

November 30, 2012

The Seasons of Ramsey Limited Partnership
Attn: J. Michael Podawiltz
3601 18th Street South, Suite 117
St. Cloud, MN 56301

**Re: Sketch Plan Review
Seasons of Ramsey**

Dear Mr. Podawiltz:

The City of Ramsey has received your application for a Minor Plat to construct a 50 unit townhome development on approximately 8.08 acres within the TOWN CENTER GARDENS 3RD ADDITION. City Staff has recommended that you proceed with preparation of the Preliminary Plat contingent upon the following:

- Required amendments as outlined in the attached Staff Review File dated November 30, 2012

Please note: this is only a recommendation that is subject to 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, December 6th 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

Enclosures

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**CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE**

DATE	11/30/12	PROJECT ADDRESS	TBD - MULTIPLE
PROJECT TITLE	SEASONS OF RAMSEY		
ESCROW #	113355		
DEPARTMENT:	Planning Division		
TECHNICAL REVIEWER:	Name: Tim Gladhill Phone: 763-576-4308 Email: tgladhill@ci.ramsey.mn.us		

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

General: The Subject Property is located north of Bunker Lake Blvd. and east of the extension of Town Center Drive. A total of 8.08 acres are contained within the proposed plat. The proposed development consists of 50 townhome units. This is a re-plat of a portion of TOWN CENTER GARDENS 3rd ADDITION. The result of the Plat is a net decrease in the number of units originally forecasted for the entire 8.08 acres.

Due to Anoka County Plat naming requirements, the name of the Plat will need to be amended to Seasons of Ramsey. The name of a Plat cannot lead with the word ‘The’.

Zoning/Density: The project area is located in the COR-4 Neighborhood District, which is intended to include a full range of housing types. The District allows for residential uses at a net density of up to 10 units per acre. The Sketch Plan indicates a net density of 6.25 units per acre.

Lots: The plat is proposing to re-subdivide portions of RAMSEY TOWN CENTER 3RD ADDITION into 50 units. City Code requires that units intended for separate ownership shall be subdivided individually through the platting process. In this case, the development is proposed to be under single-ownership. Nonetheless, each individual unit shall still have a separate municipal utility connection; that being that one single water service cannot service an entire building, unless otherwise approved by the previous plat approval.

Setbacks: The COR-4a Zoning District requires the following setbacks:

Front yard	0 to 25 feet as measured from building front to edge of sidewalk;
Side yard	None, unless required by building code;
Rear yard	None, unless required by building code.

Due to the configuration of existing roadways and built infrastructure, it is difficult to for all individual units to be within this build-to line. The Design Framework for The COR states that at least 60% of the building be within this build-to line. Staff will address the required review related to setbacks with the Preliminary Plat.

Public Streets: The plat will derive access from 147th Lane. The plat also contemplates vacating 147th Circle, converting that section of public roadway to a private street. Staff finds this generally acceptable, as the plat also proposes to extend 147th Lane westerly to connect to Town Center Drive. The net result is the elimination of a dead-end street and provides connectivity and circulation north of Bunker Lake Boulevard between the Town Center Gardens and North Commons areas.

The street names must be aligned with the Anoka County Street Name Grid and must be reflected on all future submittals.

Private Streets: The table below indicates City Code requirements for private street lengths:

Maximum private street length without a turnaround provided	200 feet
Maximum private street length with a turning provision provided	300 feet
Maximum private street length with a cul-de-sac provided	600 feet, when exceeding the 300 foot length requirement, the private street width must be 32 feet.

The private streets as shown on the site plan comply with the length restrictions.

All of the private streets are 24 feet wide. City Code prohibits on-street parking on 24 foot wide private streets. The Development Contract will require all private streets to be signed for “No Parking”. The Developer will be responsible for the cost of the signs, including installation, as a Stage I Improvement in the Development Contract. The Homeowners Association will be responsible for the ongoing maintenance costs associated with the signs.

The naming of the private streets must be in accordance with the County street grid system.

Sidewalk and Trails. Sidewalks are required on both sides of all public streets.

Open Space: The Town Center Development Review Guidelines encourage the integration of private courtyards and pocket parks within the COR-4 Neighborhood District. These small green areas provide important breathing space, contribute to stormwater management, and offer additional recreational amenities to serve the building tenants. The preliminary site plan complies with the development guidelines and provides green spaces for recreational and stormwater management purposes on each block.

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 get 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 public roadways and adjacent parcels. The Applicant is responsible for the installation, and three (3) years of operations and maintenance, of all boulevard lighting.

Development Fees. As part of the approval for TOWN CENTER GARDENS 3RD ADDITION, development fees (Park Dedication, Trail Development, Stormwater Management, Sanitary Sewer Trunk, and Water Trunk) were paid for fifty (50) units. As part of the Preliminary Plat review, Staff will verify if any additional development fees shall be required.

Townhouse Design/Architectural Standards: The development is proposing one townhouse style (row house units). The COR Design Framework establishes a brick enhancement threshold of 35% of the non-glazed area of the front facing wall, unless the building design is enhanced through other means such as covered porch areas, broken roof lines, articulated façade and material or color changes. Although not part of the official Sketch Plan Submittal, architectural elevations have been submitted for all the units along with one color elevation. It is Staff's understanding that there will be some color variation between the buildings. Color elevations are needed that indicate building materials and colors that are proposed for all of the units. The minimum/maximum building height in this district is 2-4 stories. All of the dwelling units are 2 stories and comply with the height requirements.

Townhouse Size: City Code requires townhouse units to be a certain size based on the number of bedrooms the unit will have:

1 bedroom	700 square feet
2 bedroom	800 square feet
3 bedroom	960 square feet

All of the proposed units significantly exceed City Code requirements.

Off-Street Parking Requirements: The COR-4 District requires 2 off-street parking spaces for each unit; this requirement is exceeded with the 2-car garages and 25 foot wide driveways. Some parking is allowed on public streets, however, this may not be adequate for overflow parking. There is no additional off-street parking provided within the plat.

Driveway Length/Width: Under the COR-4a Zoning Code, driveways for the row townhomes must be at least 25 feet in length. All of the proposed units meet this requirement.

Mailbox Location: The placement of mailboxes for the townhome units should be located along the private streets when possible. Location of mailboxes along public streets will need to be clustered and is subject to the review and approval of the Streets Supervisor.

Address Signage: The City will be requiring an address location sign (specifying the units addresses) to be placed at the entrance of all private streets. The required signage will assist

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emergency services in locating a specific unit when called to the site. In order to assist Staff in review of the placement of signs and to ensure an orderly look of the site, please revise the signage and striping plan to show address signs. The address signage is subject to the review and approval of the City Engineer and Police Chief. It should be noted that signs identifying the development will require a separate sign permit.

**CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE**

DATE	11/29/12	PROJECT ADDRESS	TBD - MULTIPLE
PROJECT TITLE	THE SEASONS OF RAMSEY		
ESCROW #	113355		
DEPARTMENT:	Engineering		
TECHNICAL REVIEWER:	Name: Shane Nelson / Leonard Linton Phone: 763 433-9825/ 433-9834 Email: haengineering@ci.ramsey.mn.us/ llinton@ci.ramsey.mn.us		

Plans Reviewed: Sketch plan prepared by Pioneer Engineering dated 11-5-12 consisting of 2 pages.

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

Grading and Drainage: A grading plan was not provided with this submittal. The site was previously graded for townhomes and the new development will generally use the existing grades. There are two areas where the existing grades will be changed as noted below:

1. The area between the private road and 147th Lane NW currently has a paved driveway. This driveway and the underlying utilities will be removed under this development plan.
2. The area west of the private road and south of proposed 147th Lane NW was not improved in the previous plans.

The existing pond in the southeast corner of the site was sized to provide stormwater ponding for this site and the area north of 147th Lane NW. Storm sewer pipe installed in 147th Lane was sized to handle all of the runoff and direct it to the stormwater pond.

This project will require a permit from the Lower Rum River Water Management Organization (LRRWMO). The requirements of the LRRWMO include infiltration of the first inch of runoff from the developed site. Permit applications must be submitted by the first Thursday of the month for consideration at the monthly meeting on the 3rd Thursday. The application form is available online.

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.

Please note on the plans if there is any dewatering required for this project. If so, the City will want to review the dewatering plan prior to implementation. No dewatering activities can occur until the required permit is secured and submitted for review.

A new grading plan that incorporates these notes will be required

Street and Building Access: The plan proposes extension of 147th Lane NW west to connect with Town Center Drive. This street will be public and must be constructed to City Standards. Sidewalks will be required on both sides of the street. The private drive west of the private road must be able to accommodate fire truck access. Our standard is a minimum radius of 30 feet on all inside curves along the access route. A turning template exhibit will be required demonstrating the standard is achieved.

- Any impacts to City streets (wet tap and curb cut locations) should be brought to grade with class 5 by the end of the work day and paved within 24 hours.
- An access to the existing municipal well site must be provided from Town Center Drive. The existing access to Bunker Lake Boulevard will then be removed.

Utilities:

- Watermain must be extended to connect to Town Center Drive along 147th Lane NW.
- All ductile iron watermain 6" in diameter and smaller requires class 53 material.
- The sewer and water north of the private road must be removed to allow construction of the proposed buildings. The mains must be removed back to the Tee or Manhole and capped securely.
- Water services shall be abandoned by digging down and removing the service riser and capping the stub.
- Sanitary sewer services shall be abandoned by digging down and gluing a cap on the pipe to remain.
- All hydrants must be hand painted.
- The detail sheet must include the current City Details for any improvements proposed within the right-of-way. The manhole details should be updated to include language for a water tight wrap around the adjusting rings and include carconite markers for any manhole or gate valve that is located in unpaved areas.
- Drainage and utility easements will be required over the private roads to allow access for flushing hydrants.

Sidewalk and Trails. A five wide sidewalk is required on both sides of the proposed extension of 147th Lane NW.

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 get 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 Bunker Lake Boulevard (CR 116). The Applicant is responsible for the installation, and three (3) years of operations and maintenance, of all boulevard lighting.

REU Number: This property will be subject to a storm water utility charge based upon the amount of impervious surface on the site. Townhouse units are considered single family units and each unit will be billed at the residential rate.

**CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE**

DATE		PROJECT ADDRESS	TBD - MULTIPLE
PROJECT. TITLE	THE SEASONS OF RAMSEY		
ESCROW #	113355		
DEPARTMENT:	Fire		
TECHNICAL REVIEWER:	Name: Matt Kohner, Fire Marshal Phone: 763-433-9832 Email: mkohner@ci.ramsey.mn.us		

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

Fire Department Access Roads:

- Roads 20 to 26 feet in width require “No Parking Fire Lane” signs to be posted on both sides.
- Please verify the turning radius of the loop street is large enough to accommodate fire truck movement.

**CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE**

DATE	11-27-12	PROJECT ADDRESS	TBD - MULTIPLE
PROJECT. TITLE	THE SEASONS OF RAMSEY		
ESCROW #	113355		
DEPARTMENT:	Landscape Review		
TECHNICAL REVIEWER:	Name: Chris Anderson Phone: 763-433-9905 Email: canderson@ci.ramsey.mn.us		

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

Landscaping: The submitted plans are deficient of a landscaping plan. A Landscaping Plan must be submitted prior to Preliminary Plat review by the Planning Commission. The Landscaping Plan should, at a minimum, include the following information:

- *Landscaping Plan shall identify the scientific and common name of each species, size (caliper and/or height, depending on species), root stock, quantity, and corresponding symbol on planting plan.*
- *The minimum required plantings shall be determined by utilizing the Canopy Cover formula (determine ratio of impervious area to entire site area, multiply the impervious area/site area ratio by the square footage of the pervious area to determine the required canopy cover square footage, refer to Ramsey Tree Book [available online at www.cityoframsey.com/environmental-services] for acceptable/preferred species and associated square footage for each).*
- *Plantings shall consist of not less than twenty-five percent (25%) deciduous or coniferous species and no more than twenty-five percent (25%) of the required canopy cover shall consist of shrubs and ornamental trees.*
- *Plant size at time of installation shall be as follows: deciduous trees shall be at least one (1) inch diameter, coniferous trees shall be at least five (5) feet in height, and shrubs shall be at least twenty-four (24) inches in height or width, depending on growth characteristics of each species.*
- *Landscaping notes should state that four (4) inches of MnDOT Premium Topsoil Borrow shall be applied to all areas not otherwise improved with buildings and impervious surfaces. Copies of load tickets shall be provided to the City to verify source of material. If amending on site material or receiving material from a supplier other than one that is pre-certified by the City, testing of material must be provided to confirm that it meets the MnDOT Premium Topsoil Borrow specification.*
- *All landscaped areas shall be irrigated and the irrigation system shall include rain sensors and a backflow preventer device.*
- *All areas not otherwise improved with buildings, streets, sidewalks, or other impervious areas, shall be finished with sod. Any deviation from sod shall require approval by the City Council.*
- *Tree planting detail(s) 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.*

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