

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

DATE	4/24/15	PROJECT ADDRESS	
PROJECT TITLE	BROOKFIELD 6 TH ADDITION- FINAL PLAT OF 18 LOTS		
ESCROW #	114635		
DEPARTMENT:	Planning		
TECHNICAL REVIEWER:	Name: Chris Anderson Phone: 763-433-9817 Email: canderson@cityoframsey.com		

We are in receipt of plans prepared by APA Consulting Engineers & Surveyors and dated March 13, 2015, consisting of twelve (12) sheets: C1, C2, C3, G1, G2, L1, D1, D2, D3, SW1, SW2, and the Final Plat (together, the “Plans”). We offer the following comments regarding your request for a Final Plat for Brookfield 6th Addition (note that sheet specific corrections are identified at the end of this review):

General: The applicant is requesting Final Plat approval of Brookfield 6th Addition. This project will re-plat a portion of Outlot A, Brookfield 4th Addition into eighteen (18) single family residential lots. This is a continuation of the Brookfield Addition west of Nowthen Boulevard and generally north of 167th Avenue.

The original Brookfield Preliminary Plat was approved by the City Council on September 13, 2005. In 2009, the City Council approved an Amended and Restated Development Agreement related to the first three phases of BROOKFIELD as well as an Amendment to Water Main and Sanitary Sewer Cost Contribution/Reimbursement Agreement.

To service the BROOKFIELD as well as the SWEETBAY RIDGE developments, the original developer agreed to extend certain trunk lines (sanitary sewer and water) to these subdivisions at the cost of the developer. As the benefit of these trunk lines extends beyond these two (2) subdivisions, the City entered into the Reimbursement Agreement as a way for the developer to recapture a portion of the \$6,000,000 investment in trunk line construction. These credits are factored into the Development Fee calculations attached hereto.

Land Use and Zoning: The site is guided Low Density Residential (LDR) on the Comprehensive Plan and is located within the R-1 Residential (MUSA) District. The minimum lot size in the R-1, MUSA zone is 10,800 sq. ft. Each of the proposed lots meets the minimum lot size.

Setbacks: The required setbacks are outlined below. Note that it appears that there was carryover language from Brookfield 4th Addition regarding the front yard setback for Blocks 3 and 4 (this Final Plat does not contain a Block 4). Within this Plat, there are no exceptions for a reduced front yard setback on any lot and the table on Sheet C1 must be revised accordingly to eliminate the reference to a twenty-five (25) foot front yard setback for Blocks 3 and 4.

Setbacks	
Required:	Proposed:
Front yard: 30 feet	30 feet
Side yard uninhabitable: 6 feet	6 feet
Side yard habitable: 10 feet	10 feet
Side yard corner: 30 feet	30 feet
Rear yard: 30 feet	30 feet
Minimum lot width: 80 feet/corner lot 90 feet	80 feet/90 feet

**Note: Minimum Lot Width is measured at front yard setback (30 feet from front property line), not front property line, nor at curb line.*

Building Elevations: No elevations of the proposed homes were submitted. Individual models are not included for review. In a single family development, it is difficult to approve every individual potential model at time of Plat. As with the original Preliminary Plat, no enhanced architecture above the minimum City Code requirements of Section 117-111 (R-1 Residential District) is being proposed. The required Development Agreement shall clearly state that additional architectural requirements are not being required at this time, and that the underlying requirements for the R-1 Residential (MUSA) District are required.

Streets: All proposed streets (168th Ave NW and Kamacite St NW) appear to meet the 60 foot width minimum. This phase (Brookfield 6th Addition) will result in the connection to the existing 168th Ave cul-de-sac at the eastern boundary of the plat. This section of street is expected to be reconstructed this summer (2015) and coordination with the City to ensure a seamless transition from the existing (reconstructed) segment of 168th Ave NW to the proposed new segment of 168th Ave NW. *The Plans indicate a temporary cul-de-sac being constructed at the east end of 168th Ave. It is our understanding that the applicant has had discussions with our Engineering Staff regarding coordination of the City’s street reconstruction project and this proposed project. Note that a temporary cul-de-sac will not be permitted and the final construction plans shall be revised to clearly articulate the connection of 168th Avenue. Please review the Engineering Technical Report for additional details.*

Sidewalks are proposed on one side of each public street in accordance with City Code.

Development Fee Calculations:

Development Fees due on the Plat are outlined in the DRAFT Development Agreement. Detailed analysis on unique provisions of development fees related to this plat are outlined below.

Park Dedication and Trail Development Fees: Park Dedication and Trail Development Fees shall be due on the Plat. These fees are collected at the time the Final Plat is recorded at the rate in effect the plat is recorded. At this time, Staff recommends that a cash contribution be used to satisfy both Park Dedication and Trail Development Fee Requirements. It is further recommended that the Park Dedication be utilized to make the trail connection along Trott Brook to Variolite Street to the west. There is an existing storm water easement on Outlot C, Brookfield 3rd Addition that could be expanded as a trail easement to provide a public trail connection from 170th Trail. This connection would be a nice addition for the existing Brookfield residents and this new 6th Addition, consistent with the City’s current Master Park and Trail plan. The exact timing and level of construction will be dependent upon the number of lots created with the Final Plat and an estimate of the cost to extend and connect the trail. It is further noted that 21st Century Bank has conceptually agreed to convey necessary trail easements and fee-title to areas to make additional connections.

Sanitary Sewer and Water Trunk Fees. Sanitary Sewer and Water Trunk Fees are subject to the existing reimbursement agreement with 21st Century Bank. Per the Reimbursement Agreement, these fees are not due with the Plat and are credited towards the previous investment made.

Development Agreement: *An executed Development Agreement will be required prior to releasing the plat for recording. A DRAFT Development Agreement is included for review and will also be included in the case for City Council consideration. Note that once we receive a detailed estimate of costs from your Engineer, City Staff will update the DRAFT Development Agreement accordingly and will add it to a future City Council Agenda for formal approval.*

Previous Developer Amenities and Home Owners' Association. As part of the original plat of BROOKFIELD, the original Developer, Oakwood Land Development, proposed several private amenities that were not required by the City. These improvements included, but were not limited to, a pond/water feature, landscaping within public right of way (roundabout/entrance area), landscaping along Nowthen Boulevard, and a private park. The City allowed these amenities to be constructed with the understanding that the City would not accept future maintenance obligations for said amenities. The water feature/pond was created by installing a liner in the development's Stormwater pond. Many of the landscape improvements were constructed within City right of way. Attached to this case report is a Fact Sheet prepared by the City and summarized below.

As these amenities were not required by the City, the City's expectations were that the development itself shall be responsible for the ongoing maintenance of these amenities. It is the City's understanding that the Developer set up a Home Owners' Association (HOA) as a mechanism to address long term maintenance of these features. Maintenance also included irrigation and billing for the utilities necessary to maintain these improvements.

In 2009, Oakwood Land Development transferred its interest in BROOKFIELD to 21st Century Bank. At that time, a large majority of the lots within BROOKFIELD remained undeveloped and under the ownership of 21st Century Bank. During the transfer of ownership and through a request to amend the existing Development Agreement, the City encouraged 21st Century Bank to maintain the HOA, but did not require this to occur, as it did not possess the legal ability to do so (it is not a City requirement). The City commented at that time that the City would not take on the maintenance obligations of these amenities, as clearly articulated when the plat was approved. 21st Century Bank indicated that it would make its best efforts to re-establish the HOA, but lacked the legal ability to require future property owners to participate financially due to the structure of the existing Declaration of Restrictive Covenants. 21st Century Bank has stated that it was not able to require existing homeowners to contribute financially to the HOA under the existing documents. According to 21st Century Bank, it redrafted and re-recorded the Declaration of Restrictive Covenants to the best of its ability. A more detailed analysis from 21st Century Bank is included in this report. Furthermore, the City understands that it is the intent of the Applicant to not subject the proposed lots to the existing, nor future HOA.

As the HOA, nor the private amenities were required by the City (nor could be required by the City under current City Code provisions), it will be up to the Homeowners to administer the provisions of the HOA. The City will, however, assist by facilitating discussions amongst homeowners by providing a location to meet as a group and continue to provide educational materials related to HOAs and ways to improve water quality of the pond. The City cannot, however, be the legal counsel to establish HOA documents or revisions.

However, the City also reiterates that it is our current position that the City shall not accept maintenance obligations related to the water feature (other than ensuring proper functionality as a Stormwater pond), private park, center median and roundabout landscaping at the entrance from Nowthen Boulevard, or additional landscaping along Nowthen Boulevard that were proposed by the original developer, but not required by the City.

Plat Sheet

- Revise to include a standard detail for drainage/utility easements (showing typical easement widths, which is shown on Sheet C1 but not on the plat sheet).
- Revise to specify Brookfield Sixth Addition (throughout the plat, there are references to multiple, incorrect subdivisions).
- Provide clarification as to whether Ramsey Landholdings, LLC (shown on the plat and currently listed as the property owner) will be the property owner at the time of recording the plat or whether it will be Brookfield Land, LLC.

Sheet C1

- Revise to clearly articulate connection with existing segment of 168th Ave NW (and note need for coordination with the City to ensure smooth transition from proposed segment to existing segment, which is scheduled for reconstruction in 2015).
- Revise to remove front yard setback (Blocks 3 and 4) of twenty-five (25) feet. There is no approved reduced setback for the proposed lots.

Sheet C2

- Revise to clearly articulate connection with existing segment of 168th Ave NW (and note need for coordination with the City to ensure smooth transition from proposed segment to existing segment, which is scheduled for reconstruction in 2015).

Sheet C3

- Revise to clearly articulate connection with existing segment of 168th Ave NW (and note need for coordination with the City to ensure smooth transition from proposed segment to existing segment, which is scheduled for reconstruction in 2015).

Sheet G1

- Revise to clearly articulate connection with existing segment of 168th Ave NW (and note need for coordination with the City to ensure smooth transition from proposed segment to existing segment, which is scheduled for reconstruction in 2015).

Sheet L1

- Revise to clearly show two (2) front yard trees per lot.
- Replace Silver Maple with an alternative species.
- The planting detail must be amended to include the following
 - Planting depth shall be such that the 1st set of primary roots is at finished grade

- Only prune out dead/broken/deformed branches at time of installation
 - Removal of upper portion of wire basket and burlap after being placed in planting hole if using B & B stock.
 - 2-4 inches of wood chip mulch shall be included around all trees. Mulch shall not be piled against the trunk of trees.
- Revise to clearly articulate connection with existing segment of 168th Ave NW (and note need for coordination with the City to ensure smooth transition from proposed segment to existing segment, which is scheduled for reconstruction in 2015).

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

DATE	4/24/15	PROJECT ADDRESS	UNKNOWN
PROJECT. TITLE	BROOKFIELD 6 TH ADDITION		
ESCROW #	114635		
DEPARTMENT:	PLANNING		
TECHNICAL REVIEWER:	Name: Chris Anderson Phone: 763-433-9817 Email: canderson@cityoframsey.com		

We offer the following comments regarding the Landscape Plan prepared by APA Consulting Engineers & Surveyors and dated March 13, 2015:

Landscaping: Two (2) front yard trees are required per lot. Deciduous trees shall be a minimum of one (1) inch caliper and evergreen trees shall be at least five (5) feet in height. As a general note, builders should be provided a copy of the approved Landscape Plan and Planting Detail if they will be assuming responsibility for installing the front yard trees on each lot. The following items must added to the Landscape Plan:

- *While it appears generally that each lot will have two (2) trees planted, many of them indicate that one tree will be planted in the rear yard. Each lot shall have two (2) front yard trees and that must be reflected on the plan.*
- *No evergreen species will be permitted within the public road right-of-way.*
- *An alternative to Silver Maple should be utilized due to that species' tendency to produce surface roots.*
- *The planting detail must be amended to include the following*
 - *Planting depth shall be such that the 1st set of primary roots is at finished grade*
 - *Only prune out dead/broken/deformed branches at time of installation*
 - *Removal of upper portion of wire basket and burlap after being placed in planting hole if using B & B stock.*
 - *2-4 inches of wood chip mulch shall be included around all trees. Mulch shall not be piled against the trunk of trees.*

Density Transitioning: The proposed plat is adjacent to an existing, larger lot residential neighborhood. The adjacent, existing neighborhood is also zoned R-1 Residential (MUSA) and thus, transitioning, as required by City Code, does not apply. However, as an advisory comment, Staff would like to encourage the Developer to consider implementing some form of transitioning on Lot 2, Block 2 due to the differing densities between the existing and proposed developments (Outlot D Brookfield 1st Addition does provide some transitioning between Lot 10, Block 1 and the adjacent, existing development). If landscaping is used, it should consist of at least six (6) trees per every 100 feet of common boundary line with the existing, larger lot to the east. Staff would be amenable to a reduced quantity planting schedule.

- *An enlarged exhibit should be prepared that details the specific plantings used for transitioning purposes, including species, size, root stock, and locations.*
- *Density Transitioning plantings should be installed by the Developer (and accepted by the City) prior to the issuance of a building permit for Lot 2 Block 2.*

- *A two (2) year maintenance surety would be required to ensure the survival of the transitioning plantings.*
- *Minimum tree size for transitioning plantings are 2.5 inches for overstory (shade) trees, 1.5 inches for ornamental trees, and six (6) feet in height for evergreen trees.*

A revised Landscape Plan must be submitted to address the above items prior to the plat being released for recording.

Tree Preservation: The site appears to be devoid of any significant trees and thus, a Tree Preservation Plan is not required.

Topsoil: Each individual lot will need to have four (4) inches of topsoil meeting the City's topsoil specification. A topsoil inspection is required prior to landscaping being installed and copies of the load tickets are required as well. This is reviewed at time of Building Permit Application and request for Certificate of Occupancy for each individual lot.

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

DATE	APRIL 24, 2015	PROJECT ADDRESS	EAST OF MARBLE STREET, SOUTH OF 170 TH TRAIL
PROJECT. TITLE	BROOKFIELD 6 TH ADDITION FINAL PLAT		
ESCROW #	114635		
DEPARTMENT:	Engineering		
TECHNICAL REVIEWER:	Name: Leonard Linton Phone: 763 433-9834 Email: llinton@ci.ramsey.mn.us		

We offer the following comments regarding the Final Plat for Brookfield 6th Addition. The submittal consists of 11 sheets prepared by APA Consulting Engineers dated March 23, 2015.

Plan sheet specific comments.

Plat: The plat name must be updated in the 2nd paragraph and the County Recorder paragraph.

Sheet C1: The title must be updated to 6th Addition.

Sheet C2:

- Label Marble Street at west end of project.
- Add detail for ped ramp removal and replacement.
- Install temporary hydrant or provide means to flush watermain at south end of 167th crossing.
- Show alternate for connection to existing 168th Ave. The City will be reconstructing 168th Ave east of the property line. There will not be a cul-de-sac when both projects are completed. The connection must be coordinated between contractors.
- Verify grading in easement between Block 1 Lots 8 & 9.
- Fix readability for services on lot 7.
- Show 6' sidewalk along north side of 168th Avenue.
- Lighten Storm Sewer line weight.

Sheet C3:

- Show profile grid for CB105-CB106.
- Darken labels for storm sewer structures.
- Make hydrants lighter and show watermain with light pen.
- All sidewalks are 6' wide.
- Show profile grid for CB107-CB108, show details for connection north of CB108.

Sheet G1:

- Add key note for silt fence.
- EOF elevation is not readable.

Sheets G2:

- Use City Details.

Sheet D1

- Specify number of domes and radius in ped ramp details. A detail is required for 168th and Marble Street intersection.

Sheet D2

- Update typical street section detail to read “6” sidewalk shall be installed in all areas.”
- Specify length of DIP outside of Drop Manhole.

Sheet SW1

Updates are required.

- Plat Name
- Agency contacts : project is not in Todd SWCD.
- Show post construction impervious cover information.
- Replace ? and X with data.
- Update rainfall data for Ramsey.