

December 8, 2010

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

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

Brian:

We are in receipt of the proposed Final Site Plan submittal consisting of the following sheets:

- a) *Sheet C0.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- b) *Sheet C1.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- c) *Sheet C1.2 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- d) *Sheet C2.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- e) *Sheet C3.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- f) *Sheet C4.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- g) *Sheet C7.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- h) *Sheet C7.2 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- i) *Sheet E2.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- j) *Sheet L2.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- k) *Sheet L7.1 prepared by Landform, dated October 5, 2010, revised December 3, 2010*
- l) *Stormwater Narrative prepared by Landform, dated December 3, 2010*
- m) *Unnamed sheet prepared by Frisbee Architects with no date (architectural renderings)*
- n) *Unnamed sheet prepared by Frisbee Architects with no date (monument sign)*
- o) *Unnamed sheet prepared by Frisbee Architects with no date (trash enclosure)*

We offer the following comments regarding your site plan submittal:

Planning and Zoning
Reviewer: Tim Gladhill, Associate Planner
tgladhill@ci.ramsey.mn.us
763-576-4308

General: The development proposal consists of a three (3) story assisted living/memory care 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. The plans indicate the proposed lot as Lot 3. *For purposes of this letter, final plans shall be interpreted to mean on the plans submitted along with an application for a Building Permit, unless otherwise specified as requiring revisions prior. Please revise the plans to ensure lot numbers are properly labeled and consistent with the proposed plat of COR One.*

Final Plat: The City has received a proposed final 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; *please incorporate these easements into the COR ONE plat as appropriate for the proposed improvements on this lot.* 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). *All easements must be executed and recorded prior to the City issuing a Building Permit for the project.*

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. *Density calculations have been added on the revised site plan as requested.*

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. *F.A.R. calculations still have not been added as a note on the plans. 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 a '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). *The City Council has introduced an ordinance to measure from the edge of the sidewalk easements, as defined by the City. This ordinance is scheduled for consideration for adoption at the December 14, 2010 City Council meeting.* 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; *such sidewalk installation must conform to the existing streetscape as it relates to finish. During construction accommodations must be made to preserve a sidewalk corridor through the site to maintain access for pedestrians.* 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. *This sidewalk easement must be recorded separately from the Plat and shall be required prior to the City issuing the Building Permit.*

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 three 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.

The City has received revised architectural renderings. It appears that the remaining facades are consistent with the approval of the preliminary site plan, as the same materials are carried throughout the façade. City Staff does note that a doorway along Sunwood Drive has been added to the renderings, consistent with the discussion at the Planning Commission meeting. Per our discussions and the proposed floor plan, it appears that this access is for emergency egress only. City Staff further notes that it appears the revised renderings introduce an architectural element to give the impression of a street level entrance, intended to draw attention to the employee entrance along the side of the structure.

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. *The revised plans include architectural renderings of the proposed trash enclosure. **The final plans should specify that the typical masonry block shall be consistent with the materials used on the principal structure.***

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. *Given the unique nature of the use of the building, City Staff finds the proposal for the low number of parking spaces adequate.*

Signs: *The plans indicate an area for a monument sign and possible wall signage. Please review City Code Section 117-118 as it relates to sign regulations in the TC-1 sub-district. City Staff is in the process of drafting proposed amendments to the City Code which could benefit this proposal as it relates to signs in this zoning district. Currently, according to City Code Section 117-118 (2) (f)(1) (h), ground signs are limited to six (6) square feet and limited to six (6) feet in height. City Code Sec. 117-118 (2) (f) (3) further prohibits plastic panel rear lit signs. Signage is processed separately from the Site Plan Review and Building Permit Review, allowing for some additional time to discuss the project's signage needs. Thus, the City will not be reviewing the signage as part of the site plan review. **Please include a note on the final plans that all signage is for illustrative purposes only, and that a separate Permanent Sign Permit will be applied for.***

Easements: *Perimeter drainage and utility easements as described above must be dedicated on the COR ONE plat. A drainage and utility easement must also be dedicated on the COR ONE plat for the proposed relocation of the existing hydrant on Civic Center Drive internal to the site. Please note that all required easements not dedicated on the COR ONE plat (public sidewalk, cross access, cross drainage, stormwater maintenance agreements, etc.) 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.

Development Permit: *Per City Code Section 117-54 entitled Site Plans, prior to the City issuing a Building Permit, you must enter into a Development Permit to ensure successful completion of the proposed site plan and associated obligations and required improvements as approved by the City Council. A copy of the draft Development Permit is included in your packet. The City will need an estimate of the cost of the Required Improvements as listed in the Development Permit in order to complete the Development Permit. The Development Permit must be signed and executed within one (1) year of approval of the final site plan. Thereafter, the City Council may extend the time to execute the Development Permit and complete said required improvements. The City Council reserves the right to require a new site plan submittal if said timeline lapses.*

Recording of COR ONE: *Approval of the Final Site plan shall be contingent upon approval of COR ONE, a Major Plat proposed by the City of Ramsey Housing and Redevelopment Authority (HRA). All obligations of approval of said plat must be satisfied prior to the City issuing a Building Permit. Development fees related to this plat shall be paid in accordance with the Development Permit and Purchase Agreement for the Subject Property. The rate in effect at such time the plat is executed shall be collected. Please be advised the City has adopted a revised schedule of rates and fees for 2011.*

Additional Agreements/Easements. *This review letter contains requirements for several separate easements that the applicant will be responsible to draft and record. . These easements are subject to review of City Staff and the City Attorney and must be executed and recorded prior to the City releasing any Building Permit.*

Landscape Review

Reviewer: Chris Anderson

canderson@ci.ramsey.mn.us

763-433-9905

Landscaping Plan: The landscaping plan prepared by Landform, dated October 5, 2010, revised December 3, 2010, is generally acceptable with the following comments:

- *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 plan should note that (6) foot wide boulevard area along Civic Center Dr. is to be improved with sod (and the sod should be a variety that is tolerant of deicing salts).*

Please make appropriate revisions on the final plans.

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

763-433-9893

The following comments are offered regarding the December 3, 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 improvements. *There appears to be discrepancies between the overflow locations along the west side of the building and the landscape plan; care should be taken to ensure that installed plant material does not restrict flow through this area or flooding concerns could be realized.*

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 *treatment structure/manhole at the discharge points (Ecostorm structure)*. *The model was developed showing this structure as a reach, and therefore no outlet pipe sizing was provided at the tie-in to the public system; this info must be incorporated into the model to justify treatment structure sizing and removal efficiencies, and resubmitted for review prior to issuance of a building permit. The model must also be revised to account for CB overflow and ponding in the low areas of the parking lot and green space.* 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. *While the revised plans provide spot elevations and call out overflow points to explain drainage patterns, the model does not provide the same level of detail and must be revised accordingly, including the 100 year event.*

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. *All proposed contours must be tied into existing contours of the surrounding area, and extend 100' beyond the property limits. Since the development of lots 3, and 4 are interrelated with regards to constructability and drainage, future revisions to the plans should include an overlap of the grading plans.*

A maintenance agreement will be required for the overall system to ensure timely maintenance and performance to the intended design.

The proposed site storm sewer connection into the existing public system in the right-of-way must be constructed with RCP pipe; no PVC or HDPE is allowed. The model must also be submitted to City

staff to verify that the receiving structures are 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 be coordinated with City personnel prior to impacts. These impacts should also include irrigation, bedding material, structural soils, etc., not just plant material, and include notes for inspections and restoration. The proposed relocation of the fire hydrant on Civic Center Drive into the site at the southeast corner must be encumbered by drainage and utility easement on the COR ONE plat.

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 expanded on the plans to adequately protect erosion concerns onto the public streets. The following erosion control notes should be added or amended on the plan set, or included in the SWPPP:

- 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. ***Please remove the note related to street scraping.***
- *Notification to public safety personnel for the potential coordinated lane closures must be a minimum of 24 hours in advance.*

The detail sheets must be revised to incorporate standard City details for pedestrian ramps (compliant with the most current requirements of MnDOT and ADA), manholes (2 to 7 adjusting rings, and water tight wrap around those rings), and hydrants (clarifying Waterous Pacers WB67 with a 16" barrel as the City standard model, must be hand painted, 16" break-off sections, and 4' red flex marker). . Any proposed impacts (cuts) into the existing City streets must include a removal detail showing a 2' wide full depth saw cut, and 18" milling transition. The detail sheets show different curb styles (B612, tip-out, ribbon) but locations must be added to the grading plan to clarify that proper drainage can be accomplished.

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, *and all watermain greater than 6" in diameter should be class 52 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. *The proposed CB #310 rim elevation on the utility plan appears to conflict with the proposed spot elevation on the grading plan; please review and resolve this discrepancy. The storm sewer tie-in locations to the east must be coordinated between the 2 separate site plans; there appears to be discrepancies in the pipe material for each site (PVC vs. RCP). The City must inspect all impacts to the public system (connections, taps, roadway, etc.), and are the only entity that can operate gate valves.*

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. ***Copies of these permits must be submitted to the City with the submission of an application for a Building 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 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 ($\$4,738 \times 1.85 \text{ acres} = \mathbf{\$8,765}$). Standard Trail Development obligations for this project would be ($\$600 \times 86 \text{ units} = \mathbf{\$51,600}$).

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 ($\$1,271 \times 86 \text{ units} = \mathbf{\$109,306}$) for sanitary sewer and ($\$2,209 \times 86 \text{ units} = \mathbf{\$189,974}$) for water. Standard lateral benefit obligations for this project would be ($\$3,847 \times \text{one [1] connection} = \mathbf{\$3,847}$) for sanitary sewer and ($\$8.777 \times \text{one [1] connection} = \mathbf{\$8,777}$) 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 x 86 units = **\$38,528**). The rate at the time of execution of the Development Permit will be collected.

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 City Council will be meeting at 7:00 pm on Tuesday, December 14, 2010 at the Ramsey Municipal Center, 7550 Sunwood Drive, to review your final 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:

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City of Ramsey HRA
Attn: Darren Lazan, Development Manager

Final Site Plan Review-Suite Living at The COR

December 8, 2010

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