



CITY COUNCIL AGENDA

Monday, April 6, 2026

CITY COUNCIL WORK SESSION | IMMEDIATELY FOLLOWING 6:00 PM SPECIAL CITY COUNCIL MEETING | COMMUNITY ROOM

**Mayor Rafferty, Councilmembers Lyden, Nelson, Ruhland and Rennaker
City Administrator: Karen Anderson**

1. Call to Order and Roll Call
2. Setting the Agenda: Addition or Deletion of Agenda Items
3. Otter Crossing South 2nd Addition Preliminary Plat, Katie Larsen
4. 2050 Comprehensive Plan Consultant Procurement, Katie Larsen
5. CIP Amendment - Street Sweeper Replacement to New Sweeper Acquisition, Justin Williams
6. Golf Cart Use on City Streets, Curt Boehme
7. Review 2026-2027 Business License Fees, Roberta Colotti
8. Notices and Communications

ADJOURNMENT

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 3**

STAFF ORIGINATOR: Katie Larsen, City Planner

DATE OF WORK SESSION: April 6, 2026

TOPIC: Otter Crossing South 2nd Addition Preliminary Plat

BACKGROUND

At the Work Session, staff will present the April 13, 2026 Council staff report.

The applicant, TYME Properties LLC, is proposing to preliminary plat Outlot B, Otter Crossing South into two (2) commercial lots. The preliminary plat is south of Main Street and west of Otter Lake Road and is called Otter Crossing South 2nd Addition.

REQUESTED COUNCIL DIRECTION

None. Discussion only.

ATTACHMENTS

1. April 13, 2026 Council Staff Report

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 7A**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: April 13, 2026

TOPIC: Approval of Resolution No. 26-46 for Otter Crossing South 2nd Addition Preliminary Plat

VOTE REQUIRED: Simple Majority

INTRODUCTION

The applicant, TYME Properties LLC, is proposing to preliminary plat Outlot B, Otter Crossing South into two (2) commercial lots. The preliminary plat is south of Main Street and west of Otter Lake Road and is called Otter Crossing South 2nd Addition.

Tentative Review Schedule:

Complete Application Date:	February 11, 2026
60-Day Deadline:	April 12, 2026
Environmental Board Meeting:	February 25, 2026
Park Board Meeting:	N/A
Planning & Zoning Board Meeting:	March 11, 2026
City Council Work Session:	April 6, 2026
City Council Meeting:	April 13, 2026

BACKGROUND

The Land Use Application is for the following:

- Preliminary Plat (Otter Crossing South 2nd Addition)
 - 2 commercial lots

This staff report is based on the following information:

- Preliminary Plat Plan Set prepared by Pioneer Engineering dated February 10, 2026

- Geotechnical Evaluation Reports prepared by Braun Intertec dated April 7, 2006 and September 21, 2007
- Wetland Permit Application prepared by Midwest Natural Resources, Inc. dated February 6, 2026
- Traffic Study prepared by SSTS Traffic Solutions dated February 16, 2024

ANALYSIS

History

Otter Crossing South final plat was approved in May 2025. It created Lot 1 for ALDI and Outlots A and B for future commercial development. Otter Crossing South 2nd Addition proposes to subdivide Outlot B into two (2) commercial lots.

Existing Site Conditions

The site is a vacant commercial outlot.

Zoning and Land Use

The outlot is zoned GB, General Business and is guided commercial per the City's 2040 Comprehensive Plan.

Current Zoning	GB, General Business
Existing Land Use	Vacant Commercial
Future Land Use per 2040 Comp Plan	Commercial
Utility Staging Area	1A=2018-2025

The preliminary plat is consistent with zoning code requirements for GB, General Business lot size and lot width.

	Lot Size	Lot Width
GB Requirements	20,000 sf	100 ft
Lot 1	44,243 sf	164 ft
Lot 2	42,873 sf	167 ft

Surrounding Zoning and Land Use

Direction	Zoning	Existing Land Use	Future Land Use
North	GB, General Business	Commercial	Commercial
South	GB, General Business	Vacant Commercial	Commercial
East	LI, Light Industrial	Industrial	Industrial
West	GB, General Business	Commercial	Commercial

Subdivision Ordinance

Conformity with the Comprehensive Plan and Zoning Code

The preliminary plat is consistent with the comprehensive plan for commercial development and zoning code requirements for GB, General Business with minor revisions as detailed in this staff report.

Blocks and Lots

The proposed preliminary plat contains the following parcels:

Parcel	Acres	Purpose
Lot 1, Block 1	1.02 acres	Taco Bell
Lot 2, Block 1	0.98 acres	Future commercial development
Outlot A	0.57 acres	Private Street
Outlot B	22.85 acres	Future development
TOTAL	25.42 acres	

An additional 10ft of road right-of-way along CR 84 (Otter Lake Road) was dedicated on the Otter Crossing South plat as required. No additional right-of-way is required.

Sheet 2.40, Master Plan lays out potential future development of the site. This is not a final plan. Future development of Outlot B will require preliminary plat and final plat.

Streets and Alleys

CSAH 14 (Main Street) is an A-Minor Arterial Connector county road. An existing right-in only lane will access the site from Main Street. No additional access points or driveways are allowed along this section of Main Street.

CR 84 (Otter Lake Road) is a minor arterial county road.

Access to the site from Otter Lake Road is 70th Street which is a private street. This will be a temporary full access intersection until future development of Outlot B. Then this access will be right in/right out and full access roundabout will be constructed to the south.

Otter Lake Service Road is a public local road that will provide future access to Outlot B.

There are no public streets being constructed within this phase of development. The internal system currently is the private street and drive lanes.

Lot 1 and Lot 2 have a shared driveway. A shared driveway and maintenance agreement will be required.

Easements

Standard drainage and utility easements at least 10 feet wide shall be provided on the preliminary plat over Lot 1 and Lot 2 lot lines.

Stormwater Management and Erosion and Sediment Control

Per the City Engineer Memo dated March 4, 2026:

Stormwater management for the Otter Crossing South 2nd Addition development is proposing to use the existing City stormwater pond south and east of the project area to provide rate control and water quality treatment. There is a conservation easement for a wetland bank that exists over the existing City pond. Analysis includes a proposed City roundabout on Otter Lake Road south of 70th Street. Runoff will be routed via the existing storm sewer system along the roadway.

Future phases of development will provide onsite stormwater management. 2nd Addition flows ultimately discharge to the west for a small northern portion of the site and the rest discharges south to Clearwater Creek from the City pond.

Additional lots and a future roundabout in Otter Lake Road are included in the drainage area to the existing stormwater pond. These areas were included in the original study prepared by TKDA with 1998 Otter Lake Road improvement project. This pond has capacity to provide stormwater management for the development. The pond existing and proposed discharge rates are summarized below.

Pre- and Post- Development Discharge Rates (cfs)				
Condition	2-Year	10-Year	100-Year	10-Day Snowmelt
Existing - Creek	15.00	23.24	56.26	N/A

Proposed - Creek	10.35	13.66	40.14	N/A
Existing - West	5.59	10.15	27.00	N/A
Proposed - West	3.97	6.51	20.40	N/A
Existing – Southeast (wetland)	8.72	18.69	41.10	N/A
Proposed – Southeast (wetland)	8.72	18.69	41.10	N/A

Additional comments/revisions are noted in the attached City Engineer memo.

Public Utilities

The site will be municipally served by an 8” sanitary sewer main and 8” watermain along 70th Street.

Public Land Dedication

The City will collect cash fee in lieu of land dedication for commercial development at the time of final plat.

Otter Crossing South 2nd Addition	
2.00 acres x \$2,725 per acre =	\$5,450

Tree Preservation, Mitigation Standards and Landscaping

Per the February 26, 2026 Environmental Board staff report:

Tree Preservation

No significant trees are being removed as part of this project.

Landscaping

Landscaping will be required for each lot as it develops and will be required to meet all city requirements. Currently trees are being planted along the private street for screening.

Canopy cover standards are required to mitigate the effects of hardscape by establishing tree canopy cover. The required minimum canopy coverage is 40%.

Foundation landscape zone 6 large shrubs and two large trees are required per 100 LF of building.

Open area landscape is required to provide 1 large tree and two large shrubs per 2,500 SF of open space. Open area on site is $9,410\text{SF}/2500=3.76$ or 4 large trees and 8 shrubs. They are proposing to meet the requirements.

Buffer and screening between vehicle hardscape and public right of way. Minimum height screening of 30" to be provided for Otter Lake Rd. All planting screens require at a minimum a double row of plants with triangulated spacing. Planting plans shall include species which are sized to appropriately screen visibility within five years of planting. Small shrubs shall be planted at a maximum interval of three feet on center; medium shrubs shall be planted at a maximum interval of four feet on center; and large shrubs shall be planted at a maximum interval of six feet on center unless; otherwise authorized by the City.

Screening would not be required between the two lots, unless it is needed to meet canopy coverage. Currently screening is being shown between lot 1 and 2. (Refer to the landscape guidelines for requirements.) Screening can be provided, but would not be required in this location

Site and Building Plan Review

A separate land use application for Site and Building Plan Review for the proposed Taco Bell on Lot 1 has been submitted. A restaurant is a permitted use in the GB, General Business district; therefore, site and building plans will be reviewed administratively by staff.

A separate land use application for Site and Building Plan Review will be required for Lot 2.

Signage

A separate Sign Permit Application with detailed sign information is required for any permanent or temporary signage.

Impervious Surface Coverage

The allowed maximum impervious surface coverage per lot in the GB, General Business District is 75%. Lot 1 impervious is 65.6% which meets requirements. Lot 2 will be reviewed at the time of site and building plan review.

Traffic Study

A Traffic Study was prepared by SSTS dated February 16, 2024 for Otter Crossing South which included commercial development of these 2 lots. The study analyzed the following intersections:

- Main St (CSAH 14) & I-35E SB Ramps

- Main St (CSAH 14) & I-35E NB Ramps
- Main St (CSAH 14) & Otter Lake Rd (CR 84)
- Main St/Frenchman Rd/CSAH 8 & Victor Hugo Blvd
- Otter Lake Rd (CR 84) & Gymnastics/Industrial Building Access
- Access Locations for Build Conditions

Trip Generation

The study analyzed a Phase 1 development scenario that included a supermarket (Aldi), fast food (Taco Bell), and retail (future). The Phase 1 development is expected to generate 1,658 new weekday daily trips. The AM peak is 7:15am to 8:15am and PM peak is 4:15pm to 5:15pm. The table below provides a detailed breakdown of land use, shared trips, and pass-by trips. Pass-by trips occur when motorists already on the highway system stop at the development site prior to continuing their intended route.

Land Use	Type	Land Use Code	Size	Trips Generated:				
				AM Peak		PM Peak		Weekday ADT
				Enter	Exit	Enter	Exit	
Supermarket	Retail	850	19,500 s.f.	33	23	87	87	1,062
Fast Food - w/Drive Thru	Retail	934	3,000 s.f.	68	66	52	48	1,402
Strip Retail Plaza	Retail	822	9,800 s.f.	14	9	32	32	370
Totals - Gross				115	98	171	167	2,834
				213		338		
Shared Trips				12	10	17	17	283
				21		34		
Pass-By Trips				39	39	53	53	893
				78		106		
Totals - Net*				64	49	101	98	1,658
				113		199		

- Pass-by trips per land use are per ITE's Trip Generation Manual, 11th Edition.
- A 10% shared trip reduction was applied based on review of ITE's internal capture rates.

Level of Service

Level of Service (LOS) is used to describe the operating conditions and driver delay (measured in seconds) of an intersection. Operations are given letter designations from "A" (best operating conditions) to "F" (worst conditions).

City Code Section 1007.020, Site Plan Review and Section 1001.013(2)(c), Premature Subdivision establishes minimum Level Of Service (LOS) requirements. The ordinance states that if the LOS is A or B, the proposed subdivision shall not the degrade the LOS more than one grade. If the LOS is C or D, it shall not degrade the LOS. Intersections with a LOS of E or F must be improved to ensure a LOS of D or better.

Intersection	Measure of Effectiveness (Delay in Sec and Queue in Ft)				
	Criteria	2026 No-Build		2026 Build	
		AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
Main St (CSAH 14) & I-35E SB Off-Ramp (Signalized)	Overall LOS & Delay	A 6.6	A 6.5	A 6.7	A 6.6
	Worst Movement LOS & Delay	D 36.7 (SBL)	D 40 (SBL)	D 35.5 (SBL)	D 40.5 (SBL)
	95th Percentile Queue	SBL - 121'	SBL - 114'	SBL - 130'	SBL - 124'
Main St (CSAH 14) & I-35E NB Ramps (Signalized)	Overall LOS & Delay	A 5.7	A 8.2	A 6.0	A 8.1
	Worst Movement LOS & Delay	C 33 (SBR)	C 20.8 (SBR)	D 35.8 (SBR)	C 21 (SBR)
	95th Percentile Queue	SBR - 133'	SBR - 182'	SBR - 133'	SBR - 180'
Main St (CSAH 14) & Otter Lake Rd (Signalized)	Overall LOS & Delay	B 18.2	C 22.4	C 20.7	C 26.2
	Worst Movement LOS & Delay	D 40.7 (NBT)	D 47.4 (NBT)	D 47.2 (SBT)	E 66.4 (WBL)
	95th Percentile Queue	WBT - 342'	WBT - 398'	WBT - 340'	EBT - 317'
Main St (CSAH 14) & Victor Hugo Blvd (Signalized)	Overall LOS & Delay	B 17.3	C 25.0	B 17.6	C 27.5
	Worst Movement LOS & Delay	D 43.4 (WBL)	E 49.6 (EBL)	D 42.7 (WBL)	E 60.9 (EBL)
	95th Percentile Queue	WBT - 193'	EBL - 220'	WBT - 187'	EBL - 266'
Otter Lake Rd & Gymnastics Access (Side-Street Stop-Controlled)	Overall LOS & Delay	A 0.1	A 0.8	A 0.1	A 0.9
	Worst Movement LOS & Delay	A 0.1 (SBT)	A 6.8 (WBL)	A 1 (SBL)	A 7.3 (WBL)
	95th Percentile Queue	No Queue	WBR - 43'	SBLT - 4'	SBLT - 50'
Otter Lake Rd & Existing Access (Side-Street Stop-Controlled) *	Overall LOS & Delay			A 1.7	A 2.4
	Worst Movement LOS & Delay	NA	NA	A 6 (EBL)	A 8.3 (EBL)
	95th Percentile Queue			EBLR - 46'	EBLR - 70'
Main St (CSAH 14) & Right-In Only Access (Free Right Movements)	Overall LOS & Delay			A 2.4	A 2.1
	Worst Movement LOS & Delay	NA	NA	A 3.6 (WBT)	A 3 (WBT)
	95th Percentile Queue			No Queue	EBT - 15'

- Level of Service reported from an average delay from 10 SimTraffic simulations for overall intersection and worst movement.
- 95th percentile queues are a result from an average of 10 SimTraffic simulations and the longest queue per intersection is reported.
- Overall LOS "D" and individual movement LOS "E" are considered acceptable if queuing is accommodated.
- * A dedicated SBL turn lane is assumed with Build conditions on Otter Lake Rd at the access.

The proposed Level of Service does not degrade by more than one (1) LOS; therefore, the traffic generated by the proposed development is within the capabilities of the City.

EQB Environmental Review

The site is within the 2005 I-35E Corridor AUAR environmental review boundary. The AUAR was updated in July 2025. The AUAR identifies this site as commercial in the land use scenarios. The proposed Taco Bell and future retail building are consistent with commercial development. No further environmental assessment is required.

Wetlands

The preliminary plat includes three (3) wetlands. Wetland 1 within Lots 1 and 2 will be completely impacted (3,910sf). The wetland is not within the Wetland Management Corridor (WMC). Wetland banking credits will be purchased for mitigation.

Any wetland impacts to Wetland 2 and Wetland 4 in Outlot B will be analyzed and mitigated for with development in that area.

Shoreland District

The preliminary plat is not located in the Shoreland District.

Floodplain

There is no FEMA floodplain on site.

Additional City and Government Agency Review Comments

- Anoka County Highway Department comments are in the attached memo.
- Lino Lakes Fire Department did not have any comments.
- Lino Lakes Police Department did not have any comments.
- Environmental Board reviewed the project at their February 26, 2026 meeting and recommended approval with conditions as noted in the attached memo.
- Planning & Zoning Board held a public hearing on March 11, 2026. There were no public comments. The Board recommended approval of the preliminary plat.

Agreements

Stormwater Maintenance Agreement

The City pond will continue to be operated and maintained by the City of Lino Lakes as it currently is in existing conditions.

Development Agreement and Final Plat

The applicant shall submit a Land Use Application for final plat after preliminary plat approval. A Development Agreement will then be prepared by the City as part of the final plat application.

Site Improvement Performance Agreement

Site Improvement Performance Agreements will be required for construction of the Taco Bell fast food restaurant and future retail building.

Comprehensive Plan

The Otter Crossing South 2nd Addition preliminary plat is consistent with the goals and policies of the comprehensive plan regarding land use, housing, economic development, transportation, local water management plan, sanitary sewer, water supply and parks, greenway and trails.

Land Use Plan

The Comprehensive Plan guides this property for commercial use. The preliminary plat is consistent with commercial land use.

Housing Plan

The goals and policies of Housing Plan are not negatively impacted by the commercial development.

Economic Development

The commercial development supports the City's economic development plan.

Transportation Plan

Goals of the Transportation Plan are to ensure that street and roads are as safe as possible and to reduce unnecessary traffic. CSAH 14 (Main Street) is an A-Minor Arterial Connector county road. CR 84 (Otter Lake Road) is a minor arterial county road. The exiting road system can accommodate the traffic generated by the commercial development.

Local Water Management Plan

The purpose of the water management program is to protect, preserve, and use natural surface and groundwater storage and retention systems and prevent erosion of soil into surface water systems. The commercial development will construct stormwater management improvements such as curb and gutter to convey stormwater to an existing stormwater pond.

Sanitary Sewer Plan

The goal of the sanitary sewer plan is to maintain the city's residents and businesses with an affordable and safe sanitary sewer system. The commercial development will be served by an affordable and safe sanitary sewer system.

Water Supply Plan

A goal of the water supply plan is to provide residents and businesses with affordable potable water that is safe and of high quality for daily consumption and fire demand. The commercial development will be served with a safe and high quality water supply.

Parks, Greenways and Trails

A goal and policy of the parks, greenways and trails plan is to continue to development and fund recreational activities in the City. The City will require cash in lieu of land dedication for the two (2) new commercial lots.

Findings of Fact

The findings of fact are detailed in the attached resolution.

RECOMMENDATION

Staff recommends approval of the Otter Crossing South 2nd Addition preliminary plat.

ATTACHMENTS

1. Site Location & Aerial Map
2. Otter Crossing South 2nd Addition Preliminary Plat Plan Set
3. City Engineer Memo dated March 4, 2026
4. Environmental Coordinator Memo dated March 4, 2026
5. Anoka County Highway Department Letter dated February 12, 2026
6. Resolution No. 26-46 Approving Preliminary Plat

Otter Crossing South 2nd Addition



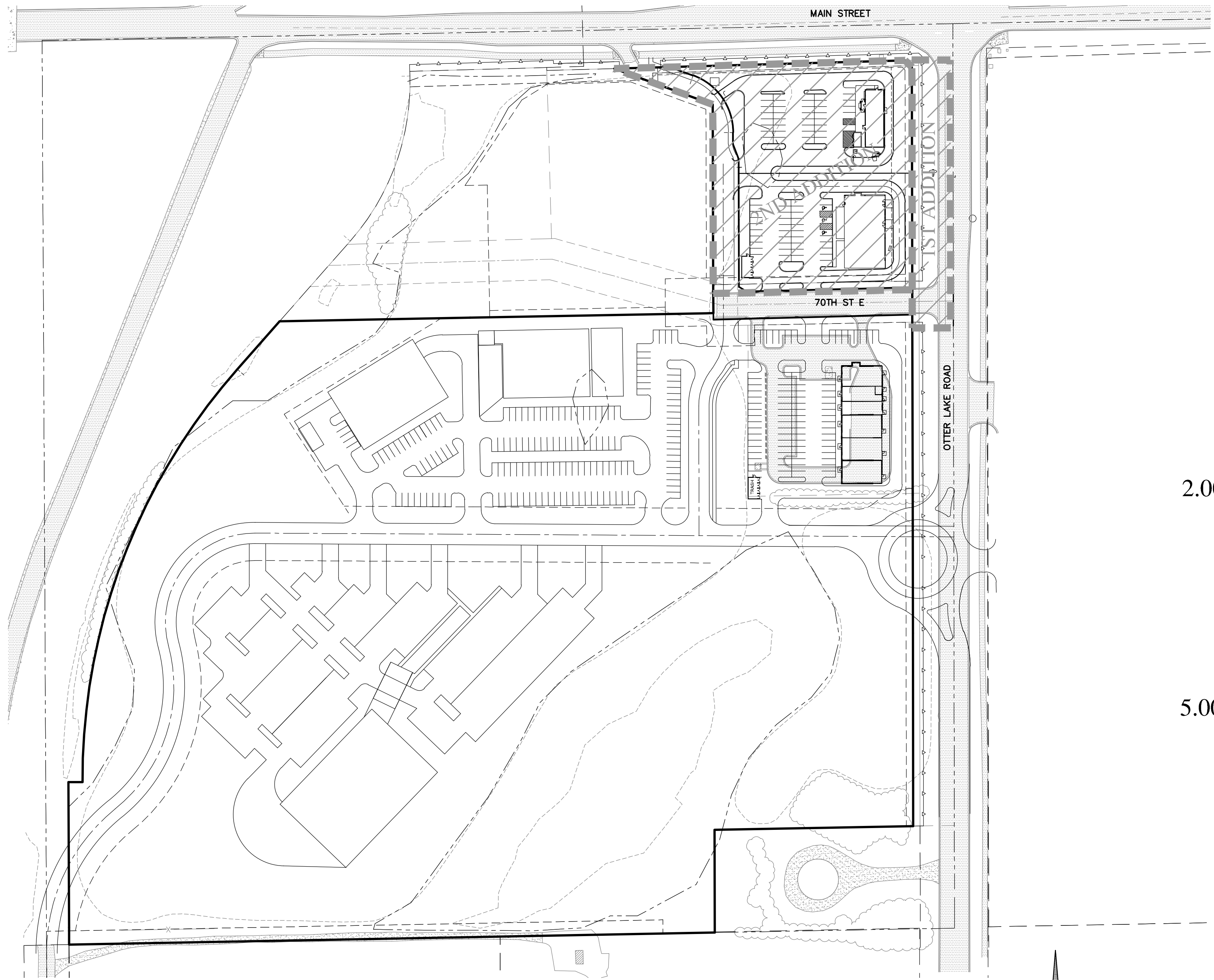
1 in = 300 Ft

Address Labels

 Parcels



OTTER CROSSING SOUTH
2ND ADDITION PRELIMINARY PLANS
LINO LAKES, MINNESOTA



LOCATION MAP

SHEET INDEX

- 1.00 COVER SHEET
- 1.10 LEGEND
- 2.00-2.01 EXISTING CONDITIONS
- 2.10 RESOURCE INVENTORY
- 2.20 NEIGHBORHOOD LAND USE PLAN
- 2.30 PRELIMINARY PLAT
- 2.40 MASTER PLAN
- 3.00 REMOVALS PLAN
- 3.10 PRELIMINARY SITE PLAN
- 4.00 PRELIMINARY GRADING PLAN
- 4.10 PRELIMINARY EROSION CONTROL PLAN
- 4.20 PRELIMINARY SEEDING PLAN
- 5.00-5.02 PRELIMINARY GRADING DETAILS
- 6.00 PRELIMINARY SANITARY SEWER & WATERMAIN PLAN
- 7.00 PRELIMINARY STORM SEWER PLAN
- 8.00 PRELIMINARY WETLAND PLAN

- S1-S2 STORMWATER POLLUTION PREVENTION PLAN
- S3 MPCA MAP
- S4 EXISTING HYDROLOGY
- S5 PROPOSED HYDROLOGY

- L1 LANDSCAPE PLAN



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www.pioneereng.com

I hereby certify that this plan 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

Name Paul J. Chernie
Reg. No. 19860 Date 02-09-2026

Revisions
1. 02-10-2026 City Comments

Date 02-09-2026
Designed PJC
Drawn NJK, JLT

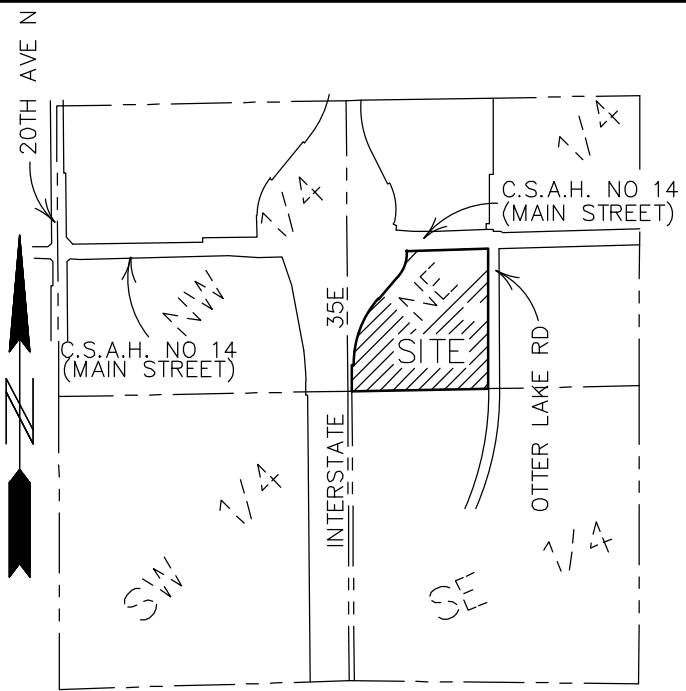
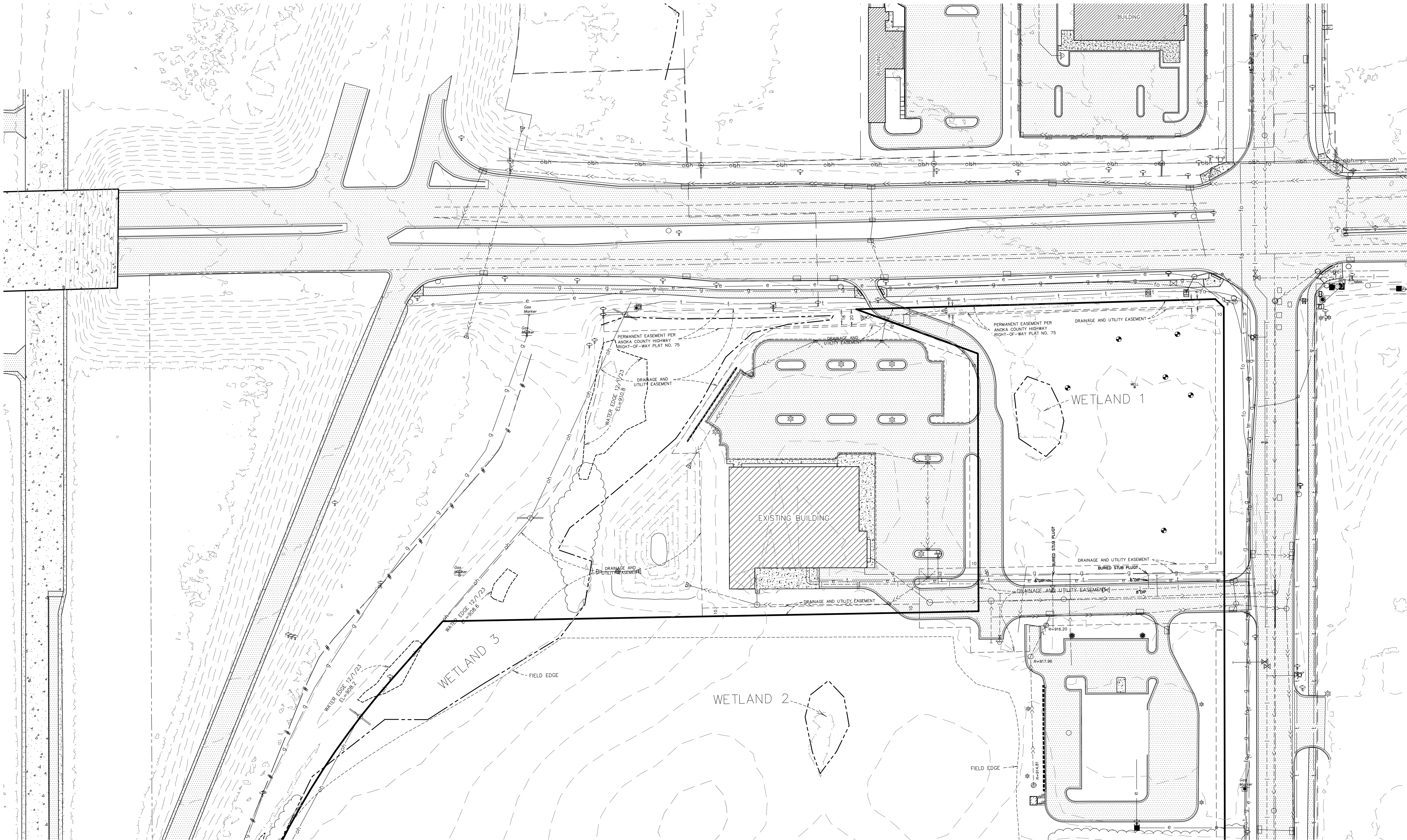
COVER SHEET

TYME PROPERTIES
3435 LABORE ROAD SUITE 150
VADNAIS HEIGHTS, MN 55110

OTTER CROSSING SOUTH 2ND ADD.
LINO LAKES, MINNESOTA

1.00 OF 19

BENCH MARK
TOP NUT HYDRANT IN N.W. QUAD. OF
OTTER LAKE ROAD & PRIVATE DRIVE
370 FT. NORTH OF MAIN STREET
EL=920.47 NVGD88(DATUM)
02-ENG-119015-SHEET-COV9



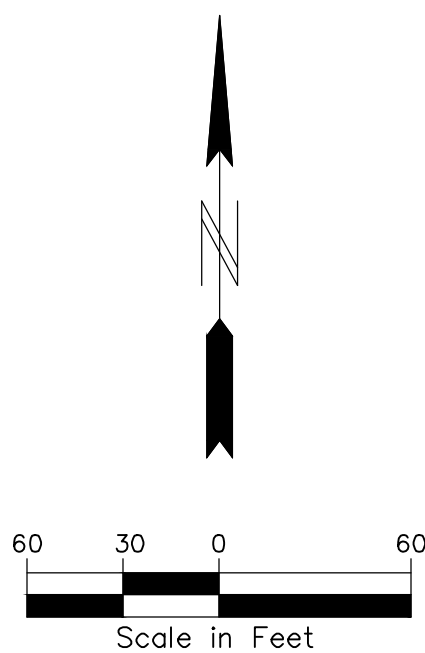
SECTION 24, TWP. 31, RGE. 22
ANOKA COUNTY, MINNESOTA
LOCATION MAP
NO SCALE

LEGEND

- Denotes concrete
- Denotes gravel
- Denotes bituminous
- Denotes tree line
- Denotes storm sewer line
- Denotes sanitary sewer line
- Denotes water line
- Denotes overhead utility lines
- Denotes underground television line
- Denotes underground telephone line
- Denotes underground fiber optic line
- Denotes underground electric line
- Denotes underground petroleum lines
- Denotes underground gas line
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- Denotes FEMA flood plain boundary
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- Denotes semaphore
- Denotes telephone box
- Denotes television box
- Denotes cast iron monument
- Denotes found iron pipe
- Denotes pk nail
- Denotes mailbox
- Denotes sign

LEGAL DESCRIPTION FOR PRELIMINARY PURPOSES ONLY

OUTLOT A, AND OUTLOT B, OTTER CROSSING SOUTH, according to the recorded plat thereof, Anoka County, Minnesota.



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OTTER LAKE ROAD & PRIVATE DRIVE
370 FT. NORTH OF MAIN STREET
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EX02-SURV-119015-BASE.DWG

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

Name Peter J. Hawkinson
Reg. No. 42299 Date 02-09-2026

Revisions
1. 02-10-2026 City Comments

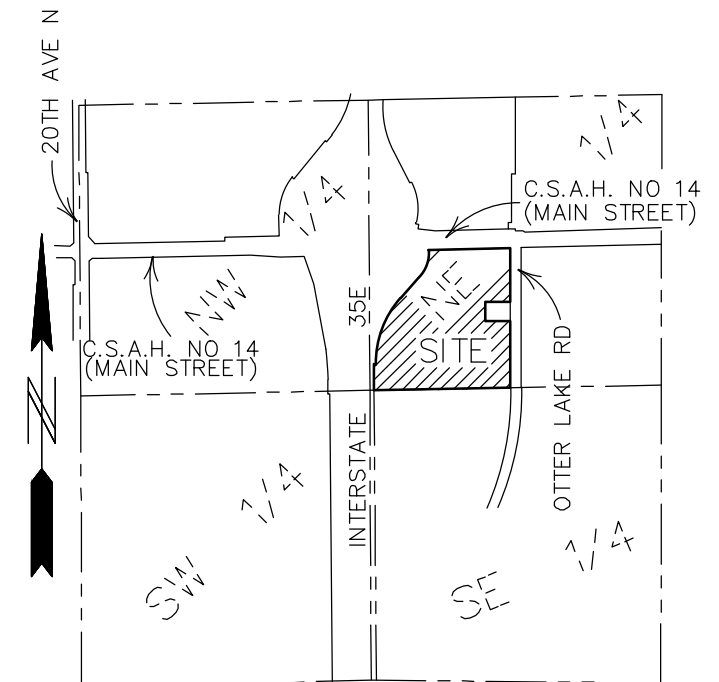
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Designed PJC
Drawn NJK/JLT

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LINO LAKES, MINNESOTA

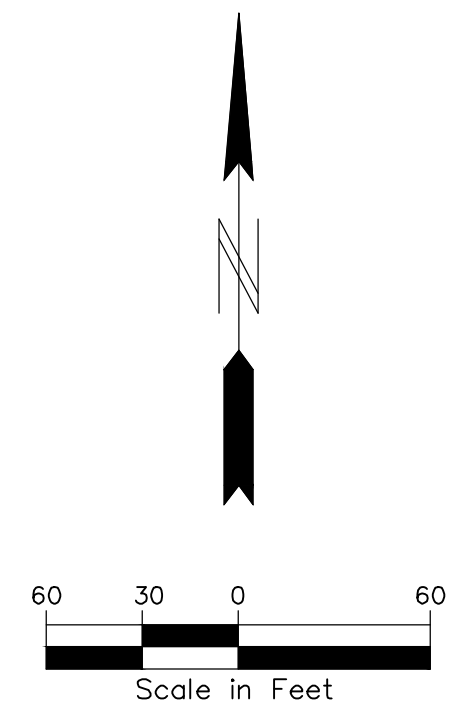
2.00 OF 19



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Name Peter J. Hawkins
Reg. No. 42299 Date 02-09-2026

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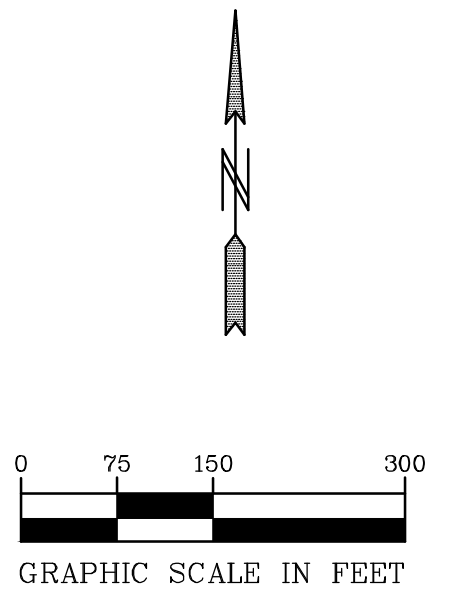
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2.01 OF 19



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I hereby certify that this plan 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

Name
Jennifer L. Thompson
Reg. No. 44763 Date

Revisions

Date 2-9-2026
Designed JLT
Drawn JLT

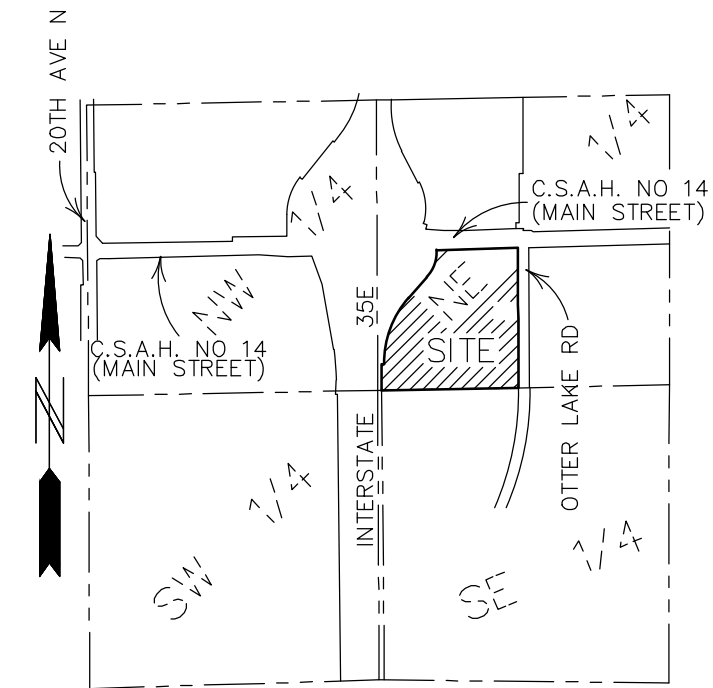
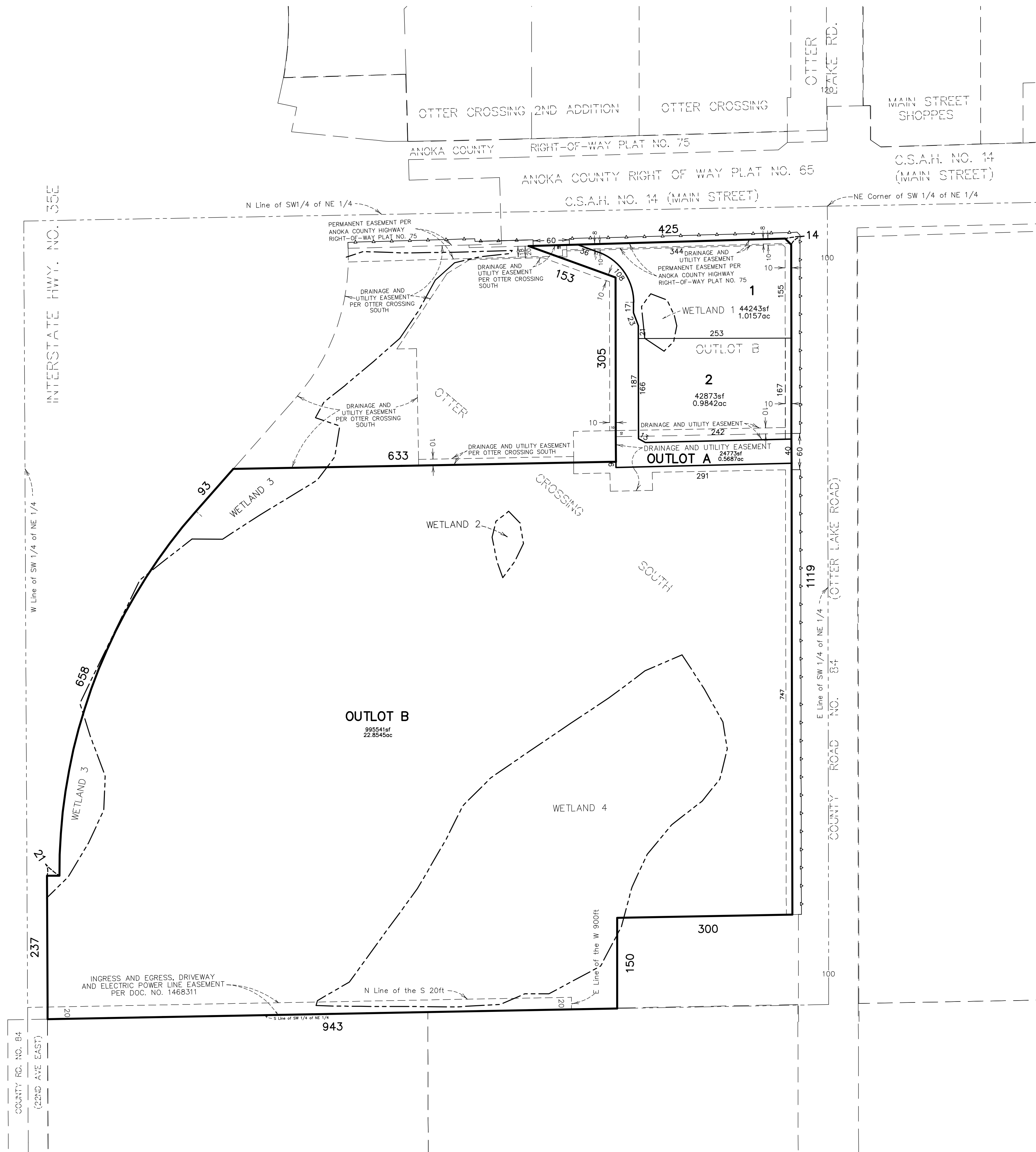
NEIGHBORHOOD LAND USE PLAN

TYME PROPERTIES
3435 LABORE ROAD SUITE 150
VADNAIS HEIGHTS, MN 55110

OTTER CROSSING SOUTH
LINO LAKES, MINNESOTA

2.20 OF 19

ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 75



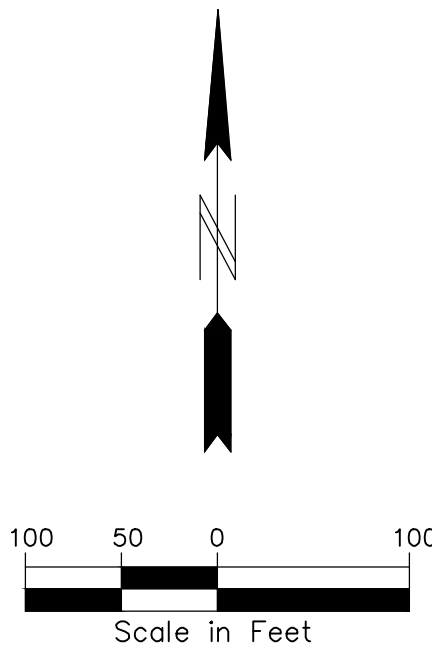
SECTION 24, TWP. 31, RGE. 22
ANOKA COUNTY, MINNESOTA
LOCATION MAP
NO SCALE

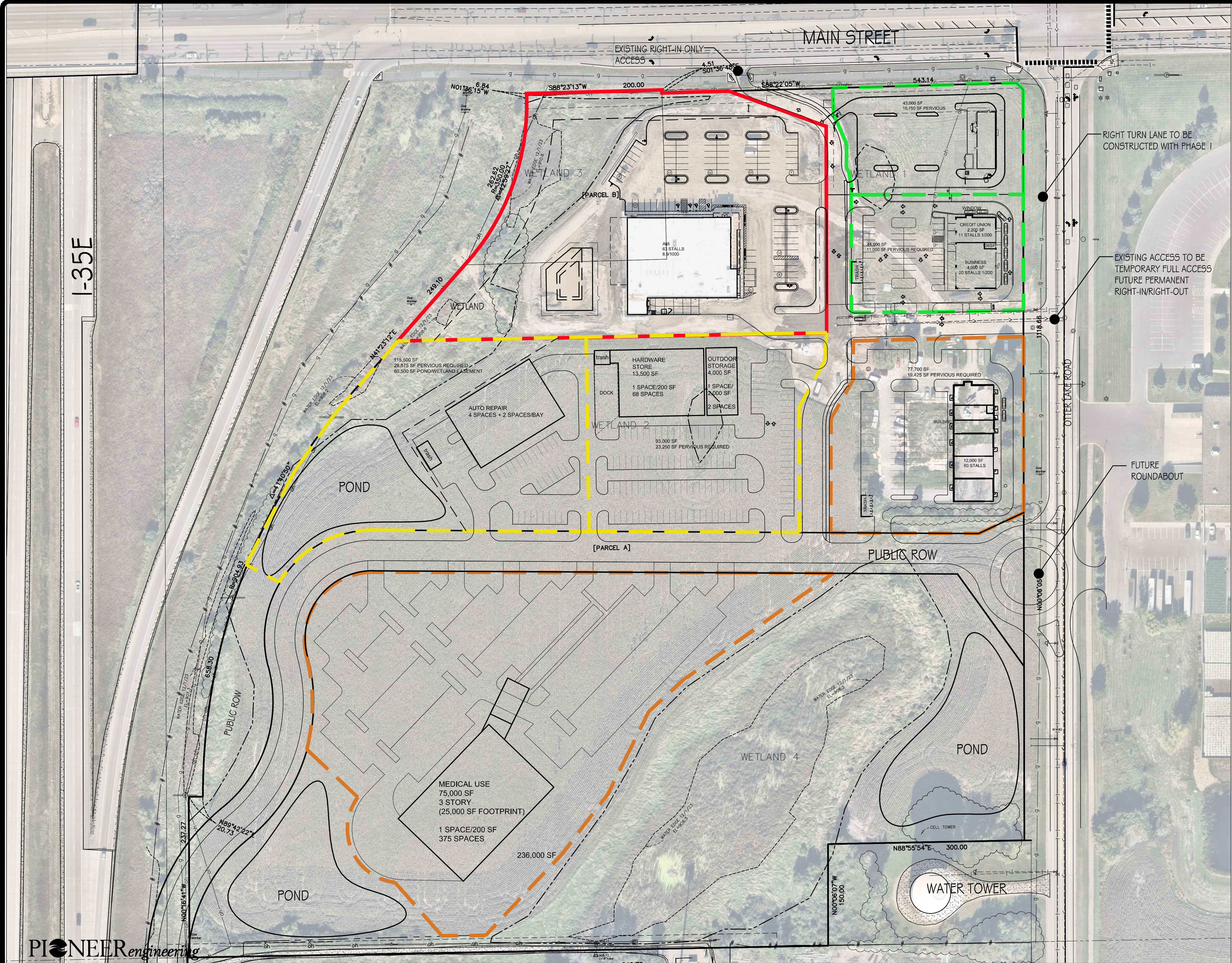
- DENOTES EASEMENTS TO BE VACATED
- DENOTES RESTRICTED ACCESS

ZONING INFORMATION
2040 Comprehensive Land Use is commercial
Zoning is GB, General Business

LEGAL DESCRIPTION FOR PRELIMINARY PURPOSES ONLY
OUTLOT A, AND OUTLOT B, OTTER CROSSING SOUTH, according
to the recorded plat thereof, Anoka County, Minnesota.

NUMBER OF LOTS	2	
NUMBER OF OUTLOTS	2	
TOTAL LOT AREA	1.9999	ACRES
TOTAL OUTLOT AREA	23.4232	ACRES
TOTAL WETLAND AREA	5.01	ACRES
TOTAL GROSS AREA	25.4231	ACRES





GENERAL BUSINESS ZONING STANDARDS:

- AREA: 20,000 SF
WIDTH: 100'
SETBACK FROM MAJOR COLLECTOR OR ARTERIAL: 40'
SETBACK FROM LOCAL OR MINOR COLLECTOR: 30'
PARKING LOT SETBACK FROM PUBLIC STREET ROW: 15'
REAR LOT LINE SETBACK:
30' PRINCIPAL BUILDING
10' PARKING
10' ACCESSORY BUILDING
SIDE LOT LINE SETBACK:
10' PRINCIPAL BUILDING, PARKING, AND ACCESSORY BLDG
BETWEEN PRINCIPAL BUILDINGS: 1/2 SUM OF THE TWO BUILDING HTS.
MAXIMUM IMPERVIOUS: 75%

- ALDI PHASE 1
— PHASE 2
— PHASE 3
— FUTURE PHASES

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Name
Jennifer L. Thompson
Reg. No. 44763 Date

Revisions

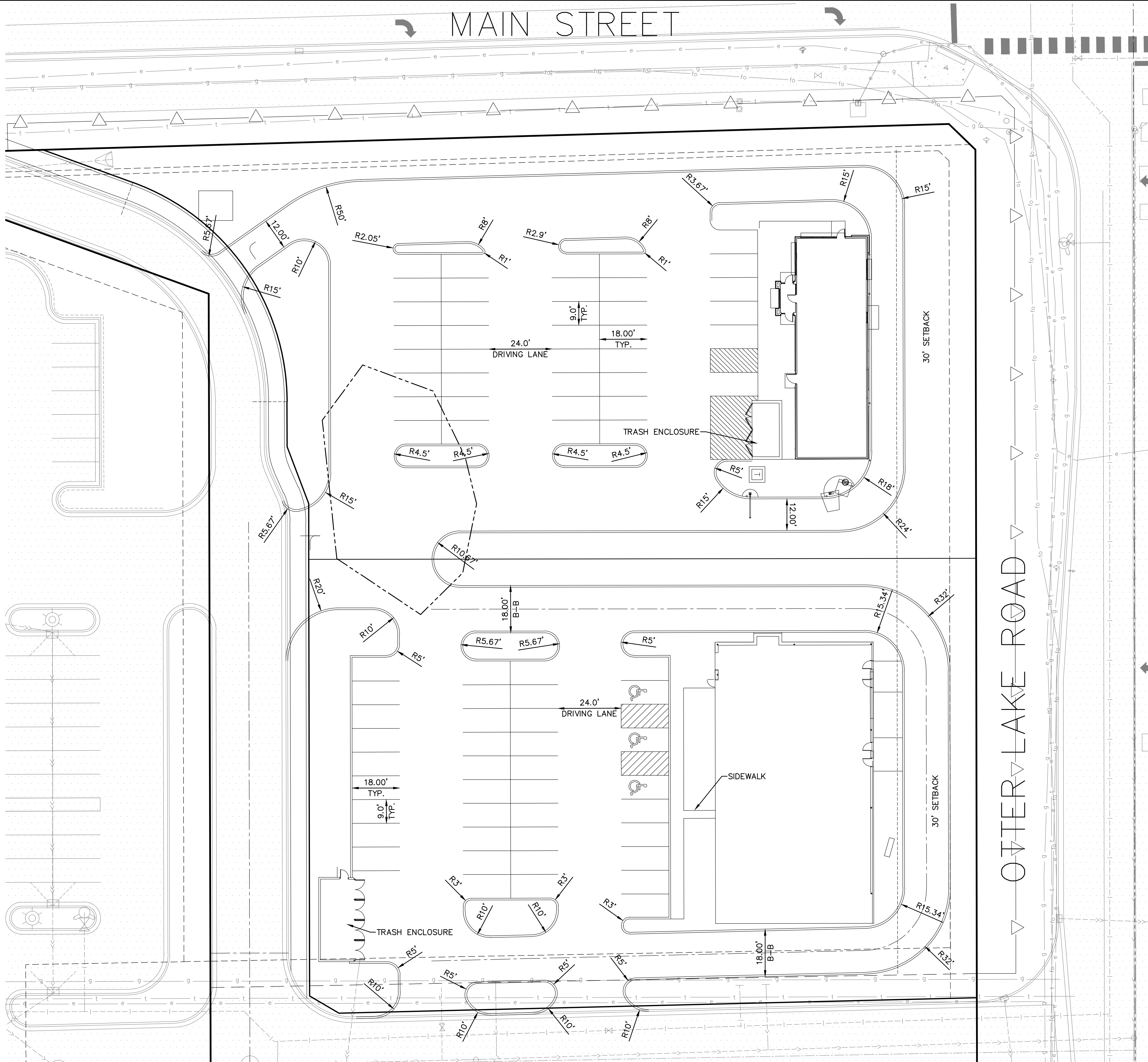
Date 2-9-2026
Designed JLT
Drawn JLT

MASTER PLAN

TYME PROPERTIES
3435 LABORE ROAD SUITE 150
VADNAIS HEIGHTS, MN 55110

OTTER CROSSING SOUTH
LINO LAKES, MINNESOTA

2.40 OF 19



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Name Paul J. Cherm
Reg. No. 19860 Date 02-09-2026

Revisions
1. 02-10-2026 City Comments

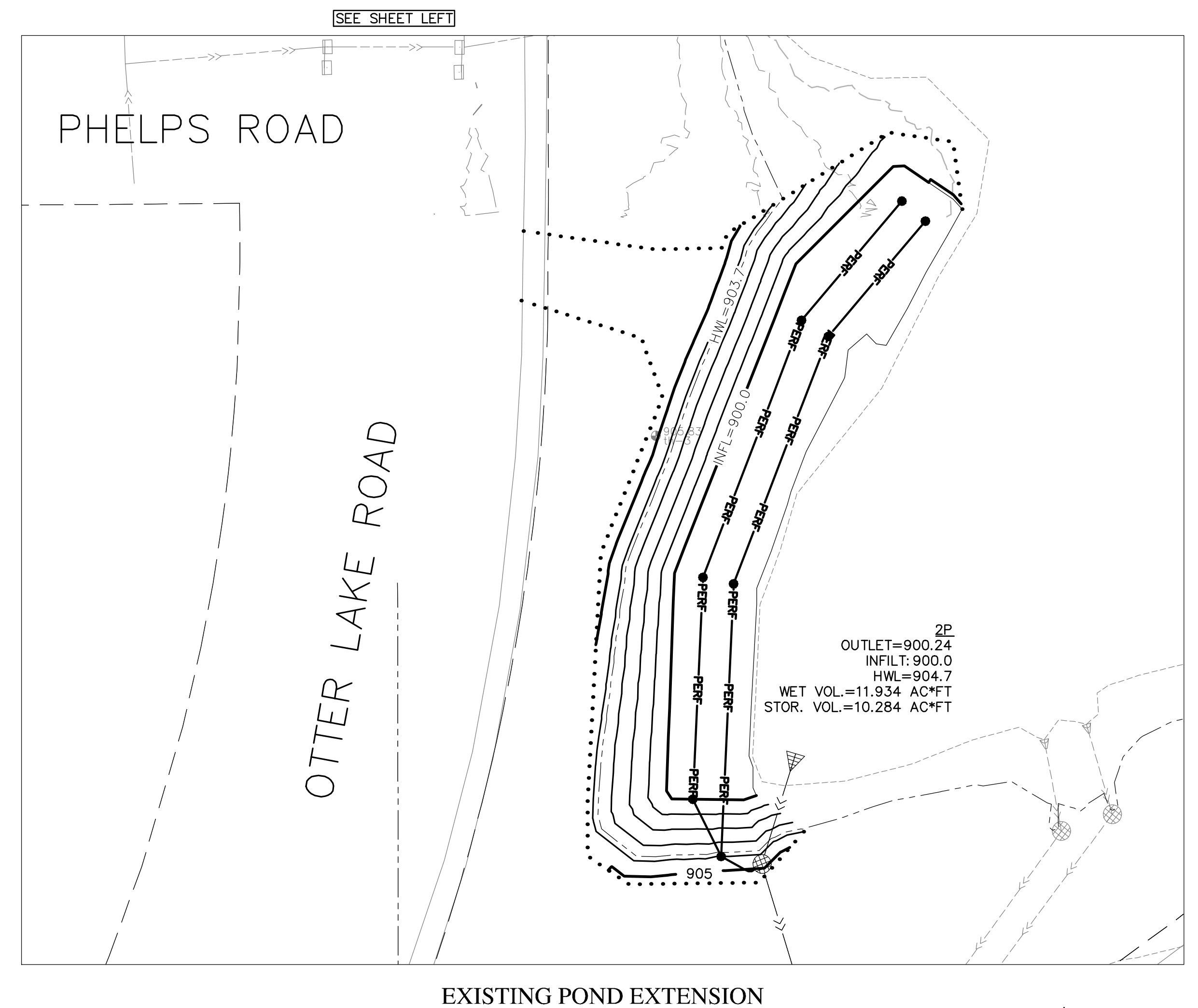
Date 02-09-2026
Designed PJC
Drawn NJK, JLT

PRELIMINARY SITE PLAN

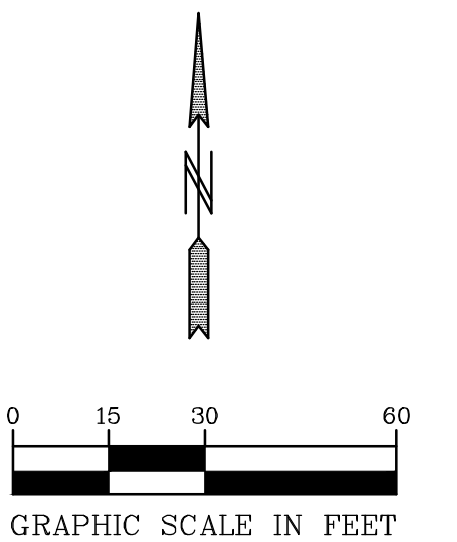
TYME PROPERTIES
3435 LABORE ROAD SUITE 150
VADNAIS HEIGHTS, MN 55110

OTTER CROSSING SOUTH 2ND ADD.
LINO LAKES, MINNESOTA

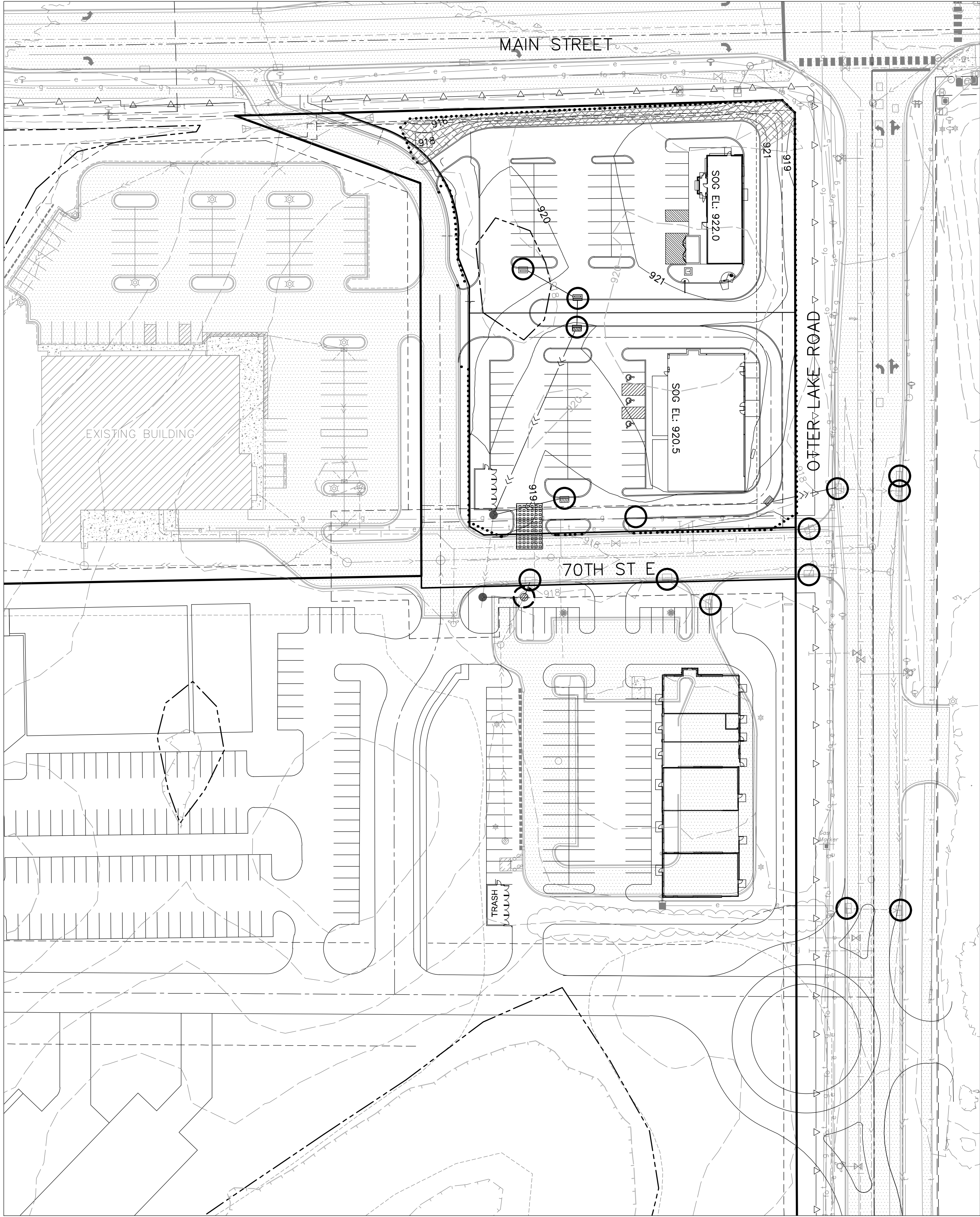
3.10 OF 19



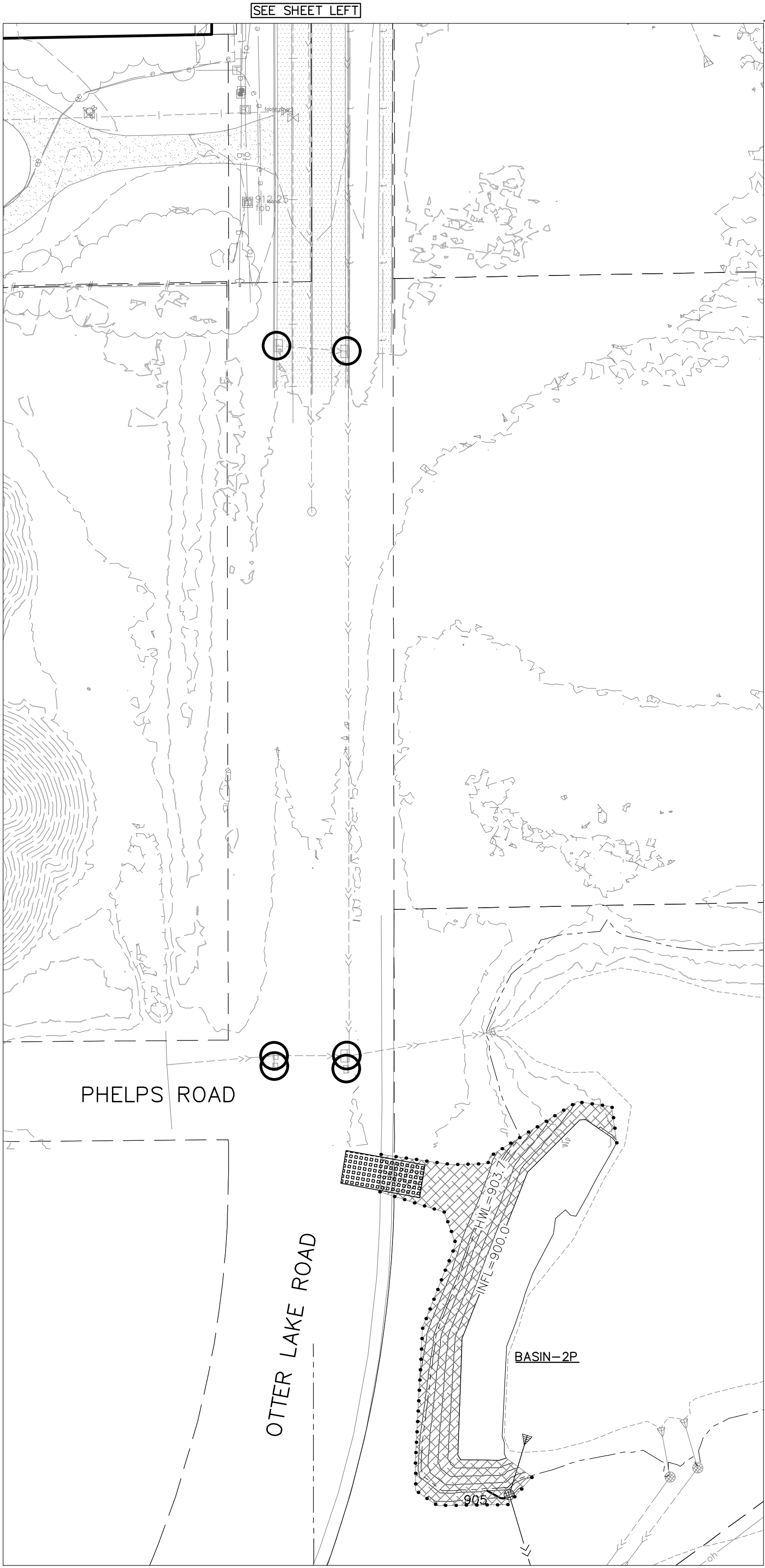
EXISTING POND EXTENSION



BENCH MARK
TOP NUT HYDRANT IN N.W. QUAD. OF
OTTER LAKE ROAD & PRIVATE DRIVE
370 FT. NORTH OF MAIN STREET
EL=920.47 NVGD88(DATUM)
02-ENG-119015-SHEET-GRAD



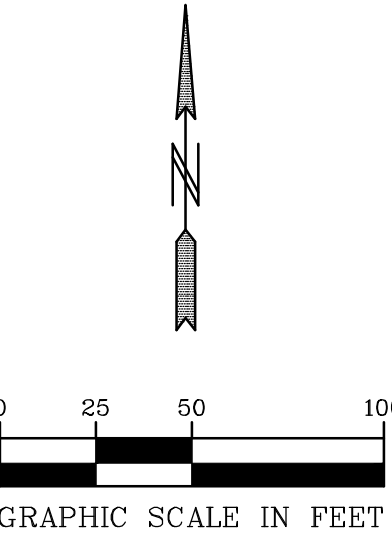
SEE SHEET RIGHT



EXISTING POND EXTENSION

LEGEND

- ROCK CONSTRUCTION ENTRANCE
INSTALL BEFORE START OF GRADING
- PERIMETER EROSION CONTROL FENCE.
INSTALL BEFORE START OF GRADING
- HEAVY DUTY SECONDARY EROSION CONTROL
FENCE TO BE INSTALLED 48 HOURS AFTER
COMPLETION OF GRADING.
- CAT 20 BLANKET FROM BACK OF CURB
TO ROW TO BE INSTALLED AFTER
COMPLETION OF SIDEWALK CONSTRUCTION.
- BASIN ACCESS 7% SLOPE MAX.
- SUMPED RIP RAP PERMANENT ENERGY
DISSIPATER, INSTALL WITHIN 24 HOURS
AFTER CONNECTION TO A SURFACE WATER.
- CATCH BASIN INLET PROTECTION
TO BE INSTALLED AFTER 1ST LIFT
OF BITUMINOUS.
- CATCH BASIN INLET PROTECTION
TO BE INSTALLED WITH CATCH
BASIN GRATE.
- STRAW BIO ROLLS. INSTALL WITHIN 7 DAYS
OF GRADING COMPLETION OR BEFORE 1ST
RAINFALL EVENT WHICHEVER IS FIRST
- ROCK BERM. INSTALL WITHIN 7 DAYS OF
GRADING COMPLETION OR BEFORE 1ST
RAINFALL EVENT WHICHEVER IS FIRST
- MNDOT CAT 20 EROSION CONTROL BLANKET.
INSTALL WITHIN 7 DAYS OF GRADING
COMPLETION
- STABILIZED EMERGENCY OVERFLOW



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02-ENG-119015-SHEET-EROS

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Name

Paul J. Chernie
Paul J. Chernie

Reg. No.

19860

Date

02-09-2026

Revisions

1. 02-10-2026 City Comments

Date

02-09-2026

Designed

PJC

Drawn

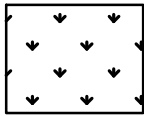
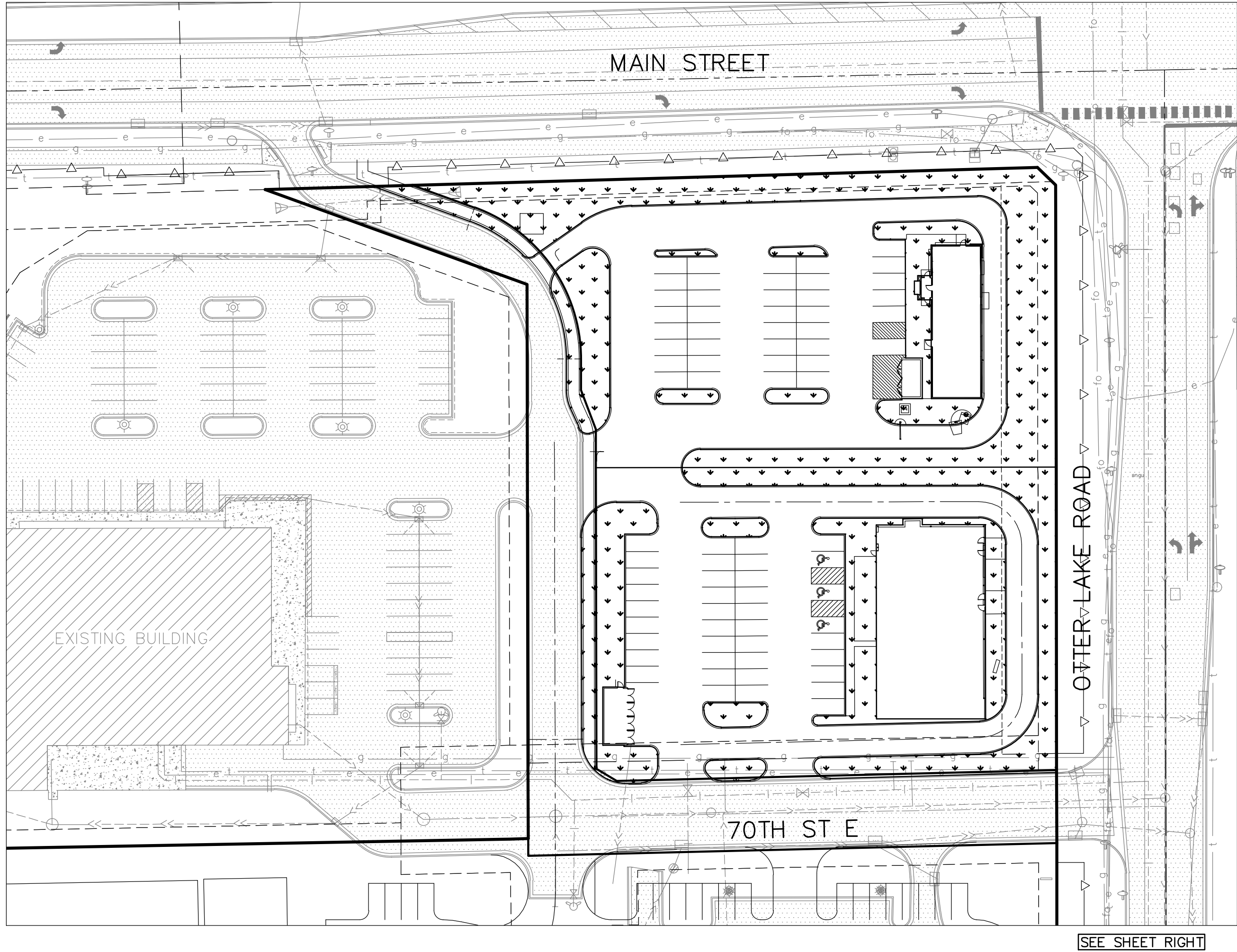
NJK, JLT

**PRELIMINARY EROSION CONTROL
PLAN**

TYME PROPERTIES
3435 LABORE ROAD SUITE 150
VADNAIS HEIGHTS, MN 55110

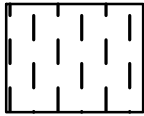
OTTER CROSSING SOUTH 2ND ADD.
LINO LAKES, MINNESOTA

4.10 OF 19



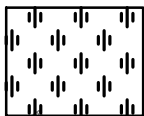
PERMANENT TURF RESTORATION SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 & 3876 CONSISTING OF:

- MINNESOTA STATE SEED MIXTURE 25-141 (MESIC GENERAL ROADSIDE) AT 59 POUNDS PER ACRE.
- MULCH SHALL BE MNDOT 3882, TYPE 1 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
- MNDOT 3881, TYPE 3 SLOW-RELEASE FERTILIZER, 22-5-10, MINIMUM 70% WATER-INSOLUBLE NITROGEN @ 350 LBS PER ACRE.



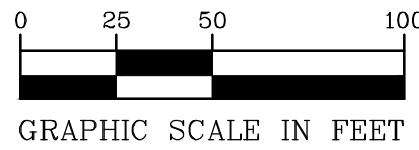
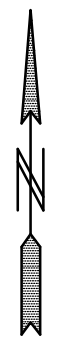
PERMANENT BASIN SEEDING SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 & 3876 CONSISTING OF:

- WET BASIN BENCH/(IN)FILTRATION BASIN: MINNESOTA STATE SEED MIXTURE 33-261 (STORMWATER SOUTH AND WEST) AT 35 POUNDS PER ACRE.
- ABOVE BASIN BENCH TO HIGH WATER LEVEL: MINNESOTA STATE SEED MIXTURE 35-241 (MESIC PRAIRIE GENERAL) AT 36.5 POUNDS PER ACRE.
- MULCH SHALL BE MNDOT 3882, TYPE 3 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL,
- MNDOT 3881, TYPE 4 NATURAL-BASED FERTILIZER, 18-1-8 @ 120 LBS PER ACRE OR 17-10-7 @ 150 LBS PER ACRE



UPLAND/NATURAL AREA SEEDING SHALL BE DONE IN ACCORDANCE TO MNDOT 2575 & 3876; CONSISTING OF:

- MINNESOTA STATE SEED MIXTURE 35-621 (DRY PRAIRIE SOUTHEAST) AT 11.0 POUNDS PER ACRE.
- MULCH SHALL BE MNDOT 3882, TYPE 3 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL,
- MNDOT 3881, TYPE 4 NATURAL-BASED FERTILIZER, 18-1-8 @ 120 LBS PER ACRE OR 17-10-7 @ 150 LBS PER ACRE



BENCH MARK
TOP NUT HYDRANT IN N.W. QUAD. OF
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370 FT. NORTH OF MAIN STREET
EL=920.47 NVGD88(DATUM)
02-ENG-119015-SHEET-SEED

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Name

Paul J. Chernie
Paul J. Chernie

Reg. No.

19860

Date

02-09-2026

Revisions

1. 02-10-2026 City Comments

Date

02-09-2026

Designed

PJC

Drawn

NJK, JLT

PRELIMINARY SEEDING PLAN

TYME PROPERTIES
3435 LABORE ROAD SUITE 150
VADNAIS HEIGHTS, MN 55110

OTTER CROSSING SOUTH 2ND ADD.
LINO LAKES, MINNESOTA

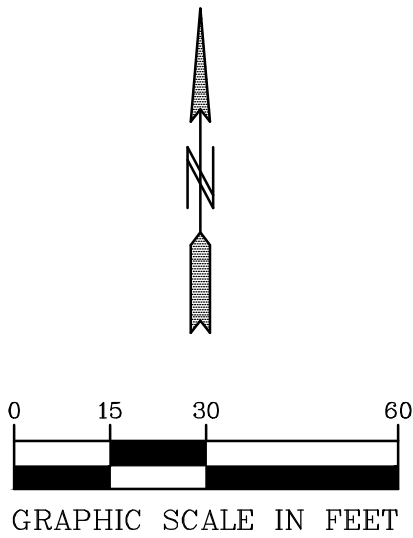
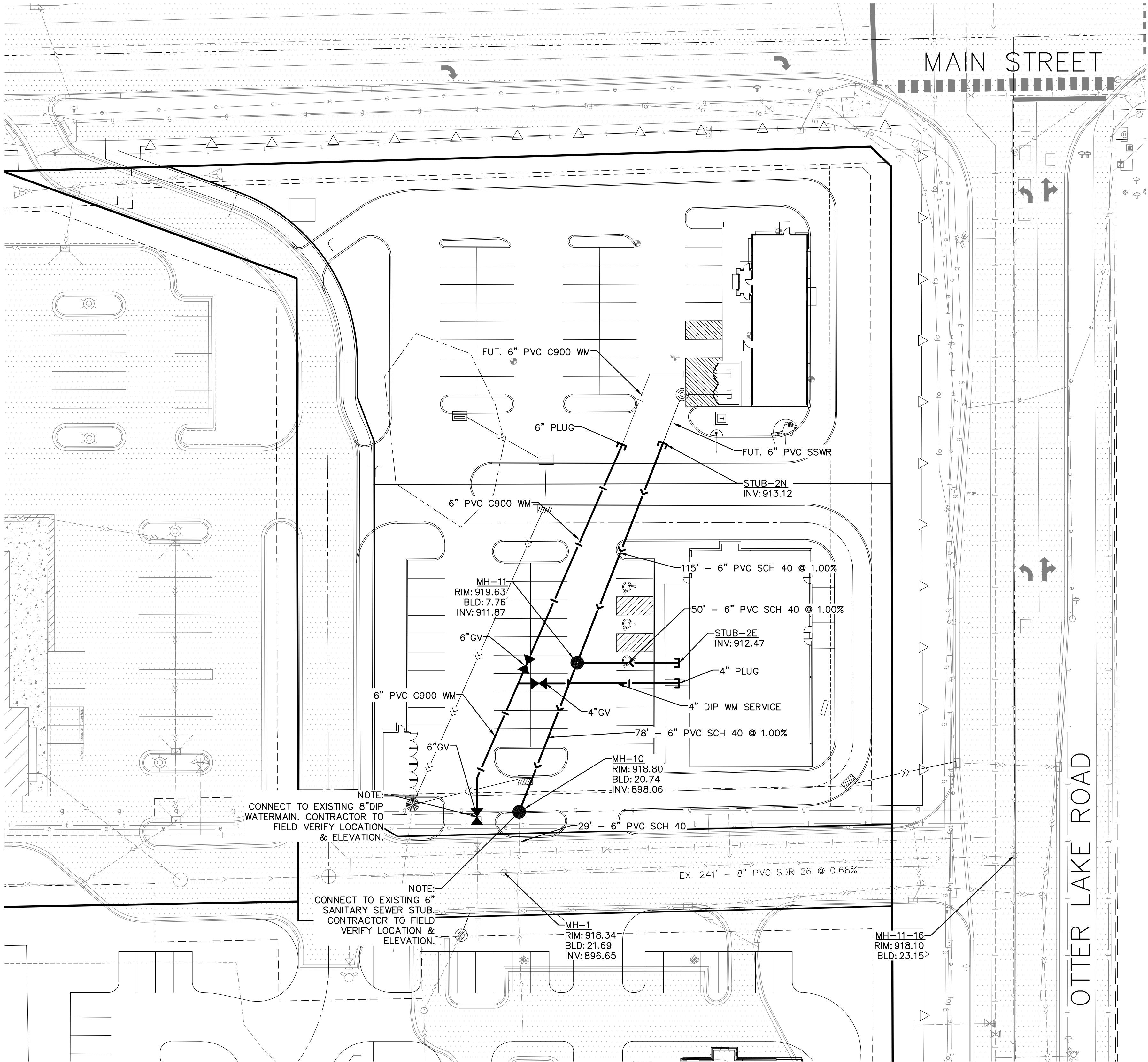
4.20 OF 19

SANITARY SEWER NOTES:

1. TRACER WIRE REQUIRED ON ALL NON-CONDUCTIVE MAINLINE PIPE, LATERALS, SERVICES, MANHOLES, CATCH BASINS, STUBS, UTILITY LOCATION BOXES AS REQUIRED BY THE SPECIAL PROVISIONS.

WATERMAIN NOTES:

1. ALL WATERMAIN SHALL BE PVC C900 UNLESS OTHERWISE NOTED.
2. ALL FITTINGS SHALL MEET AWWA C153 REQUIRMENTS.
3. TRACER WIRE REQUIRED ON ALL NON-CONDUCTIVE PIPE PER CITY SPEC.
4. WATERMAIN SHALL HAVE A MINIMUM OF 7.5 FEET OF COVER.



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Name

Paul J. Chernie
Paul J. Chernie

Reg. No.

19860

Date

02-09-2026

Revisions

1. 02-10-2026 City Comments

Date

02-09-2026

Designed

PJC

Drawn

NJK, JLT

**PRELIMINARY SANITARY SEWER &
WATERMAIN PLAN**

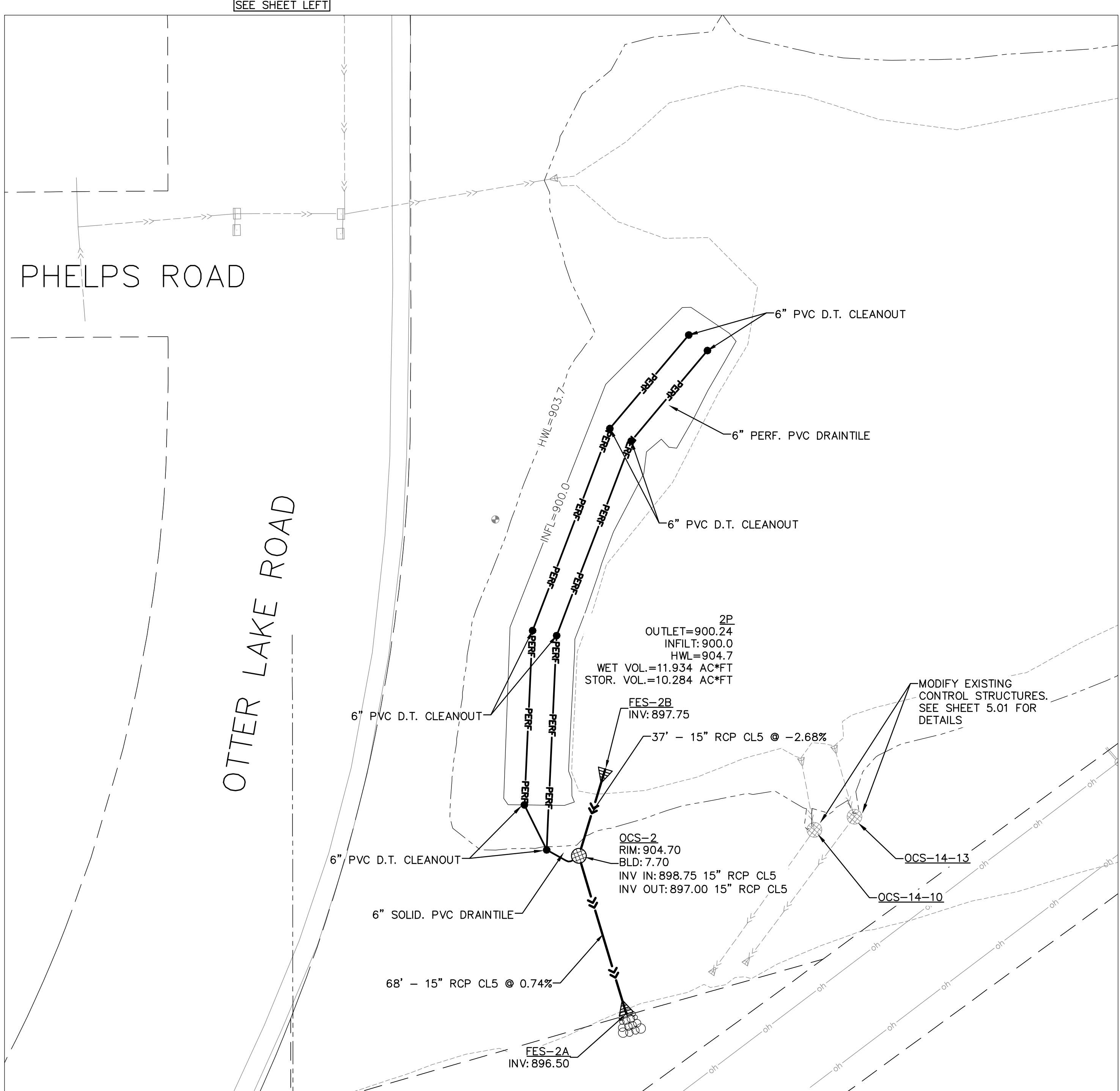
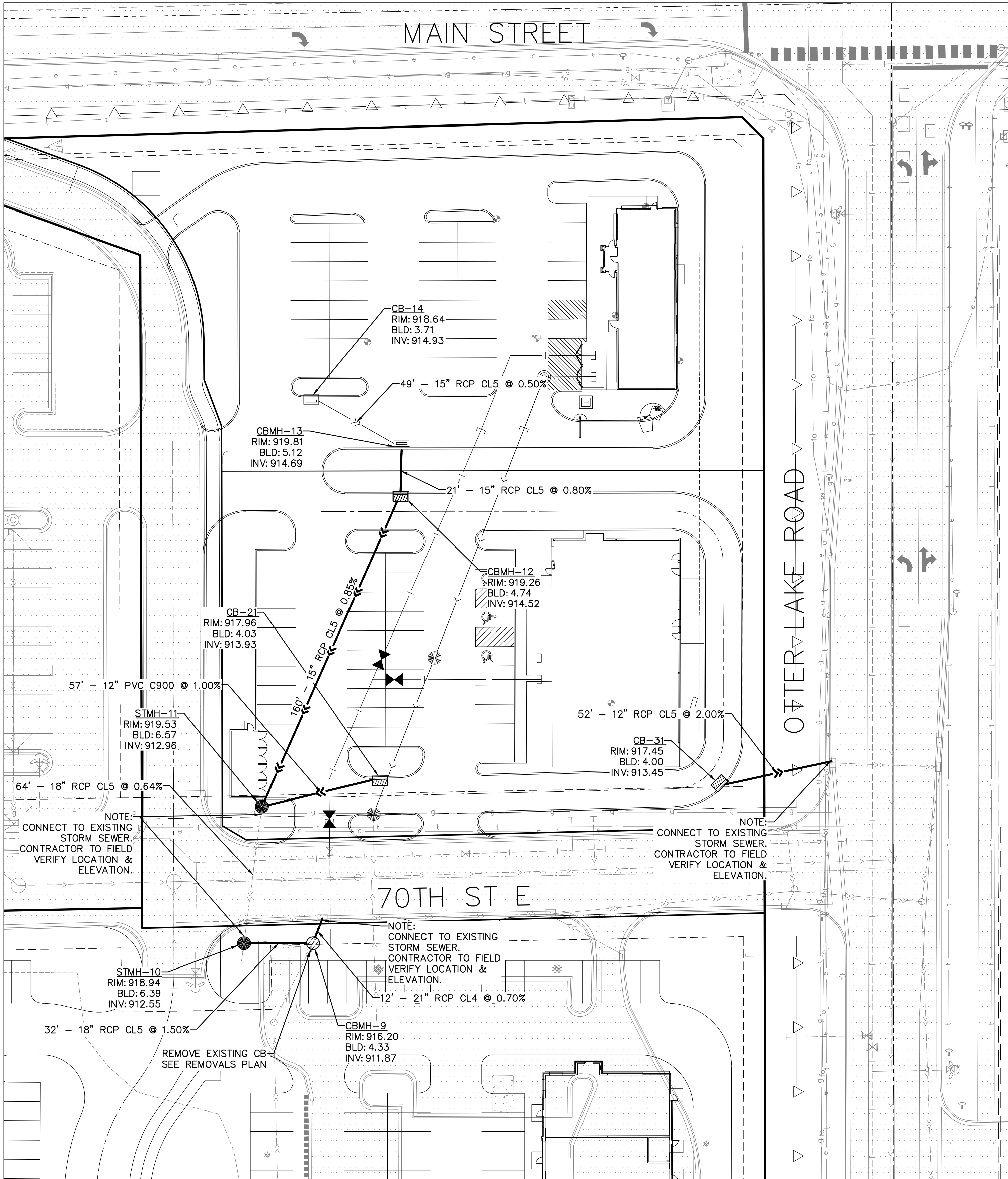
TYME PROPERTIES
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VADNAIS HEIGHTS, MN 55110

OTTER CROSSING SOUTH 2ND ADD.
LINO LAKES, MINNESOTA

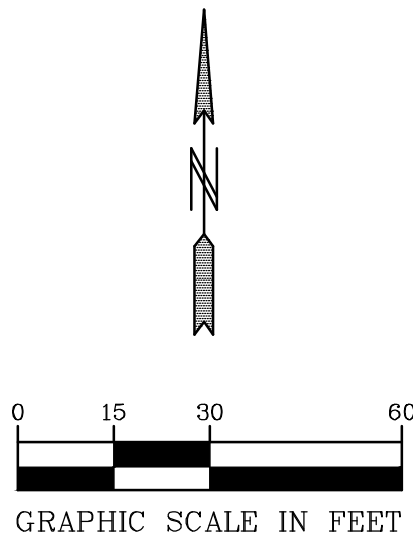
6.00

OF

19



EXISTING POND EXTENSION



BENCH MARK
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02-ENG-119015-SHEET-STRM

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Name
Reg. No.

Paul J. Cherm
Paul J. Cherm
19860 Date 02-09-2026

Revisions
1. 02-10-2026 City Comments

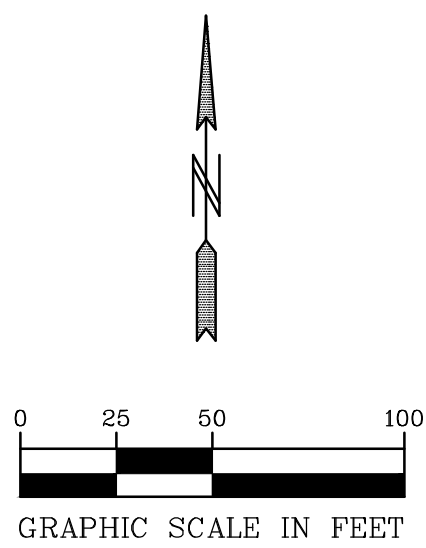
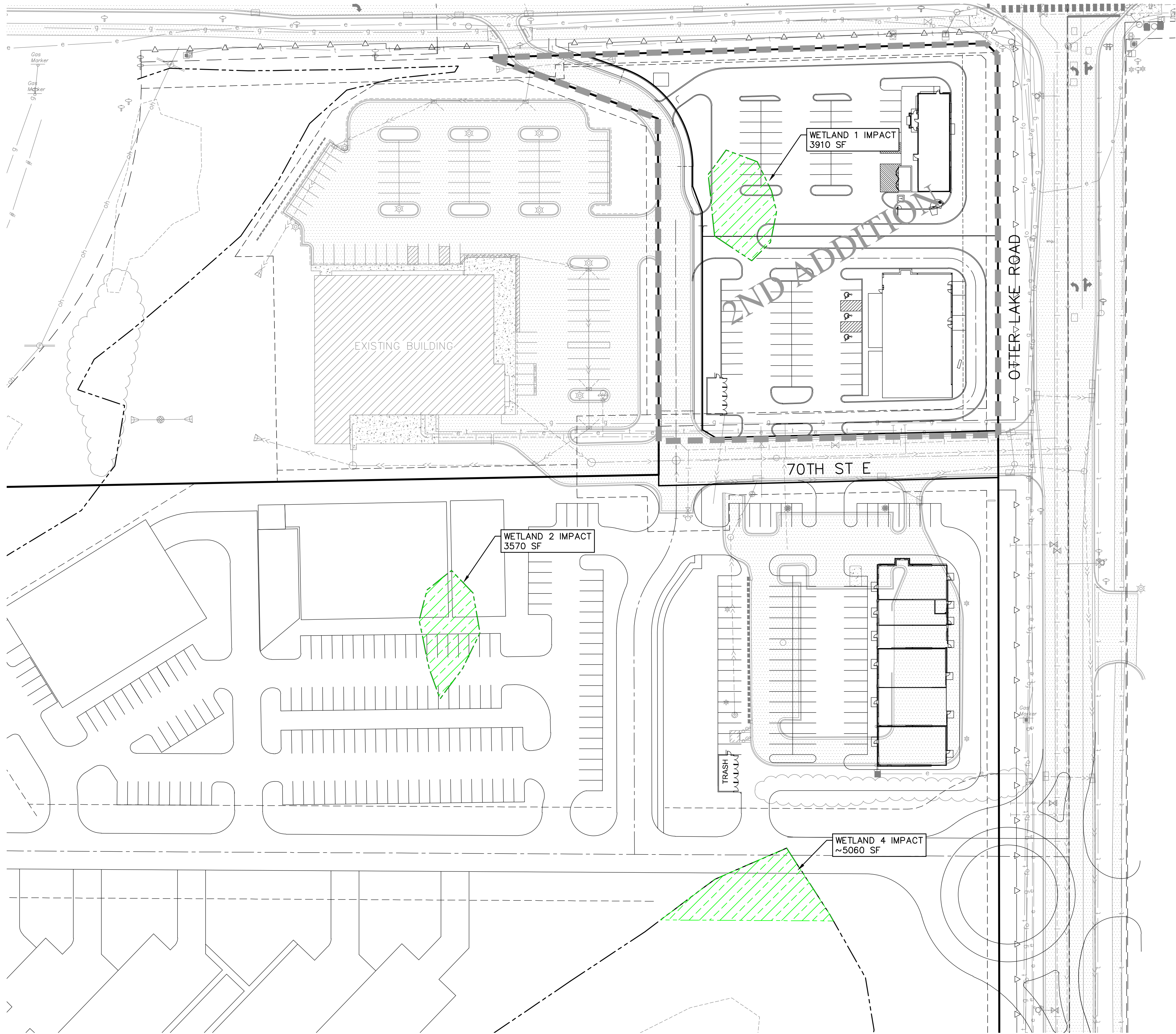
Date 02-09-2026
Designed PJC
Drawn NJK/JLT

PRELIMINARY STORM SEWER PLAN

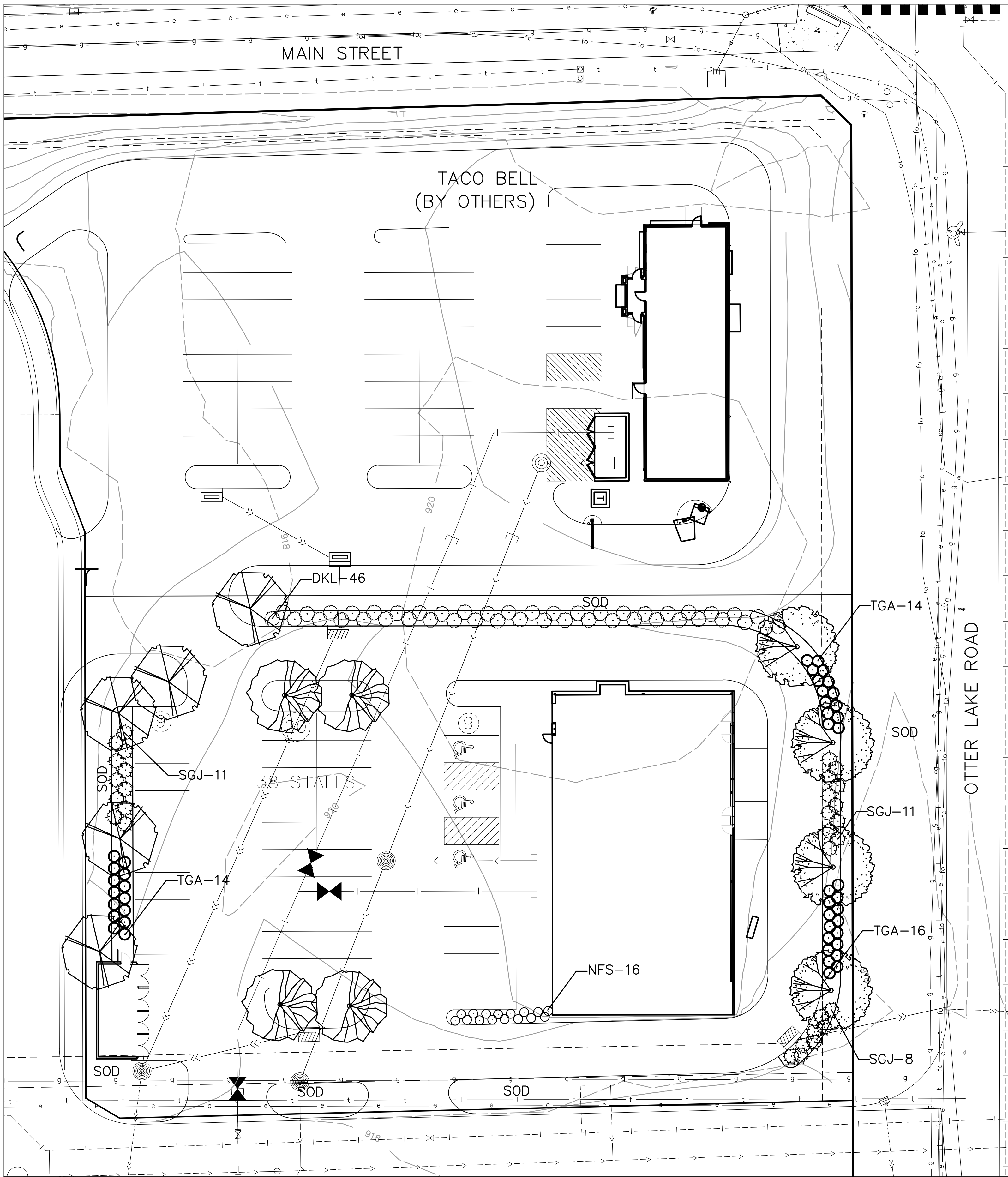
TYME PROPERTIES
3435 LABORE ROAD SUITE 150
VADNAIS HEIGHTS, MN 55110

OTTER CROSSING SOUTH 2ND ADD.
LINO LAKES, MINNESOTA

7.00 OF 19



BENCH MARK
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370 FT. NORTH OF MAIN STREET
EL=920.47 NVGD88(DATUM)
02-ENG-119015-SHEET-WETL



PLANTING SCHEDULE			
KEY	COMMON NAME/SCIENTIFIC NAME	ROOT	QUANTITY
OVERSTORY TREES			
	THORNLESS HONEYLOCUST/GLEDITSIA TRIACANTHOS VAR INEMIS	2.5" B&B	5
	NORTHWOOD MAPLE/ACER RUBRUM 'NORTHWOOD'	2.5" B&B	4
	SENTRY LINDEN/TILIA AMERICANA 'SENTRY'	2.5" B&B	4
SHRUBS			
NFS	NEON FLASH SPIREA/SPIRAEA X BUMALDA 'NEON FLASH'	#3 POT	16
DKL	DWARF KOREAN LILAC/SYRINGA MEYERI 'PALABIN'	#3 POT	46
SGJ	SEA GREEN JUNIPER/JUNIPERUS CHINENSIS 'SEA GREEN'	#3 POT	30
TGA	TECHNY GLOBE ARBORVITAE/THUJA OCCIDENTALIS 'TECHNY GLOBE'	#3 POT	44

CITY LANDSCAPE REQUIREMENTS

40% OF VEHICULAR HARDSCAPE COVERAGE WITH CANOPY

VEHICULAR HARDSCAPE: 22,950 SQ FT
40% REQUIREMENT=9,180 SQ FT

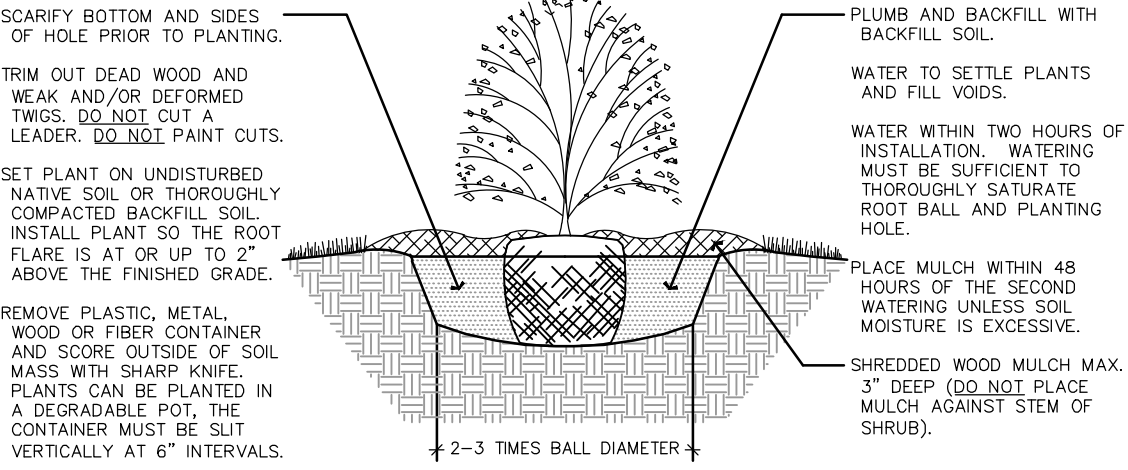
ASSIGNED CANOPY COVER VALUE:
OVERSTORY TREE IN ISLANDS: 950 SF
OVERSTORY TREES WITHIN 7' OF PARKING LOT: 600'

11 OVERSTORY TREES PROPOSED: 9,200 SF
4 ISLAND TREES: 3,800 SF
9 TREES WITHIN 7' OF PARKING LOT: 5,400 SF

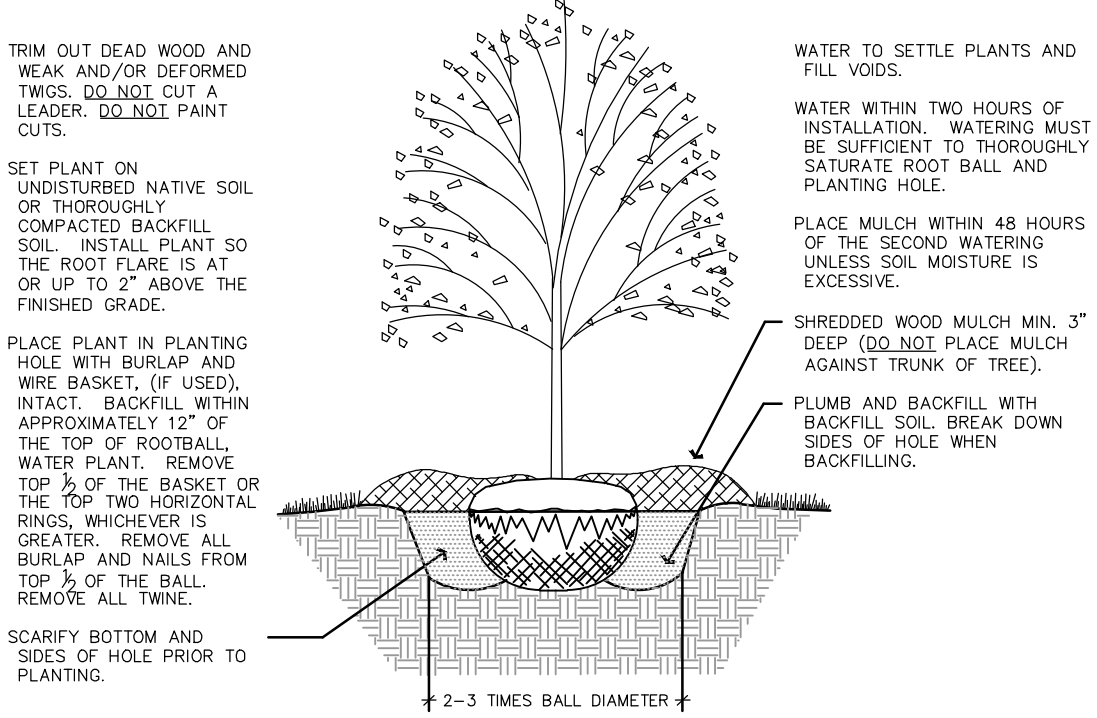
LANDSCAPE SCREENING BETWEEN PARKING LOT AND RIGHT OF WAY. CREATE A CONTINUOUS SCREEN AT A HEIGHT OF 30". DOUBLE ROW OF PLANTS WITH TRIANGULATED SPACING.

- NOTES:
1. PLANTING BEDS THAT ABUT SOD SHALL BE EDGED WITH STEEL EDGER
 2. PLANTING BEDS TO BE MULCHED WITH 1.25-1.5" RIVER ROCK TO A DEPTH OF 3"
 3. RIVER ROCK LAID OVER FIBER MAT WEED BARRIER
 4. SODDED AREAS AS NOTED ON PLAN TO BE IRRIGATED.
 5. SOD USED BETWEEN PLANTING BEDS AND ADJACENT STREET CURBS.
 6. IRRIGATION DESIGNED BY OTHERS.

SHRUB PLANTING DETAIL



DECIDUOUS TREE PLANTING DETAIL



LANDSCAPE NOTES

- THE LANDSCAPE CONTRACTOR SHALL VISIT THE PROJECT SITE TO BECOME FAMILIAR WITH THE EXISTING CONDITIONS PRIOR TO SUBMITTING A BID.
- THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF PROPOSED PHYSICAL START DATE AT LEAST 7 DAYS IN ADVANCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FIELD VERIFICATION OF ALL EXISTING UTILITY LOCATIONS ON THE PROJECT SITE WITH GOWPER STATE ONE CALL 1-800-252-1168 PRIOR TO COMMENCING WORK. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF EXISTING UTILITIES DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- GRADING TO BE PERFORMED BY OTHERS.
- NO PLANT MATERIAL SHALL BE INSTALLED UNTIL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- ALL PLANT MATERIAL SHALL MEET THE STANDARDS FOUND IN THE AMERICAN ASSOCIATION OF NURSERMEN-AMERICAN STANDARD FOR NURSERY STOCK.
- ALL CONTAINER MATERIAL TO BE GROWN IN THE CONTAINER A MINIMUM OF SIX (6) MONTHS PRIOR TO PLANTING ON SITE.
- DECIDUOUS AND CONIFEROUS TREES SHALL NOT BE STAKED, BUT THE LANDSCAPE CONTRACTOR MUST GUARANTEE STABILITY TO A WIND SPEED OF 60 M.P.H.
- THE LANDSCAPE CONTRACTOR SHALL PROVIDE A MINIMUM GUARANTEE OF ONE YEAR ONE TIME REPLACEMENT ON NEW PLANT MATERIALS. GUARANTEE SHALL BE AGREED UPON BY DEVELOPER/BUILDER AND LANDSCAPE CONTRACTOR.
- THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING OR AFTER INSTALLATION.
- IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER SHOWN ON THE PLANT LIST, THE NUMBER SHOWN ON THE PLAN WILL TAKE PRECEDENCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE WORK SHOWN ON THE PLAN. THE LANDSCAPE CONTRACTOR SHALL VERIFY ALL QUANTITIES SHOWN ON THE PLANT SCHEDULE.
- COMMERCIAL GRADE POLY LAWN EDGING SHALL BE INSTALLED WHERE NOTED.
- THE LANDSCAPE CONTRACTOR SHALL REPAIR ALL DAMAGE TO THE SITE CAUSED BY THE PLANTING OPERATION AT NO COST TO THE OWNER.
- THE LANDSCAPE CONTRACTOR SHALL KEEP PAVEMENTS CLEAN UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS AND PERMITS GOVERNING THE WORK.
- STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.

Memorandum

To: Katie Larsen, Lino Lakes City Planner

From: Diane Hankee PE, Lino Lakes City Engineer

Date: March 4, 2026

Re: Otter Crossing South 2nd Addition
Preliminary Plat Review
033423-000

WSB reviewed the Preliminary Plat submittal for the Otter Crossing South 2nd Addition site in Lino Lakes, MN, received February 9, 2026. The site is 3.80 acres and located off 70th Avenue and Otter Lake Road. Comments were made on the following documents:

- Otter Crossing South 2nd Addition – Preliminary Plat submittal prepared by Pioneer, dated February 10, 2026, received February 10, 2026.
- Traffic Study – Lino C Development prepared by S² Traffic Solutions, February 16, 2024, received February 10, 2025.

The following review comments should be responded to in writing by the applicant. There are additional redline comments on the preliminary plans that should be responded to as well. Not all redline comments are in the review memo.

Engineering

- **General**

The Otter Crossing South 2nd commercial development proposes to create two (2) commercial lots from Outlot B of the original Otter Crossing South development and outlots the remaining area for access and future commercial development. A previously provided Master plan, which laid out an idea of how the remaining outlotted areas could be platted in the future, was updated.

- **Grading**

A grading and drainage plan was provided for the site including paved areas, curb, and expanding the existing pond. The level of detail was relatively minimal but provided a rough idea of how the future lots would be laid out and graded.

Comments:

1. Additional comments provided for the more detailed grading plans of the individual lots may require additional grading in the common developments areas outside the individual lots

- **Stormwater Management**

Stormwater management for the Otter Crossing South 2nd Addition development is proposing to use the existing City stormwater pond south and east of the project area to provide rate control and water quality treatment. There is a conservation easement for a wetland bank that exists over the existing City pond. Analysis includes a proposed City roundabout on Otter Lake Road south of 70th Street. Runoff will be routed via the existing storm sewer system along the roadway.

Future phases of development will provide onsite stormwater management. 2nd Addition flows ultimately discharge to the west for a small northern portion of the site and the rest discharges south to Clearwater Creek from the City pond.

Additional lots and a future roundabout in Otter Lake Road are included in the drainage area to the existing stormwater pond. These areas were included in the original study prepared by TKDA with 1998 Otter Lake Road improvement project. This pond has capacity to provide stormwater management for the development. The pond existing and proposed discharge rates are summarized below.

Pre- and Post- Development Discharge Rates (cfs)				
Condition	2-Year	10-Year	100-Year	10-Day Snowmelt
Existing - Creek	15.00	23.24	56.26	N/A
Proposed - Creek	10.35	13.66	40.14	N/A
Existing - West	5.59	10.15	27.00	N/A
Proposed - West	3.97	6.51	20.40	N/A
Existing – Southeast (wetland)	8.72	18.69	41.10	N/A
Proposed – Southeast (wetland)	8.72	18.69	41.10	N/A

Comments:

1. Clarify the extents of what will be constructed as part of the 2nd Addition and what will be constructed as part of the individual lot developments.
2. Applicant to verify through RCWD existing City pond use in the conservation easement, see below.
3. Per the 2024 RCWD rules, stormwater ponds designed in accordance with NURP criteria satisfy stormwater management requirements. The proposed filtration bench is not needed and should be removed to simplify future maintenance of Pond 2P.
 - a. While implied in the details, show the location of the proposed riprap-stabilized spillway for the pond in the plan view.
4. Without the proposed filtration bench, the new proposed outlet through OCS-2 shall be removed. Rate control should be achieved for the updated design via alterations to the existing outlet structures. The NWL of 900 must be maintained.
5. Applicant to confirm if storage curves of Pond 2P in HydroCAD are based on as-built or surveyed depths. If surveyed, include bathymetry linework in SWMP for verification.
6. Original permitted drainage areas and stormwater calculations for Pond 2P shall be included as an appendix to the SWMP.

7. Applicant to confirm the extent of runoff routed to Pond 2P in full buildout conditions of Otter Crossing South. Any proposed future runoff must be included in the stormwater calculations.
8. Pretreatment by way of sumped storm manhole or hydrodynamic separator at structure STMH-10 must be provided for flows leaving the private site.
9. HydroCAD modeling must use dynamic storage-indication (Dyn-Stor-Ind) routing to properly account for tailwater effects.
10. Existing pond maintenance and sediment removal to maintain original pond capacity should be included in the project plans. Outlet structures and modifications to the existing structures will need to meet current standards.

- **Water Supply**

Water for the platted commercial lots is proposed to be served by connecting to the existing 8" water service stubs on the north side of 70th Street. Service for Lot 1 will require extending across Lot 2.

Comments:

1. Easement will be required in favor of the Taco Bell site for utilities from the north side of 70th Street
2. Hydrant coverage to be reviewed by City Fire Official

- **Sanitary Sewer**

Sanitary sewer for the platted commercial lots is proposed to be served by connecting to the existing 6" sanitary sewer service stubs on the north side of 70th Street. Service for Lot 1 will require extending across Lot 2.

Comments:

1. Easement will be required in favor of the Taco Bell site for utilities from the north side of 70th Street

- **Transportation**

The current Otter Crossing South 2nd Addition proposes utilizing the existing 70th Street and north/south service roads while constructing additional accesses. The anticipated uses of the sites were accounted for in the traffic study and analysis conducted with the original overall development. 70th St at Otter Lake Road will become a right in / out in the future.

Comments:

1. Only one connection will be allowed to 70th Street on the north side and it will ultimately need to line up to a similar single connection on the south side
2. Clarify the extents of what will be constructed as part of the 2nd Addition and what will be constructed as part of the individual lot developments
3. Provide turning movements for emergency vehicles within the proposed sites

a. Emergency access to be reviewed by City Fire Official

- **Landscaping**

The City's Environmental Coordinator to review the landscape plan provided and offer additional in-depth comments.

- **Floodplain**

No floodplain impacts are proposed on site.

- **Drainage and Utility Easements**

No further easements are needed for stormwater facilities as there are none proposed onsite.

Comments:

1. Easement will be required in favor of the Taco Bell site for utilities from the north side of 70th Street

- **Development Agreement**

A Development Agreement will be required with the final plat.

- **Grading Agreement**

Grading agreement not required at this time.

- **Stormwater Maintenance Agreement**

The City pond will continue to be operated and maintained by the City of Lino Lakes as it currently is in existing conditions.

- **Permits Required**

1. NPDES General Construction Permit
2. City of Lino Lakes Zoning Permit for construction

If you or the applicant have any questions regarding these comments, please contact Kris Keller at (612) 419-3083 or kkeller@wsbeng.com. You may also contact Diane Hanke at (651) 982-2430 or dhanke@linolakes.us.



Environmental Memo

To: Katie Larsen, City Planner
From: Tom Hoffman, Environmental Coordinator
Date: February 25, 2026
Re: Environmental Comments – Otter Crossing South 2nd Addition Preliminary Plat

The Environmental Board recommended the following at their February 25, 2026 meeting:

1. Update Wetland Application Permit to only include proposed work to be completed with the second addition.
 - a. Current submittal shows impacts to three wetlands, two of which are not within Outlot B.
2. Recommend using native plantings or low maintenance turf as a replacement to traditional turf grass.
3. Foundation landscape requirements not currently being provided. Provide foundation plantings along building foundation that are adjacent to a private/public street.
4. Recommend planting a tree or landscaping adjacent to 70th Street adjacent to the proposed site.
5. Provide screening or planting on the backside of the trash enclosure to break up the outline of the enclosure.
6. Lot 1 to be reviewed with current submittal to meet all landscaping requirements.
7. Stormwater management to be confirmed and reviewed by city engineer.
 - a. Provide pretreatment of stormwater prior to discharging into the trunk storm sewer system.
 - b. 4' sumps should be proposed prior to the connection to the city system.
8. Photometric plan to be reviewed with each site to ensure it meets the city requirements.
9. Add note to BMP Maintenance that street sweeping of all impervious may be required at the discretion of the City engineer to reduce sediment tracking.
10. Copy of final NPDES permit will be required be issuance of grading permit. All requirements for the SWPPP shall meet MPCA design standards.

- a. Final review of erosion control will be completed with each proposed site plan review.



Anoka County

TRANSPORTATION DIVISION

Highway

Katie Larsen
City of Lino Lakes
600 Town Center Pkwy
Lino Lakes, MN 55014

February 12, 2026

RE: Preliminary Plat – Otter Crossing South 2nd Addition

Dear Katie,

We have reviewed the Preliminary Plat for Otter Crossing South 2nd Addition to be located south of CSAH 14 (Main Street) and west of CR 84 (Otter Lake Road) within the City of Lino Lakes, and I offer the following comments:

- The existing right of way along CSAH 14 is 75 feet south of centerline which should be sufficient for future reconstruction purposes. The existing right of way along CR 84 is 60 feet west of centerline.
- As proposed, the plat will not introduce any new access points onto CSAH 14 or CR 84 as both have an existing access. The right of access is dedicated to Anoka County in the proposed preliminary plat.
- 70th Street is currently open with full access and no restrictions. Maintaining 70th Street with full access is preferred in the interim and until the further development of this area occurs. In the future, when the Outlots of Otter Crossing are replatted and a new full-access point—potentially a roundabout—is proposed south of 70th Street, Anoka County will restrict access at 70th Street at CR 84 to right-in only. At that time, a new 120-foot access opening will be granted by Anoka County at the new location on CR 84.
- Internal site grading shall not commence until the requested ACHD Engineering plan approvals are received and the applicable permits can be issued.
- Any public or private utility relocation in the CSAH 14 or CR 84 right of way may be required and shall be coordinated directly by the city/developer. Any costs associated with the public or private utility relocations to meet standards, setbacks or other requirements shall be at the developers cost.
- Please note that no plantings or private signs will be permitted within the county right of way and care must be exercised when locating private signs, building, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this section of CSAH 14 and CR 84.

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005
Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer

The ACHD Engineering Plan Review process will apply to this site. The following items should be submitted to Camila Arenas, Engineer I, Camila.Arenas@anokacountymn.gov (checklist and payment information are available on our website: <https://www.anokacountymn.gov/4072/Development-Review>):

- Construction plans (including right turn lane plans)
- Utility relocation plans
- Traffic Control plans
- Grading and erosion control plans
- Drainage calculations – Note that the post-developed rate/volume of runoff must not exceed the pre-developed rate/volume of runoff for the 10-year critical design storm
- ACHD Design Requirements Checklist
- Engineering plan review fee (estimated at \$150.00)

If any work will be performed in the County Right of Way, a Permit for work within the County Right of Way (\$250.00) must be obtained prior to the commencement of any construction. License permit bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact Sue Burgmeier via phone at 763.324.3176 or via email at HighwayPermits@anokacountymn.gov for further information and to coordinate the ACHD Permit process.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions regarding this review.

Sincerely,



Logan Keehr, PE
Traffic Engineer II

xc: CR 84/Plats+Developments/2026
Jerry Auge, Assistant County Engineer
David Zieglmeier, County Surveyor
Sean Thiel, Traffic Engineering Manager
Sue Burgmeier, Traffic Technician
Camila Arenas, Engineer I

**CITY OF LINO LAKES
RESOLUTION NO. 26-46**

APPROVING OTTER CROSSING SOUTH 2nd ADDITION PRELIMINARY PLAT

WHEREAS, the City received a land use application for Otter Crossing South 2nd Addition preliminary plat (“Development”); and

WHEREAS, City staff completed review of the Development based on the following submittals:

- Preliminary Plat Plan Set prepared by Pioneer Engineering dated February 10, 2026
- Geotechnical Evaluation Reports prepared by Braun Intertec dated April 7, 2006 and September 21, 2007
- Wetland Permit Application prepared by Midwest Natural Resources, Inc. dated February 6, 2026
- Traffic Study prepared by SSTS Traffic Solutions dated February 16, 2024; and

WHEREAS, the Planning & Zoning Board held a public hearing on March 11, 2026 and recommended approval of the preliminary plat.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that:

FINDINGS OF FACT

Per City Code Section 1001.013, Premature Subdivision:

(1) *General*. Any concept plan, preliminary plat or final plat deemed premature pursuant to the following criteria shall be denied by the City Council.

(2) *Conditions for establishing a premature subdivision*. A subdivision may be deemed premature should any of the following conditions not be met.

(a) *Consistency with the Comprehensive Plan*. Including any of the following:

1. Land use plan;
2. Transportation plan;
3. Utility (sewer and water) plans;
4. Local water management plan;
5. Capital improvement plan; and
6. Growth management policies, including MUSA allocation criteria.

Otter Crossing South 2nd Addition preliminary plat is consistent with the goals and policies of the comprehensive plan.

(b) *Consistency with infill policies.* A proposed urban subdivision shall meet the city's infill policies:

1. The urban subdivision must be located within the Metropolitan Urban Service Area (MUSA) or the staged growth area as established by the city's Comprehensive Plan;
2. The cost of utilities and street extensions must be covered by one or more of the following:
 - a. An immediate assessment to the proposed subdivision;
 - b. One hundred percent of the street and utility costs are privately financed by the developer;
 - c. The cost of regional and/or oversized trunk utility lines can be financed with available city trunk funds; and
 - d. The cost and timing of the expenditure of city funds are consistent with the city's capital improvement plan.
3. The cost, operation and maintenance of the utility system are consistent with the normal costs as projected by the water and sewer rate study; and
4. The developer payments will offset additional costs of utility installation or future operation and maintenance.

Otter Crossing South 2nd Addition preliminary plat is consistent with infill policies. The development is within the current Utility Staging Area 1A (2018-2025). The cost and timing of the expenditure of city funds are consistent with the city's capital improvement plan. The cost, operation and maintenance of the utility system are consistent with the normal costs projected by the water and sanitary rate study. No future utility costs are proposed.

(c) *Roads or highways to serve the subdivision.* A proposed subdivision shall meet the following requirements for level of service (LOS), as defined by the Highway Capacity Manual:

1. If the existing level of service (LOS) outside of the proposed subdivision is A or B, traffic generated by a proposed subdivision will not degrade the level of service more than one grade;
2. If the existing LOS outside of the proposed subdivision is C, traffic generated by a proposed subdivision will not degrade the level of service below C;
3. If the existing LOS outside of the proposed subdivision is D, traffic generated by a proposed subdivision will not degrade the level of service below D;
4. The existing LOS must be D or better for all streets and intersections providing access to the subdivision. If the existing level of service is E or F, the subdivision developer must provide, as part of the proposed project, improvements needed to ensure a level of service D or better;
5. Existing roads and intersections providing access to the subdivision must have the structural capacity to accommodate projected traffic from the proposed subdivision or the developer will pay to correct any structural deficiencies;
6. The traffic generated from a proposed subdivision shall not require city street improvements that are inconsistent with the Lino Lakes capital improvement plan.

However, the city may, at its discretion, consider developer-financed improvements to correct any street deficiencies;

7. The LOS requirements in divisions (2)(c)1. to 4. above do not apply to the I-35W/Lake Drive or I-35E/Main St. interchanges. At city discretion, interchange impacts must be evaluated in conjunction with Anoka County and the Minnesota Department of Transportation, and a plan must be prepared to determine improvements needed to resolve deficiencies. This plan must determine traffic generated by the subdivision project, how this traffic contributes to the total traffic, and the time frame of the improvements. The plan also must examine financing options, including project contribution and cost sharing among other jurisdictions and other properties that contribute to traffic at the interchange; and

8. The city does not relinquish any rights of local determination.

Otter Crossing South 2nd Addition preliminary plat meets the requirements for level of service (LOS). Intersections currently operate at an overall Level of Service (LOS) A. Build condition overall LOS will continue to operate at a level A.

The proposed Level of Service does not degrade by more than one (1) LOS; therefore, the development is not considered premature. Existing roads and intersections providing access to the subdivision have the structural capacity to accommodate projected traffic from the proposed subdivision. No street improvements are proposed that are inconsistent with the City's capital improvement plan. The city does not relinquish any rights of local determination.

(d) *Water supply.* A proposed subdivision shall be deemed to have an adequate water supply when:

1. The city water system has adequate wells, storage or pipe capacity to serve the subdivision;
2. The water utility extension is consistent with the Lino Lakes water plan and offers the opportunity for water main looping to serve the urban subdivision;
3. The extension of water mains will provide adequate water pressure for personal use and fire protection; and
4. The rural subdivision can demonstrate that each of the proposed lots can be provided with a potable water supply.

Otter Crossing South 2nd Addition preliminary plat will have an adequate water supply.

(e) *Waste disposal systems.* A proposed subdivision shall be served with adequate waste disposal systems when:

1. The urban sewered subdivision is located inside the city's MUSA or is consistent with the MUSA allocation criteria;
2. The city has sufficient MUSA and pipe capacity to serve the subdivision if developed to its maximum density;
3. The subdivision will result in a sewer extension consistent with Lino Lakes sewer plan and capital improvement plan;

4. A rural subdivision can demonstrate that each lot can be served by an adequate sanitary sewer disposal system; and
5. A rural subdivision with a proposed communal sanitary sewer or water system has an effective long range management and maintenance program with proper financing.

Otter Crossing South 2nd Addition preliminary plat will be served with an adequate waste disposal system.

BE IT FURTHER RESOLVED the Otter Crossing South 2nd Addition preliminary plat is not a premature subdivision; and

BE IT FURTHER RESOLVED the Otter Crossing South 2nd Addition preliminary plat is approved subject to the following conditions:

1. A shared access and maintenance agreement with exhibit for the private street over Outlot A shall be recorded.
2. A shared access and maintenance agreement with exhibit for the shared driveway between Lot 1 and Lot 2 shall be recorded.

BE IT FURTHER RESOLVED the following items shall be addressed prior to City Council approval of the Otter Crossing South 2nd Addition final plat:

1. All comments from the City Engineer memo dated March 4, 2026.
2. All comments from the Environmental Coordinator memo dated March 4, 2026.
3. All comments from Anoka County Transportation Division letter dated February 12, 2026.
4. Drafts of the following documents shall be submitted:
 - a. Shared access and maintenance agreement with exhibit for the private street over Outlot A.
 - b. Shared access and maintenance agreement with exhibit for the shared driveway between Lot 1 and Lot 2.
5. Sheet 2.00, Existing Conditions:
 - a. Show Document No. 629739.003: Declaration of Easements, Covenants and Restrictions.
6. Sheet 2.20, Neighborhood Land Use Plan and Sheet 2.40, Master Plan:
 - a. Revise plan so parking lot islands and driveways meet location, setback, etc. requirements and are not located in public road right-of-way.
7. Sheet 2.30, Preliminary Plat:
 - a. Standard drainage and utility easements at least 10 feet wide shall be provided on the preliminary plat over Lot 1 and Lot 2 lot lines.
8. Sheet 3.10, Preliminary Site Plan:
 - a. Lot lines shall be more defined and easier to differentiate between other lines.
 - b. Only one (1) driveway access is allowed to Lot 2 from 70th Street.
 - i. The access should be located as west as possible.
 - ii. This access shall be shown on all applicable plan sheets.

Adopted by the City Council of the City of Lino Lakes this _____ day of _____,
2026.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 4**

STAFF ORIGINATOR: Katie Larsen, City Planner

WORK SESSION DATE: April 6, 2026

TOPIC: 2050 Comprehensive Plan Consultant Procurement

BACKGROUND

The City's 2050 Comprehensive Plan ("Plan") is required to be completed by December 31, 2028. In November 2025, the City Council reviewed the Met Council's 2050 System Statement. In January 2026, the City Council met with Met Council representatives to further discuss the system statement.

The City's next step is to hire a consultant to prepare the Plan. The 2040 Comprehensive Plan was prepared by Landform, WSB, and City staff. Landform prepared the planning components (background, land use planning, public outreach, overall administration, etc.) of the project. WSB prepared the engineering components (utility, transportation, parks, etc.). Total fees were approximately \$300,000.

Landform has been the City's planning consultant for the past 15+ years. WSB has been the City's engineering consultant for the past 14+ years.

Staff recommends hiring Landform and WSB again. They have the City's background, staff continuity, GIS mapping, and expertise to complete the work. An alternative would be to send out Requests for Proposals (RFP's) for the planning components. WSB would still provide the engineering components.

Staff anticipates a budget between \$300,000-\$500,000. Cost factors include level of community engagement, public outreach, number of meetings, etc. The City recently completed the Polco community wide survey that can be used for the Plan.

REQUESTED COUNCIL DIRECTION

Discussion only. Staff is requesting Council direction regarding consultant procurement.

ATTACHMENTS

None.

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 5.**

STAFF ORIGINATOR: Justin Williams, Public Services Superintendent

MEETING DATE April 6, 2026

AGENDA ITEM: CIP Amendment - Street Sweeper Replacement to New Sweeper Acquisition

INTRODUCTION

Staff is requesting approval to amend the 2026 CIP for the scheduled street sweeper replacement. The current CIP includes a replacement of the existing sweeper at a cost of \$325,000. Staff is proposing to revise this request to a new sweeper acquisition at a total cost of \$412,540, offset by a \$100,000 grant from the Rice Creek Watershed District (RCWD).

This change would expand the City's sweeper fleet from one unit to two and support implementation of an enhanced street sweeping program.

BACKGROUND

The City's 2026 CIP(Capital Improvement Plan) currently includes funding for replacement of the existing street sweeper. Through evaluation of operational needs, water quality goals, and available funding opportunities, staff identified a more effective long term approach.

The City has been awarded a \$100,000 RCWD Stormwater Management Grant to support the purchase of a regenerative air sweeper. It is important to note that the grant award is contingent upon the City's commitment to expand its sweeper fleet and implement an enhanced street sweeping program. Acceptance of the grant requires both the addition of a second sweeper and execution of the enhanced sweeping plan.

Rather than proceeding with a one-for-one replacement, staff is recommending a shift in strategy that leverages this funding opportunity to improve service delivery and environmental outcomes.

Proposed CIP Amendment

- **Original CIP Request:** \$325,000 (replacement)
- **Revised Request:** \$420,602 (new acquisition)
- **Grant Offset:** \$100,000 (RCWD)
- **Net City Cost:** \$320,602

Under this proposal:

- The City will purchase a new regenerative air sweeper
- The existing mechanical sweeper will remain in service
- The planned replacement of the existing sweeper will be deferred to 2030
- The newly acquired regenerative sweeper would be inserted into the CIP with a replacement date of 2040

Funding will be split between the Storm Sewer Fund and Fleet Fund, consistent with current cost allocation practices.

Enhanced Sweeping Program

With the addition of a second sweeper, Public Works will implement an enhanced street sweeping program focused on increasing sweeping frequency and targeting areas with the highest environmental impact.

The enhanced program includes:

- Increased sweeping frequency in priority areas
- Targeting subdivisions that discharge directly to water bodies without pre-treatment
- Focus on areas with dense tree canopy and higher organic debris loads
- A minimum of four sweeps annually in targeted zones, including two additional fall passes

Priority areas total approximately 28.2 miles, representing 30.6 percent of curbed roadways. This program is a key component of the grant funding and is intended to directly reduce phosphorus loading to local water bodies, supporting watershed goals and Total Maximum Daily Load requirements.

Operational Plan and Performance Tracking

The City will implement a structured monitoring and reporting program to measure effectiveness of the enhanced sweeping program, including:

- Weekly material sampling during sweeping operations
- Tracking total debris volume removed
- Phosphorus removal calculations using MPCA(Minnesota Pollution Control Agency) methodologies
- Annual reporting to RCWD

Baseline data will be collected during the 2026 season using the existing sweeper. Upon acquisition of the regenerative air sweeper, both units will be monitored to evaluate performance improvements and overall program effectiveness.

Benefits of a Regenerative Air Sweeper

The proposed regenerative air sweeper provides significant advantages over traditional mechanical sweepers, particularly in environmental performance:

- Superior removal of fine particles that carry the highest pollutant concentrations
- Improved phosphorus and nutrient reduction outcomes
- Increased effectiveness in priority and sensitive drainage areas
- Alignment with watershed and regulatory expectations

This technology supports measurable improvements in water quality and enhances the City's ability to meet environmental objectives.

Operational Benefits of Two Sweepers

Maintaining a two sweeper fleet provides the following operational advantages:

- Increased operational capacity and efficiency
- Ability to complete targeted and routine sweeping simultaneously
- Improved service levels during peak seasons such as spring and fall
- Reduced risk of service disruption due to equipment downtime

This model supports a more proactive and consistent citywide sweeping program.

Financial Considerations

While the total project cost exceeds the original CIP amount, the net City investment remains comparable due to grant funding.

Additional long term value includes:

- Deferral of replacement costs for the existing sweeper until 2030
- Improved cost efficiency per curb mile and per pound of pollutant removed Enhanced service delivery and environmental compliance

REQUESTED COUNCIL DIRECTION

Staff recommends approval of the CIP amendment to:

1. Replace the planned sweeper replacement with a new sweeper acquisition
2. Accept the \$100,000 RCWD grant, contingent on implementation of the enhanced sweeping program
3. Expand the sweeper fleet from one to two units
4. Defer replacement of the existing sweeper to 2030
5. Implement the enhanced street sweeping program

ATTACHMENTS

1. City of Lino Lakes 500X Quote 3-16-26
2. RCWD Grant Approval Letter
3. Proposed Enhanced Sweeping Plan Pending Grant Acceptance



27365 Zachary Avenue • Elko, MN 55020
Office: 952-461-3650 www.environmentalequipment.com

March 16, 2026

Justin Williams, Public Works Superintendent
City of Lino Lakes
600 Town Center Parkway
Lino Lakes, MN 55014

Dear Justin,

Thank you for the opportunity to quote a new TYMCO 500X on an International MV607 Chassis (left hand steer only). The Minnesota State Contract number is S-843(5), # 285155.

Base Price:	\$374,975.00
Air Dryer Brakes	Standard
LED Light Bar	\$1,950.00
LED Amber Traffic Directing Light	\$1,450.00
Additional Flood Light – Quantity 2(Left and Right Pickup Head)	\$600.00
Sweeper Deluge System	\$1,450.00
Hopper Electric Vibrator	\$2,500.00
Hopper Load Indicator	\$500.00
Dual Screen Vibrators	\$3,200.00
Hopper Load Logging	\$2,000.00
High Output Water System	\$865.00
Water Level Gauge	\$700.00
Air Purge	\$500.00
2 Cameras, Color Monitor	\$2,650.00
Air Horn	\$550.00
Linear Actuator w/Gauge- Pressure Bleeder	\$550.00
CurbView Camera System	\$8,000.00
Electric Heated West Coast Mirrors	Standard
12" Parabolic Mirrors	Standard
High Back Air Ride Seats	Standard
AM / FM / Aux. Input / Blue Tooth Radio	Standard
Abrasion Protection Package	\$1,100.00
Automatic Sweep Assist (ASA)	\$2,750.00
External Hopper Controls	\$1,200.00
Removeable Front Curtain Set	\$350.00
Pick-up Head Curtain Lifter	\$1,700.00
Skid Bumper Extension Set	\$350.00
GPS Sweeping Status Kit	\$450.00
Auxiliary Hand Hose (Tray only)	\$1,700.00
Broom Assist Pickup Head	Standard
Battery Disconnect Switch	\$500.00
Spring Factory Training for up to 4 People in Waco, TX	Standard
Price:	\$412,540.00

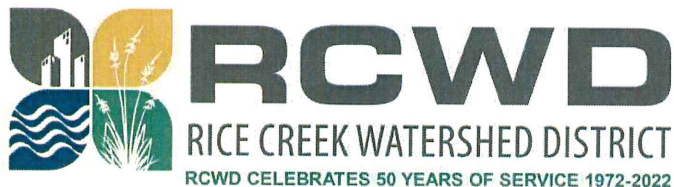
Warranty: TYMCO – 1 yr./ 1,000 hrs.; John Deere - 5 yrs. / 5,000 hrs.; Cummins Engine – 5 yrs. / 150,000 mile ext. Warranty; Chassis – Standard Manufacturer's Warranty

The City of Lino Lakes is responsible for 6.875% Minnesota motor vehicle sales tax and titling fees. Thank you for your interest.

Sincerely,



Al Walford



March 11, 2026

City of Lino Lakes
Attn: Timothy Payne, Streets & Stormwater Supervisor
600 Town Center Parkway
Lino Lakes, MN 55014

Re: RCWD 2026 Stormwater Management Grant Program

The Rice Creek Watershed District is pleased to inform you that your application to the District's 2026 Stormwater Management Grant Program was approved for funding. The Regenerative Air Sweeper and Enhanced Sweeping project was approved for up to \$100,000 by the RCWD Board of Managers on February 25, 2026. We look forward to partnering with Lino Lakes in implementing its water quality improvement project.

A grant agreement for this project is enclosed, signed by the RCWD Administrator. Please execute the agreement and return a copy to the RCWD. The grant agreement must be executed by Lino Lakes and submitted to the District no later than May 29, 2026, otherwise funding for the project may be cancelled.

Thank you for your commitment to improving water quality in the Rice Creek Watershed. If you have any further questions, feel free to contact me at 763-398-3085 or wroach@ricecreek.org.

Sincerely,

Will Roach
Watershed Technician/Inspector



Proposed Enhanced Sweeping Plan Pending Grant Acceptance

The City of Lino Lakes has applied for a 2026 Stormwater Management Grant from the Rice Creek Watershed District, requesting \$100,000 to help facilitate the purchase of a regenerative air sweeper. The application was approved for full funding of \$100,000 February 25th, 2026. Lino Lakes will contribute the balance of the purchase (approx. \$312,540) if the grant is accepted.

Pending grant acceptance, Public Works intends to initiate an enhanced sweeping program by incorporating the regenerative air sweeper into our street sweeping practices. An enhanced sweeping program is a targeted, high frequency street sweeping strategy to reduce nutrient runoff, particularly phosphorus. Regenerative Air Sweepers excel in the removal of fine dust/particles that carry and release the highest concentrations of pollutants to the environment. The additional sweeper would be used in tandem with our existing mechanical sweeper citywide and within priority areas designated to receive additional sweeping throughout the sweeping season.

Areas proposed to receive additional fall sweeping include subdivisions discharging stormwater to receiving waters without pre-treatment and subdivisions with fully developed tree canopies. In some locations both conditions occur. The priority areas total 28.2 miles of curbed road. This is currently 30.6% of our curbed roadways. A map of target areas is attached.

It's notable that the RCWD is supportive of the regenerative air sweeper purchase as the Lino Lakes Chain of Lakes TMDL, the Peltier and Centerville Lakes TMDL, and the Bald Eagle TMDL each identify excess nutrients as their primary impairment. The adoption of an increased/targeted sweeping program by the City would directly reduce phosphorus and other nutrients discharged to each of the lakes included in these TMDLs. 99.6% of Lino Lakes maintained roads are within the RCWD.

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 6.**

STAFF ORIGINATOR: Curt Boehme , Chief of Police

MEETING DATE April 6, 2026

AGENDA ITEM: Golf Cart Use on City Streets

INTRODUCTION

Police staff were tasked with researching the feasibility of modifying the City Code to allow the operation of golf carts on city streets.

BACKGROUND

Existing City Code Chapter 807 regulates the operation of ATVs and snowmobiles within the City. The code does not address golf cart use; therefore, because their use is not explicitly permitted, it is prohibited by default. However, state law allows cities to authorize golf cart operation within their jurisdictions through a local permitting process.

On November 3, 2025, the Council received information regarding the City's authority to allow golf cart use. This included an analysis of comparable cities that permit golf carts, common restrictions associated with their operation, and details about the permitting process required under state statute.

At that time, the Council requested a draft city ordinance for review and further discussion.

REQUESTED COUNCIL DIRECTION

Staff is seeking direction from the Council on whether to proceed with:

- Finalizing a city ordinance that incorporates the city-specific restrictions outlined in the draft ordinance.
- Establishing a \$15 fee for the required three-year permit, which will necessitate an update to the City's fee schedule.

ATTACHMENTS

1. Draft Edits to City Code Chapter 807, Regulating Golf Carts

1 st Reading:	Website Notice:
2 nd Reading:	Publication:
Adoption:	Effective:

**CITY OF LINO LAKES
ORDINANCE NO. XX-26**

**AMENDING CHAPTER 807, OPERATION OF SNOWMOBILES AND ALL-TERRAIN
VEHICLES**

The Council of Lino Lakes ordains:

Section 807. Chapter 807: Operation of snowmobiles and all-terrain vehicles, of the Lino Lakes Code of Ordinances, be amended to read as follows:

CHAPTER 807: OPERATION OF SNOWMOBILES, GOLF CARTS, AND ALL-TERRAIN VEHICLES

Section

- 807.01 Definitions
- 807.02 Age restrictions for snowmobile operation
- 807.03 Operation of snowmobiles within the corporate city limits
- 807.04 Road crossing by snowmobiles
- 807.05 Snowmobiles at uncontrolled intersections
- 807.06 Snowmobile equipment requirements
- 807.07 Operation of all-terrain vehicles within the corporate city limits
- 807.08 Operation of golf carts within the corporate city limits
- 807.09 Golf cart permit required
- 807.10 Golf cart regulations
- ~~807.08~~11 Exemptions from provisions
- ~~807.09~~12 Violation; penalty

§ 807.01 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALL-TERRAIN VEHICLE.

(a) **CLASS I.** A motorized flotation-tired vehicle of not less than three low pressure tires, but not more than six low pressure tires, that is limited in engine displacement of less than 800 cubic centimeters and total dry weight less than 900 pounds.

(b) **CLASS II.** Class II all-terrain vehicles means an all-terrain vehicle that has a total dry weight of 900 to 1,500 pounds.

(c) **ORV.** ATVs over 1,500 pounds are still considered ORVs.

BOULEVARD. The strip of land, usually made of grass, between a roadway and a sidewalk or pedestrian walking path.

MOTORIZED GOLF CART. A vehicle designed for use on a golf course for recreation or sport and powered by an electric or gasoline motor. The vehicle must have four low pressure tires, an engine no larger than 800 cubic centimeters, and a dry weight of no more than 800 pounds.

OPERATE. To ride in or on, and control the operation of, a snowmobile, golf cart or all-terrain vehicle.

OPERATOR. Every person who operates, or is in actual physical control of a snowmobile, golf cart, or all-terrain vehicle.

OWNER. A person, other than a lien holder, having the property in or title to snowmobiles, golf carts, or all-terrain vehicles, and entitled to the use or possession thereof.

PERSON. An individual, partnership, corporation, the state and its agencies and its subdivisions, and any body of persons, whether incorporated or not.

RIGHT-OF-WAY. The entire strip of land traversed by a highway or street in which the public owns the fee or an easement for roadway purposes.

ROADWAY. The portion of a highway improved, designed or ordinarily used for vehicular travel, including the shoulder, but not including the boulevard.

SAFETY OR DEADMAN THROTTLE. A device which, when pressure is removed from the engine accelerator or throttle, causes the motor to be disengaged from the driving track.

SNOWMOBILE. Any self-propelled vehicle used for recreational purposes, steered by skis or runners and designed for travel on snow, ice or natural terrain.

STREET or HIGHWAY. The entire width between boundary lines of any way or place when any part thereof is open to the use of the public, as a matter or right, for the purposes of vehicular traffic.

(Prior Code, § 807.01) (Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.02 AGE RESTRICTIONS FOR SNOWMOBILE OPERATION.

(1) Age restrictions. No person under 14 years of age shall operate on streets or highways, or make a direct crossing of a street or highway, as the operator of a snowmobile. A person 14 years of age or older, but less than 18 years of age, may operate a snowmobile on streets or highways as permitted under this chapter, and make a direct crossing thereof, only if he or she has in their immediate possession a valid snowmobile safety certificate issued by the Commissioner of Natural Resources, as provided by M.S. § 84.86, as it may be amended from time to time.

(2) Responsibility of snowmobile owner. It is unlawful for the owner of a snowmobile to permit the snowmobile to be operated contrary to the provisions of this section.

(Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.03 OPERATION OF SNOWMOBILES WITHIN THE CORPORATE CITY LIMITS.

(1) Operation of snowmobiles within the corporate limits of the City of Lino Lakes is permissible only if in conformance with state law and city ordinances.

(2) It is unlawful for any person to operate a snowmobile within the corporate limits of the City of Lino Lakes in violation of the following provisions:

(a) Anywhere within any public right-of-way except on the roadway surface or as otherwise provided in this chapter;

(b) On a public sidewalk or walkway provided or used for pedestrian travel;

(c) On private property of another without lawful authority or consent of the owner or occupant;

(d) On any publicly owned lands and frozen waters (lakes, rivers, streams and ponds), not previously listed or authorized for the use by the proper public authority, including, but not limited to, school grounds, park property, playgrounds, recreation areas and golf courses. Use in those areas previously listed or authorized for the use by the proper public authority shall be lawful, and snowmobiles may be driven in and out of the areas only by the shortest route possible. Authorized areas in the City of Lino Lakes owned by the city shall be designated by City Council resolution;

(e) At any place while under the influence of an alcoholic beverage or controlled substance;

(f) At any speed in excess of 15 mph on a public street or highway, or anywhere at a rate of speed greater than reasonable or proper under all the surrounding circumstances;

(g) At any place in a careless, reckless or negligent manner, so as to endanger the person or property of another or to cause injury or damage thereto;

(h) So as to tow any person or thing on a public street or highway, except through use of a rigid tow bar attached to the rear of the snowmobile;

(i) At a speed greater than 15 mph when within 100 feet of any riverbank or lakeshore; or within 100 feet of fishermen, icehouses or skating rinks; nor shall operation be permitted within 100 feet of any sliding area; nor where the operation would conflict with the lawful use of property or would endanger other persons or property;

(j) In a manner so as to create loud, unnecessary or unusual noise, which disturbs, annoys or interferes with the peace and quiet of another;

(k) Snowmobiling shall be prohibited after 10:00 p.m. and before 7:00 a.m. Sunday through Thursday, and between 12:00 a.m. and 8:00a.m. Friday and Saturday. This provision is not intended to prohibit snowmobiles from entering or leaving the City of Lino Lakes during the above hours, provided that the operator of a snowmobile utilizes the most direct route of travel to and from the operator's residence or destination;

(l) Every person leaving a snowmobile in a public place shall lock the ignition, remove the key and take the same with the person;

(m) It is unlawful to intentionally drive, chase, run over, kill or otherwise take or attempt to take any animal, wild or domestic, with a snowmobile; and

(n) Authorized snowmobiles may be used on any public property within the city for rescue, emergency or law enforcement purposes.

(Prior Code, § 807.02) (Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.04 ROAD CROSSING BY SNOWMOBILES.

A snowmobile may make a direct crossing of a street or highway, provided:

(1) The crossing is made at an angle of approximately 90 degrees to the direction of the street or highway and at a place where no obstruction prevents a quick and safe crossing;

(2) The snowmobile is brought to a complete stop before crossing the shoulder or main traveled way of the highway;

(3) The driver yields the right-of-way to all oncoming traffic which constitutes an immediate hazard;

(4) In crossing a divided street or highway, the crossing is made only at an intersection of the street or highway with another public street or highway; or

(5) The crossing is made between the hours of one-half hour after sunset to one-half hour before sunrise or in conditions of reduced visibility, only if both front and rear lights are on.

(Prior Code, § 807.03) (Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.05 SNOWMOBILES AT UNCONTROLLED INTERSECTIONS.

(1) No snowmobile shall enter any controlled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians that constitute any immediate hazard.

(2) An uncontrolled intersection includes, but is not limited to, roadways, streets, highways, sidewalks and paths designed for pedestrian traffic.

(Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.06 SNOWMOBILE EQUIPMENT REQUIREMENTS.

(1) It is unlawful for any person to operate a snowmobile any place within the corporate limits of the city unless it is equipped with the equipment set forth as follows:

(a) Muffler; cutout; bypass. Standard mufflers which are properly attached and in constant operation and which reduce the noise of operation of the motor to the minimum necessary for operation. No person shall use a muffler cutout, by-pass, straight pipe or similar device on a snowmobile motor, and the exhaust system shall not emit or produce a sharp popping or crackling noise;

(b) Brakes. Brakes adequate to control the movement of and to stop and hold the snowmobile under any conditions of operation;

(c) Safety throttle. A safety or so called "deadman" throttle in operating condition, as that when pressure is removed from the accelerator or throttle, the motor is disengaged from the driving track;

(d) Lights.

1. At least one clear lamp attached to the front, with sufficient intensity to reveal persons and vehicles at a distance of at least 100 feet ahead during the hours of darkness under normal atmospheric conditions.

2. The head lamp shall be so aimed that glaring rays are not projected into the eyes of an oncoming vehicle operator.

(2) It shall be equipped with a least one red tail lamp having a minimum candle power of sufficient intensity to exhibit a red light plainly visible from a distance of 500 feet to the rear during the hours of darkness under normal atmospheric conditions.

(3) The equipment shall be in use when the vehicle is operated between the hours of one-half hour after sunset or one-half hour before sunrise or at times of reduced visibility.

(Prior Code, § 807.04) (Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.07 OPERATION OF ALL-TERRAIN VEHICLES WITHIN THE CORPORATE CITY LIMITS.

(1) No person shall enter and operate an all-terrain vehicle on lands not owned by the person, except where otherwise allowed by law, without the express written or oral permission of the owner, occupant or lessee of the lands.

(2) Except as otherwise specifically permitted and authorized, it is unlawful for any person to operate an all-terrain vehicle within the corporate limits of the City of Lino Lakes in violation of the following provisions.

(a) No person shall enter and operate an all-terrain vehicle on any city street within the corporate limits of the City of Lino Lakes.

(b) No person shall enter and operate an all-terrain vehicle upon any bank or slope of any city street ditch within the corporate limits of the City of Lino Lakes.

(c) On a public sidewalk or walkway provided or used for pedestrian travel.

(d) At any place while under the influence of an alcoholic beverage or controlled substance.

(e) On any publicly owned lands and frozen waters (lakes, rivers, streams and ponds), not previously listed or authorized for the use by the proper public authority, including, but not limited to, school grounds, park property, playgrounds, recreation areas and golf courses. Use in those areas previously listed or authorized for the use by the proper public authority shall be lawful, and all-terrain vehicles may be driven in and out of the areas only by the shortest route possible. Authorized areas in the City of Lino Lakes owned by the city shall be designated by City Council resolution.

(3) All-terrain vehicle operation shall be prohibited after 10:00 p.m. and before 7:00 a.m. Sunday through Thursday, and between 12:00 a.m. and 8:00 a.m. Friday and Saturday.

(4) It is unlawful to intentionally drive, chase, run over, kill or otherwise take or attempt to take any animal, wild or domestic, with an all-terrain vehicle.

(5) In a manner so as to create loud, unnecessary or unusual noise, which disturbs, annoys or interferes with the peace and quiet of another.

(6) At a speed greater than 15 mph when within 100 feet of any riverbank or lakeshore; or within 100 feet of fishermen, icehouses or skating rinks; nor shall operation be permitted within 100 feet of any sliding area; nor where the operation would conflict with the lawful use of property or would endanger other persons or property.

(7) At any place in a careless, reckless or negligent manner, so as to endanger the person or property of another or to cause injury or damage thereto.

(8) Authorized all-terrain vehicles may be used on any public property within the city for rescue, emergency or law enforcement purposes.

(Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.08 OPERATION OF GOLF CARTS WITHIN THE CORPORATE CITY LIMITS.

The City of Lino Lakes authorizes the operation of motorized golf carts on public streets under City jurisdiction with posted speed limits of 30 miles per hour or less, as permitted under Minn. Stat. §169.045 and this ordinance.

§ 807.09 GOLF CART PERMIT REQUIRED

(1) No motorized golf cart may be operated on public streets without first obtaining a permit. The city may establish a fee for a permit which shall be specified in the city fee schedule. Every application for a permit shall be made on a form supplied by the City and shall include proof of insurance for the motorized golf cart.

(2) In the event persons operating a motorized golf cart under this section cannot obtain liability insurance in the private market, that person may purchase automobile insurance, including no-fault coverage, from the Minnesota Automobile Insurance Plan under sections 65B.01 to 65B.12, at a rate to be determined by the commissioner of commerce. The applicant must maintain insurance covering the motorized golf cart for the permit to remain valid.

(3) A permit shall be valid for three years unless otherwise revoked and must be renewed upon expiration.

(4) The police chief, or their designee, may suspend or revoke a permit upon a finding that the holder thereof has violated any of the provisions of this section or Minn. Stat. Ch. 169, as it may be amended from time to time, or if there is evidence that the permit holder cannot safely operate the motorized golf cart on the designated roadways.

(5) Any permit revocation may be appealed to the city council by providing a written request for an appeal within ten business days of the revocation to the city clerk. The revocation will remain in full force and effect until the appeal process has been completed. Reinstatement of a permit requires a new permit application to be completed and submitted.

§ 807.10 GOLF CART REGULATIONS

(1) Motorized golf carts may not be operated in the following areas:

- (a) On city streets that have speed limits greater than 30 miles per hour;
- (b) On county, state, or federal roadways, except to cross at designated intersections;
- (c) Within state, county, or federal rights-of-way, including boulevards and ditches;
- (d) Any area posted that prohibits motorized golf carts;

(e) On any city sidewalks, bike or pedestrian trails;

(f) On public or private property unless permission is posted by the property owner;

(g) Within grassy boulevards and/or ditch areas of local city streets;

(h) In any city park

(2) The operator must possess a valid driver's license.

(3) Motorized golf carts may only be operated from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights. They shall not be operated in inclement weather, or when visibility is impaired by weather, smoke, fog or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 feet.

(4) Motorized golf carts shall be equipped with a rear-view mirror to provide the driver with adequate vision from behind as required by Minn. Stat. § 169.70.

(5) Motorized golf carts shall display the slow-moving vehicle emblem provided for in section 169.522, when operated on designated roadways.

(6) Motorized golf carts shall not exceed 15 miles per hour.

(7) Motorized golf carts must be operated on the far-right edge of the traveled portion of the roadway, in the same direction as the normal direction of traffic.

(8) The operator of a motorized golf cart may cross any street or highway intersecting a designated roadway. Operators shall make a complete stop when entering an uncontrolled intersection. The operator shall then yield the right-of-way to any vehicles or pedestrians which constitute an immediate hazard.

(9) The number of passengers may not exceed the manufacturer's designed seating capacity.

(10) Operators have all duties applicable to the driver of vehicles under Minn. Stat. Ch. 169 which governs traffic regulations, impaired driving violations, vehicle safety standards, and rules of the road, as it may be amended from time to time, except when these provisions cannot reasonably be applied to motorized golf carts and except as otherwise specifically provided in Minn. Stat. § 169.045, subd. 7, as it may be amended from time to time.

§ 807.0811 EXEMPTIONS FROM PROVISIONS.

The city's enforcement agency, the County Sheriff's Department, DNR and the Minnesota State Patrol in order to provide enforcement, shall be exempt from the requirements of this chapter.

(Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

§ 807.0912 VIOLATION; PENALTY.

Any person violating any provision of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by imprisonment of not more than 90 days, a fine of not more than \$1,000 or both, plus the costs of prosecution in either case.

(Ord. 17-94, passed 11-28-1994; Am. Ord. 02-07, passed 10-22-2007)

Adopted by the Lino Lakes City Council on this __ day of ____, 2026.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 7.**

STAFF ORIGINATOR: Roberta Colotti, City Clerk

MEETING DATE April 6, 2026

AGENDA ITEM: Review 2026-2027 Business License Fees

INTRODUCTION

Business license renewal time is approaching, with the license terms running from July 1, 2026, to June 30, 2027. Last year the City approved a split payment option for On-Sale Intoxicating Liquor Licenses and Sunday Sales license. It is requested that the Council review and provide direction on this option for the upcoming license renewal period.

BACKGROUND

The On-Sale Intoxicating Liquor License fee is \$4,500 per year and the Sunday Sales license fee is \$200 per year. Last year, applicants for On-Sale Intoxicating Liquor and Sunday Sales licenses were allowed to make payment at the time of application of half of the amount due with final payment of the remaining balance by or before December 31, 2025. This payment split option requires staff time and tracking to ensure full payment is received.

We had one business take advantage of this payment program last year. It is requested that the Council provide consensus direction regarding offering the program again for the 2026/2027 renewal.

If there is interest in continuing to offer a split payment program, it can be adopted by consensus direction for this license period, and staff will work to include this payment structure in the 2027 Fee Schedule City Code Update that is completed prior to the start of the new year. The full invoice will be sent with the 2026/2027 renewals with information that a split payment option is available to applicants for the license fee. The \$35 per applicant background fee will be due in full at the time of application.

REQUESTED COUNCIL DIRECTION

Consensus direction regarding offering a split payment option for On-Sale Intoxicating Liquor and Sunday Sales licenses with half payment due at the time of application and half payment due by or before December 31, 2026, upon request of the applicant.

ATTACHMENTS

None

