

July 27, 2012

City of Ramsey Housing and Redevelopment Authority
Attn: Kurt Ulrich, Executive Director
7550 Sunwood Dr NW
Ramsey, MN 55303

**Re: Major Subdivision Review
COR TWO**

Dear Mr. Ulrich:

The City of Ramsey has received your application for a Major Plat for a three (3) lot retail subdivision at Sunwood Drive and Armstrong Boulevard. Under separate review, the City is also reviewing a site plan for Wiser Choice Liquor. Comments from that Review File dated July 28, 2012 must also be addressed as part of this application. 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 July 27, 2012

Please note: this is only a recommendation that is subject to review by the Planning Commission and final decision by the City Council. A copy of the review file and staff report are attached for your review. The Planning Commission will review the request on **Thursday, August 2nd 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 is tentatively scheduled for Tuesday, August 28th 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 763-576-4308 or by email at tgladhill@ci.ramsey.mn.us.

Sincerely,

CITY OF RAMSEY

Tim Gladhill
Development Services Manager

Enclosures

**CITY OF RAMSEY PLANNING DIVISION
REVIEW FILE**

DATE	7/27/2012	PROJECT ADDRESS	TBD
PROJECT. TITLE	COR TWO		
REVIEW FILE #			
APPLICANT:	City of Ramsey HRA		
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 sketch plan for COR TWO. The submittal consists of the following sheets:

- Sheets C0.1, C1.1, C1.2, C1.3, C1.4, C2.1, C3.1, C4.1
- Architectural Elevations prepared by Wilkus Architects, P.A. dated 7/20/2012

(the “Plans”)

Please note that our plan review was based on plans dated July 9, 2012 (submitted July 11, 2012). On July 25, 2012, City Staff received revised site plan drawings on Wednesday, July 25th that impact the proposed lot lines. These comments will need to be revised upon submittal of revised Preliminary and Final Plat sheets. Said revised sheets shall be submitted to the City as soon as possible, but no later than Friday, August 10th in order to allow for sufficient review time for the August 28th City Council Meeting. 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 proposed plat consists of three (3) additional buildable lots to facilitate the development of a retail development. The proposed plat also includes minor re-platting of existing Lots 1 and 2, Block 1, RAMSEY TOWN CENTER 3rd ADDITION.

Lot Dimensions: The proposed lot dimensions (and required minimums) are as follows (approximate):

Minimum Lot Size	Proposed	Required
Lot 3	1.51 acres	n/a
Lot 4	1.14 acres	n/a
Lot 5	1.31 acres	n/a

-continued on next page-

Minimum Lot Width	Proposed	Required
Lot 3*	93/191 feet	80 feet
Lot 4	255 feet	80 feet
Lot 5	200 feet	80 feet

*Lot 3 has frontage along Armstrong Boulevard. However, access is not being proposed on Armstrong Boulevard. Access is being proposed along Sunwood Drive. Lot 3 does not have frontage along Sunwood Drive, but is proposed to gain access through a shared access easement. Ideally, Lot 3 would have frontage on Sunwood Drive, with a shared access easement conveyed to Northstar Marketplace. Understanding the impacts of the Sunwood Drive realignment and need to maintain existing access points for Northstar Marketplace, Staff is willing to review the request in its current form. The format of the shared access easement shall be subject to review by the City Attorney. *Please submit a draft shared access easement for review by the City Attorney prior to review by the City Council.*

Minimum Lot Depth	Proposed	Required
Lot 3	387 feet	100 feet
Lot 4	226 feet	100 feet
Lot 5	260 feet	100 feet

It appears that the proposed plat conforms to all lot dimensional requirements as it relates to the Major Subdivision request.

Streetscape. Lots with direct frontages along Sunwood Drive will be responsible for streetscape improvements as required by the Design Framework, including parking lot screening.

Easements. There are several easements that are required and indicated on the proposed plat. These easements shall be subject to the review of the City Attorney. In addition, if private utilities are requested to be relocated, advanced notification is required. Staff understands that this process has been started. Please coordinate with the City's Engineering Division to ensure proper steps are taken to ensure the relocation of these private utilities is done in a timely manner.

For existing, underlying easements, please submit an Application for Easement Vacation as soon as possible, with required data. This request must be processed concurrently with the remaining review with the City Council.

Development Contract. The developer shall be required to enter into a Development Contract with the City to ensure timely completion of required improvements and obligations. As part of the Development Contract, the Developer shall be responsible for certain securities and inspection fees related to required improvements. In order to determine these final numbers, the City will need a detailed, itemized listing and projected cost of all exterior improvements exclusive of the building (water, sanitary sewer, trail, parking lot, landscaping, etc.). Many of these comments will be deferred to individual site plan review. A draft Development Contract will be available prior to review by the City Council. All associated development fees (trunk and lateral sanitary sewer, storm sewer, watermain, and trail) would also be referenced within and collected with the execution and recording of the development agreement, or otherwise agreed to defer to site plan approval.

Civil Engineering
Reviewer: Leonard Linton, Civil Engineer
llinton@ci.ramsey.mn.us
763-433-9834

All civil engineering review comments are included in the site plan review for Wisser Choice Liquor. Any approval for COR TWO is contingent upon the Staff Review File for said site plan review application. Comments from said review file are hereby incorporated by reference and available upon request.

DEVELOPMENT FEES

Development Fees for all three (3) proposed lots are included on Exhibit A, attached hereto. As this is a commercial development, development fees are calculated on a per-acre basis, based on increase in net-developable area. Net-developable area is defined as the total size of the lot, subtracting any areas that are not able to be developed (such as wetlands, right-of-ways, and any areas under the 100-year flood elevation).

As a portion of the Property is proposed to be vacated right-of-way for existing Sunwood Drive, it may be appropriate to not include this area in the calculation for development fees. The City does not ordinarily retroactively collect per acre development fees to existing properties when vacating right-of-way. Per City Code and previous approvals, areas of shared access and shared parking are not excluded from development fee calculations. However, the shared access that is an extension of an existing access to Northstar Marketplace is related to the Sunwood Drive re-alignment, a City Improvement Project. As part of that project, the City is working to maintain this access point. Staff will need to review if this has any impacts on net-buildable area as it relates to development fees. *Staff will need policy direction from the City Council in addressing the area of vacated right-of-way as it relates to development fees.*

Please note that the draft development fee spreadsheet attached will need to be revised based upon these discussions. A final draft of development fees will be available prior to review with the City Council.

GENERAL INFORMATION

Additional Review. Due to its location, the request has been forwarded to Anoka County Highway Department for review and comment. Comments will be forwarded to you for review when available.

Next Steps. The case is scheduled for review by the Planning Commission on Thursday, August 2, 2012 at 7:00 p.m. in the Council Chambers at the Ramsey Municipal Center. The request is tentatively scheduled for review by the City Council on Tuesday, August 28.

-end of report-

**EXHIBIT A
DEVELOPMENT FEES**

Parcel	Lot Size (Sect. 2)	Connections	Lights	Park Dedication	Trail Development	Sanitary Sewer Trunk	Water Trunk	Sanitary Sewer Lateral	Water Lateral	Stormwater Management	Street Lights	Street Light O & M	Total
Lot 1*	0.62	0	0	\$ 2,938	\$ 676	\$ 2,371	\$ 5,169	\$ -	\$ -	\$ 2,768	\$ -	\$ -	\$13,922
Lot 2*	0.67	0	0	\$ 3,174	\$ 730	\$ 2,562	\$ 5,586	\$ -	\$ -	\$ 2,992	\$ -	\$ -	\$15,045
Lot 3	1.51	1	4	\$ 7,154	\$ 1,646	\$ 5,774	\$ 12,589	\$ 3,847	\$ 8,777	\$ 6,742	\$ 10,400	\$ 1,176	\$58,112
Lot 4	1.14	1	4	\$ 5,401	\$ 1,243	\$ 4,359	\$ 9,504	\$ 3,847	\$ 8,777	\$ 5,090	\$ 10,400	\$ 1,176	\$49,804
Lot 5	1.31	1	4	\$ 6,207	\$ 1,428	\$ 5,009	\$ 10,921	\$ 3,847	\$ 8,777	\$ 5,849	\$ 10,400	\$ 1,176	\$53,621

*Based on net increase of buildable area.

**NET BUILDABLE AREA CALCULATIONS
(IN ACRES)**

Section 1

Net Lot Size INCREASE Lots 1 & 2	Existing Lot Size	Proposed Lot Size	Net Increase
Lot 1	0.47	1.09	0.62
Lot 2	8.92	9.59	0.67
Lot 3	0	1.51	1.51
Lot 4	0	1.14	1.14
Lot 5	0	1.31	1.31

Section 2

ROW Vacation	Credit	Final Lot Size
Lot 1		
Lot 2		
Lot 3		
Lot 4		
Lot 5		

Current Development Fee Rates

Park Dedication Fee	\$4,738 per acre
Trail Development Fee	\$1,090 per acre
Sanitary Sewer Trunk Fee	\$3,824 per acre
Water Trunk Fee	\$8,337 per acre
Sanitary Sewer Lateral Fee	\$3,847 per connection
Water Lateral Fee	\$8,777 per connection
Stormwater Management Fee	\$4,465 per acre
Street Lights	\$2,600 per light
Street Lights Operation and Maintenance	\$294 per light