

September 28, 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. City Staff is recommending to the Planning Commission approval of the request contingent upon the following:

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

Please note: this is only a recommendation that is subject to review by the Planning Commission and final decision 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.** at the Ramsey Municipal Center 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. Following the Planning Commission, the request will need to be reviewed for a final decision by the City Council. This hearing would tentatively be scheduled for Tuesday, October 23rd, at 7:00 p.m. in the Council Chambers.

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.

Sincerely,

CITY OF RAMSEY

Chris Anderson
Associate Planner/Environmental Coordinator

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**

DATE	9/28/2012	PROJECT ADDRESS	TBD
PROJECT TITLE	SUPER AMERICA		
REVIEW FILE #			
APPLICANT:	West Real Estate and Management Inc. (Thomas Noble)		
PRIMARY REVIEWER:	Chris Anderson – Associate Planner/Environmental Coordinator Phone: (763) 433-9905 Fax: 763-433-9848 e-mail: canderson@ci.ramsey.mn.us		

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, L2.1 and a Truck Maneuvering Exhibit prepared by Landform and dated 9/5/2012
- Sheets A1, A3, CA1 and a color rendering prepared by Amcon and dated 9/5/2012
- 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

(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. *Please revise the plans to ensure that the maximum height of the overhead canopy does not exceed twenty (20) feet. If hours of operation are proposed beyond what is permitted, that request must be made to the City Council for consideration.*

SITE PLAN

Planning and Zoning

Reviewer: *Chris Anderson, Associate Planner/Environmental Coordinator*
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 1.25 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. *Please submit updated Preliminary Plat information (sheet C1.2) to reflect this current project as well as an updated Plat configuration (Sheet C1.4). The current submittal does not accurately reflect the configuration of the approved plat and it appears to contain easements other than drainage and utility easements.*

Zoning: The site is zoned COR-2 Commercial Sub-district. This area is intended to encourage a mix of large and small places accommodating auto-oriented uses. This suggests even greater attention be paid to public realm and streetscape improvements that not only accommodate vehicles, but also invite bicycle and pedestrian traffic. 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.

Building Height: The COR-2 Sub-District allows for building heights between one (1) and four (4) stories on a Destination Street. The proposed building appears to have one story but has limited roofline articulation. Overhead canopies associated with motor fuel sales shall not be taller than twenty (20) feet. *The height of the overhead canopy must be reduced to no greater than twenty (20) feet in height and an effort should be made to incorporate more roof articulation on the principal building to break up the massing of shingles on the front and rear elevations.*

Maximum Structure Area. The COR-2 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 Dr with the main entrance facing the interior of the lot. *Staff recommends enhancement of the street presence of the rear and right elevations of the building with the use of greater roof articulation and pitches, additional windows, awnings etc., to meet the intent of the Design Framework. Color renderings of each of the four (4) elevations should be submitted to provide a better conceptual image of the building from the street. Due to the configuration of lot lines due to the realignment of Sunwood Drive in conjunction with the internal circulation pattern of the private street, it may seem appropriate to allow the proposed orientation of the building. Please submit a narrative outlining the design constraints of the site that are driving the proposed orientation, prior to review by the City Council.*

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. While the site plan indicates that the attached car wash will be twenty-seven and a half (27.5) feet from the northern property boundary, that measurement is from the rear wall of the building. The proposed building location is generally consistent with Development Plan 6.1, which the City's Housing and Redevelopment Authority has approved; however, that version has not yet been adopted by the City and the building orientation and layout do not appear consistent with the current development plan (6.0).

The Design Framework does allow for the use of fencing, decorative walls, and/or landscaping with a minimum height of three (3) feet and a maximum height of four and a half (4.5) feet to satisfy the forty percent (40%) street frontage requirement. A combination of decorative fencing (Ameristar Echelon Series four [4] feet tall) and shrubs are proposed in linear groupings along Sunwood Dr presumably to satisfy the street frontage requirement. *Please provide the following information:*

- *Calculations of lineal feet of landscaping along Sunwood Dr and overall lineal feet of frontage along Sunwood Dr to determine if this meets the forty percent (40%) threshold, and consider extending the landscaping edge along the east/west stretch of Sunwood Dr.*
- *Details/specifications for the decorative fencing.*

Exterior Materials. The application includes one (1) sheet of architectural 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 does appear though that the western two (2) parking stalls will block access to the waste enclosure. *While this may be generally acceptable, please outline a plan to ensure capabilities for waste removal.*

Off-Street Parking - Spaces Required: The COR-2 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. It is City Staff's understanding that there may be shared parking for Lots 3-5 of Block 1. *If it is the intent to utilize shared parking, please submit a shared parking easement for review prior to the City releasing the Building Permit. Also, the parking summary on Sheet C2.1 must be updated to reflect the current project.*

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.*
- *Changeable reader boards (shown on the color rendering) are not permitted.*

Review File: Super America

Site Plan Review

September 28, 2012

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- *On Sheet C2.1, the proposed monument sign appears to be located within a drainage and utility easement. The monument sign location must be modified to avoid encroachment in the drainage and utility easement.*

Landscape Review

Reviewer: Chris Anderson

canderson@ci.ramsey.mn.us

763-433-9905

Landscaping Plan: The submittal included a landscaping plan, prepared by Landform and dated September 5, 2012, that includes landscaping interior to the site. The streetscape landscaping is being completed as part of the Sunwood Dr realignment project. *Please revise the landscaping plan to include the following:*

- *Landscaping notes should be amended to state that four (4) inches of MnDOT Premium Topsoil Borrow shall be applied to all areas not otherwise improved with buildings and impervious surfaces.*
- *All landscaped areas shall be irrigated and the irrigation system shall include rain sensors and a backflow preventer device.*
- *Tree planting detail must be submitted that clearly states that planting depth shall be such that the first set of primary roots (root flare) are at final grade when installed; that only broken, deformed or dead branches shall be pruned at time of planting; and that the top portion of the wire basket and burlap shall be removed after the tree is set in planting hole.*

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

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.

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 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.

-end of report-