

CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE

DATE	APRIL 28, 2017 REVISED: JUNE 9, 2017	PROJECT ADDRESS	17301 NOWTHEN BLVD NW
PROJECT TITLE	TROTT BROOK HALL: CUP, SITE PLAN, SKETCH PLAN, FINAL PLAT		
ESCROW #	115649		
DEPARTMENT:	Community Development: Planning Division		
TECHNICAL REVIEWER:	Name: Chris Anderson Phone: 763-433-9817 Email: canderson@cityoframsey.com		

Conditional Use Permit, Sketch Plan, Final Plat, and Site Plan Review

We offer the following comments regarding the Conditional Use Permit (CUP), Sketch Plan, Final Plat and Site Plan submittal for Trott Brook Hall as it relates to the City’s Zoning Code. The plan set consists of seven (7) sheets; a Final Plat prepared by E.G. Rud & Sons, Inc., dated May 25, 2017 and Civil Engineering Plans prepared by Plowe Engineering, Inc. and dated March 9, 2017, revised May 22, 2017 (C1, C2, C3, C4, C4.2, and C4.3). Religious institutions more closely function like commercial uses do and thus, the B-1 Business District standards are being applied to the plan review for this project.

Staff provides the following comments on the Plan Set that require revision:

Final Plat:

1. Per the Application, the developer is indicating that the proposed northern access would eventually serve as right of way for a public road if/when the surrounding property is developed. Standard right-of-way width is sixty-six (66) feet. A drainage and utility easement should be included on the Final Plat along the northern thirty-three (33) feet of Lot 1 Block 1 and Outlot A to account for this possibility. While not officially right-of-way, this would at least reserve half of the corridor to serve as future right-of-way. The remainder of the required right-of-way would be obtained at the time the surrounding property is subdivided.

C1:

1. Update Sheet Index to include C4.2, C4.3, and L1.
2. Provide a calculation of acreage added to the Church’s property. The table should indicate existing acreage and square feet of church property, proposed acreage and square feet to be added to church property, proposed total acreage and square feet of Lot 1 Block 1, and acreage and square feet of Outlot A. This calculation is necessary to determine the applicable development fees outlined in the required Development Agreement.
3. Show proposed Outlot A on all plan sheets.

C2:

1. A cross-access easement is required for the proposed northern access as it straddles the boundary of Lots 1 and 2.
2. Protect septic area(s) throughout construction. Add this note to plan set and add barrier (silt fence or snow fence) to demark location(s) of septic area(s) to plan set.
3. Provide clarification of what the septic area next to the jungle gym is. Is that the current location of the septic system? Is the septic area near the storm water pond a secondary location? These need to be labeled accurately and both must be protected throughout construction (see #2 above).
4. Add the 'Future One (1) Story Activity Center footprint and note to this sheet. Without it, the future construction of the Activity Center will require an amendment to the Conditional Use Permit.
5. Septic system must be evaluated to ensure sufficient capacity to accommodate the proposed building expansion. If the septic system is not properly sized, it will need to be updated as part of the building expansion project. Coordinate with the Building Official for this determination.
6. The building expansion may require fire suppression. Coordinate with the Building Official for this determination.
7. Show proposed Outlot A on all plan sheets.

C3:

1. A cross-access easement is required for the proposed northern access as it straddles the boundary of Lots 1 and 2.
2. Protect septic area(s) throughout construction. Add this note to plan set and add barrier (silt fence or snow fence) to demark location(s) of septic area(s) to plan set.
3. Provide clarification of what the septic area next to the jungle gym is. Is that the current location of the septic system? Is the septic area near the storm water pond a secondary location? These need to be labeled accurately and both must be protected throughout construction (see #2 above).
4. Show proposed Outlot A on all plan sheets.

L1:

1. Protect septic area(s) throughout construction. Add this note to plan set and add barrier (silt fence or snow fence) to demark location(s) of septic area(s) to plan set.
2. Provide clarification of what the septic area next to the jungle gym is. Is that the current location of the septic system? Is the septic area near the storm water pond a secondary location? These need to be labeled accurately and both must be protected throughout construction (see #2 above).
3. Show proposed Outlot A on all plan sheets.
4. Add note stating planting depth shall be such that the first set of primary roots shall be at finished grade.
5. The City requires a two (2) year warranty on all required landscaping.

Staff provides the following comments for general review of applications:

Conditional Use Permit

The submittal includes an application for a Conditional Use Permit for (CUP) for A religious institution is considered a Conditional Use in the R-1 Residential District. A religious institution has been in operation on the site prior to this zoning standard. City Staff have no objection to the CUP and have included the proposed Site Plan as an exhibit in the document to also allow for potential future expansion as shown to occur without requiring an amendment to the CUP (still subject to all permitting requirements thought).

Sketch Plan and Final Plat

General. The project proposes to subdivide portions of three (3) lots into two (2), plus one (1) Outlot, to accommodate an expansion of Trott Brook Hall. As part of the request, an application for a Conditional Use Permit (CUP) has been submitted to address the expansion of a lawful, non-conforming use. The building expansion and parking improvements are being reviewed using the B-1 General Business District standards as those are more closely aligned with the use on the property than the R-1 Residential standards.

Zoning. The properties are all zoned R-1 Residential (MUSA). The Minor Plat will result in two (2) lots plus an outlot, all of which exceed the minimum thresholds for size and width. The lot with the religious institution also meets the minimum standards of the B-1 General Business District.

Streets and Access. The project site will continue to be accessed from CSAH 5. Two existing accesses will be removed as part of the project with a new egress only access proposed centered on Lot 1 and a new ingress/egress access proposed straddling the boundary between Lots 1 & 2. The northern access will require a Cross-Access Easement recorded against both lots. The project will require a permit through Anoka County for all work occurring within their right-of-way and a copy of said permit shall be provided to the City.

The Application indicates the intention would be for the northern access to actually serve as right-of-way for a public road if/when the surrounding property is developed. The information on the Application itself is not actually legally binding (only the approved plans are). If this is the intention, the Final Plat should be revised to include a drainage and utility easement along the northern thirty-three (33) feet of Lot 1 Block 1 and Outlot A. This would at least reserve half the corridor width needed to serve as right-of-way with the remainder being addressed at the time the surrounding land is developed. Note that when the surrounding land is developed, the access to the church will need to be modified to accommodate the construction of the public road indicated on the Application.

Grading and Drainage Plans. Please see Engineering Comments with regard to grading and drainage.

Easements. Drainage and utility easements shall be provided for both lots. Drainage and utility easements shall be ten (10) feet in width adjacent to road right-of-way and unplatted areas and five

(5) feet along all common lot lines being platted. Additionally, drainage and utility easements are required around all wetlands and stormwater ponds. The easement shall be a minimum of sixteen and a half feet (16.5 feet) in width and must be included on the Final Plat.

Development Fees. Development Fees will be due with the Plat including, but not limited to, Park Dedication, Trail Development, and Stormwater Management. These fees are collected at the time the Final Plat is recorded and at the rate in effect when the plat is recorded. The fees will be based on the 2.14 acres (excluding Outlot A) being added to the Church property to facilitate the expansion project.

Development Agreement: An executed Development Agreement will be required prior to releasing the plat for recording.

Site Plan

General. The project proposes an expansion of approximately 3,950 square feet off the northeastern wall of the existing building. Sheet C3 also includes an area noted as a future one (1) story activity center. This addition should also be noted on Sheet C2, which will be added as an exhibit to the Conditional Use Permit (so the future expansion won't require an amendment to the CUP).

Exterior Finish. City Code Section 117-114 (B-1 General Business District) outlines acceptable exterior wall finishes, which include face brick, stucco, glass, wood, natural stone, specifically designed pre-cast concrete units whose surfaces have been integrally treated with an applied decorative material or texture, or other materials as approved by the City. The proposed building elevations indicate the use of four (4) inch pre-finished steel siding and concrete block. It is presumed that the proposed materials match the existing finish of the building presently.

Building, Parking, and Maneuvering Setbacks. The proposed building expansion appears to meet or exceed all required setbacks. This also applies to the future expansion for the one (1) story activity center. All proposed parking and maneuvering areas must be setback from the road right-of-way at least twenty (20) feet and it appears that this standard is also being met.

Wetland and Stormwater Pond Setbacks. Both wetlands and stormwater ponds require a sixteen and a half foot (16.5 feet) permanent setback around them. This area must be encumbered with a drainage and utility easement. The setback and easement should be identified on the plan set and Final Plat sheet.

Landscaping. One (1) tree per 1,000 square feet of building footprint is required along with one (1) tree for every ten (10) new parking stalls. It appears that there are eighty (80) new parking stalls proposed and 3,946 square feet of building expansion, resulting in a minimum requirement of twelve (12) new trees. The Landscaping Plan includes twelve (12) new trees primarily around the parking lot. Tree species and sizes are acceptable. Disturbed areas are proposed to be seeded rather than sodded; Staff is not opposed to this approach with the understanding that erosion control measures must remain in place until such time that permanent vegetation is established.

Other Permits. The proposed project will disturbed an acre or more of land and includes a wetland delineation. A permit from the Lower Rum River Watershed Management Organization will be required and a copy of which must be submitted to the City.

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

DATE	JUNE 9, 2017	PROJECT ADDRESS	EAST OF NOWTHEN BOULEVARD, NORTH OF TROTT BROOK
PROJECT. TITLE	TROTT BROOK HALL ADDITION		
ESCROW #	115469		
DEPARTMENT:	Engineering		
TECHNICAL REVIEWER:	Name: Leonard Linton Phone: 763 433-9834 Email: llinton@ci.ramsey.mn.us		

The Engineering Department offers the following comments regarding the Preliminary Plat and Site plans for the proposed building expansion for Trott Brook Hall. The submittal consists of 9 sheets prepared by Plowe Engineering, Inc. and 1 sheet prepared by E.G. Rud & Sons, Inc. Both sets were dated May 22, 2017. *The italicized comments were in our letter dated May 1, 2017 and have not been addressed.*

General comments:

1. *A legend must be shown on all sheets. All symbols used on that sheet must be added to the legend for the sheet. A scale must be shown on all sheets.*
2. *Class 5 shall meet the Ramsey modified gradation. This gradation must be included in the details.*
3. *Plan readability –Proposed storm sewer lines and symbols must be the most prominent on the storm sewer sheets. Proposed curb lines, sidewalks and pedestrian ramps must be the most prominent lines on the street sheets. All other lines on the sheet must be screened so the lines and symbols for proposed features stand out. Items shown as removed on the removals sheet must not appear on the site plan or grading plan. This includes the symbols in the legends which must match the plan view in size, pattern, weight, and color.*
4. *Underlying lines must be broken where they are under text enhance readability. Underlying text must be moved so there is not text on text.*
5. *Each pedestrian ramp requires a specific detail with walk/ trail width, ramp slope, landing pad slope, spot elevations and number of truncated domes.*

Sheet Specific Comments:

Final Plat:

1. *The private easement across Lot 2, Block 1 must be revised to tie into the east side of the proposed driveway at the bend. Anoka County will not allow 2 driveway accesses at one location as currently depicted. This easement must be 33 ft wide, to provide for possible conversion to right of way in the future.*

Sheet C1:

1. *There are multiple instances of text over text that must be corrected as noted in the general comments.*
2. *List the quantity of curb to be removed at each location. List the quantity of bituminous pavement to be removed at each location.*
3. *Call out saw cutting between features to be removed and features remaining in place.*
4. *Revise general notes: Add note that silt fence must be installed and inspected prior to beginning removals.*
5. *Remove reference for sewer or water services, this site is outside of the municipal service area.*
6. *Call out removal of the existing driveway north of the proposed driveway.*

Sheet C2:

1. *A legend is required on this sheet showing all line types and symbols used.*
2. *Do not show removed items on this sheet as noted in the general comments.*
3. *All curb beaver tails must be 3 feet long. Curb notes must only appear on this sheet.*
4. *Call out the length and width of all painted lines.*
5. *Add concrete curb on the inside edge of the drive connecting the upper and lower parking lots.*
6. *Add concrete curb between the existing parking lot and the new building addition.*
7. *Add concrete curb around edges of future bituminous play area to protect asphalt.*
8. *The walkway from the parking lot must be constructed as a pedestrian ramp, a detail will be required for this ramp along with the MNDOT 6 sheet set of details for pedestrian ramps.*

Sheet C3:

1. *A legend is required on this sheet showing all line types and symbols used.*
2. *Do not show removed items on this sheet as noted in the general comments.*
3. *The wetland area to be filled must be marked in the field with construction fence to prevent inadvertently filling more area than noted.*
4. *Specify if spot elevations at curbs are top or gutter.*

5. *Add notes to this sheet as needed.*
6. *Silt fence must be installed and inspected prior to any work on site. The silt fence must be placed between the existing septic system and the new parking lot. Silt fence must be installed down slope of the proposed pond and pond grading. Protect the existing septic system from construction traffic.*
7. *Contours must be added to the new driveway extending to the north.*
8. *Add spot elevations to define ditch grading at removed driveways.*
9. *Enlarge detail A to include all of the new building addition. Add spot elevations adjacent to the new building and show the proposed drainage routes.*
10. *Infiltration /detention must be provided between the corner of the existing parking lot and the wetland. See additional comments in the stormwater section below.*
11. *Soil boring locations are shown on the preliminary plat. The geotechnical report must be submitted.*

Sheet C4:

1. *City details for catch basins and pedestrian ramps must be added. The MNDOT 6 sheet set of pedestrian ramp details must be added to the plans. A custom detail must be added for the pedestrian ramp showing spot elevations, lengths and slopes on the ramp.*

Sheet C4.2:

1. Add dimensions and notes to this sheet detailing the work to be performed. Provide information on traffic control required to construct the turn lane.
2. Stationing must run from south to north.

Sheet C4.3:

1. The existing and proposed grades must tie in at the outer edge of the road way. Make the sections wider to include the tie in point.

Sheet C5.1:

1. *Add note: "The City must approve the Notice of Termination before it is submitted."* Inspection of erosion control practices must be done weekly and after every 0.5 inch rain event. The inspection reports must be emailed to the City. A complete record of all inspections must be submitted to the City prior to issuing the Certificate of Occupancy. This complete record is also required before the City will approve the Notice of Termination.

Sheet 5.2:

1. *The designer's training information must be added to this sheet listing the date of the class and expiration of the certificate.*
2. *Add a table showing the BMPs to be used on the project and the estimated quantities.*
3. *Label Trott Brook and the major roads on the map.*

Stormwater Management Plan:

A stormwater summary and HYDROCAD reports were provided with the submittal. The infiltration basin is sized for the new impervious areas. The existing impervious areas drain over the new impervious areas to the proposed infiltration basin. The site has 2 locations where stormwater leaves the site. The new impervious areas flow to both locations. Infiltration/ rate control will be required for both outfalls. The infiltration and rate control must be sized for the total flow coming to the respective outfall. The calculations will need to be revised to reflect the actual flows coming to the infiltration/ detention areas.

1. *Soil borings are required in the area of the infiltration practices to verify the soils are suitable for infiltration.*
2. *The bottom of the infiltration basins must be at least 3 feet above the ground water level,*
3. *If water will be discharged directly to the infiltration area, then a sump manhole or water quality treatment structure must be installed up stream of the infiltration basin to capture sediment and debris.*
4. *Water cannot be directly discharged to the wetland. It must be treated as noted above.*
5. *Detailed procedures for constructing the infiltration basins and bringing them online will be required in the final plans.*
6. *The title of the HydroCAD models must be revised to include the project name and designate Existing or Proposed conditions.*
7. *The ponds must be less than 10 feet deep to comply with the recommended guidelines in the Minnesota Stormwater Manual.*
8. *A Minimal Impact Design (MIDS) model or P8 model must be submitted showing the water quality improvements provided by the stormwater system.*

This site drains to the Trott Brook. Detailed calculations per the Ramsey Development Requirements for TMDL must be submitted. The updated guidance sheet is attached.