

October 12, 2012

West Real Estate and Management Inc.  
Attn: Thomas Noble  
1660 South Highway 100, Ste 105  
St. Louis Park, MN 55416

**Re: Site Plan and Conditional Use Permit Review  
Super America**

Dear Mr. Noble:

The City of Ramsey has received your application for Site Plan and Conditional Use Permit Review to construct an approximately 4,300 square foot retail/convenience building, gas station and car wash on approximately 1.25 acres. At the October 4, 2012 Planning Commission meeting, the Planning Commission *recommended* approval of the request contingent upon the following:

- Required amendments as outlined in the attached Staff Review File dated September 28, 2012

***Please note: this is only a recommendation that is subject to final action by the City Council.*** We have received revised plans, prepared by Landform Professional Services and dated September 27, 2012 and Amcon, dated October 2, 2012. An updated Review File and Staff Report are attached (please note that the civil engineering is still under review and thus, these comments have been carried over from the Staff Report dated September 28, 2012). The City Council will review the requests at a special City Council meeting on **Tuesday, October 16<sup>th</sup>, beginning at approximately 6:15 p.m. (immediately following the Public Works Committee meeting)** at the Ramsey Municipal Center in the Lake Itasca Room. You, or a representative of the development, are highly encouraged to attend this meeting. Please contact me at your earliest convenience prior to the meeting to verify if you will be attending. Also, please note that an ordinance amendment related to The COR Design Framework, including the COR-2 Sub-District which your project is located in, is being processed concurrently and will be introduced at the October 23, 2012 City Council meeting.

Please let me know if you have any questions or concerns. I can be reached at (763) 433-9905 or by email at [canderson@ci.ramsey.mn.us](mailto:canderson@ci.ramsey.mn.us).

Sincerely,

CITY OF RAMSEY

Chris Anderson  
Associate Planner/Environmental Coordinator

*Review File: Super America*  
*Site Plan Review*  
*September 28, 2012*  
*Revised October 12, 2012*  
*Page 2 of 7*

Enclosures

Cc: Darren Lazan, Landform Professional Services, 105 S. Fifth Avenue, Minneapolis, MN 55401  
Steve Sabraski, Landform Professional Services, 105 S. Fifth Avenue, Minneapolis, MN 55401  
Kurt Ulrich, HRA Executive Director

**CITY OF RAMSEY PLANNING DIVISION  
REVIEW FILE**

<b>DATE</b>	10/12/2012	<b>PROJECT ADDRESS</b>	TBD
<b>PROJECT TITLE</b>	SUPER AMERICA		
<b>REVIEW FILE #</b>			
<b>APPLICANT:</b>	West Real Estate and Management Inc. (Thomas Noble)		
<b>PRIMARY REVIEWER:</b>	Chris Anderson – Associate Planner/Environmental Coordinator Phone: (763) 433-9905 Fax: 763-433-9848 e-mail: <a href="mailto:canderson@ci.ramsey.mn.us">canderson@ci.ramsey.mn.us</a>		

We are in receipt of the proposed Site Plan for Super America. The submittal consists of the following sheets:

- Sheets C0.1, C1.1, C1.2, C1.3, C1.4, C2.1, C3.1, C4.1, C7.1, C7.2, L2.1, L2.2, and L7.1 prepared by Landform and dated September 5, 2012, revised September 27, 2012.
- Sheets A1, A3, CA1 and color renderings prepared by Amcon and dated 9/5/2012, revised October 2, 2012.
- Photometrics prepared by Pulse and dated 9/3/2012.

(the “Plans”)

We offer the following comments regarding your conditional use permit and site plan:

**CONDITIONAL USE PERMIT**

***Planning and Zoning***

***Reviewer: Chris Anderson, Associate Planner/Environmental Coordinator***

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

***(763) 433-9905***

In the COR-2b Sub-District, convenience stores with motor fuel sales and/or a car wash are identified as conditional uses under certain conditions. The submittal indicates four (4) fueling islands with a total of eight (8) individual dispensers that will be located south of the principal building on under an overhead canopy. Overhead canopies shall not exceed twenty (20) feet in height. Hours of operation for motor fuel sales and accessory car washes are limited to 6:00 AM to 11:00 PM, unless extended by the City Council as part of the conditional use permit. The proposed conditional use permit has been amended to specify permitted hours of operation to be twenty-four (24) hours per day, seven (7) days per week, subject to final approval by City Council.

## **SITE PLAN**

### ***Planning and Zoning***

***Reviewer: Chris Anderson, Associate Planner/Environmental Coordinator  
[canderson@ci.ramsey.mn.us](mailto:canderson@ci.ramsey.mn.us)  
(763) 433-9905***

**General:** The development proposal consists of a one story, 4,300 square foot retail building and car wash, as well as four (4) fueling islands with a total of eight (8) individual dispensers. The facility will be located on a 1.23 acre parcel, which is located at the southwest corner of Sunwood Dr at the roundabout (Lot 5 Block 1 COR 2). The east/west stretch of Sunwood Dr is identified as a Parkway Street and the north/south stretch of Sunwood Dr is identified as a Destination Street in the Design Framework for The COR.

**Zoning:** The site is zoned COR-2 Commercial Sub-district. An ordinance amendment will be introduced at the October 23, 2012 City Council meeting adjusting the Sub-District boundaries such that this site is located in the COR-2b Commercial Sub-District. The COR-2 Commercial Sub-District is intended to encourage a mix of large and small places accommodating auto-oriented uses. Retail buildings are a permitted use in this district while gas stations and accessory car washes are conditional uses. A conditional use permit is being processed simultaneously with the site plan for the proposed motor fuel sales and accessory car wash.

**Building Height:** The COR-2 Commercial Sub-District allows for building heights between one (1) and four (4) stories on both Destination and Parkway Street as outlined in the Design Framework. The proposed building appears to consist of a single story. Overhead canopies associated with motor fuel sales shall not be taller than twenty (20) feet.

**Maximum Structure Area.** The COR-2 Commercial Sub-District does not have maximum building coverage or minimum floor area ratio requirements.

**Building Orientation:** Building orientation is subject to the Design Framework of The COR, which is incorporated by reference as part of the Zoning Code. The principal building, as well as the main entrance, should front Sunwood Dr. As proposed, it appears that the rear elevation of the building fronts Sunwood Drive with the main entrance facing the interior of the lot. However, the proposed orientation of the building may be appropriate when considering the curvature of the site edge, which is a result of the realignment of Sunwood Drive, and in conjunction with the internal circulation pattern of the private street. The revised plans incorporate additional windows along the north wall of the building (facing Sunwood Drive), providing an enhanced street presence as depicted in the color renderings.

**Setbacks:** The COR-2 Sub-District requires build-to lines as provided below.

The COR-2 Sub-District specifies build-to distances of fifteen (15) feet from Destination Streets and thirty (30) feet from Parkway Streets, both of which are measured from the building front to the right-of-way. A minimum of forty percent (40%) of the building front should be within the build-to area. The Design Framework incorporates some flexibility with the build-to requirement if a project includes a street edge consisting of fencing, decorative wall and/or landscaping with a minimum height of three (3)

feet and a maximum height of four and a half (4.5) feet to meet the forty percent (40%) threshold. The revised plans indicate that the attached car wash will be twenty-seven and a half (27.5) feet from the northern property boundary (Parkway street designation). The site will also include a combination of decorative fencing (Ameristar Echelon Series four [4] feet tall) and shrubs to create the required street edge. Calculations were provided that verify the combination of decorative fencing and shrubbery exceeds the required forty percent (40%) street frontage threshold. The proposed building location is generally consistent with Development Plan 6.1, which the City's Housing and Redevelopment Authority has approved and will be considered by the City Council as part of the Design Framework ordinance amendment on October 23, 2012.

**Exterior Materials.** The application includes two (2) sheets of architectural elevations, Sheet A3 (building elevations) and Sheet CA1 (canopy elevations). The exterior finish of the building appears to consist of face brick, brick accent bands, clear tempered glass and dark bronze metal panels. The exterior finish of the columns supporting the overhead canopy for the fueling islands appear to match that of the principal building including face brick and brick accent bands.

**Waste Storage:** The waste storage area is proposed to be contained in an enclosure near the northwest corner of the building. Exterior materials should be complimentary and consistent with the proposed building. The exterior materials appear to be consistent with the exterior of the building and include a wood composite gate for access. It appears that the western two (2) parking stalls may block access to the waste enclosure; however, based on the September 28, 2012 responses to the Staff Review Letter, to ensure access to the waste enclosure, these two (2) stalls will be 'coned off' during scheduled waste removal pick-ups.

**Off-Street Parking - Spaces Required:** The COR-2 Commercial Sub-District sets a minimum parking space standard of two (2) spaces per 1,000 square feet and a maximum of four (4) spaces per 1,000 square feet for retail uses. The site plan proposes twelve (12) off-street parking spaces, which complies with the parking standards within the Design Framework.

**Signs:** Please note that all signs for the proposed building must be approved through a separate sign permit process. Sign regulations can be found within the Design Framework as well as in City Code Chapter 117, Article II, Division 8. The developer is encouraged to review these sign regulations early in the process to avoid any unnecessary delays due to potential needs for special permits. *No dimensions are provided for any of the proposed signs and thus, only general feedback is possible at this time, which includes the following:*

- *Dynamic display signs are limited to no more than thirty-five percent (35%) of the proposed signage. However, the City is considering an amendment to this specific provision. Your feedback is appreciated on a size of dynamic display that is desirable for your needs.*
- *Additional information must be provided regarding the LED accent lighting. Any bulb emitting greater than 3,000 lumens (150) watts must be directed such that the bulb is not visible from off the property where such light source is located.*

*Review File: Super America  
Site Plan Review  
September 28, 2012  
Revised October 12, 2012  
Page 6 of 7*

***Landscape Review***

***Reviewer: Chris Anderson***  
[\*canderson@ci.ramsey.mn.us\*](mailto:canderson@ci.ramsey.mn.us)  
***763-433-9905***

**Landscaping Plan:** The proposed landscaping of the site interior is generally acceptable. The streetscape landscaping is being completed as part of the Sunwood Dr realignment project. *Please note that copies of the topsoil load tickets will be required to verify the source of the material (there are 'pre-approved' suppliers that have provided testing to verify material meets specification). If amending onsite topsoil, or if using a supplier other than one that is 'pre-approved', documentation must be supplied to the City to verify that the amended material meets Mn/DOT's Premium Topsoil Borrow specification.*

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

***Civil Engineering Review***

***Reviewer: Leonard Linton, Civil Engineer II***  
[\*llinton@ci.ramsey.mn.us\*](mailto:llinton@ci.ramsey.mn.us)  
***763-433-9834***

**Grading and Drainage:** The following comments are offered regarding the September 5, 2012 Grading and Utility Plans prepared by Landform:

- The B612 concrete curb detail should be amended to include base material extending to 1' beyond the back of curb.
- The drainage from the west half of the site flows into the common access drive along the west edge of the site. Additional catch basins must be added at the western entrances to capture runoff before it leaves the site. All catch basins must be depressed to capture runoff before it leaves the site.
- Details for the Ecostorm device must be submitted.
- A maintenance agreement for the Ecostorm Device must be submitted.
- A turning template was provided for the fuel trucks. The owner should weigh in on the site layout as it pertains to fuel tanker access to the site.

The project will require a permit from the Lower Rum River Water Management Organization (LRRWMO). The LRRWMO requirements include infiltration of 1 inch of runoff from the site.

The following notes should be added or amended on the plan set:

- 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.

**Street and Building Access:** Three accesses to the common access drive are proposed for Lot 5, Block 1 COR TWO.

*Review File: Super America  
Site Plan Review  
September 28, 2012  
Revised October 12, 2012  
Page 7 of 7*

**Permits:** The applicant is responsible to secure all required permits for this project; including but not limited to, a MPCA NPDES construction permit, a Lower Rum River Watershed Organization permit. Additionally, the contractor performing the work will be required to obtain a City 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 Sunwood Drive. The Applicant is responsible for the installation, and three (3) years of operations and maintenance, of all boulevard lighting (this obligation may have been satisfied with approval of the plat entitled COR TWO, subject to final execution). *Please submit shop drawings of each type of exterior light fixture that will be used.*

**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 site is proposed as 81.7% impervious. This leads to an REU of  $(1.23 \times 3.95) 4.869$  and a quarterly stormwater fee of \$185.99.

#### **GENERAL INFORMATION**

**Next Steps.** *Following review by the Planning Commission, the request will be forwarded to the City Council for final action. The City Council is scheduled to review the request at a special meeting on October 16, 2012 meeting. Staff will follow up in writing at that time.*

*All comments contained within this letter shall be included in the final set of plans submitted with the appropriate permits. The Applicant shall be responsible for all required permits including, but not limited to, the MPCA NPDES Permit and Lower Rum River Water Management Organization (LRRWMO) Permits.*

*-end of report-*