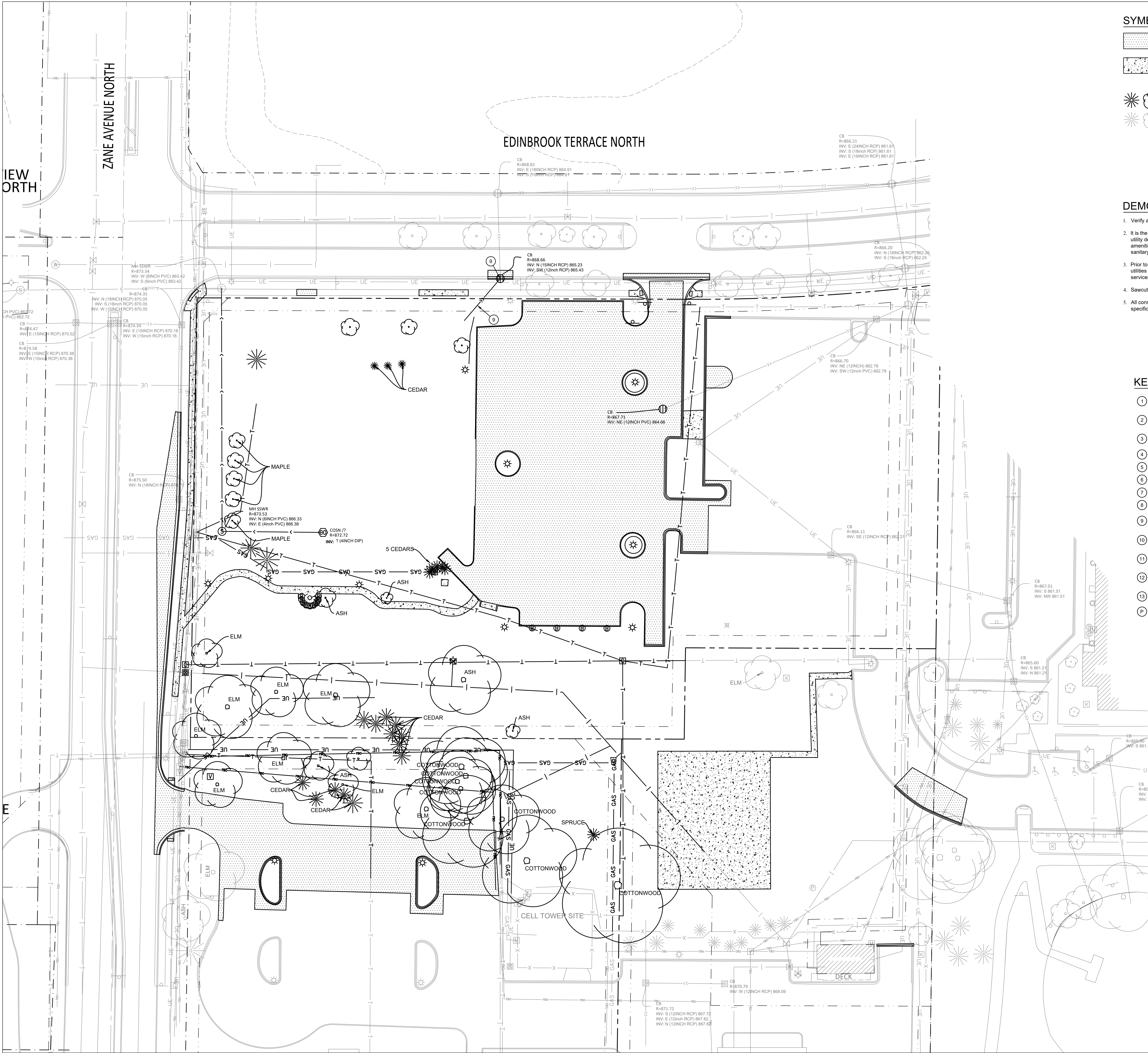
SYMBOL LEGEND

- NEW BITUMINOUS PAVEMENT
SEE DETAIL
- MATCH EXISTING PAVEMENT
SECTION
- NEW LIGHT-DUTY
CONCRETE PAVEMENT
SEE DETAIL
- NEW HEAVY-DUTY
CONCRETE PAVEMENT
SEE DETAIL
- NEW ARTIFICIAL TURF SECTION
SEE ARCH.
- NEW STOOP
SEE STRUCTURAL AND ARCH.
- NEW LIGHT POLE, SEE ELECTRICAL.

NOTE: CONCRETE JOINTS ARE SHOWN ONLY FOR
GENERAL REFERENCE. ACTUAL JOINTS SHALL BE
CONSTRUCTED PER PROJECT SPECIFICATIONS. SEE
ARCHITECTURAL DRAWINGS.

GENERAL

- PROPERTY LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE
- SETBACK LINE



SYMBOL LEGEND

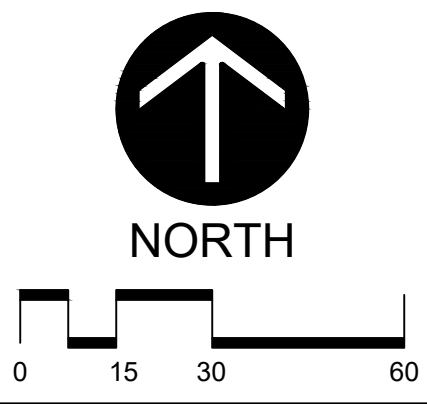
- REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION
- REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION
- REMOVE AND DISPOSE OF EXISTING TREES AND STUMPS. REFER TO LANDSCAPE PLANS.
- EXISTING TREE TO REMAIN DURING DEMOLITION AND CONSTRUCTION. REFER TO LANDSCAPE PLANS.

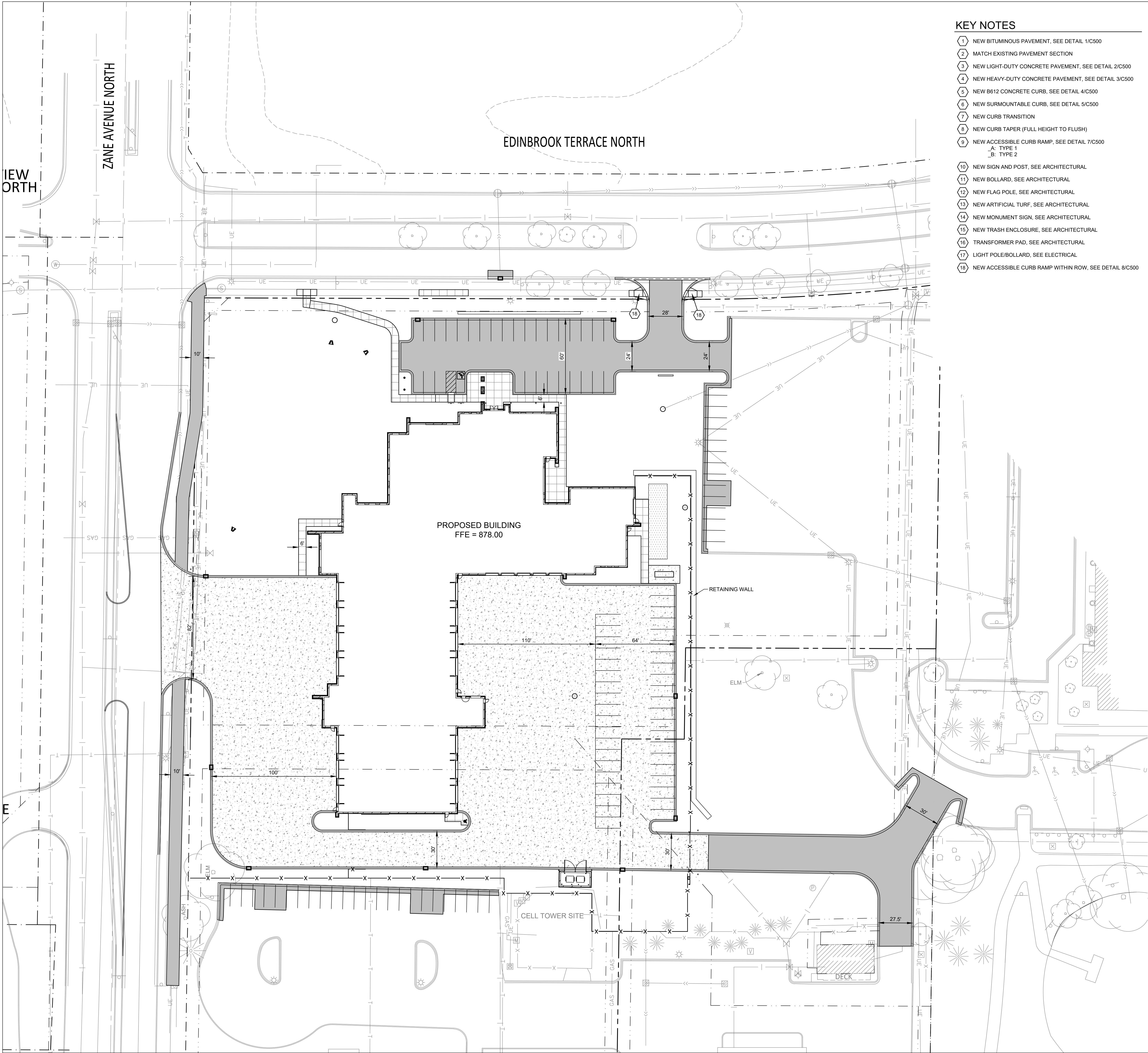
DEMOLITION NOTES

- Verify all existing utility locations.
- It is the responsibility of the Contractor to perform or coordinate all necessary utility demolitions and relocations from existing utility locations to all onsite amenities and buildings. These connections include, but are not limited to, water, sanitary sewer, cable tv, telephone, gas, electric, site lighting, etc.
- Prior to beginning work, contact Gopher State OneCall (651-454-0002) to locate utilities throughout the area under construction. The Contractor shall retain the services of a private utility locator to locate the private utilities.
- Sawcut along edges of pavements, sidewalks, and curbs to remain.
- All construction shall be performed in accordance with state and local standard specifications for construction.

KEY NOTES

- REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION.
- REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION.
- REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER.
- REMOVE AND DISPOSE OF EXISTING LIGHT POLE AND FOOTING.
- REMOVE AND DISPOSE OF EXISTING TREE AND STUMP.
- REMOVE AND DISPOSE OF EXISTING BOLLARD AND FOOTING.
- REMOVE AND DISPOSE OF EXISTING FLAG POLE AND FOOTING.
- REMOVE AND DISPOSE OF EXISTING SIGN AND FOOTING.
- REMOVE AND DISPOSE OF EXISTING STORM SEWER STRUCTURES AND PIPE.
- REMOVE AND DISPOSE OF EXISTING SANITARY SEWER STRUCTURES AND PIPE.
- REMOVE AND DISPOSE OF EXISTING GAS LINE. COORDINATE WITH UTILITY PROVIDER.
- REMOVE AND DISPOSE OF EXISTING ELECTRICAL UTILITIES. COORDINATE WITH UTILITY PROVIDER.
- REMOVE AND DISPOSE OF EXISTING TV AND/OR FIBER LINE. COORDINATE WITH UTILITY PROVIDER.
- PROTECT EXISTING TO REMAIN.





KEY NOTES

- 1 NEW BITUMINOUS PAVEMENT, SEE DETAIL 1/C500
- 2 MATCH EXISTING PAVEMENT SECTION
- 3 NEW LIGHT-DUTY CONCRETE PAVEMENT, SEE DETAIL 2/C500
- 4 NEW HEAVY-DUTY CONCRETE PAVEMENT, SEE DETAIL 3/C500
- 5 NEW B612 CONCRETE CURB, SEE DETAIL 4/C500
- 6 NEW SURMOUNTABLE CURB, SEE DETAIL 5/C500
- 7 NEW CURB TRANSITION
- 8 NEW CURB TAPER (FULL HEIGHT TO FLUSH)
- 9 NEW ACCESSIBLE CURB RAMP, SEE DETAIL 7/C500
 - A: TYPE 1
 - B: TYPE 2
- 10 NEW SIGN AND POST, SEE ARCHITECTURAL
- 11 NEW BOLLARD, SEE ARCHITECTURAL
- 12 NEW FLAG POLE, SEE ARCHITECTURAL
- 13 NEW ARTIFICIAL TURF, SEE ARCHITECTURAL
- 14 NEW MONUMENT SIGN, SEE ARCHITECTURAL
- 15 NEW TRASH ENCLOSURE, SEE ARCHITECTURAL
- 16 TRANSFORMER PAD, SEE ARCHITECTURAL
- 17 LIGHT POLE/BOLLARD, SEE ELECTRICAL
- 18 NEW ACCESSIBLE CURB RAMP WITHIN ROW, SEE DETAIL 8/C500

SYMBOL LEGEND

- NEW BITUMINOUS PAVEMENT
SEE DETAIL 1/C500
- MATCH EXISTING PAVEMENT
SECTION
- NEW LIGHT-DUTY
CONCRETE PAVEMENT
SEE DETAIL 2/C500
- NEW HEAVY-DUTY
CONCRETE PAVEMENT
SEE DETAIL 3/C500
- NEW ARTIFICIAL TURF SECTION
SEE ARCH.
- NEW STOOP
SEE STRUCTURAL AND ARCH.
- NEW LIGHT POLE, SEE ELECTRICAL.

NOTE: CONCRETE JOINTS ARE SHOWN ONLY FOR
GENERAL REFERENCE. ACTUAL JOINTS SHALL BE
CONSTRUCTED PER PROJECT SPECIFICATIONS. SEE
ARCHITECTURAL DRAWINGS.

GENERAL

- PROPERTY LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE
- SETBACK LINE

SYMBOL LEGEND

	EXISTING CONTOURS
	PROPOSED CONTOURS - MAJOR INTERVAL
	PROPOSED CONTOURS - MINOR INTERVAL
	GRADE BREAK LINE
	GRADE SLOPE
	SILT FENCE
	EROSION CONTROL BLANKET, SEE DETAIL 4/C504 (INSTALL ON SLOPES OF 4:1 AND GREATER)
	RIP-RAP / ROCK CONST. ENTRANCE
	INLET PROTECTION, SEE DETAIL 2/C504
	SPOT ABBREVIATIONS: TC - TOP OF CURB GL - GUTTER LINE GO - GUTTER OUT B - BITUMINOUS C - CONCRETE G - GRADE EO - EMERGENCY OVERFLOW TW - TOP OF WALL BW - BOTTOM OF WALL (FG) (*) - EXISTING TO BE VERIFIED

GRADING NOTES

- Tree protection consisting of snow fence or safety fence installed at the drip line shall be in place prior to beginning any grading or demolition work at the site.
- All elevations with an asterisk (*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
- Grades shown in paved areas represent finish elevation.
- Refer to landscape architect plan for site restoration.
- All construction shall be performed in accordance with state and local standard specifications for construction.
- All pavement grades within ADA parking stalls and access aisles shall not exceed 2% in any direction.
- Soil stockpiling areas shall be provided with perimeter erosion control.

EROSION CONTROL NOTES

- See SWPPP Sheets C600 and C601 for Erosion Control Notes.



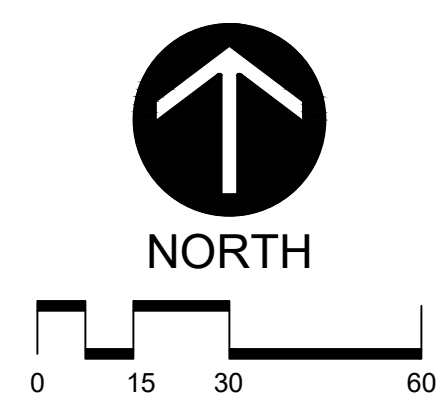
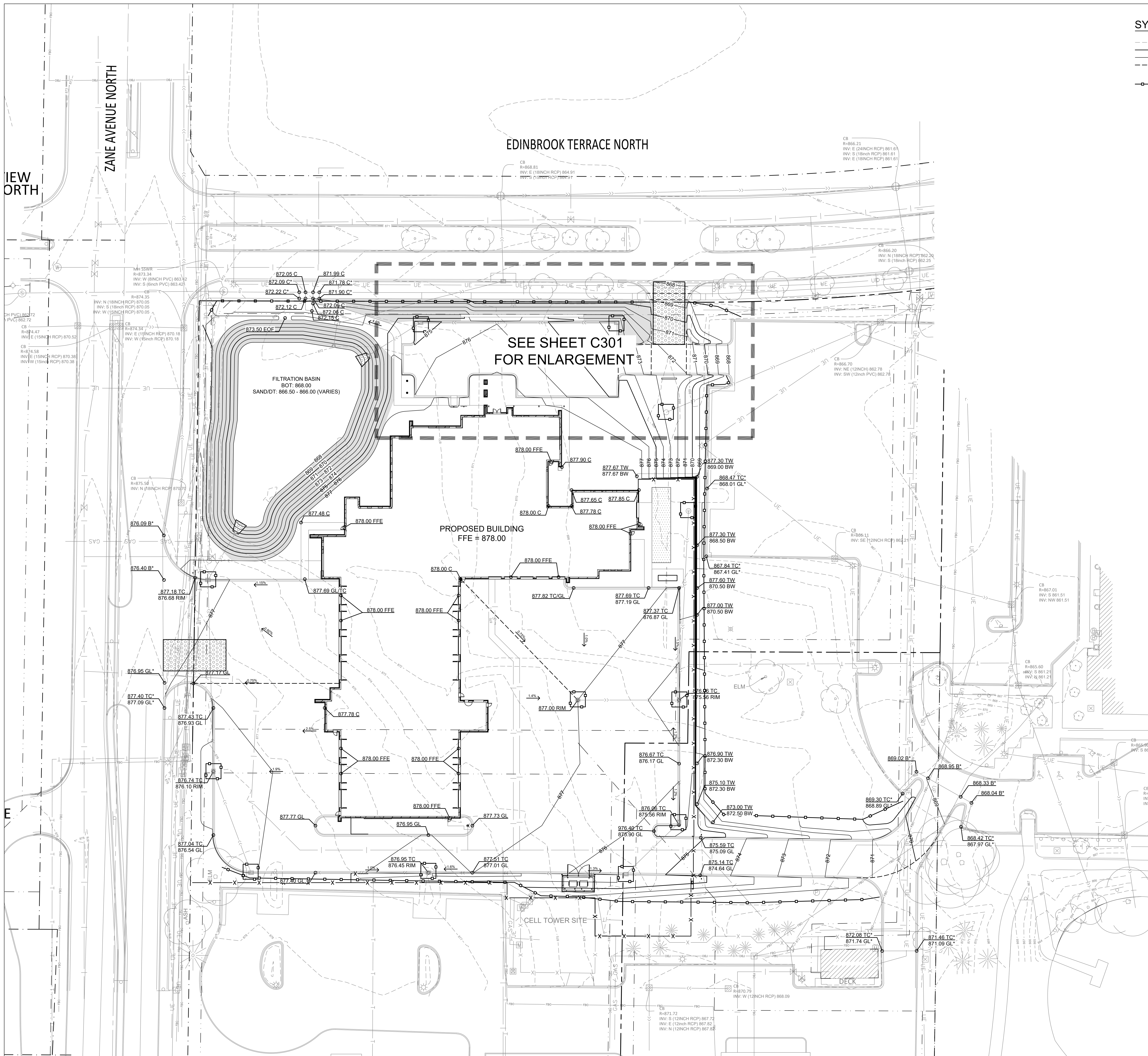
Brooklyn Park Fire Station #2

8600 Zane Ave N
Brooklyn Park MN 55443

REVISIONS:

CNH NO.: 23074
DATE: 3/27/2025
Grading and
Erosion Control Plan

C300



SYMBOL LEGEND

---	950	EXISTING CONTOURS
---	950	PROPOSED CONTOURS - MAJOR INTERVAL
---	949	PROPOSED CONTOURS - MINOR INTERVAL
---		GRADE BREAK LINE
---		GRADE SLOPE
---	2.0%	
---		SILT FENCE
---		EROSION CONTROL BLANKET, SEE DETAIL 4/C504 (INSTALL ON SLOPES OF 4:1 AND GREATER)
---		RIP-RAP / ROCK CONST. ENTRANCE
---		INLET PROTECTION, SEE DETAIL 2/C504

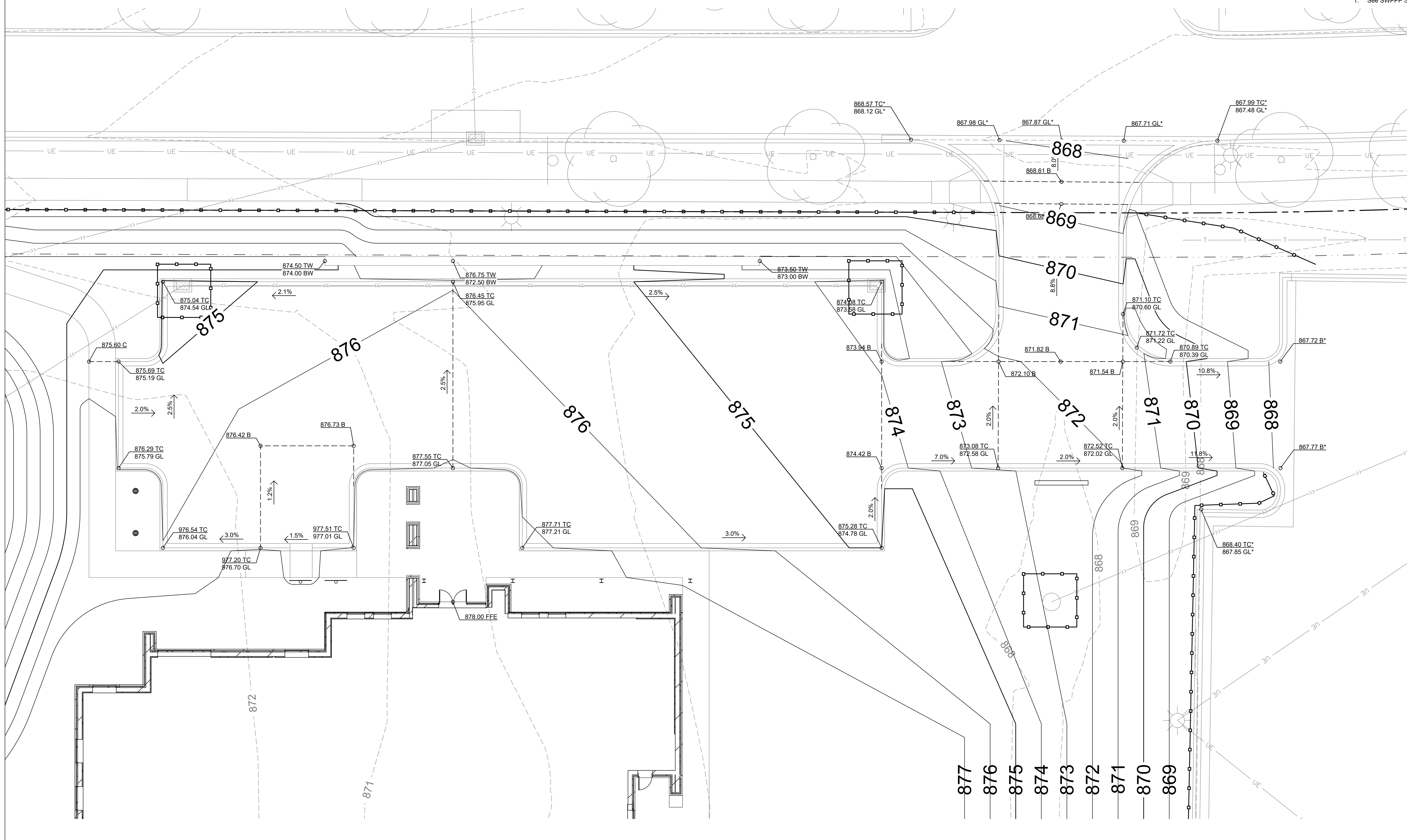
SPOT ABBREVIATIONS:
TC - TOP OF CURB
GL - GUTTER LINE
GO - GUTTER OUT
B - BITUMINOUS
C - CONCRETE
G - GRADE
EO - EMERGENCY OVERFLOW
TW - TOP OF WALL
BW - BOTTOM OF WALL (FIG)
(*) - EXISTING TO BE VERIFIED

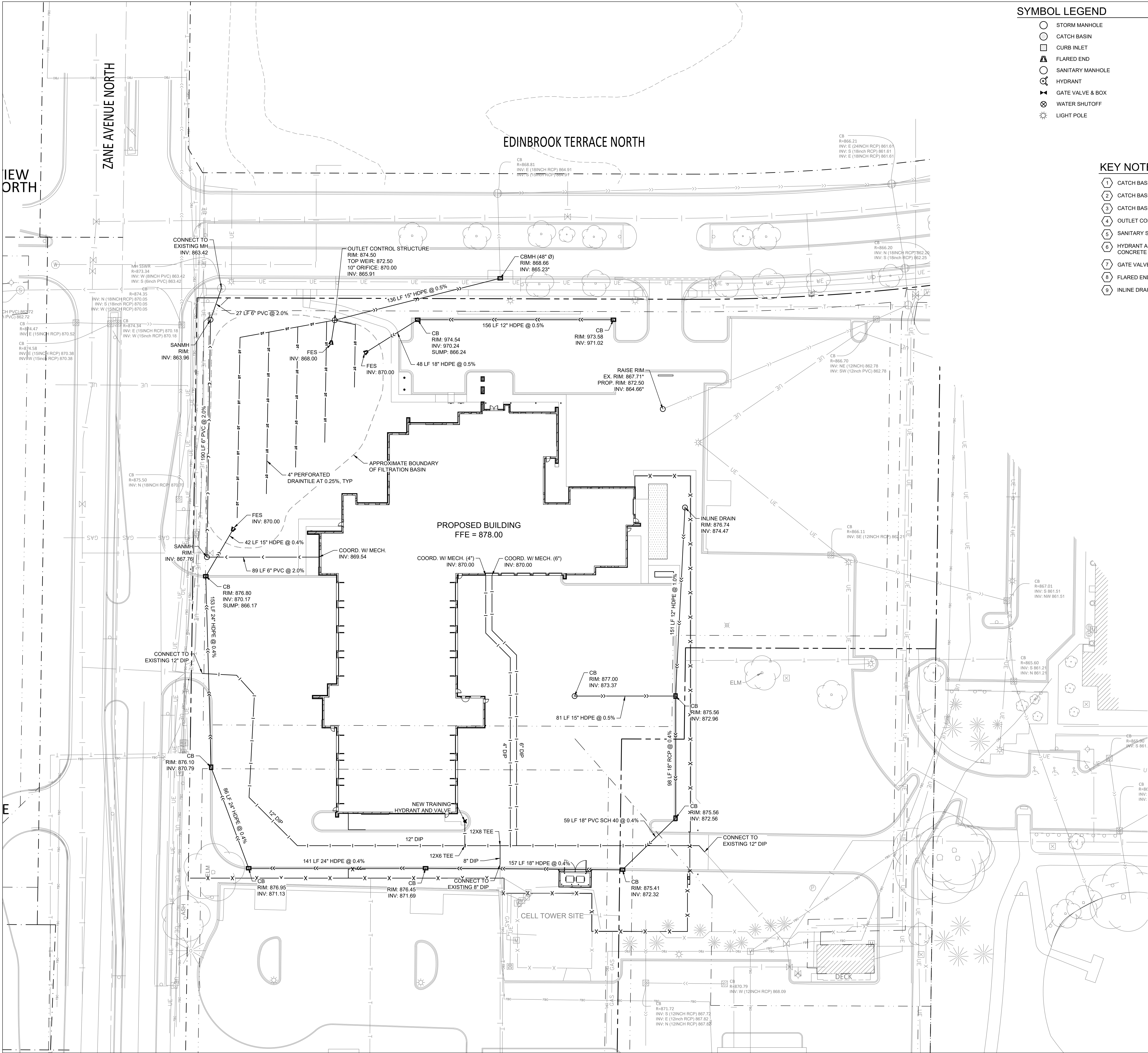
GRADING NOTES

- See Sheet C300 for Grading Notes.

EROSION CONTROL NOTES

- See SWPPP Sheets C600 and C601 for Erosion Control Notes.





SYMBOL LEGEND

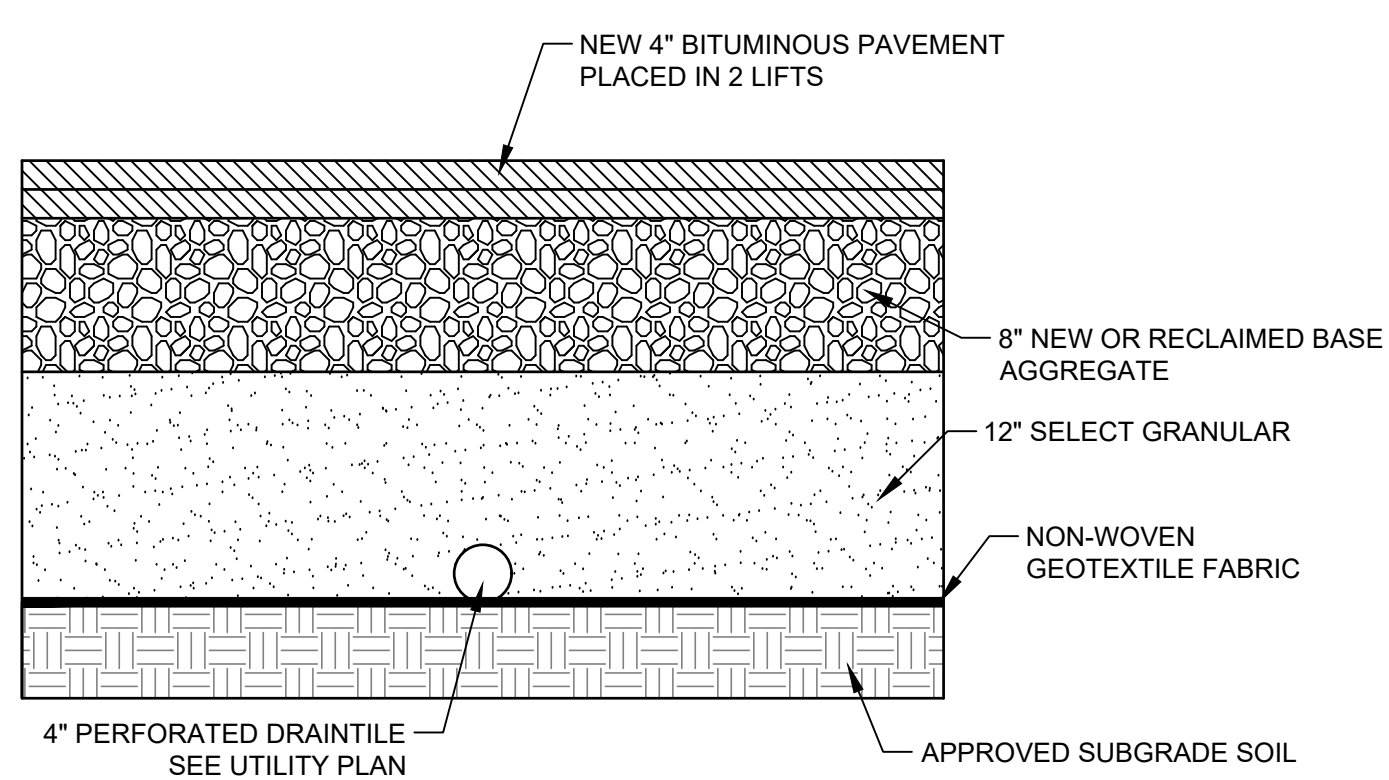
- | | | | |
|---|------------------|---------|------------------------------|
| ○ | STORM MANHOLE | — CTV — | CABLE UNDERGROUND LINE |
| ○ | CATCH BASIN | — OE — | ELECTRIC OVERHEAD LINE |
| □ | CURB INLET | — UE — | ELECTRIC UNDERGROUND LINE |
| ▲ | FLARED END | — GAS — | FIBER OPTIC UNDERGROUND LINE |
| ○ | SANITARY MANHOLE | — T — | NATURAL GAS UNDERGROUND LINE |
| ○ | HYDRANT | — I — | SANITARY SEWER PIPE |
| ⋈ | GATE VALVE & BOX | — DT — | TELEPHONE UNDERGROUND LINE |
| ⊗ | WATER SHUTOFF | | WATERMAIN PIPE |
| ☼ | LIGHT POLE | | DRAIN TILE PIPE |

KEY NOTES

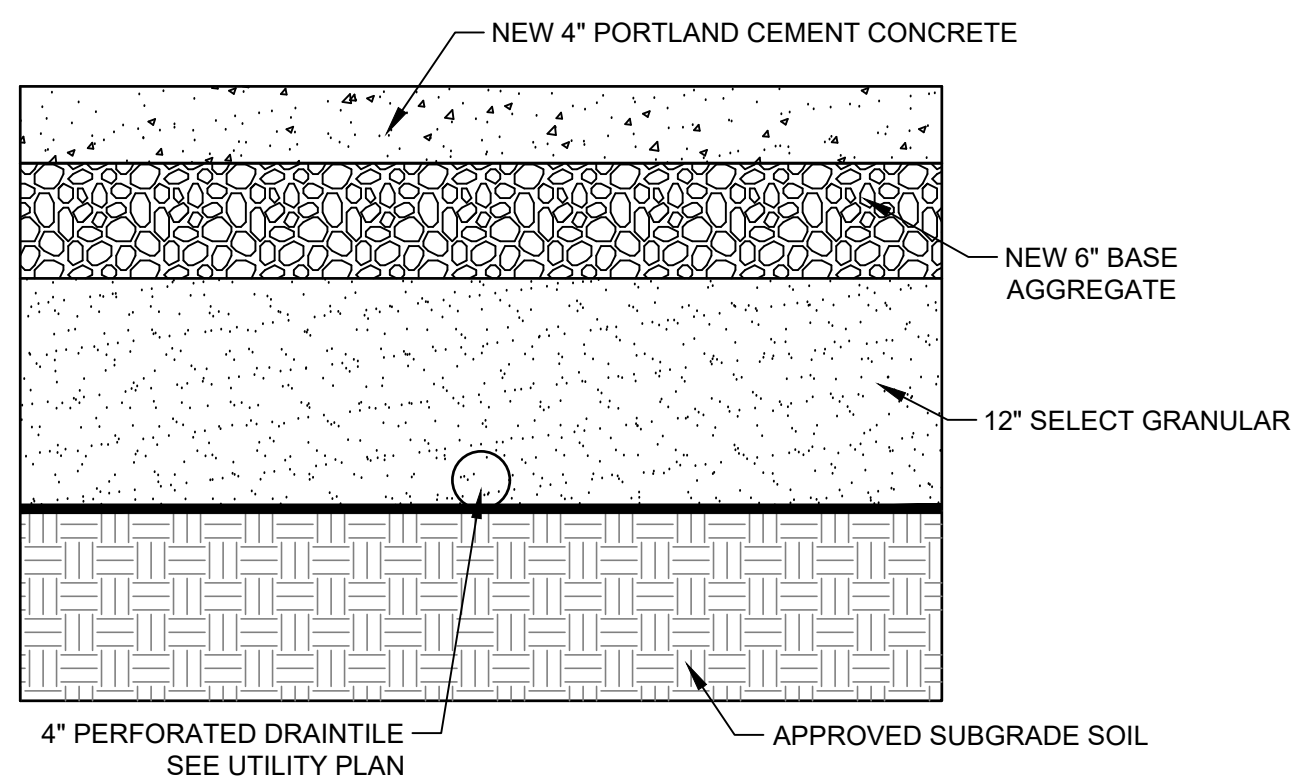
- 1 CATCH BASIN, SEE DETAIL
- 2 CATCH BASIN MANHOLE, SEE DETAIL
- 3 CATCH BASIN/MANHOLE WITH SUMP, SEE DETAIL
- 4 OUTLET CONTROL STRUCTURE, SEE DETAIL
- 5 SANITARY SEWER MANHOLE, SEE DETAIL
- 6 HYDRANT AND VALVE, PLACE VALVE BEHIND THE CURB WITHIN CONCRETE PAD, SEE DETAIL 2/C502
- 7 GATE VALVE AND BOX, SEE DETAIL
- 8 FLARED END SECTION, SEE DETAIL
- 9 INLINE DRAIN, SEE DETAIL

UTILITY NOTES

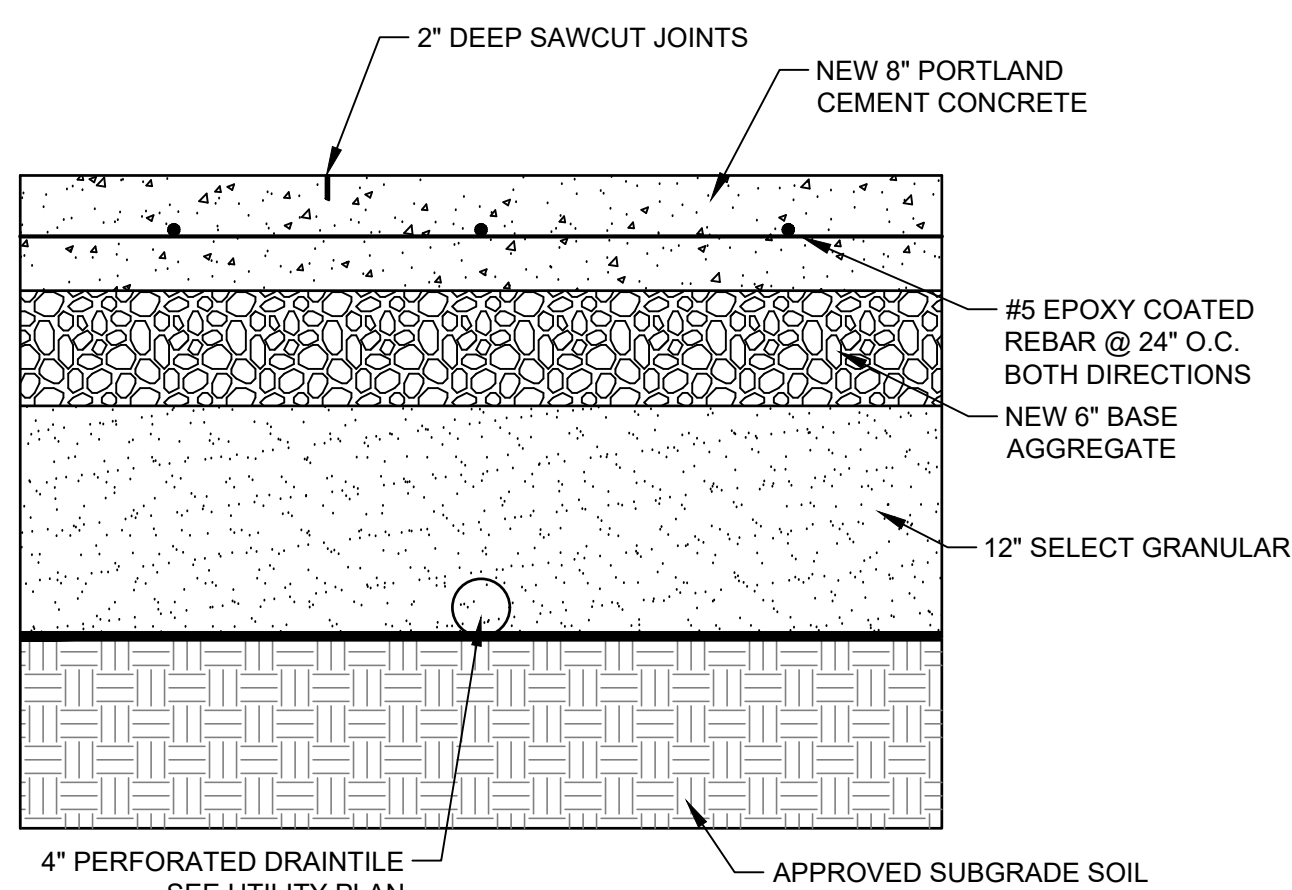
1. It is the responsibility of the contractor to perform or coordinate all necessary utility connections and relocations from existing utility locations to the proposed building, as well as to all onsite amenities. These connections include but are not limited to water, sanitary sewer, cable TV, telephone, gas, electric, site lighting, etc.
2. All service connections shall be performed in accordance with state and local standard specifications for construction. Utility connections (sanitary sewer, watermain, and storm sewer) may require a permit from the City.
3. The contractor shall verify the elevations at proposed connections to existing utilities prior to any demolition or excavation.
4. The contractor shall notify all appropriate engineering departments and utility companies 72 hours prior to construction. All necessary precautions shall be made to avoid damage to existing utilities.
5. Storm sewer requires testing in accordance with Minnesota plumbing code 4714.1109 where located within 10 feet of waterlines or the building.
6. PVC storm sewer shall be schedule 40.



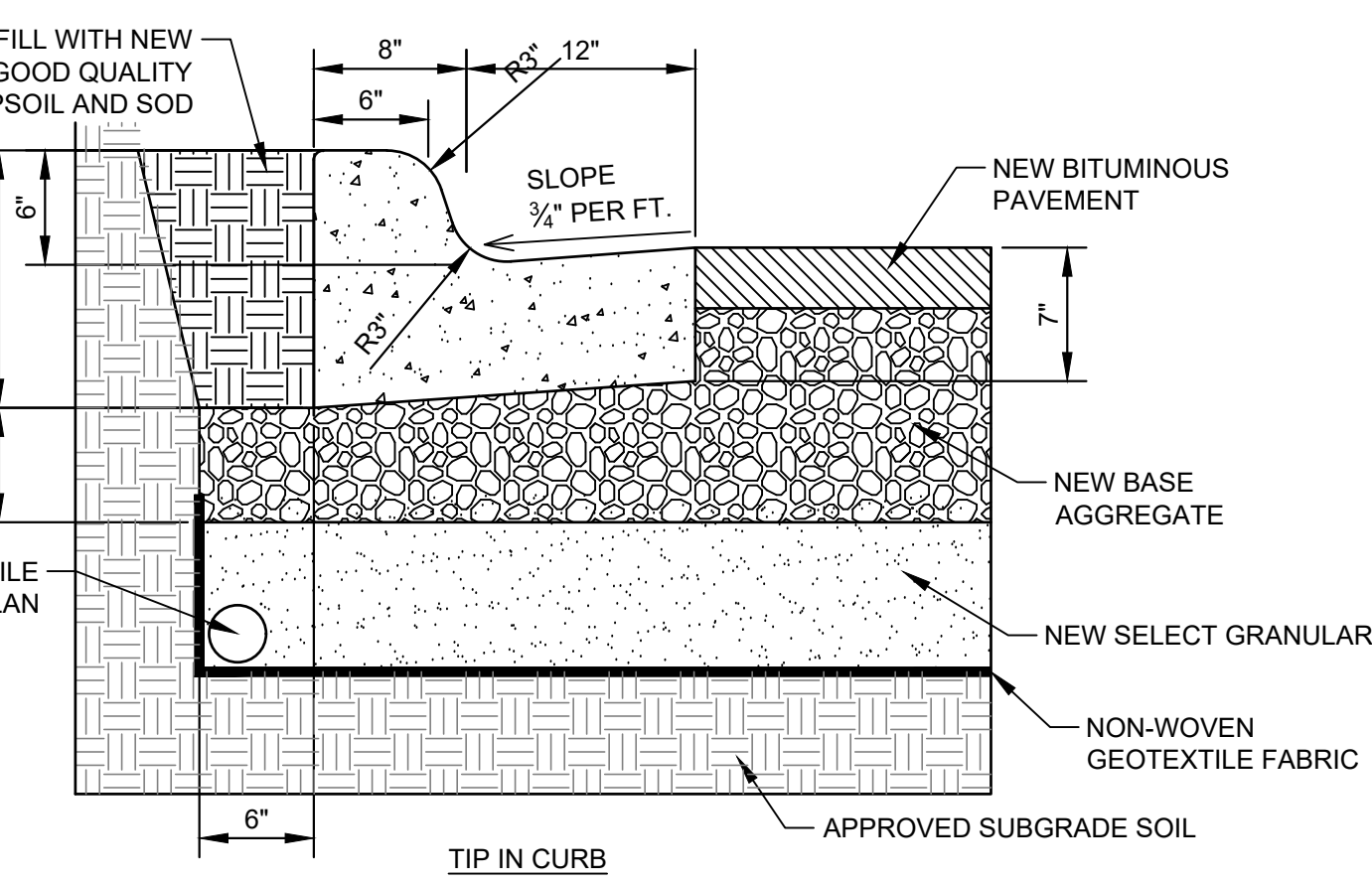
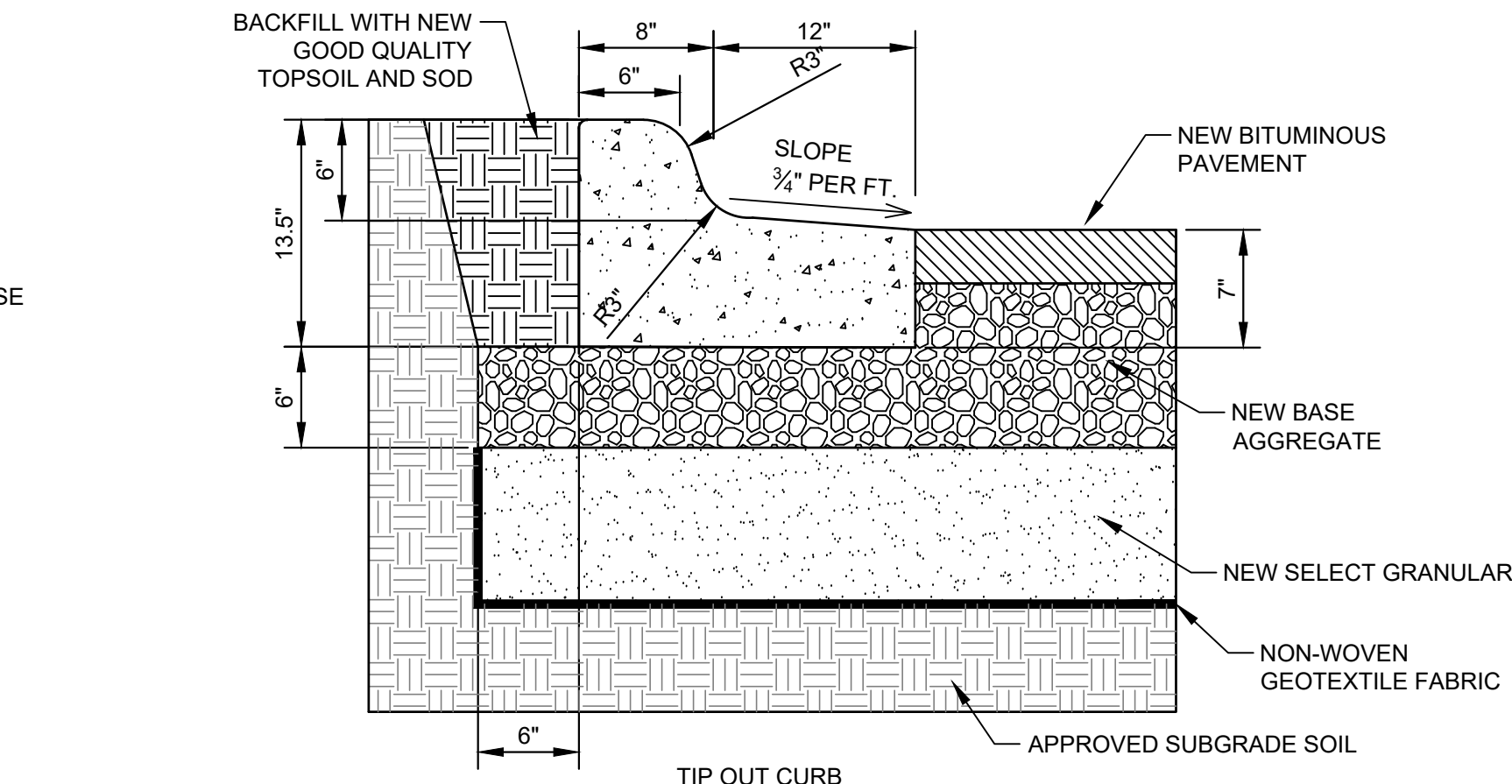
1
C500
BITUMINOUS
CONSTRUCTION DETAIL
NOT TO SCALE



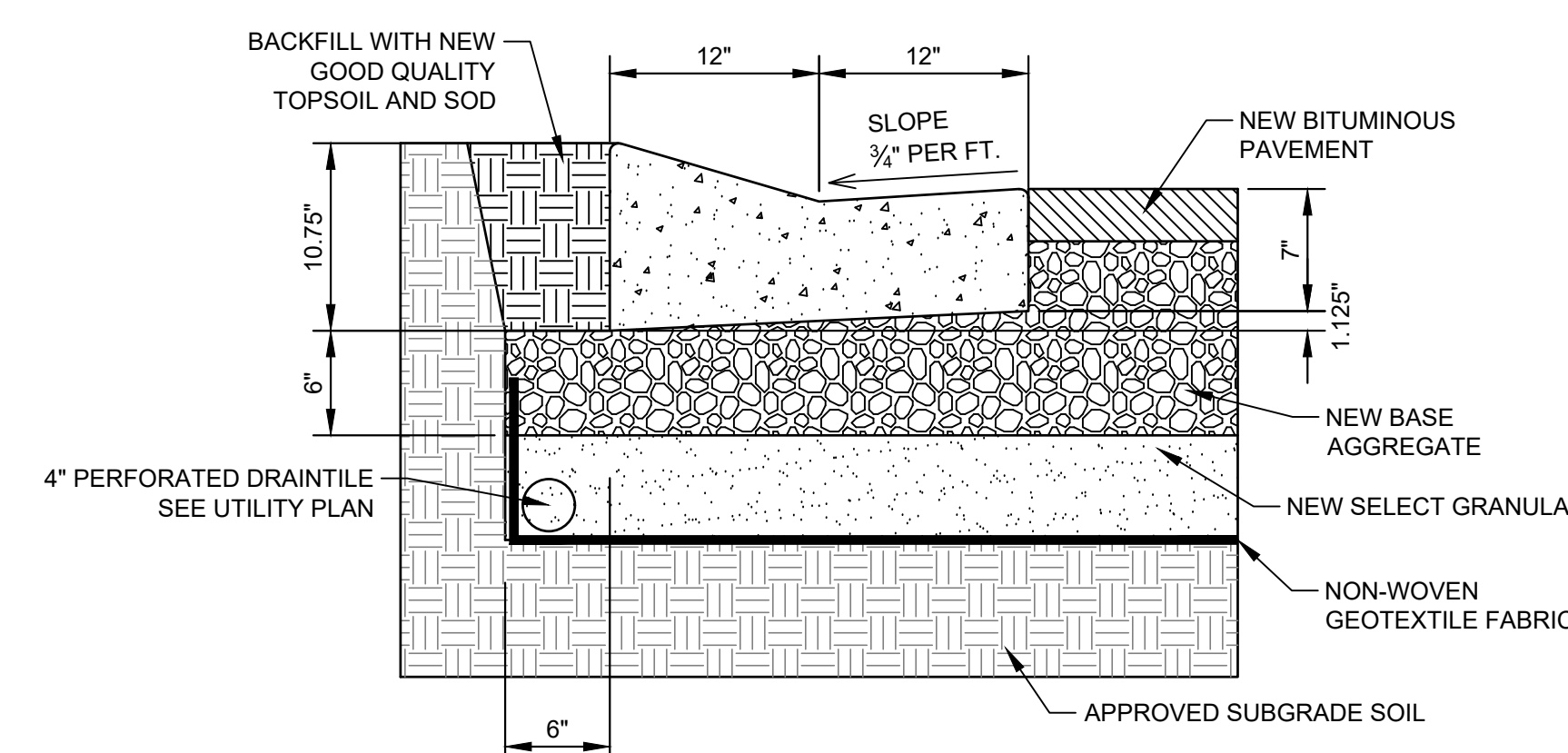
2
C500
CONCRETE
CONSTRUCTION DETAIL
NOT TO SCALE



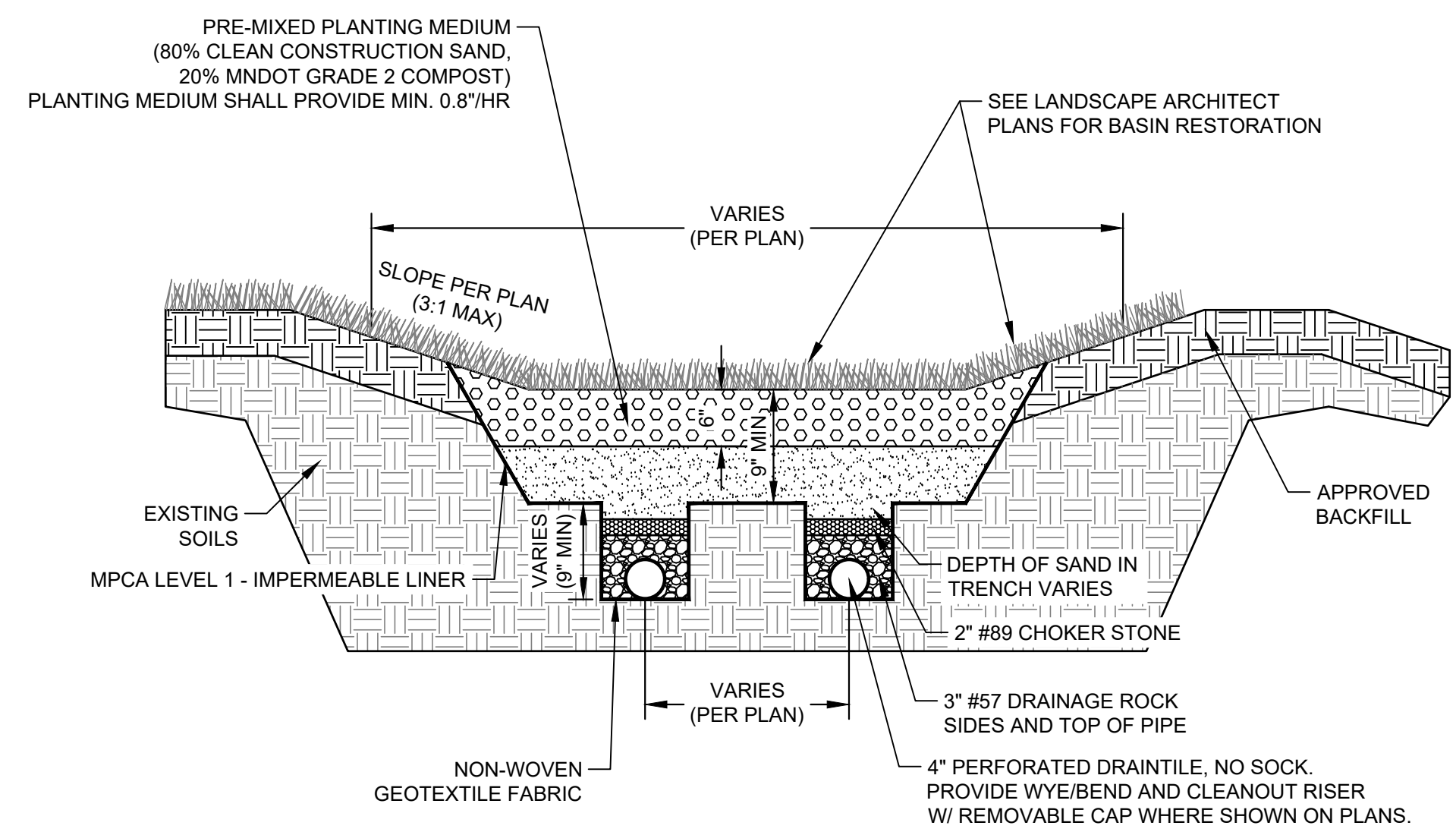
3
C500
CONCRETE
CONSTRUCTION DETAIL
NOT TO SCALE



4
C500
B612 CONCRETE
CURB & GUTTER DETAIL
NOT TO SCALE

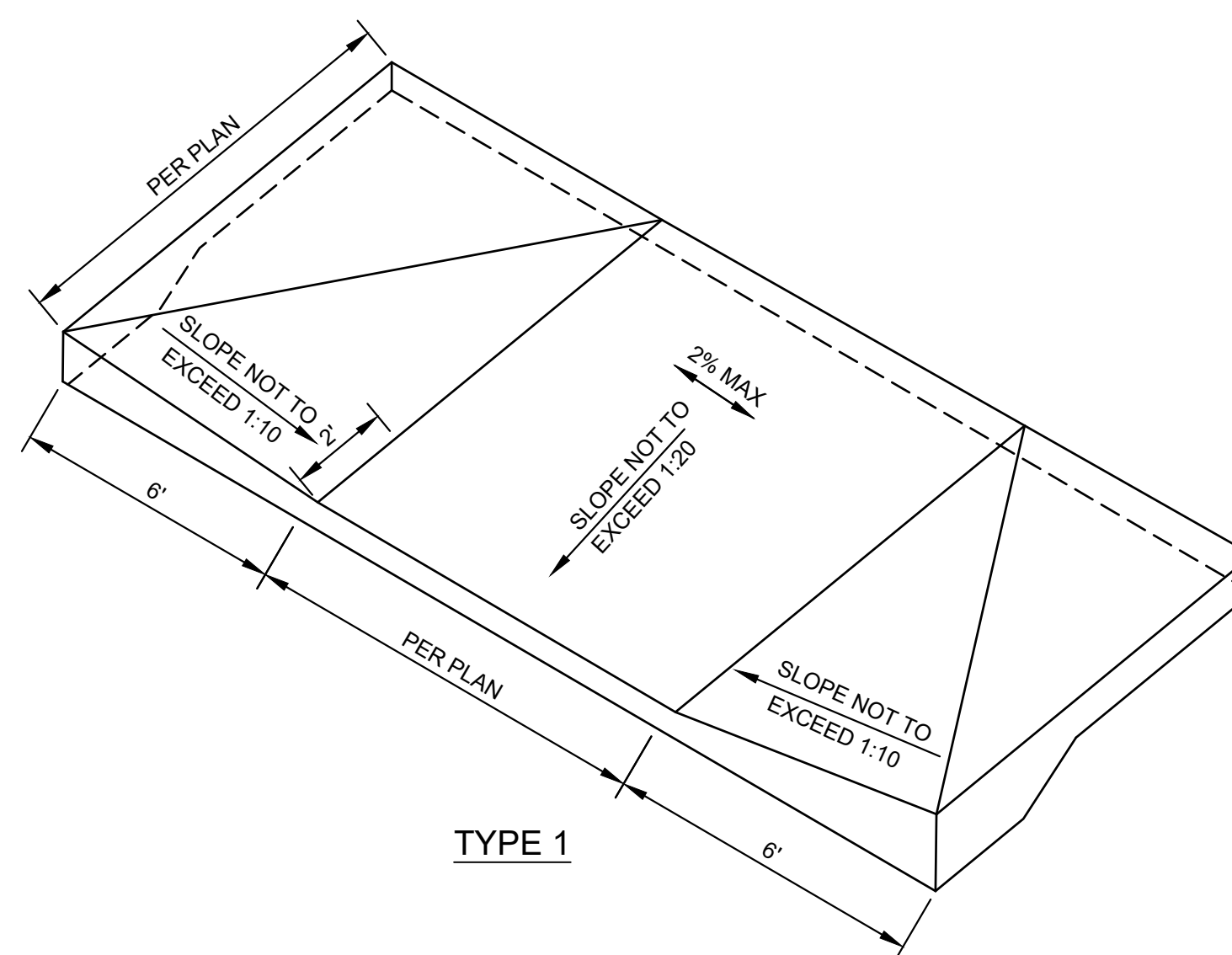


5
C500
SURMOUNTABLE CURB
& GUTTER DETAIL
NOT TO SCALE

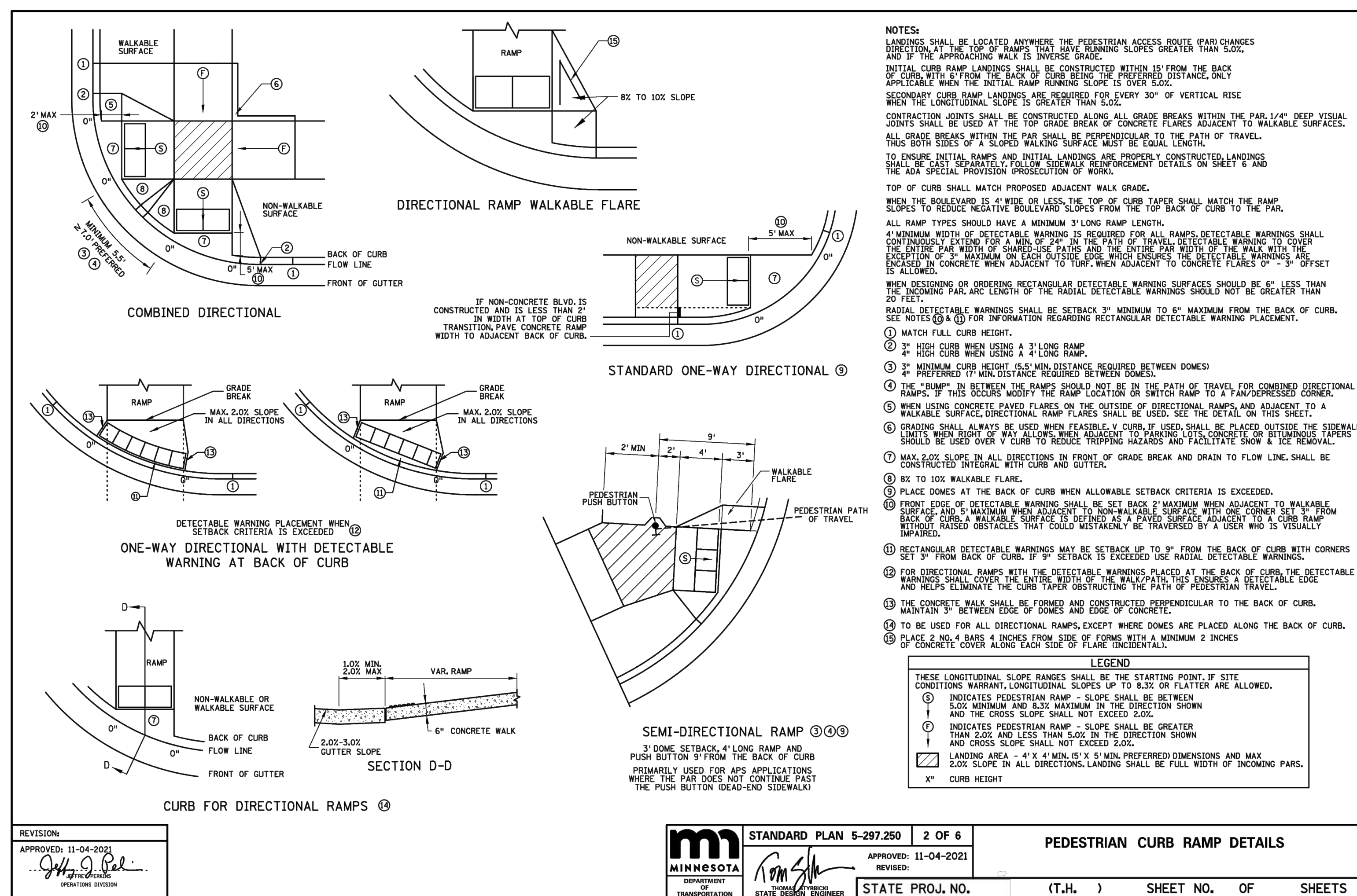
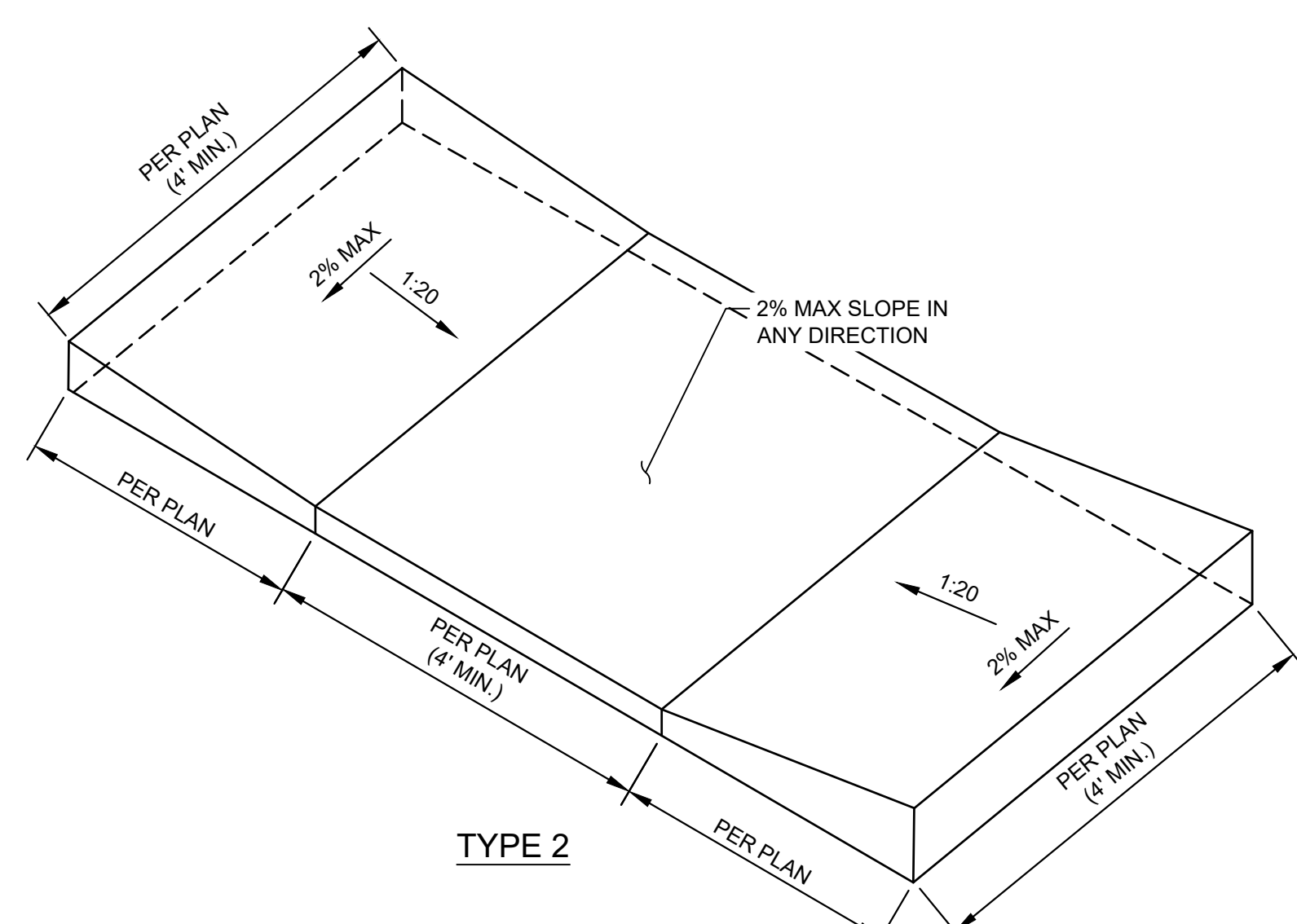


- NOTES:
- SOILS WITHIN FILTRATION AREAS SHALL BE PROTECTED FROM COMPACTION DUE TO CONSTRUCTION TRAFFIC. AREAS SHALL BE STAKED AND MARKED OFF, WITH ONLY LOW IMPACT EQUIPMENT (TRACKED OR SIMILAR) ALLOWED.

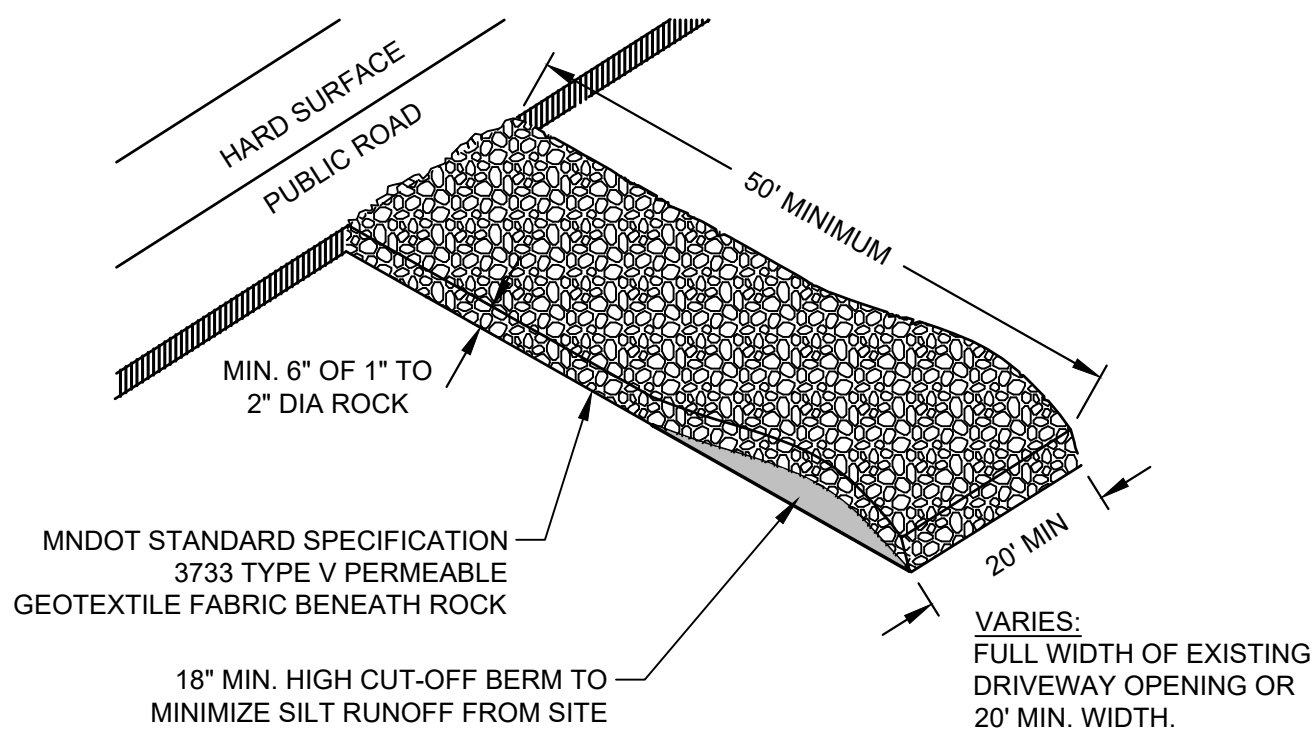
6
C500
FILTRATION BASIN
CROSS SECTION
NOT TO SCALE



7
C500
ACCESSIBLE RAMP DETAIL
NOT TO SCALE



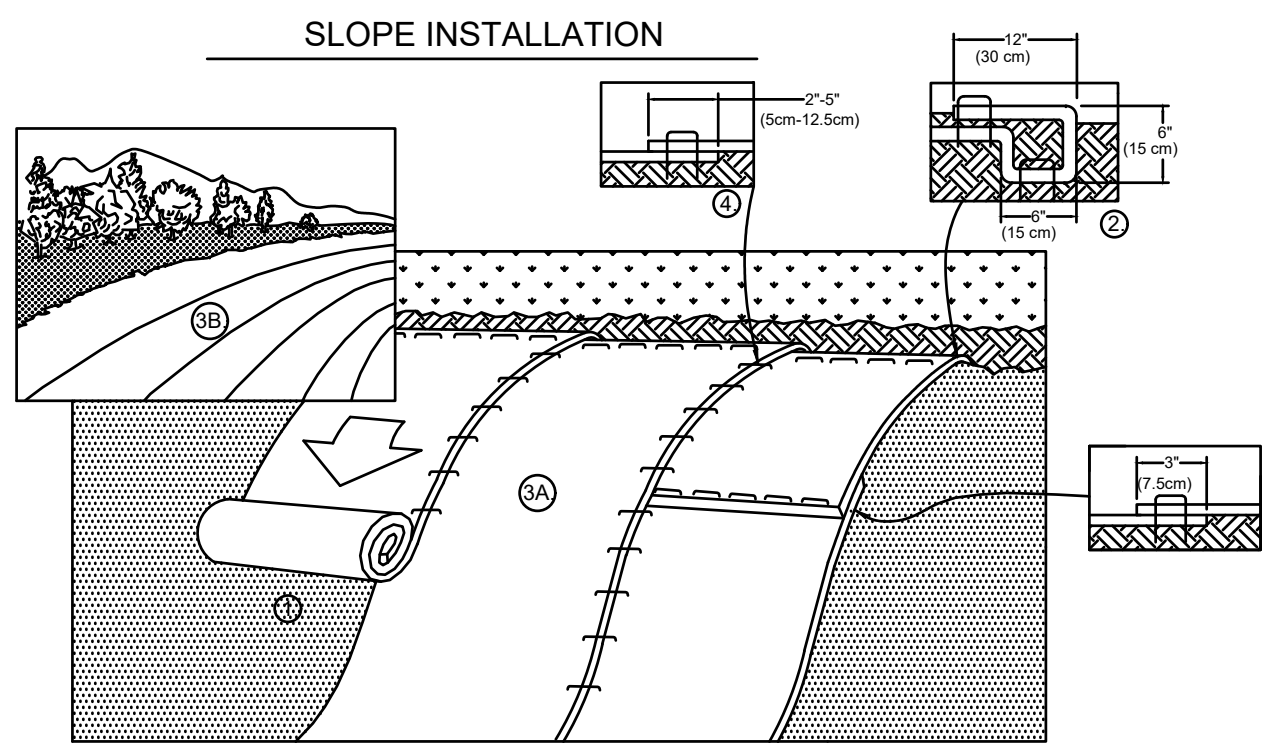
8
C500
ACCESSIBLE RAMP DETAIL
NOT TO SCALE



ROCK CONSTRUCTION ENTRANCE

1
C501

NOT TO SCALE



1. PREPARE SOIL BEFORE INSTALLING ROLLED EROSION CONTROL PRODUCTS (RECPs), INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED.
NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE RECPs IN A 6" (15 CM) DEEP X 6" (15 CM) WIDE TRENCH WITH APPROXIMATELY 12" (30 CM) OF RECPs EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE RECPs WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" (30 CM) APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" (30 CM) PORTION OF RECPs BACK OVER SEED AND COMPACTED SOIL. SECURE RECPs OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" (30 CM) APART ACROSS THE WIDTH OF THE RECPs.
3. ROLL THE RECPs (A) DOWN OR (B) HORIZONTALLY ACROSS THE SLOPE. RECPs WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL RECPs MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS SHOWN IN THE STAPLE PATTERN GUIDE. WHEN USING THE DOT SYSTEM, STAPLES/STAKES SHOULD BE PLACED THROUGH EACH OF THE COLORED DOTS CORRESPONDING TO THE APPROPRIATE STAPLE PATTERN.
4. THE EDGES OF PARALLEL RECPs MUST BE STAPLED WITH APPROXIMATELY 2" - 5" (5 CM - 12.5 CM) OVERLAP DEPENDING

5. CONSECUTIVE RECPs SPICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 3" (7.5 CM) OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" (30 CM) APART ACROSS ENTIRE

*IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" (15 CM) MAY BE NECESSARY TO PROPERLY SECURE THE RECPs.



Erosion Control Blanket:
North American Green BioNet S150BN erosion control blanket or approved equal.

Top Net
Leno Woven 100% biodegradable organic jute
9.35 lbs/1,000 ft²
(4.5 kg/100 m²) approx. wt.

100% Straw Fiber
0.50 LBS/YD²
(0.27 KG/M²)

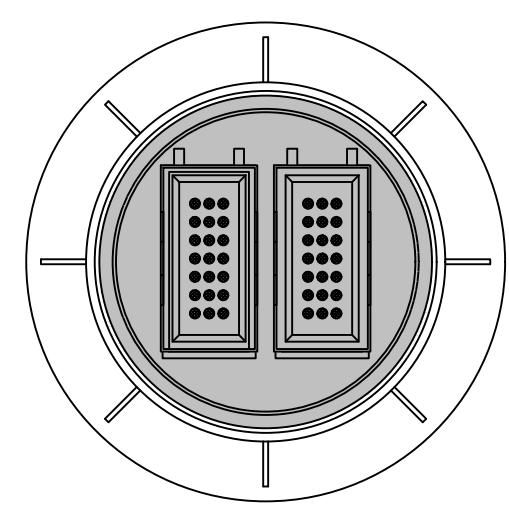
Thread
Biodegradable

Staples/Anchors:
The type of anchors used to secure the blanket to the ground shall be Steel wire 11 Gauge 1" wide x 8" long.

EROSION CONTROL BLANKET

2
C501

NOT TO SCALE

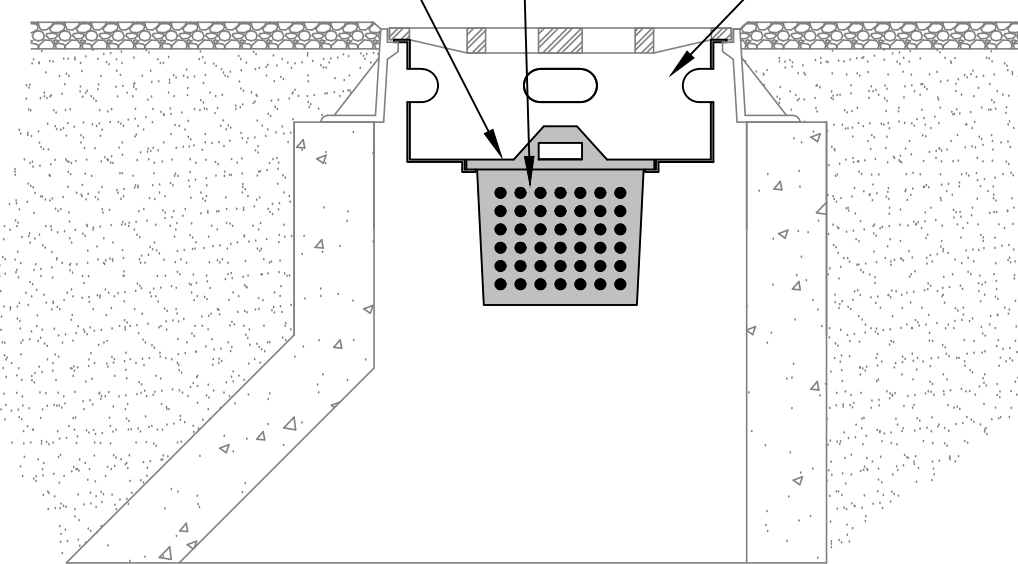


PLAN

400 MICRON FILTER BAG IN EACH BASKET

2 BASKETS WITH 400 MICRON FILTER BAGS. TO BE CHECKED PERIODICALLY AND CLEANED OUT AFTER EACH RAIN EVENT

FITS NEENAH 1642 AND 1733 FRAMES OR EQUAL

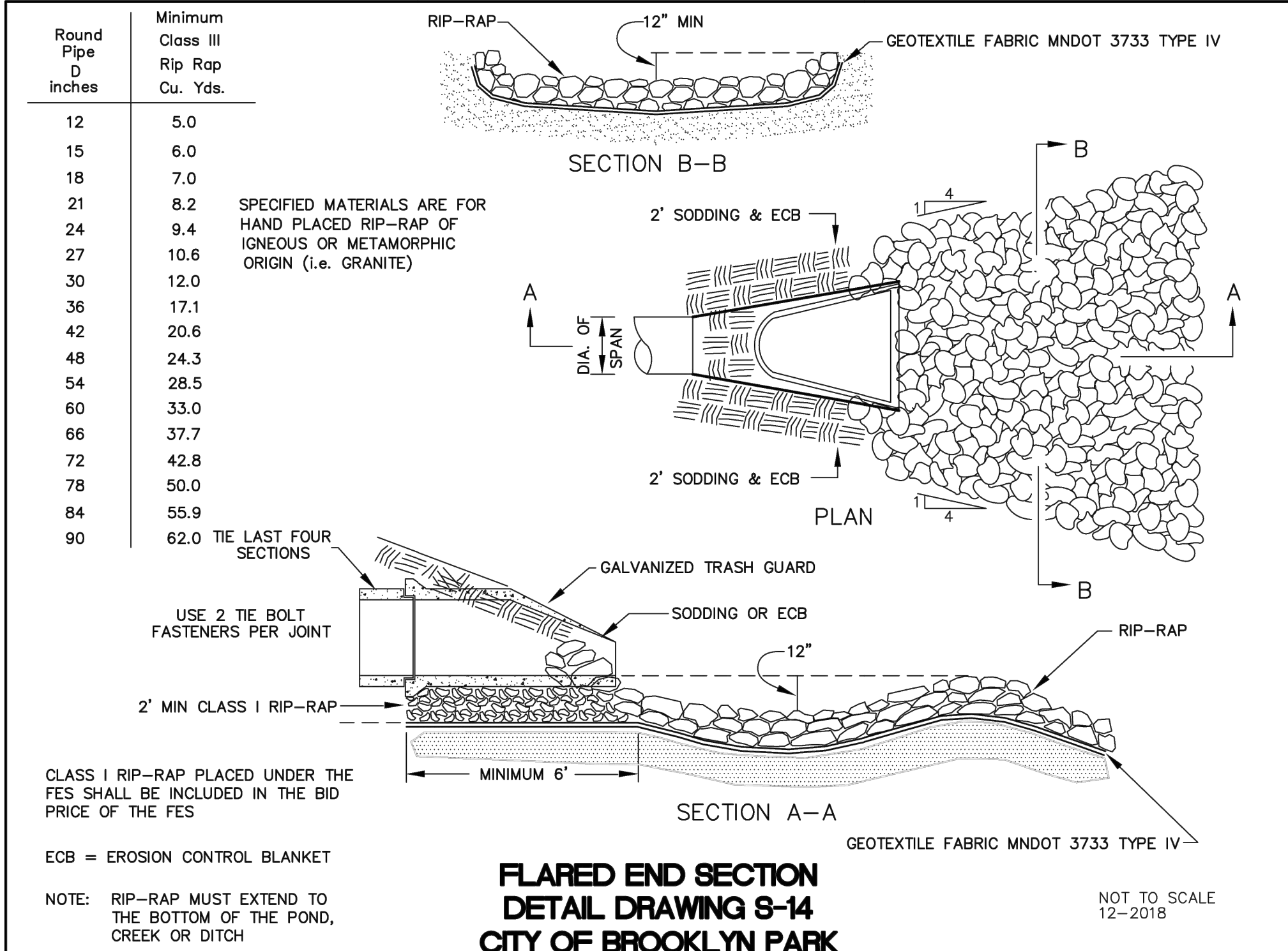


PROFILE

INFRASAFE INLET PROTECTION DEVICE (OR EQ.)

4
C501

NOT TO SCALE



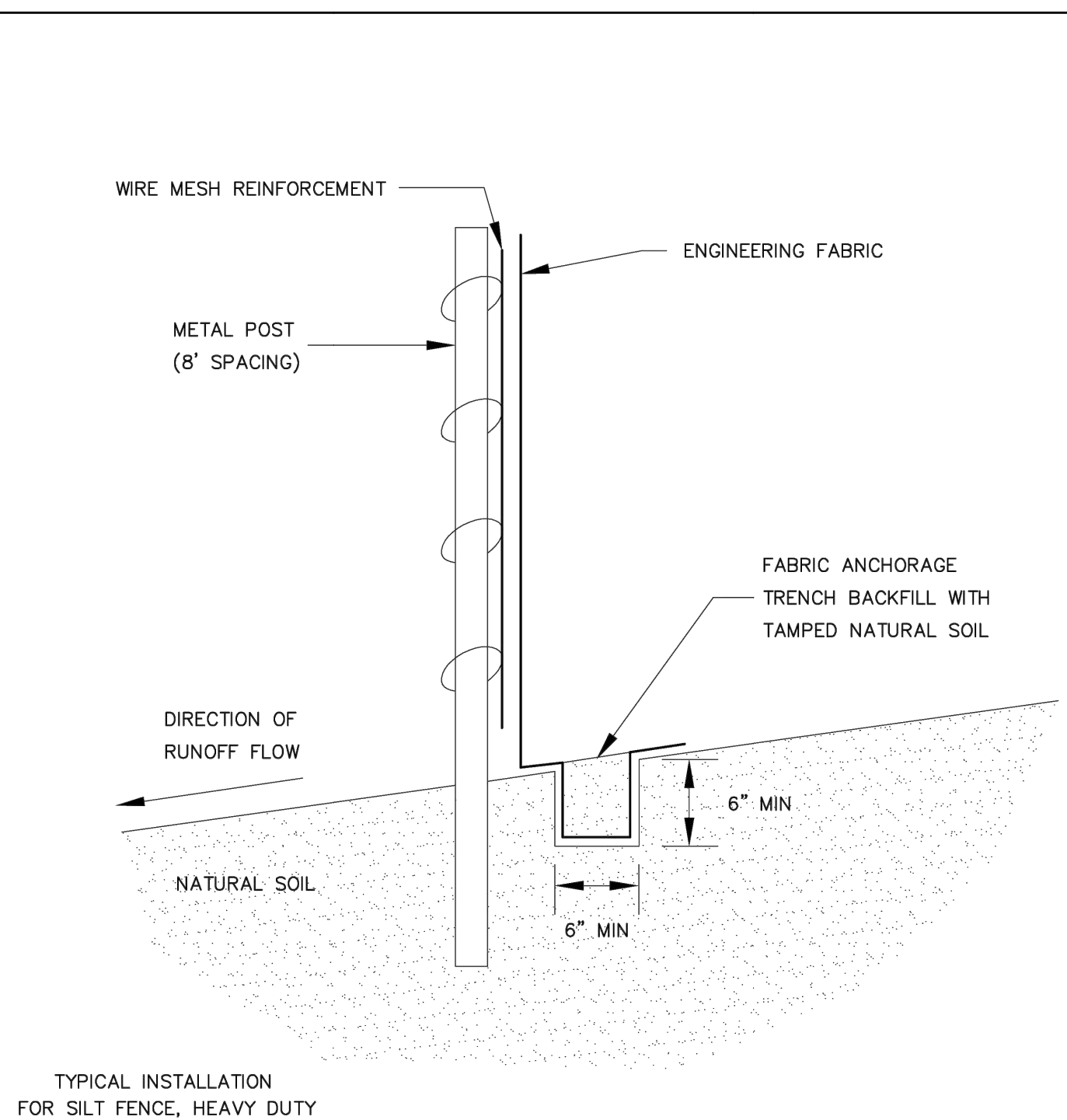
FLARED END SECTION DETAIL DRAWING S-14 CITY OF BROOKLYN PARK

NOT TO SCALE
12-2018

3
C501

RIP-RAP AT OUTLETS

NOT TO SCALE



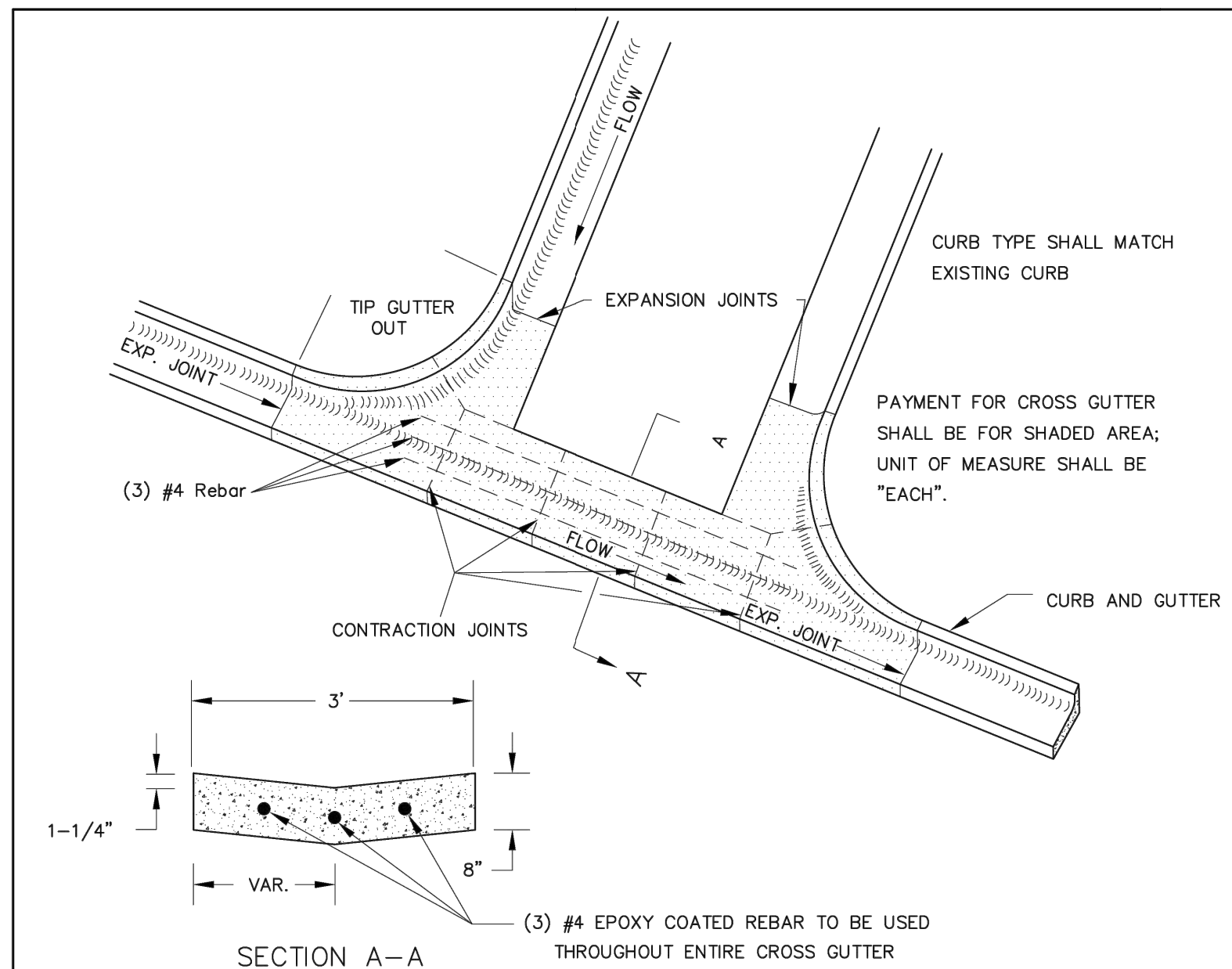
TYPICAL INSTALLATION FOR SILT FENCE, HEAVY DUTY

TYPICAL INSTALLATION FOR SILT FENCE DETAIL DRAWING ST-18 CITY OF BROOKLYN PARK

6
C501

SILT FENCE DETAIL

NOT TO SCALE



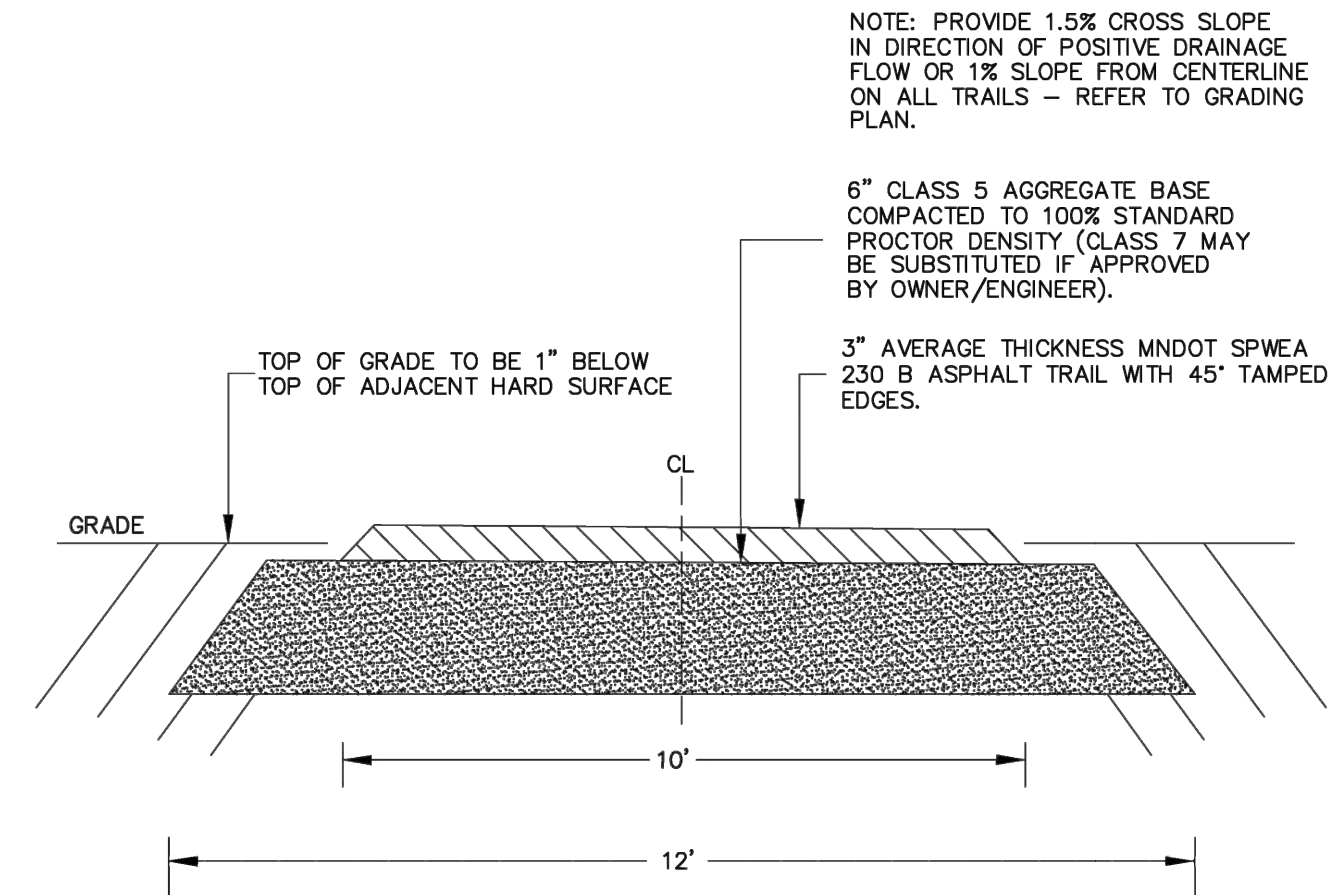
CONCRETE CROSS GUTTER DETAIL DRAWING ST-5 CITY OF BROOKLYN PARK

NOT TO SCALE
1-18

5
C501

CROSS GUTTER DETAIL

NOT TO SCALE



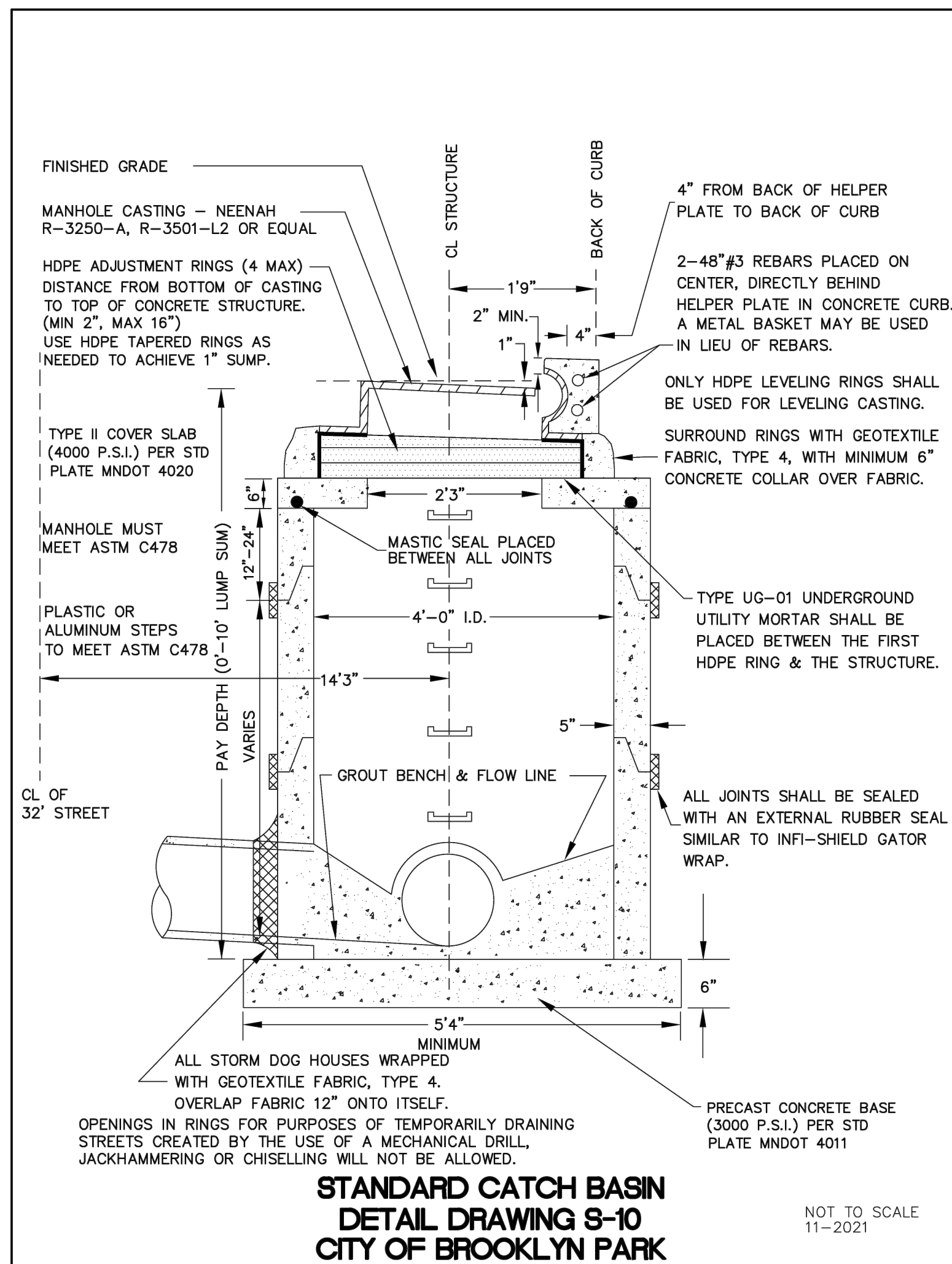
6" AGGREGATE BASE
CUBIC YARD PER LINEAL FOOT - 0.213
LINEAL FEET PER CUBIC YARD - 4.69

BITUMINOUS TRAIL DETAIL DRAWING ST-20 CITY OF BROOKLYN PARK

7
C501

BITUMINOUS TRAIL DETAIL

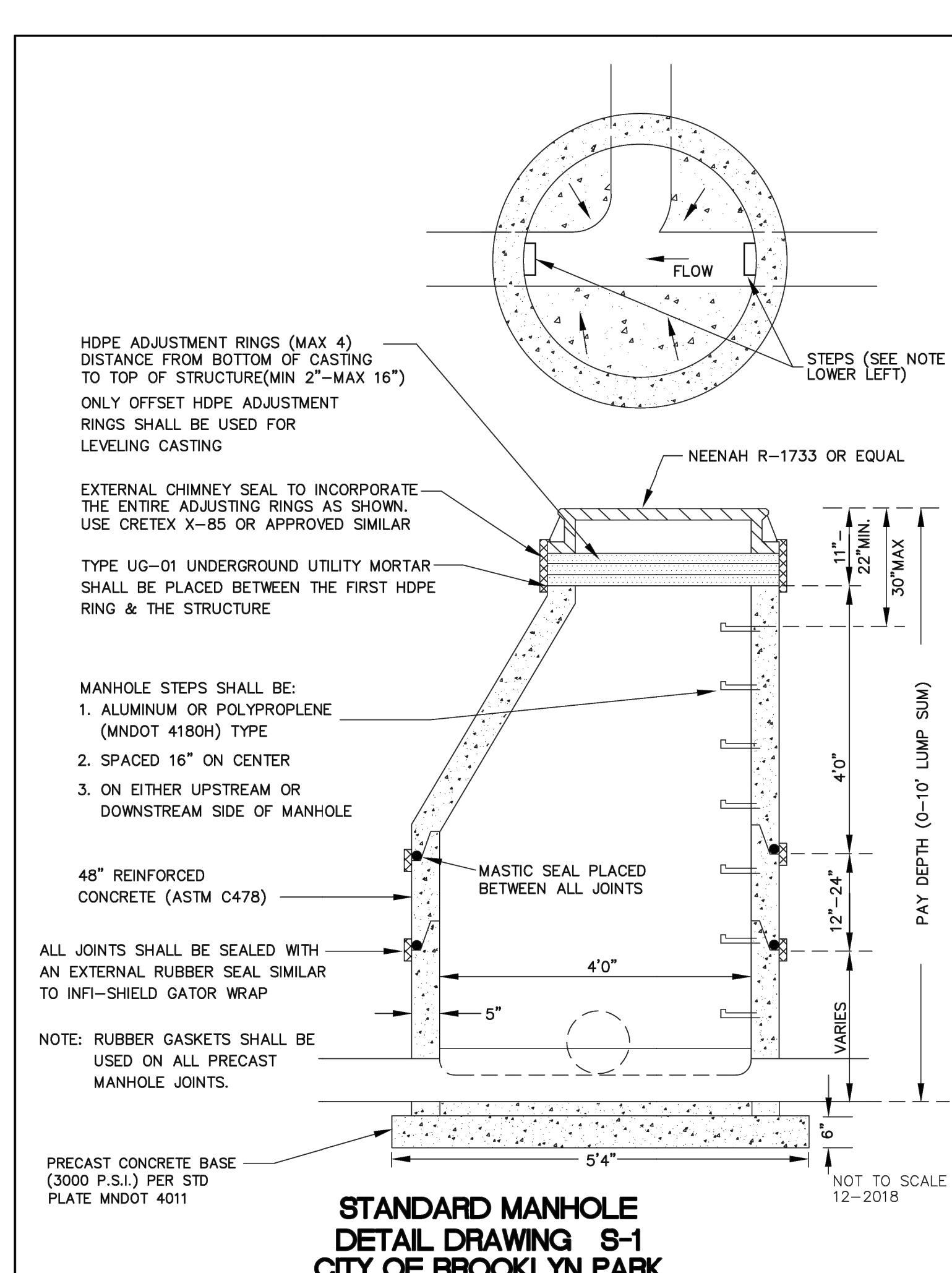
NOT TO SCALE



**CATCH BASIN
MANHOLE DETAIL**

1
C502

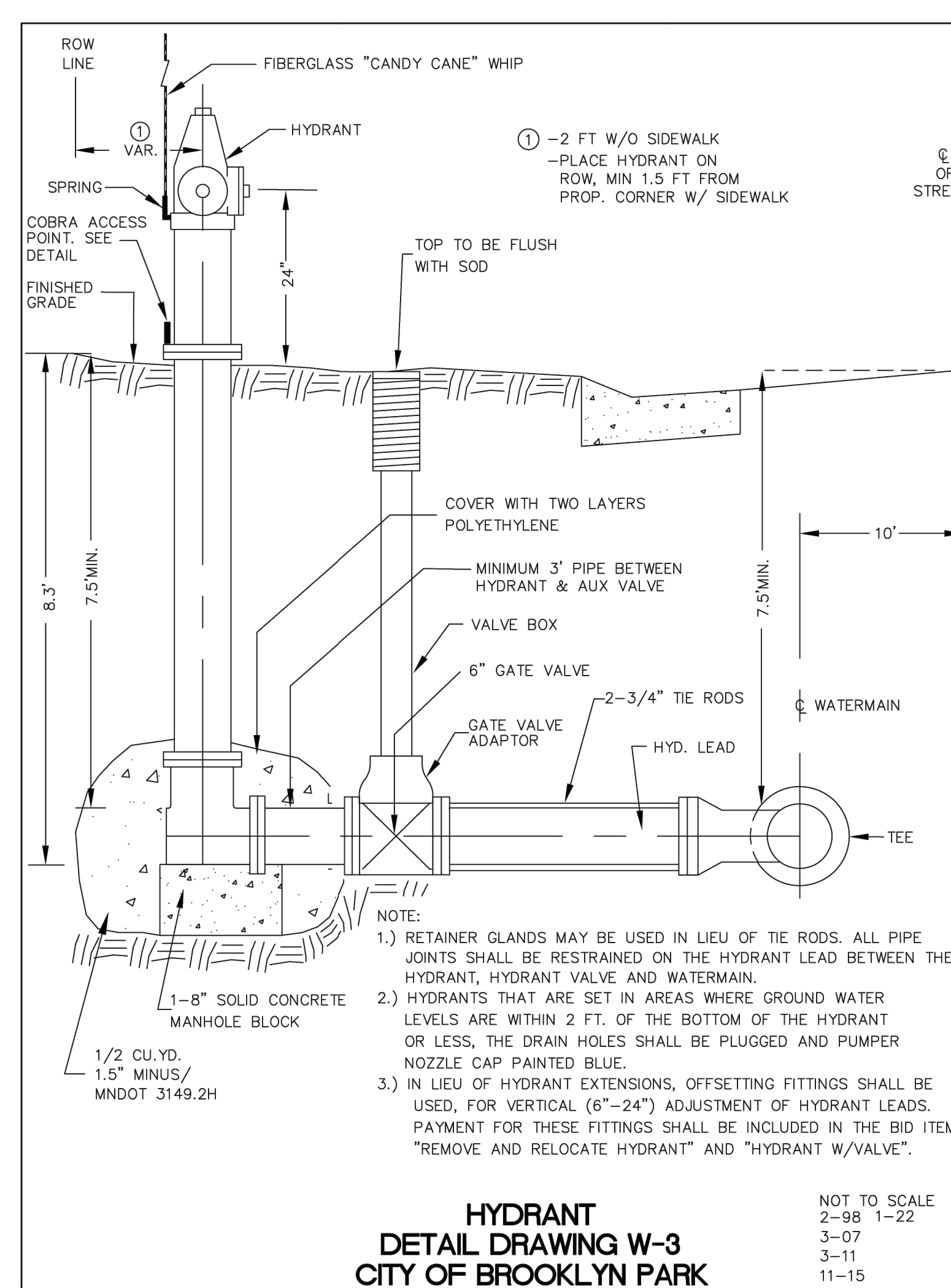
NOT TO SCALE



**SANITARY
SEWER MANHOLE DETAIL**

2
C502

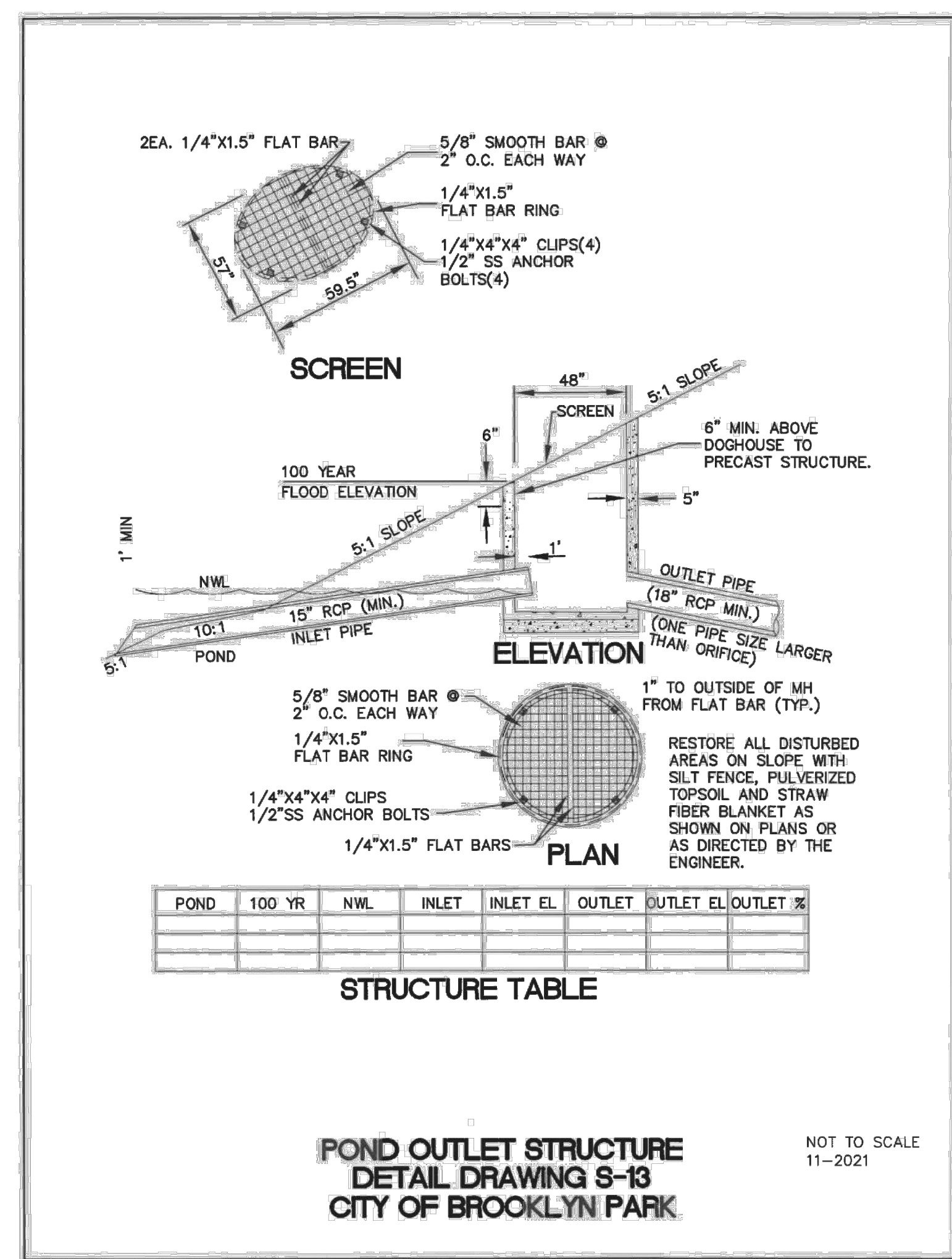
NOT TO SCALE



**HYDRANT & GATE VALVE
INSTALLATION DETAIL**

3
C502

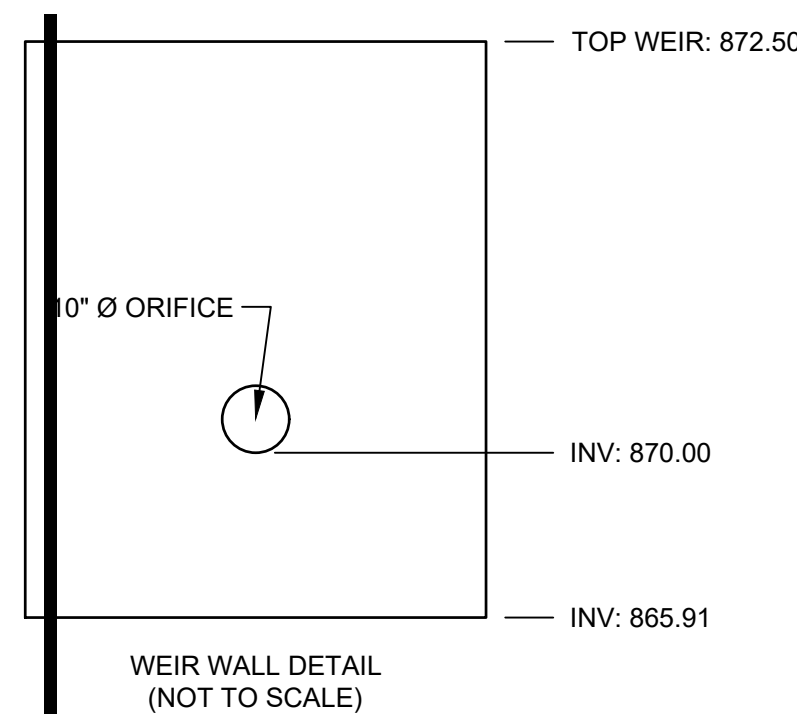
NOT TO SCALE



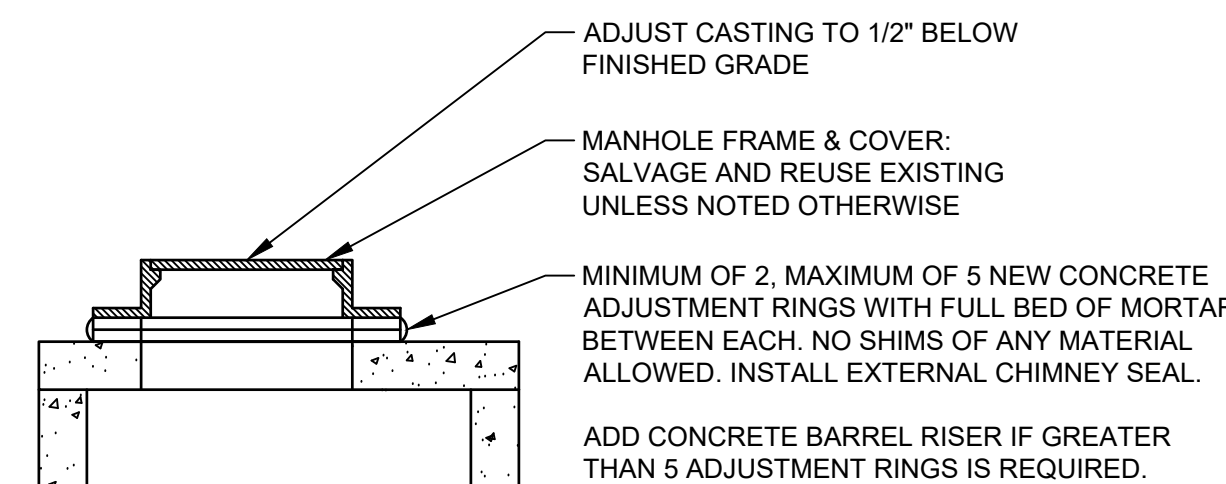
**OUTLET CONTROL STRUCTURE
MANHOLE DETAIL**

5
C502

NOT TO SCALE



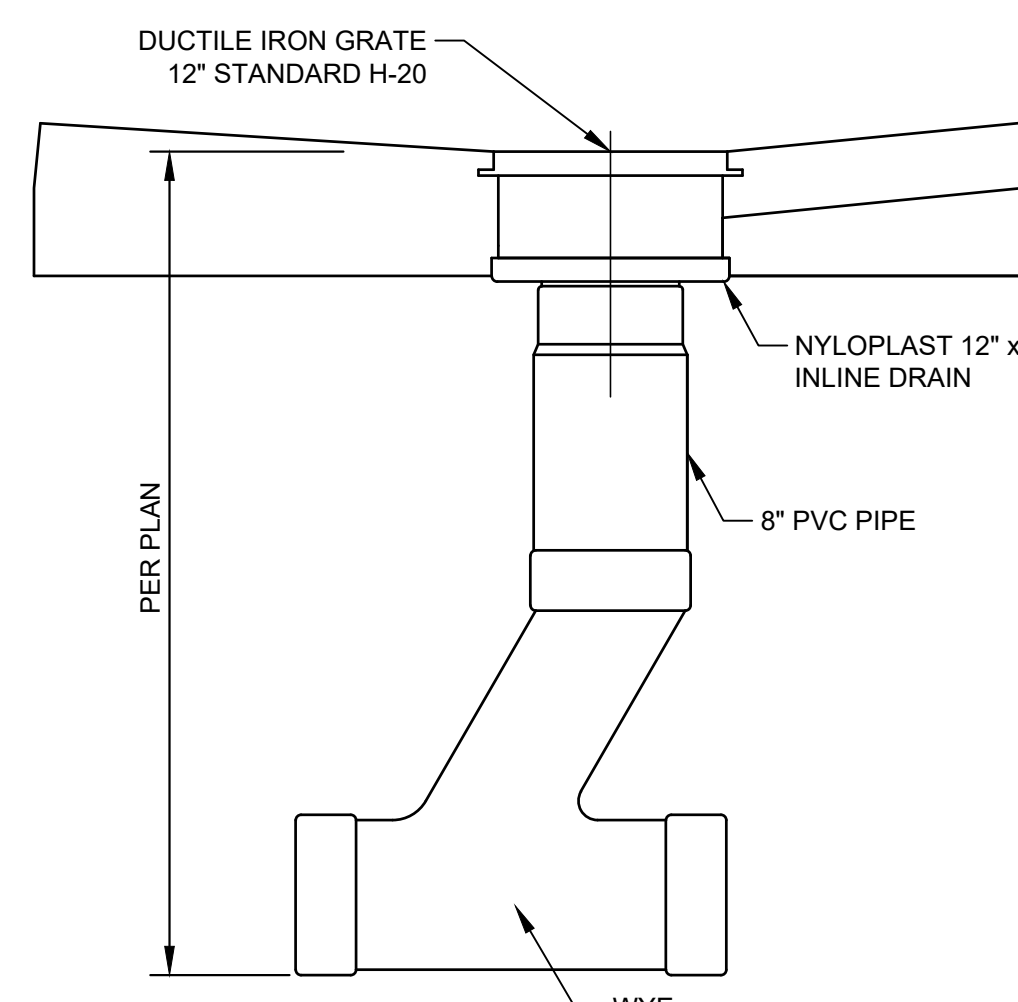
NOTE:
A STRUCTURE ADJUSTMENT SHALL INCLUDE REMOVING AND SALVAGING THE EXISTING CASTING ASSEMBLY, REMOVING EXISTING CONCRETE RINGS TO THE PRECAST SECTION, INSTALLING NEW RINGS AND SALVAGED OR NEW CASTING TO PROPOSED GRADES, CLEANING CASTING FLANGE BY MECHANICAL MEANS TO INSURE A SOUND SURFACE, AND INSTALLING AN EXTERNAL CHIMNEY SEAL FROM CASTING TO PRECAST SECTION. CHIMNEY SEAL SHALL BE INFI-SHIELD, UNI-BAND, OR AN APPROVED EQUAL.



**STORM STRUCTURE
ADJUSTMENT DETAIL**

6
C502

NOT TO SCALE



INLINE DRAIN DETAIL

7
C502

NOT TO SCALE

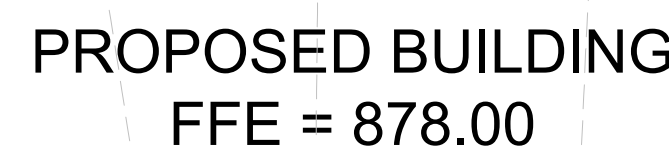
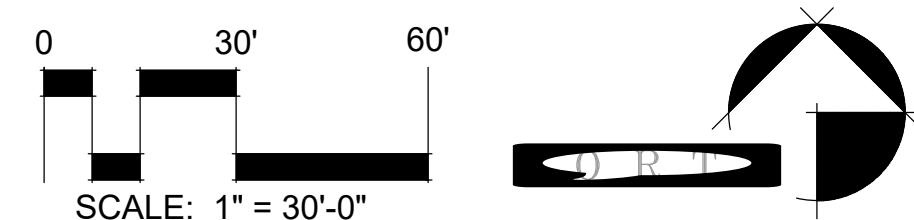
PLAN PRESENTLY SHOW:

16 -SHADE TREES - MATURE OVER 20FT	
3- STREET TREES	
9 - ORNAMENTAL TREES - UNDER 20FT	
13 - EVERGREEN TREES - COLUMNAR	
394 EVERGREEN SHRUBS AND DECIDUOUS SHRUBS	
794 PERENNIALS	

PLANT SCHEDULE

LAND COVER KEY

-  MASS MULCHED PLANTING BED
 SEED/SOD AREA
 NATIVE PERENNIAL PLUG AREA
 ARTIFICIAL TURF AREA
 BOULDER



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.

PRINT NAME: Bryan Harjes, PLA

SIGNATURE: _____



Brooklyn Park

Brooklyn Park Fire Station #2

REVISIONS:
DD ESTIMATE - NOT FOR
CONSTRUCTION

CNH NO.: 23074
DATE: 3/19/2025
Landscape Plan

L1.0

NOT FOR CONSTRUCTION

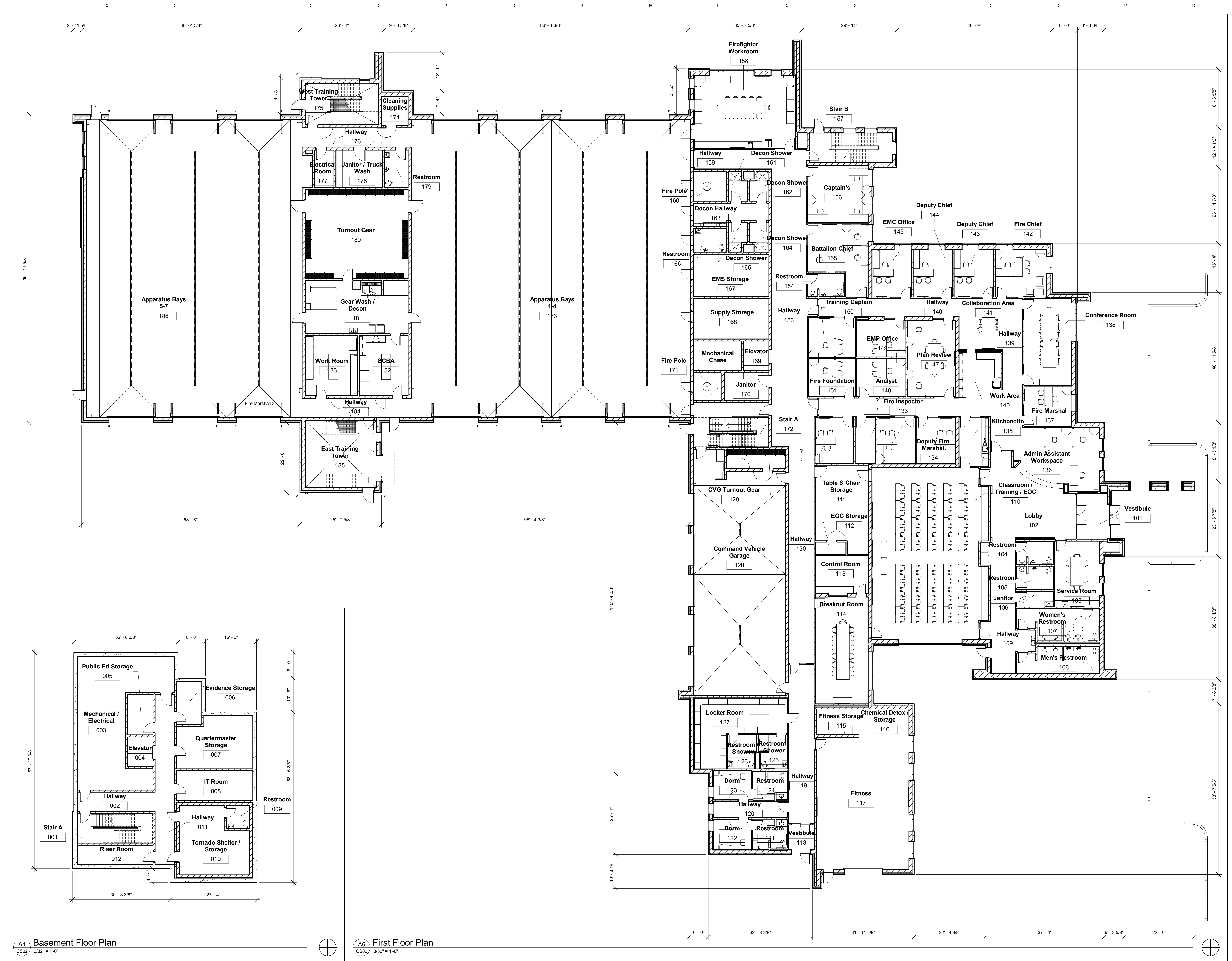
C:\Users\mfieldand\Documents\2024 - Brooklyn Park Fire Station #2_mfieldand.rvt
3/24/2025 11:50:52 AM

A8 Overall Site Plan - City Submittal

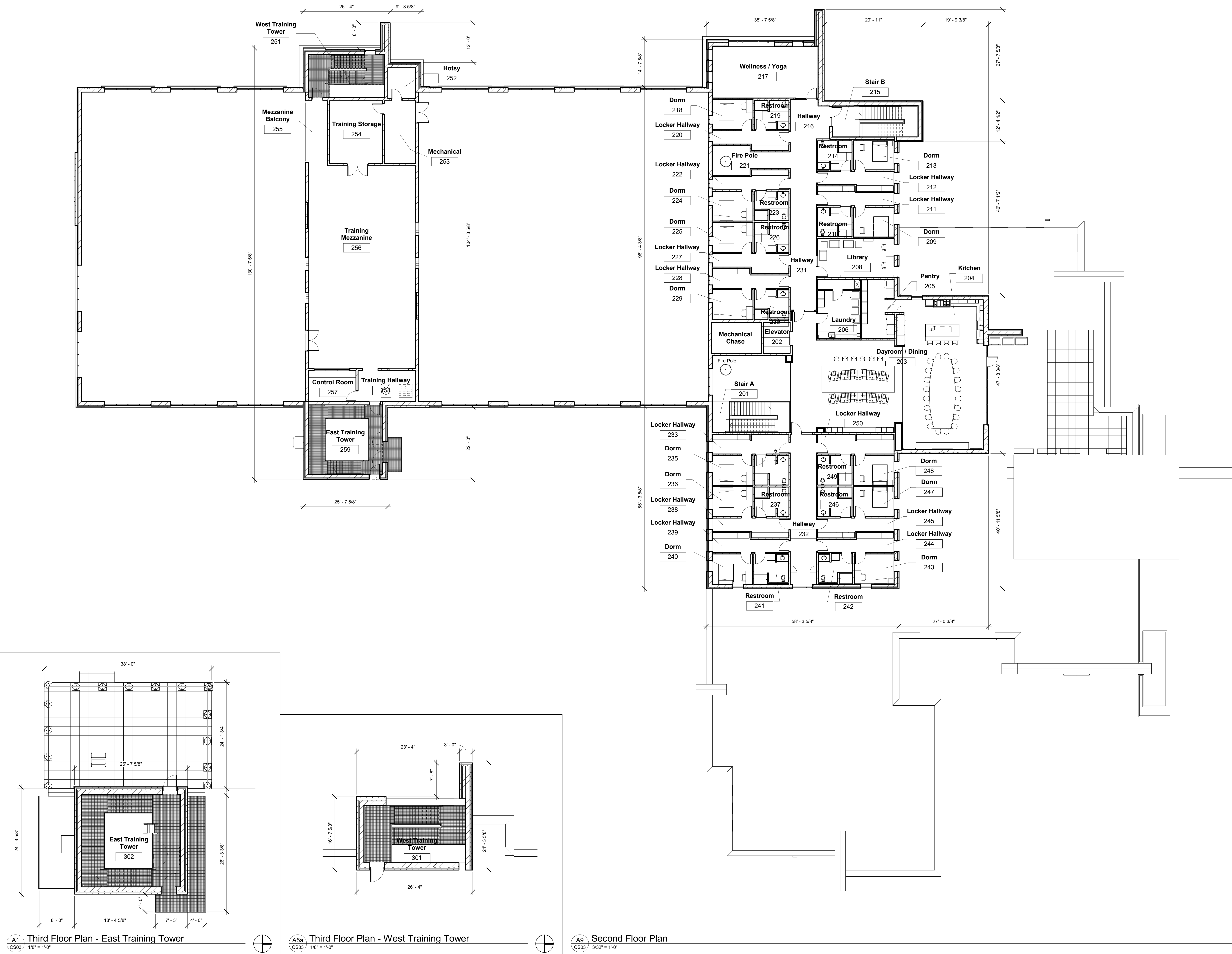
CS01 1" = 40'-0"

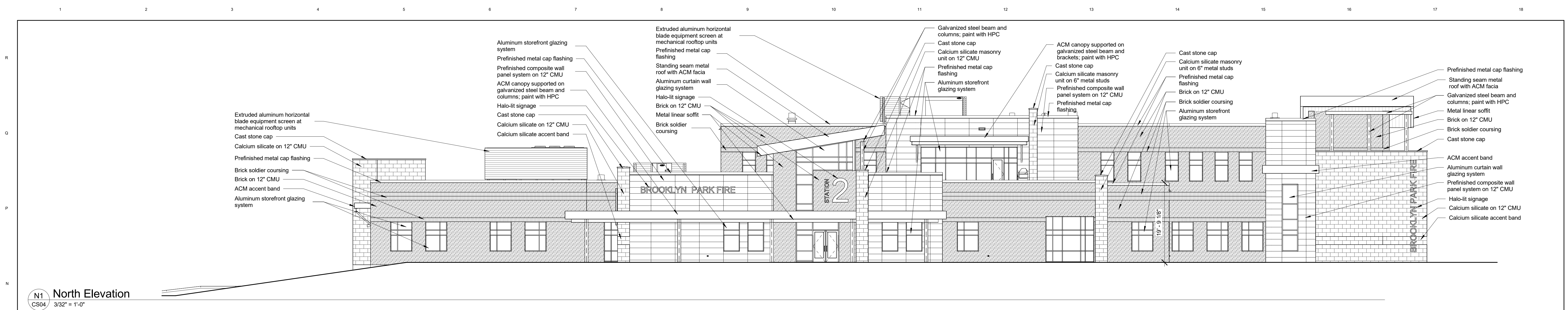
Plan Review Summary:			
Site Statistics:			
Site Square Footage	371,949	SF	
Site Area	8.54	Acres	
Lot Coverage Statistics:			
Total Site Impervious Area (Parking / Sidewalks / Patios) Includes existing buildings and lots	172,459	SF	
Total Proposed Building Footprint	43,309	SF	
Total Impervious Area	215,768	SF	
Total Impervious Percentage	58.01	%	
Parking Statistics:			
Public / Staff Parking	31	Stalls	
Firefighter Parking	39	Stalls	
CAC Parking (w/in property boundary)	113	Stalls	
PICA Parking	52	Stalls	
Total Parking Stalls	235	Stalls	

NOT FOR CONSTRUCTION

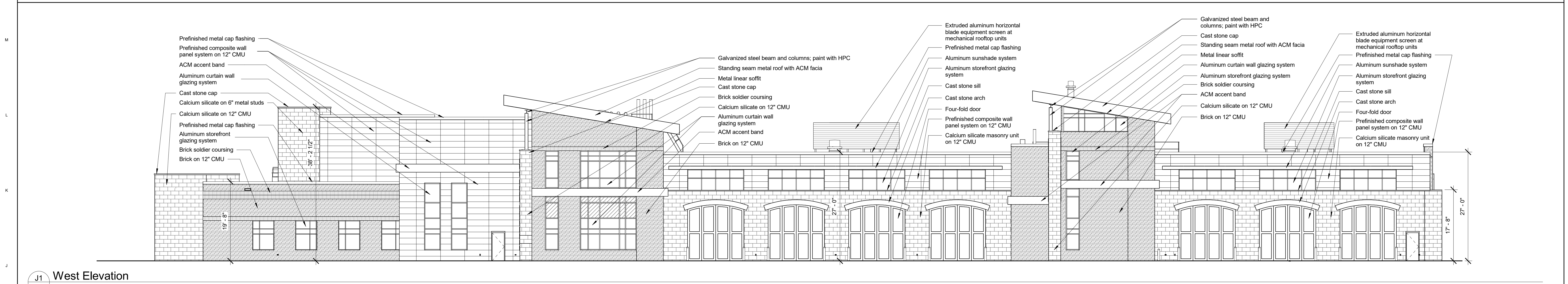


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3/20/25 11:53:41 AM

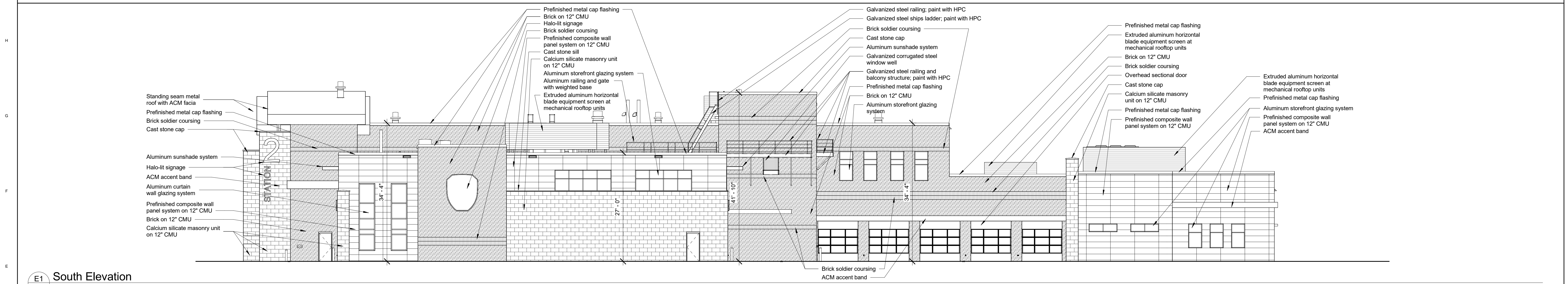




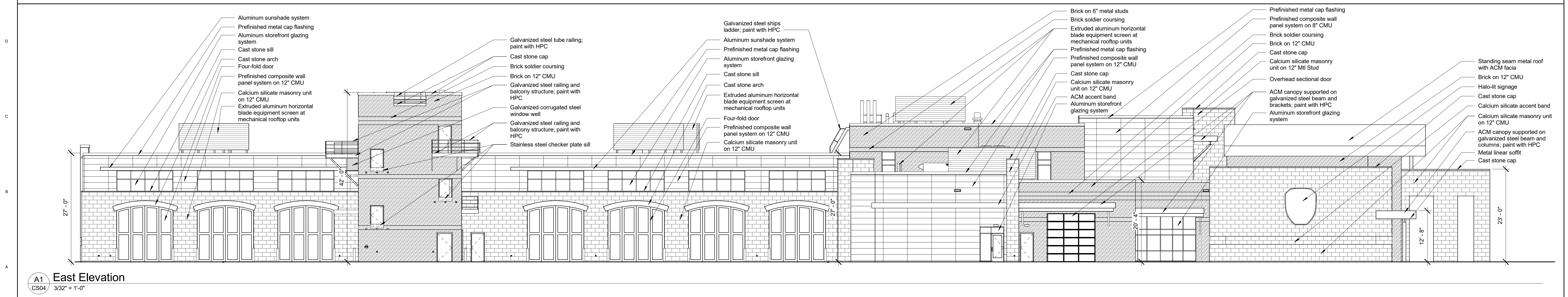
North Elevation



West Elevation



E1 South Elevation
CS04 3/32" = 1'-0"



A1 East Elevation
CS04 $3/32" = 1'-0"$

C:\Users\melland\Documents\2074 - Brooklyn Park Fire Station #2_melland.rvt
03/19/25 2:42:04 PM





Architects
CNH

7300 147TH WEST STREET, SUITE 504
APPLE VALLEY, MN 55124
(952) 431-4433



Brooklyn
Park

Brooklyn Park Fire Station #2

8600 Zane Ave N
Brooklyn Park MN 55443

REVISIONS:

NO.	DATE	DESCRIPTION
1	03/19/25	Exterior Perspectives

CNH NO.: 23074
DATE: 03/19/25
Exterior Perspectives

CS05

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03/19/25 2:43:26 PM



Southeast Perspective

East Perspective

Northeast Perspective

North Perspective

City of Brooklyn Park Planning Commission Staff Report

Agenda Item:	5.3	Meeting Date:	April 9, 2025
Agenda Section:	Public Hearing	Originating Department:	Community Development
Resolution:	X	Prepared By:	Cara Donovan, Senior Planner
Ordinance:	N/A		
Attachments:	4	Presented By:	Cara Donovan, Senior Planner
Item:	610 Junction Building 4 – An application for a Preliminary Plat and Site Plan Review for a single office/industrial building at the east end of 95 th Ave N adjacent to Hwy 169.		

Proposed Actions:

MOTION _____ SECOND _____ TO RECOMMEND APPROVAL OF A PRELIMINARY PLAT FOR “610 JUNCTION BUILDING 4” ON THE VACANT PROPERTY NORTH OF 93RD AVE N AND WEST OF HWY 169.

MOTION _____ SECOND _____ TO RECOMMEND APPROVAL OF A SITE PLAN REVIEW FOR THE CONSTRUCTION OF ONE INDUSTRIAL BUILDING NORTH OF 93RD AVE N AND WEST OF HWY 169, SUBJECT TO CONDITIONS CONTAINED IN THE DRAFT RESOLUTION.

Overview:

This request is for a single 88,000 square foot speculative industrial and office building in the 610 Junction development. Two land use applications are included with this application: a preliminary plat and a site plan.

The site plan proposes an industrial building with 10-15% office space which will be constructed to accommodate a single tenant or multiple tenants. A site plan application proposes conditions of property development and site design standards within the City. Site plans are reviewed by the Brooklyn Park Planning Commission and a recommendation is made to the City Council which votes to approve or deny the application.

The 610 Junction development plan had several iterations. The original plan brought forth in 2007 showed office, multi-family, restaurant/retail, and hotel uses. Over the years, as economic climate changed, the plans were modified to add institutional (Noble Academy) and manufacturing uses while the reducing or eliminating the other uses. In 2020 the development plan for a multi-building office/manufacturing business park was approved by City Council.

Current Conditions:

The subject property is 6.4 acres and is currently farmland. There is an existing gas tank and existing well in the southwest corner of the property. The site is bounded the west by an existing industrial building, to the north by the Hwy 169/Hwy 610 interchange, to the east by Hwy 169, the south by the Hwy 169 on-ramp.

Future Land Use Plan	Business Park, Development/Redevelopment
Current Zoning	Business Park
Proposed Zoning	Business Park
Neighborhood	Future Neighborhood 3
Site Area	6.42 Acres
Conforms to:	
Land Use Plan	Yes
Zoning Code	Yes
Notification	Legal notice was published in the Sun Post, 6 Notices were mailed to properties within 500 feet, A Neighborhood email was sent to the Future Neighborhood 3 neighborhood.

Timeline (MN §15.99) 60-day 120-day	April 29, 2025 June 28, 2025
---	---------------------------------

Land Use/Zoning and Overlay:

The site is zoned Business Park and is in Future Neighborhood 3. The future land use for the property is Employment and the property is located in a development/redevelopment area. The adjacent property to the west is zoned Business Park and the property abuts the Hwy 169/Hwy 610 interchange to the north, Hwy 169 to the east, the Hwy 169 on-ramp the south.

Preliminary and Final Plat:

The preliminary and final plats meet requirements in City Code Chapter 151 and Chapter 152. The proposed lot meets the minimum lot area and lot width (Figure 152.608.1).

On February 24, 2025 the preliminary and final plats were submitted to Hennepin County Transportation and the Minnesota Department of Transportation (MNDOT) for plat review. Hennepin County Transportation did not have any comments upon review. MNDOT has not yet provided comments for this proposal.

A final plat is not considered with this application. Prior to final plat approvals, all comments made by Hennepin County must be addressed. After the approval of the preliminary plat, the subdivider has one year to file for approval of a final plat, unless an extension is granted. At the time of application for a final plat the following items must be submitted: a recent abstract, utility layout to the City Engineer. The City Attorney must review the draft final plat with an updated title commitment prior to final plat approval. Additional conditions of approval may be required based on the title opinion. These must be met prior to plat recordation.

Site Plan:

The applicant proposes a 160-foot by 550-foot 88,000 square foot industrial building. Seven entrances are proposed for the east side of the building. The north and south building faces are each proposed to have one entrance. The west side of the building will have six entrances.

Circulation is provided around the building through the whole property and parking is proposed on the west, north, and east sides of the building. An infiltration basin and dry forebay are proposed in the southwest portion of the site. Landscaping will be added throughout the property some of which would provide screening for the loading docks located on the west side of the building.

Vehicular Access and Circulation:

The proposed driveway access point is on the cul-de-sac on 95th Ave N. Circulation is provided throughout the site around the building. A vehicle maneuvering plan was provided to ensure emergency vehicles can circulate internally.

The applicant is required to provide stop signs at exits to publicly-owned streets (§152.1019(G)).

Loading Docks and Staging Areas:

Ten dock doors and two drive in doors are proposed on the west side of the building. The proposed loading docks exceed the minimum for a building greater than 50,000 square feet in the Business Park District (§152.1014).

Off-Street Parking:

The project is proposing 133 parking stalls 18-feet in length on the north and east sides of the building. This includes 6 ADA parking stalls. The proposed parking meets the minimum requirements (Figure 152.1018.2).

The staging area is proposed to be striped to accommodate 30 parking stalls at 60-feet in length.

Pedestrian Connections:

There are no proposed pedestrian connections to 95th Ave N included in this application.

A new site plan will be required which meets walkway standards (§152.1021(D)). A direct and continuous pedestrian network shall be provided to connect parking lots to building entrances.

Architecture:

The proposed building will vary in height between 31'-4" and 35'-8". The primary building exteriors material will be painted pre-cast concrete panels. Additional exterior materials will include metal canopies and glass at each main entrance, and along sections of the front and side walls. Along the outer façades of the building, accent paint will be used to complement the glass. The main façade will also include a break in plane through an increase in the building parapet height ("vertical articulation"). The paint color and pattern changes are found on all four sides of the building. Finally, the rear and sides of the building will include clerestory windows to help break up the plane of the rear wall and provide natural light to the building occupants. This proposal meets building and site design standards (§152.1004).

Lighting:

A photometric plan was provided. A new photometric plan will need to be submitted for approval with calculations for review against §152.1013.

Landscaping:

A landscape plan was submitted which proposes a variety of trees, shrubs, and ground covers.

The landscaping plan provided meets all prescribed landscaping requirements (§ 152.1012). This proposal indicates the installation of 46 trees, 136 shrubs, and ground cover. The landscaping plan meets the landscaping requirements including parking lot landscaping (§152.1019(J)).

The minimum required open space in the Business Park District is 15% (Figure 152.1012.1). The landscape plan indicates the proposal exceeds the open space requirement.

Screening:

All loading docks and staging areas visible from public rights-of-way must be screened (§152.1014 and §152.1023). Landscaping is proposed along the southern property boundary adjacent to the Hwy 169 on-ramp, the southern part of the western property boundary abutting the neighboring industrial property, and adjacent to the proposed loading docks to screen from the Hwy 169 on-ramp. Proposed landscaping meets screening requirements for the loading dock and staging area.

The parking area on the east side of the building must be screened from adjacent public rights-of-way with screening a minimum of three feet in height. The site plan should be updated to meet requirements in §152.1019(J)(5) and §152.1019(J)(6).

The applicant must propose a waste enclosure that meets §152.1027. The applicant may also provide a letter indicating waste will be located inside the proposed building.

Impervious Surface:

The maximum impervious surface coverage in the Business Park District is 85% (152.608). The site plan proposes impervious surface coverage of 72.7%.

Grading and Drainage:

There are minor proposed changes to grading on the site. The proposed stormwater management strategy includes directing the site's runoff to a new infiltration basin and dry forebay in the southwest corner of the property. The proposed on-site drainage is being reviewed by Engineering staff. Approval of the grading plan is required prior to building permitting.

Approvals:

West Mississippi Watershed Management Organization approval is required, including a standard stormwater maintenance agreement.

Staff Recommendation

Staff recommends approval of the preliminary plat and site plan with the conditions listed in the attached draft resolutions.

Alternatives to Consider:

1. Approve the Preliminary Plat and Site Plan as presented.
2. Approve the Preliminary Plat and Site Plan with modifications.
3. Deny the Preliminary Plat and Site Plan based on certain findings.

Budgetary/Fiscal Issues:

\$20,900 in park dedication fees for 610 JUNCTION BUILDING 4 will be required with the final plat approval.

Attachments:

- A. DRAFT RESOLUTION – PRELIMINARY PLAT
- B. DRAFT RESOLUTION – SITE PLAN
- C. LOCATION MAP
- D. PRELIMINARY PLAT
- E. PLAN SET

RESOLUTION #2025-

RESOLUTION TO APPROVE A PRELIMINARY PLAT FOR "610 JUNCTION BUILDING 4" ON THE VACANT PROPERTY NORTH OF 93RD AVE N AND WEST OF HWY 169.

Planning Commission File #25-106

WHEREAS, the plat of "610 JUNCTION BUILDING 4" has been submitted in the manner required for platting of land under the Brooklyn Park Codes and under Chapter 462 of the Minnesota Statutes and all proceedings have been duly had thereunder, and

WHEREAS, said plat is in all respects consistent with the City plan and the regulations and requirements of the laws of the State of Minnesota and codes of the City of Brooklyn Park, Chapters 151 and 152.

WHEREAS, the granting of this plat will not be detrimental to the public welfare nor injurious to the other property in the neighborhood, and

WHEREAS, the granting of this plat will not have an adverse effect upon traffic and traffic safety or pedestrians and pedestrian safety, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, Preliminary Plat Request #25-106 "610 JUNCTION BUILDING 4" shall be approved subject to the following conditions:

1. Title review by the City Attorney and all conditions therein.
2. Easement review and approval by the City Engineer and all conditions therein.
3. Submission of a CAD copy of the plat.
4. All comments provided by Hennepin County must be addressed prior to recordation of the final plat with Hennepin County.
5. All comments provided by the Minnesota Department of Transportation must be addressed prior to recordation of the final plat with Hennepin County.
6. \$20,900 in park dedication fees for "610 JUNCTION BUILDING 4" will be required with the final plat approval prior to receiving a permit.

BE IT FURTHER RESOLVED that such execution of the certificate upon said plat by the Mayor and City Manager shall be conclusive showing of proper compliance therewith by the sub divider and City officials and shall entitle such plat to be placed on record forthwith without further formality, all in compliance with M.S.A. 462 and the Ordinance of the City.

RESOLUTION #2025-

RESOLUTION APPROVING A SITE PLAN REVIEW FOR THE CONSTRUCTION OF ONE INDUSTRIAL BUILDING NORTH OF 93RD AVE N AND WEST OF HWY 169, SUBJECT TO CONDITIONS CONTAINED IN THE DRAFT RESOLUTION.

Planning Commission File #25-106

WHEREAS, an application has been made by ARCO/Murray National Construction, on behalf of United Properties, for a Site Plan Review under the provisions of the City Code on properties legally described as:

See Exhibit A

WHEREAS, the zoning of the property is Business Park—in which industrial buildings are a permitted uses; and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered; and

WHEREAS, the matter has been referred to the Planning Commission who held the public hearing on April 9, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park:

The Site Plan Review for expansion of the existing structure is hereby approved with the following conditions:

1.00 DRAWINGS

- 1.01 Site, utility, landscaping, and grading plans on file in the City Clerk's office dated March 21, 2025 are approved, subject to conditions listed below.
- 1.02 Building elevations for the building addition dated March 21, 2025 are approved to proceed to building permit, subject to conditions listed below.

2.00 BONDS, ESCROWS AND DIRECT PAYMENTS

- 2.01 A Development Contract and bonding shall be required as a development bond or letter of credit in the amount of **\$1,151,300.00**, a cash bond in the amount of **\$60,500.00**, and a developer's escrow in the amount of **\$36,300.00** as required by Chapter 152. The developer's escrow must be posted with the City to cover engineering, legal and administrative costs incurred by the City. If this account becomes deficient, it shall be the developer's responsibility to deposit additional funds. This must be done before final bonding obligations are complete.
- 2.02 Park dedication fees as required by the preliminary plat.

3.00 REQUIRED DOCUMENTS

- 3.01 All utility construction, drainage, grading, and development plans must be approved by the City Engineer prior to receiving a building permit.
- 3.02 Stormwater management must be approved by West Mississippi Watershed Management Organization,

4.00 GENERAL CONDITIONS

- 4.01 It shall be the developer's responsibility to keep active and up to date the developer's contract and financial surety (Letter of Credit, bonds, etc.). These documents must remain active until the developer has been released from any further obligation by City Council motion received in writing from the Engineering Department.
- 4.02 Before final bonding obligations are released, a certificate signed by a registered engineer must be provided. This certificate will state that all final lot and building grades are in conformance to drainage development plan(s) approved by the City Engineer.
- 4.03 No burying of construction debris shall be permitted on the site.
- 4.04 Dust control and erosion measures must be in place to prevent for dust and erosion including, but not limited to, daily watering, silt fences, and seeding. The City Engineer may impose measures to reduce dust and run-off.
- 4.05 Adequate dumpsters must be on site during construction. When full, they must be emptied immediately or replaced with an empty dumpster.
- 4.06 Signs must conform to the requirements of Chapter 150. The sign plans will be approved by staff to verify code compliance at time of building permit.

5.00 CONDITIONS

- 5.01 Final plat "610 JUNCTION BUILDING 4" must be approved prior to Site Plan approval.
- 5.02 The applicant must propose a waste enclosure that meets §152.1027.
- 5.03 All pedestrian routes on the property must maintain a pedestrian access route of at least 4-feet and all ramps and crossings must meet the American Disabilities Act (ADA) requirements.
- 5.04 Revise site plan to provide a direct and continuous pedestrian network to connect parking lots to building entrances (§152.1021(D)).
- 5.05 Revise photometric plan to meet requirements in §152.1013.
- 5.06 Provide a screening plan for the property line abutting public right-of-way that meet requirements in §152.1019(J)(5) and §152.1019(J)(6).
- 5.07 Provide stop signs at exits to publicly-owned streets (§152.1019(G)).

EXHIBIT A

LOT 1, BLOCK 1, 610 JUNCTION BUILDING 4, HENNEPIN COUNTY, MINNESOTA.

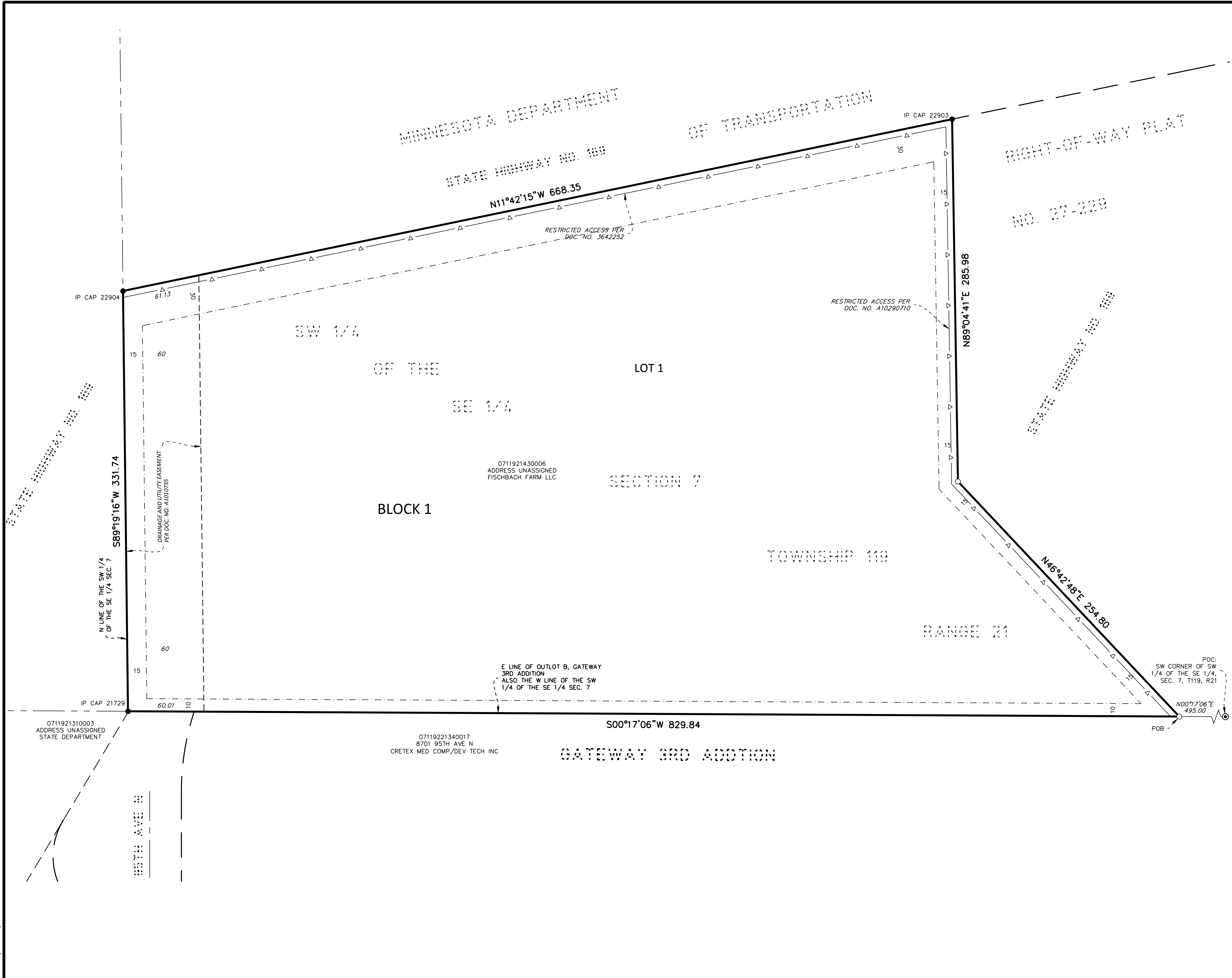


Preliminary or Final Plat and Site Plan
Case #25-106 – 610 Junction Building 4
Area of Request (August 2023 Air Photo)
95th Ave N

Brooklyn Park 



24.15 (LWS TECH) | THOMAS KEELEY | 2/28/2025 8:45:46 AM
L:\PROJECTS\53558\CAD\SURVEY\53558-PLAT.DWG.C2.02 PRELIMINARY PLAT



SURVEY NOTES

REAL PROPERTY IN THE CITY OF BROOKLYN PARK, COUNTY OF HENNEPIN, STATE OF MINNESOTA, DESCRIBED AS FOLLOWS:

THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER (SW1/4 OF SE1/4), SECTION 7, TOWNSHIP 119, RANGE 21, COUNTY OF HENNEPIN, STATE OF MINNESOTA, LYING WESTERLY OF HIGHWAY 169, EXCEPT ROAD AND NORTHWESTERLY AND NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, THENCE NORTH 00 DEGREES 17 MINUTES 06 SECONDS EAST, ASSUMED BEARING ALONG THE WEST LINE OF THE SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, 495.00 FEET TO THE POINT OF BEGINNING OF SAID LINE TO BE HEREINAFTER DESCRIBED; THENCE NORTH 46 DEGREES 42 MINUTES 48 SECONDS EAST, 254.80 FEET; THENCE NORTH 89 DEGREES 04 MINUTES 41 SECONDS EAST, 285.97 FEET TO THE WESTERLY RIGHT OF WAY LINE OF TRUNK HIGHWAY 169, AS SET FORTH IN THE WARRANTY DEED, AS DOCUMENT NO. 3640052, AND SAID LINE THERE TERMINATING.

(ABSTRACT PROPERTY)

SURVEY NOTES

- THE BEARING SYSTEM IS BASED ON THE HENNEPIN COUNTY COORDINATE SYSTEM, NAD83 (1986 ADJUST), WITH AN ASSUMED BEARING OF NORTH 00 DEGREES 17 MINUTES 06 SECONDS EAST FOR THE WEST LINE OF SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 07, TOWNSHIP 119, RANGE 21.
- THE FIELD WORK WAS COMPLETED ON 01/02/2025.

PROPERTY SUMMARY

TOTAL SITE AREA: 279,492 S.F. 6.416 ACRES
LOT 1, BLOCK 1: 279,492 S.F. 6.416 ACRES

SITE SETBACKS

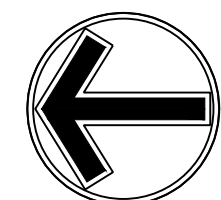
ZONE: 'BP'
BUILDING: FRONT (ABUTTING PUBLIC ROW): 10 FT
SIDE (INTERIOR): 15 FT
REAR (INTERIOR): 30 FT
PARKING: INTERIOR SIDE OR REAR: 5 FT (NOT GRAPHICALLY DEPICTED)

DEVELOPMENT NOTES

- The proposed name of the plat is "610 JUNCTION BUILDING 4".
- All areas are rounded to the nearest square foot.

LEGEND

- FOUND MONUMENT
- FOUND CAST IRON MONUMENT
- SET MONUMENT MARKED LS 53642
- BOUNDARY LINE
- UNDERLYING / ADJACENT LOT
- SECTION LINE
- EASEMENT LINE
- SETBACK LINE
- RESTRICTED ACCESS



NORTH
0 40 80
SCALE IN FEET

NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL

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

Print Name: _____

Date _____ License # _____

DATE ISSUED

DRAWN BY
CDJ
DESIGNED BY
CHECKED BY
JJA
PROJECT NO.
53558



PRELIMINARY PLAT
UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET
C2.02
--- OF
REV. #

24.15 (LWS TECH) | SOPHIE GALLANDAT | 3/17/2025 1:50:15 PM
L:\PROJECTS\33558\CAD\CIVIL\SHEETS\33558-CL01-TITLE.DWG,CL01 TITLE SHEET

CONSULTANT CONTACT LIST:

DEVELOPER/OWNER
UNITED PROPERTIES
651 NICOLLET MALL
MINNEAPOLIS, MN 55431
TEL: 952-837-8649
CONNOR.MCCARTHY@UPROPERTIES.COM
CONTACT: CONNER MCCARTHY

CIVIL ENGINEER
SAMBATEK
12800 WHITEWATER DRIVE, SUITE 300
MINNETONKA, MN 55343
TEL: 763-476-6010
JBAILEY@SAMBATEK.COM
CONTACT: JOE BAILEY

ARCHITECT
GMA ARCHITECTS
7930 CLAYTON ROAD, 3RD FLOOR
RICHMOND HEIGHTS, MO 63117
TEL: 314-963-0715
EMAIL
CONTACT:

SURVEYOR
SAMBATEK
12800 WHITEWATER DRIVE, SUITE 300
MINNETONKA, MN 55343
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JAVERBECK@SAMBATEK.COM
CONTACT: JARED AVERBECK

GEOTECHNICAL
BRAUN INTERTEC
11001 HAMPSHIRE AVENUE S
MINNEAPOLIS, MN 55438
TEL: 952-995-2382
BROUNSVILLE@BRAUNINTERTEC.COM
CONTACT: BRANDON ROUNSVILLE

LANDSCAPE ARCHITECT
SAMBATEK
12800 WHITEWATER DRIVE, SUITE 300
MINNETONKA, MN 55343
TEL: 763-476-6010
JWORKMAN@SAMBATEK.COM
CONTACT: JOHN WORKMAN

Preliminary Site Development Plans
for
610 JUNCTION - BUILDING 4
Brooklyn Park, Minnesota

Presented by:
United Properties

BENCHMARKS

BM NO. 1
SANITARY MH RIM
ELEV.=887.08

BM NO. 2
STORM MH RIM
ELEV.=885.32

SHEET INDEX

SHEET	DESCRIPTION	REVISION
C1.01	TITLE SHEET	
C2.01	EXISTING CONDITIONS	
C2.02	PRELIMINARY PLAT	
C3.01	SITE PLAN	
C3.02	VEHICLE MANEUVERING PLAN	
C4.01	GRADING PLAN	
C5.01	EROSION CONTROL PLAN	
C5.02	EROSION CONTROL DETAILS	
C6.01	UTILITY PLAN	
C9.01	DETAILS	
C9.02	DETAILS	
L1.01	LANDSCAPE PLAN	
L1.02	LANDSCAPE NOTES & DETAILS	

GOVERNING SPECIFICATIONS

CITY OF BROOKLYN PARK ENGINEERING DESIGN STANDARDS
CITY ENGINEER'S ASSOCIATION OF MINNESOTA STANDARD SPECIFICATIONS (2018)
MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (2020 EDITION)
MN PLUMBING CODE (2020)



VICINITY MAP
NO SCALE

NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL
© 2025 Sambatek					

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

Print Name: _____

Date _____ License # _____

PRELIMINARY
02/28/2025
DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY
TPK

DESIGNED BY
EJC

CHECKED BY
JDB

PROJECT NO.
53558



TITLE SHEET
UNITED PROPERTIES 610 JUNCTION - BUILDING 4 PRELIMINARY SITE PLAN REVIEW BROOKLYN PARK, MN

SHEET
C1.01
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REV. #

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NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL

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PRELIMINARY
02/28/2025
DESIGN REVIEW
PERMIT SUBMITTAL
CONSTRUCTION DOCUMENTS

DRAWN BY	SIG
DESIGNED BY	SIG
CHECKED BY	JRW
PROJECT NO.	53558



EXISTING CONDITIONS

UNITED PROPERTIES

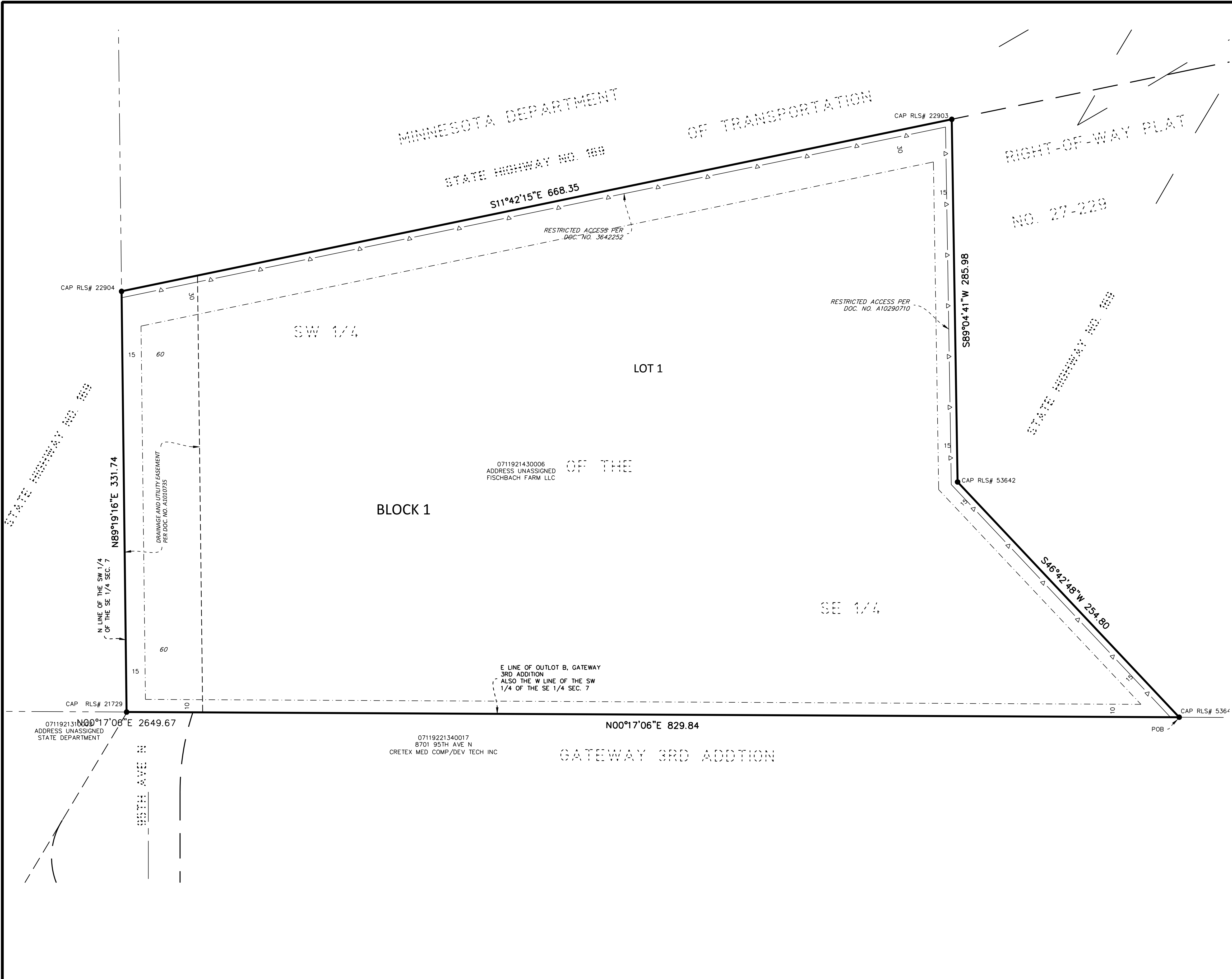
610 JUNCTION - BUILDING 4

PRELIMINARY SITE PLAN REVIEW

BROOKLYN PARK, MN

SHEET
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24.15 (LWS TECH) | SOPHIE GALLANDAT | 2/28/2025 8:45:46 AM
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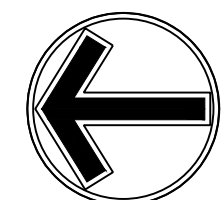
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- FOUND CAST IRON MONUMENT
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NORTH

0 40 80
SCALE IN FEET

NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL

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

Print Name: _____

Date _____ License # _____

DATE ISSUED

DRAWN BY
SIG
DESIGNED BY
SIG
CHECKED BY
JBW
PROJECT NO.
53558



PRELIMINARY PLAT
UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET
C2.02
--- OF
REV. #

MINNESOTA DEPARTMENT OF TRANSPORTATION
RIGHT-OF-WAY PLAT NO. 27-229

STATE HIGHWAY NO. 169
PUBLIC ROADWAY
RIGHT OF WAY WIDTH VARIES

PROPOSED
BUILDING
88,000 S.F.
F.F.E. = 888.00

KEY NOTES

- BUILDING, STOOPS, STAIRS (SEE ARCHITECTURAL PLANS)
- B-612 CONCRETE CURB AND GUTTER
- B-618 CONCRETE CURB AND GUTTER
- CONCRETE APRON
- FLAT CURB SECTION
- CONCRETE SIDEWALK
- SEGMENTAL BLOCK RETAINING WALL
- ADA ACCESS LOCATION
- ACCESSIBLE STALL STRIPING
- ACCESSIBLE PARKING SIGN
- TRANSFORMER

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

Print Name: _____

Date _____ License # _____

PRELIMINARY
02/28/2025

DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY
SKK

DESIGNED BY
SKK

CHECKED BY
JDB

PROJECT NO.
53558



SITE PLAN

UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET

C3.01

--- OF
REV. ---

LEGEND

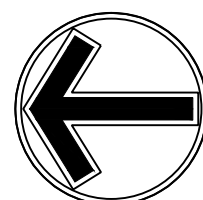
PROPOSED	EXISTING	BOUNDARY LINE	STANDARD DUTY ASPHALT PAVING
		CONCRETE CURB	HEAVY DUTY ASPHALT PAVING
		BUILDING LINE	CONCRETE PAVING
		RETAINING WALL	CONCRETE SIDEWALK
		TREE LINE	PAVEMENT BY OTHERS (SEE ARCHITECTURAL PLANS)
		SIGN	
		BOLLARD	
		PARKING STALL COUNT	
		KEY NOTE	
		LIGHT POLE (BY OTHERS)	

DEVELOPMENT SUMMARY

AREA	279,655 SF	6.42 AC	REQUIRED SETBACKS (PARKING)	5 FT
GROSS SITE AREA	88,000 SF	2.02 AC	INTERIOR SIDE OR REAR	
BUILDING AREA			REQUIRED SETBACKS (BUILDING)	
			FRONT (ABUTTING PUBLIC ROW)	10 FT
			SIDE (INTERIOR)	15 FT
			REAR (INTERIOR)	30 FT
PARKING SUMMARY			ZONING	
WAREHOUSE OFFICE (10%): 1:200 SF	44 STALLS		EXISTING ZONING	BP
WAREHOUSE OTHER (90%): 1:1000 SF	80 STALLS		PROPOSED ZONING	BP
TOTAL REQUIRED (STANDARD & ADA):	124 STALLS			
ADA REQUIRED:	5 STALLS			
STANDARD PROVIDED:	127 STALLS			
ADA PROVIDED:	6 STALLS			
TOTAL PROVIDED (STANDARD & ADA):	133 STALLS			
			GREEN SPACE REQUIREMENTS	
			MAXIMUM IMPERVIOUS	85% OF LOT AREA
			PROPOSED IMPERVIOUS	203,296 SF (72.7%)
			PROPOSED PERVIOUS	76,359 SF (27.3%)

DEVELOPMENT NOTES

- ALL DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT.
- ALL DIMENSIONS SHOWN ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REVIEW PAVEMENT GRADIENT AND CONSTRUCT "GUTTER OUT" WHERE WATER DRAINS AWAY FROM CURB. ALL OTHER AREAS SHALL BE CONSTRUCTED AS "GUTTER IN" CURB. COORDINATE WITH GRADING CONTRACTOR.
- ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- ALL PARKING STALLS TO BE 9' IN WIDTH AND 18' IN LENGTH UNLESS OTHERWISE INDICATED.
- CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF EXIT PORCHES, RAMPS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
- SEE ARCHITECTURAL PLANS FOR PYLON/MONUMENT SIGN DETAILS
- LIGHT STANDARD LOCATIONS ARE FOR REFERENCE ONLY, SITE LIGHTING PLAN IS DESIGN BUILD BY CONTRACTOR. CONTRACTOR SHALL CONFIRM LIGHT STANDARD LOCATION WITH LIGHTING VENDOR. OR SEE ARCHITECTURAL PLANS FOR LIGHT POLE FOUNDATION DETAIL AND FOR EXACT LOCATIONS OF LIGHT POLE.
- REFER TO FINAL PLAT FOR LOT BOUNDARIES, LOT NUMBERS, LOT AREAS, AND LOT DIMENSIONS.
- ALL GRADIENT ON SIDEWALKS ALONG THE ADA ROUTE SHALL HAVE A MAXIMUM LONGITUDINAL SLOPE OF 5% (1:20), EXCEPT AT CURB RAMPS (1:12), AND A MAXIMUM CROSS SLOPE OF 2.00% (1:50). MAXIMUM SLOPE IN ANY DIRECTION ON AN ADA PARKING STALL OR ACCESS AISLE SHALL BE IN 2.00% (1:50). CONTRACTOR SHALL REVIEW AND VERIFY THE GRADIENT IN THE FIELD ALONG THE ADA ROUTES PRIOR TO PLACING CONCRETE OR BITUMINOUS. CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY IF THERE IS A DISCREPANCY BETWEEN THE GRADIENT IN THE FIELD VERSUS THE DESIGN GRADIENT. COORDINATE ALL WORK WITH PAVING CONTRACTOR.
- "NO PARKING" SIGNS SHALL BE PLACED ALONG ALL DRIVEWAYS AS REQUIRED BY CITY.
- STREET NAMES ARE SUBJECT TO APPROVAL BY THE CITY.
- BUILDING ADDITION HAS BEEN LOCATED BASED ON ORIGINAL GRIDLINE DESIGN AND/OR EXISTING BUILDING EXTERIOR CORNER SURVEY LOCATIONS. EXTERIOR CORNERS DO NOT REPRESENT EXISTING BUILDING GRIDLINES. CONTRACTOR SHALL LOCATE EXISTING GRIDLINES IN THE FIELD FOLLOWING DEMOLITION AND COORDINATE REQUIRED MODIFICATIONS, IF ANY, TO EXPANSION PLACEMENT WITH CIVIL AND ARCHITECT ACCORDINGLY.
- CONTRACTOR SHALL PROVIDE RECORD PLANS AS REQUIRED BY PERMITTING AGENCIES.



NORTH

0 40 80
SCALE IN FEET

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

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

NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL

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24.15 (LWS TECH) | SOPHIE GALLANDAT | 3/17/2025 2:24:52 PM
L:\PROJECT\53558\CAD\CIVIL\SHEETS\53558-C3.01-SITE.DWG.C3.01 SITE PLAN

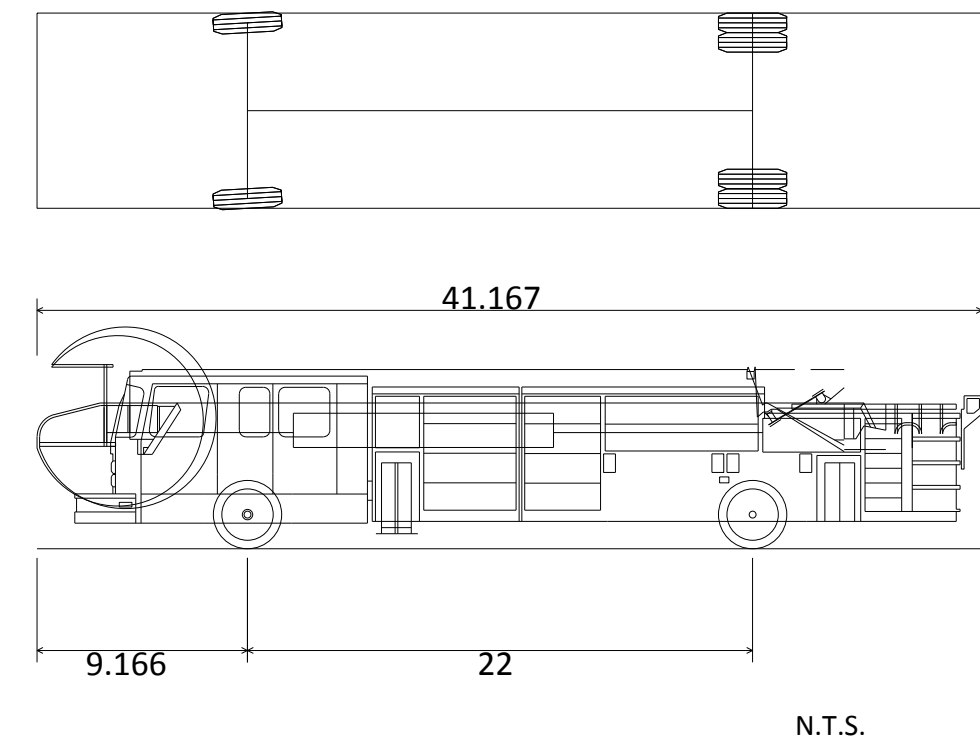
MINNESOTA DEPARTMENT OF TRANSPORTATION
RIGHT-OF-WAY PLAT NO. 27-229

STATE HIGHWAY NO. 169
PUBLIC ROADWAY
RIGHT OF WAY WIDTH VARIES

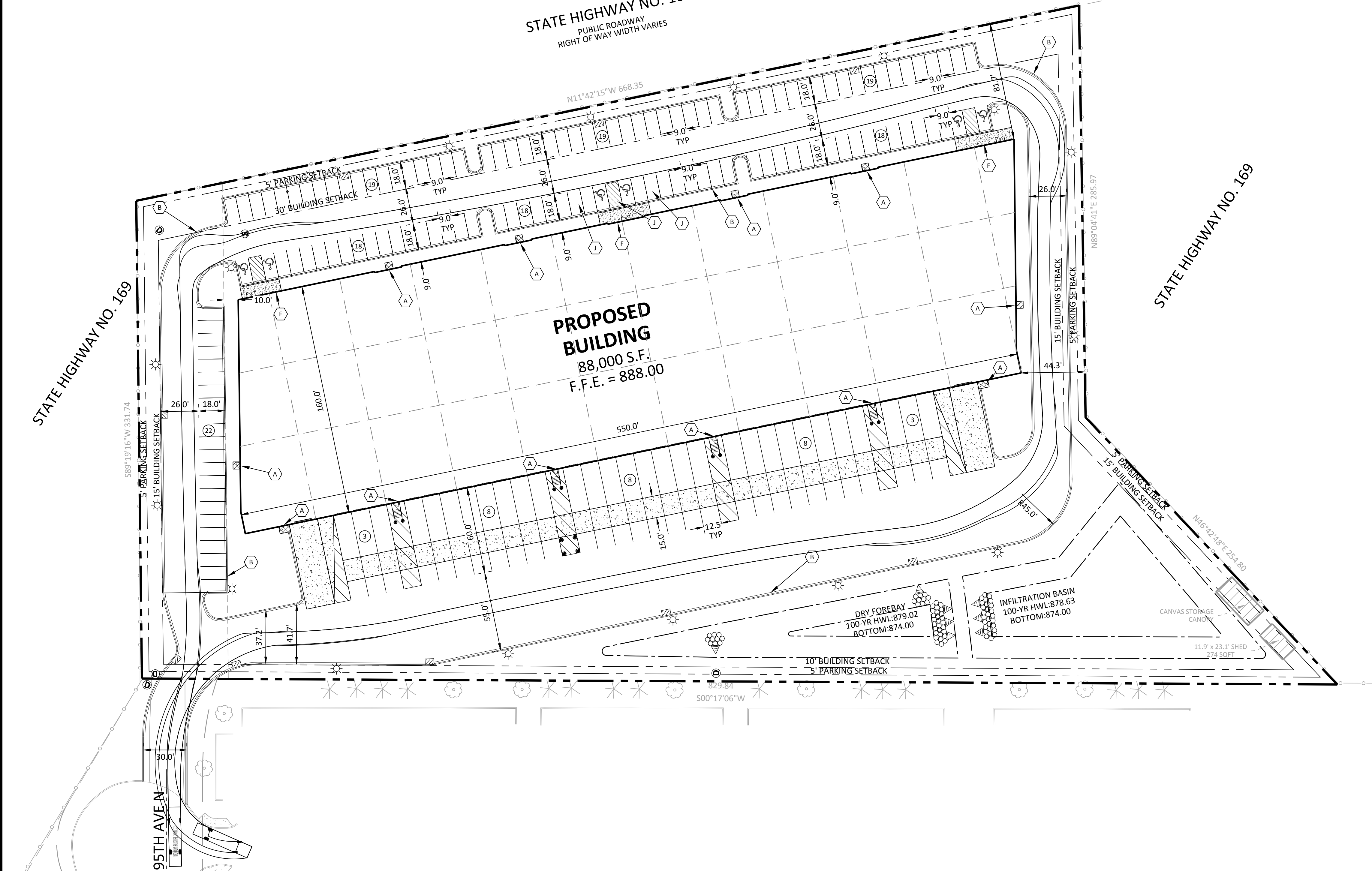
PROPOSED
BUILDING
88,000 S.F.
F.F.E. = 888.00

LEGEND	
PROPOSED	EXISTING
BOUNDARY LINE	CONCRETE CURB
EASEMENT LINE	BUILDING LINE
RETAINING WALL	WETLAND
TREE LINE	SAW CUT LINE
SIGN	BOLLARD
PARKING STALL COUNT	KEY NOTE
LIGHT POLE (BY OTHERS)	
STANDARD DUTY ASPHALT PAVING	HEAVY DUTY ASPHALT PAVING
CONCRETE PAVING	CONCRETE SIDEWALK
PAVEMENT BY OTHERS (SEE ARCHITECTURAL PLANS)	

BROOKLYN PARK FIRE ENGINE 22



BROOKLYN PARK FIRE ENGINE 22	
Overall Length	41.167ft
Overall Width	8.500ft
Overall Body Height	10.000ft
Min Body Ground Clearance	0.655ft
Track Width	8.500ft
Lock-to-lock time	5.00s
Wall to Wall Turning Radius	37.000ft



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

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NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL

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Date _____ License # _____

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02/28/2025
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CONSTRUCTION DOCUMENTS

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SKK

DESIGNED BY
SGC

CHECKED BY
JDB

PROJECT NO.
53558

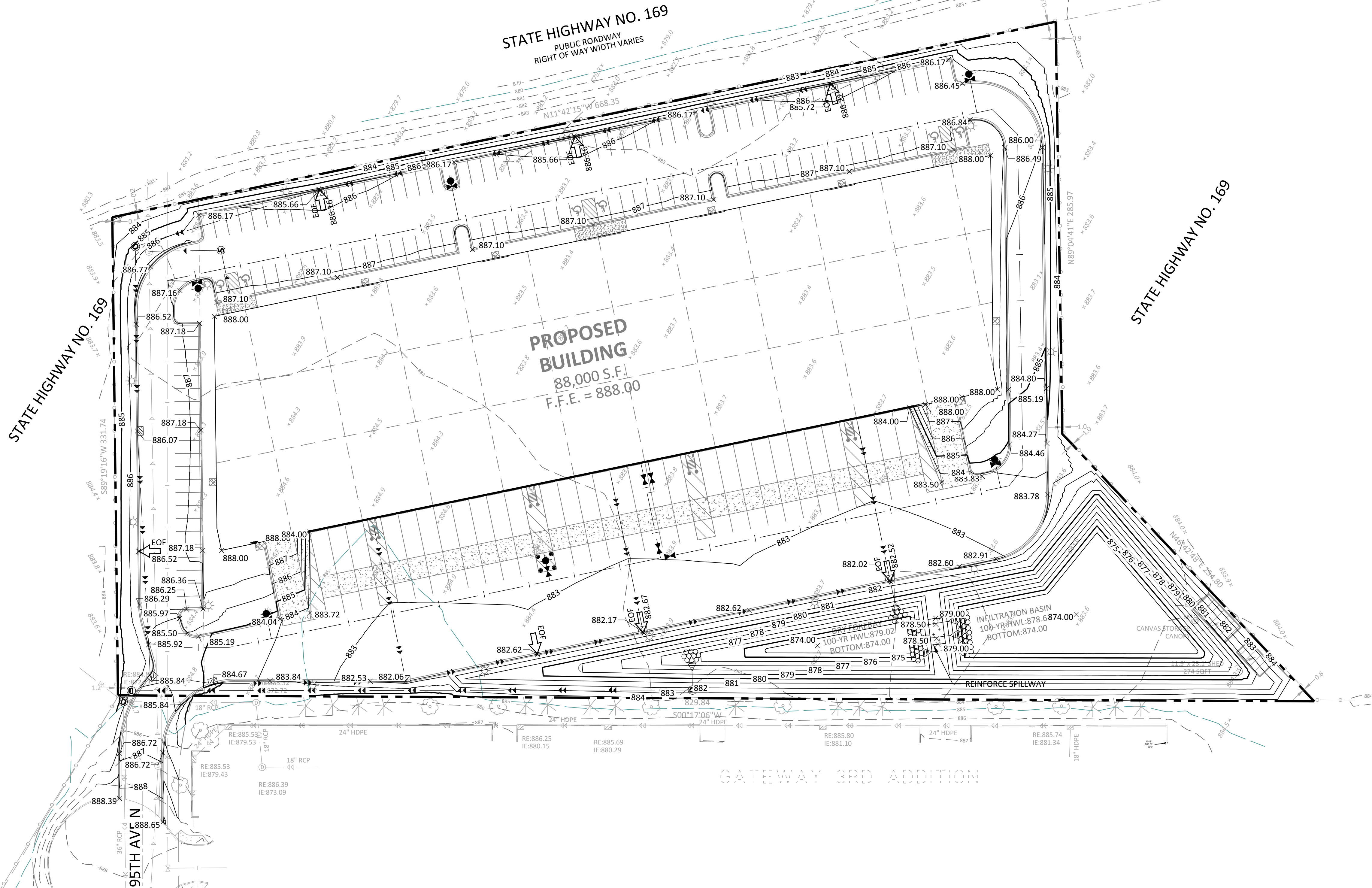


VEHICLE MANEUVERING PLAN

UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET
C3.02
--- OF ---
REV. ---

MINNESOTA DEPARTMENT OF TRANSPORTATION
RIGHT-OF-WAY PLAT NO. 27-229



LEGEND		
PROPOSED	EXISTING	
		BOUNDARY LINE
		CONCRETE CURB
		STORM SEWER
		DRAINTILE
		BUILDING LINE
		RETAINING WALL
		CONTOUR
		WETLAND
		TREE LINE
		SPOT ELEVATIONS
		RIPRAP
		OVERFLOW ELEV.
		SOIL BORING

	CONCRETE PAVING
	CONCRETE SIDEWALK
	PAVEMENT BY OTHERS (SEE ARCHITECTURAL PLANS)

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

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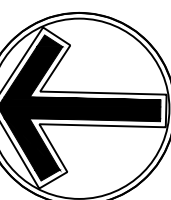
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GRADING PLAN
UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

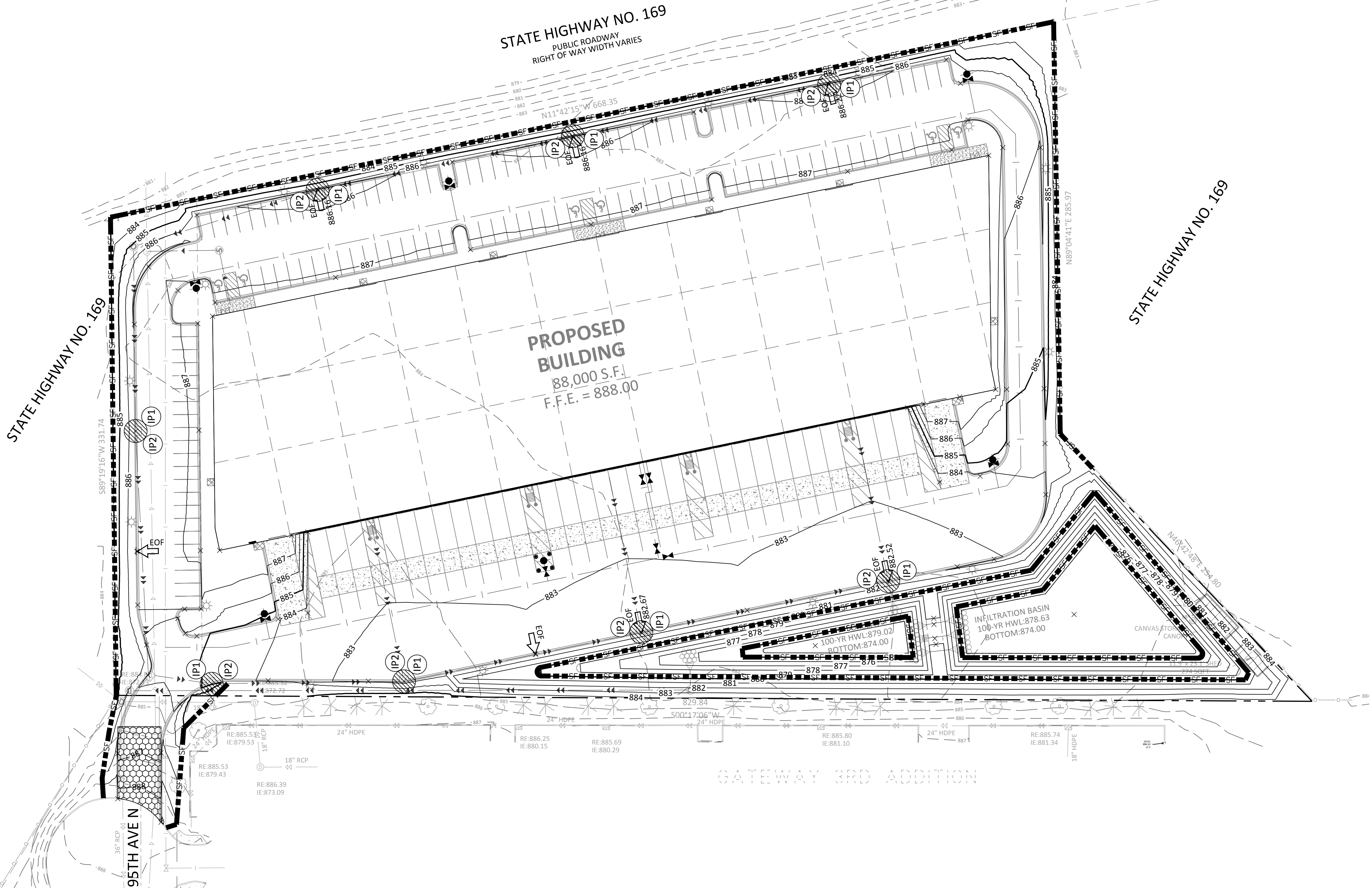


NORTH

0 40 80
SCALE IN FEET

SHEET
C4.01
--- OF
REV. #

MINNESOTA DEPARTMENT OF TRANSPORTATION
RIGHT-OF-WAY PLAT NO. 27-229



LEGEND

PROPOSED	EXISTING	
		CONCRETE CURB
		STORM SEWER
		DRAINTILE
		CONTOUR
		RIPRAP
		OVERFLOW ELEV.
		BIO-ROLL
		SILT FENCE
		SILT DIKE
		LIMITS OF DISTURBANCE
		SOIL BORING
		DIRECTION OF OVERLAND FLOW
		TEMPORARY DIVERSION DITCH
		CHECK DAM
		LIMITS OF DRAINAGE SUB-BASIN
		INLET PROTECTION DEVICE
		TEMPORARY STONE CONSTRUCTION ENTRANCE
		TEMPORARY SEDIMENT BASIN
		TEMPORARY STABILIZATION MEASURES (SEED, MULCH, MATS OR BLANKETS AS OUTLINED IN THE SWPPP)
		TEMPORARY STORAGE AND PARKING AREA

NOTE TO CONTRACTOR

THE EROSION CONTROL PLAN SHEETS ALONG WITH THE REST OF THE SWPPP MUST BE KEPT ONSITE UNTIL THE NOTICE OF TERMINATION IS FILED WITH THE MPCA, THE CONTRACTOR MUST UPDATE THE SWPPP, INCLUDING THE EROSION CONTROL PLAN SHEETS AS NECESSARY TO INCLUDE ADDITIONAL REQUIREMENTS, SUCH AS ADDITIONAL OR MODIFIED BMPs DESIGNED TO CORRECT PROBLEMS IDENTIFIED. AFTER FILING THE NOTICE OF TERMINATION, THE SWPPP, INCLUDING THE EROSION CONTROL PLAN SHEETS, AND ALL REVISIONS TO IT MUST BE SUBMITTED TO THE OWNER, TO BE KEPT ON FILE IN ACCORDANCE WITH THE RECORD RETENTION REQUIREMENTS DESCRIBED IN THE SWPPP NARRATIVE.

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GATEWAY 3RD ADDITION

NORTH

0 40 80
SCALE IN FEET

NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL

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SJK

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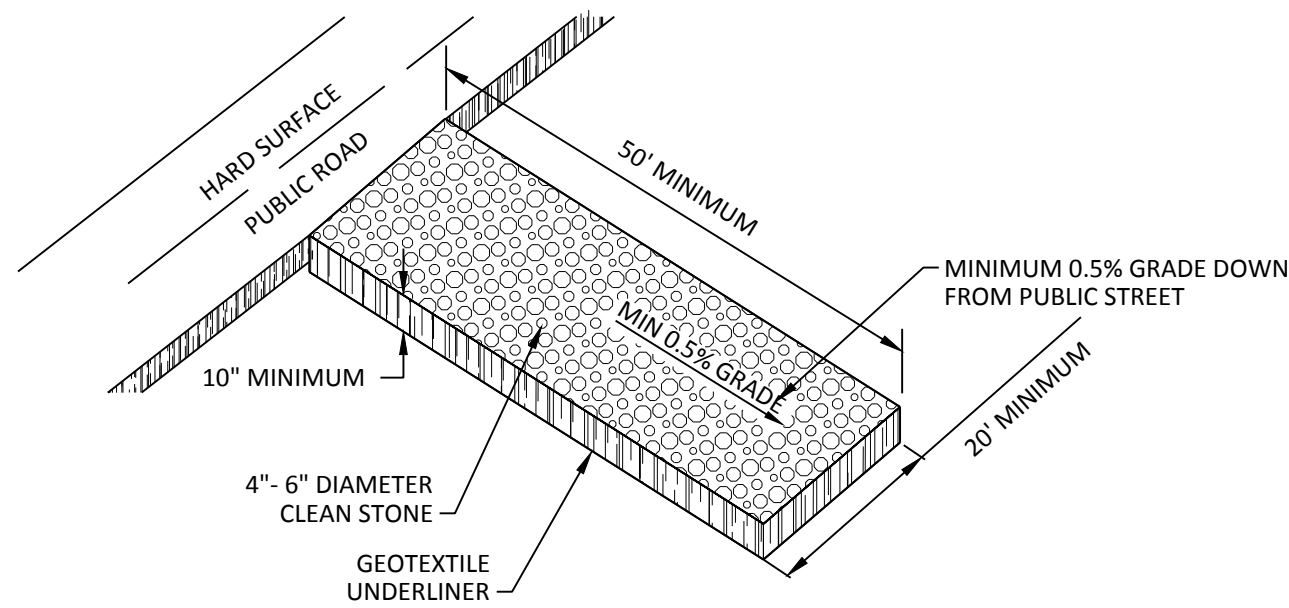
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EROSION CONTROL PLAN

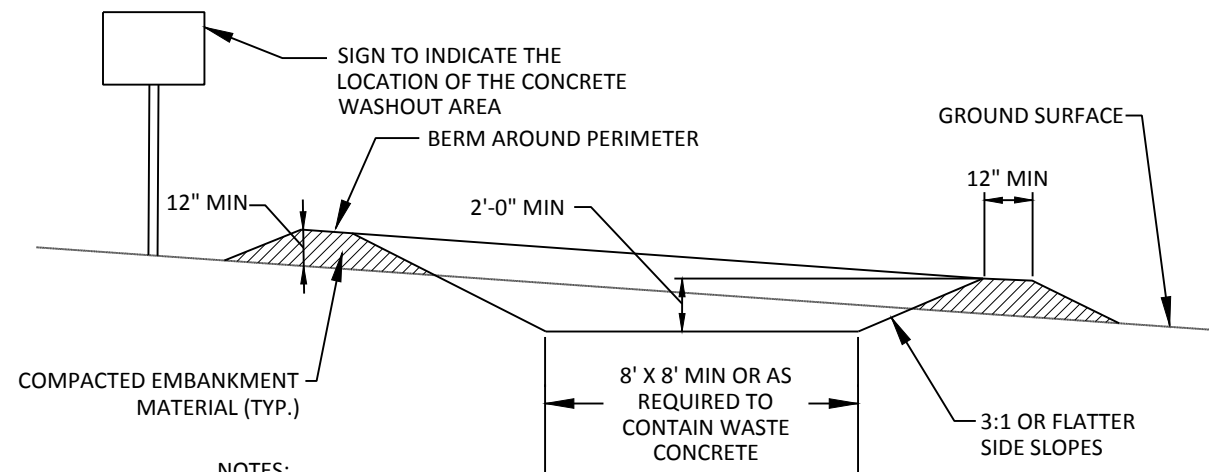
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610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET
C5.01
--- OF
REV. #

24.15 (LWS TECH) | SOPHIE GALLANDAT | 2/28/2025 8:45:47 AM
L:\PROJECTS\33558\CADD\CIVIL\SHEETS\33558-C5.01-EROS.DWG-C5.02 EROSION CONTROL DETAILS

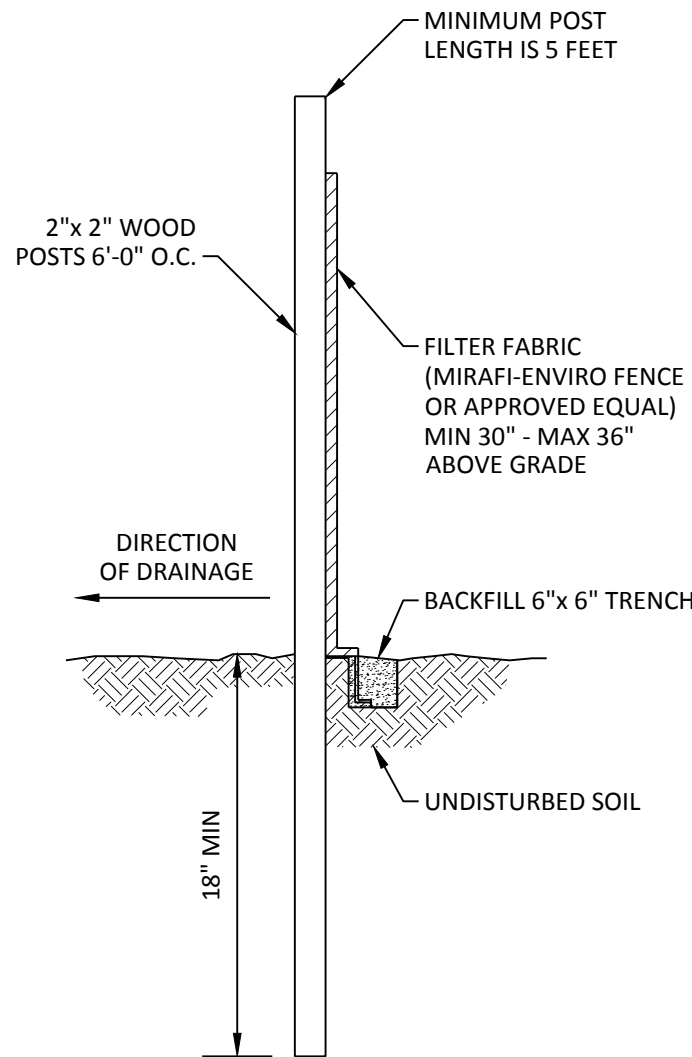


CE **TEMPORARY STONE CONSTRUCTION EXIT**
N.T.S.



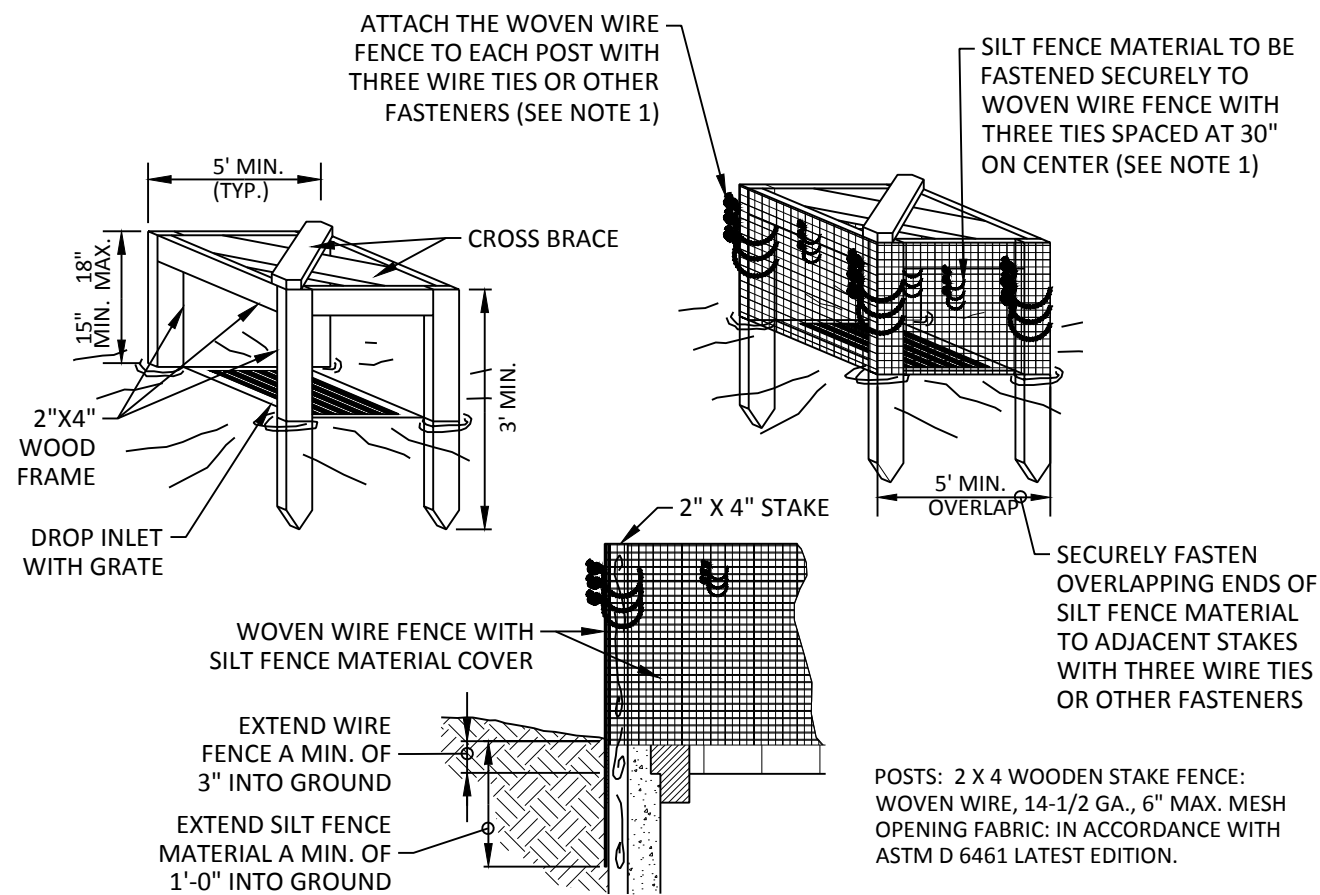
- NOTES:
1. CONCRETE WASHOUT AREA SHALL BE INSTALLED PRIOR TO ANY CONCRETE PLACEMENT ON SITE.
 2. CONCRETE WASHOUT AREA SHALL BE LINED WITH MINIMUM 10 MIL THICK PLASTIC LINER.
 3. VEHICLE TRACKING CONTROL IS REQUIRED IF ACCESS TO CONCRETE WASHOUT AREA IS OFF PAVEMENT.
 4. SIGNS SHALL BE PLACED AT THE CONSTRUCTION ENTRANCE, AT THE WASHOUT AREA, AND ELSEWHERE AS NECESSARY TO CLEARLY INDICATE THE LOCATION OF THE CONCRETE WASHOUT AREA TO OPERATORS OF CONCRETE TRUCKS AND PUMP RIGS.
 5. THE CONCRETE WASHOUT AREA SHALL BE REPAIRED AND ENLARGED OR CLEANED OUT AS NECESSARY TO MAINTAIN CAPACITY FOR WASTED CONCRETE.
 6. AT THE END OF CONSTRUCTION, ALL CONCRETE SHALL BE REMOVED FROM THE SITE AND DISPOSED OF AT AN ACCEPTED WASTE SITE.
 7. WHEN THE CONCRETE WASHOUT AREA IS REMOVED, THE DISTURBED AREA SHALL BE SEEDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER ACCEPTED BY THE CITY.

CW **CONCRETE WASHOUT AREA**
N.T.S.



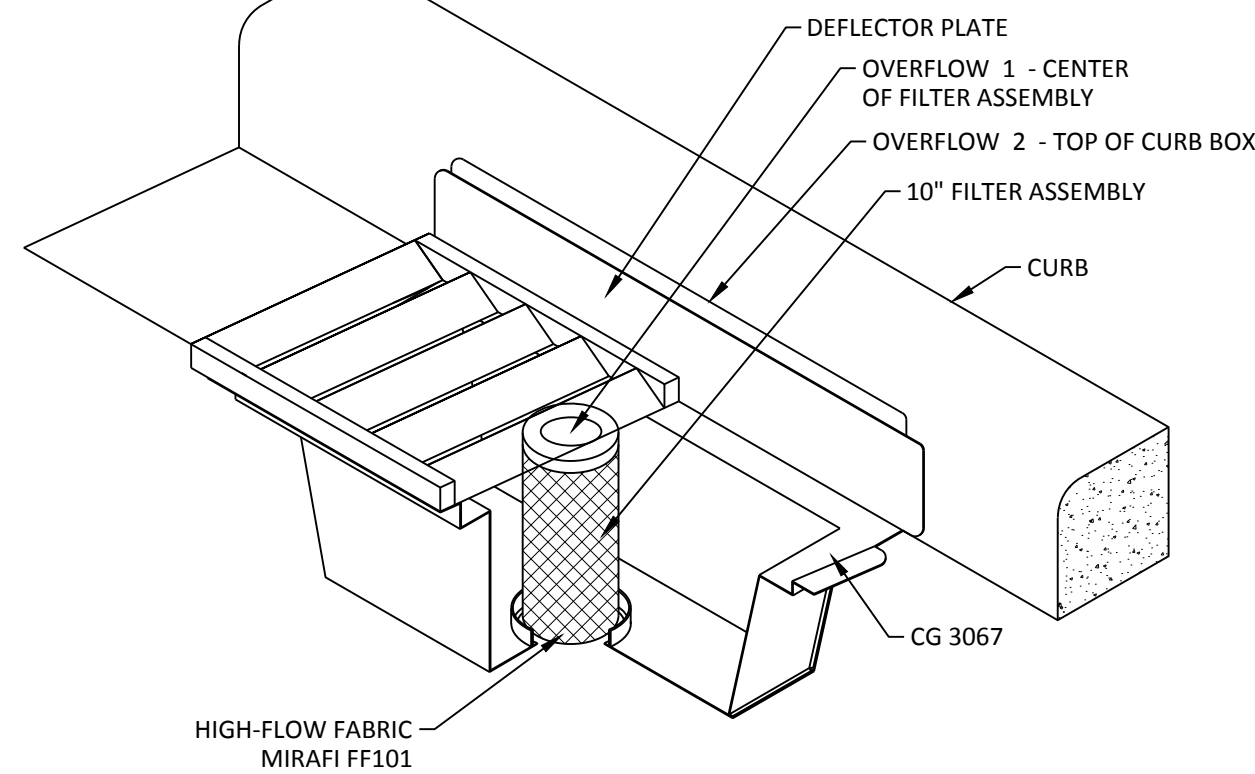
- NOTES:
1. MAXIMUM SPACING BETWEEN POSTS (CENTER TO CENTER) SHALL NOT EXCEED 6 FEET IN SPACING.
 2. A MINIMUM OF 5 FASTENERS PER POST

SF **PREASSEMBLED SILT FENCE- WOOD POSTS (MNDOT 3886)**
N.T.S.



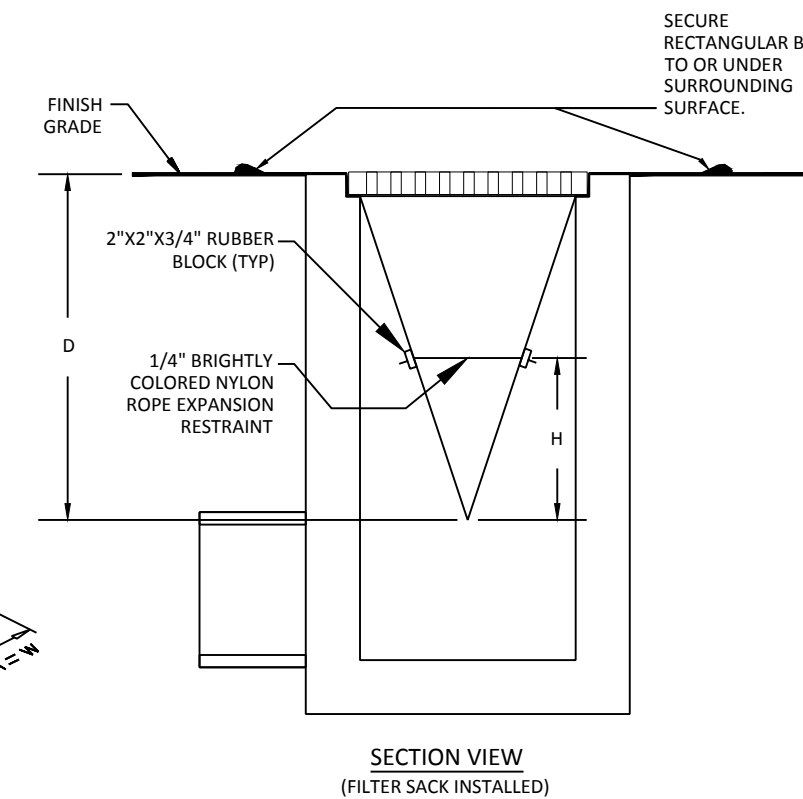
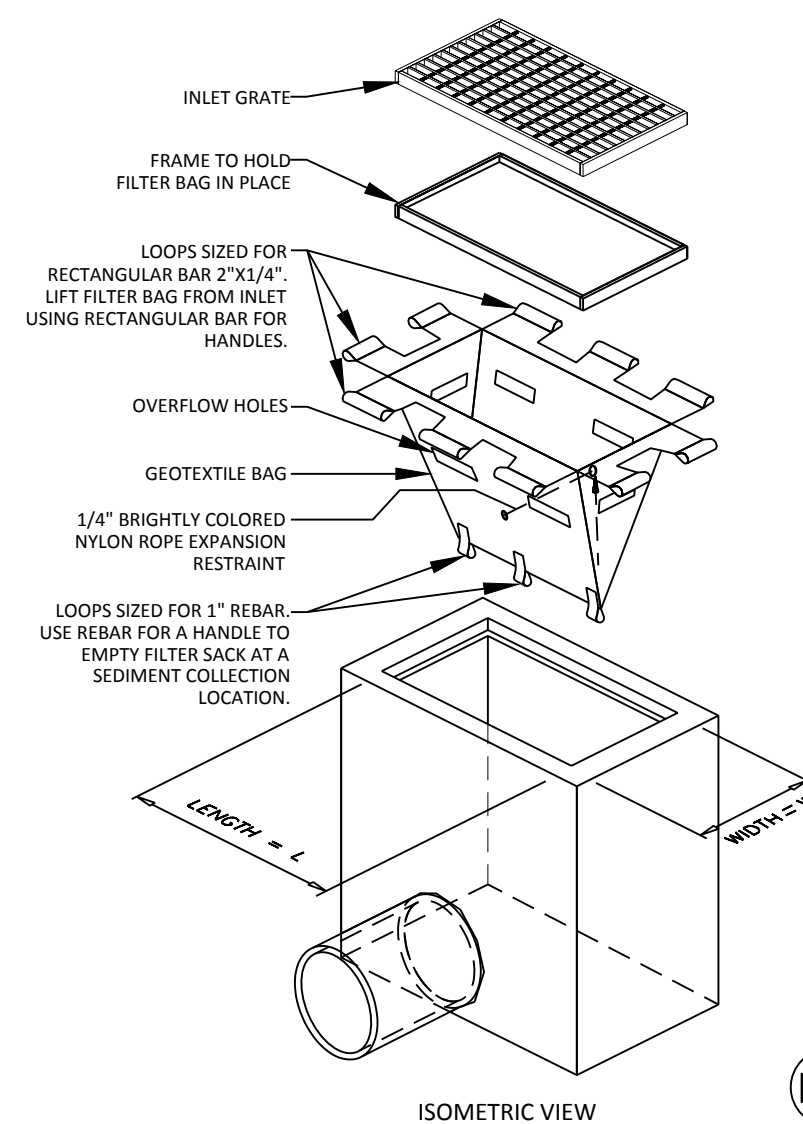
1. ATTACH THE WOVEN WIRE FENCE TO EACH POST AND THE GEOTEXTILE TO THE WOVEN WIRE FENCE (SPACED EVERY 30") WITH THREE WIRE TIES OR OTHER FASTENERS, ALL SPACED WITHIN THE TOP 8" OF THE FABRIC. ATTACH EACH TIE DIAGONALLY 45 DEGREES THROUGH THE FABRIC, WITH EACH PUNCTURE AT LEAST 1" VERTICALLY APART.
2. WHEN TWO SECTIONS OF SILT FENCE MATERIAL ADJOIN EACH OTHER, THEY SHALL BE OVERLAPPED ACROSS TWO POSTS.
3. MAINTENANCE SHALL BE PERFORMED AS NOTED IN THE SWPPP. DEPTH OF ACCUMULATED SEDIMENTS MAY NOT EXCEED ONE-HALF THE HEIGHT OF THE FABRIC. MAINTENANCE CLEANOUT MUST BE CONDUCTED REGULARLY TO PREVENT ACCUMULATED SEDIMENTS FROM REACHING ONE-HALF THE HEIGHT OF THE SILT FENCE MATERIAL ABOVE GRADE.
4. ALL SILT FENCE INLETS SHALL INCLUDE WIRE SUPPORT.

IP1 **SILT FENCE INLET PROTECTION**
N.T.S.



- ROAD DRAIN CASTING APPLICABILITY
- NEENAH R-3067
 - NEENAH R-3512

IP2 **CURB DRAIN INLET PROTECTION**
N.T.S.



- NOTES:
1. GEOTEXTILE SHALL BE A WOVEN POLYPROPYLENE FABRIC THAT MEETS OR EXCEEDS REQUIREMENTS IN THE SPECIFICATIONS TABLE.
 2. PLACE AN OIL ABSORBENT PAD OR PILLOW OVER INLET GRATE WHEN OIL SPILLS ARE A CONCERN.
 3. THE WIDTH, "W", OF THE FILTER SACK SHALL MATCH THE INSIDE WIDTH OF THE GRATED INLET BOX.
 4. THE DEPTH, "D", OF THE FILTER SACK SHALL BE BETWEEN 18 INCHES AND 36 INCHES.
 5. THE LENGTH, "L", OF THE FILTER SACK SHALL MATCH THE INSIDE LENGTH OF THE GRATED INLET BOX.

- MAINTENANCE NOTES:
1. INLET PROTECTION DEVICES MUST BE INSPECTED FOR SEDIMENT ACCUMULATION WITHIN THE CATCH BASIN. REMOVE TRAPPED SEDIMENT WHEN BRIGHTLY COLORED EXPANSION RESTRAINT CAN NO LONGER BE SEEN.
 2. REMOVAL OF SEDIMENT ACCUMULATED IN OR ADJACENT TO A STORM DRAIN INLET MUST BEGIN IMMEDIATELY UPON DISCOVERY, WITH COMPLETION OF THE ACTIVITY OCCURRING NO LATER THAN THE END OF THE FOLLOWING BUSINESS DAY.
 3. INLET PROTECTION DEVICES SHALL BE INSPECTED FOR UNINTENDED BYPASS OR IMPROPER FLOW-RATES THAT MAY CAUSE DOWNSTREAM FLOODING.
 4. CONTACT THE CEC FOR ALTERNATE INLET PROTECTION IF THE DESIGNED PROTECTION MAY IMPACT DOWNSTREAM BMPs, ADJACENT SLOPES, ETC., DUE TO PONDING ISSUES. ENSURE THAT NO UNDERMINING OF INLET PROTECTION DEVICES HAS OCCURRED.
 5. INLET PROTECTION DEVICES AND BARRIERS SHALL BE REPAIRED OR REPLACED IF THEY SHOW SIGNS OF UNDERMINING OR DETERIORATION.

IP3 **INLET PROTECTION FILTER SACK**
N.T.S.

FOR USE ONLY IN PAVED AREAS WHERE SEDIMENT LOADS ARE EXPECTED TO BE VERY LOW. FILTER SACK MUST HAVE OVERFLOW HOLES TO PREVENT PONDING.

NO	DATE	BY	CKD	APPR	COMMENT
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1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL

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02/28/2025
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CONSTRUCTION DOCUMENTS

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SKK

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PROJECT NO.
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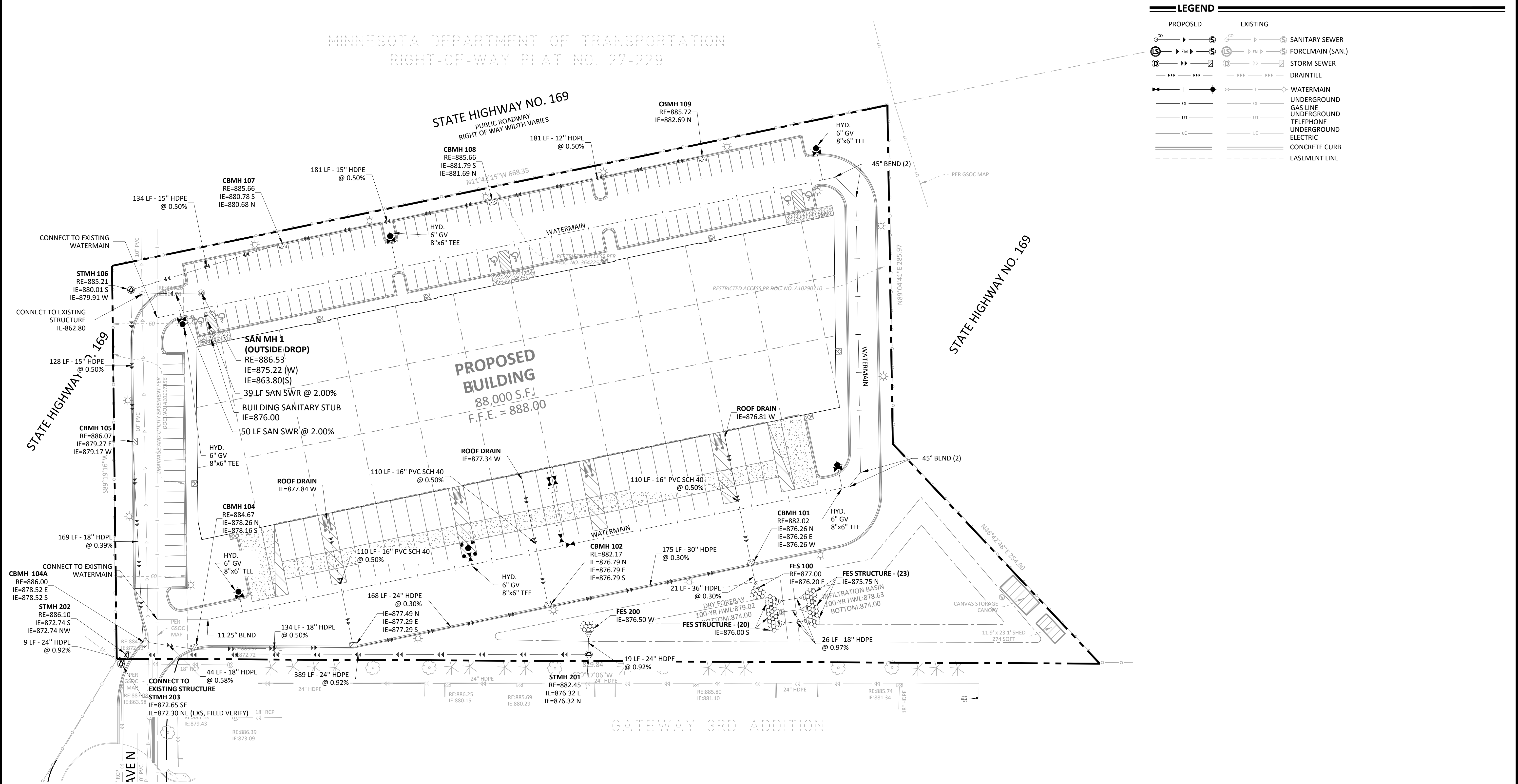
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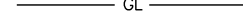
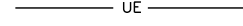
EROSION CONTROL DETAILS

UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET
C5.02
--- OF
REV. #

MINNESOTA DEPARTMENT OF TRANSPORTATION
RIGHT-OF-WAY PLAT NO. 27-229



LEGEND		
PROPOSED	EXISTING	
		SANITARY SEWER
		FORCEMAIN (SAN.)
		STORM SEWER
		DRAINTILE
		WATERMAIN
		UNDERGROUND GAS LINE
		UNDERGROUND TELEPHONE
		UNDERGROUND ELECTRIC
		CONCRETE CURB
		EASEMENT LINE

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

IF THE CONTRACTOR ENCOUNTERS ANY DRAIN TILE WITHIN THE SITE, HE OR SHE SHALL NOTIFY THE ENGINEER WITH THE LOCATION, SIZE, INVERT AND IF THE TILE LINE IS ACTIVE. NO DRAIN TILE SHALL BE BACKFILLED WITHOUT APPROVAL FROM THE PROJECT ENGINEER.

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

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02/28/2025
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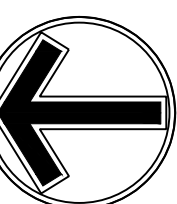
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SKK
DESIGNED BY
SKK
CHECKED BY
JWB
PROJECT NO.
53558



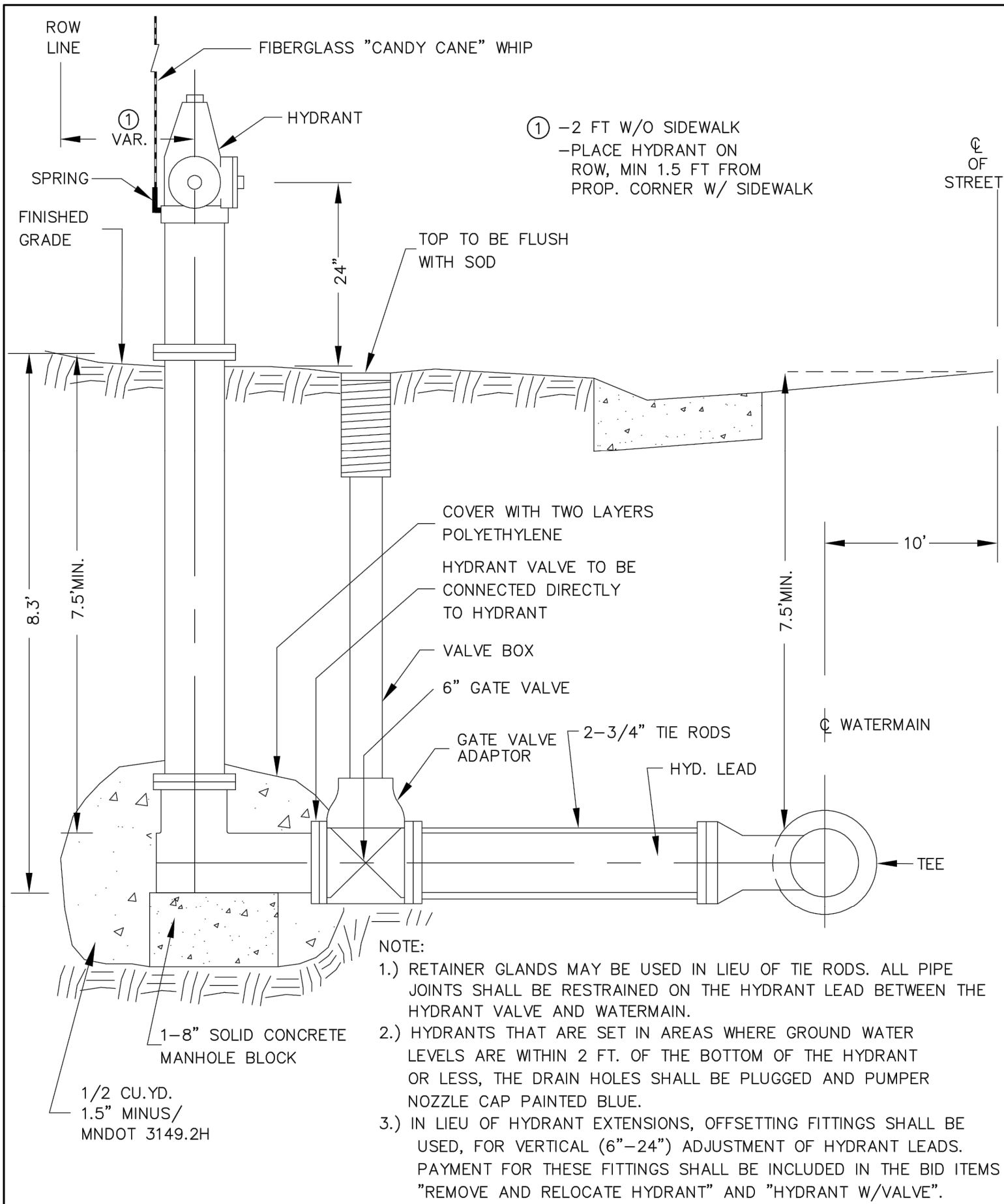
UTILITY PLAN
UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN



NORTH
0 40 80
SCALE IN FEET

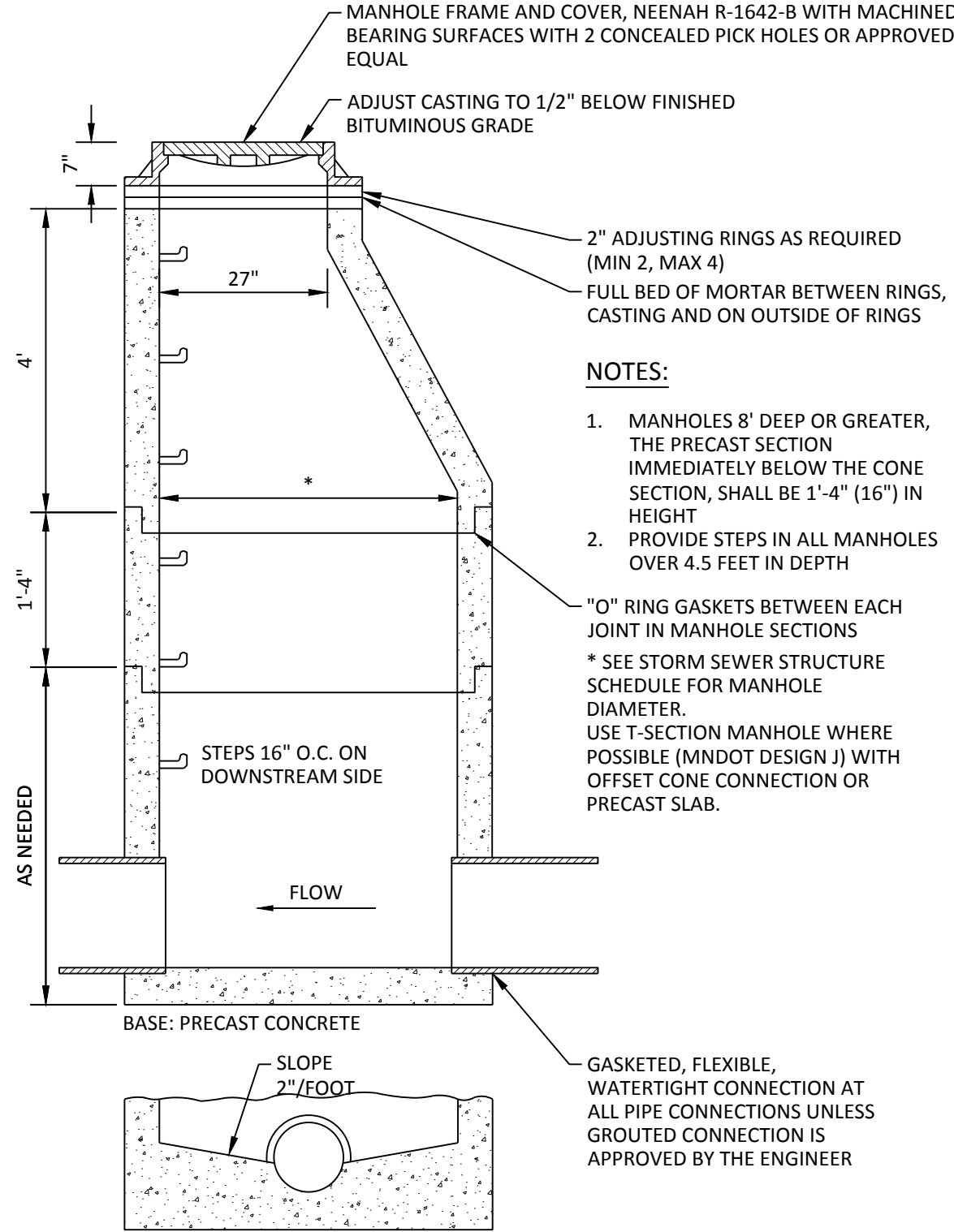
NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/21/2025	SIG	JDB	JDB	CITY RESUBMITTAL

SHEET
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REV. #

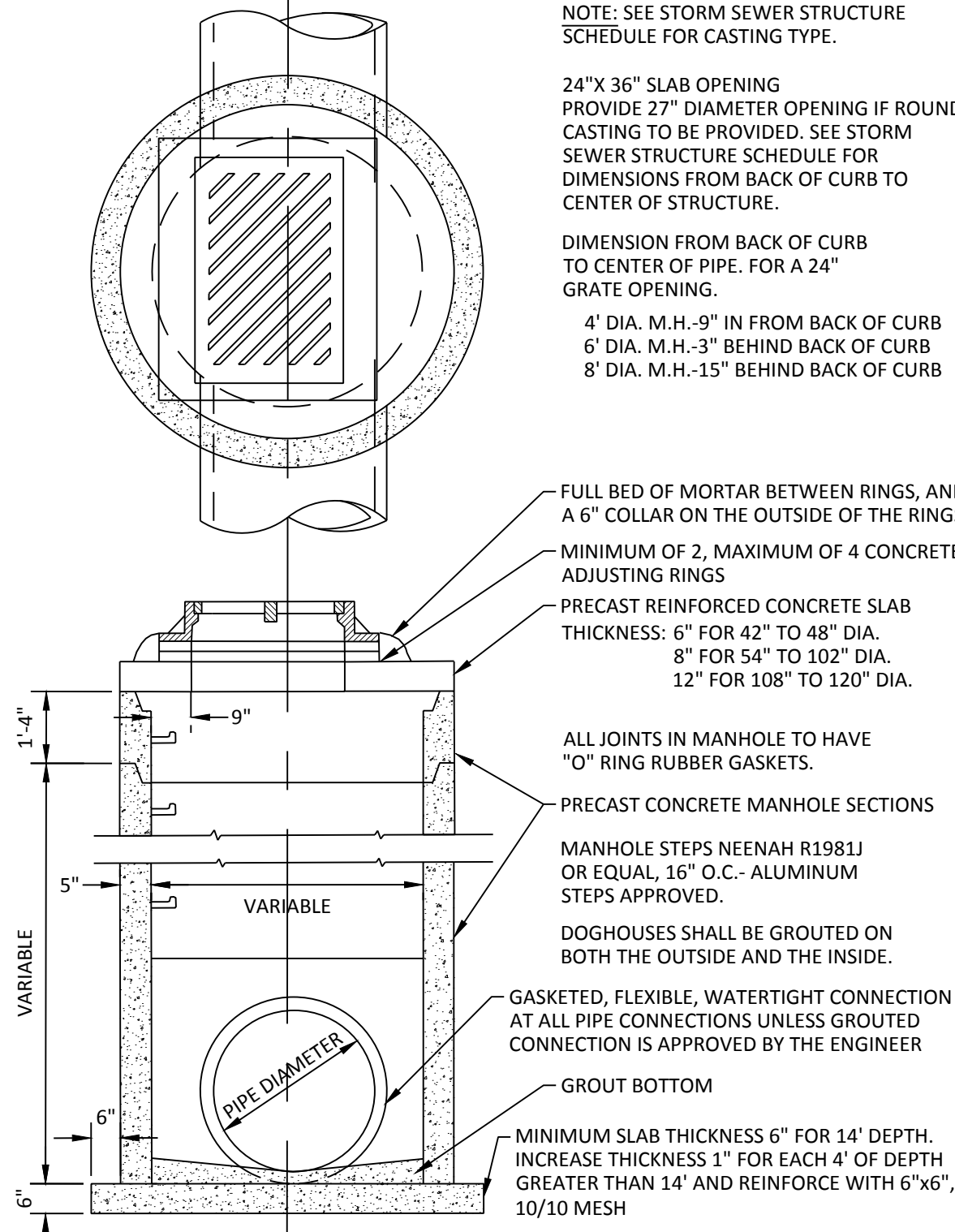


HYDRANT
DETAIL DRAWING W-3
CITY OF BROOKLYN PARK
CATCH BASIN CASTING ASSEMBLY
(SEE STORM SEWER SCHEDULE FOR CASTING TYPE)

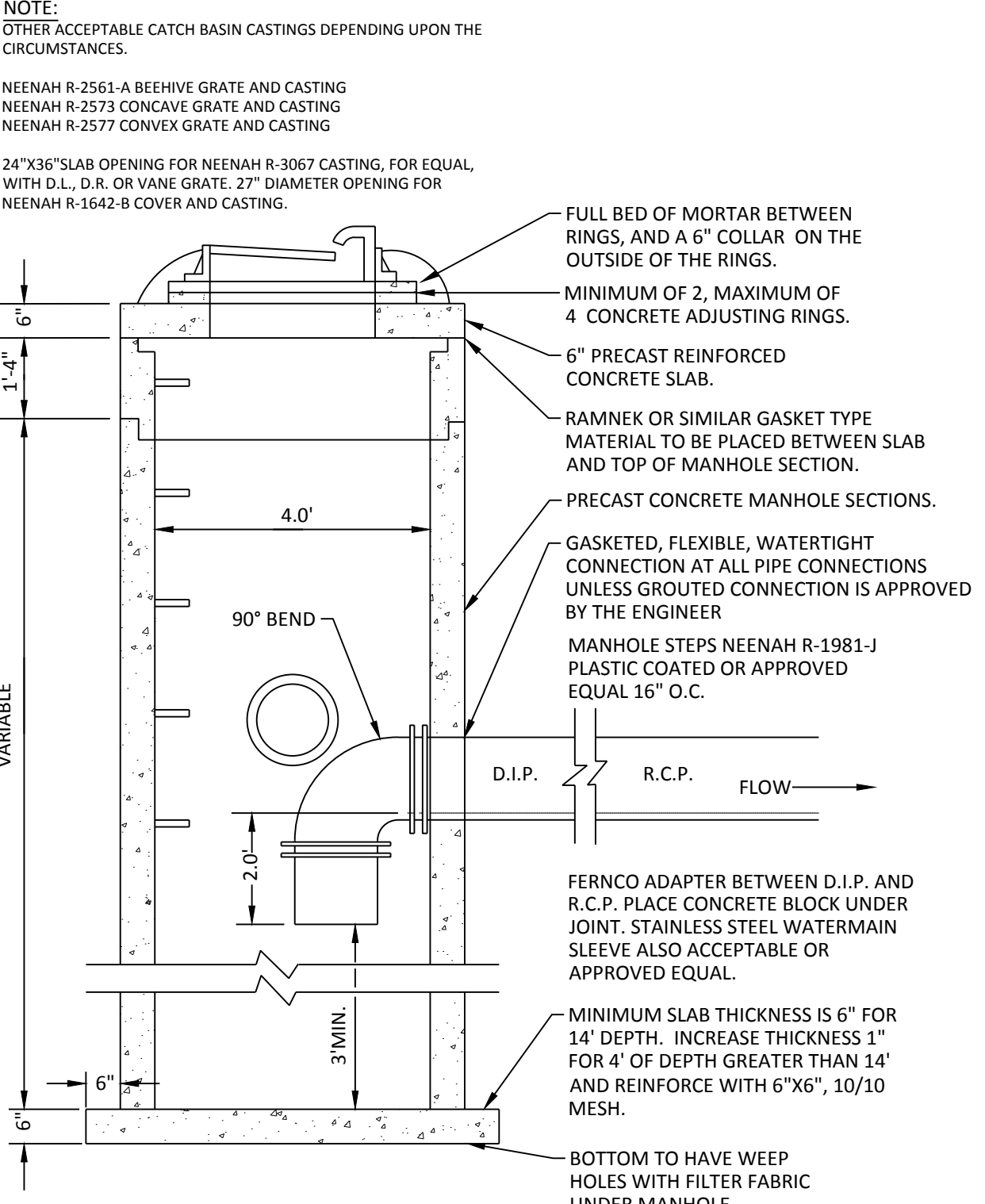
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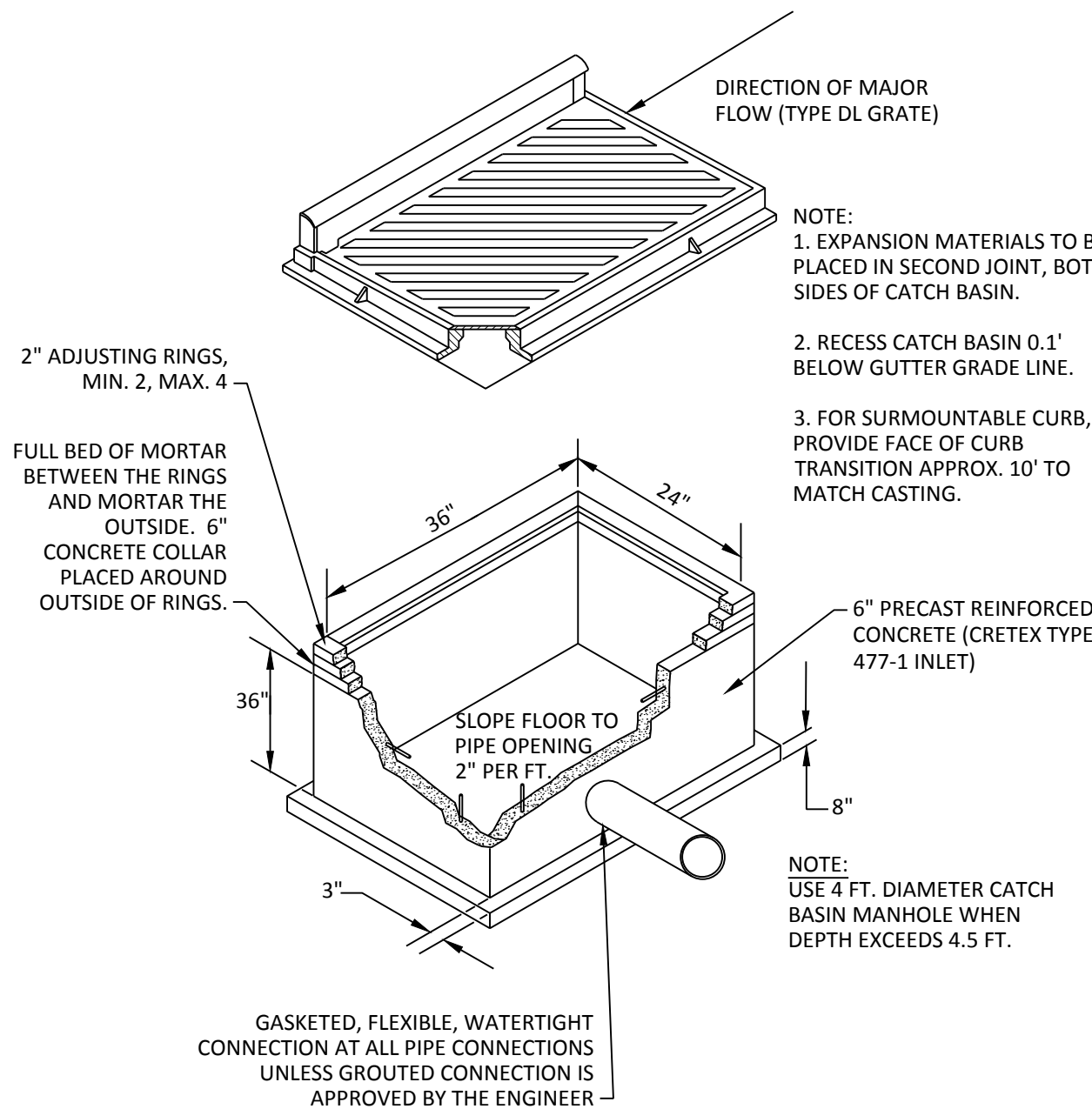
01 STORM SEWER MANHOLE
N.T.S.



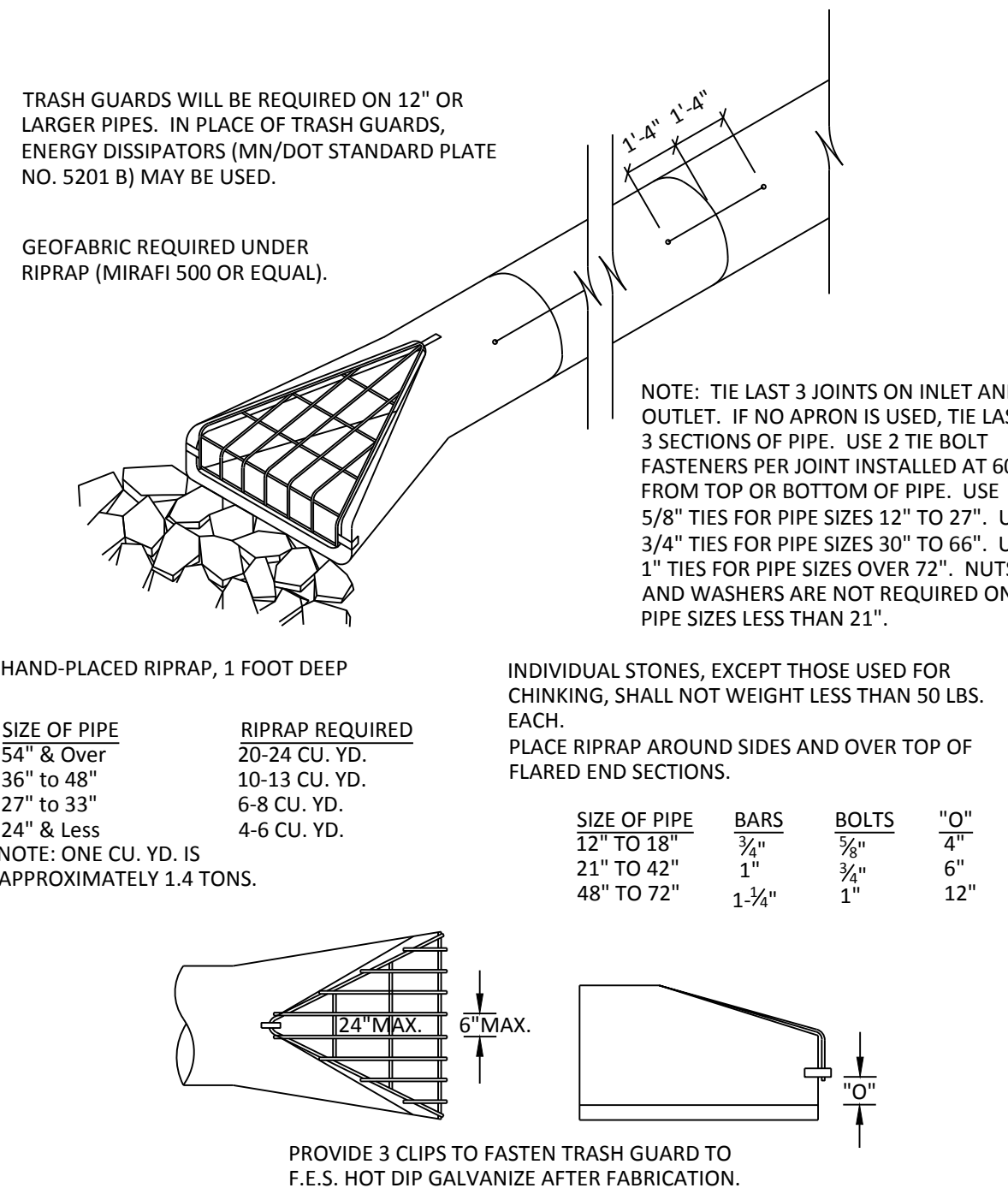
02 CATCH BASIN MANHOLE
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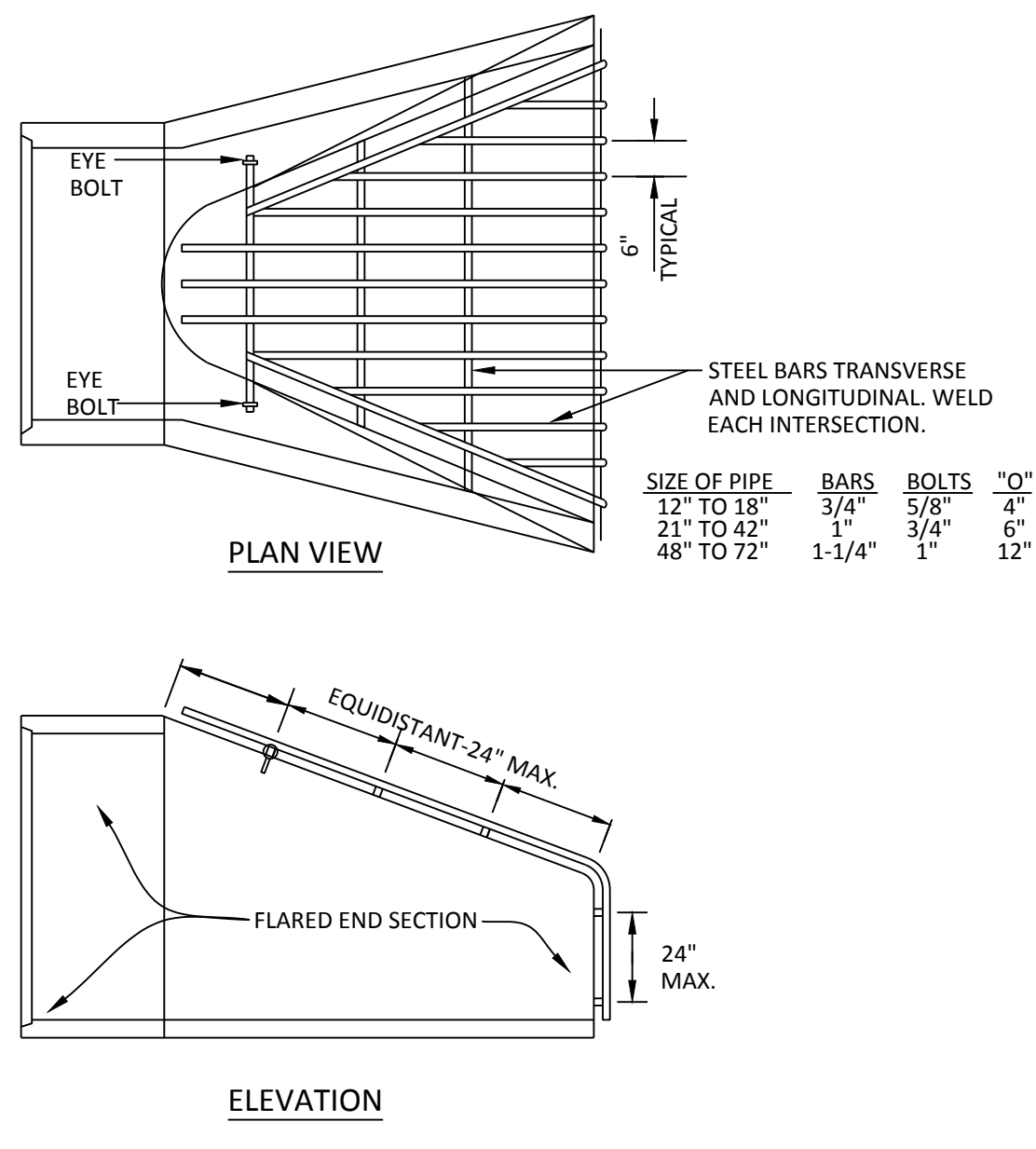
03 CATCH BASIN MANHOLE WITH SUMP
N.T.S.



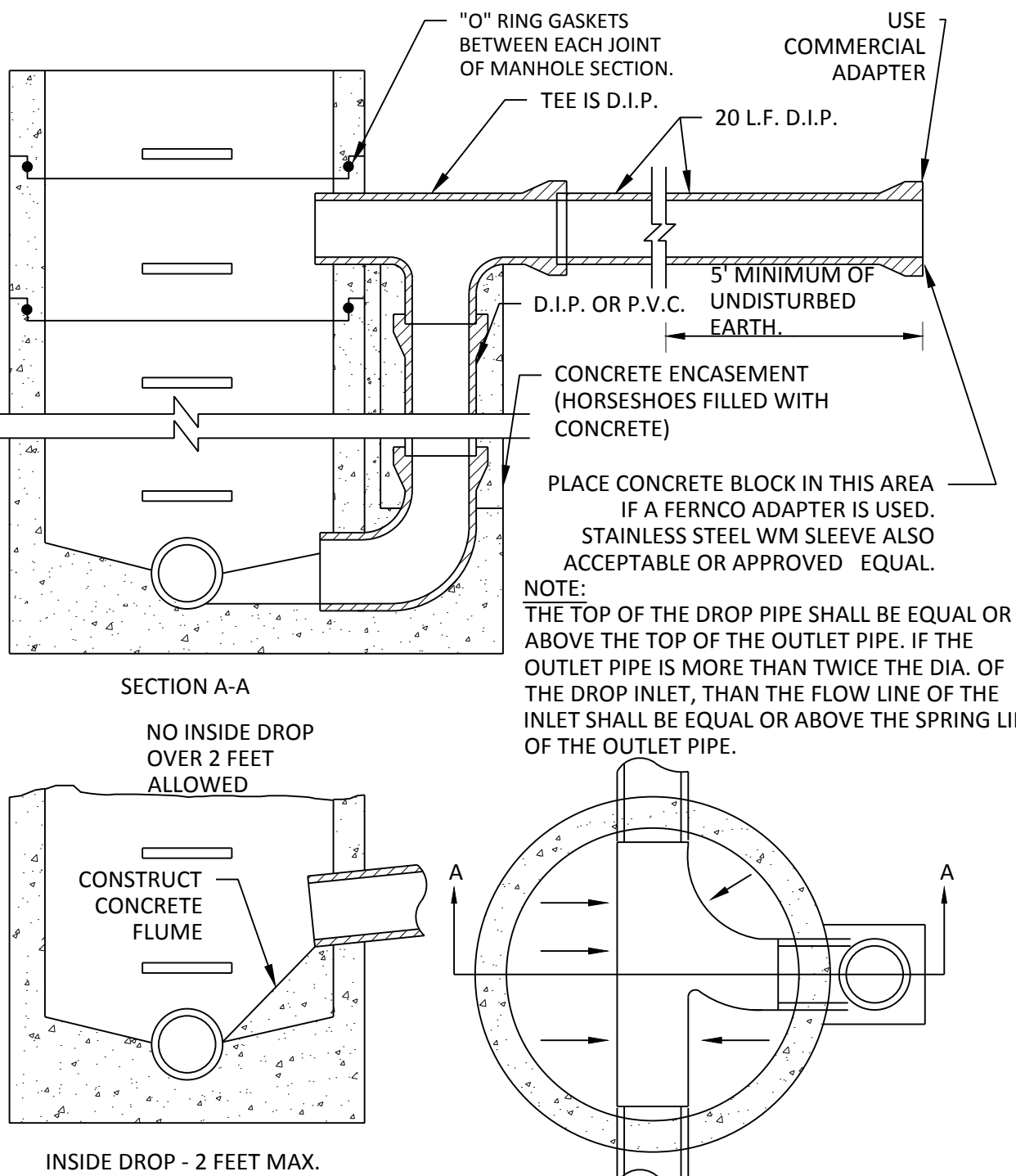
04 24"x36" CATCH BASIN
N.T.S.



05 FLARED END SECTION
N.T.S.



06 TRASH GUARD
N.T.S.



07 OUTSIDE DROP MANHOLE
N.T.S.

NO	DATE	BY	CKD	APPR	COMMENT
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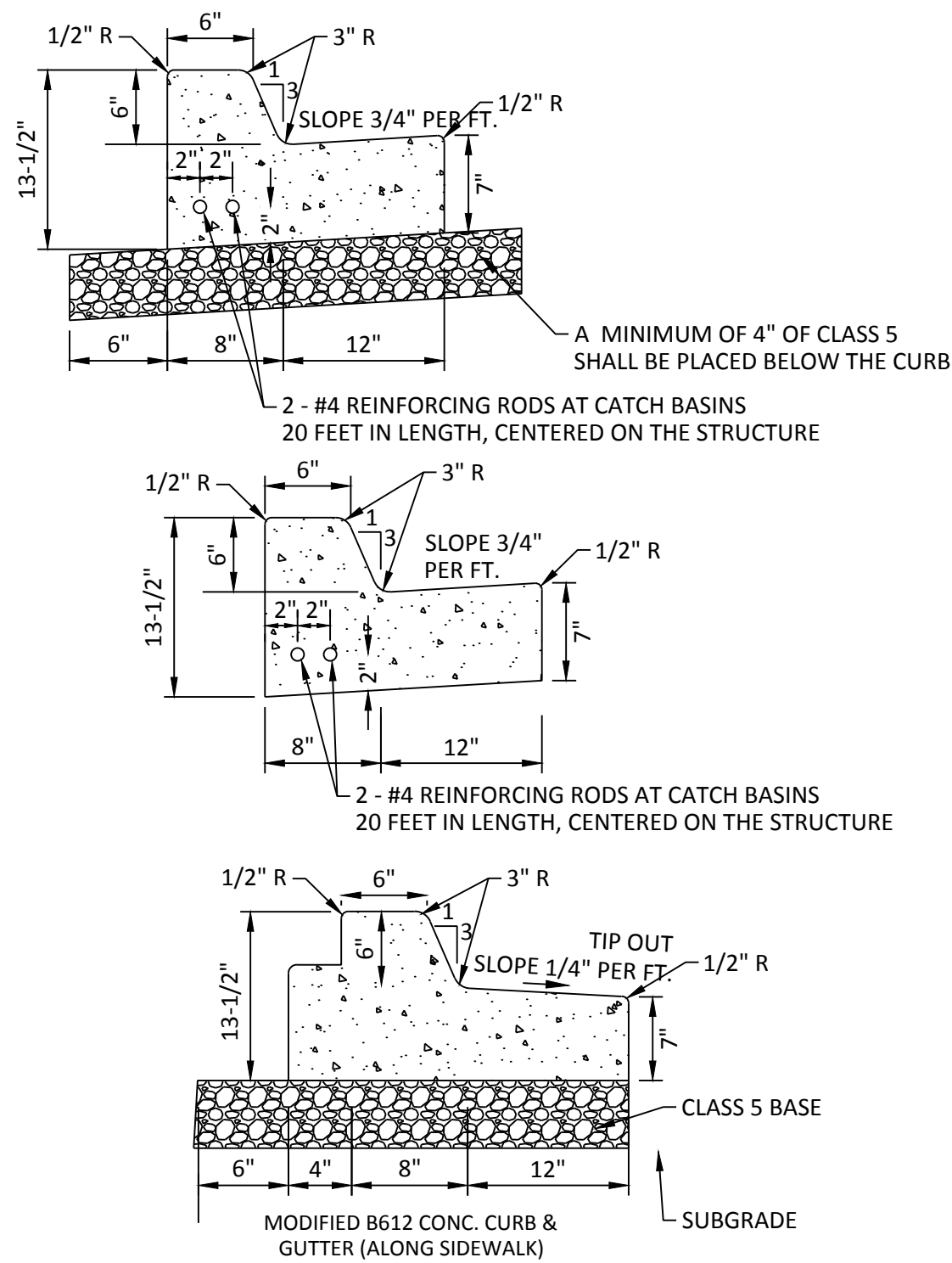
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CONSTRUCTION DOCUMENTS	

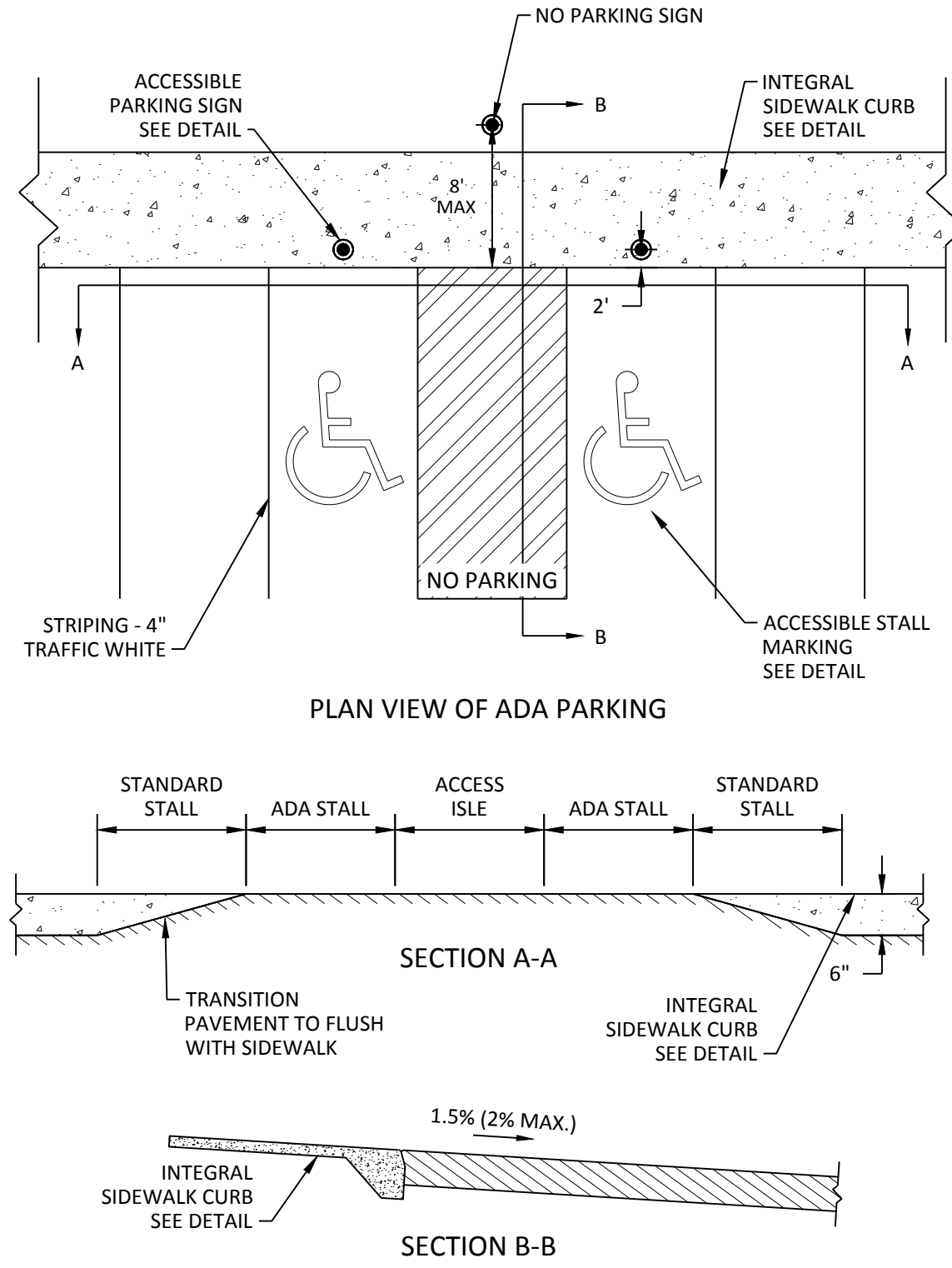
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DETAILS
UNITED PROPERTIES 610 JUNCTION - BUILDING 4 PRELIMINARY SITE PLAN REVIEW BROOKLYN PARK, MN

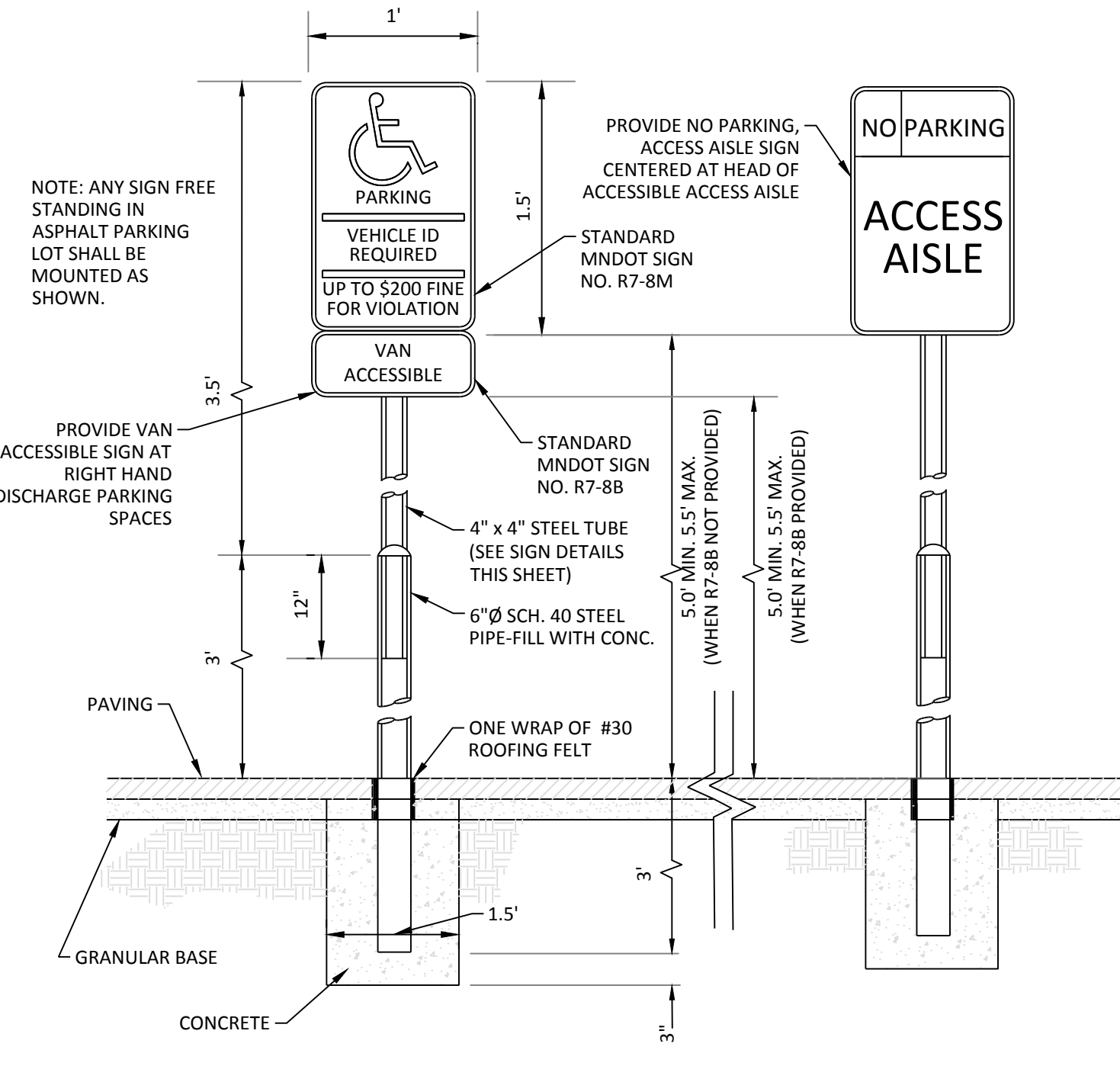
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C9.01
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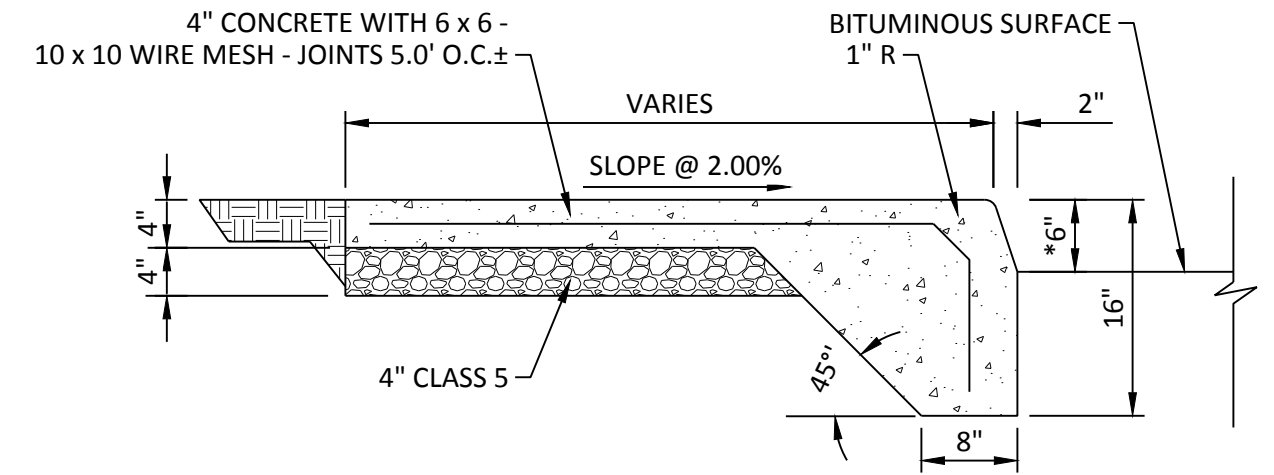
01 B612 CONCRETE CURB & GUTTER
N.T.S.



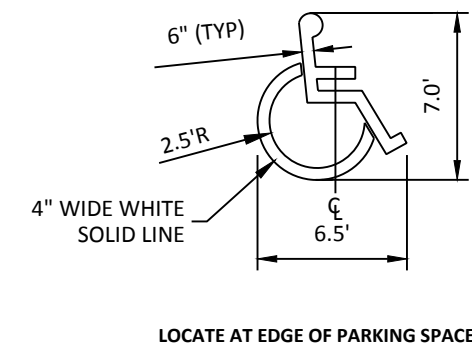
02 ADA PARKING
N.T.S.



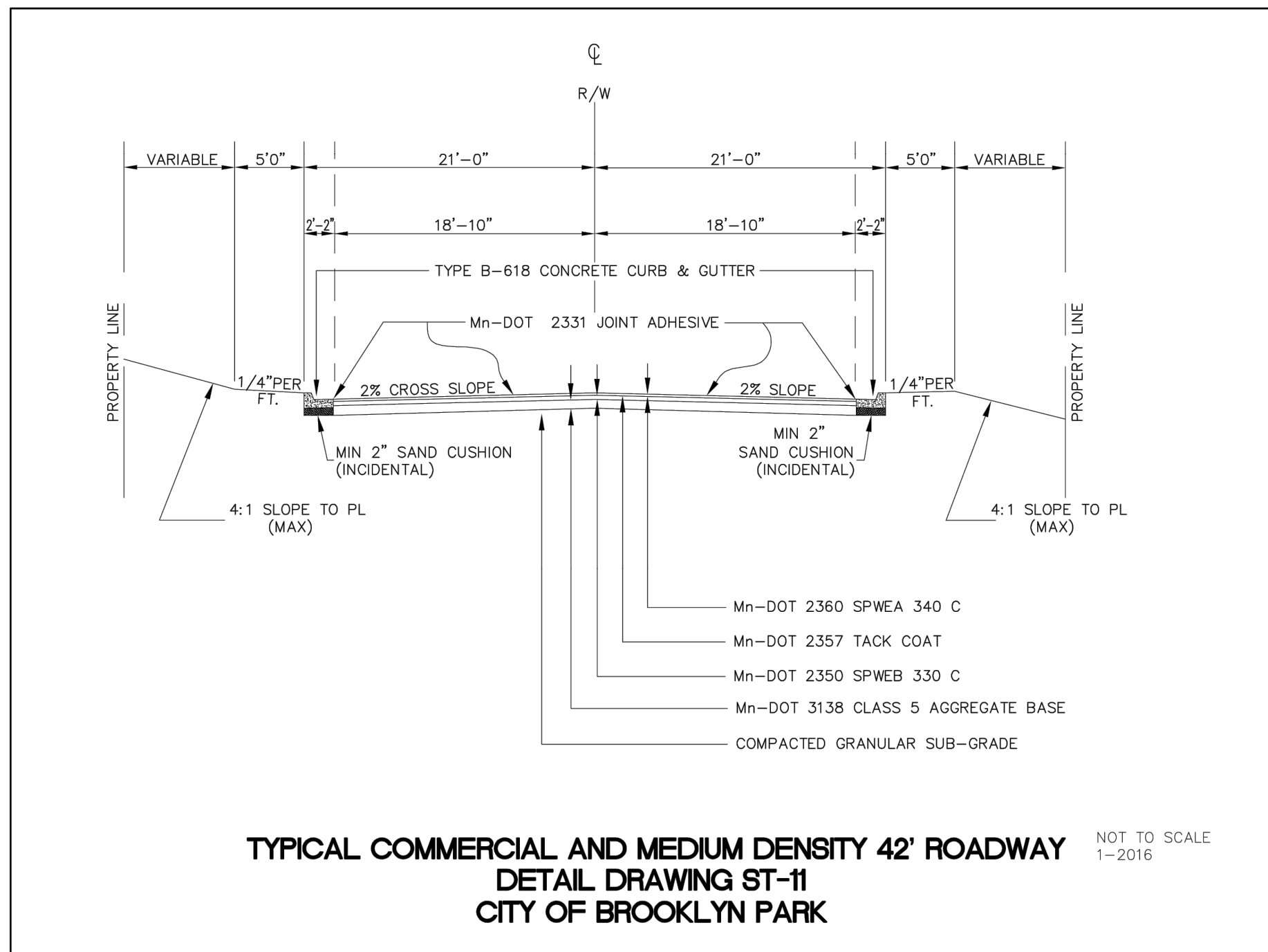
03 ACCESSIBLE PARKING SIGN
N.T.S.



04 INTEGRAL SIDEWALK CURB
N.T.S.



05 ACCESSIBLE PARKING SYMBOL
N.T.S.



NO	DATE	BY	CKD	APPR	COMMENT
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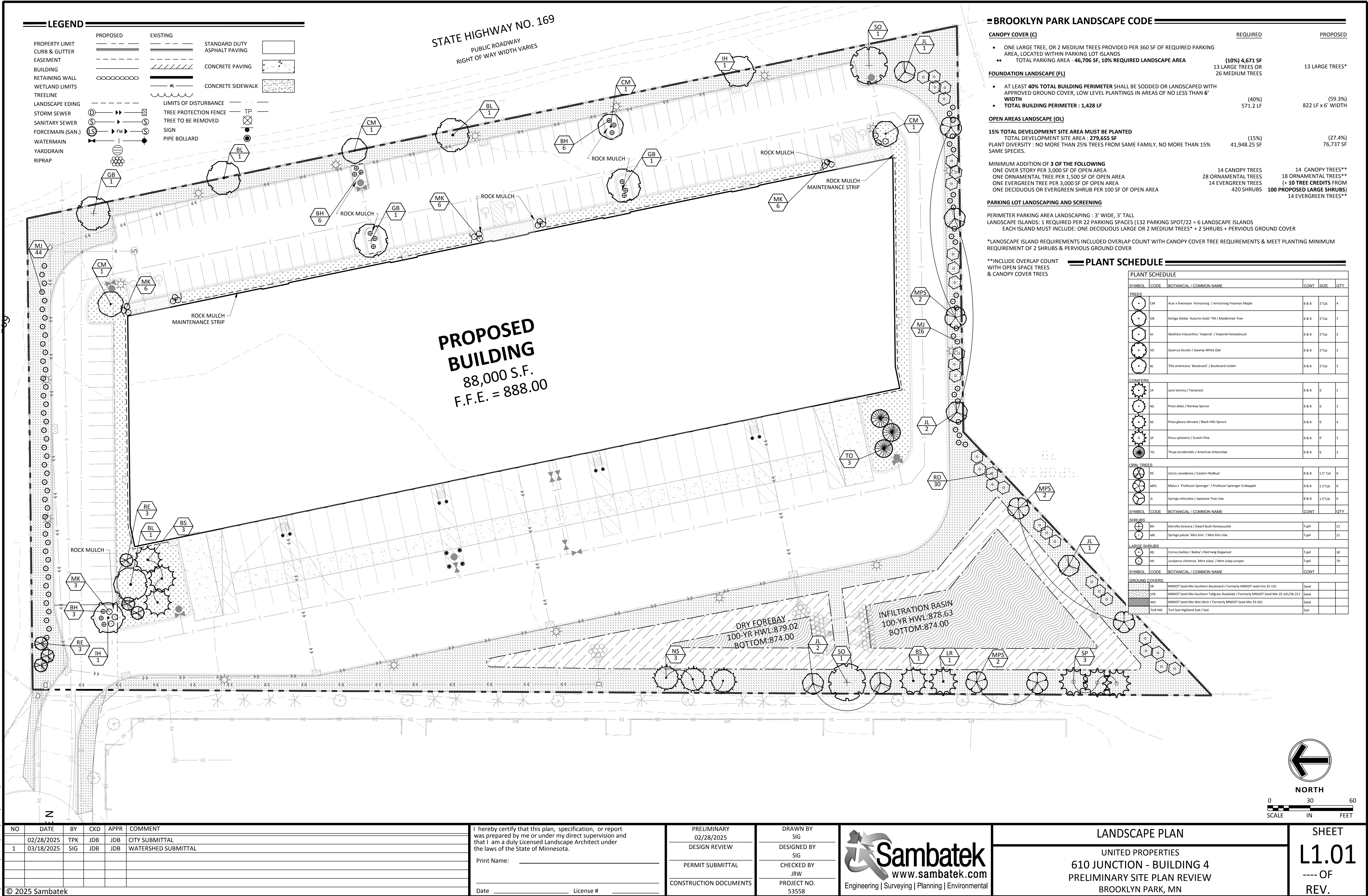


DETAILS

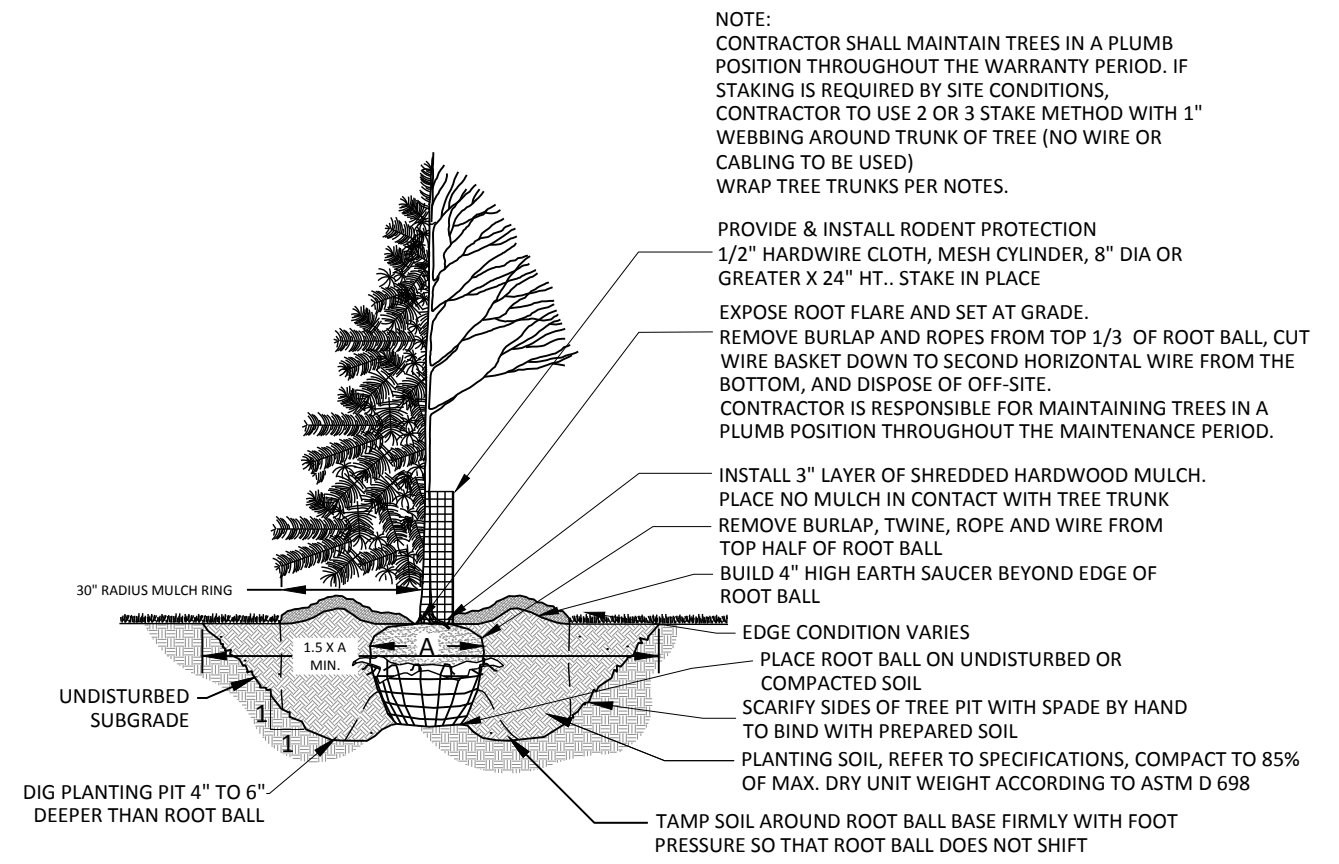
UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET
C9.02
--- OF
REV. #

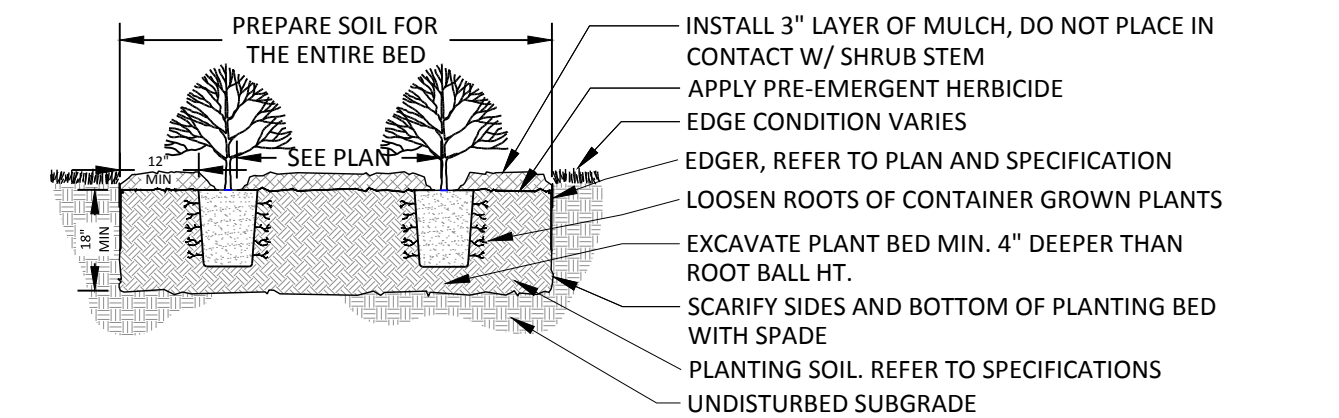
24.15 (LWS TECH) | SOPHIE GALLANDAT | 3/20/2025 2:42:07 PM
L:\PROJECTS\353558\CADD\CIVIL\SHEETS\353558-L1.01-LSCF.DWG L1.01 LANDSCAPE PLAN



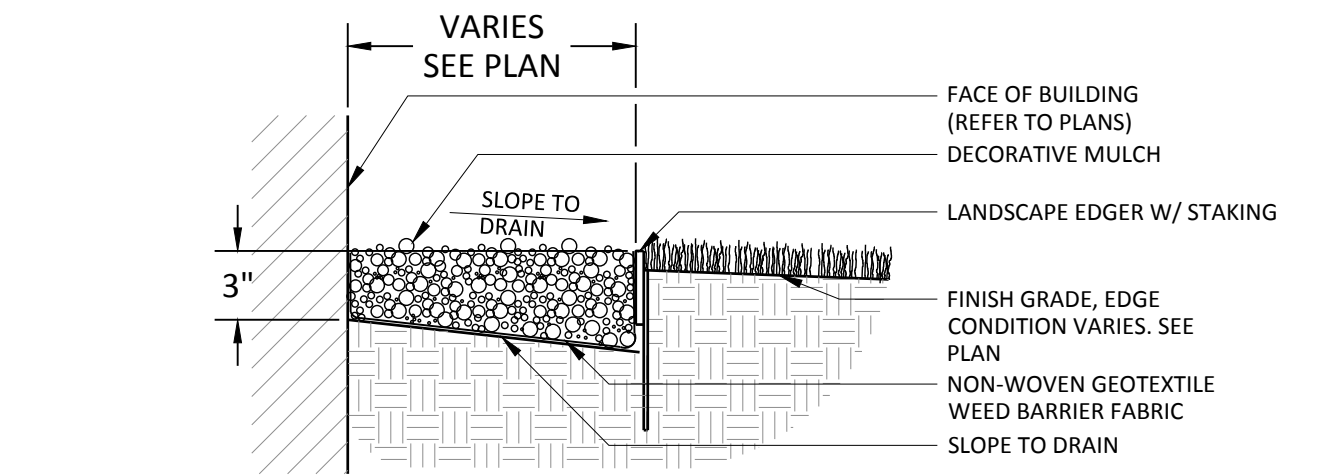
24.15 (LWS TECH) | SOPHIE GALLANDAT | 3/20/2025 2:42:07 PM
L:\PROJECT\333558\CADD\CIVIL\SHEETS\33558-L1.01-LSCF.DWG-L1.02 LANDSCAPE NOTES & DETAILS



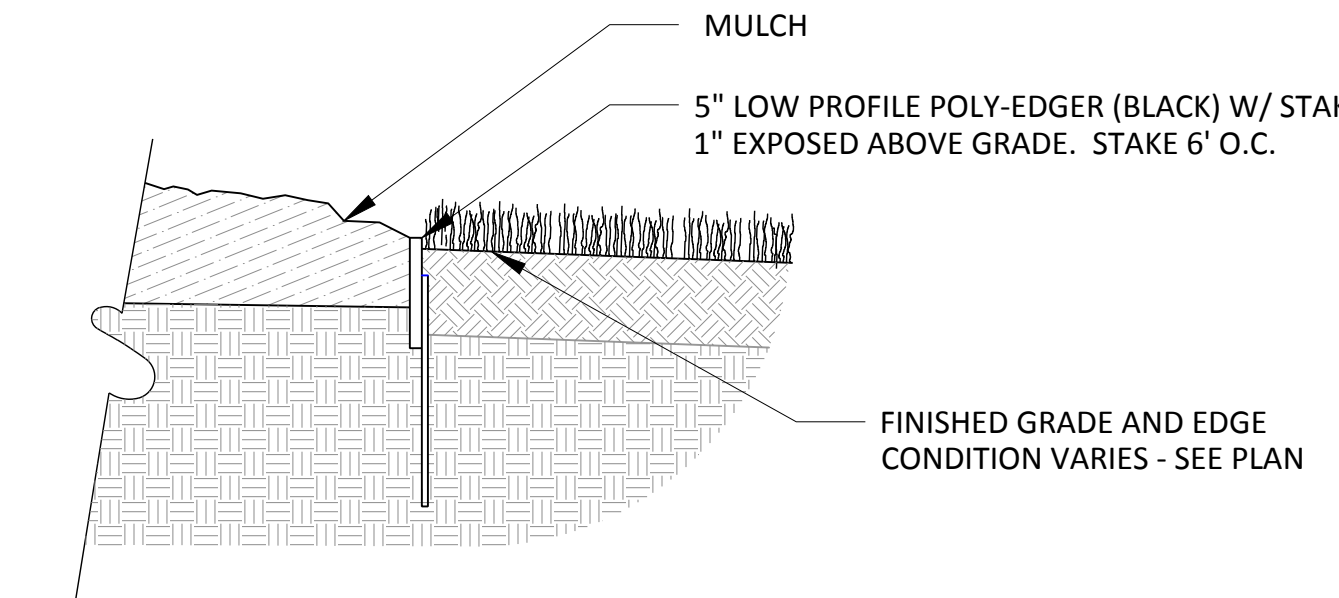
1 TREE PLANTING DETAIL
L1.02 1/4" = 1'-0" P-01



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



4 MAINTENANCE STRIP
L1.02 1" = 1'-0" P-05



3 LOW PROFILE POLY EDGER
L1.02 1 1/2" = 1'-0" P-30

NO	DATE	BY	CKD	APPR	COMMENT
	02/28/2025	TPK	JDB	JDB	CITY SUBMITTAL
1	03/18/2025	SIG	JDB	JDB	WATERSHED SUBMITTAL

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

Print Name: _____

_____ License # _____

PRELIMINARY
02/28/2025
DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY
SIG

DESIGNED BY
SIG

CHECKED BY
JRW

PROJECT NO.
53558



LANDSCAPE NOTES & DETAILS

UNITED PROPERTIES
610 JUNCTION - BUILDING 4
PRELIMINARY SITE PLAN REVIEW
BROOKLYN PARK, MN

SHEET
L1.02
--- OF
REV.

NOTES

GENERAL NOTES:

- THE CONTRACTOR SHALL INSPECT THE SITE AND BECOME FAMILIAR WITH THE EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF THE WORK.
- THE CONTRACTOR SHALL VERIFY PLAN LAYOUT AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN OR INTENT OF THE LAYOUT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
- THE CONTRACTOR SHALL PROTECT EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING CONSTRUCTION. DAMAGE TO SAME SHALL BE REPAIRED AND/OR REPLACED AT NO ADDITIONAL COST TO THE OWNER.
- LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- THE LANDSCAPE CONTRACTOR SHALL COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.**
- THE CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO BEGINNING OF WORK.
- THE PLAN TAKES PRECEDENCE OVER THE LANDSCAPE LEGEND IF DISCREPANCIES EXIST. QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.
- THE SPECIFICATIONS TAKE PRECEDENCE OVER THE PLANTING NOTES AND GENERAL NOTES.
- EXISTING TREES AND SHRUBS TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC, STORAGE OF MATERIALS ETC. WITH 4' HT. ORANGE PLASTIC SAFETY FENCING ADEQUATELY SUPPORTED BY STEEL FENCE POSTS 6' O.C. MAXIMUM SPACING.
- LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.
- CONTRACTOR SHALL REQUEST IN WRITING, A FINAL ACCEPTANCE INSPECTION.

PLANTING NOTES:

- NO PLANTS SHALL BE INSTALLED UNTIL FINAL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- A GRANULAR PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO ALL PLANT BEDS AT THE MANUFACTURERS RECOMMENDED RATE PRIOR TO PLANT INSTALLATION.
- ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN NURSERY STANDARD," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSEYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.
- OVERSTORY TREES SHALL BEGIN BRANCHING NO LOWER THAN 6' ABOVE PAVED SURFACES.
- ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE AND BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE LANDSCAPE LEGEND. PLANT MATERIALS TO BE INSTALLED PER PLANTING DETAILS.
- ALL TREES MUST BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
- THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION.
- NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.
- ALL PLANT MATERIAL QUANTITIES, SHAPES OF BEDS AND LOCATIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN AND ADJUSTED TO CONFORM TO THE EXACT CONDITIONS OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE STAKING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION.
- ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
- MULCH: DOUBLE SHREDDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL, IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON-SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 3" FOR SHRUB BEDS, TREE RINGS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
- BUILDING MAINTENANCE STRIP: WHERE NO LANDSCAPE PLANTING BEDS EXIST ADJACENT TO A BUILDING FOUNDATION, CONTRACTOR SHALL INSTALL A DECORATIVE ROCK MAINTENANCE STRIP PER PLAN. DECORATIVE ROCK SHALL BE 2" WASHED RIVER ROCK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN.
- USE ANTI-DESICCANT (WILT-PRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF AND FOR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S INSTRUCTION. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION DURING WARRANTY PERIOD.
- WRAP ALL SMOOTH-BARKED DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO DECEMBER 1 AND REMOVE WRAPPING AFTER MAY 1. TREE WRAPPING MATERIAL SHALL BE WHITE TWO-WALLED PLASTIC SHEETING APPLIED FROM TRUNK FLARE TO THE FIRST BRANCH.
- ALL DECIDUOUS, PINE, AND LARCH PLANTINGS SHALL RECEIVE RODENT PROTECTION PER MNDOT 2571.3-1.2.
- PLANTING SOIL FOR TREES, SHRUBS AND GROUND COVERS: FERTILE FRIABLE LOAM CONTAINING A LIBERAL AMOUNT (4% MIN.) OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MNDOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL. MIXTURE SHALL BE FREE FROM HARDPACK SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.1 AND 7.5 AND 10-0-10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED IN A 6" LAYER AND ROTO-TILLING IT INTO THE TOP 12" OF SOIL AT A 1:1 RATIO ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED.
- CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY THAT EACH EXCAVATED TREE AND SHRUB PIT WILL PERCOLATE PRIOR TO INSTALLING PLANTING MEDIUM AND PLANTS. THE CONTRACTOR SHALL FILL THE BOTTOM OF SELECTED HOLES WITH SIX INCHES OF WATER AND CONFIRM THAT THIS WATER WILL PERCOLATE WITHIN A 24-HOUR PERIOD. IF THE SOIL AT A GIVEN AREA DOES NOT DRAIN PROPERLY, A PVC DRAIN OR GRAVEL SUMP SHALL BE INSTALLED OR THE PLANTING SHALL BE RELOCATED IF DIRECTED BY THE LANDSCAPE ARCHITECT.
- ALL PLANTS SHALL BE GUARANTEED FOR TWO COMPLETE GROWING SEASONS (APRIL 1 - NOVEMBER 1), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
- CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.

- SEASONS/TIME OF PLANTING AND SEEDING: NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF-SEASONS ENTIRELY AT HIS/RIS RISK.
 - POTTED PLANTS:** 4/1 - 6/1; 9/21 - 11/1
 - DECIDUOUS /B&B:** 4/1 - 6/1; 9/21 - 11/1
 - EVERGREEN POTTED PLANTS:** 4/1 - 6/1; 9/21-11/1
 - EVERGREEN B&B:** 4/1 - 5/1; 9/21 - 11/1
 - TURF/LAWN SEEDING:** 4/1 - 6/1; 7/20 - 9/20
 - NATIVE MIX SEEDING:** 4/15 - 7/20; 9/20-10/20
- MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE WATERING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
- ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.
- WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK. IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.

TURF NOTES:

- TURF ESTABLISHMENT SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE PROVISIONS OF THE MNDOT 2106 AND 2575 EXCEPT AS MODIFIED BELOW:
- ALL AREAS TO RECEIVE SOD SHALL ALSO RECEIVE 6" OF TOPSOIL PRIOR TO INSTALLING SOD. TOPSOIL SHALL BE FREE OF TREE ROOTS, STUMPS, BUILDING MATERIAL, AND TRASH, AND SHALL BE FREE OF STONES LARGER THAN 1 1/2" INCHES IN ANY DIMENSION. WHERE SOD ABUTS PAVED SURFACES, FINISHED GRADE OF SOD/SEED SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.
 - SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, SOD SHALL BE STAKED SECURE.
 - TURF ON ALL OTHER AREAS DISTURBED BY CONSTRUCTION SHALL BE RESTORED BY SEEDING, MULCHING AND FERTILIZING. MNDOT SEED MIXTURE RESIDENTIAL TURFGRASS (RT) AT A RATE OF 200 POUNDS PER AC.
 - ALL DISTURBED AREAS TO BE TURF SEED, ARE TO RECEIVE 6" TOP SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. FOR SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES INSTALL EROSION CONTROL BLANKET.
 - ALL DISTURBED AREAS TO RECEIVE NATIVE SEED, ARE TO RECEIVE PLANTING SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. FOR SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES INSTALL EROSION CONTROL BLANKET.

GENERAL TREE SPECIFICATIONS:

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

IRRIGATION NOTES:

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

LOW MAINTENANCE FESCUE NOTES:

- DURING GROWING SEASON NEVER MOW SHORTER THAN 3.5 INCHES, PREFERRED MAINTENANCE IS MOW ONCE PER MONTH AT 5" HEIGHT
- DO NOT USE HIGH NITROGEN FERTILIZER ON FESCUE LAWN
- OVERSEED THIN/BARE SPOTS IN FALL
- ALWAYS USE SHARP BLADE WHEN MOWING TO AVOID TEARING LEAF BLADE
- SET MOWER TO 3" FOR BAGGING AND MOWING IN LATE FALL AFTER GROWING SEASON

NATIVE SEED MIX NOTES:

- ESTABLISHMENT AND YEAR ONE: MOW THREE(3) TIMES FIRST YEAR ON 30-DAY INTERVALS TO A HEIGHT BETWEEN FIVE AND EIGHT INCHES. DO NOT USE FERTILIZERS. SPOT TREAT INVASIVE WOODY PLANTS OR HAND WEED INDIVIDUAL NOXIOUS WEEDS.
- YEAR TWO: PERFORM ONE MOWING BETWEEN MID-JUNE AND MID-AUGUST. SPOT SPRAY WEEDS AS NEEDED WHERE THEY ARE ESPECIALLY DOMINATE.
- YEAR THREE (AND BEYOND): CUT ONE TIME PER YEAR AS A CLEAN UP PROCEDURE (EITHER IN EARLY MAY OR LATE NOVEMBER). PRESCRIBED BURNS MAY BE USED AS WELL IN PLACE OF MOWING. CHECK LOCAL REGULATIONS AND PERMIT PROCEDURES.

Planning Commission

2025 Bylaws

ORGANIZATION

1. The Planning Commission Officers shall be:

Chair – Liam Cavin

Vice-Chair – Kathy Fraser

General Officer – Teshite Wako

Term of officers. All officers shall be elected by a vote of the commission members at the annual organizational meeting held at the first meeting in January. Officers shall serve for a one-year term beginning at the first meeting in April.

2. Duties of the Officers:

- A. Chair:

1. The Chair shall preside at all Public Hearings and the annual organizational meeting of the Commission. The Chair shall also preside at the Commission work sessions and non-Public Hearing meetings in the absence of the Vice-Chair.
2. The Chair shall preserve order and decorum and shall decide questions of order.
3. The Chair may call special meetings stating the purpose of such meetings and be posted at least three days or 72 hours in advance of the meeting. However, for any special meeting at which there are to be items that require a public hearing, adequate time shall be given to allow for the publication and mailing of notices in accordance with applicable provisions of the City Code and State Statutes.
4. The Chair shall be responsible to have the staff report on the Status of Previous Recommendations made to the Council, stating the Planning Commission's recommendations and Council action.

Revised: March 5th, 2025

5. The Chair shall be responsible to have the staff prepare an Annual Report to the City Council.
 6. The Chair or his or her designee shall represent the Planning Commission at City Council meetings for the purpose of presenting the Commission recommendations on items to be considered by the Council.
- B. Vice-Chair:
1. The Vice-Chair shall preside at all meetings in the absence of the Chair.
 2. The Vice-Chair shall chair the Planning Commission work sessions and other non-Public Hearing Commission meetings.
 3. The Vice-Chair shall work with the Planning Commission Chair and Planning Staff to set agendas for Commission work sessions and other applicable meetings.
- C. General Officer:
1. The General Officer shall preside at all meetings in the absence of the Chair and Vice-Chair.
 2. The General Officer shall record attendance and be responsible for attendance reports.
 3. The General Officer shall report to the Chair every quarter the attendance percentage of every member.
 4. The General Officer shall monitor the time during all public hearings and shall be responsible for putting forth the motion to extend the public hearings past 11:00 p.m. when necessary.

BYLAWS

1. Each Wednesday shall be considered a regularly scheduled official meeting night. For any Wednesday falling on a legal holiday, the following Thursday shall be considered the regular meeting.
 - A. Official Public Hearings shall be at 7:00 pm on the second Wednesday of each month unless otherwise directed by the Chair.
 - B. In the event that there are more public hearings than can be reasonably expected to be concluded by 11:00 p.m., the Chair and the Planning Staff shall be empowered to schedule a second official Public Hearing Meeting for another Wednesday during the same month to take care of the overload.

Revised: March 5th, 2025

- C. The Chair shall have prerogative to cancel or postpone any regularly scheduled Meetings.
 - D. The Chair shall have the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time.
 - E. Work Sessions shall be the fourth Wednesday of the month.
 - F. If a public hearing is reasonably anticipated to last under an hour, the work session may be moved from the fourth Wednesday to the second Wednesday following the public hearing at the discretion of the Chair.
 - G. The Planning Director may announce a future meeting as cancelled due to lack of public hearing applications or holiday during the Information Items section of a meeting.
- 2. All public hearings shall be at the City Hall and shall be called at 7:00 p.m. and shall conclude at 11:00 p.m. meetings may be held via technology consistent with state law and City policy. No new business shall commence unless waived by the majority. Any business unfinished at the scheduled closing time shall be taken up at a subsequent meeting designated by the Chair.
 - 3. An organizational meeting shall be held on the second Wednesday in January. Business at this meeting shall include review and/or amendments to the Bylaws, election of a Chair, a Vice-Chair, General Officer and a Business Forward Advisory Board Liaison.
- The officers elected shall begin to serve their term the following April.
- 4. Organizational rules regarding a quorum:
 - A. A quorum shall consist of a minimum of five Commissioners. If the commission has one or more vacancies, excluding the seats reserved for young adults, a quorum shall consist of four Commissioners. In the absence of a quorum, those present shall adjourn any items of business requiring a public hearing or official Commission action to a specified time.
 - B. Prior to a meeting a member may be excused from an individual meeting for reasons of illness, work, or out-of-town trips.
 - 5. If the Chair or Vice-Chair resigns his/her appointment between the regular election cycle, then the remaining officers shall move up in rank and an election shall be held for the General Officer position.
 - 6. The Chair shall call the meeting to order and the General Officer shall call the roll and announce a quorum. In the absence of the General Officer, the Chair shall appoint a General Officer pro tem.

Revised: March 5th, 2025

7. The order of business shall be as follows unless amended by the Chair:

- I. ORGANIZATIONAL BUSINESS
 - 1. Call to Order/Roll Call/Pledge of Allegiance
 - 2. Explanation by Chair
 - 3. Approval of Agenda
- II. REQUIRED DUTIES
 - 1. Consent Agenda
 - 2. Public Hearing
 - 3. Other Business
- III. DISCUSSION ITEMS
- IV. VERBAL REPORTS AND ANNOUNCEMENTS
 - 1. Old Business
 - 2. Council Member Liaison Comments
 - 3. Planning Commission Comments
 - 4. Staff Liaison Comments
- V. ADJOURNMENT

8. The following statement shall be printed on all agendas and shall be read by the Chair preceding public hearings during regular sessions of the Commission.

Please be advised that the public hearings are recorded and broadcast live on cable television and streamed over the internet at brooklynpark.org. The audio system will not pick up comments from the seating area. If you want to be heard and made a part of the public record, please go to the podium, speak into the microphone, stating your full name and address. Please sign the public hearing log book on the table near the entrance to ensure accuracy of name and address in the public record. Please note that the agenda for tonight's meeting indicates that the Commission Chair has the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time. Thank you in advance for your cooperation.

The Planning Commission consists of 11 resident-volunteer members, two of which are young adult members, appointed by the City Council to advise the City Council on planning and land use issues. The Commission discusses and evaluates development proposals based on zoning regulations and comprehensive plan policies. The Planning Commission vote is only a recommendation that is forwarded to the City Council for official and final action.

9. All recommendations shall be sent to the City Council by means of written minutes and shall include the record of the division of votes on each recommendation and the reasoning for the action.
10. Minutes of the meetings shall be recorded and kept by the Planning Staff.

11. All meetings shall be public.
12. Any resolution or motion, except motion to adjourn, postpone, reconsider, table, or call the previous question, shall be reduced to writing if requested by the Chair.
13. Any resolution or motion may be withdrawn at any time before action is taken on it.
14. When a question is under debate, no other motion shall be entertained except to table, or to call for the question, act on the question, postpone, refer to committee or amend. Motions shall take precedence in that order, and the first two shall be without debate.
15. All motions shall be carried by a majority vote of the members present except call for the question. Any member of the Commission may call for a roll call vote on any issue.
16. Motions can only be made by members recognized by the Chair.
17. Speaking without recognition of the Chair shall be cause for another member to call "point of order" and the member speaking out of turn must relinquish the floor.
18. "Call for the question" or "previous question" is a motion and must be seconded. It is not debatable and must be voted upon immediately. A 2/3 majority is necessary to call the previous question. If the 2/3 majority is given, the motion or question on the floor must be immediately put to a vote without debate except for a motion to table.
19. "Question" is not a motion but only an indication to the Chair that the person making this statement is ready to have the motion or question put to a vote.
20. The Chair may direct that a motion be divided if requested by a member.
21. No member may enter into the general discussion a second time on the same matter until all members wishing to express an opinion have been heard. Members must limit their remarks to the subject matter being discussed and shall not be repetitious. The speaking order shall be at the discretion of the Chair; however, all members shall be allowed a turn to speak.
22. Members of the commission are expected to faithfully participate in the meetings or other activities of the commission to which they have been appointed. A commission member shall notify the staff liaison or commission chair if they are unable to attend a meeting prior to the start of the meeting.
23. Any member who is absent for two consecutive meetings without notification (unexcused absence) to the Staff Liaison or absent 25% of the meetings, may be subject to removal by a majority of the City Council. These rules shall not be interpreted to imply automatic removal upon meeting a threshold listed above. The commission will retain the right to consider any special circumstances a member may wish to present.

24. The Commission may appoint a subcommittee and/or task force as they deem necessary to facilitate research for the commission. The members serve in an advisory capacity only to the commission. Subcommittees or task forces shall not contain a quorum of the commission
25. Any member having a direct or indirect financial and/or substantial personal interest in an individual action under consideration by the Commission shall state such if not excuse themselves from the Commission and not vote on that particular matter. All Commissioners shall abide by the Planning Commission's Code of Ethics.
26. These rules shall not be repealed, waived or amended except by a majority vote of the Commission only after notice has been given at a previous meeting.
27. Any rule of order not covered by these bylaws shall be governed by Robert's Rule of Order of Standard Parliamentary Procedure.