

September 28, 2012

DSB Ventures, LLC
Attn: Dale S. Borstad, President
9421 Highway 10 NW
Ramsey, MN 55303

Re: Conditional Use Permit Request, Lake Region RV

Dear Mr. Borstad:

The City of Ramsey has received your application for a Conditional Use Permit and accompanying site plan to construct a parking lot expansion of approximately one (1) acre to be used in conjunction with adjacent building to operate a Motor Vehicles Sales Lot. Staff would recommend approval of the request contingent upon the following:

- Required amendments as outlined in the attached Staff Review File dated September 28, 2012
- Successful issuance of a Lower Rum River Watershed Management Organization (LRRWMO) Permit, Mn/DOT Right-of-Way and/or Drainage Permit (if necessary), or any other required agency permit
- Consent from Colonial Property Management, LLC

Please note: this is only a recommendation that is subject to review by the Planning Commission and approval by the City Council.

Copies of the review file and staff report are attached for your review. The Planning Commission will review the request on Thursday, October 4th at 7:00 p.m. in the Council Chambers. 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. Please let me know if you have any questions or concerns. I can be reached at 763-576-4308 or by email at tgladhill@ci.ramsey.mn.us.

Sincerely,

CITY OF RAMSEY

Tim Gladhill
Development Services Manager

CC: Matthew J. Frank, Parent Professional Properties
Greg Ebert, Ebert Construction

Enclosures

*Review File: Lake Region RV
Conditional Use Permit/Site Plan Review
September 28, 2012
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**CITY OF RAMSEY PLANNING DIVISION
REVIEW FILE**

DATE	9/28/12	PROJECT ADDRESS	7815 RIVERDALE DR NW
PROJECT. TITLE	LAKE REGION RV		
REVIEW FILE #			
APPLICANT:	DSB VENTURES, LLC		
PRIMARY REVIEWER:	TIM GLADHILL– DEVELOPMENT SERVICES MANAGER PHONE: 763-576-4308 FAX: 763-433-9848 E-MAIL: TGLADHILL@CI.RAMSEY.MN.US		

We are in receipt of the proposed site plan for the Lake Region RV Conditional Use Permit request. The submittal consists of Sheets 1 and 2 dated September 4, 2012, prepared by Oliver Surveying and Engineering, Inc.

(the “Plans”)

We offer the following comments regarding your site plan and plat submittal:

Planning and Zoning

Reviewer: Tim Gladhill, Development Services Manager

tgladhill@ci.ramsey.mn.us

763-576-4308

General: The proposal contains two (2) components. You are requesting to use Lot 2, Block 2, ALPACA ESTATES for Motor Vehicle Sales. Motor Vehicle Sales and Repair is a Conditional Use in the B-2 Highway Business District.

Zoning: The site is currently zoned B-2 Highway Business District. This area is intended to provide for and limit the establishment of motor vehicle oriented or dependent convenience type, high intensity commercial and service activities characteristically located along major traffic carriers. Motor vehicle, implement, and recreation equipment sales and service is a conditional use in this district.

Easements. Easements shall be required based on the final Stormwater design, as reviewed by the City Engineer.

Conditional Use Permit. The developer shall be required to enter into an agreement with the City in the form of a Conditional Use Permit. Said Permit shall be filed against the Property with the Anoka County Recorder. A draft is enclosed with this packet. Any entity with encumbrances against the Property, such as a mortgage, shall provide written consent to the Agreement.

Setbacks: The B-2 Highway Business District requires setbacks for parking, paving, and maneuvering areas of twenty (20) feet.

Off-Street Parking - Spaces Required: There shall be at least one (1) parking space for each ten (10) units displayed on the Property.

Signs: Please note that all signs for the proposed building must be approved through a separate sign permit process. Sign regulations can be found 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. Staff has received a photo of a potential, similar sign proposed to be used. Please provide dimensions of the sign for review. Ground signs are reviewed on the following:

- Maximum of 100 square feet per face (200 square feet aggregate)
- Maximum of 25 feet tall
- Dynamic Display is limited to 35% of the sign face
- The City has the flexibility to increase these maximums through the issuance of a Conditional use Permit

Landscape Review

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

Landscaping: The only improvements proposed are additional parking stalls and therefore, the required landscaping is determined based only on the parking lot landscaping standards. In the B-2 District, for every ten (10) parking stalls, one (1) tree is required. The site plan indicates a total of sixty-six (66) parking stalls and includes twelve (12) new deciduous overstory trees. The following additional comments are offered regarding the Landscaping and Tree Preservation Plans:

- The following should be added to the notes section on sheet 1: Topsoil, whether imported or amending the existing topsoil, must meet or exceed Mn/DOT's Premium Topsoil specification (3877.3). The City has a list of 'pre-certified' suppliers that have submitted test results verifying the material meets this specification. If you opt to use an alternative supplier, or if amending onsite topsoil, documentation must be supplied to the City verifying that the material meets Mn/DOT's Premium Topsoil Borrow specification. A copy of the load tickets will also be required to pass the topsoil inspection.
- Any disturbed areas of right-of-way shall be restored to Mn/DOT(if along Highway 10) or City (along Alpaca St and Riverdale Dr) standards, whichever may be applicable.
- The Autumn Blaze maple shown at the intersection of Alpaca St and Riverdale Dr should be located closer to the corner of the parking area to provide as much unobstructed view of the intersection as possible.
- All parking lot landscaping areas shall include an in-ground irrigation system equipped with rain sensors and a backflow preventer.
- Planting detail shall be amended to include the following:
 - Planting depth shall be such that the first set of primary roots is at final grade.
 - Remove twine, wiring, ropes and burlap from top and sides of root ball.
 - At time of planting, only prune out dead or damaged branches. All necessary pruning cuts shall be made just outside of branch collar area.
 - Remove all tags and labels.
 - Wood chip mulch shall not be piled against the trunk of trees.
- A two (2) year maintenance guarantee is required on all landscaping after initial acceptance by the City. Please add this to the notes section of the sheets.

Tree Preservation: The site does have a few scattered trees, but the tree cover consists primarily of green ash and Siberian elm, neither species is desirable, the former due to concerns with emerald ash borer and the latter is an invasive species that warrants removal. Therefore, a tree preservation plan is not needed for this project.

Civil Engineering Review
Reviewer: Leonard Linton
llinton@ci.ramsey.mn.us

Grading and Drainage: The following comments are offered regarding the September 4, 2012 Grading and Utility Plans:

- The B612 concrete curb detail should be amended to include base material extending to 1' beyond the back of curb. The pedestrian ramp details have recently been modified at the state level. The plans must be revised to include the most recent MN/DOT approved details and design.
- Spot elevations must be called out as gutter or top of curb.
- The developer will be responsible for replacing any sidewalk or streetscape along Sunwood Drive that is damaged by construction of the building.
- A pedestrian detour plan must be submitted showing the pedestrian route along Sunwood Drive during construction of the building.

The project will require a permit from the Lower Rum River Water Management Organization (LRRWMO). Please copy the City on the submittal. The application deadline is the first Thursday of the month for the meeting on the third Thursday of the month. The LRRWMO requirements include infiltration of 1 inch of runoff from the site. Infiltration practices must be incorporated into the plans to meet this requirement. Please submit calculations routing the site runoff to the infiltration basin for the 1" 10 year and 100 year storms.

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.

A maintenance agreement for the underground stormwater treatment system must be submitted.

Street and Building Access: One additional access point is being proposed for Lot 1, Block 3, ALPACA ESTATES. The access plan appears to be adequate.

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 Anoka County and MnDOT right-of-way permits. Additionally, the contractor performing the work will be required to obtain a City license and right-of-way permit.

Lighting: The City has not 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 rights-of-way and adjacent properties.

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 65.5% impervious. This leads to an REU of $(1.36 \times 3.31) 4.508$ and a quarterly stormwater fee of \$172.21.

GENERAL INFORMATION

Additional Review. Due to its location, the request has been forwarded to Mn/DOT for review and comment.

Next Steps. *Following review by the Planning Commission, the request will be forwarded to the City Council for final action. The City Council is tentatively scheduled to review the request at their October 23, 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.