

November 23, 2011

Robin Veach Fitzgerald
7202 181st Ave NW
Ramsey, MN 55303

**Re: Home Occupation Permit Application
Second Chance Youth Ranch**

Dear Ms. Veach Fitzgerald:

We are in receipt of the proposed home occupation for Second Chance Youth Ranch. We offer the following comments regarding your submittal:

General: The development proposal consists of a youth horse ranch. You are proposing a maximum of eight (8) attendees and thirteen (13) volunteers. The proposed use would include outdoor activities as well as activity occurring within a detached accessory structure.

Site Plan (Sketch Plan): City Code requires a sketch plan be submitted as part of the submittal. Prior to executing any potential approval, you will need to provide a scalable site plan that indicates the location of the following:

- 1) Locations (and intended uses) of all buildings
- 2) Locations of all fenced pasture areas
- 3) Distance to adjacent properties and structures
- 4) Location of manure storage area
- 5) Location of off-street parking and maneuvering (driveway) areas

Off-street Parking: You have indicated that additional off-street parking and maneuvering areas shall be required. You will be responsible for securing necessary permits including, but not limited to, Zoning Permits.

Home Occupation Permit/Agreement: You shall be responsible for entering into an agreement with the City to declare the terms of the Home Occupation Permit. A draft of the Home Occupation Permit is enclosed for your review.

Contingent Approval Recommendation. Any recommendation for approval is contingent upon compliance with this letter. Specifically, you will be responsible for completing the required site plan and indicate the intended use of each structure related to the Home Occupation.

The Planning Commission will be meeting at 7:00 pm on Thursday, December 1st 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. It is anticipated that the City Council will review the request on December 13th.

Home Occupation Review: Second Chance Youth Ranch

November 23, 2011

Page 2 of 2

If you have any questions, please call our office at (763) 576-4308

Sincerely,

CITY OF RAMSEY

Tim Gladhill
Senior Planner