

October 28, 2010, *revised November 17, 2010*

F & C Development, Inc.  
8900 Keystone Crossing, #1200  
Indianapolis, IN 46240

**Re: Preliminary Site Plan  
Residence at The COR**

To Whom It May Concern:

We are in receipt of the proposed Preliminary Site Plan submittal consisting of nine (9) sheets dated October 5, 2010, prepared by Urban Works Architecture, Emanuelson-Podas Consulting Engineers, and Landform Professional Services. The sheets are identified as follows: Sheets A300, C001, C101, C201, C301, C401, L201, E1, and E2. We offer the following comments regarding your site plan and plat submittal:

***Planning and Zoning***

***Reviewer: Tim Gladhill, Associate Planner***

***[tgladhill@ci.ramsey.mn.us](mailto:tgladhill@ci.ramsey.mn.us)***

***763-576-4308***

**General:** The development proposal consists of a four (4) story apartment building. The facility will be located on portions of Lot 2, Block 1 and Outlot A, Ramsey Town Center 5<sup>th</sup> Addition to be platted as Lot 3, COR One. The site will be located west of the existing Municipal Parking Ramp between Sunwood Drive and Civic Center Drive.

**Preliminary Plat:** The City has received proposed preliminary plat for COR One consisting of one (1) sheet. Specifics of this proposal will be reviewed separately. City Staff does note, however, that obligations from that application must be met before the City will issue any Building Permits for the proposed site plan. Drainage and utility easements must be dedicated along the right-of-way and side lots consistent with the proposed setbacks of the structure. Separate easements are also required for the proposed sidewalk that will be installed outside the right-of-way on private property, and the applicant is responsible for the drafting and recording of such documents. Cross access/public roadway easements must also be dedicated over the drive aisle and pedestrian ways that serve the municipal parking ramp that cuts through this proposed parcel. Existing easements from the underlying subdivision(s) must be maintained on the proposed COR ONE plat, or alternative accommodations made (vacations and/or infrastructure relocations and new easements dedications that may be necessary).

**Zoning:** The site is zoned TC-1, a mixed-use core sub-district of The COR. This area is intended to provide a mix of residential, retail, service, professional, community service, recreational and similar uses on every block near, and within easy walking distance of the rail station. The proposed facility is a permitted use in this District.

**Density:** The proposed site plan indicates 229 units, which equates to a net density of 75.58 units/acre. Density must be greater than 15 units/acre in the TC-1 Sub-District. *The proposed density is acceptable. Please include a note on the plans for density calculations.*

**Lot Coverage/Floor Area Ratio (FAR):** The preliminary plat indicates that the proposed lot will be 132,107 square feet in size (3.03 acres). The proposed building footprint is 67,375 square feet and an overall square footage of final build-out (four [4] stories) of 254,534 square feet of gross floor area. The TC-1 District requires a minimum FAR of 0.75 and encourages the highest densities in the City and shared parking. The proposed site plan represents a gross FAR of 1.92. *Please add the F.A.R. calculation as a note on the plans.*

**Setbacks:** The TC-1 District requires a minimum front yard setback of 0 feet and a maximum front yard setback of 5 feet measured from the right of way line. At least 60% of the building should comply with the front yard setback requirement. The Design Guidelines encourage recessed space for outdoor dining and other street level activities, including recessed entries. The proposed building provides for recessed spaces along the street that help assist with street level presence and vision clearance triangles. However, it appears the setbacks are being measured from the 'build-to line' (edge of sidewalk). Part of this reason is due to the fact the City requires additional sidewalk to be placed on private property (encumbered by a sidewalk easement). It seems reasonable to consider measuring setbacks to the build-to line since this area is technically public realm. The City will be considering an ordinance amendment for an alternative setback to measure from the edge of sidewalk in certain circumstances. Any approval of this site plan will be contingent upon approval of this ordinance amendment.

Sidewalks must be constructed to a total width of ten (10) feet along Sunwood Drive, measured from the inside edge of the existing planter beds. In addition, a sidewalk with a minimum six foot (6') boulevard width must be constructed along Civic Center Drive. Any portion of the sidewalk on private property must be encumbered by a sidewalk easement.

Any zero lot-line setback between structures is subject to Minnesota State Building Code, most notably areas of penetration between structures.

**Architectural Standards:** The design standards for this site are subject to the provisions laid out in the Development Guidelines manual referenced in City Code for The COR. The Design Guidelines place a high emphasis on high-quality architecture, materials, and site design, particularly with regard to building placement, parking areas, and the pedestrian environment.

Overall, the submittal meets or exceeds these requirements. Staff would like to call out the following specific items from the Guidelines:

- *Provide parking spaces to support the use through a mix of on-street and surface lots internal to the block. Encourage shared parking solutions. No more than 25% of the street frontage should be used for surface parking. The proposed parking plan utilizes on-street parking, surface lot parking, and the Municipal Parking Ramp.*
- *Generally, buildings should be located at the street right-of-way; with no more than 60% of the building beyond the maximum setback. Encourage recessed entries and windows to create street level interest. The generally meets setbacks, subject to the comments above.*

- *Promote multiple stories in this sub-district but occasional single story buildings are acceptable; continuous rooflines and single story buildings should not dominate any street frontage and should be a minimum of 18 feet to the roofline.* The proposed building is a four story building. The architectural elevations indicate a design consistent with the goals of the design guidelines and do not contain continuous rooflines.
- *A diverse mix of materials is encouraged, applied in a variety of proportions, exposures, and detailing, especially along all street frontages.* The proposed building will include a mix of materials acceptable to the Design Guidelines.

**Building Height:** The TC-1 District requires a minimum of two (2) stories and a maximum of five (5) stories for all buildings within this district. The proposed building is four (4) stories. The City would like to complete a floor to floor comparison between the two structures and match the existing ramp as feasible. *Please provide the City detail regarding the height of the proposed building in comparison to the height of the existing parking ramp. It is the City's understanding a 3D model may already exist that could serve as a baseline analysis.*

**Waste Storage:** The site plan indicates an enclosed waste storage area. *Please include details as to the materials and construction of this waste storage enclosure to ensure consistency with City Code.*

**Off-Street Parking - Spaces Required:** The COR zoning district sets a maximum parking space standard of two (2) per residential unit, which equates to (229 units x two [2] spaces = 458 maximum) spaces in this case. The preliminary site plan proposes sixteen (16) off-street parking spaces with additional space for on-street parking. A majority of parking will be accommodated off-site in the Municipal Parking Ramp. The City is negotiating a parking agreement for approximately 300 spaces. Details regarding ADA parking standards still need to be addressed. It appears that there will remain sufficient parking for other uses that utilize the ramp as evident in the following calculation (assumes construction of the ramp expansion:

790 total spaces  
-350 for transit  
-300 for Residence at The COR  
-106 for Municipal Center

### ***34 Remaining Spaces***

It is also important to note that both Sunwood and Civic Center Drive accommodate some on-street parking for peak periods.

**Signs:** Please note that all signs for the proposed building must be approved through a separate sign permit process.

**Easements:** Please note that all easements must be recorded prior to the City issuing a Building Permit. You must provide proof of recording of all documents as required by the City. *A title search should be completed to ensure all underlying easements are vacated as necessary. Vacating easements is a separate land use application with the City.*

**Alleyway Access:** The Applicant should provide additional detail regarding the functionality and safety of the proposed alleyway between the existing ramp and the proposed building. It appears that the drive

lane is approximately 24 feet. Private garages will also be accessed from this alleyway. This alleyway functions closely to a private street, but does not contain every characteristic of a private street necessitating full compliance with each standard for a private street. As a baseline for review, City Code sets minimum standards for private streets as follows:

- Minimum private street width with no parking permitted: 24 feet
- Minimum private street width with parking permitted on one side of street: 28 feet
- Minimum private street width with parking permitted without parking restrictions: 32 feet
- Maximum private street length without a turnaround provided: 200 feet
- Maximum private street length with a turning provision provided: 300 feet
- Maximum private street length with a cul-de-sac provided: 600 feet, except that when exceeding 300 feet, the entire length of the private street must be 32 feet wide
- Minimum access road width at street frontage: 24 feet
- Minimum parking aisle width: 24 feet
- Maximum driveway width at road frontage: 20 feet
- Edge of curb opening shall not be closer to nearest portion of a street right-of-way intersection that 27 feet or two-thirds of the lot width, whichever is smaller (where a "T" intersection exists, a drive may be located opposite the end of the intercepted street).
- Minimum access drive angle to the street: 75 degrees
- Building setback from private street, measured from back of curb: 25 feet
- Minimum radius at intersection: 20 feet

Given the unique nature of this alleyway, the City has flexibility in review and is open to alternative design measures, provided this alley accommodates adequate safety and traffic circulation safety measures. Given that adequate parking is provided in the existing ramp, standards such as driveway length (setbacks from private roads) are less of a concern. Items to consider when evaluating this area include:

- Parking restrictions
- Signage for private roadway designation
- Maintenance (snow removal, sweeping, etc.)
- Trash collection
- Deliveries and/or loading areas for the retail component
- Traffic circulation – one way in/out dead end vs. connection to the existing parking ramp; and associate impacts
- Mirrors, flashers, crosswalks, etc. for pedestrian safety

*Please submit revised plans that demonstrate traffic patterns and compliance with the above standards of the proposed alleyway or proper mitigation measures to address these items.*

***Landscape Review***

***Reviewer: Chris Anderson***

***[canderson@ci.ramsey.mn.us](mailto:canderson@ci.ramsey.mn.us)***

***763-433-9905***

**Landscaping Plan:** The following comments are offered regarding the October 5, 2010 Landscaping Plan prepared by Landform:

- The Landscape Plan indicates an area of a shared parking island with certain landscape improvements. This area should be incorporated into the required shared access agreement that outlines maintenance responsibilities of this shared area.
- The boulevard area along Civic Center Dr. should be improved with sod and street trees, at a spacing of about thirty-five (35) feet on center, and this should be reflected on the landscape plan.
- Landscaping in the boulevard area and adjacent to sidewalks must be tolerant of deicing salts and harsh growing environments.
- Please identify the species and quantity of plants within the planter beds along Sunwood Dr that will be impacted and/or removed as a result of the shared access to the site and utility connections.. The City may wish to relocate these materials prior to commencement of construction activities, or we would like to understand your plans on replacing/relocating these elements during implementation of your project..
- All landscaped areas, including the boulevard along Civic Center Dr., shall be provided with an in-ground irrigation system, and be maintained by the property owner.
- Street trees, as well as trees planted in the interior of the lot but adjacent to the public sidewalk, should have a minimum clear trunk height (no branches) of seven (7) feet to avoid conflicts with pedestrians.
- A minimum of six (6) inches of topsoil that meets MN DOT's Premium Topsoil Borrow specification must be installed over all disturbed areas not devoted to buildings, off-street parking, driveways, sidewalks, patios or other such improvements. If amending onsite topsoil, documentation must be supplied to the City certifying that the amended material meets this specification prior to installation.
- Planting details/specifications must be included on the landscape plan and shall address among other things:
  - Planting depth (1<sup>st</sup> set of primary roots shall be at finished grade)
  - Only prune out dead/broken/deformed branches at time of installation
  - Removal of upper portion of wire basket and burlap after being placed in planting hole
- At the time of installation, all shrubs must be at least twenty-four (24) inches in size (either height or width, whichever is applicable per species).
- The landscape plan identifies areas to be covered with turf. Please note that sod is required for turf establishment. Any alternative to the sod requirement requires City Council approval.
- Should City Council approve the use of seed rather than sod, details will be required outlining application rate(s) and installation method.
- Upon acceptance of landscaping by City, a two (2) year maintenance guarantee is required to ensure survival of plantings.
- Please consider alternatives to Burgundy Carousel Barberry as this is a cultivar of a Japanese Barberry, which is on the City's list of prohibited species.
- The landscape plan should include plantings/landscaping within the courtyard area.

*Please submit a revised landscaping plan that addresses these matters.*

**Tree Preservation:** This site is devoid of any significant tree cover and therefore, no tree preservation plan is necessary.

***Engineering Review***

***Reviewer: Tim Himmer, City Engineer***

***[thimmer@ci.ramsey.mn.us](mailto:thimmer@ci.ramsey.mn.us)***

***763-433-9893***

The following comments are offered regarding the October 15, 2010 plans by Emanuelson-Podas Consulting Engineers:

**Grading and Drainage:** The building floor elevation should be set to be above the adjacent grade of the public streets while meeting ADA accessibility guidelines. The grade from the building to the property lines and extending to the limits of the shared accesses must be set to match the plans for the future buildings and parking.

The COR Development utilizes regional stormwater ponds for rate control and water quality treatment. Each individual site needs to provide additional water quality treatment through the use of rain gardens, water quality treatment structures, or other BMP's. The plan is proposing to install a conventional system sewer system (inlet structures and pipes) that lead to discharge points into the existing storm sewer system adjacent to the site. Drainage calculations were received but additional information is required for the appropriate sizing of the proposed Aqua-swirl structures. The AS-3 and AS-4 devices may handle the water quality treatment flows; however, the outlet pipe sizes are 10"/ 12" respectively and do not match the design pipe sizes of 15" and 18" shown on the storm sewer plans; the AS-7 and AS-8 devices have adequate outlet sizes and will provide treatment for up to the 10 year event. Additional BMP's should also be considered and investigated to provide for some rate control and lessen the need for downstream piping/structure sizing, and reduce the volume of water leaving the site.

Please identify overflow routes for all the "ponding areas" around catch basins, especially in area 4 between the parking ramp and proposed liner building. Explain drainage patterns and overflow routes should one or more of these basins become clogged and/or frozen; it appears as if only 2.5" of freeboard is proposed from the entrances on the back side of the proposed liner building. The City currently experiences freezing problems with the floor drains in the parking ramp and we do not want to take additional drainage into our stormwater system. A maintenance plan should be considered for this area, and will be required for the overall system to ensure timely maintenance and performance to the intended design. What are the proposed finished elevations on those private garages back there? A stormwater analysis using EPASWMM or equivalent software that provides dynamic routing and evaluates surcharge impacts must be prepared.

Please provide additional information on the proposed courtyard internal to this facility; drainage patterns are unknown and must be accounted for in some fashion. Also, clarify where the site design for this project ends and that of the future parking ramp expansion begins as the surface parking area shown as "ramp addition" is unclear on how drainage will be accommodated. Integration with the parking ramp expansion is key to the successful design of both facilities and coordination must be understood on utilities/drainage, dedicated parking, access locations, grades/elevations and transitions. There appears to be a coordinated storm sewer effort between this project and the Suite Living project to the west; private cross drainage easements will be required to outline responsibilities of each entity as it relates to ownership, maintenance, etc. Are the proposed stubs to the west property adequately sized to handle to proposed runoff from that site (building, paved areas, etc.)?

Please explain how the proposed site storm sewer connections will be made to the existing public system in the right-of-way. Are the receiving structures adequate in size and downstream capacity to accept the runoff from this project? All impacts to existing infrastructure for curb cuts and utility connections (streetlights, hydrants, catch basins, streetscape, roadways, etc.) must also include a relocation/restoration plan, not just notes calling out the removals. Notes and details must be added showing impacts to the

structures and roadways, methods of connections, and mitigation/restoration; including sawcutting, coring, closures, timing, etc.

Is there any dewatering required for this project? If so, the appropriate permit must be secured from the DNR, and the City will want to review the dewatering plan prior to implementation. No dewatering activities can occur until the required permit is secured and submitted for review.

Additional permits that will be required include, but are not limited to, an NPDES construction permit from the MPCA (which includes a SWPPP plan), LRRWMO, right-of-way, and City contractor's license. A SWPPP plan will be required for this project, which may be able to be accomplished by a subdivision transfer of the existing master TOWN CENTER project or development of a stand-alone site specific plan. Additional inlet protection should be added to the existing downstream structures located within the public streets that may be impacted by site runoff, silt fence locations should be shown on the plans to protect erosion onto public streets, and the rock construction entrance should be relocated to Civic Center Drive. The following erosion control notes should be added or amended on the plan set, or included in the SWPPP:

- Any impacts to City streets (wet tap and curb cut locations) should be brought to grade with class 5 by the end of the work day and paved within 24 hours.
- The contractor should have a sweeper on site or available within 3 hours. All material tracked onto City streets must be removed immediately upon discovery, or as directed by the City Engineer.
- Installation of silt fence and other down gradient sediment protection measures shall be completed and inspected prior to commencement of any site activities.

A detail sheet must be added to the plan set and include all infrastructure proposed; including but not limited to manholes, catch basins, gate valves, hydrants, curb, paving sections, pipe installation, etc. Current City details for all improvements proposed within the right-of-way must also be included.

**Street and Building Access:** The site will have shared access along Sunwood and Civic Center Drive. Both accesses shall be encumbered by a shared access easement/agreement, which will be the applicant's responsibility to draft and record.

**Traffic Generation:** As part of the Town Center AUAR, a detailed traffic analysis was completed that anticipated the type and size of development shown on the plat. The proposed development is consistent with the traffic modeling system used as part of the AUAR analysis.

Regional road improvements to facilitate the whole Ramsey Town Center development have been agreed upon and have already begun construction. This proposed development does not generate more traffic than was anticipated.

**Utilities:** Utility stubs for water, sanitary sewer and storm sewer have been extended to the property line from the adjacent streets. The project proposes to connect to the municipal sanitary sewer and water in two separate locations; basically splitting the internal building plumbing into two distinct areas. Are these connections adequate for the anticipated capacity from the project, and appropriate coverage for both fire suppression and domestic use? It would also appear that flammable waste should be incorporated into the design for the potential retail/restaurant space. Fire protection and hydrant coverage will be reviewed and commented on by the Fire Marshall.

All watermain 6" in diameter and smaller should be class 53 DIP. All new or proposed public storm sewer and/or connections into the existing system must be constructed with RCP. No public utilities can be less than 7.5' deep.

**Permits:** The applicant is responsible to secure all required permits for this project; including but not limited to an MPCA NPDES construction permit and a Lower Rum River Watershed Organization permit. Additionally, the contractor performing the work will be required to get a City license and right-of-way permit.

**Park & Trail Fees:** The 2010 rate for Park Dedication and Trail Fees are \$2,475/unit and \$600/unit respectively for residential properties. The City has been reviewing credit to the Park Dedication requirement based on density. The site plan will be forwarded to the Parks and Recreation Commission for a recommendation of Park Dedication requirements. The rate at the time of execution of the Development Permit will be collected. Standard Park Dedication obligations for this project would be (\$2,475 x 195 units [15% density credit] = **\$481,759**). Standard Trail Development obligations for this project would be (\$600 x 229 units = **\$137,400**).

The 2010 rate for Park Dedication and Trail Fees for the retail portion of the proposed project are \$4,738/acre and \$1090/acre respectively. Standard Park Dedication obligations for this project would be (\$4,738 x 0.07 acres = **\$332**). Standard Trail Development obligations for this project would be (\$1090 x 0.07 acres = **\$76**).

**Sanitary Sewer and Water, Fees.** The 2010 rate for Sanitary Sewer and Water are \$1,271/unit and \$2,209/unit for trunk/connection fees respectively and \$3,847/connection and \$8,777/connection for lateral fees respectively for residential properties. The rate at the time of execution of the Development Permit will be collected. Standard connection obligations for this project would be (\$1271 x 229 units = **\$291,059**) for sanitary sewer and (\$2209 x 229 units = **\$505,861**) for water. Standard lateral benefit obligations for this project would be (\$3,847 x two [2] connections = **\$7,694**) for sanitary sewer and (\$8,777 x two [2] connections = **\$17,554**) for water. These calculations do not include the Sewer Accessibility Charge (SAC) from the Metropolitan Council or the Water Accessibility Charge (WAC) from the City. These charges are collected as part of the Building Permit. The units are determined by the Metropolitan Council.

The 2010 rate for Sanitary Sewer and Water Connection Fees for the retail portion of the proposed project are \$3,824/acre and \$8337/acre respectively. Standard obligations for this project would be (\$3,824 x 0.07 acres = **\$268**) for sanitary sewer and (\$8337 x 0.07 acres = **\$584**).

**Stormwater Management Fees.** The 2010 rate for Stormwater Management is \$448/unit. Standard stormwater management obligations for this project would be (\$449 x 229 units = **\$102,592**). The rate at the time of execution of the Development Permit will be collected.

The 2010 rate for Stormwater Fees for the retail portion of the proposed project is \$4,465/acre. Standard obligations for this project would be (\$4,465 x 0.07 acres = **\$313**).

**Sewer Accessibility Charge and Water Accessibility Charge.** SAC and WAC fees are traditionally collected with the Building Permit. A SAC Determination Form will need to be submitted in order to determine the final SAC Determination, which is also used for the City's WAC Determination.

**Ramsey Town Center Phase I Roadway Improvements, Phase II Roadway Improvements, AUAR Roadway Improvements, Parking Facility Improvements:** In accordance with City of Ramsey Resolutions 05-02-065, 05-02-066, 05-02-067 and 05-02-068, assessments for Ramsey Town Center Phase I Roadway Improvements, Phase II Roadway Improvements, AUAR Roadway Improvements, and parking facility improvements were satisfied with the transfer of the Subject Property from RTC, LLC to PSD, LLC on October 14, 2005.

**Lighting:** The City has received a site lighting plan for review. City standards require that the luminaire (light source) must not be visible from beyond the property line. Any lighting used to illuminate an off-street parking area, sign, or structure shall be arranged to deflect away from Sunwood Drive, Sapphire Street and Civic Center Drive. The applicant is responsible for the installation and 3 years of operations and maintenance of all boulevard lighting adjacent to their project consistent with the COR master lighting plan. I believe all lighting along Sunwood Drive is complete, with the exception of the proposed impacts associated with this project, but Civic Center Drive is not. Please contact Leo Offerman at Connexus Energy to coordinate the installation of the required lighting.

**REU Number:** This property will be subject to a storm water utility charge based upon the amount of impervious surface on the site. The quarterly charge is dependent upon the number of Residential Equivalent Units (REU) calculated for this property. The plans indicate an overall area 132,107 square feet and an impervious surface calculation of 114,757 square feet (86.9%). The calculated REU for this project is 12.71, which equates to a quarterly charge of \$457.46.

The City Council will be meeting at 7:00 pm on Tuesday, November 23<sup>rd</sup> at the Ramsey Municipal Center, 7550 Sunwood Drive, to review your preliminary site plan and plat sketch plan. You, or your representative, should be present at the meeting to answer any questions that may arise.

If you have any questions, please call our office at (763) 427-1410

Sincerely,

**CITY OF RAMSEY**

Tim Gladhill  
Associate Planner

Tim Himmer  
City Engineer

Chris Anderson  
Environmental Coordinator