

June 21, 2013

Bethel Properties, LLC
Attn: John Buzick
1223 Casa Palermo Circle
Henderson, NV 89011

Re: Conditional Use Permit request

Dear Mr. Buzick:

The City of Ramsey has received your application for a Conditional Use Permit for motor vehicle sales on the property located at 7820 Riverdale Drive NW. As you know, at their June 6, 2013 meeting, the Planning Commission recommended approval of the request contingent upon the following:

- Required amendments as outlined in the attached Staff Report dated May 31, 2013.

Please note: this is only a recommendation that is subject to final review by the City Council. A copy of the Staff Report is attached for your review. The City Council will review the request on **Tuesday, June 25th, 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.

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

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

| | | | |
|----------------------------|--|------------------------|----------------------|
| DATE | 5-31-13 | PROJECT ADDRESS | 7820 RIVERDALE DR NW |
| PROJECT TITLE | BETHEL PROPERTIES- CUP FOR USED CAR DEALERSHIP/OFFICE | | |
| ESCROW # | 113644 | | |
| DEPARTMENT: | Planning | | |
| TECHNICAL REVIEWER: | Name: Tina Goodroad Phone: 651-967-4537 Email: tina.goodroad@stantec.com | | |

We offer the following comments regarding your request for a conditional use permit.

General: The request is for a Conditional Use Permit (CUP) to operate a small business used car dealer office and shop where individual dealers are provided office space, storage for records, up to five car stalls on the lot for display to operate their own individual business. The building will also include two bays for dealer detailing shops. The applicant is proposing this use in the former Monarch Homes building located at 7820 Riverdale Drive NW.

Zoning: The subject property is zoned B-2 Highway Business District. The intent of this district is to provide for and limit the establishment of motor vehicle oriented or dependent businesses and convenience-type, high intensity commercial and service activities characteristically located along major traffic carriers. The B-2 District allows motor vehicle, implement and recreation equipment sales and services as a conditional use.

Site Plan: The applicant is proposing to use the former Monarch Homes building which has been used as an office building. No building expansion is proposed. The building will include nine (9) offices, each designed with its own exterior entrance. In addition, two (2) bays for vehicle detailing will be provided at the rear of the building within the existing workshop space. *Please provide details of the activities involved with the detailing, such as storage and use of flammable liquids, cleaning of parts, waste oil and any spray finishing operations. Also, please note that a Building Permit will be required for the building modifications.*

The site includes 44 parking stalls located on the north portion of the site abutting Riverdale Drive and wrapping along the east and south sides of the building. The site contains an existing septic and necessary drain field in the west and northwest corner of the property. The undeveloped portion east of the parking lot could be available for future parking area if necessary.

Parking: Required parking is based on the proposed use. The use contains 2,200 square feet of office space for the proposed nine individual offices. The zoning ordinance requires one (1) space for each 300 square feet of office area, equating to seven (7) spaces. The vehicle detailing bays require three (3) spaces for each bay plus one (1) space for each full time employee. The

bays can accommodate a total of four (4) vehicles. The outdoor auto sales space requires one (1) parking space for each ten (10) vehicles displayed for customer parking. The total parking required for the use is fifteen (15) spaces, not including the designated customer parking spaces.

The applicant proposes providing five (5) display vehicles per office, for a total of forty-five (45) stalls. The site includes surface parking for 44 stalls with an additional four stalls within the bays. As the use is not a typical office use with multiple employees but a series of individual offices (with a single user) mainly used for internet car sales, and limited display space, Staff is comfortable combining the required "office" parking space with the proposed display area. If this use were to be converted and returned to an office-only use, the required parking would be available.

As the outdoor vehicle display requires one (1) designated customer parking space for each ten (10) vehicles displayed; a total of four (4) designated customer spaces will be required at the front of the building. This results in forty (40) remaining surface parking spaces. *Please clarify on the site plan four (4) designated customer parking spaces in front of the building.*

As nine (9) offices are proposed with at least one (1) employee per office, a total of nine (9) parking spaces should be designated as employee parking. The remaining thirty-one (31) surface spaces will be available for vehicle display, which results in three (3) per office. The conditional use permit will be conditioned on a maximum of thirty-one (31) vehicles for display/sales. In addition, all required parking and vehicle display parking shall be located within the curbed bituminous parking area. No display parking can be located on the street or within unimproved surface areas. *No display parking can be located on the street or within unimproved surface areas. Please clarify on the site plan nine (9) designated employee parking spaces.*

Landscaping: No existing landscaping plans have been submitted with this application. The ordinance requires that open and outdoor service, sales, display or rental shall be fenced or screened from view of abutting residential districts. This site abuts R-1 Residential (Single Family) to the south, therefore screening shall be provided along the south property line. In addition, as the existing drain field is located at the northwest corner adjacent to existing curbed parking area, Staff recommends some shrubs be planted along the outside of the curb to provide an additional visual barrier to prevent storage of display vehicles on the grass and drain field. *Please provide a landscape plan that includes all existing landscaping and proposed landscaping in the northwest corner and screening along the south property line of the parking lot area to demonstrate compliance with the ordinance. Emphasis shall be placed on evergreen species that will provide year-round screening.*

Access to Individual Office Spaces: A sidewalk must be provided to the exterior door of each individual office. This improvement must be shown on a grading plan subject to review by the Engineering Department. *Please contact the Building Official and Engineering Department for more specific details regarding the required sidewalk.*

*Review File:
Bethel Properties CUP Request
May 31, 2013
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Use Related Concerns: As this property abuts residential uses, Staff is recommending a condition that no outdoor speaker devices be used. In addition, any vehicle detailing shall be limited to the detailing bay space and not within designated parking spaces. The detailing portion of the business will be limited to the hours of 7:00 AM and 7:00 PM to prevent any impacts on surrounding neighboring property.

Miscellaneous: Staff has searched the MN Secretary of State's Business & Lien System and find no record of Bethel Properties, LLC. Prior to action by the City Council, the articles of incorporation for Bethel Properties, LLC, as well as proof of certification with Minnesota (or Nevada, based on the address on the application), must be provided to the City.

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

| | | | |
|----------------------------|---|------------------------|-------------------------|
| DATE | 5/31/13 | PROJECT ADDRESS | 7820 RIVERDALE DRIVE NW |
| PROJECT. TITLE | Motor Vehicle Sales Located at 7820 Riverdale Dr NW; Case of Bethel Properties | | |
| ESCROW # | 113644 | | |
| DEPARTMENT: | Building | | |
| TECHNICAL REVIEWER: | Name: Lee Gladitsch Phone: 763-433-9849 Email: inspectron@ci.ramsey.mn.us | | |

We offer the following comments regarding your request for an extension to an interim use permit:

General: 1-Please provide details of the activities involved with the minor car repairs. Such as any storage or use of flammable liquids, cleaning of parts, waste oil and any spray finishing operations. 2-certify septic for code compliance in regards to both system maintenance and new use and sizing.

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

| | | | |
|----------------------------|--|------------------------|-------------------------|
| DATE | 5/31/13 | PROJECT ADDRESS | 7820 RIVERDALE DRIVE NW |
| PROJECT. TITLE | BETHEL PROPERTIES | | |
| ESCROW # | 113644 | | |
| DEPARTMENT: | Fire | | |
| TECHNICAL REVIEWER: | Name: Matt Kohner Phone: 763-433-9832 Email: mkohner@ci.ramsey.mn.us | | |

We offer the following comments regarding your request for an extension to an interim use permit:

General: Please provide details of the activities involved with the minor car repairs. Such as any storage or use of flammable liquids, cleaning of parts, waste oil and any spray finishing operations.