

January 25, 2013

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

**Re: Preliminary Plat and Site 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 Final Plat contingent upon the following:

- Required amendments as outlined in the attached Staff Review File dated November 30, 2012, revised January 25, 2013

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, January 31st 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

*Review File: Seasons of Ramsey
Preliminary Plat and Site Plan Review-Cover Letter
January 25, 2013
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**CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE**

DATE	1/25/13	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.

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.

Please note that the current version of the Preliminary Plat indicates a single lot per building, not per individual lot. You have indicated you agree to follow the recording of the current Plat configuration with a Common Interest Community (CIC) Plat upon construction. The CIC Plat will create individual lots of individual units, thus creating unique Property Identification Numbers (PID) for each address and water/sanitary sewer service, consistent with City Code Requirements. The CIC process is administered by Anoka County. You shall agree to these terms within the Development Agreement noted below.

Setbacks: There are three (3) components to bulk standard requirements within The COR Zoning District:

1. Sub-District Boundaries
2. Street Hierarchy
3. Development Plan 6.1

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.

It appears that the proposed Plat generally conforms with setback requirements.

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 Owner will be responsible for the ongoing maintenance costs associated with the signs.

Sidewalk and Trails. Sidewalks are required on both sides of all public streets. Staff requests that additional connections to the public sidewalk system be provided from individual units. The City is open to ideas and alternative scenarios to address this request. In addition, it is requested that you provide a trail easement along the east side of Town Center Drive to allow for a future trail connection. Sidewalk construction along this segment shall still be required at this time.

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.

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-two (52) units. Past payment serves as adequate evidence of credit availability. It is important to note that there is not a reduction of development fees being provided for the development. The City is applying previously paid fees. The net result appears to indicate that additional development fees shall not be required for the Development. Please note that this analysis does not extend to Sewer Availability Charge (SAC) and Water Availability Charge (WAC), which are collected with Building Permits and have not been collected for this development. ‘Credits’ are made available due to re-calculation of sanitary sewer trunk, water trunk, and Stormwater management fees. However, additional Park Dedication and Trail Development Fees are due on the proposed Plat. The Credits will be applied to these additional fee requirements. The City’s Finance Department will handle the accounting and journal entry to facilitate the application of credits.

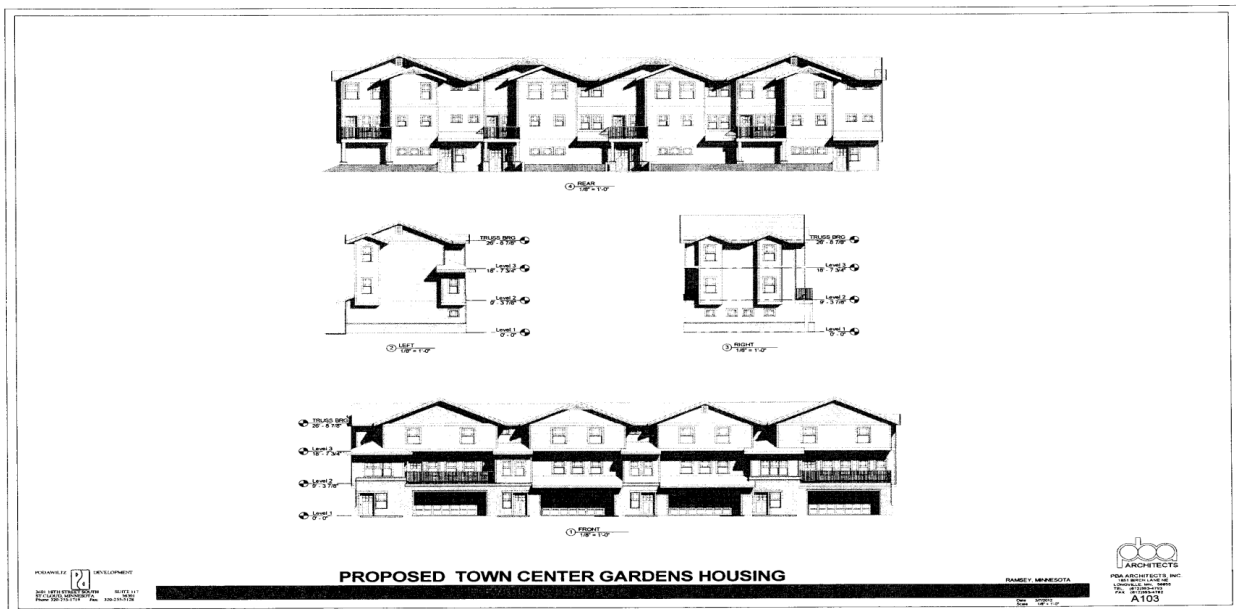
*You have requested that the City provide third-part verification of previously paid development fees as part of the TOWN CENTER GARDENS 3RD ADDITION. This review file shall serve as the requested verification that it appears that fees were paid for **fifty-two (52) residential units within this geographic area.** A spreadsheet has been prepared as additional verification, and is available upon request, in addition to the previous Development Agreement.*

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. Staff understands 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.

Report continued on next page.

Conceptual architectural renderings were provided to the City as part of the request for a Preliminary Agreement to Develop. Said Agreement was necessary to facilitate a successful application to the Minnesota Housing Finance Agency (MHFA) for Section 42 Tax Credits. At that time, the City Council provided general feedback on architectural standards, and found that the proposed renderings were generally acceptable, but desired additional architectural elements due to the City involvement in the MHFA Application.

EXHIBIT: Previous Renderings



Report continued on next page.

You have submitted revised architectural renderings with the Site Plan and Preliminary Plat Application. Staff finds that these new renderings need further revision. Some of the core elements of the original submittal appear to have been eliminated, such as front porches, balconies, 'four-sided' architecture, and recessed garages. Four-sided architecture shall especially be interpreted as to requiring additional revisions to the elevation noted as 'rear' elevation. Said rear elevations are facing public streets. Additional articulation, emphasis on vertical breaks, and color variation shall be required. Please refer to The COR Design Framework for additional guidance.

EXHIBIT: Current Proposed Renderings



Please submit revised architectural renderings prior to review by the City Council.

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 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 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.

Financial Surety for Required Improvements. A Financial Surety shall be required to ensure the timely completion of all Required Improvements. The Surety shall be in the form of Letter of Credit or Cash Escrow. A sample Letter of Credit was included in your application packet. The Letter of Credit must be reviewed and approved to as form by the City's Finance Director prior to releasing the Plat for recording. A surety in the amount of 125% the cost of Stage I and Stage II Improvements, as defined in City Code Section 117-615, shall be collected. A surety in the amount of 150% the cost of improvements required by the City's Zoning Code shall be collected, unless otherwise required for issuance of a Certificate of Occupancy.

Engineering Inspection Fees. The Stage I and Stage II Improvements are proposed to be constructed by the Developer, without City participation or construction. It will be necessary for the City to inspect the Stage I and Stage II Improvements to ensure their proper installation. Stage I and Stage II Improvements that will be inspected in the proposed project include, but are not limited to:

1. The extension of 147th Lane NW,
2. The installation of lateral sanitary sewer and municipal water lines in 147th Lane NW,
3. The installation of lateral sanitary sewer and municipal water lines in the extended private road (extension from 147th Circle NW),
4. The installation of private services to the property line from the lateral lines
5. Stormwater facilities

Development Agreement. You shall be required to enter into a Development Agreement with the City outlining the terms above related to approval and recording of the Plat. A preliminary draft has been submitted for your review. This is a preliminary draft, and the final draft will be made available prior to City Council review, scheduled for February 12th, 2013. Please note that this time is tentative.

A meeting between the City and Developer has been scheduled for Friday, January 25, 2013. However, the terms of that discussion are not available in time for preparation of this report. Staff will provide a verbal update to the Planning Commission on January 31st. The Development Agreement will be considered for approval by the City Council.

Development Permit. You shall be required to enter into a Development Permit with the City outlining the terms above related to site plan approval, which is essentially the private improvements.

Easement Vacation. The City Council introduced an Ordinance on January 22nd, 2013 to vacate drainage and utility easements as well as right of way for 142nd Circle NW, as requested. Final approval will be considered on February 12th, and will include a Public Hearing.

Donation of Outlot C, RAMSEY TOWN CENTER 8TH ADDITION. The City's Housing and Redevelopment Authority (HRA) adopted a resolution to convey Outlot C, RAMSEY TOWN CENTER 8TH ADDITION to the Developer to assist facilitate the development. You shall be responsible for drafting the necessary deed transfer documents for review by the City Attorney.

In addition, related to the conveyance of Outlot C, your title company issued multiple title objections to resolve as part of the transfer. It is Staff's understanding that said title company is currently working with HRA counsel. We further understand that many of the objections have been resolved. Please outline any further action necessary, in your recommendation, to complete marketable title review for Outlot C.

Private Playground Equipment. The proposed site plan indicates two (2) 'tot-lots', or private playground areas. The COR Design Framework certain encourages private gathering areas such as this. Staff also notes that the City's Capital Improvement Program (CIP) currently contemplates partial construction of North Commons, a public park facility. The proposed construction also includes playground equipment. The Park Dedication Fees secured as part of this Plat will assist in facilitating this project in 2013.

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

DATE	01/25/13	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: Final Utility & Street Construction Plan prepared by Pioneer Engineering dated 1-18-13 consisting of 5 pages and Preliminary Construction Plans prepared by D’Heilly Engineering, Inc. dated 12-29-12 consisting of 7 pages.

We offer the following comments regarding the submitted plans:

PRELIMINARY CONSTRUCTION PLANS – D’Heilly Engineering

Removal Plan: This project proposes removing existing pavement between 147th Circle and 147th Lane NW. Removal of existing utilities is also proposed. A removal plan for this work must be prepared and submitted.

Grading and Drainage: The grading plan generally conforms to City Standards. Areas that need revision are noted below:

- The 4 plex immediately west of 147th Circle is less than 1 foot above the high point for the emergency overflow route from the oval driveway. The lowest building elevation must be at least 1 foot above the emergency overflow elevation.
- Several of the buildings adjacent to the infiltration area are less than 1 foot above the adjacent high point between catch basins. Minimum separation of 1 foot must be provided as noted above.
- The infiltration area currently is covered by a berm constructed as part of the previous development. Infiltration is generally not recommended where soils have been impacted by construction. Documentation must be provided indicating the soils under the infiltration practice can provide the required infiltration capacity for the project.
- These plans show catch basins in 147th Lane NW while the Pioneer Engineering plans do not.
- The plans call for 18” and 24” perforated pipe in the infiltration area. This must be coordinated with the stormwater model.

The stormwater calculations for the project must be revised as follows:

- Provide calculations for the 10 and 100 year events for the oval driveway area and the infiltration area. The maximum water depth at the high points between catch basins must be provided.

This project has received a permit from the Lower Rum River Water Management Organization (LRRWMO). The permit has 6 conditions that must be followed during construction of this project:

1. Erosion control measures shall be installed prior to commencement of construction.

2. Upon completion of construction and restoration of disturbed areas, the permit applicant is responsible for the removal of all erosion control measures installed throughout the construction site.
3. Street sweeping must be undertaken and completed on an as needed basis.
4. Compliance with the stormwater management requirements of the Lower Rum River Watershed Management Organization are to be administered for this project by the City of Ramsey.
5. Information must be submitted to the LRRWMO showing that a minimum of 3 feet of separation is provided between the bottom of the proposed infiltration/ rainwater basin and on-site groundwater.
6. In all cases where the doing by the permittee of anything authorized by this permit shall involve the taking, using, or damaging of any property, rights or interests of any other person or persons, or of any publicly owned lands or improvements or interests, the permittee before proceeding shall obtain the written consent of all persons, agencies, or authorities concerned and shall acquire all necessary property rights and interest.

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

- The contractor shall 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 by City prior to commencement of any site activities.

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.

- 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.

A pavement/ site plan must be provided showing pavement dimensions and sections.

Utilities:

- The watermain in the oval driveway area must be connected to 147th Lane to provide a loop.
- Sanitary sewer manholes along the south side of the oval driveway shall be moved into the paved area.
- 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 removal work shall be shown on the removal plan.
- Clear differentiation must be provided to identify services to remain vs. new service installations.
- 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 carsonite 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.
- Existing small utilities (electric, telephone, gas and cable) must be shown on the plans.

FINAL UTILITY & STREET CONSTRUCTION PLAN – Pioneer Engineering

Grading and Drainage: Grading in this plan set must be coordinated with the D’Heilly Engineering plans. Storm sewer shown in these plans does not match the Preliminary Construction plans as noted above.

Street and Building Access: Removal notes are required for the connections to existing pavement. Traffic control and signage must be called out in the plan set.

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. The new access is shown on the plans, a turnaround to accommodate a well servicing truck must be provided south of the well.

Utilities:

- Watermain is proposed to be extended to connect to Town Center Drive along 147th Lane NW.
- The developer should consider extending sanitary sewer along 147th Lane NW to provide service to the area north of 147th Lane. Not extending sanitary sewer at this time could limit development options in the future.
- Hydrant spacing along 147th Lane NW shall match current standards.
- The storm sewer stub shall be bulkheaded in a water tight manner.
- Spread calculations shall be provided for the storm sewer system in the street.

Sidewalk and Trails. A five foot wide sidewalk is shown on both sides of the proposed extension of 147th Lane NW. Curb ramps shall conform to current MNDOT standards.

OVERALL PROJECT

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 (completed), and Anoka County 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 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.

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Final Utility/ Preliminary Construction Plan Review
January 23, 2013
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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	11-27-12 <i>REVISED 1-25-13</i>	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: While the property is zoned COR-4a, the landscaping standards for multifamily districts are used as a baseline for determining acceptable quantities of materials. Based on the submitted information and utilizing the Canopy Cover Formula, approximately 75,000 square feet of canopy would be appropriate for this site. The landscaping should be a diverse mixture of species and include both deciduous and coniferous overstory plantings along with some ornamental trees and shrubs. We are in receipt of a landscaping plan, prepared by PBA Architects Inc. and dated December 12, 2012, and offer the following comments:

- As previously stated, the Canopy Cover Formula is used to determine a baseline of appropriate canopy cover. The proposed plantings comprise approximately 56,000 square feet of canopy, which is about 19,000 square feet less than desired. However, there are existing street trees that were previously installed and those have not been included in this calculation. *Additional plantings must be incorporated into the site or additional information must be provided regarding existing street trees (quantity) to determine the actual proposed/provided canopy cover.*
- 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. *As proposed, approximately eighteen percent (18%) of the plantings are coniferous. Additional coniferous species (trees) must be incorporated into the planting schedule to ensure that at least twenty-five percent (25%) of the plantings are coniferous.*
- Minimum 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. *Please add a note to the landscaping plan that all shrubs must be either twenty-four (24) inches in height or width at time of installation.*
- Incorporating additional shrub species would be preferable to protect against failure due to disease and/or insect pests
- The City requires four (4) inches of MnDOT Premium Topsoil Borrow over all disturbed areas of a project. Please add the following note to the landscaping plan: *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. Should existing trees on site be preserved, areas within tree save fencing (must be placed no closer to tree than dripline) shall not be subject to the topsoil requirement.

- 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. The landscaping plan has a note that states all areas with slopes greater than 3:1 will be planted with 'prairie' type grasses. *Please identify all areas that are proposed to be planted with materials other than sod. All proposed grasses must also be included in the planting schedule.*
- Tree planting detail(s) must include the following:
 - *Planting depth shall be such that the first set of primary roots (root flare) is at final grade when installed.*
 - *Only broken, deformed or dead branches shall be pruned at time of planting.*
 - *The top portion of the wire basket and burlap shall be removed after the tree is set in planting hole.*

Tree Preservation: This site appears to be devoid of any significant tree cover and therefore, no tree preservation plan is necessary. However, as noted in the Landscaping section, there are existing street trees within the project site that could be credited toward the landscaping requirements if additional information is provided (quantity, size, species).