

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

Suite Living
Attn: Brian Wings
1245 Gun Club Road
White Bear Lake, MN 55110

**Re: Preliminary Site Plan
Suite Living at The COR**

Brian:

We are in receipt of the proposed Preliminary Site Plan submittal consisting of eleven (11) sheets dated October 5, 2010, prepared by Frisbee Architects and Landform Engineering Company. The sheets are identified as follows: Sheets C0.1, C1.1, C2.1, C3.1, C4.1, E2.1, E2.2, L2.1, 1, A1, and A2. We offer the following comments regarding your site plan submittal:

Planning and Zoning

Reviewer: Tim Gladhill, Associate Planner

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763-576-4308

General: The development proposal consists of a three (3) story apartment/assisted living building. The facility will be located on portions of Outlot M, Ramsey Town Center Addition and Outlot A, Ramsey Town Center 5th Addition, to be platted as Lot 4, 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 a 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. 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 proposes 86 units on 1.85 acres for a net density of 46.49 units/acre. The TC-1 Sub-District has a minimum density of 15 units/acre. The proposed site plan is acceptable to City Code. *Please add density calculations on the revised site plan.*

Lot Coverage/Floor Area Ratio (FAR): The preliminary plat indicates that the proposed lot will be 80,639 square feet in size (1.85 acres). The proposed building footprint is 31,125 square feet and an overall square footage of final build-out (three [3] stories) of 105,375 square feet of gross floor area according to Sheet C2.1. A calculation of total floor area based on the indicated footprint indicates only 93,375 square feet (31,125 square feet x 3 floors = 93,375 square feet). Please indicate where the additional 12,000 square feet is accounted for. 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 1.31. *Please add the F.A.R. calculation as a note on Sheet C2.1.*

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.

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 three (3) stories.

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 172 maximum spaces in this case. The preliminary site plan proposes thirty-nine (39) off-street parking spaces with additional space for on-street parking.

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.*

Landscape Review

Reviewer: Chris Anderson

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763-433-9905

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

- 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 (offset with the plantings in the interior of the property), 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.
- 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.
- Please identify the width of green space between parking stalls and sidewalk (southeast corner of site). It appears very narrow and may not provide sufficient area for tree establishment.
- 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.
- 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 (1st 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 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

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763-433-9893

The following comments are offered regarding the October 5, 2010 plans by Landform Engineering Company:

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 storm sewer system (inlet structures and pipes) with the east half of the site discharging to a proposed design on the adjacent Residence at the COR property and ultimately to the public system, and the west half directed into the public system in Sunwood Drive. 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.

With the proposed coordinated storm sewer effort between this project and the Residence at the COR to the east; private cross drainage easements will be required to outline responsibilities of each entity as it relates to ownership, maintenance, etc. Are the proposed stubs along the east side of this property adequately sized to handle the proposed runoff from this project (building, paved areas, etc.)?

Please identify overflow routes for all the "ponding areas" around catch basins; explaining drainage patterns and overflow routes should one or more of these basins become clogged and/or frozen. Adequate freeboard should be provided to protect private property from the potential for flooding. A maintenance will be required for the overall system to ensure timely maintenance and performance to the intended design. A stormwater analysis using EPASWMM or equivalent software that provides dynamic routing and evaluates surcharge impacts must be prepared.

Please explain how the proposed site storm sewer connection to the west 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, additional silt fence locations should be added to the plans to adequately protect erosion concerns onto the 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. There is also a second access along Civic Center Drive. Shared 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 one municipal sanitary sewer and water connection; are these connections adequate for the anticipated capacity from the project, and appropriate coverage for both fire suppression and domestic use? Fire protection and hydrant coverage will be reviewed and commented on by the Fire Marshall, and additional hydrants internal to the site may be required.

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 \$4,738/acre and \$600/unit respectively for assisted living projects. The City has been reviewing credit to the Park Dedication requirement based on density any type of residential use. 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 (\$4,738 x 1.85 acres = **\$8,765**). Standard Trail Development obligations for this project would be (\$600 x 86 units = **\$51,600**).

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 (\$1,271 x 86 units = **\$109,306**) for sanitary sewer and (\$2,209 x 86 units = **\$189,974**) for water. Standard lateral benefit obligations for this project would be (\$3,847 x one [1] connection = **\$3,847**) for sanitary sewer and (\$8,777 x one [1] connection = **\$8,777**) 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.

Stormwater Management Fees. The 2010 rate for Stormwater Management is \$448/unit. Standard stormwater management obligations for this project would be ($\$448 \times 86 \text{ units} = \mathbf{\$38,528}$). The rate at the time of execution of the Development Permit will be collected.

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 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 80,639 square feet and an impervious surface calculation of 64,723 square feet (80.3%). The calculated REU for this project is 7.16, which equates to a quarterly charge of \$257.91.

The Planning Commission will be meeting at 7:00 pm on Thursday, November 4th at the Ramsey Municipal Center, 7550 Sunwood Drive, to review your preliminary site 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

CC: Landform
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