

October 28, 2010
Revised January 20, 2011

Cross of Hope Church
Attn: Pastor Fred Hanson
5730 179th Lane NW
Ramsey, MN 55303

**Re: Minor Subdivision, Site Plan & Easement Vacation Review
Cross of Hope Building Addition**

Dear Pastor Hanson:

We are in receipt of the final plat for Cross of Hope Addition consisting of one (1) sheet, dated January 14, 2011, prepared by Bradley J. Canaday Surveying. We are also in receipt of a Site Plan submittal consisting of eleven (11) sheets, dated January 11, 2011, prepared by Architect Steve Erban and Lake and Land Surveying, Inc. The sheets are identified as follows: Title Sheet, AS1, AS2, AS3, AS4, AS5, AS6, A3, C1, C1a, and C1b. We offer the following comments regarding your site plan and plat submittal:

***Final Plat, Site Plan and Easement Vacation Review
Planning and Zoning Review
Reviewer: Chris Anderson, Environmental Coordinator
canderson@ci.ramsey.mn.us
763-433-9905***

General: The proposed development consists of combining portions of two separate parcels with an existing parcel, where Cross of Hope Lutheran Church is located, to accommodate an 11,070 square foot building expansion. It should be noted that the plans reference Phase I and Phase II (Phase II is a future sanctuary); this review and any subsequent approval(s) by the City Council, is specific to Phase I only.

The site is located on 179th Ln (County Road 27) and is described as Cross of Hope Addition. The building addition will provide for added worship space and provide educational space as well. As part of the project, the Applicant is requesting the City sell to Cross of Hope a parcel that was deeded to the City in 1983 for road purposes and in turn, the necessary width would be dedicated as road right-of-way. The Subject Property was originally part of Auditor's Subdivision #27, subsequently subdivided through metes and bounds in 1979.

The City invoked a sixty (60) day extension on November 8, 2010 which extended the timeframe in which the City must take action on the requests for Site Plan and Final Plat until February 2, 2011 and until February 12, 2011 for the Easement Vacation request. Due to the timing of when revised plans were received, public hearings were not able to be scheduled for the January 25, 2011 City Council meeting regarding the easement vacation request and the sale of City-owned land. Therefore, the City will be

requesting permission for another sixty (60) day extension (by separate letter) to ensure that there is adequate time to process these last two components of the development proposal.

Final Plat: The final plat for Cross of Hope Addition consists of one (1) sheet. The final plat proposes to add portions of two (2) existing, adjacent lots with the lot that the church is on, creating a 6.56 acre buildable lot and one outlot. Additionally, the final plat proposes vacating a permanent road easement along County Road 27 and, in turn, dedicating a portion of that area as right-of-way. The final plat provides a full sixty (60) feet of public right-of-way along the entire length of the lot and outlot adjacent to County Road 27. The County has informally responded that they have more road easement than what is necessary along the Subject Property, and thus, a portion of this area can be returned back to the Subject Property.

Standard drainage and utility easements must be dedicated adjacent to the right-of-way (10 feet in width), and side and rear boundary lines (5 feet in width). The plat must be revised to provide a drainage and utility easement along the common boundary line between Lot 1 Block 1 and Outlot A Cross of Hope Addition. A maintenance agreement, to ensure that the rain gardens continue to function properly, is required over the proposed rain gardens/drainage ponds. The City will not accept maintenance responsibilities for these areas. The maintenance agreement must be provided as a separate, recordable document and must be reviewed and approved by the City Attorney. All easements and agreements shall be recorded concurrently with the plat and are required to be completed prior to issuance of a Building Permit.

Please revise the final plat to include:

- ***There appears to be some inconsistencies with the final plat and the MN Platting Manual and Anoka County Addendum. Prior to recording of the final plat at the County, these inconsistencies must be addressed.***
- ***Drainage and utility easements that encumber the common boundary line between Lot 1 Block 1 Cross of Hope Addition and Outlot A Cross of Hope Addition must be shown on the final plat.***
- ***Outlot A Cross of Hope Addition should not be encumbered with drainage and utility easements. Those easements will be secured should Outlot A be replatted as a buildable lot in the future.***
- ***All of the signature blocks must be updated to reflect 2011 as the year.***

Sheet AS2:

- ***Include the drainage and utility easements along the common lot line of Lot 1 Block 1 and Outlot A.***

Zoning: The site is zoned R-1 Residential (Rural Developing). Religious institutions are considered a conditional use within the R-1 District and a conditional use permit was issued by the City of Ramsey on November 23, 1982 for the Cross of Hope Lutheran Church. However, in 1996 churches became a permitted use in the R-1 Residential District and the original conditional use permit was voided. Subsequently, religious institutions have again been categorized as a conditional use, which, by default, designated the church as a lawful, non-conforming use. A new conditional use permit is necessary and is being processed concurrently with this request. While the property is zoned R-1 Residential, the site plan and final plat are being reviewed using the B-1 Business District standards, as they are more representative of type of use on the property.

Setbacks & Lot Coverage: The B-1 Business District requires a minimum front yard setback of thirty-five (35) plus sixty (60) feet from the centerline of the County Road, a minimum side yard setback of ten (10) feet and a minimum rear yard setback of thirty-five (35) feet. Additionally, the maximum allowable structure area in the B-1 Business District is thirty-five percent (35%) of the lot area. The proposed building addition complies with the required setbacks and the overall building area on the lot will be just over seven percent (7%).

Sheet AS2:

- ***Update the Building & Site Data table so that only Phase I data is reflected; or, revise the table such that the data is clearly broken into two groups, first Phase I and secondly Phase II (indicate that this would be a future project subject to review at that time).***

Architectural Standards: The B-1 Business District requires the finish of exterior walls to consist of face brick, stucco, glass, wood, natural stone, specifically designed pre-cast concrete units whose surfaces have been integrally treated with an applied decorative material or texture, or other materials as approved by City Council. The existing building is finished with a wood lap siding. The proposed building addition would consist of steel siding that would match the color and lap design of the existing siding on the building. The plan includes an alternate option of a stone veneer finish at the building's northeast entrance (should the Church be able to raise sufficient funds). Both exterior materials will require approval by City Council. Staff will recommend that City Council approve both scenarios as alternatives.

Building Height: The B-1 Business District restricts building height to a maximum of thirty-five (35) feet. The existing building and proposed addition is a single story that is thirty-five (35) feet in height.

Off-Street Parking - Spaces Required: City Code requires one (1) parking space for every three (3) seats for auditoriums and mortuaries or for each five (5) feet of pew. At ultimate build-out (including Phase II) the building expansion would accommodate 457 people. The submitted parking plan includes 153 parking stalls, which meets the minimum parking standards for the full build-out. Furthermore, proposed parking stall width and depth comply with current requirements as does the drive aisle width between rows of stalls.

Off-Street Parking – Surface Required: The site plan indicates an expansion of the parking area consisting of a bituminous surface, which complies with City Code. However, it is not clear on the site plan which areas are to have B-612 curbing or the flush curb identified in the curb specs. This must be clearly identified on the site plan. It should also be noted that all curbing shall consist of concrete.

Sheet AS2:

- ***Please revise site plan to specifically indicate where B-612 curbing will be installed and where the flush curbing will be installed.***
- ***All curbing shall be concrete and this should be reflected on the plan.***
- ***Please update the scale for the curbing details (it is currently shown as being 1" = 40').***
- ***'Proof of Parking' label should be removed from the southern-most parking area as that area will be constructed and striped for parking.***

Fire Access: The site plan includes 150' radii for fire access purposes around the buildings and a future fire access off of 179th Lane to be constructed as part of Phase II. When using the MSFC (MN State Fire Code) approve manner to measure fire access distance, the measurement at the northwestern end of the building comes to 170 feet. However, this distance will be accepted as long as the entire building

(existing and proposed expansion) is equipped with an approved automatic sprinkler system, which is required by Minnesota State Building Code. The following revisions are still necessary:

Sheet AS2

- ***Please provide details/specifications for the “20’ fire access surface”.***
- ***Please ensure consistency of fire access radii across all sheets. There appear to be differences between Sheet AS2 and both AS5 and AS6.***
- ***The Fire Access direct from 179th Ln shall be clearly noted as ‘future’ on all plans. The City will work with the Anoka County Highway Department as to proper surfacing and signage, etc.***
- ***Fire apparatus access roads shall be designed and maintained to support the imposed load of fire apparatus weighing at least 75,000 pounds and shall be surfaced to provide all weather capabilities. Any surface other than bituminous or concrete shall require City Council approval. If it is your intention to utilize an alternative surface, you should articulate that to the City Council***

Signs: The existing ground sound will need to be relocated so that it is entirely on private property and not within any portion of the public right-of-way. Please note that a separate sign permit is required to relocate or install any permanent sign.

Sheet AS2:

- ***The existing ground sign must be relocated out of the newly dedicated public road right-of-way. Relocating the existing sign or removing and installing a new sign requires a Sign Permit and that is a separate review.***

Sheet A3:

- ***Please clarify what is meant by “Cross of Hope with light form inside”. If this is new signage, it will require a Sign Permit and that is a separate review.***

Landscaping Plan: The proposed landscaping (combination of trees and shrubs) does satisfy the required number of plantings; however, the following revisions are still necessary:

Sheet AS4:

- ***Planting detail shall specifically state that planting depth shall be such that the 1st set of primary roots is at finished grade.***
- ***Plan must specify that 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 detail shall specify that mulch is to be tapered such that it is not piled against trunk of trees.***
- ***A species more tolerant of wet sites should be used in the rain garden areas.***
- ***Plan should specify that all newly installed landscaping shall include an in-ground irrigation system. Irrigation metering, backflow devices and rain sensors shall be installed and appropriately placed throughout the site.***

- *Plan should note that all disturbed areas shall be restored with sod (excluding impervious areas and rain gardens/drainage ponds). Any alternative must be approved by City Council. If it is your intention to utilize an alternative surface, you should articulate that to City Council.*
- *Planting information for the rain gardens must be provided. At a minimum, the plan should identify species, quantity, size, and any other ground cover to be used within the rain gardens (hardwood mulch etc).*
- *Other details/specifications for the rain gardens, such as pre-treatment chambers, should also be included on the plan.*
- *A maintenance agreement will be required to ensure the long-term functionality of the rain garden. The City can provide a template for such an agreement should that be requested. A service contract has been submitted; however, in its current format is not sufficient.*
- *Please note that the City requires a two (2) year maintenance surety for all newly installed landscaping as noted in the draft Development Contract.*

Tree Preservation: The proposed addition will require some tree removal to facilitate both the building addition and the relocation of the driveway accessing the site. A tree inventory has been received and the majority of trees that would be removed are jack pines along County Road 27.

Sheet AS4:

- *Plan must note that tree save fencing shall be installed **PRIOR** to start of any earthwork and that it shall be installed no closer to the trunk of trees than the dripline. There shall be no disturbance within the tree save areas and the fencing shall remain in place throughout the entire construction process.*

Engineering Review

Reviewer: Leonard Linton, Civil Engineer II

llinton@ci.ramsey.mn.us

763-433-9834

Grading and Drainage: We have reviewed the plans for Cross of Hope Lutheran Church Expansion dated January 11, 2011 and offer the following comments:

Sheet C1:

- *The existing contours are not legible. The match locations between existing and proposed contours cannot be determined.*
- *Silt fence must be shown on this page.*
- *A Storm Water Pollution Prevention Plan (SWPPP) must be included with the documents.*
- *Details for the storm sewer system must be provided.*
- *The cross slope of the driveway at the end of the north parking aisle and across the front of the building ranges from 3.6 – 5%. This can pose an access problem during freezing conditions.*
- *The locations and grades for the pedestrian access ramps are not shown.*
- *The minimum grade permissible in City Code is 1.0%. This requires submittal of a certificate of grading after construction. The area between the new and existing buildings is shown at 0.5%.*
- *Drainage from this area is routed over the access provided for trash removal and fire access. The surface material of this access is proposed to gravel (see previous note). The flat grades*

adjacent to the drive can trap water on the surface, potentially limiting access at certain times of the year. The drainage should be directed under the driveway through a pipe.

- *The grading east of the driveway is incomplete.*
- *The driveway to the cemetery has a low point with 10% slopes leading into and away from the low point. This may limit the length of vehicle that can access the cemetery. The surface drainage is also directed across the surface of the access route. This will pose the same problems as noted for the trash/ fire access. A culvert should be provided for drainage to pass under the driveway and reduce the maximum slope to a degree acceptable to City Engineer standards.*
- *The inverts for the storm inlet structures and flared end sections must be shown.*

Storm drainage

- *The drainage calculations are incomplete. The drainage area for infiltration basin 2 is included in the calculation; however, the ponding area for the infiltration basin is not included. The area outside of the new parking lot and building is not included in the calculations.*
- *The outlet elevation for infiltration basins must be above the elevation of the minimum design storm so that water will infiltrate and not leave through the storm sewer system.*
- *The plans indicate another building addition is planned as Phase II of this project. Is the runoff for this addition accounted for in the ponding areas? Routing runoff to common ponds preserves space on site for other purposes and minimizes maintenance efforts for ponding or rain garden areas.*

Access and Streets: This project proposes to relocate the existing access slightly to the east along CR 27, aligning it with Iodine St to the north, and combining it with an access to the Garden of Hope cemetery to the south. A second access is proposed at the west edge of the property along CR 27 for future fire protection only. The City and County will review specifics at time of site plan review for Phase II.

Turn and acceleration lanes are also proposed to be constructed within the CR 27 right-of-way. A right-of-way permit is required from Anoka County for the proposed improvements and must be approved prior to issuance of a building permit.

An access easement is shown on the site plan from CR 27 south-southwest to the cemetery. The proposed access, which lines up with Iodine Street to the north, is sixty-six (66) feet in width initially and narrows to thirty-three (33) feet before connecting to the Garden of Hope cemetery. The access easement and agreement, which must be provided as a separate, recordable document, must be reviewed and approved by the City Attorney. All easements and agreements shall be recorded concurrently with the plat and are required to be completed prior to issuance of a Building Permit.

Since there is no direct access to Lot 1 Block 1 from CR 27 but rather through Outlot A, a cross access easement benefiting Lot 1 Block 1 Cross of Hope Addition is necessary. Again, this must be provided as a separate, recordable document and is subject to review and approval by the City Attorney.

Utilities: This property is served by private sanitary sewer (septic system) and water (well). Accommodations for fire sprinkling the entire building must be made and approved by the Fire Inspector. Please verify the location and sizing of the well and septic (show distances to tank, drainfield and well).

Sheet AS3:

- **Septic system will need to be analyzed and likely upgraded due to increase in occupant load.**
- **The existing septic system is west of the existing building. The drain field and alternate area should be fenced off prior to construction to prevent compaction of the soils by construction traffic. How will the pipes from the new building be routed to the septic tank?**
- **The new well placement must comply with MR4715 Plumbing Code and MR4725 Well and Boring code. MR designates Minnesota Rules. Plans for the well, plumbing and water treatment must be submitted to the appropriate state agencies for review.**

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

Lighting: The City has received a 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 the public right-of-way and adjacent properties.

Sheet AS6:

- **Please provide shop drawings (typical photometrics) for proposed light fixtures for review.**

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. Based on submitted plans, the estimated quarterly charge for this property is \$682.27 (REU is 18.4 x \$37.08), which is an increase of approximately \$258 from the current storm water utility charge.

Please provide the overall property size, and impervious area calculations to assist in determining this fee; there are a couple of different locations this information was presented in the plan set but there is no consistency between the given numbers.

Development Fees

Since the request involves reconfiguration of lot lines, which requires some form of platting process, the proposal is subject to current development fees including Park Dedication, Trail Development, and Stormwater Management Fees. Park Dedication obligations were satisfied for the Subject Property in 1979 through a metes and bounds subdivision to subdivide portions of Auditor's Subdivision #27. It is important to note that any increase/change in land use for the undeveloped portion of the Subject Property would trigger additional Park Dedication requirements upon development. Stormwater Management and Trail Development Fees have not been collected, and are triggered with this new plat. A credit based on impervious surface may be available for Stormwater Management. As agreed, the development fees have been calculated based only on the square footage of areas being incorporated into the lot with the existing church building. Development fees for Outlot A Cross of Hope Addition would be collected only if, at some future point, it is re-platted as a buildable lot.

Park & Trail Fees: The 2011 rate for Park Dedication and Trail Fees are \$4,738/acre and \$1,090/acre respectively for commercial properties. It appears that Park Dedication obligations were completed with

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Auditor's Subdivision 27. Since no additional buildable lots are being created, Park Dedication requirements appear to have been satisfied. Trail Development Fees for the plat would be $(\$1,090 \times 1.67 \text{ acres } [10,269 \text{ sq. ft. } + 62,368 \text{ sq. ft. } = 72,637 \text{ sq. ft.}] = \mathbf{\$1,820.00})$. Please refer to previous notes related development fee obligations.

Stormwater Management Fees: The 2011 rate for Stormwater Management fee is \$4,630 per acre. Stormwater Management Fees for the plat would be $(\$4,630 \times 1.67 \text{ acres} = \mathbf{\$7,732.00})$ for the plat. Please note that the proposal may be eligible for credit for Stormwater Management fees based on impervious surface calculations. Staff will continue to explore opportunities for credit, but calculations of current impervious area and proposed impervious area will be needed. Please refer to previous notes related to development fee obligations.

Easement Vacation Review

There is an existing permanent road easement across the northern 126 feet of the property generally known as 17735 St. Francis Boulevard. In conjunction with this project, a request has been made to vacate this easement in its entirety and in return, sufficient right-of-way would be dedicated through the platting of Cross of Hope Addition.

Due to when the revised plans were received, the public hearing for the easement vacation was not able to be scheduled for the January 25th City Council meeting. This will be scheduled for ordinance introduction at the February 8th City Council meeting and for adoption, presumably, on February 22nd.

The City Council will be meeting at 7:00 pm on Tuesday, January 25th at the Ramsey Municipal Center, 7550 Sunwood Drive, to review your site plan, final plat and easement vacation request. 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

Chris Anderson
Environmental Coordinator

Leonard Linton
Civil Engineer II

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