

**City of Ramsey**  
**Agenda**  
**Park and Recreation Commission**  
**Thursday, March 9, 2017**  
**6:30 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve Park and Recreation Commission Meeting Minutes.
- 5. Commission Business**
  1. Nominate Chair and Vice-Chair of the Park and Recreation Commission
  2. Recommend Park Dedication for Covenant Meadows; a Planned Unit Development
  3. Recommend Work Plan for the Park System of the Comprehensive Plan, *and* City-wide Parks Master Plan
  4. Consider the Establishment of a Youth Liaison to the Park and Recreation Commission
  5. Recommend the Pursuit of a MN DNR Grant from the Local Trail Connections Program
- 6. Commission/Staff Input**
- 7. Adjournment**

**Park and Recreation Commission**

**4. 1.**

**Meeting Date:** 03/09/2017

**Submitted For:** Mark Riverblood, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Approve Park and Recreation Commission Meeting Minutes.

**Purpose/Background:**

To review and approve the attached meeting minutes.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

n/a

**Recommendation:**

**Action:**

Motion to approve Park and Recreation Commission meeting minutes for February 9, 2017.

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**Attachments**

Minutes

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**Form Review**

**Inbox**

Grant Riemer

Form Started By: MaryJo Warner

Final Approval Date: 03/03/2017

**Reviewed By**

Grant Riemer

**Date**

03/03/2017 03:24 PM

Started On: 03/01/2017 09:31 AM

**PARK AND RECREATION COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on February 9, 2017, at Ramsey City Council Chambers, 7550 Sunwood Drive NW

Commission Members Present:      Chair Shane Bennett  
   Vice Chair Matthew Logan  
   Commissioner Brandon Sis  
   Commissioner Jon Trappen  
   Commissioner David Troy

Commission Members Absent:      Commissioner Russell Bayer  
   Commissioner Andrew Fyten

Also Present:                              Parks & Asst. Public Works Superintendent Mark Riverblood

**1.      CALL TO ORDER**

Chair Bennett called the Park and Recreation Commission meeting to order at 6:30 p.m.

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

Commissioner Logan announced he is tendering his resignation. His last meeting will be the March 2017 Commission meeting as he will be moving out of the City.

Chair Bennett thanked Commissioner Logan for his service to the Commission.

Motion by Commissioner Trappen, seconded by Commissioner Sis, to postpone nomination/election of Chair and Vice-Chair of the Park and Recreation Commission until the March 2017 Commission meeting.

Motion carried. Voting Yes: Chair Bennett, Commissioners Trappen, Sis, Logan, and Troy.  
Voting No: None. Absent: Commissioners Bayer and Fyten.

Motion by Commissioner Sis, seconded by Commissioner Troy, to approve the Park and Recreation Commission meeting agenda as revised.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Troy, Logan and Trappen. Voting No: None. Absent: Commissioners Bayer and Fyten.

#### **4. APPROVE MINUTES**

##### **4.01: Approve Park and Recreation Commission Meeting Minutes**

Motion by Commissioner Logan, seconded by Commissioner Trappen, to approve the following Park and Recreation Commission Regular Meeting Minutes:

- 1) Park and Recreation Commission Regular Meeting Minutes dated January 12, 2017.

Motion carried. Voting Yes: Chair Bennett, Commissioners Logan, Trappen, Sis, and Troy. Voting No: None. Absent: Commissioners Bayer and Fyten.

#### **5. COMMISSION BUSINESS**

##### **5.01: Nominate Chair and Vice-Chair of the Park and Recreation Commission**

This item was postponed to the March 2017 meeting.

##### **5.02: Approve Policy Document and Review Concept Plan for Pearson Farm; Case of Capstone Homes**

Parks & Assistant Public Works Superintendent Riverblood reviewed the purpose of this case is to provide preliminary feedback for a future plat currently known as Pearson Farm. This is not an official application at this time, but does merit a policy discussion on several aspects of the proposed subdivision:

1. Land Use (Comprehensive Plan and Zoning District).
2. Mandatory Environmental Review.
3. Park Dedication and Trail Fees (cash contribution or specified improvements).
4. Regional Infrastructure.

Mr. Riverblood provided the following Observations/Alternatives. This case is an update to a previous case reviewed by the Planning and Park and Recreation Commissions. This project is still in concept stage. Discussions continue on key policy topics with the Developer. The list is a summary of updates since the Commission's reviews in January.

1. The concept is still fluid in nature. Final layout is being modified due to grading and storm water depth information.
2. Staff has expanded the original policy topics from abstract to initial recommendations and action items.
3. The City Council has recommended that there be two (2) access points on Alpine Drive. Staff originally had concerns about two (2) access points. Staff is evaluating options that balance traffic safety and accessibility.

4. The City Council has noted that the City will need to be cognizant of the establishment of a Home Owners' Association due to the private, shared improvements. The City has had negative experiences in at least two projects with these types of improvements when a HOA was not properly established.

Mr. Riverblood reviewed this is a conceptual plan at this point. Staff is forwarding at this stage to introduce the concept early, especially in light of mandatory environmental review required by State Law. The Developer desires initial feedback on the concept before starting the official review process. The entire review process (City, State, Watershed, etc.) may mean a construction start date of approximately July 2017 or later.

Mr. Riverblood provided a synopsis of key issues and opportunities associated with the aforementioned subdivision process and requirements.

Comprehensive Plan Amendment – The proposed concept appears generally in line with the Comprehensive Plan, which guides this area for a mix of medium density residential (3-7 units per acre) and a small portion of high density residential (7-15 units per acre). The boundaries of the Land Use Districts do not match exactly that of the proposed development concept. The Comprehensive Plan will need to be adjusted slightly to reflect the proposal.

Planned Unit Development – The site is comprised of a mix of R-2 Residential and R-3 Residential to match the Comprehensive Plan addressed above. While a majority of the proposal appears to meet minimum zoning standards, there are areas that may deviate slightly from minimums. A significant amount of open space, of value to the project, may impact net density. The site is being planned as a whole, and phased over time. Due to these layers of reviewed, a Planned Unit Development may be an appropriate tool to employ at this time.

Mandatory Environmental Review – Due to the number of units, which is a mix of attached and unattached units, State Rules require this project to complete an Environmental Assessment Worksheet.

Park Dedication and Trail Fees – A total of 334 residential units (estimated) of single family homes + townhomes are proposed to be platted in phases over the next several years. Park Dedication (cash contribution) and Trail Fees would typically be calculated per the existing fee schedule at the time of development of each phase. Preliminary discussions with the Developer indicate they may be requesting some Park Dedication credit for private open space within the proposed plat. Staff has explained the longstanding policy of not requiring or encouraging public “pocket parks”, but rather planning for, and providing Park Dedication and Trail Fee credit for building trail connections within the community, and investing in larger, quality neighborhood and community parks. The Developer may still include private open space and park-like amenities within the subdivision; however, the Park and Recreation Commission is likely to recommend either that Park Dedication (and Trail Fees) be satisfied in cash, or specified improvements that have accessible, recreational value to the community outside of the interior of the proposed subdivision. Examples of specified, Park Dedication eligible improvements include:

- Segments of the proposed greenway trail between Lake Itasca Park and The COR (within or adjacent to the proposed plat).
- Improvements to Lake Itasca Park, e.g. boardwalk or pier connection to the lake, canoe/kayak station, parking areas, or park development plans.
- Trailside improvements to the trail alongside Puma St., which is also an element of the Mississippi River Trail (and U.S. Bikeway #45).
- Any number of potential enhancements/development to the park system in The COR, e.g. splash pad, site development for the water-centric park, or the proposed Municipal Plaza (Happy Days location) – all of which would be of benefit to new residents of Capstone’s proposed project.

Arterial Infrastructure Cost Share – The development of the Capstone project, and the City’s future business park, will result in the need to construct/upgrade arterial infrastructure located along Bunker Lake Boulevard/Puma Street. Resolution of cost-share agreements for the proposed arterial infrastructure improvements is outstanding and will be subject of negotiation.

Street Access to Alpine Drive – A new access point on Alpine Drive is proposed with the concept. Throughout the first round of conceptual design review and City Council feedback, Staff has been directed to discuss options that keep a second access point to Alpine Drive for accessibility and traffic flow that balances concerns about traffic safety (sight lines and speeds). Mr. Riverblood noted a roundabout may be a good solution. Per the Policy Document for the Alpine Drive Roundabout, the developer shall be responsible for the design and construction consistent with the phasing of the project. The proposed roundabout shall include enhanced pedestrian safety measures above and beyond standard/minimum improvements. Park Dedication credit may be applied to the ‘leg’ of the roundabout which would serve as the Lake Itasca Park entrance.

Another street access opportunity to be considered would be the realignment of Puma Street, east, to line-up with the existing Okapi Street to the north of Alpine. This could be physically facilitated as the City presently owns 4 acres at this location. This realignment may also yield an area of developable land to the west side of Puma Street which could be factored into the suite of obligations and opportunities addressed and negotiated within the Development Agreement.

Mr. Riverblood stated staff recommends adoption of the proposed Policy Document.

Motion by Commissioner Troy, seconded by Commissioner Logan, to adopt the Policy Document for Pearson Farm as proposed and recommend City Council approval.

Further discussion: Commissioner Troy asked about the roundabout and impact on wildlife. Mr. Riverblood stated it would impact traffic speed and may provide some favorable impact on wildlife due to lower traffic speeds. Chair Bennett asked about the pedestrian underpass and Mr. Riverblood stated the pedestrian underpass which would provide better safety for people going to the park. The roundabout could add to the safety, but enhanced signalization for pedestrians would be recommended. Commissioner Sis asked what is included in the comprehensive plan east of this development and Mr. Riverblood stated it would be planned to be residential east of

Puma Street to the north and industrial east of Puma Street to the south. Some modifications would be made to land use in the area. Commissioner Sis asked if a roundabout would be detrimental to large trucks needing to come into the area to service commercial or industrial businesses. Mr. Riverblood stated a roundabout would slow the speed and most trucks would use Highway 10 rather than Alpine Drive. Commissioner Trappen asked if a roundabout takes more space than a regular intersection and Mr. Riverblood stated the City owns the land and more space is taken for a roundabout. A roundabout would slow traffic and present a residential feel to the road. Commissioner Troy asked if the roundabout would have any effect on bike trails and Mr. Riverblood stated there would be crosswalks.

Motion carried. Voting Yes: Chair Bennett, Commissioners Troy, Logan, Sis, and Trappen. Voting No: None. Absent: Commissioners Bayer and Fyten.

## **6. COMMISSION/STAFF INPUT**

Parks & Assistant Public Works Superintendent Riverblood provided the following updates:

City-wide Comprehensive Plan – The schedule for park related activity begins in April 2017 and the Commission will start reviewing the plan at that time. There will be some public engagement meetings to review which the Planning Commission and Public Works Departments will share in hosting.

Recreation Programming:

Tuesday, November 14 – Couples Valentine’s Night Out.

Thursday, March 23 – Starwatch Party with Mike Lynch

Wednesday, February 8, 15, 22, March 1 – Yoga Flow

Thursday, May 11 – Learn to Garden with the Master Gardeners

Thursday, February 2 – Skating at Central Park

2017 Skating (and sliding season) – Mr. Riverblood reported it was a rough season due to weather conditions. The attendance count to date was 1,959 Central, 1770 at the School. This is slightly above last year’s numbers.

Commissioner Troy stated the website is very easy to navigate in looking at events. He requested reports be provided on the number of attendees for each event.

## **7. ADJOURNMENT**

Motion by Commissioner Sis, seconded by Commissioner Logan, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Logan, Trappen and Troy. Voting No: None. Absent: Commissioners Bayer and Fyten.

The Park and Recreation Commission meeting adjourned at 6:55 p.m.

Respectfully submitted,

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Mark Riverblood  
Parks & Assistant Public Works Superintendent

Drafted by Debbie Wolfe  
*TimeSaver off Site Secretarial, Inc.*

**Park and Recreation Commission**

**5. 1.**

**Meeting Date:** 03/09/2017

**Submitted For:** Mark Riverblood, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

**Information**

**Title:**

Nominate Chair and Vice-Chair of the Park and Recreation Commission

**Purpose/Background:**

Each year, City Council makes appointments to their various subcommittees, with commissions and boards also expected to appoint a Chair and Vice-Chair for their respective entity. The purpose of this case is to establish (or reaffirm) the Commission’s Chair and Vice-Chair for 2017. In terms of process, staff proposes nominations for first the Chair, and then after approval by the majority of voting Commissioners, the Vice-Chair position also administered in the same manner. (It may be pointed out that, in that there is no official protocol for this process, the Commission may perform the nominations and/or the voting by paper 'ballots' forwarded to the Ex Officio as part of this case, if desired.) The Terms of Boards and Commission are from April 1st through March 31st of the respective year(s).

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

n/a

**Recommendation:**

**Action:**

Motion to designate \_Chair, and \_Vice Chair of the Park and Recreation Commission from April 1, 2017 through March 31, 2018.

**Attachments**

*No file(s) attached.*

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Mark Riverblood	Mark Riverblood	02/02/2017 10:03 AM
Grant Riemer	Grant Riemer	02/02/2017 10:18 AM
Grant Riemer	Grant Riemer	03/03/2017 03:24 PM
Form Started By: MaryJo Warner		Started On: 01/20/2017 10:20 AM
Final Approval Date: 03/03/2017		

Meeting Date: 03/09/2017

By: Mark Riverblood, Engineering/Public Works

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**Information**

**Title:**

Recommend Park Dedication for Covenant Meadows; a Planned Unit Development

**Purpose/Background:**

The purpose of this case is to recommend to City Council the appropriate resolution of the Park Dedication and Trail Fees due for this proposed Planned Unit Development (PUD). The site is generally located south of Trott Brook and west of Germanium Street and is identified as [PID02-32-25-44-0004](#). (See Site Location map, with parcel highlighted in red.)

The Applicant has proposed to subdivide the approximately thirty-eight (38) acre Subject Property into twelve (12) single family homes that would be serviced by individual private utilities. The Preliminary Plat proposes deeding approximately fifteen (15) of the thirty eight (38) acres to the City as the *Public Benefit* in relation to the PUD application. The proposed fifteen (15) acres straddles both sides of the Trott Brook, has steep slopes, and is considered to be high quality natural open space. Securing this land is also consistent with the goal of a near continuous preservation of natural resources along Trott Brook in the city.

**Notification:**

Staff attempted to notify all Property Owners within a 700 foot radius of the Subject Property of the Public Hearing (held by the Planning Commission on March 2, 2017) via Standard US Mail. The Public Hearing was also published in the City's official newsletter, the Anoka County Union Herald.

**Observations/Alternatives:**

**Observations on Park Dedication and Trail Fees for Covenant Meadows:**

Properties surrounding all sides of the Subject Property are currently zoned R-1 Residential (Rural Developing) and guided as Rural Developing. While the Applicant is requesting reduced lot sizes than what would normally be required in the R-1 Residential district, the proposed parcel sizes are similar in size and nature to the existing surrounding parcels—in that an adjacent parcel is 1.04 acres and the smallest parcel being proposed within Covenant Meadows is 1.00 acres. In exchange for the reduced lot size, the Applicant is proposing to deed to the City approximately fifteen (15) acres of land as permitted with the PUD process. The land being proposed is high quality natural resources, and will also provide buffers to the brook and serve to provide connectivity between other natural areas along Trott Brook. The Applicant has agreed to provide a trail easement between lots 5 and 6 of block 1 so as to provide all lots in the proposed development and the larger neighborhood with access to this public amenity.

Upon review of the contours of the steep slopes, Staff has identified that an ADA compliant trail to, or parallel to the stream is not feasible; however, Staff has identified that a twenty (20) foot trail easement should still be included between lots 5 and 6 of block 1 and that an eight (8) foot bituminous trail be constructed within that easement and that the trail terminate with a fifteen (15) foot bituminous bulb within Outlot A as part of the Stage I Improvements. The bituminous trail will need to connect to the bituminous edge of Iodine St NW and that connection will need to be ADA compliant. The Applicant is currently proposing a rural road section with a ditch system to convey stormwater, so a culvert will be necessary to allow for the free flowing of runoff as well as elevate the trail connection to the roadway.

Reflective of the dedication of land by the PUD process, Park Dedication should be a cash contribution per lot platted. (12 lots @ the 2017 residential unit rate of \$2,800 = \$33,600.) The new municipal connecting trail (from Iodine Street to Outlot A) would be eligible for credit against the \$800 Trail Fee per lot platted. (12 lots @ the 2017 residential Trail Fee of \$800 = \$9,600.) As part of the Development Agreement, the construction cost of the new trail segment will be identified. If it can be demonstrated that actual cost of the trail would exceed the Trail Fees, the balance may be deducted from the cash Park Dedication owed.

**Funding Source:**

All costs associated with the subdivision of land are the responsibility of the Applicant

**Recommendation:**

Staff recommends Park Dedication be satisfied by a cash contribution at the time of platting; that the trail segment from Iodine Street to Outlot A be constructed as a Stage I improvement —and the trail construction costs would be eligible for credit against the Trail Fees due per lot platted.

**Action:**

Motion to recommend to City Council that, Park Dedication be satisfied by a cash contribution at the time of platting, and that the trail segment from Iodine Street to Outlot A be constructed as a Stage I improvement —with the trail construction costs eligible for credit against the Trail Fees due.

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**Attachments**

[Site Location Map](#)

[Application Document](#)

[Complete Plan Set](#)

[Staff Review Letter](#)

[Ordinance #17-05](#)

[Resolution #17-02-053: Preliminary Plat](#)

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**Form Review**

**Inbox**

Grant Riemer

Tim Gladhill

Form Started By: Mark Riverblood

Final Approval Date: 03/02/2017

**Reviewed By**

Grant Riemer

Tim Gladhill

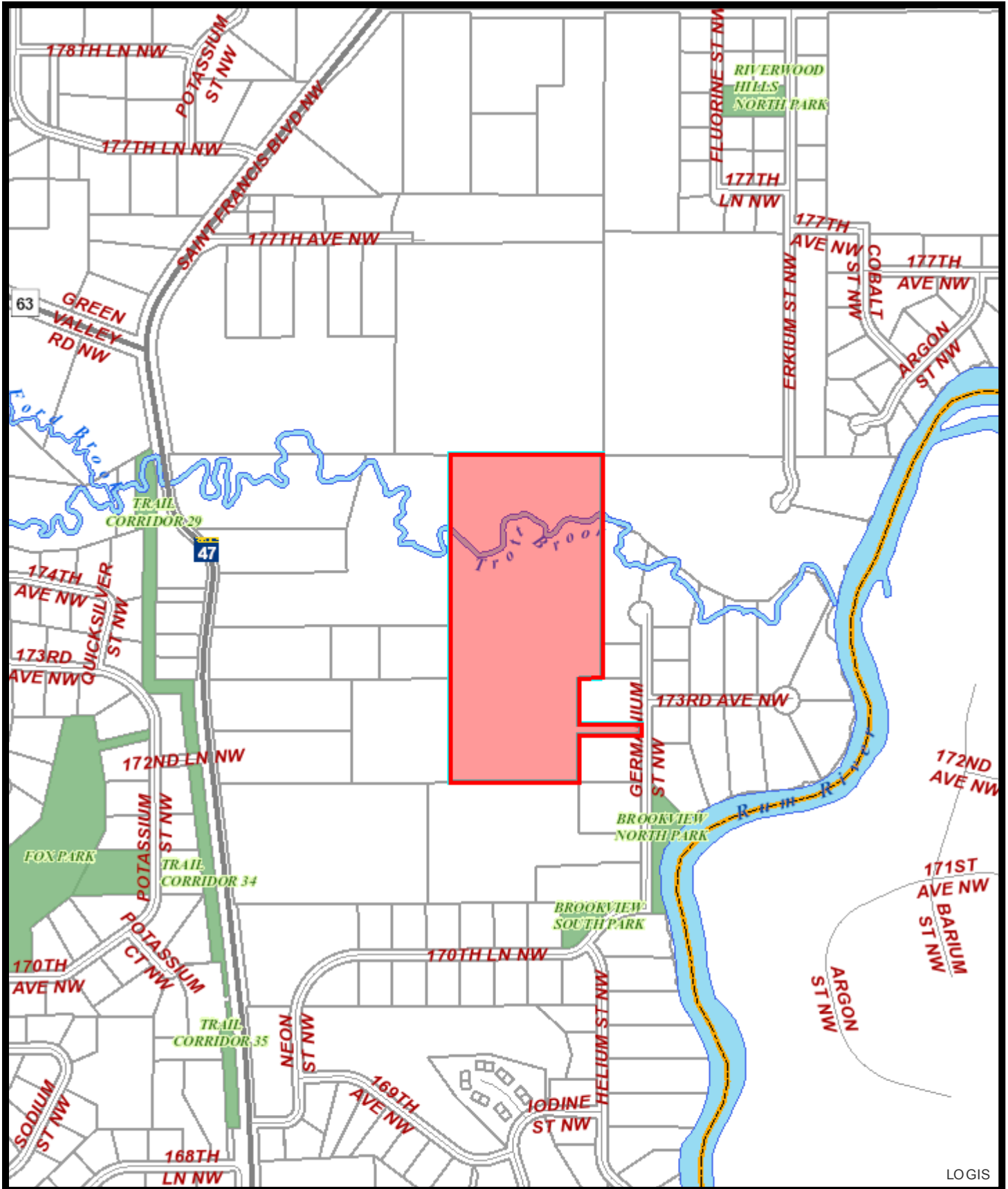
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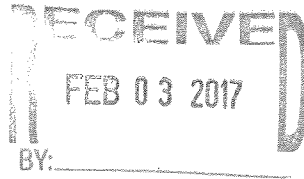
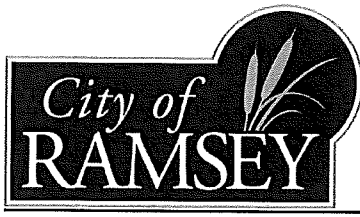
03/02/2017 07:45 AM

03/02/2017 09:35 AM

Started On: 03/01/2017 11:15 AM

# Site Location Map





**Land Use Application**

<input type="checkbox"/> Plat – Sketch Plan	<input checked="" type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input checked="" type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

**Applicant Contact Information**

*Please note: All official communication will be routed through this contact.*

Name:	Eric Thomsen		
Street Address:	6210 Green Valley RD		
City, State, ZIP:	Ramsey		
Home Phone:	763 753-5716	Work Phone:	612 919-6862
Email:	cThomsen@cs-p.com	Fax Number:	
Name of Business (if applicable):			
Business Address (if applicable)			
Business City, State, ZIP			
Business Phone:		Business Fax:	

**Subject Property Information**

*(Location of Application)*

Address	172 <sup>nd</sup> Lane NW Ramsey MA
PIN	02-32-25-44-0004
Legal Description	
Zoning District	

Contact the Planning Division at 763-433-9824 or [planning@cityoframsey.com](mailto:planning@cityoframsey.com) to request a Zoning Verification

### Property Owner Information

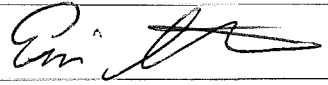
(If different than Applicant)

Name:	National Growth LLC		
Street Address:	11323 E Ridgeline Dr		
City, State, ZIP:	Fountain Hills AZ 85248		
Home Phone:	612-685-5400	Work Phone:	480-634-5965
Email:	alawabni@anmedicaltransport.com	Fax Number:	480-634-5976


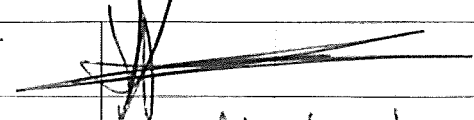
Please provide a detailed description of your request and attached a copy of a scaled site plan

Rezoning to RUD 12 Lots preliminary plat

**A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.**

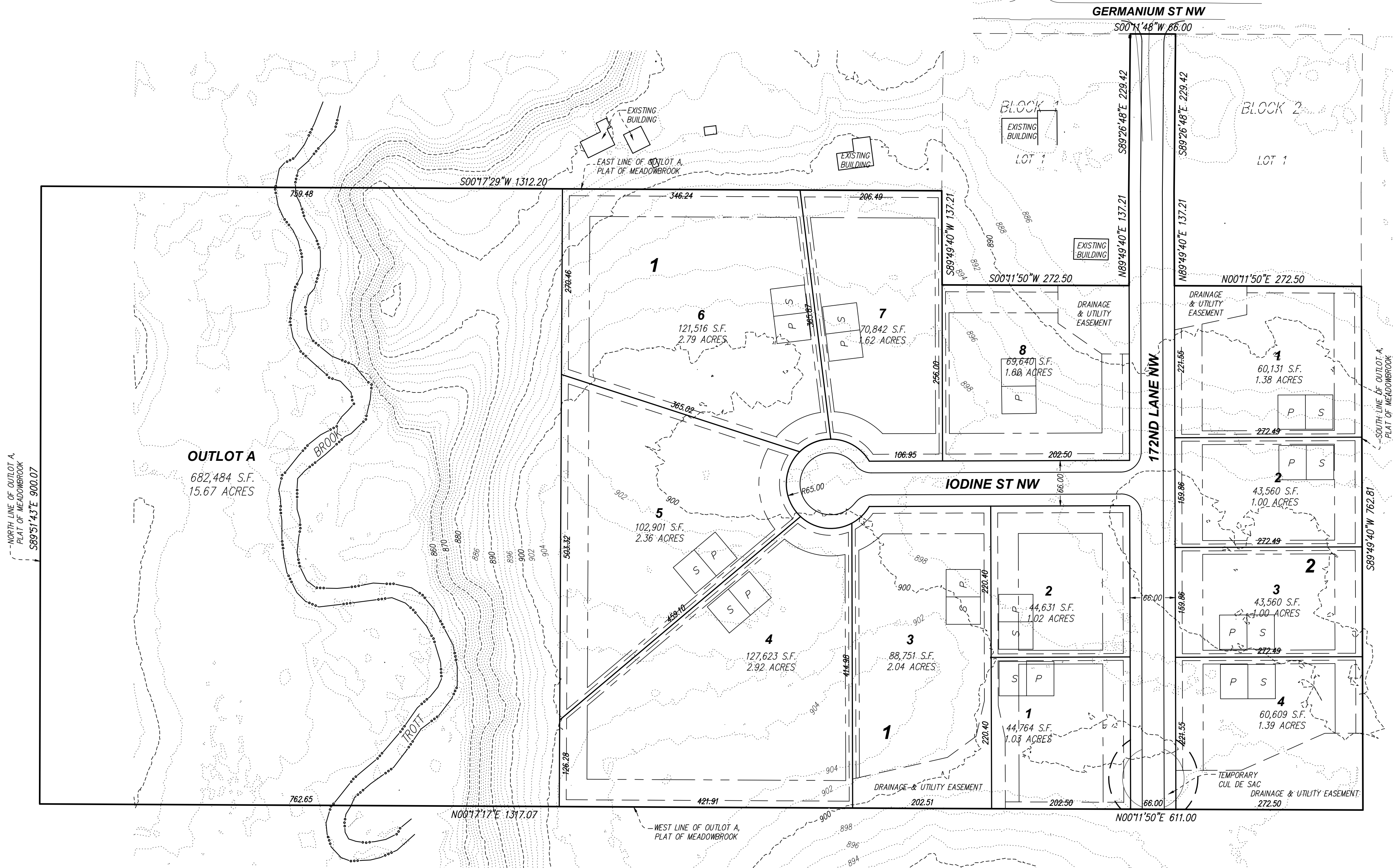
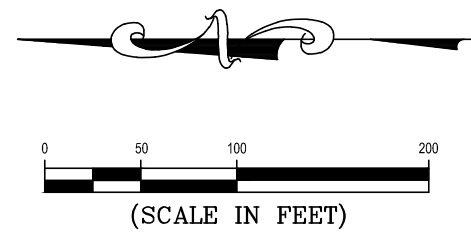
Applicant Signature		Co-Applicant Signature	
Printed Name	Eric Thomson	Printed Name	
Title	Owner	Title	
Date	2/2/2017	Date	

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name	ABED LAWABNI	Printed Name	Nohad Loaboneh.
Title	C.F.O	Title	CEO
Date	02-02-2017	Date	2/2/17

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

# PRELIMINARY PLAT OF: COVENANT MEADOWS



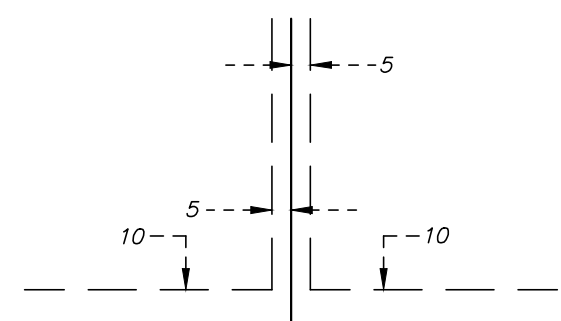
**OWNER/DEVELOPER**

Brookview Estates, LLC  
6210 Green Valley Road  
Ramsey, MN 55303

**PROPERTY DESCRIPTION**

Outlot A, MEADOWBROOK, according to the plat of record thereof,  
Anoka County, Minnesota.

DRAINAGE AND UTILITY EASEMENTS  
ARE SHOWN THUS:



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, ALSO  
BEING 10 FEET IN WIDTH AND ADJOINING RIGHT-OF-WAY AND  
REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR  
UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY  
REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF  
MINNESOTA

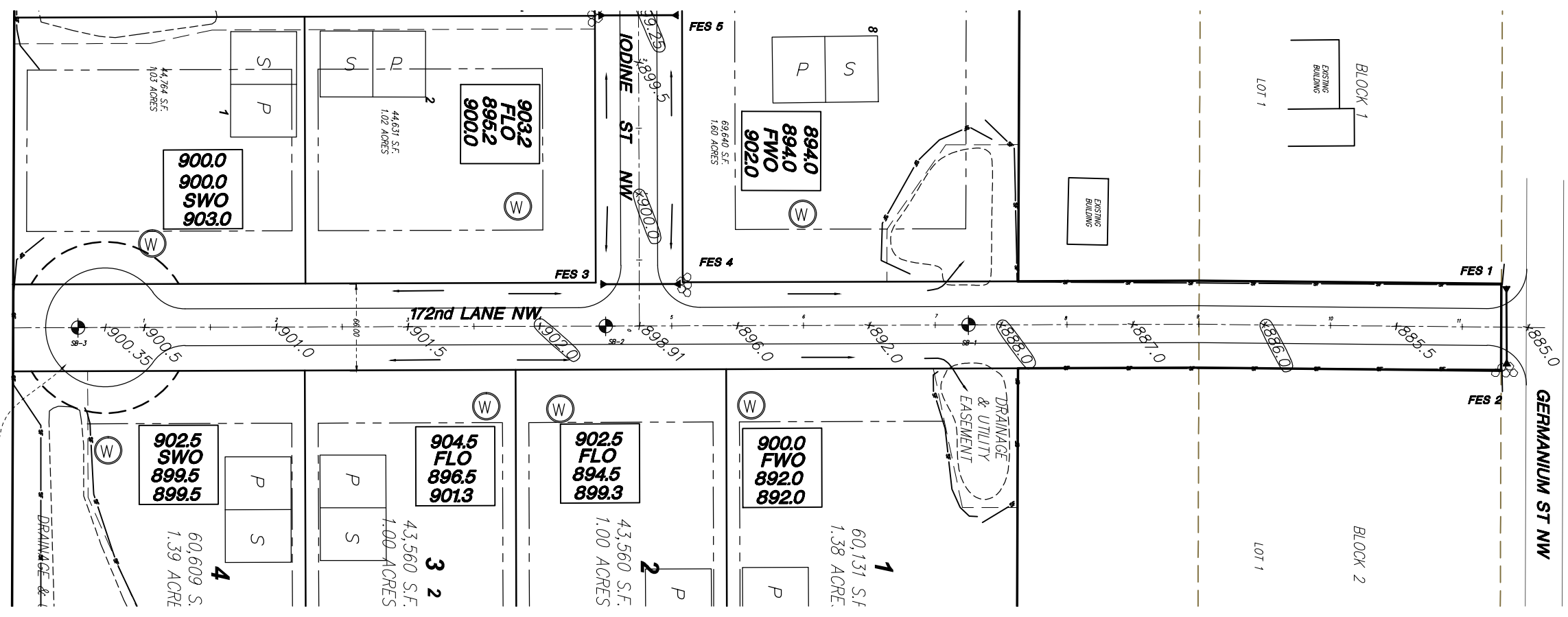
*Kyle W. Roddy*  
KYLE W. RODDY, MN LIC. NO 42627 DATED: 2/2/17

COPYRIGHT 2016 BY LHB, INC. ALL RIGHTS RESERVED.

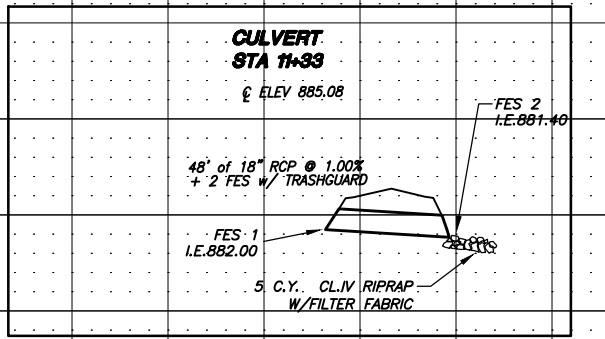
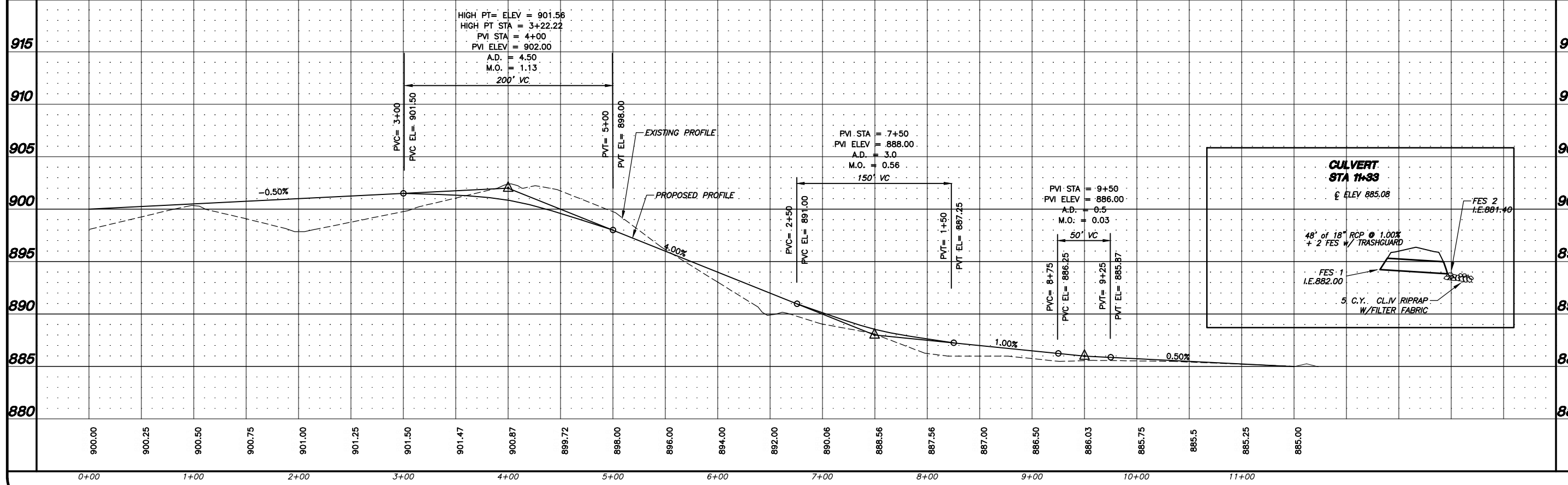
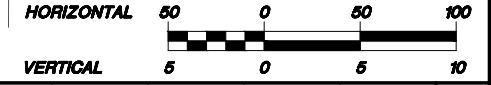
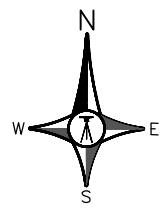


200 3rd Ave NE, Suite 100 | Cambridge, MN 55008 | 763.889.4042

172ND LANE NW IS 1163 FEET IN LENGTH FROM THE CENTERLINE OF GERMANIUM ST NW TO THE WESTERN BOUNDARY OF THE PLAT.

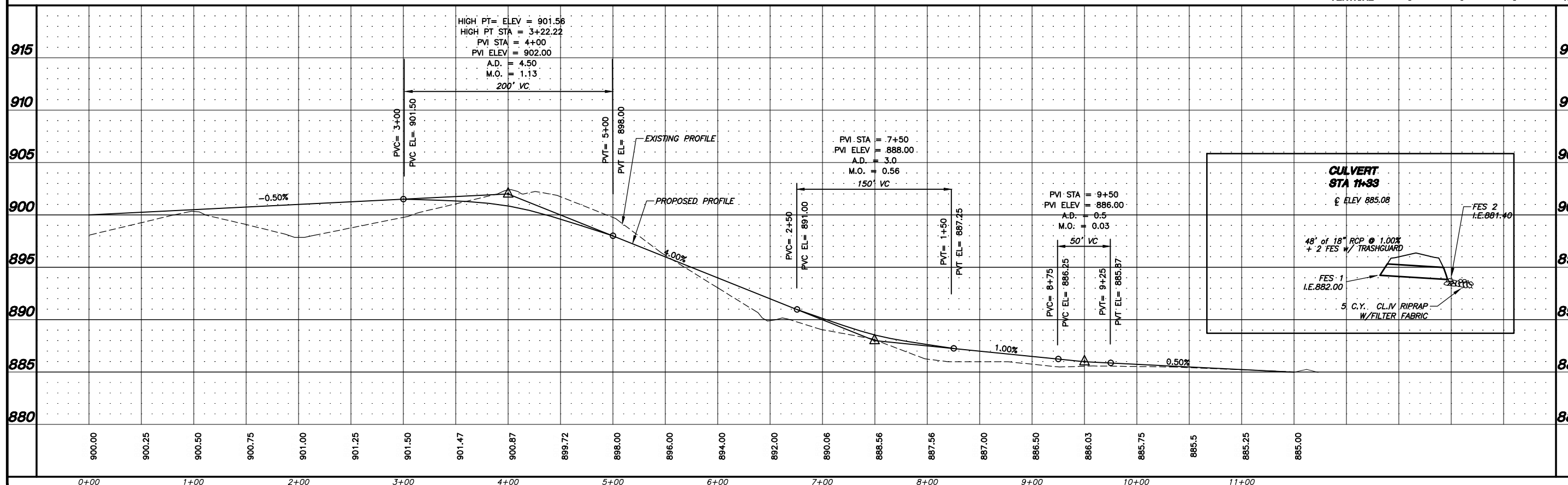
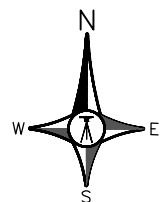
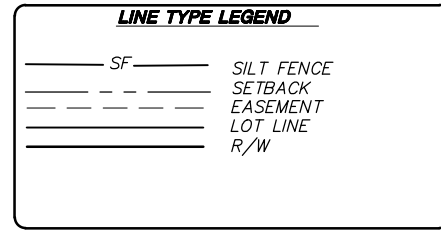
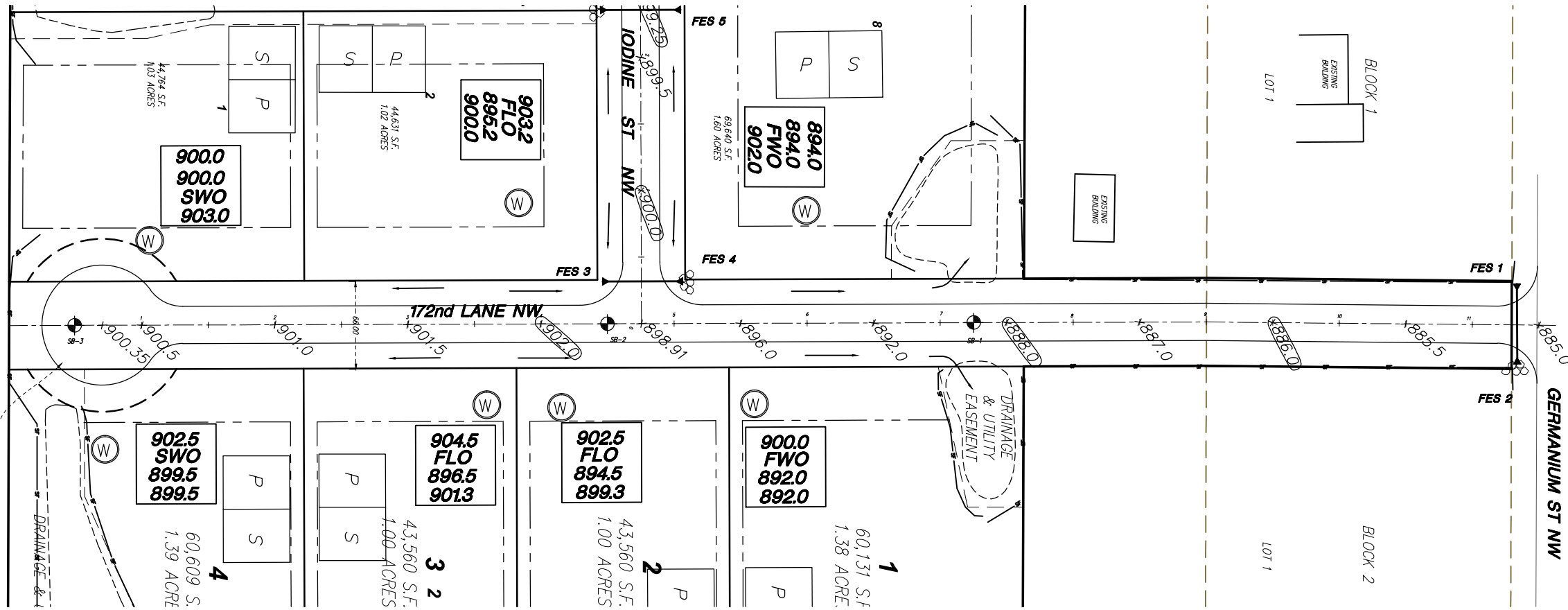


LINE TYPE LEGEND	
	SILT FENCE
	SETBACK
	EASEMENT
	LOT LINE
	R/W



DRAWN	ROSELL ENGINEERING, LLC														
	6192 267 TH CT WYOMING, MN 55092 PHONE: 763.286.0521														
DATE	12/19/16	SCALE	1"=60'												
PROJECT	COVENANT MEADOWS STREET & STORM SEWER														
CHECKED	BTR	APPROVED	BTR												
BY	C1														
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NO.	DATE	DESCRIPTION													
RECORD DRAWING	172ND LANE NW RAMSEY, MINNESOTA														

172ND LANE NW IS 1163 FEET IN LENGTH FROM THE CENTERLINE OF GERMANIUM ST NW TO THE WESTERN BOUNDARY OF THE PLAT.



REV	DATE	REVISIONS

**ROSELL ENGINEERING, LLC**  
 6192 267 TH CT WYOMING, MN 55092  
 PHONE: 763.286.0521

**COVENANT MEADOWS**  
 STREET & STORM SEWER  
 172nd LANE NW  
 RAMSEY, MINNESOTA

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR STATEMENT OF WORK WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 DATE: 2/2/17 REG. NO. 24212  
 BRENT ROSSELL

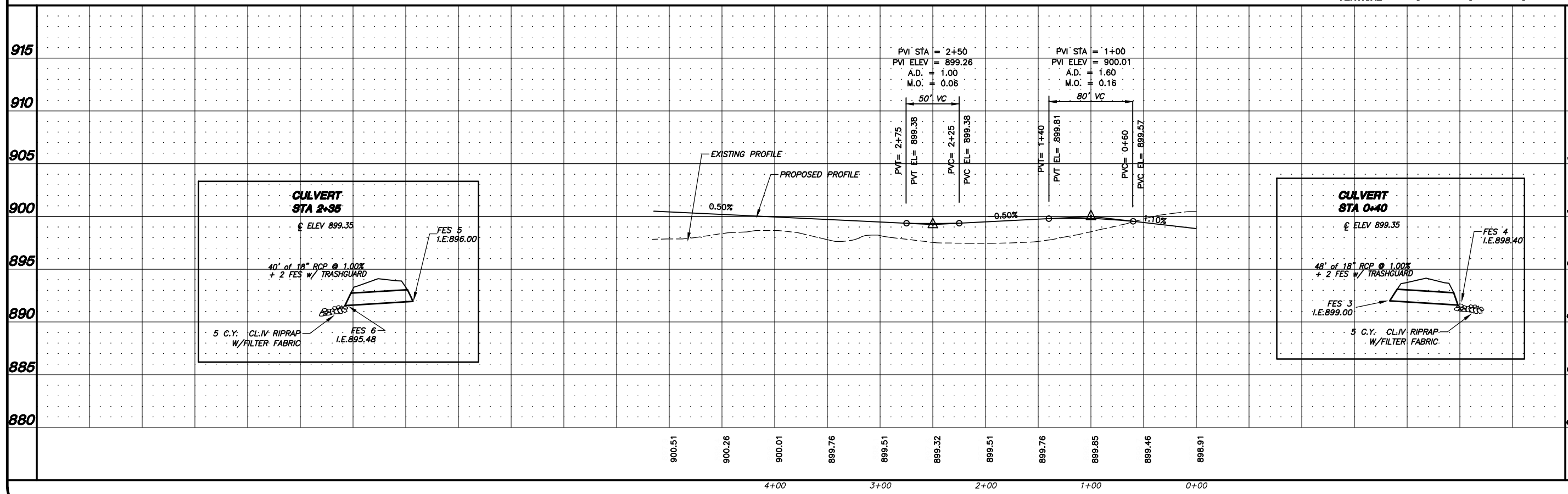
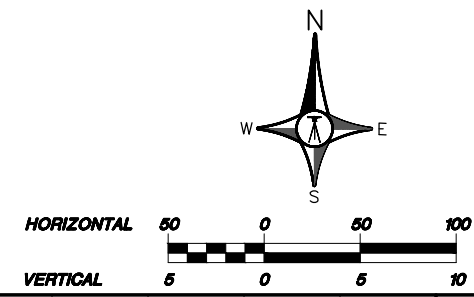
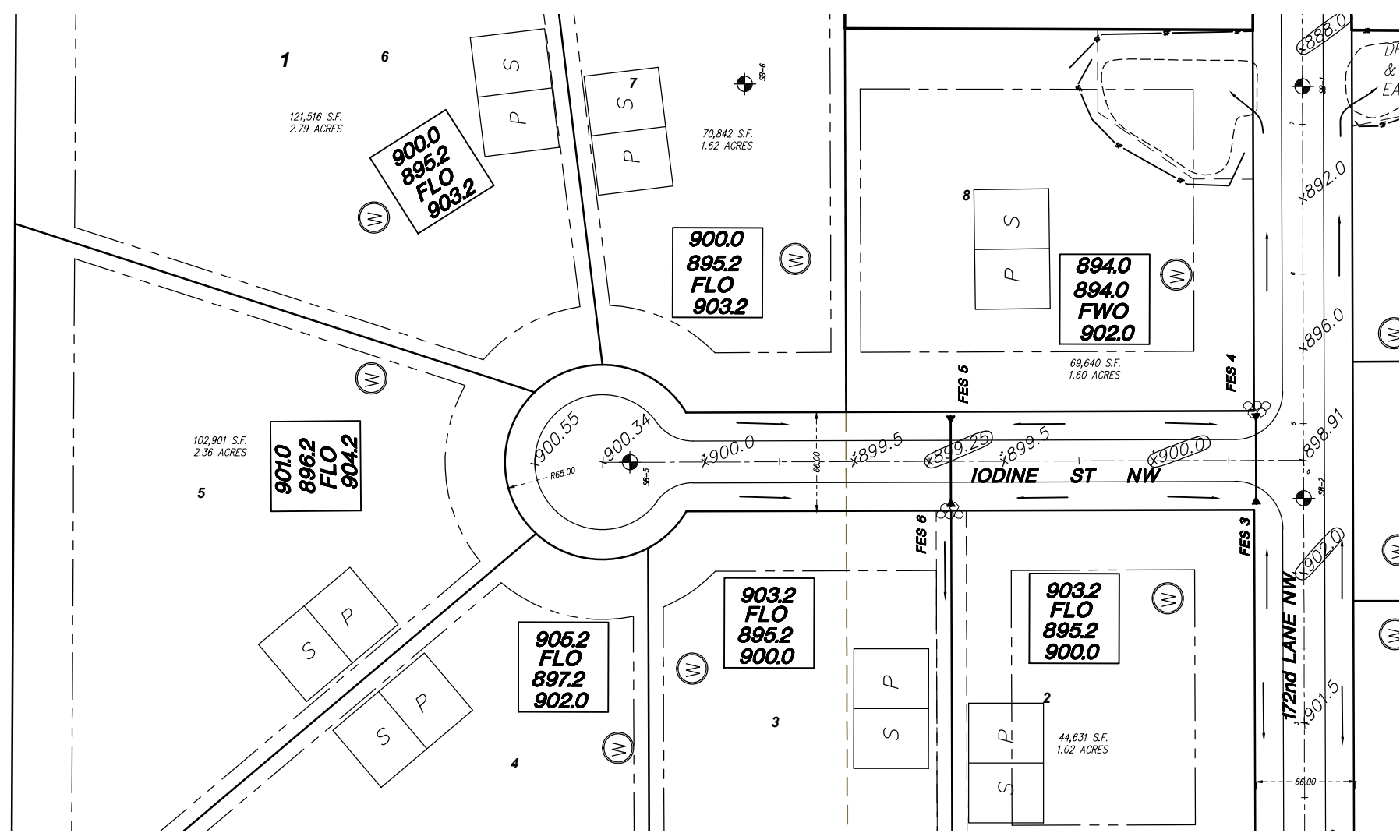
DATE	12/19/16	SCALE	1"=40'	PROJECT	RE-32
DRAWN		CHECKED		APPROVED	

**C1**

IODINE ST NW IS 513 FEET IN LENGTH FROM THE CENTERLINE OF 172ND LANE NW TO THE NORTH EDGE OF THE CUL-DE-SAC TRAVEL SURFACE

**LINE TYPE LEGEND**

---	SILT FENCE
- - -	SETBACK
- · - · -	EASEMENT
---	LOT LINE
---	R/W

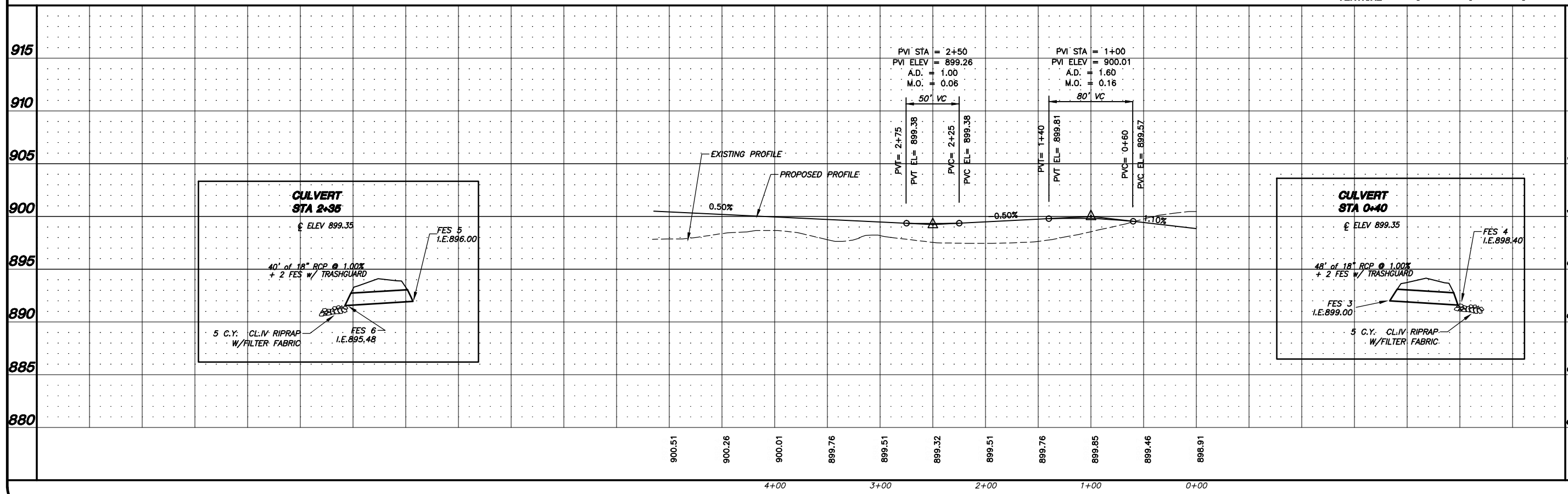
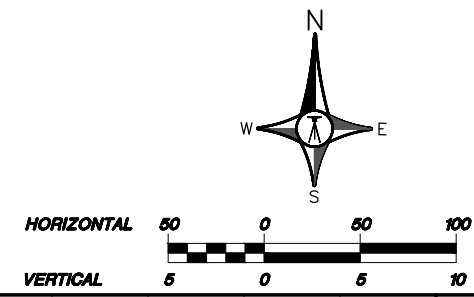
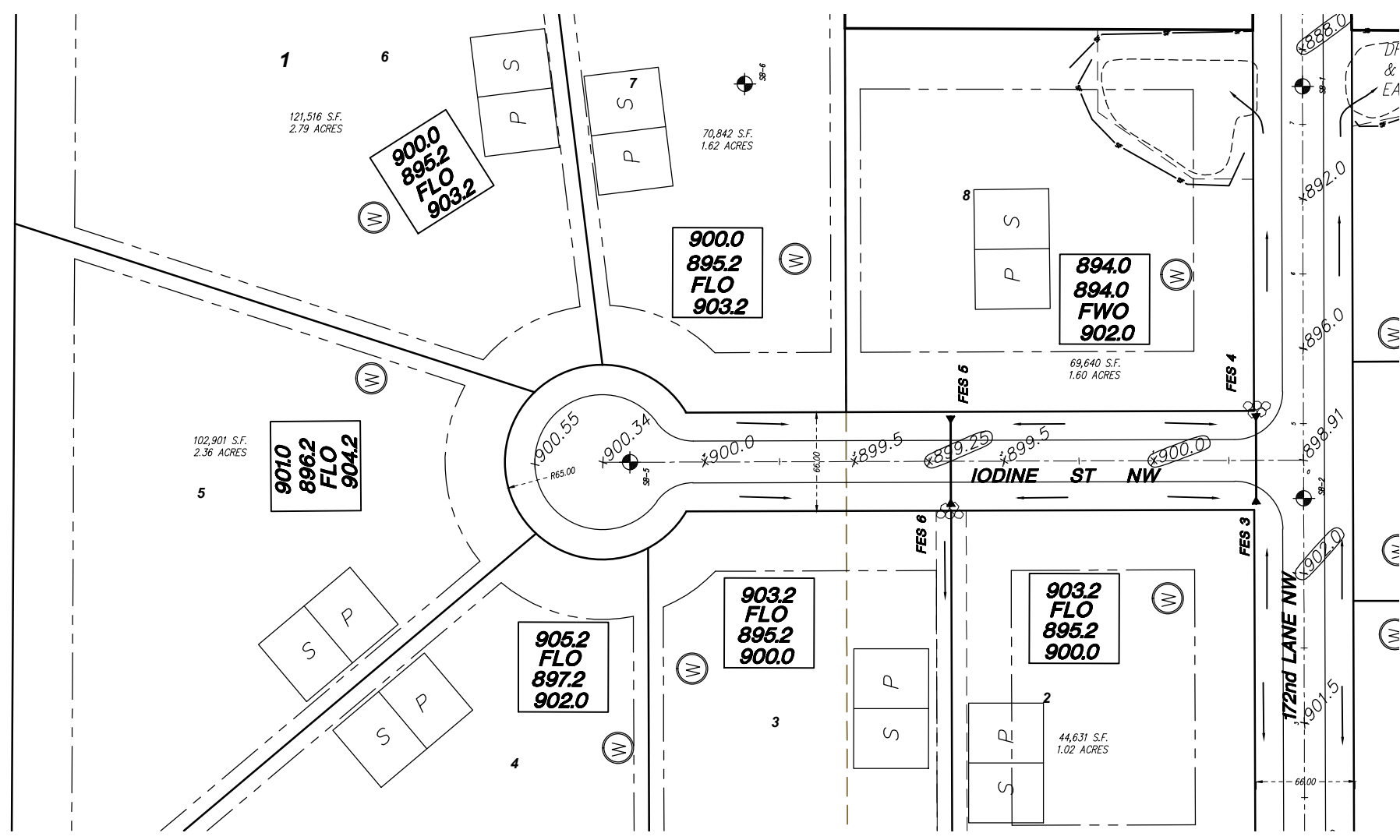


DATE	12/19/16	SCALE	1"=40'	PROJECT	RE-32	CHECKED	BTR	APPROVED	BTR												
<p><b>COVENANT MEADOWS</b> STREET &amp; STORM SEWER IODINE ST NW RAMSEY, MINNESOTA</p>																					
<p><b>ROSELL ENGINEERING, LLC</b> 6192 267 TH CT WYOMING, MN 55092 PHONE: 763.286.0521</p>																					
<p>REVISIONS</p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>										NO.	DATE	DESCRIPTION									
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<p>BY: _____ RECORD DRAWING</p>																					

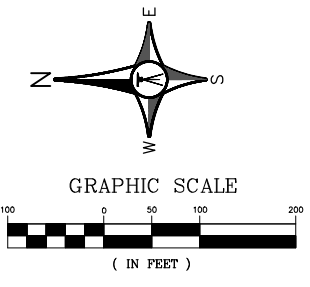
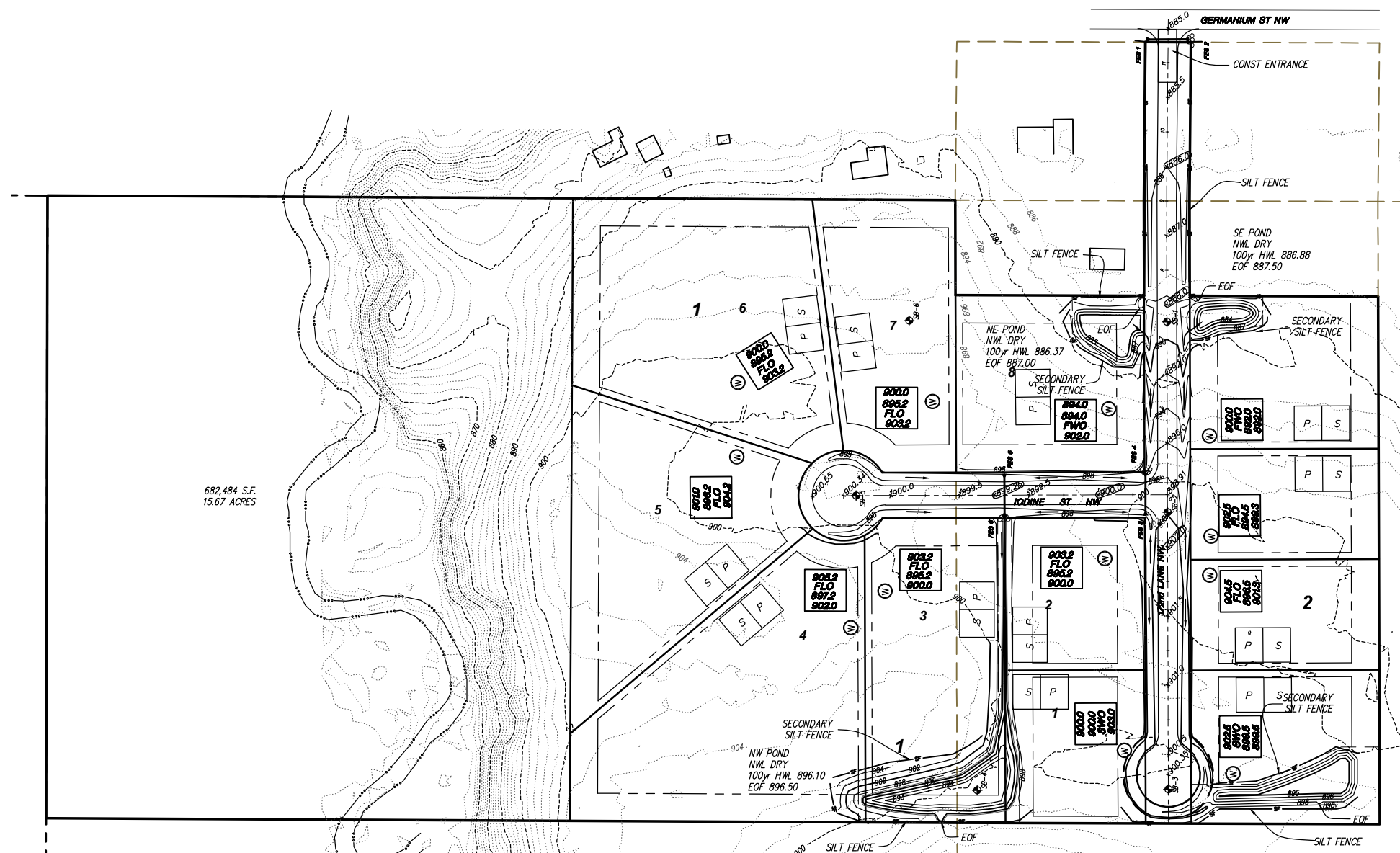
**C2**

IODINE ST NW IS 513 FEET IN LENGTH FROM THE CENTERLINE OF 172ND LANE NW TO THE NORTH EDGE OF THE CUL-DE-SAC TRAVEL SURFACE

LINE TYPE LEGEND	
	SILT FENCE
	SETBACK
	EASEMENT
	LOT LINE
	R/W



DATE	REVISIONS	BY	<b>ROSELL ENGINEERING, LLC</b> 6192 267 TH CT WYOMING, MN 55092 PHONE: 763.286.0521
DRAWN DATE 12/19/16 SCALE 1"=40' PROJECT RE-32 CHECKED BTR APPROVED BTR	DATE 2/2/17 REG. NO. 24219  BRENT ROSSELL	880 885 890 895 900 905 910 915	<b>C2</b>



682,484 S.F.  
15.67 ACRES

**PROPERTY DESCRIPTION**  
Outlot A, MEADOWBROOK, according to the plat of record thereof,  
Anoka County, Minnesota.

- NOTE: STREETS TO BE SWEEP DAILY OR AS DIRECTED BY THE CITY ENGINEER.
- NOTE: NO ACTIVITY, OTHER THAN THE CONSTRUCTION OF, SHALL BE ALLOWED IN INFILTRATION POND AREAS.
- NOTE: TREES TO REMAIN SHALL BE PROTECTED FROM CONSTRUCTION ACTIVITY BY MEANS OF FENCING OR OTHER APPROVED METHOD.
- NOTE: BUILDING PADS & DRAINFIELD SITE FOR GRAPHICAL PURPOSES ONLY. ACTUAL LOCATION MAY VARY.
- NOTE: DRAINFIELD LOCATIONS, WHEN DETERMINED, ARE TO BE PROTECTED FROM CONSTRUCTION ACTIVITIES.

- POND NOTES**
- INFILTRATION PONDS SHALL BE EXCAVATED BY USE OF BACKHOE WITH A TOOTHED BUCKET.
  - NE POND AND SE POND WILL REQUIRE OVER-EXCAVATION TO REMOVE A CLAY LAYER OF 4 FEET IN THICKNESS
  - BOTTOM OF POND SHALL NOT BE COMPACTED
  - NO TOPSOIL TO BE PLACED IN PONDS
  - PONDS TO BE SEED WITH MnDOT SEED MIX 33-262 (44 lb/ac)
  - PLACE SILT FENCE (SECONDARY) IMMEDIATELY AFTER GRADING COMPLETION
  - ACCESS TO PONDS VIA EASEMENTS ABUTTING PUBLIC ROADS

**BUILDING PAD LEGEND**

909.0	GARAGE FLOOR ELEVATION
FWO/MWO/SWO	TYPE OF BUILDING
FLO/MLO/F	LOWEST FLOOR ELEVATION
901.5	LOWEST OPENING ELEVATION
909.0	

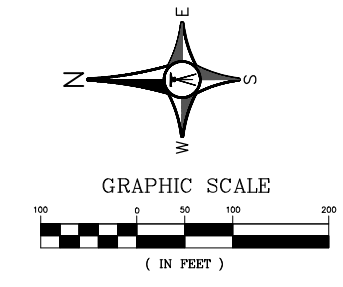
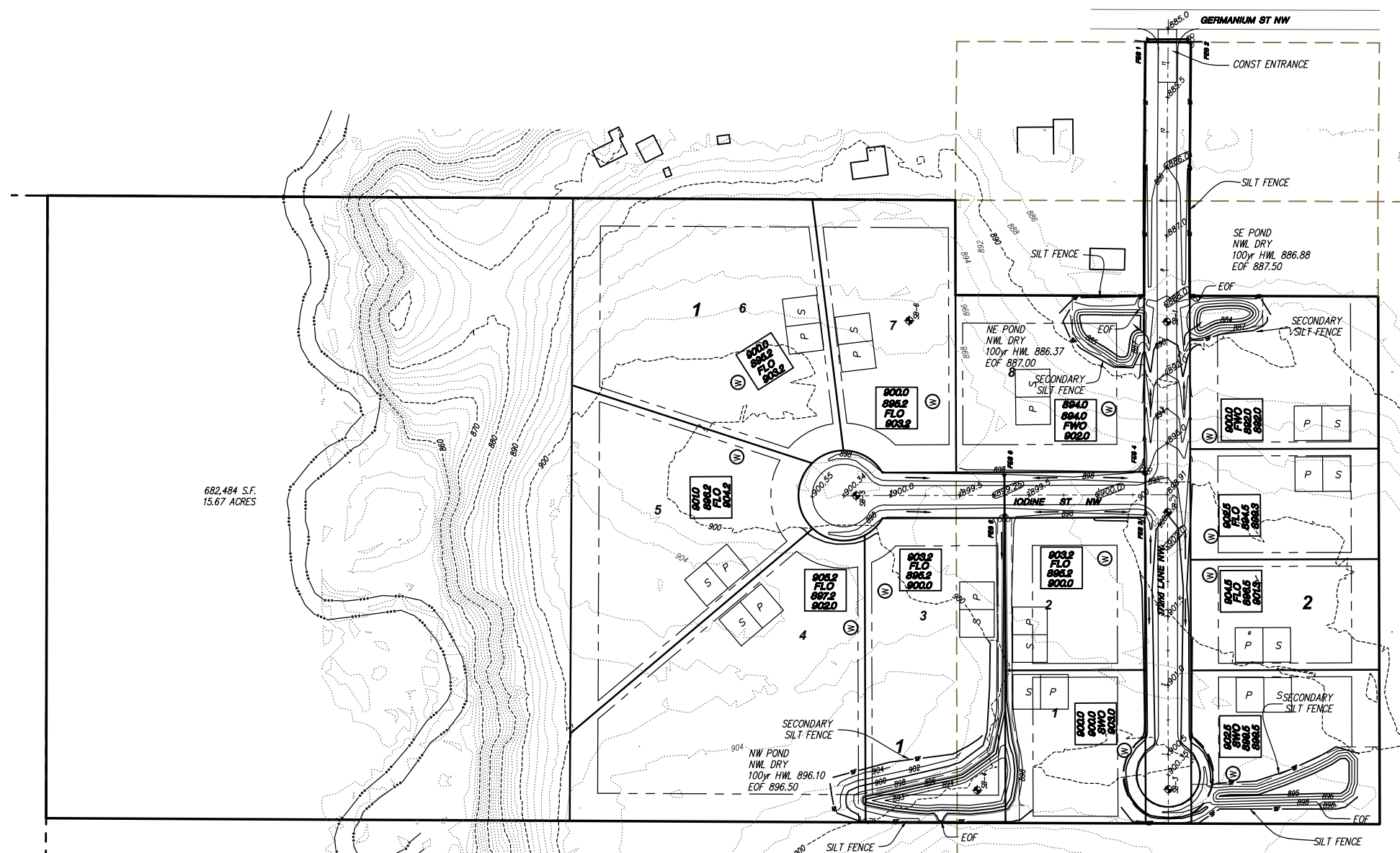
**BUILDING TYPE LEGEND**

F	FULL BASEMENT
FWO	FULL BASEMENT WALKOUT
MWO	MODIFIED (NON STANDARD) WALKOUT BASEMENT VARIABLE 5-12 COURSE BASEMENT
SWO	SPLIT ENTRY WALKOUT BASEMENT (5 COURSE)
FLO	FULL BASEMENT LOOKOUT ON 5 COURSE
MLO	MODIFIED (NON STANDARD) LOOKOUT BASEMENT VARIABLE 5-12 COURSE BASEMENT

**LINE TYPE LEGEND**

— SF —	SILT FENCE
— — —	PROPOSED CONTOUR
— — —	EXIST CONTOUR
— — —	SETBACK
— — —	EASEMENT
— — —	LOT LINE
— — —	R/W

DATE	REVISIONS	BY	<p><b>ROSELL ENGINEERING, LLC</b> 6192 267 TH CT WYOMING, MN 55092 PHONE: 763.286.0521</p>
<p><b>COVENANT MEADOWS</b> PRELIMINARY GRADING PLAN RAMSEY, MINNESOTA</p>			<p>DATE: 2/2/17 REG. NO. 24019 Brent Roszell BRENT ROSZELL</p>
DRAWN	DATE	SCALE	
PROJECT	CHECKED	APPROVED	G1



682,484 S.F.  
15.67 ACRES

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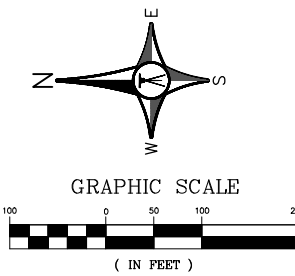
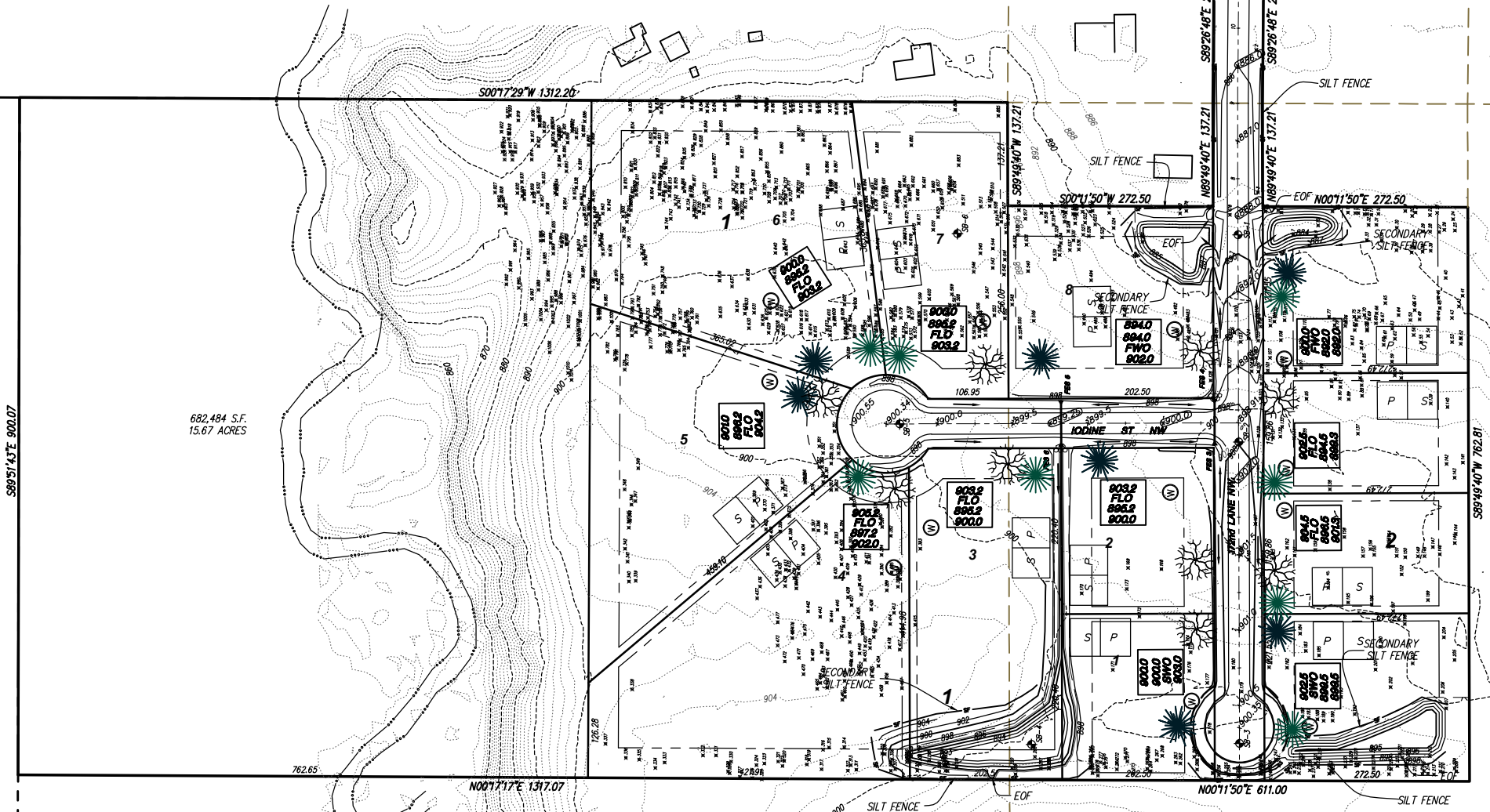
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FWO/MWO/SWO	TYPE OF BUILDING
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— — —	PROPOSED CONTOUR
— — —	EXIST CONTOUR
— — —	SETBACK
— — —	EASEMENT
— — —	LOT LINE
— — —	R/W

DATE	REVISIONS	BY	<b>ROSELL ENGINEERING, LLC</b> 6192 267 TH CT WYOMING, MN 55092 PHONE: 763.286.0521
<b>COVENANT MEADOWS</b> PRELIMINARY GRADING PLAN RAMSEY, MINNESOTA			<small>I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, DIRECTOR'S REPORT AND ALL INFORMATION CONTAINED HEREIN WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</small> DATE: 2/2/17 REG. NO. 24019  BRENT ROSSELL
DRAWN	DATE	SCALE	
12/19/16	AS SHOWN	PROJECT	
RE-32	BTR	APPROVED	
G1	RECORD DRAWING		



LINE TYPE LEGEND	
	SETBACK
	EASEMENT
	LOT LINE
	R/W
	CENTERLINE
	CURB & GUTTER
	TREE LINE w/TREE REMOVAL

THE PLANTING DEPTH OF EACH TREE WILL BE INSPECTED. ANY TREE PLANTED TOO DEEPLY OR WITH FLARE BURIED WILL BE REJECTED.

ALL TREES TO BE PREMIUM QUALITY, NO "PARK GRADE" TREES ARE PERMITTED.  
 AFTER INSTALLATION, TRIM OUT DEADWOOD AND/OR DEFORMED TWIGS. DO NOT CUT LEADER.  
 AMENDED SOIL SHALL CONTAIN 5% ORGANIC MATTER BY VOLUME.  
 DIAMETER OF HOLE SHALL BE THREE TIMES THE DIAMETER OF THE ROOTBALL OR ROOT MASS.  
 ORGANIC MATTER SHALL NO BE BANKED AGAINST THE STEM OR TRUNK OF THE TREE.  
 TREE SHALL NOT BE STAKED UNLESS IT IS ABSOLUTELY NECESSARY TO DO SO.  
 ALL TAGS, BANDS AND WIRES SHALL BE REMOVED FROM TREE IMMEDIATELY AFTER PLANTING.  
 THE TREE SHALL BE WATERED AS NECESSARY TO PREVENT WILTING AND PROMOTE ROOT GROWTH.  
 A PHOTO DEGRADEABLE TREE TUBE OR EQUIVALENT SHALL BE INSTALLED AROUND ALL NEWLY PLANTED TREES.  
 PULL BURLAP AWAY FROM TREE STEM.  
 CUT WIRE AND PULL AWAY FROM TREE STEM.

**APPROVED**

DATE: 5-97

STANDARD DETAILS  
**TREE PLANTING DETAIL**

CITY PLATE No. PARK-2

PLANTING DEPTH SHALL BE SUCH THAT THE 1ST STE 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.

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.

PLANTING REQUIREMENTS

TREES:  
 OVERSTORY DECIDUOUS TREES 1" DIAMETER MEASURED 6' FROM THE BASE AT PLANTING

CONIFEROUS TREES MUST HAVE A MINMUM HEIGHT OF 6 FEET

– MINIMUM 25% DECIDUOUS AND CONIFEROUS

- PROPOSED CONIFEROUS TREES /QTY**
- DENOTES BLACK HILLS SPRUCE (PICEA GLAUCA DENSATA) 7 EACH
- PROPOSED DECIDUOUS TREES /QTY**
- DENOTES WHITE OAK (QUERCUS ALBA) 9 EACH
  - DENOTES AUTUMN BLAZE MAPLE (ACER FREEMANII) 8 EACH

BR	DATE	SCALE	PROJECT	CHECKED	APPROVED
	2/2/17	AS SHOWN	RE-32	BTR	BTR

DATE: 2/2/17 REG. NO. 24219

*Brent Roszell*  
BRENT ROSZELL

REVISIONS

DATE	REVISIONS	RECORD DRAWING

**ROSELL ENGINEERING, LLC**  
 6192 267 TH CT WYOMING, MN 55092  
 PHONE: 763.286.0521

**COVENANT MEADOWS**  
 TREE / LANDSCAPE PLAN  
 RAMSEY, MINNESOTA

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR OTHER INSTRUMENT PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND UNDER MY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

**L1**

**STORMWATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE**

**PROJECT SITE EVALUATION, ASSESSMENT, AND PLANNING**  
THIS NARRATIVE IS TO SERVE AS A GUIDANCE PLAN AND MUST BE AMENDED AND MODIFIED AS SITE CONDITIONS CHANGE DURING CONSTRUCTION.

**PROJECT LOCATION/DESCRIPTION**  
PROJECT/SITE NAME: COVENANT MEADOWS  
PROJECT NUMBERS: RE-33  
PROJECT LOCATION: STREET: 173rd & GERMANIUM CITY/TOWNSHIP: RAMSEY COUNTY: ANOKA  
STATE: MINNESOTA ZIP: 55303  
LATITUDE/LONGITUDE: 45.2845/-93.4102 SECTION: 2 TOWNSHIP: 32N RANGE: 25W

**CONTACT INFORMATION/RESPONSIBLE PARTIES**  
ERIC THOMSEN OWNS THE LAND, ADJACENT ROADS, AND EASEMENT AREAS ASSOCIATED WITH THE PROJECT. ERIC THOMSEN IS THE OWNER PERMITTEE APPLYING FOR PERMIT COVERAGE AND WILL BE RESPONSIBLE FOR DEVELOPING THIS SWPPP AND THE LONG-TERM MAINTENANCE PLAN OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM FOR THIS PROJECT (IF APPLICABLE). THE OWNER WILL ENSURE THAT THE DESCRIBED WORK IN THE SWPPP IS BEING COMPLETED BY THE OPERATOR PERMITTEE.

OWNER/PERMITTEE: ERIC THOMSEN  
6210 GREEN VALLEY RD  
RAMSEY, MN 55303  
612-919-6862

THE PRIMARY CONTRACTOR WILL ENTER INTO A CONTRACT WITH ERIC THOMSEN TO COMPLETE THE REQUIRED WORK FOR THIS PROJECT. THE PRIMARY CONTRACTOR WILL BECOME (UNDER CONTRACT) THE OPERATOR CO-PERMITTEE ON THE NPDES PERMIT (THROUGH EXECUTION OF A NPDES PERMIT MODIFICATION FORM), AND THEREBY AGREE TO IMPLEMENT THIS SWPPP IN COOPERATION WITH THE OWNER. THE OPERATOR IS RESPONSIBLE FOR DEVELOPING A CHAIN OF RESPONSIBILITY PRIOR TO STARTING CONSTRUCTION (REFER TO SWPPP AMENDMENT SECTION). THE NPDES PERMIT MODIFICATION FORM SHALL BE SUBMITTED TO THE MPCA AFTER THE PROJECT IS AWARDED TO THE PRIMARY CONTRACTOR, PRIOR TO LETTING THE PROJECT.

THE OPERATOR WILL INSURE THAT INDIVIDUALS OVERSEEING OR IMPLEMENTING THE SWPPP HAVE BEEN PROPERLY TRAINED AND THAT CERTIFICATIONS WILL BE MADE AVAILABLE UPON REQUEST. THIS INCLUDES ANY SUB-CONTRACTORS THAT THE OPERATOR EMPLOYS UNDER SEPARATE CONTRACT. THE OPERATOR WILL PROVIDE THE CONTACT INFORMATION FOR THE EROSION CONTROL SUPERVISOR, SITE SUPERINTENDENT/FOREMAN, AND BMP INSTALLERS. THE EROSION CONTROL SUPERVISOR SHALL BE A RESPONSIBLE EMPLOYEE OF THE PRIME CONTRACTOR AND/OR DULY AUTHORIZED BY THE PRIME CONTRACTOR TO REPRESENT THE PRIME CONTRACTOR ON ALL MATTERS PERTAINING TO THE NPDES CONSTRUCTION STORMWATER PERMIT COMPLIANCE. THE EROSION CONTROL SUPERVISOR SHALL HAVE AUTHORITY OVER ALL OPERATOR OPERATIONS WHICH INFLUENCE NPDES PERMIT COMPLIANCE, INCLUDING GRADING, EXCAVATION, BRIDGE CONSTRUCTION, CULVERT INSTALLATION, UTILITY WORK, CLEARING/GRUBBING, DEWATERING, AND ANY OTHER OPERATION THAT INCREASES THE EROSION POTENTIAL ON THE PROJECT.

THE OPERATOR WILL PERFORM A PRECONSTRUCTION SITE VISIT TO ADDRESS ANY AREAS OF CONCERN PERTAINING TO ENVIRONMENTAL COMPLIANCE. THE OPERATOR WILL IMPLEMENT AND MAINTAIN BMPS FOR THE DURATION OF CONSTRUCTION PROJECT. THE OPERATOR WILL COMPLETE THE REQUIRED SITE INSPECTIONS TO REMAIN IN COMPLIANCE WITH NPDES PERMIT REQUIREMENTS PART II.B, II.C, III.B-F, IV, V, AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C.

OPERATOR/PERMITTEE: (TO BE DETERMINED THROUGH TRANSFER OF NPDES-CSW PERMIT)

ROSELL ENGINEERING, LLC HAS BEEN CONTRACTED BY THE OWNER TO DEVELOP THE SWPPP PLAN FOR THIS PROJECT. THIS SWPPP WAS PREPARED BY AN INDIVIDUAL THAT HAS BEEN PROPERLY TRAINED IN ACCORDANCE TO PART III.F OF THE NPDES PERMIT (CERTIFICATION CARDS ARE AVAILABLE UPON REQUEST). ROSSELL ENGINEERING, LLC WILL OFFER GUIDANCE FOR COMPLIANCE WITH THE NPDES PERMIT BEFORE, DURING, AND AFTER CONSTRUCTION OF THE PROJECT.

SWPPP DEVELOPER/WATER RESOURCE ENGINEER: ROSHELL ENGINEERING (BRENT ROSHELL)  
6192 267TH CT WYOMING, MN 55092  
763-286-0521/rosshellengineering@gmail.com

SWPPP CERTIFICATION  
DESIGN OF CONSTRUCTION SWPPP  
DR. SHRI WAMASWAMY  
EXPIRATION MAY 31, 2018

AGENCY CONTACTS	PERMIT	NAME	PHONE NUMBER/E-MAIL
MPCA (EMERGENCY)	N/A	STATE DUTY OFFICER	1-800-422-0798
MPCA	NPDES-CSW	SCOTT FOX	651-757-2368/ SCOTT.FOX@STATE.MN.US
	#XXXXXXXX		
ACOE	SECTION 404	OFFICER	651-290-5525
DNR	N/A	N/A	N/A
ANOKA SWCD	WCA	KRIS GUENTZEL	763-434-2030/ KRIS.GUENTZEL@ANOKASWCD.ORG
WATERSHED DISTRICT	LRRWMO	BOB OBERMEYER	

**PROJECT DESCRIPTION & SCHEDULE**  
COVENANT MEADOWS IS A RESIDENTIAL SUBDIVISION COMPRISED OF 12 LOTS TO BE CONSTRUCTED IN 1 PHASE. THE CONSTRUCTION ACTIVITIES WILL INCLUDE GRADING OPERATIONS OF STREETS, HOUSEPADS, SURFACE DRAINAGE, AND PONDS. UTILITY CONSTRUCTION, EXPOSED SOIL STABILIZATION, AND PAVING WILL OCCUR AFTER GRADING OPERATIONS.

**TENTATIVE CONSTRUCTION SCHEDULE** (OPERATOR SHOULD PROVIDE ESTIMATED CONSTRUCTION SCHEDULE TO THE ENGINEER)

**CONSTRUCTION ACTIVITIES:**

CLEARING & GRUBBING OPERATIONS, GRADING, TEMP, POND	APRIL 2017
BRIDGE	APRIL 2017
CULVERT REMOVAL AND REPLACEMENT	N/A
CURB & GUTTER/SIDEWALK	N/A
SMALL UTILITIES	JUNE 2017
PAVING	N/A
INITIAL TURF, BRIDGE RAILING/LIGHTING	JUNE 2017
LANDSCAPING, FINAL TURF, MISC.	MAY - OCT 2017

**PRE-CONSTRUCTION IMPERVIOUS SURFACE AND DISTURBED AREA CALCULATIONS**  
TOTAL AREA TO BE DISTURBED - 9.70 ACRES  
IMPERVIOUS AREA: PRE-CONSTRUCTION = 0.00/POST-CONSTRUCTION = 2.30 ACRES  
NET INCREASE OF IMPERVIOUS AREA = 2.30 ACRES

**PERMANENT STORMWATER MANAGEMENT SYSTEMS**  
THE NPDES PERMANENT WATER QUALITY VOLUME (PART III.D) FROM THE NET NEW IMPERVIOUS SURFACES OF THE PROJECT IS PROVIDED IN THE STORM WATER SUMMARY. HYDROLOGIC AND WATER QUALITY MODELING DATA IS AVAILABLE UPON REQUEST.

LOCATION OF SWPPP COMPONENTS DESCRIPTION	TITLE	LOCATION
SWPPP NARRATIVE	STORM WATER POLLUTION PREVENTION PLAN NARRATIVE	SHEET SW1 & 2
SITE CONDITIONS	STORM WATER POLLUTION PREVENTION PLAN NARRATIVE	SHEET SW1 & 2
SITE MAP (SOILS, WATER RESOURCES, POTENTIAL POLLUTANT GENERATING ACTIVITIES)	SWPPP WATER RESOURCES & SOILS MAP, SWPPP NARRATIVE	SHEET SW1 & 2
CONSTRUCTION PHASING/STAGING, BUFFERS & AREAS NOT TO BE DISTURBED	SWPPP NARRATIVE	
DIRECTION OF FLOW (PRE- & POST- CONSTRUCTION)	DRAINAGE PLAN	SHEET G1
IMPERVIOUS SURFACES	CONSTRUCTION PLAN & PROFILE	SHEET C1 & C2
TEMPORARY EROSION & SEDIMENT CONTROL BMPS/STEEP SLOPES (3:1), DNR FISH EXCLUSION "WORK IN WATER RESTRICTIONS" - REFER TO SWPPP	TEMPORARY EROSION AND SEDIMENT CONTROL PLAN, SWPPP NARRATIVE	SHEET G1
PERMANENT EROSION CONTROL BMPS	TURF ESTABLISHMENT PLAN, SWPPP NARRATIVE	SHEET SW1 & SW2
STORM SEWER GRADING	DRAINAGE PLAN	SHEET G1
ESTIMATED BMP QUANTITIES	ESTIMATED QUANTITIES	SHEET G1
BMP DETAILS/SPECIFICATIONS	MISC. DETAILS, SWPPP NARRATIVE	SHEET G1, D1-3
HYDROLOGIC/WATER QUALITY MODELING	AVAILABLE UPON REQUEST	

**EXISTING SITE CONDITIONS, SOILS, & WATER RESOURCES**  
SOILS AND NATIVE TOPSOIL: NATIVE TOPSOIL WILL BE STRIPPED AND STOCKPILED AND FINAL GRADING OPERATIONS, WHERE INDICATED IN THE CONSTRUCTION PLANS AND SPECIFICATIONS. METHODS AND EQUIPMENT TO MINIMIZE SOIL COMPACTION (IN PROPOSED INFILTRATION AREAS, DRIP LINE OF TREES TO BE PRESERVED, ETC.) SHALL BE DETERMINED BY THE OPERATOR'S SWPPP AMENDMENT. TRACKED VEHICLES ARE PREFERRED AND WHEELED VEHICLES ARE DISCOURAGED IN THESE AREAS.

DESCRIPTION OF RECEIVING WATERS (LOCATED WITHIN 1-MILE): STORMWATER FROM THIS PROJECT WILL BE CONVEYED INTO SEVERAL STORM SEWER PIPES AND STORMWATER PONDS. PROJECT DISCHARGE POINTS. THE NPDES PERMANENT WATER QUALITY VOLUME (PART III.D) FROM THE NET NEW IMPERVIOUS SURFACES OF THE PROJECT IS PROVIDED IN THE CONSTRUCTED PONDS. HYDROLOGIC AND WATER QUALITY MODELING DATA IS AVAILABLE UPON REQUEST.

DESCRIPTION OF IMPAIRED WATERS OR WATER SUBJECT TO TMDLS: A SPECIAL AND IMPAIRED WATERS SEARCH WAS COMPLETED USING THE MPCA'S ESW INDEX (HTTP://PCA.GIS02.PCA.STATE.MN.US/ESW/INDEX.HTML) ON 12-7-2016 BASED ON THIS REVIEW, THE FOLLOWING SPECIAL OR IMPAIRED WATERS (WITH CONSTRUCTION RELATED IMPAIRMENTS) ARE LOCATED WITHIN ONE MILE OF, AND DOWNSTREAM OF ANY PROJECT DISCHARGE POINTS: NO DISCHARGE POINTS

C.1.A EXPOSED SOILS: OPERATOR SHALL STABILIZE ALL EXPOSED SOIL AREAS WITH (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED (APPENDIX A.C.1.A).

C.1.B TEMPORARY BASIN: OPERATOR SHALL ADHERE TO THE REQUIREMENTS DESCRIBED IN PART III.C. 1-5 OF THE NPDES CONSTRUCTION PERMIT FOR COMMON DRAINAGE LOCATIONS THAT SERVE AN AREA WITH FIVE (10) OR MORE ACRES DISTURBED.

C.2 POST CONSTRUCTION: THE WATER QUALITY VOLUME THAT MUST BE TREATED BY THE PROJECT'S PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART III.D. SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT. WHERE SITE CONDITIONS ALLOW, AT LEAST ONE (1) INCH OF THE WATER QUALITY VOLUME MUST BE INFILTRATED. SEE PART III.D. FOR MORE INFORMATION ON INFILTRATION DESIGN AND APPROPRIATE SITE CONDITIONS. IF IT IS DETERMINED THAT SITE CONDITIONS ARE NOT APPROPRIATE FOR INFILTRATION (E.G. LACK OF 3 FT. OF SEPARATION TO SEASONALLY SATURATED GROUND WATER, PROXIMITY TO BEDROCK, CONTAMINATED SOILS) THE REASONS SHOULD BE DOCUMENTED IN THE SWPPP FOR THE PROJECT. INFILTRATION IS NOT REQUIRED IN HYDROLOGIC SOIL GROUP D SOILS.

C.3 BUFFER ZONE: AN UNDISTURBED BUFFER ZONE OF NOT LESS THAN 50 LINEAR FEET FROM THE SPECIAL WATER (NOT INCLUDING TRIBUTARIES) SHALL BE MAINTAINED AT ALL TIMES. EXCEPTIONS FROM THIS REQUIREMENT FOR AREAS, SUCH AS WATER CROSSINGS, LIMITED WATER ACCESS AND RESTORATION OF THE BUFFER ARE ALLOWED IF THE PERMITTEE FULLY DOCUMENTS IN THE SWPPP THE CIRCUMSTANCES AND REASONS THAT THE BUFFER ENCROACHMENT IS NECESSARY. REPLACEMENT OF EXISTING IMPERVIOUS SURFACE WITHIN THE BUFFER IS ALLOWED UNDER THIS PERMIT. ALL POTENTIAL WATER QUALITY, SCENIC AND OTHER ENVIRONMENTAL IMPACTS OF THESE EXCEPTIONS MUST BE MINIMIZED BY THE USE OF ADDITIONAL OR REDUNDANT BMPS AND DOCUMENTED IN THE SWPPP FOR THE PROJECT. C.4 ENHANCED RUNOFF CONTROLS: THE PERMANENT STORMWATER MANAGEMENT SYSTEM MUST BE DESIGNED SUCH THAT THE PRE- AND POST-PROJECT RUNOFF RATE AND VOLUME FROM THE 1 AND 2-YEAR 24-HOUR PRECIPITATION EVENTS REMAIN THE SAME OR ARE REDUCED.

C.5 TEMPERATURE CONTROLS: THE PERMANENT STORMWATER MANAGEMENT SYSTEM MUST BE DESIGN SUCH THAT THE DISCHARGE FROM THE PROJECT WILL MINIMIZE ANY INCREASE IN THE TEMPERATURE OF TROUT. STREAM RECEIVING WATERS RESULTING FROM THE 1-AND 2-YEAR 24-HOUR PRECIPITATION EVENTS. THIS INCLUDES ALL TRIBUTARIES OF DESIGNATED TROUT STREAMS WITHIN THE SECTION THAT THE TROUT STREAM IS LOCATED. PROJECTS THAT DISCHARGE TO TROUT STREAMS MUST MINIMIZE THE IMPACT USING ONE OR MORE OF THE FOLLOWING MEASURES, IN ORDER OF PREFERENCE:  
A. MINIMIZE NEW IMPERVIOUS SURFACES.  
B. MINIMIZE THE DISCHARGE FROM THE CONNECTED IMPERVIOUS SURFACES BY DISCHARGING TO VEGETATED AREAS, OR GRASS SWALES, AND THROUGH THE USE OF OTHER NON-STRUCTURAL CONTROLS.  
C. INFILTRATION OR EVAPO-TRANSPIRATION OF RUNOFF IN EXCESS OF PRE-PROJECT CONDITIONS (UP TO THE 2-YEAR 24-HOUR PRECIPITATION EVENT).

**POTENTIAL FOR SEDIMENT AND/OR OTHER POLLUTANT(S) DISCHARGING FROM THE PROJECT SITE**  
THE TEMPORARY EROSION AND SEDIMENT CONTROL BMPS IN THIS SWPPP HAVE BEEN DESIGNED TO MINIMIZE THE POTENTIAL OF SEDIMENTS DISCHARGING OFF-SITE FROM A 0.5 INCH RAINFALL WITHIN A 24-HOUR PERIOD. THE NOAA ATLAS 14 POINT PRECIPITATION FREQUENCY ESTIMATE FOR THE PROJECT LOCATION WAS REVIEWED AND USED FOR ANTICIPATED INSPECTION FREQUENCY, BMP DESIGN, AND ESTIMATING CONSTRUCTION ACTIVITIES IN THIS SWPPP. ATLAS 14 RESULTS DO NOT NECESSARILY REFLECT ANY DESIGN CRITERIA IN THE PERMANENT STORMWATER MANAGEMENT SYSTEM.

ROUTINE INSPECTION AND BMP MAINTENANCE BY THE OPERATOR IS CRUCIAL IN ENSURING THE FUNCTIONALITY OF EACH BMP. STEEP SLOPES AND OTHER ENVIRONMENTALLY SENSITIVE AREAS THAT ARE AT A HIGHER RISK OF SEDIMENTATION ARE DEFINED IN THE SWPPP (IF APPLICABLE).

**CONSTRUCTION PHASING/STAGING, BUFFERS, & AREAS NOT TO BE DISTURBED**  
THE PRESERVED AREAS OF EXISTING VEGETATION WILL BE IDENTIFIED ON THE PLAN SHEETS AS "DO NOT DISTURB AREA". THE OPERATOR IS RESPONSIBLE FOR PRESERVING A 50 FOOT NATURAL BUFFER OR (IF INFASIBLE) PROVIDE REDUNDANT SEDIMENT CONTROL BMPS, WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET AND RECEIVES DRAINAGE FROM THE PROJECT'S GRADING LIMITS. THIS REQUIREMENT DOES NOT APPLY TO ADJACENT ROAD SIDE DITCHES, JUDICIAL/COUNTY DITCHES, STORMWATER CONVEYANCES, STORM DRAIN INLETS, AND SEDIMENT BASINS.

THERE IS NO CONSTRUCTION PHASING OR STAGING DEFINED BY THE OWNER FOR THIS PROJECT. THE SCHEDULE FOR INSTALLING TEMPORARY BMPS SHALL BE INCORPORATED INTO THE OPERATOR'S WEEKLY SCHEDULE FOR EACH CONSTRUCTION STAGE AND PRESENTED TO THE OWNER'S REPRESENTATIVE 9PER MNDOT SPEC 1717.D).

**ENVIRONMENTALLY SENSITIVE AREAS**  
STEEP SLOPES: EXISTING AND PROPOSED SLOPES 1 IN 3 (33.33% AND STEEPER) THAT ARE PROPOSED TO BE DISTURBED ARE ILLUSTRATED ON THE STEEP SLOPES MAYBE TEMPORARILY CREATED DURING GRADING OPERATIONS, AT WHICH TIME TEMPORARY BMPS MUST BE IMPLEMENTED BY THE OPERATOR (THROUGH AN APPROVED SWPPP AMENDMENT) WITHIN 14 DAYS OF NO LONGER WORKING THE STEEP SLOPE.

CONTAMINATED PROPERTIES: THE MPCA'S "WHAT'S IN MY NEIGHBORHOOD" DATABASE (PCA-GIS02.PCA.STATE.MN.US/WIMN2/INDEX.HTML) WAS REVIEWED ON 12-7-16. THE RESULTS OF THIS REVIEW SHOW NO KNOWN CONTAMINATED PROPERTIES OR LEAK SOURCES LOCATED WITHIN AND ADJACENT TO THE PROJECT LIMITS. NO PRE-EXISTING HAZARDOUS MATERIALS OR WASTES ARE ANTICIPATED TO BE IMPACTED BY THE PROJECT.

STORMWATER POLLUTION MITIGATION MEASURES (AS IDENTIFIED FROM ENVIRONMENTAL REVIEW): NO FORMAL ENVIRONMENTAL REVIEW WAS REQUIRED FOR THIS PROJECT, THEREFORE, NO ADDITIONAL STORMWATER RELATED MITIGATION MEASURES APPLY.

KARST AREAS: THERE ARE NO KNOWN KARST AREAS WITHIN OR ADJACENT TO THE PROJECT LIMITS.

SITE PLAN REQUIRED AREAS: NO AREAS OF "HIGH ENVIRONMENTAL RISKS" ARE KNOWN TO BE LOCATED WITHIN OR IMMEDIATELY ADJACENT TO THE PROJECT LIMITS. EACH SITE PLANS MUST DETAIL PROPOSED ACTIVITIES, CORRESPONDING SCHEDULING, STAGING, TEMPORARY EROSION AND SEDIMENT CONTROLS, AND BMP DETAILS PER SECTION 1717 OF THE MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION. SITE PLANS MUST BE APPROVED BY PROJECT ENGINEER PRIOR TO INITIATING THE SPECIFIED WORK WITHIN EACH SITE PLAN AREA.

FLOOD CONTINGENCY PLAN: NO PROJECT ACTIVITIES ARE LOCATED WITHIN A 100-YEAR FLOODPLAIN OR FLOODWAY, THEREFORE, A FLOOD CONTINGENCY PLAN IS NOT REQUIRED. THE PROJECT ENGINEER (AT THEIR DISCRETION) MAY REQUIRE A PREVENTATIVE FLOOD CONTINGENCY PLAN FOR SPECIFIC PROJECT ACTIVITIES AND AREAS THAT ARE NOT LOCATED IN A 100-YEAR FLOODPLAIN OR FLOODWAY.

FISH EXCLUSION DATES: OPERATOR IS PROHIBITED FROM CONDUCTING IN-STREAM WORK DURING THE FISH SPAWNING AND MIGRATION DATES OF APRIL 15 TO JUNE 30 FOR NON-TROUT WATERS. IF WORK MUST BE CONDUCTING DURING THIS TIMEFRAME, CONTRACTOR SHALL CONTACT THE LOCAL DNR FISHERIES MANAGER FOR WRITTEN APPROVAL PRIOR TO CONDUCTING THE IN-STREAM WORK.

AQUATIC INVASIVE SPECIES: ALL IN-STREAM AND DEWATERING EQUIPMENT SHALL BE DECONTAMINATED OF ALL AQUATIC PLANTS AND PROHIBIT INVASIVE SPECIES PRIOR TO USING WITHIN SURFACE WATERS ON-SITE AND TRANSPORTING OFF-SITE. ALL DECONTAMINATION ACTIVITIES SHALL MEET THE CHAPTER 1 STANDARDS OF THE MINNESOTA DNR'S BEST PRACTICES MANUAL FOR MEETING DNR GENERAL PUBLIC WATERS WORK PERMIT GP 2004-001.

WETLANDS  
WETLANDS, IF ANY, WITHIN THE PROJECT AREA AND MUST BE PROTECTED TO THE MAXIMUM EXTENT POSSIBLE.

APPLICABLE FEDERAL, TRIBAL, STATE OR LOCAL PROGRAMS  
THE PROJECT FALLS UNDER THE JURISDICTION OF SEVERAL ENTITIES, AS IDENTIFIED IN THE 'AGENCY CONTACTS' TABLE OF PAGE 1 OF THE SWPPP. THE MORE STRINGENT OF LOCAL VS. STATE VS. FEDERAL RULES SHALL APPLY WHERE THEY CONFLICT. INFORMATION PERTAINING TO THE STATE NPDES PERMIT CAN BE FOUND AT: (HTTP://WWW.PCA.STATE.MN.US/INDEX.PHP/WATER/WATER-TYPES-AND-PROGRAMS/STORMWATER/CONSTRUCTION-STORMWATER/INDEX.HTML). THE OPERATOR IS RESPONSIBLE TO COMPLY WITH ALL APPLICABLE PERMITS, MNDOT SPECIAL PROVISION, MNDOT SPEC BOOK (2014 EDITION), MNDOT SPECIFICATIONS 1717.

DATE	REVISIONS	BY
6/16/16	SWPPP CERT	BR

**ROSELL ENGINEERING, LLC**  
6192 267 TH CT WYOMING, MN 55092  
PHONE: 763-286-0521

**COVENANT MEADOWS**  
STORM WATER POLLUTION PREVENTION PLAN  
RAMSEY, MINNESOTA

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, DIRECT MEASUREMENT DATA, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
DATE 2/2/17 REC. NO. 24619  
*Brent Rosshell*  
BRENT ROSHELL

DATE	SCALE	PROJECT	CHECKED	APPROVED
12/19/16			BR	BR

**SW1**

RECORD DRAWING

**SEQUENCE OF CONSTRUCTION/TIMING OF BMP INSTALLATION**

NO CONSTRUCTION OPERATIONS, INCLUDING REMOVALS, THAT REQUIRE EROSION & SEDIMENT CONTROL PER THE SWPPP CAN COMMENCE UNTIL THE OPERATOR'S EROSION CONTROL SUPERVISOR CERTIFIES THE PROPER INSTALLATION OF BMP'S AND A CHAIN OF RESPONSIBILITY FOR SWPPP IMPLEMENTATION IS CREATED FOR ALL OPERATORS ON THE SITE. PERIMETER SEDIMENT CONTROLS (SILT FENCE, INLET PROTECTION, CONSTRUCTION ENTRANCES, ETC.) SHALL BE INSTALLED PRIOR TO THE START OF CONSTRUCTION. THESE PRACTICES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION IS ACHIEVED. OPERATOR SHALL IMPLEMENT THE NECESSARY ON SITE BMP'S IN ACCORDANCE WITH THE NPDES PERMIT REQUIREMENTS TO PREVENT NUISANCE CONDITIONS (MN RULES 7050.2010) FROM ANY DISCHARGES UNDER COVERAGE OF THE NPDES PERMIT. IN SOME CASES, MULTIPLE OR REDUNDANT APPLICATIONS OF SOME BMP'S MAY BE NEEDED TO MEET THESE REQUIREMENTS.

**INSPECTION SWPPP AMENDMENTS, RECORD KEEPING, & TRAINING**

1. THE SWPPP CHAIN OF RESPONSIBILITY MUST BE AMENDED BY THE OPERATOR WHEN THE IDENTITY OF RESPONSIBLE SITE OPERATORS (EROSION CONTROL SUPERVISOR, SUB-CONTRACTORS, ETC.) ARE KNOWN.
2. THE OPERATOR MUST INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. THE OPERATOR SHALL PROVIDE A RAINFALL GAUGE ON-SITE, WITHIN ONE MILE OF THE SITE, OR SOURCE OF THE WEATHER REPORTING SYSTEM THAT USES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES. THE LOCATION AND SOURCE OF THE RAINFALL GAUGE OR REPORTING SYSTEM MUST BE DOCUMENTED IN THE FIRST SWPPP INSPECTION REPORT. THE INSPECTION FREQUENCY MAY BE REDUCED TO ONCE PER MONTH, IF SITE CONDITIONS MEET PART IV.E3 OF THE NPDES PERMIT. ALL INSPECTIONS AND MAINTENANCE CONDUCTED MUST BE RECORDED IN WRITING BY THE OPERATOR AND RETAINED WITH THE SWPPP. RECORDS OF EACH INSPECTION AND MAINTENANCE ACTIVITY SHALL INCLUDE:
  - A. DATE, TIME AND NAME OF PERSON(S) CONDUCTING INSPECTIONS;
  - B. FINDINGS OF INSPECTIONS, INCLUDING RECOMMENDATIONS FOR CORRECTIVE ACTIONS;
  - C. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES AND PARTY COMPLETING MAINTENANCE ACTIVITIES); INCLUDING DOCUMENTATION/PHOTOS OF IMPLEMENTED BMPS INTENDED TO CORRECT A PROBLEM BUT FAILED.
  - D. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 1/8 INCH (0.5 INCHES) IN 24 HOURS;
  - E. DOCUMENTATION OF CHANGES MADE TO THE SWPPP.
3. SWPPP AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE OPERATOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). ALL OWNER ACCEPTED AND DENIED SWPPP AMENDMENTS AND SITE PLANS MUST BE RECORDED IN WRITING RETAINED WITH THE SWPPP.
4. THE SWPPP SHALL BE AMENDED TO INCLUDE ADDITIONAL OR MODIFIED BMP'S, DESIGNED TO CORRECT IDENTIFIED PROBLEMS OR ADDRESS SITUATIONS (UNDER PART III.B OF THE NPDES PERMIT), PRIOR TO CONDUCTING SPECIFIC STAGES/PHASES OF THE PROJECT, AS REQUIRED BY THE OWNER AND DEFINED IN THIS PROJECT SWPPP.

SUMMARY OF OPERATOR PREPARED SWPPP AMENDMENT NAME	SWPPP AMENDMENTS (REQUIRED BY OWNER)	SWPPP AMENDMENT DETAILS	SUBMITTAL TIMEFRAME
OPERATOR CHAIN OF RESPONSIBILITY	REFER TO "CONTACT INFORMATION/ RESPONSIBLE PARTIES" SECTION		7 DAYS PRIOR TO INITIATING WORK
BMP AMENDMENTS	SUBSTITUTED, ADDITIONAL, OR REDUNDANT BMP'S TO COMPENSATE FOR FAILING/FAILED BMP'S	DURING/AFTER CONSTRUCTION ACTIVITIES	
METHODS TO MINIMIZE SOIL COMPACTION	REFER TO "EXISTING SITE CONDITIONS, SOILS AND WATER RESOURCES" SECTION		7 DAYS PRIOR TO WORK WITHIN INFILTRATION BASINS AND PRESERVED TREE AREAS
STEEP SLOPES PHASING PLAN	REFER TO "ENVIRONMENTALLY SENSITIVE AREAS" SECTION		
SPILL PREVENTION & RESPONSE PLAN	REFER TO "POLLUTION PREVENTION MEASURES"		7 DAYS PRIOR TO INITIATING WORK
DEWATERING PLAN	REFER TO "DEWATERING" SECTION		7 DAYS PRIOR TO ACTIVITY

1. THE SWPPP (ORIGINAL OR COPIES), ALL CHANGES TO THE SWPPP, PROJECT MANUAL, AND INSPECTIONS/MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE OPERATOR WHO HAS OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN THE FIELD OFFICE OR ON SITE VEHICLE DURING NORMAL WORKING HOURS.
2. THE OPERATOR MUST ASSIGN A TRAINED INDIVIDUAL (S) (PURSUANT TO PARTS III.A.3 & III.F) TO OVERSEE THE IMPLEMENTATION, MAINTENANCE, AND REPAIR OF BMP'S. THIS INDIVIDUAL (S) SHALL ALSO PERFORM INSPECTIONS, REVISE/AMEND THE SWPPP (DOCUMENT IN SWPPP AS NECESSARY), AND BE AVAILABLE FOR AN ON-SITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE PERMITTED OWNER FOR ITS DESIGNEE), LOCAL GOVERNMENT UNITS, OR MPCA.

**POLLUTION PREVENTION MANAGEMENT MEASURES**

- POTENTIAL SOURCES OF POLLUTANTS FROM CONSTRUCTION ACTIVITIES INCLUDE:
- SEDIMENT AND FUGITIVE DUST GENERATED FROM CLEARING AND GRUBBING, IMPORT/EXPORT OPERATIONS, REMOVALS/COMPACTION, MASS/FINE GRADING, EXCAVATIONS, TRENCHING, TOPSOIL STRIPING STOCKPILING, WET/DRY PAVEMENT CUTTING, STREET CONSTRUCTION.
  - BASIC/ACIDIC PH LEVELS FROM CURB AND GUTTER, MANHOLE STRUCTURES, SIDEWALKS, DRIVEWAY APRONS, FOUNDATIONS, BRIDGE ABUTMENTS, WET/DRY PAVEMENT CUTTING, MASONRY WASHOUT/CLEANOUT.
  - EXCESS NUTRIENTS FROM LANDSCAPING INSTALLATIONS, SOIL ADDITIVES, FERTILIZATION, MULCHING.
  - HYDROCARBONS FROM STREET CONSTRUCTION, DEMOLITION/REMOVALS, WET/DRY PAVEMENT CUTTING.

OPERATOR WILL COMPLY WITH ALL OF THE POLLUTION PREVENTION AND MANAGEMENT MEASURES IDENTIFIED IN THE NPDES PERMIT. OPERATOR WILL SUBMIT A SPILL PREVENTION AND RESPONSE PLAN (SPRP) TO THE ENGINEER PRIOR TO ANY CONSTRUCTION ACTIVITY. THE SPRP MUST SATISFACTORILY ADDRESS (AT A MINIMUM) THE FOLLOWING NPDES REQUIREMENTS BY THE PROPOSED IMPLEMENTATION AND MAINTENANCE OF APPROPRIATE BMP'S:

**NO-EXPOSURE:** CONSTRUCTION AND BUILDING PRODUCTS (THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS), PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPING MATERIALS MUST BE UNDER COVER (PLASTIC SHEETING OR TEMPORARY ROOFS) TO MINIMIZE CONTACT WITH STORMWATER AND PRECIPITATION.

**SOLID WASTE:** (SEDIMENT, ASPHALT, CONCRETE MILLINGS, CONSTRUCTION, AND DEMOLITION DEBRIS) AND OTHER WASTES MUST BE DISPOSED OF PROPERLY AND SHALL COMPLY WITH MPCA DISPOSAL REQUIREMENTS (CH. 7035).

**HAZARDOUS MATERIALS:** (E.G. GAS, DIESEL, OIL, ANTIFREEZE, PAINT SOLVENTS, SOAPS, DETEGGERS, WOOD PRESERVATIVES, CLEANING SOLVENTS, CURING COMPOUNDS, ACIDS, ETC.) MUST BE STORED IN SEALED CONTAINERS (WITH SECONDARY SPILL CONTAINMENT) IN RESTRICTED ACCESS AREAS TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE AND MATERIALS MUST BE IN COMPLIANCE WITH MPCA REGULATIONS (CH. 7045) INCLUDING SECONDARY CONTAINMENT.

**PORTABLE TOILETS:** MUST BE POSITIONED AND SECURED SO THEY ARE NOT TIPPED OR KNOCKED OVER. WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MPCA GUIDELINES (CH. 7041).

**EQUIPMENT/VEHICLE FUELING, EXTERNAL WASHING, AND MAINTENANCE PRACTICES:** WHEN VEHICLE FUELING, MAINTENANCE, OR EXTERNAL WASHING MUST OCCUR ON-SITE, THE ACTIVITY IS LIMITED TO A CONTAINED PORTION OF THE STAGING AREA, UNLESS INFEASIBLE THROUGH A SWPPP AMENDMENT. PROCEDURES FOR SPILL RESPONSE AND MATERIALS FOR CONTAINMENT AND CLEAN UP (DRIP PANS, DRY ABSORBENTS, AND SPILL KITS) WILL BE AVAILABLE AT ALL TIMES ON-SITE. ENGINE DEGREASING IS PROHIBITED ON-SITE.

**CONCRETE, STUCCO, PAINT, CURING COMPOUNDS, SOLVENTS, AND OTHER WASHOUT WASTES:** TEMPORARY OR LONG-TERM STORAGE OF WASHOUT WASTE IS PROHIBITED ON-SITE (SLURRY MUST BE HAULED IMMEDIATELY OFF-SITE). OPERATOR MUST SUBMIT A CONCRETE WASHOUT PLAN TO THE PROJECT ENGINEER FOR APPROVAL OF ALL ON-SITE WASHOUT LOCATIONS. ON-SITE WASHOUT LOCATIONS MUST BE LOCATED 200 FEET FROM AN ENVIRONMENTALLY SENSITIVE AREA AND SURFACE WATERS, HAVE "CONCRETE WASHOUT AREA" SIGNAGE, AND BE CONTAINED IN A LEAK PROOF CONTAINER OR IMPERMEABLE LINER. LIQUID AND SOLID WASTES SHOULD NOT CONTACT THE GROUND (UNLESS PERMITTED IN THE CONCRETE WASHOUT PLAN), BE CONTAINED TO PREVENT RUNOFF FROM THE WASHOUT LOCATION, AND MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS.

**CONCRETE, STUCCO, PAINT, CURING COMPOUNDS, SOLVENTS, AND OTHER WASHOUT WASTES:** TEMPORARY OR LONG-TERM STORAGE OF WASHOUT WASTE IS PROHIBITED ON-SITE (SLURRY MUST BE HAULED IMMEDIATELY OFF-SITE). OPERATOR MUST SUBMIT A CONCRETE WASHOUT PLAN TO THE PROJECT ENGINEER FOR APPROVAL OF ALL ON-SITE WASHOUT LOCATIONS. ON-SITE WASHOUT LOCATIONS MUST BE LOCATED 200 FEET FROM AN ENVIRONMENTALLY SENSITIVE AREA AND SURFACE WATERS, HAVE "CONCRETE WASHOUT AREA" SIGNAGE, AND BE CONTAINED IN A LEAK PROOF CONTAINER OR IMPERMEABLE LINER. LIQUID AND SOLID WASTES SHOULD NOT CONTACT THE GROUND (UNLESS PERMITTED IN THE CONCRETE WASHOUT PLAN), BE CONTAINED TO PREVENT RUNOFF FROM THE WASHOUT LOCATION, AND MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS.

**BURNING:** BURNING OF GARBAGE, CONSTRUCTION DEBRIS, TREES, BRUSH, OR OTHER VEGETATIVE MATERIAL IS NOT ALLOWED ON SITE, UNLESS PRIOR APPROVAL IS GRANTED BY THE OWNER.

**EROSION CONTROL PRACTICES, PROCEDURES, & MAINTENANCE STANDARDS**  
THE OPERATOR IS RESPONSIBLE FOR THE INSTALLATION, OPERATION, AND CONTINUED MAINTENANCE OF ALL TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT BMP'S, AS WELL AS ALL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S, FOR THE DURATION OF THE CONSTRUCTION WORK AT THE SITE, UNTIL FINAL STABILIZATION IS ACHIEVED. ALL BMP'S MUST BE ADEQUATELY LOCATED, DESIGNED, INSTALLED, AND MAINTAINED TO PREVENT EROSION FROM A MINIMUM 0.5 INCH TOTAL RAINFALL EVENT WITHIN 24 HOURS.

ALL NONFUNCTIONAL BMP'S MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMP'S BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS UNLESS ANOTHER TIME FRAME IS SPECIFIED IN THE SWPPP. ALL ERODED MATERIAL THAT LEAVES THE SITE SHALL BE COLLECTED BY THE OPERATOR AND RETURNED TO THE SITE AT THE OPERATOR'S EXPENSE AND INCIDENTAL TO THE PROJECT COST.

TEMPORARY OR PERMANENT STABILIZATION SHALL BE INITIATED AS SOON AS POSSIBLE, BUT NO LATER THAN THE END OF THE NEXT WORK DAY FOLLOWING THE DAY EARTH-DISTURBING ACTIVITIES IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. ALL EXPOSED SOIL AREAS SHALL BE STABILIZED WITHIN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. INITIATED STABILIZATION IS DEFINED AS COMPLETING ONE (OR MORE) OF THE FOLLOWING: SOIL PREPARATION FOR VEGETATION, MULCHING (OR OTHER TEMPORARY NONVEGETATIVE BMP), SEEDING/PLANTING, OR SCHEDULING STABILIZATION MEASURES TO BE FULLY INSTALLED AND COMPLETED WITHIN THE 14 DAY TIMEFRAME.

ALL EXPOSED SOILS WITHIN 200 FEET AND DRAINING TO A DNR PUBLIC WATERS MUST BE STABILIZED WITHIN 24 HOURS OF TEMPORARILY OR PERMANENTLY CEASING WORK, DURING THE FISH SPAWNING PERIOD. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) AND THE CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES ARE EXEMPT FROM THIS REQUIREMENT, BUT MUST BE IN COMPLIANCE WITH PART IV.C.5.

TEMPORARY STABILIZATION BMP'S SHALL ONLY BE IMPLEMENTED WHEN PERMANENT STABILIZATION BMP'S CANNOT BE IMPLEMENTED WITHIN THE 14 DAY TIMEFRAME FOR EXPOSED SOILS.

**TEMPORARY/PERMANENT DRAINAGE DITCHES & SWALES:** THE NORMAL WETTED PERIMETER (2-YEAR, 24-HOUR PRECIPITATION EVENT) OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH, CHANNEL, OR SWALE THAT DRAINS WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR DIVERTS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN THE LAST 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER WITHIN 24 HOURS OF CONNECTION. STABILIZATION REMAINING OF THE REMAINING PORTIONS OF THE CHANNEL MUST BE STABILIZED WITHIN 14 DAYS. ALL STORMWATER CONVEYANCE CHANNELS MUST USE EROSION CONTROL AND VELOCITY DISSIPATION DEVICES WITHIN AND ALONG THE LENGTH OF THE CHANNEL AND AT ANY OUTLETS. TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A TEMPORARY SEDIMENT CONTAINMENT SYSTEM (WITH PROPERLY DESIGNED ROCK DITCH CHECKS, BIO ROLLS, SILT DIKES ETC.) DO NOT NEED TO BE STABILIZED. THESE AREAS MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM. MULCH, HYDROMULCH, TACKIFIER, OR POLYACRYLAMIDE BELOW THE WETTED PERIMETER OF A DITCH, SWALE, OR OTHER SURFACE WATER CONVEYANCE IS NOT ACCEPTABLE STABILIZATION.

**EROSION CONTROL BLANKETS/MATS:** OPERATOR SHALL VERIFY DURING REGULAR INSPECTIONS THAT NO GULLIES, RILLS, OR SCOUR HOLES HAVE FORMED UNDER EROSION CONTROL BLANKETS AND MATS. ALL REPAIRS MUST BE COMPLETED WITHIN 24 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.

**MULCH:** OPERATOR MUST APPLY MULCH IN A UNIFORM PATTERN OVER THE DISTURBED SOILS, TO ACHIEVE A MINIMUM OF 90% GROUND COVER.

**DUST CONTROL:** DUST FROM THE SITE WILL BE CONTROLLED BY INCREASED STREET SWEEPING AND/OR USING A MOBILE PRESSURE-TYPE DISTRIBUTOR TRUCK TO APPLY POTABLE WATER TO DISTURBED AREAS. THE MOBILE UNIT WILL APPLY WATER AT A RATE NECESSARY TO PREVENT RUNOFF AND PONDING.

**STORM SEWER OUTLETS:** PIPE OUTLETS MUST HAVE TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER HYDRAULIC CONNECTION TO A RECEIVING SURFACE WATER.

**TEMPORARY & PERMANENT EROSION CONTROL BMP'S**  
**TYPE 1 MULCH:** APPLY TO DISTURBED SLOPES LESS THAN 1:3 WITH BLOWER EQUIPMENT OR CONCURRENTLY WITH HYDROMULCH @ 2 TONS/ACRE. IMMEDIATELY OVERSPRAY (IF NOT HYDROMULCHED) WITH TACKIFIER (PER MANUFACTURER'S RECOMMENDED RATES) OR DISC-ANCHORED.

**RAPID STABILIZATION METHOD #3:** THIS WORK SHALL CONSIST OF OPERATIONS NECESSARY TO RAPIDLY STABILIZE SMALL CRITICAL AREAS WITHIN 200 FT OF SURFACE WATERS, TO PREVENT OFF-SITE SEDIMENTATION AND OR TO COMPLY WITH PERMIT REQUIREMENTS. INSTALL PER MNDOT SPECIFICATIONS 2575.3N.

**RAPID STABILIZATION METHOD #4:** (WOOD FIBER, NATURAL NET ONLY) IS AN ACCEPTABLE BMP FOR DISTURBED AREAS ADJACENT TO ENVIRONMENTALLY SENSITIVE AREAS, SURFACE WATERS, AND WITHIN THE LAST 200 FEET OF DITCH BOTTOMS.

**TEMPORARY WINTER COVER:** AREAS OF EXPOSED SOILS THAT ARE NOT COMPLETED BEFORE THE WINTER WILL BE STABILIZED WITH TYPE #3 (CERTIFIED AS WEED FREE) ADJACENT TO WETLAND OR STORMWATER PONDS. ALL OTHER DISTURBED AREAS SHALL BE STABILIZED WITH TYPE #1 MULCH, UNLESS ALTERNATIVE MORE PROTECTIVE BMP'S ARE SPECIFIC WITHIN THE SWPPP. ALL EXPOSED SOILS SHALL BE STABILIZED BEFORE CONSTRUCTION IS COMPLETED FOR THE SEASON.

**HYDRO-MULCH TYPE #5:** HYDRAULIC SOIL STABILIZER IN COMBINATION WITH A TACKIFIER WILL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS TO EXPOSED SOILS AREAS TO PROVIDE TEMPORARY LONG-TERM OR PERMANENT COVER FOR VEGETATION ESTABLISHMENT.

**SEDIMENT CONTROL PRACTICES, PROCEDURES, & MAINTENANCE STANDARDS**

**DOWN GRADIENT SYSTEMS:** IF THE DOWN GRADIENT TREATMENT SYSTEM IS OVERLOADED, ADDITIONAL UP GRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMP'S MUST BE INSTALLED TO ELIMINATE THE OVERLOADING, AND THE SWPPP MUST BE AMENDED TO IDENTIFY THESE ADDITIONAL PRACTICES.

**PERIMETER CONTROL BMP'S (SILT FENCES, CHIP/SLASH MULCH SACKS, BIOROLLS, FLOATING SILT CURTAIN, ETC.):** PERIMETER CONTROL BMP'S SHALL BE INSTALLED ON ALL DOWN GRADIENT PERIMETERS AND UPGRADIENT OF ANY BUFFER AREAS, PRIOR TO INITIATING UPGRADIENT LAND DISTURBANCE ACTIVITIES. UPLAND PERIMETER CONTROLS BMP'S SHALL BE PLACED AS CLOSE AS POSSIBLE TO FOLLOW A SINGLE CONTOUR ELEVATION. ALL SILT FENCES MUST BE REPAIRED, REPLACED, OR MAINTAINED WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES 1/2 OF THE HEIGHT OF THE FENCE. ALL REPAIRS MUST BE COMPLETED BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS. FLOATING SILT CURTAIN SHALL BE INSTALLED AS CLOSE TO THE SHORELINE AS POSSIBLE FOR SHORELAND/IN-WATER SHORT-TERM CONSTRUCTION ACTIVITIES. AFTER THE SHORT-TERM ACTIVITY IS COMPLETE, AN UPLAND PERIMETER CONTROL MUST BE INSTALLED IF EXPOSED SOILS CONTINUE TO DRAIN TO THE SURFACE WATER.

**TEMPORARY & PERMANENT SEDIMENT CONTROL BMP'S**

SILT FENCE ALONG PROJECT PERIMETER

TEMPORARY ROCK ENTRANCE FOR CONSTRUCTION OPERATIONS.

50 FOOT NATURAL BUFFER (S): REFER TO "CONSTRUCTION PHASING/STAGING, BUFFERS, & AREAS NOT TO BE DISTURBED" SECTION OF THIS SWPPP.

**TEMPORARY SEDIMENTATION BASINS:** WHERE TEN (10) OR MORE ACRES OF DISTURBED SOIL DRAIN TO A COMMON LOCATION, A TEMPORARY SEDIMENT BASIN MUST BE PROVIDED PRIOR TO RUNOFF LEAVING THE CONSTRUCTION SITE OR ENTERING SURFACE WATERS. ALL TEMPORARY BASINS SHALL BE CONSTRUCTED AND OPERATIONAL PRIOR TO GRADING TEN (10) OR MORE ACRES. BASINS MUST PROVIDE A LIVE STORAGE VOLUME FROM A TWO YEAR 24-HOUR STORM EVENT FROM EACH ACRE (DISTURBED AND UNDISTURBED) DRAINING TO THE BASIN. AT A MINIMUM, IF CALCULATIONS ARE NOT PERFORMED THE BASIN SHALL PROVIDE 3,600 CUBIC FEET OF LIVE STORAGE FROM EACH ACRE. THE BASIN INTAKE MUST BE DESIGNED TO WITHDRAW WATER FROM THE SURFACE, PREVENT SHORT CIRCUITING AND THE DISCHARGE OF FLOATING DEBRIS, INCLUDE AN EMERGENCY OVERFLOW ABOVE THE LIVE STORAGE ELEVATION, AND PROVIDE ENERGY DISSIPATION AT THE BASIN OUTLET. BASINS MUST BE DRAINED AND SEDIMENT REMOVED WHEN THE DEPTH OF COLLECTED SEDIMENT IN THE BASIN REACHES 1/2 THE LIVE STORAGE VOLUME. DRAINAGE AND REMOVAL MUST BE COMPLETED WITHIN 72 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS. IF A BASIN IS INFEASIBLE WITHIN THE PROJECT LIMITS, EQUIVALENT SEDIMENT CONTROL BMP'S MUST BE IMPLEMENTED AND DOCUMENTED IN THE SWPPP OR SWPPP AMENDMENT.

**SEDIMENT TRAPS:** WHERE A TEMPORARY SEDIMENT BASIN MEETING THE REQUIREMENTS OF THIS PART IS INFEASIBLE, EQUIVALENT SEDIMENT CONTROLS SUCH AS SMALLER SEDIMENT BASINS, AND/OR SEDIMENT TRAPS, SILT FENCES, VEGETATIVE BUFFER STRIPS, OR ANY APPROPRIATE COMBINATION OF MEASURES ARE REQUIRED FOR ALL DOWN-SLOPE BOUNDARIES OF THE CONSTRUCTION AREA AND FOR SIDE-SLOPE BOUNDARIES AS DICTATED BY INDIVIDUAL SITE CONDITIONS. IN DETERMINING WHETHER INSTALLING A SEDIMENT BASIN IS INFEASIBLE, THE PERMITTEE(S) MUST CONSIDER PUBLIC SAFETY AND MAY CONSIDER FACTORS SUCH AS SITE SOILS, SLOPE, AND AVAILABLE AREA ON SITE. THIS DETERMINATION OF INFEASIBILITY MUST BE DOCUMENTED IN THE SWPPP PER PART III.A.5.M.

**TEMPORARY STOCKPILES:** ALL STOCKPILES MUST HAVE SILT FENCE OR EQUIVALENT PERIMETER SEDIMENT CONTROLS IMPLEMENTED AND MAINTAINED AT ALL TIMES. PILES CANNOT BE PLACED IN BUFFER AREAS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE TO PREVENT STORMWATER RUN-ON INTO THE STOCKPILE.

**CONSTRUCTION SITE ENTRANCE/VEHICLE TRACKING:** OPERATOR MUST MINIMIZE SEDIMENT FROM LEAVING THE CONSTRUCTION SITE (OR ONTO STREETS WITH THE SITE) BY IMPLEMENTING BMP'S SUCH AS ROCK PADS, SLASH MULCH, CONCRETE OR STEEL WASH RACKS, OR EQUIVALENT SYSTEMS. STREET SWEEPING MUST BE DONE DAILY DURING CONSTRUCTION OPERATIONS IF SUCH BMP'S ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE STREET. TRACKED SEDIMENT MUST BE REMOVED FROM ALL PAVED SURFACES (ON AND OFF-SITE) WITHIN 24 HOURS OF DISCOVERY, OR SOONER AS DIRECTED BY THE PROJECT OWNER. MULTIPLE STREET SWEEPINGS AT THE OPERATOR'S EXPENSE MAY BE REQUIRED ON ALL ENTRY/EXIT POINTS TO THE SITE AT THE DISCRETION OF THE PROJECT OWNER.

**SURFACE WATERS:** INCLUDING OFF-SITE AND DOWNSTREAM DRAINAGE DITCHES, CATCH BASINS, AND CONVEYANCE SYSTEMS, MUST BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. THE REMOVAL AND STABILIZATION OF EXPOSED SOILS MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. IF PRECLUDED, REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) CALENDAR DAYS OF OBTAINING ACCESS. THE PERMITTEES ARE RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AGENCIES AND RECEIVING ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK.

**INLET PROTECTION:** ALL STORM DRAIN INLETS (INCLUDING DOWN GRADIENT, OFF-SITE) MUST BE PROTECTED BY APPROPRIATE BMP'S DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED. SILT FENCE IS NOT AN ACCEPTABLE CATCH BASIN INLET PROTECTION BMP. CONTRACTOR SHALL CLEAN, REMOVE AND DISPOSE OF SEDIMENT, AND/OR REPLACE STORM DRAIN INLET PROTECTION ON A ROUTINE BASIS TO ENSURE THE DEVICE IS FULLY FUNCTIONAL PRIOR TO THE NEXT FORECASTED PRECIPITATION EVENT (30% OR GREATER). INLET PROTECTION MAY BE REMOVED FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (STREET FLOODING/FREEZING) HAS BEEN IDENTIFIED AND THE PERMITTEES HAVE RECEIVED WRITTEN CORRESPONDENCE FROM THE JURISDICTIONAL AUTHORITY (E.G. CITY/COUNTY/TOWNSHIP/MNDOT ENGINEER) VERIFYING THE NEED FOR REMOVAL. WRITTEN CORRESPONDENCE MUST BE DOCUMENTED IN THE SWPPP AND AVAILABLE WITHIN 72 HOURS UPON REQUEST. PERMISSION TO REMOVE INLET PROTECTION BASED ON A SPECIFIC SAFETY CONCERN MUST STILL BE OBTAINED FROM THE LOCAL JURISDICTIONAL AUTHORITY WITHIN 30 DAYS OF REMOVAL.

**CHEMICAL TREATMENTS:** OPERATOR MUST AMEND THE SWPPP TO INCLUDE THE INTENDED USES AND LOCATIONS OF FLOCCULANTS, POLYMERS, AND OTHER SEDIMENTATION TREATMENT CHEMICALS. CHEMICAL TREATMENTS MAY ONLY BE APPLIED IN AREAS WHERE TREATED STORMWATER IS DIRECTED TO A RECEIVING SEDIMENT CONTROL SYSTEM (NOT DIRECTLY DISCHARGED TO NATURAL WATER BODIES). THIS INCLUDES DOCUMENTING THE EXPECTED SOIL TYPES, MANUFACTURER'S RECOMMENDED DOSING, APPLICATION RATES/QUANTITIES, AND MONITORING RESULTS (TURBIDITY, PH).

**DEWATERING, STREAM DIVERSION, AND BASIN DRAINING**  
DEWATERING, STREAM DIVERSION, OR BASIN DRAINING IS ANTICIPATED DURING CONSTRUCTION OF THIS PROJECT. DITCH REALIGNMENT, CULVERT CONSTRUCTION, AND NEW POND GRADING WILL REQUIRE SITE DEWATERING. WHEN DEWATERING OR BASIN DRAINING IS REQUIRED, THE CONTRACTOR SHALL SUBMIT A DEWATERING PLAN AND NARRATIVE TO THE PROJECT ENGINEER FOR APPROVAL PRIOR TO UNDERTAKING THESE ACTIVITIES. DEWATERING PLAN MUST INCLUDE BMP'S TO PREVENT SEDIMENT TRANSPORT, EROSION, AND ADVERSE IMPACTS TO DOWNSTREAM RECEIVING WATERS. THE DEWATERING PLAN MUST ALSO INCLUDE ANY SPECIFIC CHEMICAL TREATMENTS (FLOCC POLYMERS, ETC.) THAT WILL BE USED. IF AN APPROVED TMDL WASTE LOAD ALLOCATION IS ESTABLISHED FOR CONSTRUCTION ACTIVITIES ON A RECEIVING WATERBODY, THE OPERATOR MUST IMPLEMENT ALL NECESSARY BMP'S TO MEET THE ASSIGNED WLA. THE DEWATERING PLAN AND DNR APPROPRIATIONS PERMIT WILL BECOME PART OF THE SWPPP. WATER THAT IS TURBID OR HAS SEDIMENT MUST BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN (AND/OR OTHER APPROPRIATE BMP'S) ON THE PROJECT SITE WHENEVER POSSIBLE. DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASIN MUST BE VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT IS OBTAINED IN THE BASIN AND THAT NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2), IMPACTS TO WETLANDS, AND EROSION IN RECEIVING CHANNELS OR ON DOWNSLOPE PROPERTIES WILL NOT RESULT FROM THE DISCHARGE. THE DISCHARGE MUST BE DISPERSED OVER NATURAL ROCK RIPRAP, SAND BAGS, PLASTIC SHEETING, OR OTHER ACCEPTED ENERGY DISSIPATION MEASURES. ADEQUATE SEDIMENTATION CONTROL MEASURES AND ADDITIONAL FILTRATION BMP'S ARE REQUIRED FOR DISCHARGE WATER THAT CONTAINS SUSPENDED SOLIDS, OIL, OR GREASE.

**FINAL STABILIZATION**  
FINAL STABILIZATION IS ACHIEVED WHEN THE FOLLOWING FOUR PARAMETERS ARE COMPLETED, PRIOR TO SUBMISSION OF THE NOTICE OF TERMINATION TO MPCA. SEE PERMANENT EROSION CONTROL PRACTICES FOR SPECIFIC METHODS AND APPLICATIONS.

1. 70% VEGETATIVE COVER: ALL SOIL DISTURBING ACTIVITIES AT THE SITE HAVE BEEN COMPLETED AND ALL EXPOSED SOILS ARE STABILIZED BY A UNIFORM, LIVE PERENNIAL VEGETATIVE COVER WITH A DENSITY OF 70% OVER THE ENTIRE PREVIOUS SURFACE AREA, OR OTHER EQUIVALENT MEANS NECESSARY TO PREVENT SOIL FAILURE UNDER EROSION CONDITIONS. REFER TO PART IV.G.5 IF THE PROJECT IS ON AGRICULTURAL LAND.
2. FINAL CLEAN OUT OF PERMANENT STORMWATER MANAGEMENT SYSTEMS & CONVEYANCE SYSTEMS: ALL SEDIMENT MUST BE REMOVED FROM PERMANENT STORMWATER MANAGEMENT SYSTEMS, CONVEYANCE SYSTEMS, AND DITCHES MUST BE STABILIZED WITH PERMANENT COVER.
3. REMOVAL OF ALL TEMPORARY SYNTHETIC BMP'S: ALL TEMPORARY SYNTHETIC AND STRUCTURAL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S (SUCH AS SILT FENCE) MUST BE REMOVED ON THE PORTIONS OF THE SITE FOR WHICH THE PERMITTEE IS RESPONSIBLE. BMP'S DESIGNED TO DECOMPOSE ON SITE (SUCH AS SOME COMPOST LOGS) MAY BE LEFT IN PLACE.
4. OPERATOR PROVIDES THE OWNER ALL INSPECTION AND SWPPP AMENDMENT RECORDS FOR THE PROJECT: OWNER IS RESPONSIBLE FOR KEEPING ALL RECORDS (AS DEFINED IN PART II.E.1-5) ON FILE FOR THREE YEARS AFTER SUBMITTAL OF THE NOTICE OF TERMINATION.

DATE	REVISIONS	BY

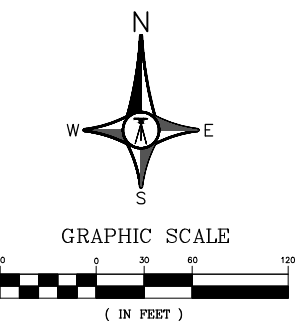
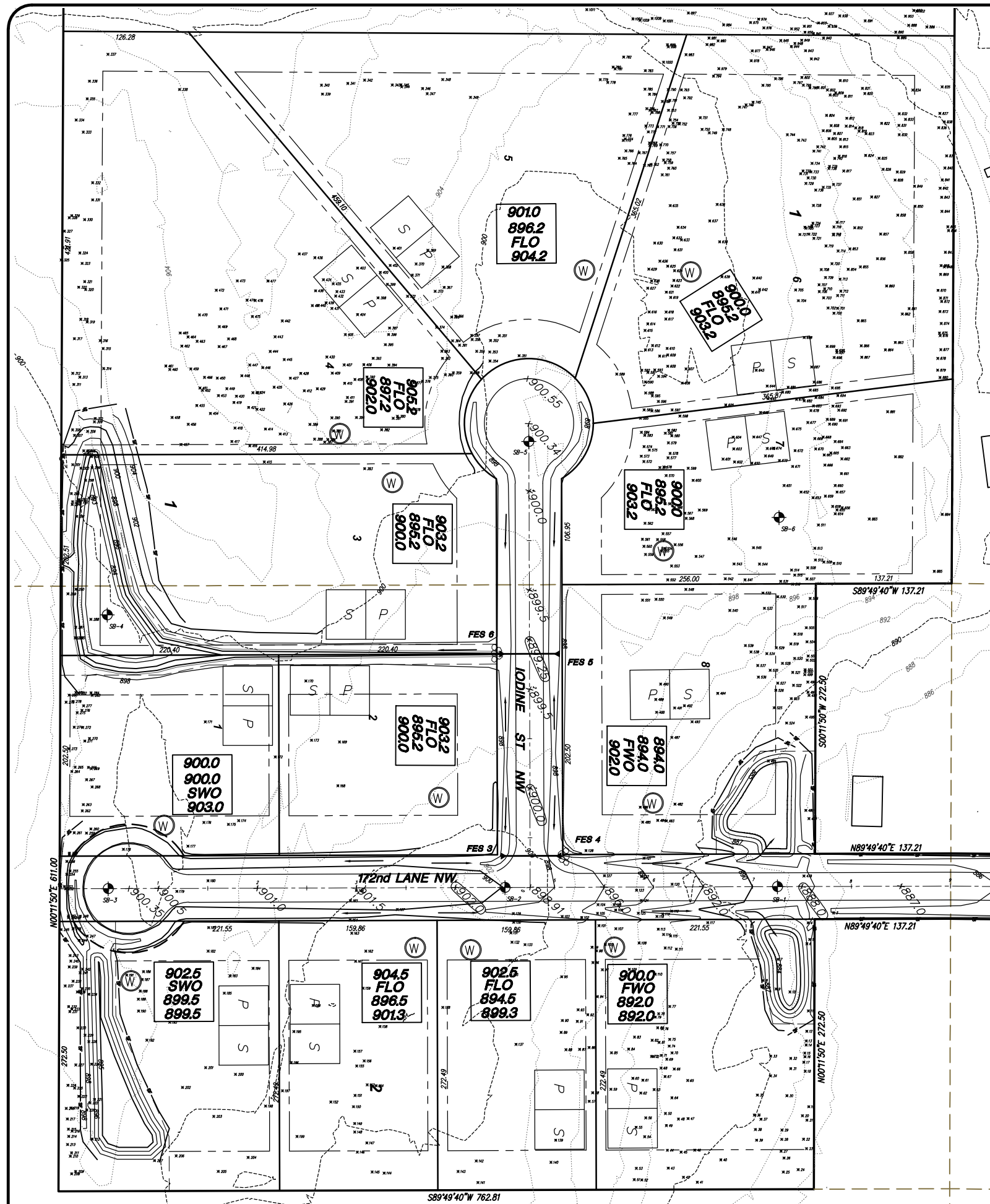
**ROSELL ENGINEERING, LLC**  
6192 267 TH CT WYOMING, MN 55092  
PHONE: 763.286.0321

**COVENANT MEADOWS**  
STORM WATER  
POLLUTION PREVENTION PLAN  
RAMSEY, MINNESOTA

DATE: 12/19/16 SCALE: - REC-32 CHECKED: BTR APPROVED: BTR  
REG. NO. 245019  
DATE: 2/2/17  
Brent Rosell  
Brent Rosell

DATE	SCALE	PROJECT	CHECKED	APPROVED
12/19/16	-	REC-32	BTR	BTR

SW2



12	Pine, red	13
13	Pine, red	13
14	Pine, red	9
15	Pine, red	9
16	Pine, red	8
17	Pine, red	10
18	Pine, red	12
19	Pine, red	12
20	Pine, red	11
21	Pine, red	11
22	Pine, red	10
23	Pine, red	10
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26	Pine, red	13
27	Pine, red	12
28	Pine, red	14
29	Pine, red	15
30	Pine, red	15
31	Pine, red	13
32	Pine, red	16
33	Pine, red	12
34	Pine, red	6
35	Pine, red	15
36	Pine, red	18
37	Pine, red	18
38	Pine, red	16
39	Pine, red	16
40	Cedar, red	7
41	Pine, red	18
42	Pine, red	13
43	Pine, red	14
44	Pine, red	12
45	Pine, red	15
46	Pine, red	18
47	Pine, red	16
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72	Pine, red	9
73	Pine, red	10
74	Pine, red	10
75	Pine, red	11
81	Pine, red	6
82	Pine, red	15
83	Pine, scotch	5
84	Pine, red	13
85	Pine, red	18
86	Pine, red	14
87	Pine, red	11
88	Pine, red	17
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199	Pine, red	7
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202	Pine, red	14
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218	Pine, red	12
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363	Oak, red	13
364	Oak, red	4
365	Oak, red	25
366	Oak, bur	6
367	Oak, red	36
372	Oak, red	12
373	Oak, red	29
374	Oak, red	32
383	Pine, scotch	15
384	Oak, red	40
385	Oak, red	21
386	Oak, red	5
387	Oak, red	4
388	Oak, red	7
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450	Oak, red	15
451	Oak, red	7
452	Oak, red	5
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456	Oak, red	40
457	Oak, red	7
458	Cedar, red	9
459	Oak, red	6
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549	Pine, red	12
550	Pine, red	14
551	Pine, red	11
552	Pine, red	15
553	Cedar, red	6
554	Pine, red	12
555	Pine, red	9
556	Pine, red	9
559	Pine, red	9
560	Pine, red	10
574	Pine, red	11
575	Pine, red	13
576	Pine, red	11
579	Pine, red	10
580	Pine, red	9
581	Pine, red	7
582	Pine, red	12
583	Pine, red	13
584	Pine, red	13
585	Pine, red	10
586	Pine, red	10
587	Pine, red	8
588	Pine, red	9
589	Pine, red	12
590	Pine, red	9
591	Pine, red	9
592	Pine, red	8
593	Pine, red	9
594	Pine, red	6
595	Pine, red	10
596	Pine, red	8
597	Pine, red	11
598	Pine, red	

TREES SAVED

672	Pine, red	15
675	Pine, red	11
677	Pine, red	17
678	Pine, red	12
679	Pine, red	12
680	Pine, red	11
682	Pine, red	10
683	Pine, red	12
684	Pine, red	8
685	Pine, red	13
689	Pine, red	12
690	Pine, red	12
691	Pine, red	14
692	Pine, red	13
693	Pine, red	13
694	Pine, red	15
695	Pine, red	12
696	Pine, red	14
697	Pine, red	14
698	Pine, red	16
699	Pine, red	12
700	Pine, red	17
701	Pine, red	10
702	Pine, red	16
703	Pine, red	14
704	Pine, red	13
705	Pine, red	8
706	Pine, red	12
707	Pine, red	12
708	Pine, red	10
709	Pine, red	9
710	Pine, red	10
711	Pine, red	16
712	Pine, red	12
713	Pine, red	10
714	Pine, red	13
715	Pine, red	9
716	Pine, red	9
717	Pine, red	11
718	Pine, red	14
719	Pine, red	11
720	Pine, red	13
721	Pine, red	13
722	Pine, red	7
723	Pine, red	12
724	Pine, red	12
725	Pine, red	11
726	Pine, red	13
727	Pine, red	14
728	Pine, red	14
729	Pine, red	13
730	Pine, red	11
731	Pine, red	14
732	Pine, red	8
733	Pine, red	10
734	Pine, red	12
735	Pine, red	15
736	Pine, red	17
737	Pine, red	11
738	Pine, red	15
739	Pine, red	9
740	Pine, red	6
741	Pine, red	12
742	Pine, red	15
743	Pine, red	16
744	Pine, red	13
745	Pine, red	11
746	Pine, red	10
747	Pine, red	20
748	Pine, red	17
749	Pine, red	16
750	Pine, red	14
751	Pine, red	15
752	Pine, red	20
753	Pine, red	12
754	Pine, red	8
755	Pine, red	9
756	Pine, red	12
757	Pine, red	11
758	Pine, red	10
759	Pine, red	12
760	Pine, red	13
761	Pine, red	16
762	Pine, red	15
763	Pine, red	11
764	Pine, red	11
765	Pine, red	10
766	Pine, red	13
767	Pine, red	12
768	Pine, red	9
769	Pine, red	9
770	Pine, red	12
771	Pine, red	10
772	Pine, red	10
773	Pine, red	11
774	Pine, red	13
775	Pine, red	19
776	Pine, red	15
777	Pine, red	14
778	Pine, red	14
779	Pine, red	18

780	Pine, red	23
781	Pine, red	12
782	Cedar, red	9
783	Pine, red	14
784	Pine, red	16
785	Pine, red	16
786	Pine, red	9
787	Pine, red	14
788	Pine, red	10
789	Pine, red	13
790	Pine, red	15
791	Pine, red	12
792	Pine, red	14
793	Pine, red	26
794	Cedar, red	7
795	Pine, red	17
796	Pine, red	18
797	Pine, red	12
798	Pine, red	20
799	Pine, red	11
800	Pine, red	16
801	Pine, red	17
802	Pine, red	14
803	Pine, red	14
804	Pine, red	14
805	Pine, red	13
806	Pine, red	15
807	Pine, red	10
808	Pine, red	12
809	Pine, red	8
810	Pine, red	10
811	Pine, red	15
812	Pine, red	13
813	Pine, red	14
814	Pine, red	11
815	Pine, red	11
816	Pine, red	10
817	Pine, red	13
818	Pine, red	12
819	Pine, red	15
820	Pine, red	16
821	Pine, red	14
822	Pine, red	19
823	Pine, red	16
824	Pine, red	19
825	Pine, red	14
826	Pine, red	19
827	Cedar, red	8
828	Pine, red	16
829	Pine, red	16
830	Pine, red	18
831	Pine, red	12
832	Pine, red	14
833	Pine, red	15
834	Pine, red	14
835	Pine, red	15
836	Pine, red	11
837	Pine, red	14
838	Pine, red	9
839	Pine, red	14
840	Pine, red	16
841	Pine, red	9
842	Pine, red	9
843	Pine, red	15
844	Pine, red	12
845	Pine, red	10
846	Pine, red	8
847	Pine, red	13
848	Pine, red	11
849	Pine, red	19
850	Pine, red	14
851	Pine, red	16
852	Pine, red	11
853	Pine, red	15
854	Pine, red	13
855	Pine, red	14
856	Pine, red	15
857	Pine, red	12
858	Pine, red	16
859	Pine, red	14
860	Cedar, red	6
861	Pine, red	12
862	Pine, red	13
863	Pine, red	15
864	Pine, red	11
865	Cedar, red	7
866	Pine, red	13
867	Pine, red	14
868	Pine, red	12
869	Pine, red	10
870	Pine, red	16
871	Pine, red	7
872	Pine, red	13
873	Pine, red	14
874	Pine, red	11
875	Pine, red	12
876	Pine, red	13
877	Pine, red	13
878	Pine, red	11
879	Pine, red	14
880	Pine, red	18

881	Pine, red	12
882	Pine, red	12
883	Pine, red	9
884	Pine, red	13
885	Oak, red	21
886	Oak, bur	16
887	Basswood	12
888	Aspen	13
889	Aspen	8
890	Aspen	13
891	Ash, green	23
892	Aspen	10
893	Oak, red	17
894	Aspen	9
895	Aspen	10
896	Aspen	8
897	Aspen	12
898	Aspen	10
899	Aspen	8
900	Aspen	13
901	Aspen	10
902	Aspen	9
903	Aspen	13
904	Aspen	8
905	Aspen	10
906	Aspen	14
907	Aspen	13
908	Oak, red	16
909	Aspen	9
910	Aspen	9
911	Aspen	11
912	Aspen	13
913	Cherry, black	16
914	Aspen	9
915	Aspen	18
916	Ash, green	14
917	Basswood	8
918	Basswood	8
919	Aspen	13
920	Aspen	10
921	Aspen	11
922	Aspen	9
923	Aspen	14
924	Aspen	12
925	Aspen	8
926	Aspen	8
927	Ash, green	9
928	Aspen	8
929	Aspen	9
930	Aspen	9
931	Aspen	10
932	Aspen	8
933	Oak, red	19
934	Aspen	9
935	Aspen	8
936	Aspen	9
937	Oak, red	8
938	Oak, red	12
939	Ash, green	12
940	Oak, red	8
941	Oak, bur	7
942	Oak, red	7
943	Oak, red	6
944	Oak, bur	6
945	Oak, bur	5
946	Oak, red	4
947	Oak, bur	5
948	Oak, red	7
949	Oak, red	7
950	Oak, red	7
951	Ash, green	13
952	Oak, red	14
953	Oak, red	12
954	Aspen	9
955	Oak, red	8
956	Aspen	9
957	Aspen	11
958	Aspen	8
959	Aspen	8
960	Aspen	12
961	Aspen	12
962	Oak, red	7
963	Aspen	14
964	Oak, red	25
965	Oak, bur	7
966	Oak, red	33
967	Oak, red	22
968	Oak, bur	15
969	Oak, red	12
970	Oak, red	22
971	Oak, red	24
972	Oak, red	18
973	Oak, red	17
974	Oak, red	50
975	Oak, red	15
976	Oak, bur	16
977	Oak, bur	7
978	Basswood	10
979	Oak, red	5
980	Oak, red	12
981	Oak, red	5

982	Oak, red	7
983	Oak, red	16
984	Oak, red	20
985	Oak, red	20
986	Oak, red	17
987	Oak, red	15
988	Oak, red	16
989	Oak, red	15
990	Oak, red	13
991	Oak, red	14
992	Oak, red	14
993	Oak, red	24
994	Oak, white	17
995	Basswood	8
996	Oak, red	28
997	Oak, red	40
998	Oak, red	6
999	Cedar, red	13
1000	Oak, red	10
1001	Oak, red	38
1002	Cedar, red	8
1003	Basswood	18
1004	Basswood	13
1005	Basswood	9
1006	Ash, green	10
1007	Oak, red	21
1008	Oak, red	14
1009	Ash, green	15
1010	Oak, red	9
1011	Oak, red	24
		<b>10653</b>

TREES REMOVED HOME CONST

76	Pine, red	12
77	Pine, red	14
78	Pine, red	14
79	Pine, red	12
80	Pine, red	13
97	Pine, red	21
107	Pine, red	15
108	Pine, red	18
109	Cedar, red	7
110	Pine, red	13
134	Pine, red	15
135	Pine, red	15
136	Pine, red	15
139	Pine, red	13
158	Pine, red	12
159	Pine, red	13
160	Pine, red	13
161	Pine, red	13
170	Pine, red	12
183	Pine, red	9
185	Pine, red	13
186	Pine, red	12
187	Pine, red	14
188	Pine, red	11
191	Pine, red	13
193	Pine, red	14
368	Oak, red	6
369	Oak, red	7
370	Oak, red	23
371	Oak, red	24
375	Oak, red	6
376	Oak, red	4
377	Oak, red	4
378	Oak, red	7
380	Oak, red	32
381	Oak, red	24
382	Oak, red	27
391	Oak, red	30
392	Oak, red	37
394	Oak, red	17
398	Oak, red	54
401	Oak, red	7
403	Oak, red	32
404	Oak, red	17
406	Oak, red	17
408	Oak, red	11
411	Oak, red	21
432	Oak, red	18
433	Oak, red	24
434	Oak, red	27
435	Oak, red	25
487	Pine, red	11
488	Pine, red	11
489	Pine, red	9
490	Pine, red	11
491	Pine, red	11
492	Pine, red	13
557	Pine, red	8
558	Pine, red	12
561	Pine, red	10
562	Pine, red	12
563	Pine, red	12
564	Pine, red	12
565	Pine, red	14
566	Pine, red	8
567	Pine, red	12
568	Pine, red	15
569	Pine, red	17
570	Pine, red	14
571	Pine, red	14
572	Pine, red	12
573	Pine, red	11
577	Pine, red	9
578	Pine, red	9
601	Pine, red	17
602	Pine, red	14
603	Pine, red	8
604	Pine, red	13
639	Pine, red	7
640	Pine, red	12
641	Pine, red	12
642	Pine, red	10
643	Pine, red	13
644	Pine, red	11
647	Pine, red	11
648	Pine, red	15
649	Pine, red	10
650	Pine, red	12
673	Pine, red	12
674	Pine, red	12
681	Pine, red	11
686	Pine, red	14
687	Pine, red	13
688	Pine, red	14
		<b>1355</b>

TREES REMOVED POND CONST

5	Pine, red	14
6	Pine, red	13
7	Pine, red	12
8	Pine, red	18
9	Pine, red	14
10	Pine, red	13

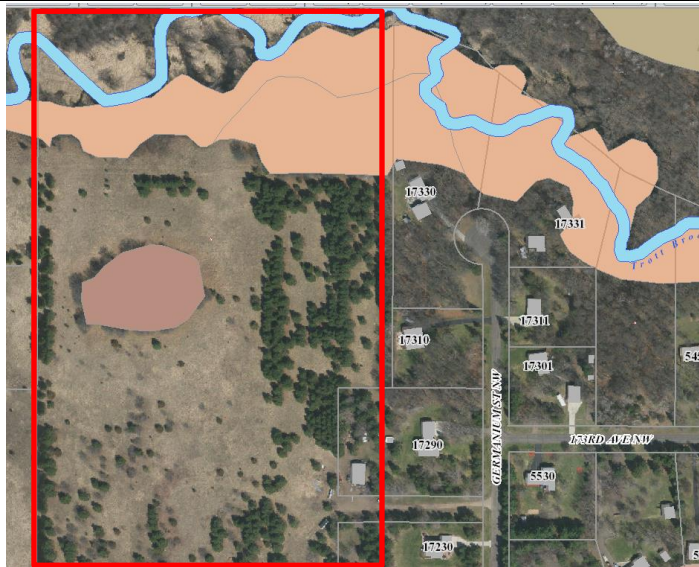
**CITY OF RAMSEY LAND USE APPLICATION  
TECHNICAL REVIEW FILE**

<b>DATE</b>	FEBRUARY 24, 2017	<b>PROJECT ADDRESS</b>	TBD
<b>PROJECT. TITLE</b>	COVENANT MEADOWS: PRELIMINARY PLAT AND REZONING		
<b>ESCROW #</b>	115528		
<b>DEPARTMENT:</b>	Community Development: Planning Division		
<b>TECHNICAL REVIEWER:</b>	Name: Eric Maass, Consultant Planner Phone: 763-433-4302 Email: <a href="mailto:EMaass@wsbeng.com">EMaass@wsbeng.com</a>		

**Preliminary Plat Review**

We offer the following comments regarding the Preliminary Plat submittal for Covenant Meadows as it relates to the City’s Zoning Code. Preliminary Plat submittal consists of nine (9) sheets. LHB prepared 1 sheet and Roshell Engineering, LLC prepared the remaining 8 sheets. All of the plan sheets are dated February 2, 2017. The proposal includes a request a Zoning Amendment and a Preliminary Plat.

**Staff provides the following comments that require revision:**



**Preliminary Plat Sheet**

1. Trail easement between lots 5 and 6 of Block 1 will need to be shown.
2. Note indicating “Temporary Cul De Sac” at the termination of 172<sup>nd</sup> Lane NW will need to be revised to read “Full Cul De Sac”. Associated line work with the cul-de-sac will need to be revised in conjunction with the note change.
3. Indicate location of soil borings completed for each proposed lot. Adjust indicated primary and secondary septic locations in connection with location of actual soil borings. Note that on Lot 8 Block 1 the indicated primary and secondary septic areas are located in the center of the property. This is not acceptable and will need to be relocated to allow for the siting of the building pad.
4. Indicate total development acreage, acreage within proposed right-of-way, and proposed density of the development.
5. Add lot width to each lot at the front yard setback line.
6. Add the length of each segment of cul-de-sac.

**General Comment Requiring Revision**

1. The plan should delineate the boundaries of the shoreland district tiers as well as the structure setback and bluff impact zones outlined in City Code Section 117-225 titled Shoreland Overlay District Development Standards. The identification and delineation of those zones will allow Staff to verify conditions of the shoreland management district are in fact met. This information will need to be shown on a separate sheet. The City has an example exhibit that it can provide.

**Staff provides the following comments for general review of applications:**

**General.** The Preliminary Plat proposes re-platting Outlot A, MeadowBrook, Anoka County, Minnesota, into twelve (12) single family residential lots. The twelve (12) new lots would be accessed by a one of two roadway extensions off of Germanium Street NW through the building of 172<sup>nd</sup> Lane NW and Iodine St NW. The Applicant has requested a rezoning from R-1 Rural Developing to Planned Unit Development (PUD). In exchange for allowing smaller lot sizes than what would generally be permitted, the proposed public benefit of this project is approximately fifteen (15) acres of the Subject Property being deeded to the City. The fifteen (15) acres would straddle both sides of the Trott Brook trail and the steep slopes located on the property.

**Lot Sizes.** The minimum lot size in the R-1 Rural Developing District is 2.5 acres with a minimum lot width of 200 feet, measured at the building setback line. Through a Planned Unit Development (PUD) the Applicant is permitted to deviate from those lot requirements due to the presence of a public benefit. The Applicant is proposing lots which range in size from 1.00 acres to 2.92 acres in size.

**Setbacks and Dimensional Standards.**

R-1 Rural Developing Base Zoning / Proposed PUD Dimensions	
Required	Proposed
Front yard: 40 feet	40 feet
Side yard: 10 feet	10 feet
Rear yard: 10 feet	10 feet
Minimum lot width*: 200 feet	Minimum lot width*: 80 feet
Lot depth**: 100 feet with a minimum width of 60 feet	Satisfactory

*\*Note: Minimum Lot Width is measured at front yard setback line, property must abut built street.*

*\*\* Lot depth required is 100 feet for a width of 60 feet that is not encumbered by wetland, wetland setback area, floodway, or other unbuildable areas.*

The Applicant is not seeking any deviation from the R-1 Rural Developing bulk lot standards except for lot size.

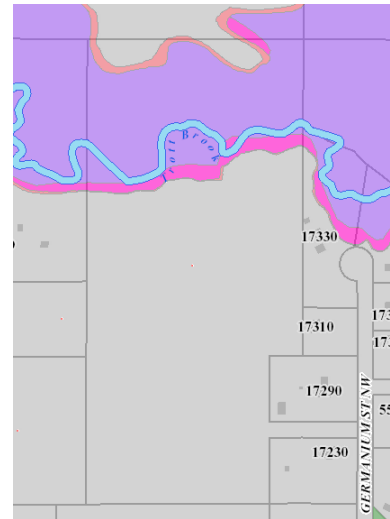
**Density.** The proposed density is 0.58 units per acre. This density increase from the normally allowed 1 unit per 2.5 acres is permitted through the Planned Unit Development (PUD) zoning.

**DNR Review.** Metro Area Hydrologist Kate Drewry review the proposed development and indicated that the plan appeared to meet the open space requirement with 50% of the area along the Creek and the steep slopes proposed for dedication to the City and the smaller lots located in the tiers furthest from the Creek. They indicated that the plan should delineate the boundaries of the shoreland district tiers as well as the structure setback and bluff impact zones.

**Floodplains.** There are floodplains within the boundaries of the project area, including both Floodway and Floodfringe. There shall be no fill placed within the Floodway (purple shading).

As proposed, the lots are laid out in such a fashion that each of the home sites is located in the upland area of the property.

**Trott Brook.** A portion of the lots will back up to Trott Brook, which is a tributary of the Rum River. Thus, the project is subject to the Scenic River Overlay District, which includes a 100 foot setback from the OHW of Trott Brook and has controlled vegetative cutting standards as well. Additionally, lands within 300 feet of the OHW of Trott Brook are subject to Shoreland Management requirements.



**Landscaping.** A tech report regarding landscaping requirements including Tree Preservation requirements was produced and presented to the City's Environmental Policy Board (EPB). Alterations to the plan set are provided in that report.

The Environmental Policy Board (EPB) recommended approval of the landscape and tree preservation plans with revisions as noted in the landscaping tech report.

**Streets and Access.** The Preliminary Plat indicates that 172<sup>nd</sup> Lane NW will be a new road and will connect to an existing road, Germanium St NW. A second proposed roadway, Iodine St NW will connect to the proposed 172<sup>nd</sup> Lane NW. Cul-de-sac length is limited to a maximum of 600 feet; the proposed length of the cul-de-sac is in excess of that limit. The Applicant is showing a complete cul-de-sac at the termination of 172<sup>nd</sup> Lane NW; however, the platted right-of-way for 172<sup>nd</sup> Lane NW does extend to the edge of the plat which would allow for 172<sup>nd</sup> Lane NW to be extended in the future eventually eliminating its status as a cul-de-sac. Exceeding the allowed length of a cul-de-sac is being requested as a deviation to the City's Code in connection with the Applicants Planned Unit Development (PUD) application.

**Trails.** The Applicant has indicated the intention to include a trail easement between Lots 5 and 6 of Block 1 that would provide the area necessary to eventually construct a trail that would connect to an extension of the Trott Brook Trail at which time the Trott Brook Trail was constructed in this area. After further review and discussion with our review team, it was determined that an eight (8) foot wide bituminous trail should be constructed as a Stage I Improvement provide access now to the land being deeded to the City. That cost can be credited toward the Trail Development Fees that would be due on the plat. It will be required that that proposed trail connection to the road be ADA compliant.

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

**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.

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

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### **ReZoning Application Review**

As proposed Covenant Meadows would result in the creation of twelve (12) new single family lots.

The Applicant has proposed rezoning the property from R-1 (Rural Developing) to PUD (Planned Unit Development). The Planned Unit Development (PUD) zoning designation would allow for the Applicant to exceed the normal 1 unit per 2.5 acres in exchange for providing approximately 15 acres of high quality natural land surrounding the Trott Brook Trail. The proposed lots would range between 1.00 acres and 2.92 acres in size with an overall development density of 0.58 units per one acre in comparison to the usual 1 unit per 2.5 acres.

Staff is supportive of the proposed rezoning due to the high quality natural land proposed to be deeded to the City as a result of this project and would provide local residents with access to open space upon the a trail eventually being completed down to the Trott Brook.

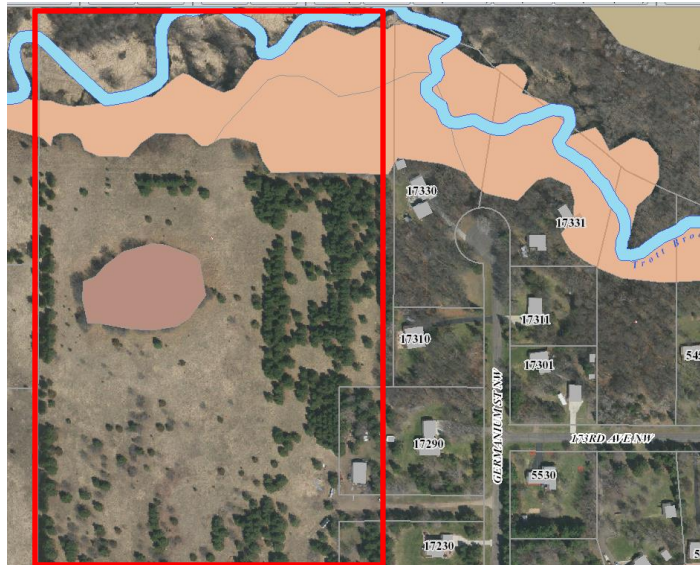
<b>Standard</b>	<b>Required</b>	<b>Proposed</b>
<b>Lot Size</b>	2.5 acres	1.00 + acres
<b>Lot Width</b>	200 feet	100 + feet
<b>Front Setback</b>	40 feet	40 feet
<b>Rear Setback</b>	40 feet	40 feet
<b>Side Setback</b>	10 feet	10 feet
<b>Side Corner Setback</b>	40 feet	40 feet
<b>Cul-de-Sac Length</b>	600 feet	1000 +/- feet

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

<b>DATE</b>	FEBRUARY 24, 2017	<b>PROJECT ADDRESS</b>	TBD
<b>PROJECT. TITLE</b>	COVENANT MEADOWS		
<b>ESCROW #</b>	115528		
<b>DEPARTMENT:</b>	Community Development: Planning Division (Landscape Plan & Environmental Resources)		
<b>TECHNICAL REVIEWER:</b>	Name: Chris Anderson, City Planner Phone: 763-433-9817 Email: <a href="mailto:canderson@cityoframsey.com">canderson@cityoframsey.com</a>		

We offer the following comments regarding the Tree Inventory and Protection Plan and the Landscape Plan, both prepared by Roshell Engineering, LLC and dated February 2, 2017:

The City's Natural Resources Inventory (NRI) identifies some moderate quality forest floodplain and oak woodlands adjacent to Trott Brook and a high quality oak woodland in the north central portion of the site. Most, if not all of the moderate quality areas are within the proposed Outlot A, which is to be deeded to the City as part of the Planned Unit Development (PUD). Per the Tree Inventory and Preservation Plan, it appears that much of the high quality oak woodland will also be preserved through the development process.



As part of this proposed project, almost sixteen (16) acres of land, straddling Trott Brook, would be deeded to the City. The City would like to work with the Developer to ensure that there is a trail corridor reserved along the common lot line of either Lots 4 and 5 or Lots 5 & 6 for future access to the Trott Brook trail.

The Landscape Plan is acceptable.

The Tree Plan indicates that fifteen percent (15%) of the existing significant trees will be removed, excluding those removed for ponding purposes, which is below the allowable threshold of thirty percent (30%). Due to the presence of larger stands of oak trees, tree clearing activities shall occur prior to April 15 or after July 15 to minimize the potential introduction of Oak Wilt to the site. This note must be added to both the Grading, Plan and the Tree Plan. Additionally, please

consult with the Certified Arborist that prepared the Tree Preservation Plan to prepare a plan that identifies the precautionary steps to be taken on site to protect oak trees from Oak Wilt. This should be included with the submittal of the Final Plat.

### **Required Sheet Revisions**

#### **Sheet G1 (Preliminary Grading Plan)**

- Revise to show tree preservation fence.
- Tree preservation fence must be installed and then approved by City prior to any clearing work.
- Add note stating that any clearing within oak stands shall be performed prior to April 15 or after July 15 to minimize exposure to and/or introduction of oak wilt.
- Add precautionary steps to be taken on site to protect oak trees from Oak Wilt and/or reference said plan and that it is incorporated by reference.

#### **Sheet L1 (Tree/Landscape Plan)**

- Add note stating that any clearing within oak stands shall be performed prior to April 15 or after July 15 to minimize exposure to and/or introduction of oak wilt.
- Add precautionary steps to be taken on site to protect oak trees from Oak Wilt and/or reference said plan and that it is incorporated by reference.
- Revise to show tree preservation fence.

#### **Sheet T1 (Tree Plan)**

- Add note stating that any clearing within oak stands shall be performed prior to April 15 or after July 15 to minimize exposure to and/or introduction of oak wilt.
- Add precautionary steps to be taken on site to protect oak trees from Oak Wilt and/or reference said plan and that it is incorporated by reference.
- Revise to show tree preservation fence.

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

<b>DATE</b>	FEBRUARY 22, 2017	<b>PROJECT ADDRESS</b>	WEST OF GERMANIUM STREET, NORTH OF 172 <sup>ND</sup> LANE (NEW)
<b>PROJECT TITLE</b>	COVENANT MEADOWS		
<b>ESCROW #</b>	115528		
<b>DEPARTMENT:</b>	Engineering		
<b>TECHNICAL REVIEWER:</b>	Name: Leonard Linton Phone: 763 433-9834 Email: llinton@ci.ramsey.mn.us		

The Engineering Department offers the following comments regarding the Preliminary Plat Exhibits for Covenant Meadows. The submittal consists of 9 sheets. LHB prepared 1 sheet and Roshell Engineering, LLC prepared the remaining 8 sheets. All of the plan sheets are dated February 2, 2017.

**General comments:**

1. A cover sheet must be added to the plan set with a location map, sheet index and general project information.
2. A partial legend is shown on all sheets. All symbols used on that sheet must be added to the legend for the sheet. The symbols must be the same size in plan view and in the legend.
3. Ramsey City Details are not included in the set and must be added.
4. Class 5 shall meet the Ramsey modified gradation. This gradation must be included in the details.
5. Plan readability – Proposed grading lines and symbols must be the most prominent items on the grading sheets. Proposed storm sewer lines and symbols and pavement edges must be the most prominent on the street and storm sewer sheets. All other lines on the sheet must be screened so the lines and symbols for proposed features stand out. This includes the symbols in the legends which must match the plan view in size, pattern, weight, and color.
6. Underlying lines must be broken where they are under text boxes to enhance readability. Underlying text must be moved so there is not text on text.
7. This project will require a stormwater permit from the Lower Rum River Watershed Management Organization (LRRWMO).
8. The LRRWMO requirements are presented at the end of this memo.
9. Add Street/ Storm Sheets to the plan set that show the center line profile, horizontal and vertical curve information. The street width must be dimensioned on these sheets.

10. Move the typical street section to one of the Street/ Storm Sheets.
11. Add match lines and continuation notes to all sheets where part of the street is shown on a different page. Station numbers must be darker in plan view.

**Sheet Specific Comments:**

**Preliminary Plat:**

1. All line types and symbols on sheet must be added to the legend.

**G1:**

1. All line types and symbols used on the sheet must be added to the legend.
2. Must demonstrate positive drainage away from rear of all houses. Label existing contours in back yards, add spot elevations as needed to show that runoff flows away from walkout/lookout area.
3. Identify rectangular boxes on lots 1 & 2, Block 1 that touch houses.
4. The edge of pavement should be a lighter pen weight so that the grading is most prominent.
5. Soil classification information is required for the proposed drainfield areas.
6. Infiltration areas shall be excavated to final grade and vegetated after upland areas have permanent cover and are stabilized. Add a note to the plan: The secondary silt fence must remain in place until the infiltration basin vegetation is established.
7. The easement on lot 3, block 1 must be wide enough to allow maintenance vehicles to reach the pond without disturbing the bottom of the swale or driving on the steep side slope.
8. Identify or remove the black symbols along 172<sup>nd</sup> Lane adjacent to the existing lots.
9. The scale of the sheet must be changed so that spot elevations in the proposed ditches can be added.
10. Tree protection fencing must be shown on this sheet. It must be installed by hand prior to installing silt fence.
11. The potential flow route from each

**C1, C2:**

1. All line types and symbols on sheet must be added to the legend.
2. The pad grading information must only be shown on the grading plan.
3. Verify slope of all culverts in profile view.

**SW1, SW2:**

1. An area map must be added to the set.
2. A table listing erosion control measures to be installed and quantities of each item must be added to the sheet.

**L1, T1, T2:**

1. Trees to be removed must be clearly identified on the plan and in the tables. Add a column to the tables identifying trees to be removed.
2. Tree protection fencing must be shown on the plan and installed as noted above.

**Detail Sheets:**

1. Detail sheets must be added to the plan set.

**Stormwater Calculations**

A stormwater summary report was provided. The report states the 100 year storm is retained in the pond. The LRRWMO rules require sizing the basins for back to back 100 year storms if there is no outlet. The ponds will need to be enlarged.

The LRRWMO requires volume reduction (infiltration) on all projects. The LRRWMO rules require that infiltration basins empty completely within 48 hours after a 1" rainfall. The report must be revised to include the 1 inch, 2 year, 10 year, 100 year and 100 year back to back rain events. The HydroCAD report needs the Project Name and the Company Name on the page headers. These reports become part of the City's permanent stormwater records.

The report states onsite soils in the mitigation area will be removed and replaced with more permeable soils to promote infiltration. Details for the soil replacement must be included in the plans. The Minnesota Pollution Control Agency has produced the free MIDS calculator for evaluating stormwater practices like infiltration. The pond and infiltration basin must be evaluated with the MIDS calculator. The stormwater report must include the infiltration summary for each pond.

Draft boring logs were included with the stormwater report. A location map for the borings was not included.

A project manual which includes the bid form, contract and specifications must be submitted with the final plat.

Revised plans which address **all** of these changes must be submitted.

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

<b>DATE</b>	2/24/17	<b>PROJECT ADDRESS</b>	
<b>PROJECT. TITLE</b>	Covenant Meadows		
<b>ESCROW #</b>			
<b>DEPARTMENT:</b>	Fire Dept.		
<b>TECHNICAL REVIEWER:</b>	Name: Carey Schiferli Phone: 763-433-9832 Email: cschiferli@ci.ramsey.mn.us		

General: No issues with the development itself. The primary concern is that there is no other entrance/exit from this neighborhood. At this time, the only entrance/exit to this entire neighborhood (existing and proposed) is 169<sup>th</sup> Ave NW. This creates potential for several issues. First, if there were a structure fire in this area, we would have to transport water in tanker trucks and the maneuverability would be tough. Second, if we had a tree come down, it could block the only access for emergency responders.

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

<b>DATE</b>	2.24.17	<b>PROJECT ADDRESS</b>	OUTLOT A, MEADOWBROOK
<b>PROJECT. TITLE</b>	COVENANT MEADOWS PRELIMINARY PLAT		
<b>ESCROW #</b>			
<b>DEPARTMENT:</b>	Police Department		
<b>TECHNICAL REVIEWER:</b>	Name: Tim Frankfurth Phone: 763-433-9846 Email: <a href="mailto:tfrankfurth@ci.ramsey.mn.us">tfrankfurth@ci.ramsey.mn.us</a>		

**Public Safety Review of Proposed Development:**

The Police Department has no issues with the development itself; however, some concern was raised with regard to access to the development as the area is already a one in/one out accessed neighborhood. That access point is around Rum River Hills golf course from Highway 47.

The Covenant Meadows preliminary plat is proposing twelve (12) lots for this development and while it would add additional people to an emergency response scenario, public safety does not view the proposed development as an additional risk over and above the risk already present due to the singular access point from Highway 47 for the entire neighborhood. The proposed development provides for a westward roadway that may eventually lead to a connection back out to Highway 47 that would provide a second access point and lessen the risk in relation to an emergency response due to the secondary access point. It remains to be seen if MnDOT would be supportive of such a connection that would result in another access onto Highway 47.

**ORDINANCE #17-05**

**CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

**AN AMENDMENT TO CHAPTER 117 WHICH IS KNOWN AS THE ZONING AND SUBDIVISIONS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**AN ORDINANCE AMENDING SECTION 117-90 "MAP" OF CHAPTER 117 OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**SECTION 1. AMENDMENT**

The following legally described properties or portions thereof, are hereby rezoned from R-1 Residential (Rural Developing) to PUD (Planned Unit Development).

Outlot A, MEADOWBROOK, Anoka County, Minnesota

(the "Subject Property")

The following table outlines what deviations are permitted through this rezoning:

<b>Standard</b>	<b>Required</b>	<b>Proposed</b>
<b>Lot Size</b>	2.5 acres	1.00 + acres
<b>Lot Width</b>	200 feet	100 + feet
<b>Front Setback</b>	40 feet	40 feet
<b>Rear Setback</b>	40 feet	40 feet
<b>Side Setback</b>	10 feet	10 feet
<b>Side Corner Setback</b>	40 feet	40 feet
<b>Cul-de-Sac Length</b>	600 feet	1000 +/- feet

**SECTION 2. MAP**

The City is hereby instructed to cause this amendment to be shown on the "City of Ramsey Zoning Map", which map was adopted pursuant to Section 117-90 of the Ramsey City Code.

**SECTION 3. EFFECTIVE DATE**

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Mayor

ATTEST:

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City Administrator

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION # 17-02-053**

**RESOLUTION GRANTING PRELIMINARY PLAT APPROVAL OF COVENANT MEADOWS**

**WHEREAS**, Brookview Estates, LLC, hereafter referred to as “Developer”, properly applied for Preliminary Plat approval of the following described property located in the City of Ramsey:

Outlot A, MEADOWBROOK, Anoka County, Minnesota

(the ‘Subject Property’);

**WHEREAS**, the City of Ramsey received a sketch plan for Brookview Estates from Brookview Estates, LLC on December 1, 2016; and

**WHEREAS**, the Planning Commission reviewed the sketch plan on January 5, 2017; and;

**WHEREAS**, the Developer changed the name of the proposed subdivision from Brookview Estates to Covenant Meadows due to a plat titled Brookview Estates already existing within Anoka County; and

**WHEREAS**, on March 2, 2017, the Ramsey Planning Commission conducted a public hearing regarding the proposed preliminary plat; and

**WHEREAS**, the Ramsey Environmental Policy Board (EPB) considered tree preservation, landscape plan, and potential wetland impacts pertaining to the preliminary plat on February 22nd, 2017; and

**WHEREAS**, the Ramsey Parks Commission considered the preliminary plat on March 9, 2017; and

**WHEREAS**, on March 14, 2017, the City Council reviewed the preliminary plat.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the Ramsey City Council hereby grants preliminary plat approval of Brookview Estates in accordance with relevant City Codes, subject to the following conditions:
  - a) Compliance with the Staff Review Letter dated February 24, 2017.
  - b) The Developer entering into a Development Agreement with the City.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 14<sup>th</sup> day of March, 2017

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 03/09/2017

By: Mark Riverblood, Engineering/Public Works

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### Information

**Title:**

Recommend Work Plan for the Park System of the Comprehensive Plan, *and* City-wide Parks Master Plan

**Purpose/Background:**

The purpose of this case is to approve a 2017 work plan and budget for the Parks Recreation and Open Space Chapter of the Comprehensive Plan and City-wide Parks Master Plan.

**Please see the attached January Progress Report to the Planning Commission for important detail and background on the Comp Plan processes.**

**Notification:**

Public notifications are on-going throughout the 2017 City-wide Comp Plan process.

**Observations/Alternatives:**

Attached is a work plan and budget developed at the request of Staff, combining the resources of Landscape Architect Bruce Jacobson and LHB Inc. This is what the Commission is being asked to recommend to City Council for consideration at their March 14th 2017 regular meeting.

As an informational item, the following is a 'snapshot' of various planning work that is being done concurrent with the Comp Plan, and those consultants who will be working with Staff and the Boards and Commissions in these endeavors:

- Transportation Plan: WSB (with SRF on Parking Structures)
- Park System: Jacobson/LHB/WSB
- Water System Plan: Bolton & Menk Inc.
- Sanitary Sewer: BMI
- Water Supply: BMI
- Natural Resources: City Staff Et. al.
- Housing: City Staff Et. al.
- Land Use: WSB
- Economic Development: Ehlers/ACG Consulting
- Concept Plans: Louks/WSB

The proposed 2017 work plan and budget are attached. The existing Chapter Parks Recreation and Open Space is also attached for review. (The content was developed over ten (10) years ago, and includes some information that is out of date with existing plans and policies.)

For the meeting, Staff will review the work plan in detail.

**Funding Source:**

The parks planning occurring in 2017 is anticipated to cost approximately \$50,000 in consulting work, and this amount is included in the parks Professional Services line item of the General Fund budget.

**Recommendation:**

Staff recommends approval of the attached work plan utilizing the consulting services of Bruce Jacobson and LHB at a not-to-exceed amount of \$50,000.

**Action:**

Motion to recommend City Council authorize approval of the attached 2017 work plan utilizing the consulting services of Bruce Jacobson and LHB at a not-to-exceed amount of \$50,000.

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**Attachments**

2017 Work Plan

Existing Comp Plan Parks

Comp Plan Schedule

January Progress Report

Transportation Work Plan (FYI)

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**Form Review****Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 03/03/2017

**Reviewed By**

Grant Riemer

**Date**

03/03/2017 03:42 PM

Started On: 02/28/2017 10:16 AM

**BRUCE JACOBSON**  
**Landscape Architect**

**PROPOSAL + SCOPE OF SERVICES**

Project: Ramsey Park + Trail System Plan (Park System Plan)

Client: City of Ramsey

Primary Consultant: Bruce Jacobson (Project Number: BJLArch 17-0125)

Sub-Consultant: LHB (project number 170076)

Date: 2/22/2017

**OVERVIEW**

The City of Ramsey, through Mark Riverblood, their Parks and Public Works Assistant Superintendent, invited Bruce Jacobson to submit this proposal to provide Landscape Architectural consulting services in support of city efforts to create a new 'Park System Plan'. Based on several recent meetings with Mark, Tim Gladhill (Ramsey Community Development Director), and Breanne Rothstein (WSB Engineers), we have organized the work plan into three primary Phases:

- Phase one – **Convene** (City Staff Download)
- Phase Two – **Explore** (Opportunities + Barriers + Benefits)
- Phase Three – **Report** (Final Plan Document + Project Deliverables)

We acknowledge that this will be a collaborative process involving multiple consultants, City Staff/Department Heads, city leadership, public input and other key stakeholders. We will participate in regularly scheduled progress update/project coordination meetings with the Comprehensive Plan Team throughout this process. Bruce will again work with the LHB Landscape Architecture Studio. LHB's recent work on the Ramsey COR Parks + Public Places document, along with a portfolio of similar project experience makes them a valuable addition to the Consultant Team.

**SCOPE OF SERVICES**

Bruce, and LHB, will facilitate a series of Milestone Workshops with Mark Riverblood, and other City Department Leaders (as needed and directed by Mark). These important meetings will provide crucial touch-points for exchange of information, testing ideas, detailed critique and overall project direction. We will proceed according to the tasks, meetings and deliverables outlined in the following Work Plan:

**Phase One – Convene (City Staff Download)**

Task 1 – Getting Started . . . organize existing information

- Review/clarify Work Plan, schedule and other project admin topics
- Review current Comprehensive Plan, planning documents, related code/policy information
- Review study area base map (data layers)
- Review proposed City Recreational Districts Map

DELIVERABLES: Kick-off meeting Agenda and meeting notes (BRUCE/MARK)

Project scope, schedule, and fee (BRUCE/MARK)

Project contact list (BRUCE/MARK)

Data request letter (LHB)

Dropbox file with organized data (LHB/CLIENT)

CLIENT ROLE: Participate in kick-off meeting

Provide requested materials in advance of meeting

Task 2 – The Ramsey Park System . . . revisit vision + objectives

- Review current Park and Recreation documents
- Consider potential revisions/refinements to vision and objectives
- Consider other aspirations, goals, themes that may inform this process

DELIVERABLES: Vision and Framework Statement Draft (BRUCE/MARK)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 3 – Existing Assets . . . describe programs + amenities

- Review detailed inventory of physical places (trail info provided by WSB – Transportation Scope)
- Review detailed inventory of programs and activities (sports, recreation, clubs)
- Review potential gaps, missing pieces, additional needs and wants (baseline info by others)
- Facilitate discussion to define priorities, probable phasing/sequence of potential improvements

DELIVERABLES: Facility Inventory GIS map/spreadsheet (MARK)

Facility Inventory spreadsheet (MARK)

Gap analysis (BRUCE/LHB)

CLIENT ROLE: Assemble GIS/spreadsheet information via this or a separate process

Review deliverables (one round of review and revision)

Task 4 – Planned Projects . . . review work in progress

- Review proposed park and trail improvement projects (trail info provided by WSB)
- Review proposed development projects
- Review proposed infrastructure projects (stormwater, utilities, streets)

DELIVERABLES: Review of related plans memo (BRUCE/MARK)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 5 – Community Input . . . define expectations + approach

- Review past outreach efforts and results (pros and cons assessment)
- Prepare (or refine existing) ‘Communications Plan’ and participant list (County, Met Council)
- Outline community engagement events, venues, schedule

DELIVERABLES: Stakeholder Engagement Strategy memo (LHB/BRUCE/MARK)

CLIENT ROLE: Participate in a stakeholder engagement planning meeting/phone calls

Review Strategy (one round of review and revision)

Task 6 – Precedent Research . . . collect + catalog resource library

- Provide range of comparable City Park System Plans for review
- Focus research on HOW; specific approaches, financing models, partnerships

DELIVERABLES: Precedents memo (BRUCE/MARK)

CLIENT ROLE: Review Deliverable (one round of review and revision)

Phase One Meetings: 1 Consultant Team; 1 City Staff Workshop; Focus Outreach (tbd); 1 Public Event

Phase One Deliverables: City Staff Download Summary; Communication Plan; Precedent Library

**Phase Two – Explore** (Opportunities + Barriers + Benefits)

Task 7 – System Plan Alternatives . . . pull it apart + put it back together again

- Select three (minimum) examples from precedent research library for further study
- Evaluate strengths and weaknesses of each example; begin to synthesize into one approach
- Prepare outline of System Plan graphics package (maps, diagrams, character sketches, photos)
- Prepare outline of narrative descriptions and other required text (captions, sidebars, appendix)

- Provide draft System Plan Implementation Matrix outlining categories such as: physical improvements, program expansion, objectives met, land acquisition, infrastructure needs, schedule, costs, policy issues, partnerships, roles and responsibilities
- Evaluate Implementation Matrix in terms of opportunities/priorities, barriers and benefits
- Prepare white-paper summary of conclusions and recommendations

DELIVERABLES: Precedents memo update (BRUCE/MARK)

Plan outline (BRUCE/MARK)

Implementation matrix (BRUCE/MARK)

White paper summary (BRUCE/MARK)

CLIENT ROLE: Review Deliverable (one round of review and revision)

Task 8 – Economic Evaluation . . . clarify benefits + sources + uses

- Prepare baseline (not detailed) understanding of park and trail value-added
- Cite existing studies/reports (such as Trust for Public Land) to support positions/issues
- Cite precedent research illustrating financial models, funding strategies, life-cycle costs
- Prepare summary cost evaluation with focus on level of treatment, budgets, FTEs needed, etc.

DELIVERABLES: White paper summary (BRUCE/MARK)

CLIENT ROLE: Review Deliverable (one round of review and revision)

Task 9 – Ongoing Outreach . . . engage feedback sources

- Prepare outreach tools including presentation materials (see Stakeholder Engagement Strategy)
- Help install, monitor and catalog input results (see Stakeholder Engagement Strategy)
- Provide community meeting support/facilitation as requested (clarify participant list)

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)

Specific graphics or text for meetings (LHB)

Conduct meetings (BRUCE/MARK)

Provide formatted meeting notes (BRUCE)

Intercept boards (LHB)

Questions for online survey (LHB/MARK)

Summaries of input (LHB)

CLIENT ROLE: Schedule, locate, and invite attendees

Participate in meetings (lead welcome/introduction)

Notification for survey

Staff Intercept boards

Review deliverables (one round of review and revision)

Task 10 – Preferred Direction . . . describe + illustrate components

- Continue Systems Plan refinements; clarify/characterize system components
- Prepare draft System Plan graphics package (maps, diagrams, character sketches, photos)
- Prepare draft narrative descriptions and other required text (captions, sidebars, appendix)
- Refine draft System Plan Implementation Matrix including priorities, barriers and benefits

DELIVERABLES: Master plan graphic (LHB)

Master plan narrative (BRUCE/MARK/LHB)

Supporting graphics (BRUCE/LHB)

Implementation matrix update (BRUCE/MARK)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 11 – Organize Document . . . refine table of contents

- Define (story board) format/style, organization and content
- Assemble the pieces (narrative and graphics) to confirm preferred Systems Plan direction

DELIVERABLES: Document template/storyboard (LHB)  
Assembly of narrative and graphics (LHB)

CLIENT ROLE: Review deliverables (one round of review and revision)

Phase Two Meetings: 2 Consultant Team; 2 City Staff Workshops; Focus Outreach (tbd); 2 Public Events

Phase Two Deliverables: Economic Evaluation Summary; Preferred System Plan Approach (outline);  
Implementation Matrix with Summary Evaluation

### **Phase Three – Report** (Final Plan Document + Project Deliverables)

Task 11 – Preliminary Park System Plan . . . prepare first draft + support materials

- Revise plan components based on review comments and community input
- Refine overall plan document; produce first draft Park System Plan

DELIVERABLES: Draft report (LHB)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 12 – Primary Stakeholder Review . . . re-evaluate + refine + direct

- Present Preliminary Park System Plan to primary stakeholders
- Facilitate review session with city leadership and other decision-makers (as directed)
- Facilitate focus roundtable discussion to identify and address questions and concerns

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)  
Specific graphics or text for meetings (LHB)  
Conduct meetings (BRUCE/MARK)  
Provide formatted meeting notes (BRUCE)

CLIENT ROLE: Schedule, locate, and invite attendees  
Participate in meetings (lead welcome/introduction)  
Review deliverables (one round of review and revision)

Task 13 – Follow Up Outreach . . . engage feedback sources

- Present Preliminary Park System Plan at Community Open House (or similar event)
- Facilitate focus roundtables to address specific issues or concerns

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)  
Specific graphics or text for meetings (LHB)  
Conduct meetings (BRUCE/MARK)  
Provide formatted meeting notes (BRUCE)

CLIENT ROLE: Schedule, locate, and invite attendees  
Participate in meetings (lead welcome/introduction)  
Review deliverables (one round of review and revision)

Task 14 – Final Park System Plan . . . prepare final draft + support materials

- Refine Preliminary Draft Park System Plan based on review comments and community input
- Prepare Final Draft Park System Plan and catalog all project/process support materials
- Facilitate workshop to discuss integration with Capital Improvement Plan
- Prepare draft system-wide cost evaluation summary

DELIVERABLES: Second Draft report

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 15 – Follow Up Outreach . . . final review + comment period

- Present Final Draft Park System Plan at Community Open House (or similar event)
- Present Final Draft Park System Plan to city leadership and other primary stakeholders

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)  
 Specific graphics or text for meetings (LHB)  
 Conduct meetings (BRUCE/MARK)  
 Provide formatted meeting notes (BRUCE)

CLIENT ROLE: Schedule, locate, and invite attendees  
 Participate in meetings (lead welcome/introduction)  
 Review deliverables (one round of review and revision)

Task 16 – Final Plan + Other Project Deliverables

- Make all revisions/refinements based on review and comments
- Prepare Final Park System Plan and finalize (format/organize) all other project deliverables
- Prepare Final system-wide cost evaluation summary (separate document)
- Submit Final Park System Plan and project deliverables

DELIVERABLES: Second Draft report (LHB)

CLIENT ROLE: Review deliverables (one round of review and revision)

Phase Three Meetings: 2 Consultant Team; 2 City Staff Workshops; Focus Outreach (tbd); 2 Public Events

Phase Three Deliverables: Final Park System Plan; Cost Evaluation Summary; Support Information; 2 meetings with leadership/decision makers, 2 roundtables, and 2 presentations

**PROJECT SCHEDULE**

We expect to complete our Scope of Services in eight to nine months (with substantial completion before Thanksgiving 2017). Detailed work schedule, key milestones and other deadlines will depend on overall process coordination, timely review, satisfactory outreach results, and specific direction from Project Management and City Leaders (see attached Project Schedule).

**FEE FOR SERVICES**

\$ 50,000 (hourly not-to-exceed) for services provided by Bruce Jacobson and LHB only (scope and fee for other study consultants/participants will be defined under separate contract).

		Total Budget	Fee per Firm		LHB hrs/person/task		
			BJLArch	LHB	Lydia	Erica	Tiffani
Phase One – Convene	15%	\$7,500	\$3,000	\$5,380	18	4	30
Phase Two – Explore	45%	\$22,500	\$9,000	\$12,320	48	8	60
Phase Three – Report	40%	\$20,000	\$8,000	\$12,020	36	4	80
-----							
Totals	100%	\$50,000	\$20,000	\$29,720	102	16	170

**EXCLUSIONS**

- Public, agency, focus group, or stakeholder meetings beyond those described above are excluded.
- If other public meetings or other types of stakeholder engagement is required, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate, based on the type of meeting and level of staff involvement anticipated.
- This estimate is based on the schedule provided by Bruce on 2/1/2017 and showing completion in November 2017. Schedule extensions of more than two months on a project of this length often result in increased coordination, rounds of review or revision, and other meetings. Therefore, if the schedule stretches beyond that timeframe, LHB will work with you to determine a fee before extending work to provide a more accurate estimate, based on the type additional work required.

## **10. PARK, RECREATION AND OPEN SPACE**

### ***A. Existing Park and Recreation Facilities***

Parks and natural open space are vital to the quality of life in Ramsey and in many ways define the community. Ramsey is fortunate to have retained many natural resources within its boundaries. One such example is Trott Brook with its associated wetlands and uplands, creating a natural greenway spanning the northern 1/3<sup>rd</sup> of the city. Another is Elmcrest Park with the future potential of trails along Ditch #66, crossing the center of Ramsey, connecting Central Park, the Lake Itasca Trail, and neighborhoods along the way.

Ramsey by area is more than 17% wetlands of varying types and classes. Of the many wetland complexes, some have valuable oak and other forested areas in association providing residents opportunities to live and recreate in these natural settings. These patches of habitat are valuable vestiges for the wildlife that residents value.

Mississippi River and Rum River are significant water resources, and both part of the State's Wild and Scenic Rivers system and literally define the community. These two rivers are also state designated canoe routes, or recreational water trails. It is Ramsey's bituminous trail and sidewalk system that can be said to be the recreational fabric that knits all of these parks and resources together, while providing a recreational resource unto itself.

The City of Ramsey is also unique in that it has two county parks within its boundaries that are a part of the Metropolitan Council's regional system. Mississippi West Park includes bluffs, wooded areas and two islands on the Mississippi River. The 273 acre park is proposed to be developed within the next several years. The concept plan suggests a sustainable design center in addition to the usual county park facilities. One important feature will be a small boat landing and fishing pier, which will provide additional access to this most prominent river in the nation.

Rum River Central Park is 434 acres, 304 acres of which are in the City of Ramsey (the remaining is in the City of Oak Grove) and occupies the northeast corner of the city. The park has received over two million dollars in investments in recent years, including miles of bituminous and equestrian trails as well as a large pavilion, and canoe and small boat landing.

In addition the county facilities, Ramsey also benefits from the Mn/DOT Wayside Rest between Highway 10 and the Mississippi River in western Ramsey that has visitor contact building with restrooms, canoe access and picnic facilities. This site may also serve as a trailhead for the future Mississippi River Trail that will traverse from the Headwaters in Minnesota, through 10 states to New Orleans.

Several community and neighborhood parks ranging in size from less than one acre to over 100 acres are to be found throughout the City. These parks were typically deeded to the City as part of the subdivision park dedication requirements. Neighborhood parks include play structures, play fields and trail connections, while many non-urbanized public land remains undeveloped or is recognized as open space. Emerald Pond Park is unique in terms of a pergola and faux stream and like many neighborhood parks, popular for day care providers. Two notable community parks include the 45-acre Central Park (primarily an athletic complex), and also River's Bend Park with a mix athletic facilities, natural resources, and access to fishing.

In terms of significant outdoor recreation available from the private sector, Ramsey has two 18-hole golf courses open to the public; the Links at Northfork located in northwest of Lake Itasca and Rum River Hills

Golf Course to the east, adjacent to the river at the 167<sup>th</sup> Avenue alignment. An additional outdoor recreation facility that is privately owned and operated but open to the public is the 160 acre Boy Scouts of America site along the Rum River. This is used for recreational camping and outdoor activities for scouts, as well as the city's Safety Camp.

The total amount of acreage devoted to the park and open space system is over 1,800 acres or approximately 10% of the of the City's 28 square miles. Table 10-1 includes a basic park inventory for the City of Ramsey.

**Table 10-1 Park, Recreation and Open Space Inventory**

<b>PARK NAME</b>	<b>ACRES</b>	<b>TYPE</b>	<b>BUILDING</b>	<b>RESTROOMS</b>	<b>PAVILLION</b>	<b>PARKING</b>	<b>WARMING HOUSE</b>	<b>SKATING</b>	<b>HOCKEY</b>	<b>TENNIS COURT</b>	<b>SOFTBALL FIELD</b>	<b>BASEBALL FIELD</b>	<b>SOCCER/ FOOTBALL FIELD</b>	<b>BASKETBALL COURT</b>	<b>VOLLEYBALL COURT</b>	<b>PLAY AREA</b>	<b>PICNIC AREA GRILLS</b>	<b>SWIMMING BEACH</b>	<b>TRAILS</b>	<b>FISHING</b>	<b>OTHER</b>
AUTUMN HEIGHTS	56.9	NEIGHBORHOOD				X					1					X					
BEAR		NEIGHBORHOOD									X										
BEAUDRY'S	5.6	OPEN SPACE																			X**
BROOKVIEW PARK NORTH	1.7	SPECIAL USE															X			X	
BROOKVIEW PARK SOUTH	1.5	OPEN SPACE																			
CAROLINE ACRES PARK	2.3	OPEN SPACE																			
CENTRAL PARK	41.3	COMMUNITY	2	X	X	X	X	X	2L		6	1	X	X		X					

<b>PARK NAME</b>	<b>ACRES</b>	<b>TYPE</b>	<b>BUILDING</b>	<b>RESTROOMS</b>	<b>PAVILLION</b>	<b>PARKING</b>	<b>WARMING HOUSE</b>	<b>SKATING</b>	<b>HOCKEY</b>	<b>TENNIS COURT</b>	<b>SOFTBALL FIELD</b>	<b>BASEBALL FIELD</b>	<b>SOCCER/ FOOTBALL FIELD</b>	<b>BASKETBALL COURT</b>	<b>VOLLEYBALL COURT</b>	<b>PLAY AREA</b>	<b>PICNIC AREA GRILLS</b>	<b>SWIMMING BEACH</b>	<b>TRAILS</b>	<b>FISHING</b>	<b>OTHER</b>
CLOQUET ISLAND		COUNTY																			
COTTONWOOD		NEIGHBORHOOD																	X		
DEERWOOD	10.9	OPEN SPACE																			
EMERALD POND	11.2	NEIGHBORHOOD			X	X					X		X	X		X	X				
FLINTWOOD TERRACE	15.9	NEIGHBORHOOD									X					X	X		X		X ***
FORD BROOK	3.8	MINI-PARK														X	X				
FOREST HIDEAWAY		OPEN SPACE																			
FOSTER CEMETERY		CEMETERY																			
FOXPARK	22.4	NEIGHBORHOOD								X						X			X		X ***

<b>PARK NAME</b>	<b>ACRES</b>	<b>TYPE</b>	<b>BUILDING</b>	<b>RESTROOMS</b>	<b>PAVILLION</b>	<b>PARKING</b>	<b>WARMING HOUSE</b>	<b>SKATING</b>	<b>HOCKEY</b>	<b>TENNIS COURT</b>	<b>SOFTBALL FIELD</b>	<b>BASEBALL FIELD</b>	<b>SOCCER/ FOOTBALL FIELD</b>	<b>BASKETBALL COURT</b>	<b>VOLLEYBALL COURT</b>	<b>PLAY AREA</b>	<b>PICNIC AREA GRILLS</b>	<b>SWIMMING BEACH</b>	<b>TRAILS</b>	<b>FISHING</b>	<b>OTHER</b>
GORHAM SANDY ACRES		OPEN SPACE																			
GREENLAND HILLS EAST	14.9	OPEN SPACE																			X**
GREENLAND HILLS WEST	8.5	OPEN SPACE																			X**
HUNTER'S HILL	3.7	MINI-PARK														X	X				
LAKE ITASCA	28.5	COMMUNITY																			
ITASCA TRAIL		TRAIL																	X		
MISSISSIPPI WEST	204.2	REGIONAL/ COUNTY																			
OAKRIDGE	32.2	OPEN SPACE																			
PELTZER PARK	32.9	NEIGHBORHOOD						X								X	X				

<b>PARK NAME</b>	<b>ACRES</b>	<b>TYPE</b>	<b>BUILDING</b>	<b>RESTROOMS</b>	<b>PAVILLION</b>	<b>PARKING</b>	<b>WARMING HOUSE</b>	<b>SKATING</b>	<b>HOCKEY</b>	<b>TENNIS COURT</b>	<b>SOFTBALL FIELD</b>	<b>BASEBALL FIELD</b>	<b>SOCCER/ FOOTBALL FIELD</b>	<b>BASKETBALL COURT</b>	<b>VOLLEYBALL COURT</b>	<b>PLAY AREA</b>	<b>PICNIC AREA GRILLS</b>	<b>SWIMMING BEACH</b>	<b>TRAILS</b>	<b>FISHING</b>	<b>OTHER</b>
RABBIT PARK		NEIGHBORHOOD									X					X					
ELEMENTARY SCHOOL	53.3	COMMUNITY				X	X	X	2		2										
REILLEY EAST	3.3	MINI-PARK																			
REILLEY WEST	2	MINI-PARK																			
RIVERDALE	2.7	TRAIL CORRIDOR								X	X			X		X				X	
RIVERS BEND	47.3	COMMUNITY				X				4	X		X			X			X	X	
RIVERWOOD HILLS NORTH	1.4	MINI-PARK																			
RIVERWOOD HILLS SOUTH		NEIGHBORHOOD																			
BOY SCOUT CAMP		PRIVATE PARK																			

<b>PARK NAME</b>	<b>ACRES</b>	<b>TYPE</b>	<b>BUILDING</b>	<b>RESTROOMS</b>	<b>PAVILLION</b>	<b>PARKING</b>	<b>WARMING HOUSE</b>	<b>SKATING</b>	<b>HOCKEY</b>	<b>TENNIS COURT</b>	<b>SOFTBALL FIELD</b>	<b>BASEBALL FIELD</b>	<b>SOCCER/ FOOTBALL FIELD</b>	<b>BASKETBALL COURT</b>	<b>VOLLEYBALL COURT</b>	<b>PLAY AREA</b>	<b>PICNIC AREA GRILLS</b>	<b>SWIMMING BEACH</b>	<b>TRAILS</b>	<b>FISHING</b>	<b>OTHER</b>
RUM RIVER CENTRAL	308.8	REGIONAL/ COUNTY		X	X	X													X	X	
SHAWN ACRES	4.4	MINI-PARK														X	X				
SOLSTICE	1.6	MINI-PARK			X											X			X		
SPORTS HAVEN NORTH	23.4	OPEN SPACE SPECIAL USE																			
SPORTS HAVEN SOUTH	1.7	OPEN SPACE SPECIAL USE																			
STANHOPE RIVER HILLS		OPEN SPACE																			
TITTERUD	6.8	NEIGHBORHOOD								2L	X		X			X	X				
TRAPROCK COMMONS	3.8	OPEN SPACE				X															
TROTT BROOK CORRIDOR	6	TRAIL CORRIDOR																			

<b>PARK NAME</b>	<b>ACRES</b>	<b>TYPE</b>	<b>BUILDING</b>	<b>RESTROOMS</b>	<b>PAVILLION</b>	<b>PARKING</b>	<b>WARMING HOUSE</b>	<b>SKATING</b>	<b>HOCKEY</b>	<b>TENNIS COURT</b>	<b>SOFTBALL FIELD</b>	<b>BASEBALL FIELD</b>	<b>SOCCER/ FOOTBALL FIELD</b>	<b>BASKETBALL COURT</b>	<b>VOLLEYBALL COURT</b>	<b>PLAY AREA</b>	<b>PICNIC AREA GRILLS</b>	<b>SWIMMING BEACH</b>	<b>TRAILS</b>	<b>FISHING</b>	<b>OTHER</b>	
WAYSIDE REST	18	REGIONAL/STATE	X	X	X	X														X	X *	
WHISPERING PINES NORTH		OPEN SPACE																				
WHISPERING PINES SOUTH		OPEN SPACE																				
WOODLAND GREEN PARK	4.7	MINI-PARK			X											X	X		X			
<p>X * = INTERPRETATION  X ** = WETLAND  X *** = BOARDWALK</p>																						

## ***B. The Parks and Recreation Plan***

In addition to the inventory, the Ramsey Park system is also divided into 17 Recreation Districts. These districts are delineated by major roadways or other barriers and provide a means for more effective planning in determining future park needs at the larger neighborhood level. A broad overview of the existing park system in Ramsey reveals a number of small underutilized neighborhood parks scattered throughout rural areas of the community that have developed at very low densities. This low-density development (or large lot development) does not support high use of a neighborhood park system and thus can lead to inefficiencies. A larger scale community park, which would provide park and recreation opportunities not available within private yards of large lots, would prove a more effective and efficient use of a park and recreation system to serve the rural areas of Ramsey. It is this opportunity, as well as the need for additional spaces for the growing youth athletic program that call for a sixth Community Park in the north central part of the city. The remaining major emphasis in the rural area of Ramsey should be in providing trail connections to get people to larger park facilities such as Central Park, Elmcrest and Rum River Central Regional Park as well as in preserving open space corridors consistent with more rural land use.

This same focus does not apply to the more urban areas of the city. Higher density development demands more parks that are within walking distances and provide a greater variety of activities. It would be wise to start planning for the provisions of neighborhood parks in future urban areas as well as looking to fill gaps in existing urban developed areas. Also as traffic patterns become denser within the urban areas, more neighborhood barriers exist increasing the need for more neighborhood park facilities. Trail development is a significant element of future park planning as a means to connect residents, and place to work, shop and recreate. Therefore, the City should continue installing paved trails or sidewalks along all collector streets concurrent with their construction.

The Mississippi River Regional Trail (Anoka County Segment) is an existing trail east of the Rum River in the city of Anoka. The trail is proposed to be extended to the west to connect to Mississippi West Regional Park and on to Sherburne County. Anoka County will work with the City of Ramsey and others on the completion of a master plan for this part of the trail. The Central Anoka County Regional Trail is an existing trail east of the City of Anoka. This trail is also proposed to be extended to the west to connect to Mississippi West Regional Park and Anoka County will work with the City of Ramsey and others on the completion of this trail in the future. A future segment of the Rum River trail is also being proposed, connecting to Rum River Central Regional Park. General alignment of these three trails are shown on Figure 10-2.

As an implementing agency for Metropolitan Council's Regional parks and Open space system, Anoka County essentially functions as the lead coordinator for regional trails. Planning is often performed in a macro sense with the individual jurisdictions, who are more likely to develop detailed plans and provide for specific routing of trails within these municipalities like Ramsey.

In reviewing future park and recreation needs to serve future and existing Ramsey residents, the following, generalized park type definitions will be used:

### **1. Park Type Definitions:**

**Mini-Parks:** These are very small parks, often less than 1 acre in size, and are used to address limited or isolated recreational needs. These parks typically serve residents less than ¼ mile from the site.

**Neighborhood Parks:** Neighborhood parks are usually centrally located within neighborhoods and are designed primarily for use by neighborhood residents within easy walking and biking distances.

The Neighborhood Park should be a positive focal point of pride for the neighborhood. They are intended for both passive and active activities with facilities such as play equipment, court games, and picnicking. They are generally not intended to accommodate organized athletic activities. Neighborhood parks should be a minimum of 5 acres. These parks typically serve residents ¼ to ½ mile distance and uninterrupted by non-residential roads or other physical barriers or have connecting trails with safe street crossings.

**School Parks:** Combining parks with school sites can be an efficient use of facilities. Care should be taken to not over use these facilities beyond what the landscape and scheduled maintenance can keep up with.

**Community Parks and Athletic Complexes:** Community Parks serve a broader purpose than neighborhood parks. The focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces. A high priority for these parks should be connecting them through a trail system which then serves residents within ½ to a 3 mile distance, for those not traveling by auto.

The sports components of these facilities are often heavily programmed athletic fields. In Ramsey a strategy for Community Parks has been to ensure the park has a diversity of facilities, yet congregate like sports fields together.

**Open Space:** Land set aside for preservation of significant natural resources. Usually lacks any developed facilities.

**Special Use:** These parks consist of recreational facilities that are orientated toward a single-use.

**Greenways:** A greenway is a continuous corridor of natural vegetation that provides for critical habitat and the movement of wildlife and humans. They often follow natural waterways or land features.

## **2. Trail Types:**

**Off Road (Urban):** Paved surface for non-motorized use, and paved or non-paved surface for users, both trails removed from roadway. These facilities should be developed in corridors a minimum of 35' feet in width.

**On Road :** Paved, striped and signed shoulder on roadway.

**On Road Separated:** Paved trail parallel to roadways, separated by a ditch, curb or other buffer.

**Multi-Purpose:** Paved surface and separate non-paved skiing or equestrian trail, both removed from roadways. These facilities should be developed in corridors a minimum of 75' feet in width.

Table 10-2 represents standards for park facilities needed to serve a community like Ramsey with the focus of the park development occurring within existing and future urban areas. These standards provide a basis for determining if the existing park system adequately serves today's population and if it will be able to handle the expected growth to the year 2020. These standards should only be used as a guide or rule of thumb.

**Table 10-2 National Recreation and Park Association Standards**

<b>Facility Type</b>	<b>Acres/1000 Population</b>	<b>Desirable Size (Acres)</b>	<b>Population Served</b>	<b>Service Radius</b>	<b>Preferred Location</b>	<b>Typical Facilities</b>
Playgrounds	.25 to .5	1 or less	500 to 1000	¼ mile or 5 minute walk	Within urban neighborhoods, close to multi-family residential	Play structure, small court games, turf area, picnic tables
Neighborhood Parks	2.0	6 to 8	1000 to 2000	½ mile or 10 minute walk	Within urban area, centrally located	Court games, field games, playgrounds
Community Parks	5 to 8	20 to 35	Community	1 to 4 miles	Centrally located and easily accessible to entire community	Ball fields, tennis courts, picnic facilities, active recreation facilities
Regional Parks	5 to 10	200 +	Regional Population	1 hour drive	Natural features, usually associated with water	Activities of community park, nature observation areas, cultural and historic learning facilities
Trails	-	-	-	-	Connecting important community features	-
Special Facilities	-	-	-	-	Varies, convenient access, central to community	Ice arena, community center, golf course, gun club

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In terms of Ramsey's park land area per resident, Ramsey may be adequately served by park and recreation opportunities. However, as future residential development occurs and new areas are developed, land must be dedicated and funds must be committed to meet the recreation needs of the community. Through subdivision ordinance, the City currently requires parkland dedication at a rate indexed to residential densities for new development to fulfill the need for park facilities.

Ramsey is fortunate to have many natural resources within its boundaries. Many of these resources are preserved and made accessible through existing large community parks and tracts of protected open space. The Future Mississippi West Regional Park has the great potential of strengthening Ramsey's connection and identity with the Mississippi River. Continued cooperation with regional partners like the National Park Service through the Mississippi National River and Recreation Area on the Regional Trail through Ramsey will be important as Ramsey works to improve its image along Highway 10. Presently, Anoka County provides regional trail organization relative to the MNRRA corridor. Cities like Ramsey are full players with respect to the Trails and Open Space Partnership (TOSP), which is a group that meets quarterly to guide and refine trails within the MNRRA corridor from Ramsey, south 72 miles to Hastings. Pedestrian connections across Highway 10 will likewise be critical in making this new park accessible and contributing to a vibrant Town Center.

With these great recreational facilities existing and planned, an important focus will be on making these larger systems of parks accessible to all Ramsey residents. Acquiring and constructing additional links to the Trail system are critical to the success of the future Parks and Recreation Plan

Smaller neighborhood parks remain appropriate in higher density areas where they serve more residents and are designed to be focal points of gathering for the neighborhood. Every attempt should be made to develop sidewalk and trail connections to these neighborhood resources. Similarly, future underpasses and elevated crossings should be carefully mapped, so as to identify funding and schedules, so as to time them with other infrastructure improvements.

### **3. Parks and Recreation Goals**

The following goals and strategies came from the community meetings held in 2007 and 2008 under the Ramsey3 effort.

**a) A comprehensive, balanced park and trail system consisting of large and small scale parks, active and passive parks, natural preserves, and recreational facilities.**

**STRATEGIES:**

1. Incorporate planned parks and trails into all new development where appropriate
2. Design for connectivity with local and regional parks
3. Improve coordination of park and trail planning within City and adjacent communities
4. Establish a regional trail along the Mississippi River
5. Develop a Trott Brook Trail Corridor
6. Explore providing pedestrian access from the Mississippi River to the north side of Highway 10
7. Design trails with a variety of surfaces appropriate for different uses

8. Seek out alliances and partnerships with non-profit and governmental agencies to assist in securing funding and other resources that will assist in implementing the park and trail plan
9. Improve quality of existing parks, through careful planning, continued maintenance and adequate funding
10. Explore options for an additional community park
11. Where appropriate, consolidate existing parks to improve quality and provide more efficient service
12. Explore options for a revenue source for permanent protections of parks, trails and open space

**b) A system of safe parks and trails**

**STRATEGIES:**

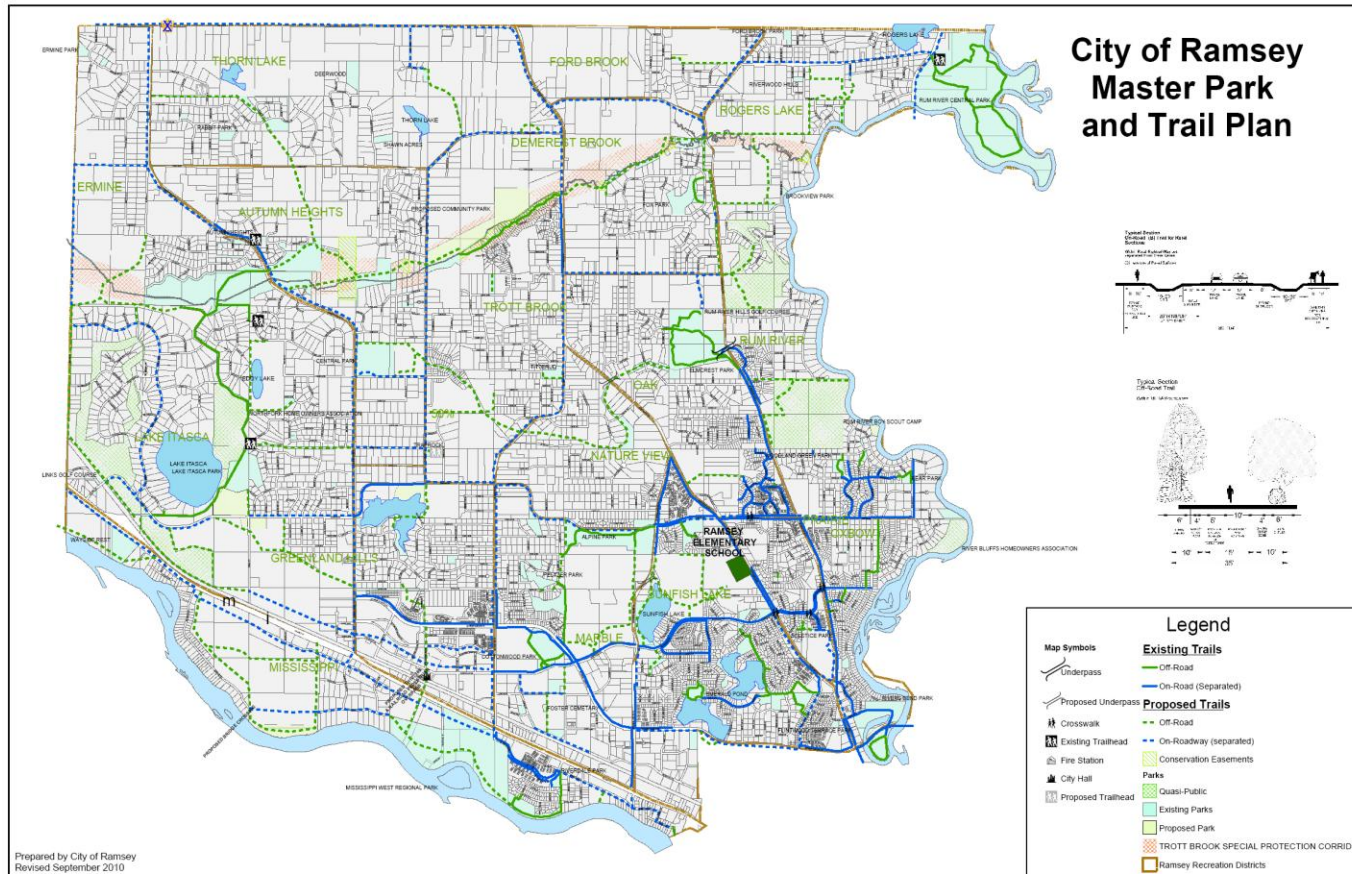
1. Locate trails where appropriate in greenway corridors and natural areas
2. Promote Crime Prevention Through Environmental Design CPTED and other techniques
3. Where appropriate, use existing power/utility easements for the trail system
4. Provide adequate signage and pavement markings to warn automobile traffic of park and trail traffic
5. Explore use of pedestrian-activated signals, continuous flashing signage, and mid-block crossings where safe and appropriate, to further increase park and trail safety
6. Minimize at-grade crossings of trails and roads and other interactions between trail users and automobiles, with underpasses or overpasses

**e) A variety of park facilities and programs that meet the life cycle needs of residents.**

**STRATEGIES:**

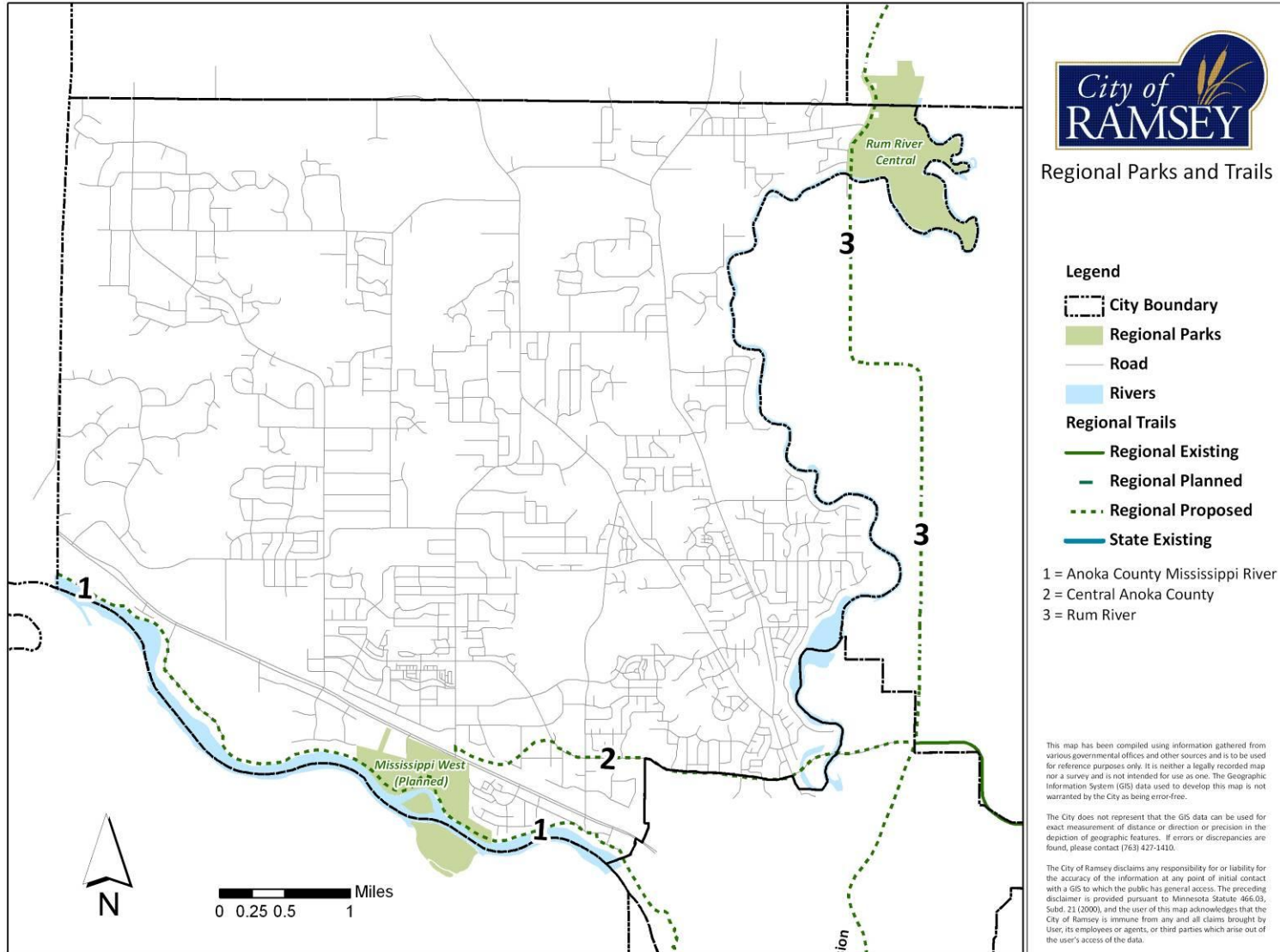
1. Work with the schools and community organizations to plan for athletic fields and facilities that will accommodate the growing community
2. Explore options for a revenue source for recreational facilities and programming
3. Study the need for a Community Center that offers a variety of recreational uses for all age groups

Figure 10-1 Park, Trail and Recreation Plan



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Figure 10.2: Regional Parks and Trails



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## Regular Planning Commission

6. 1.

**Meeting Date:** 01/05/2017

**By:** Tim Gladhill, Community Development

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### Information

**Title:**

Receive Progress Report for the 2040 Comprehensive Plan Update

**Purpose/Background:**

As the Planning Commission is aware, the City has established an ad-hoc Comprehensive Plan Update Steering Committee. Once every ten (10) years, the City is required by Minnesota Statute 473 to update its Comprehensive Land Use Plan. Aside from the statutory obligation, the City's existing plan has become dated in terms of policies, demographics, and land use vision. In order to freshen the City's vision for land use, including systems such as transportation, housing, economic development, natural resources, and parks/open space to name a few, now is an appropriate time to update the Comprehensive Plan.

The Steering Committee has met twice so far on the project. The intent of the early meetings in 2016 is to set the stage and agree on a framework moving forward.

Next Steps

The primary next step in the process is to finalize a working draft of the City's land use Vision Statement and Future Land Use Map. These two (2) pieces will lay the foundation on future steps and will be used to check in as individual system plans are developed. The group desires to have a working draft of both documents available in February for public workshops and engagement. The Future Land Use Map is a vision of how land within the community will be used in the future. For example, the Future Land Use Map will guide where future business districts and residential neighborhoods will develop as well as what areas will be protected from future development. The case also include an Existing Land Use Map to indicate how land within the community is currently being used.

System Plans

A primary system plan to update is the Transportation Plan. Staff anticipates to bring a discussion to the January Public Works Committee in January to discuss steps moving forward. The Planning Commission will also discuss this structure at the February Meeting. No drafts have been prepared thus far, but Staff will be checking in on the framework to complete this portion of the update. Staff anticipates an public workshop and other engagement for this system plan in April.

The Environmental Policy Board has begun to discuss how to update the Natural Resources Chapter and will be providing an update to the Planning Commission and Comprehensive Plan Steering Committee in February or March. Citizen Engagement is planned starting in April.

The Parks and Recreation Commission will begin discussing a new format for the Parks, Recreation, and Open Space Plan beginning after the first of the year. Currently, the plan comprises of a future improvement/planning map alongside the Capital Improvement Program (CIP). The CIP is an important financial planning tool for the City and is intended to be complimentary to the Comprehensive Plan. The Parks and Recreation Commission along with the City Council desire to bolster the Comprehensive Recreation Plan into a more thematic and visionary document, looking more long term and comprehensively at the community's recreation needs, rather than simply a chronological financial planning tool.

Staff will be discussing the Economic Development Chapter with the Economic Development Authority (EDA) to gather their initial thoughts on a plan to update this chapter in January. Staff will report back to the Planning Commission in February and discuss a work plan to update this Chapter.

**Notification:**

Notification is not required for this case.

**Observations/Alternatives:**

Final touches are being placed on a draft Vision Statement and Future Land Use Map.

**Funding Source:**

This case is being handled as part of normal Staff duties. In addition, the City did receive a \$32,000 planning grant from the Metropolitan Council in order to aide in the completion of the 2040 Comprehensive Plan Update.

**Recommendation:**

Staff recommends that the Planning Commission recommend that the City Council authorize the first official public engagement for the Comprehensive Plan Update to include a working draft of the Vision Statement and Future Land Use Map. A draft of the Future Land Use Map developed over a series of workshops and City events is attached for consideration. Staff will be working with the Steering Committee on January 9 to finalize the draft Vision Statement.

**Action:**

Motion to recommend that the City Council authorize the first official public engagement for the Comprehensive Plan Update to include a working draft of the Vision Statement and Future Land Use Map.

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**Attachments**

[Update Schedule](#)

[Future Land Use Map](#)

[Existing Land Use Map](#)

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**Form Review**

**Inbox**

Tim Gladhill (Originator)  
Form Started By: Tim Gladhill  
Final Approval Date: 01/03/2017

**Reviewed By**

Tim Gladhill

**Date**

01/03/2017 04:51 PM  
Started On: 01/03/2017 03:50 PM

## **Transportation Plan Component of City of Ramsey Comprehensive Plan**

### **Introduction**

WSB & Associates staff will prepare a Transportation Plan for the City of Ramsey consistent with Metropolitan Council “Local Planning Handbook” requirements. The Transportation Plan will build upon elements of the existing City of Ramsey Transportation Plan. Existing transportation plan content will be utilized as much as possible, with outdated information updated to bring plan content into compliance with current Met Council requirements.

### **Overall Transportation Plan Approach**

Specific tasks assumed in development of the Transportation Plan are follows:

- **Task 1: Project Management:** WSB staff will conduct quality control and quality assurance checks on all transportation plan materials that are prepared to ensure that they meet the requirements of Met Council.
- **Task 2: Agency Involvement:** WSB staff will participate in one work session with the City of Ramsey Public Works Committee, the MnDOT Area Manager and Anoka County transportation planning staff to discuss existing and forecasted conditions, issues identification and transportation plan goals and objectives. Up to six meetings are scheduled in total with City staff, council, various committees, the general public and adjacent communities, as needed.
- **Task 3: Traffic Analysis Zones (TAZs) and Travel Forecasting:** WSB staff run the Met Council 2040 travel demand model to identify forecasted 2040 traffic for Principal Arterials and A-Minor Arterials. Population, employment and household data from an approved forecasted land use plan will be summarized by TAZ and broken down into 2010-2020, 2020-2030, and 2030-2040 growth periods.
- **Task 4: Roadway Component:** WSB staff will prepare a Roadway component of the overall Transportation Plan. Maps and supporting narrative will be prepared consistent with Met Council requirements documenting the existing and proposed roadway network, associated AADTs, functional classification, etc. WSB will also collect Met Council required heavy commercial AADTs on City of Ramsey Principal Arterial and A-Minor Arterial roadways. Previous and current transportation studies in the Ramsey and adjacent communities will be documented and integrated into the roadway component, as appropriate. Access Management will be also be discussed and best practices referenced.
- **Task 5: Transit Component:** WSB staff will prepare a Transit component of the overall Transportation Plan. The Transit component will include discussion of existing transit service and associated infrastructure. Existing and forecasted gaps in transit service will also be discussed.
- **Task 6: Bicycling and Walking Component:** WSB staff will prepare a Bicycling and Walking component of the overall Transportation Plan. The Bicycling and Walking component will

include existing/future local on-road, off-road bicycle facilities, including Regional Transportation Bicycle Network (RTBN) facilities and pedestrian facility needs.

- **Task 7: Aviation Component:** WSB staff will prepare an Aviation component of the overall Transportation Plan. The Aviation component will include minimal language regarding existing policies that protect regional airspace since no aviation facilities are in the area of influence of the City of Ramsey. A map will also be created to illustrate existing radio beacons and other navigational aids with narrative discussing how they will be protected.
- **Task 8: Freight Component:** WSB staff will prepare a Freight component of the overall Transportation Plan. The Freight component will include supporting narrative identifying existing freight generators, freight related facilities, existing Principal Arterial and A-Minor Arterial HCAADT, existing weight restricted roadways, insufficient clearances, at-grade railroad crossings, turning radii problems, etc.
- **Task 9: Final Report:** WSB staff will prepare a final report of the overall Transportation Plan, including narrative and associated tables, maps and other exhibits from the individual Transportation Plan modal components. The Transportation Plan report will include summary findings and recommendations from the modal components and specific strategies in the form of general policies, projects, studies or other initiatives to address overarching transportation plan goals, objectives, existing/forecasted conditions and associated issues. Recommended projects or unresolved issues will be identified on a map for quick reference with a description of the issue or needed improvement and necessary coordination required with other agencies.
- **Optional Tasks:** As an optional task, WSB staff will conduct an analysis of high auto crash concentrations to assist with identification of potential future safety projects.

**Meeting Date:** 03/09/2017

**By:** Mark Riverblood, Engineering/Public Works

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**Information**

**Title:**

Consider the Establishment of a Youth Liaison to the Park and Recreation Commission

**Purpose/Background:**

Proposed for consideration, is the establishment of a Youth Liaison to the Park and Recreation Commission. This would be a Ramsey resident, 16 to 18 years of age, he/she would participate in all affairs and discussion of the Commission, but be a non-voting member (and without a per diem). There would seem to be many advantages to this new position, and with little or no costs. Chief among the benefits would be a broader representation of the community to this advisory board—and thereby by extension, also to the Council.

**Who:** A Ramsey resident, 16 to 18 years of age. They would submit an essay to the Commission to be considered, then interviewed and selected to move forward by the Commission Chair, Staff Liaison and an HR representative or appointee. How Council approval would occur can be determined.

**What:** A Park and Recreation Commission Youth Liaison, who may have an assigned ‘term’, but would time-out when they reach their 19th Birthday. (At which point they may be an ideal candidate to serve as an appointed Board or Commission member as part of the usual process.)

**Why:** To expand civic engagement and participation, as well as improve upon the diversity of opinions, ideas, issue identification, and perspectives as the City sets priorities for the development of the park and trail system for the future. While the establishment of the position now may be particularly useful, the expectation is that the Youth Liaison would be an on-going addition to the Commission. (Though could be discontinued at any time.)

**How:** The Park and Recreation Commission forwards a recommendation to investigate this opportunity to City Council. (If the Commission chooses to proceed, Staff will also investigate to see if there are other communities that have this arrangement or similar, to understand what they may have learned.)

**Notification:**

**Observations/Alternatives:**

The timing of the establishment of this position, would seem to be particularly beneficial as we begin both the Comprehensive Plan and a Master Plan for Parks, now with a more direct voice from one of the Commission's more important constituent groups—young people. This also begins to develop future leadership within the community, and increases communications in several dimensions and directions.

**Funding Source:**

Other than a small amount of recruitment time (staff), there would be no cost over-and-above those that support regular Commission activity.

**Recommendation:**

Staff recommends establishment of a Youth Liaison to the Park and Recreation Commission.

**Action:**

Motion to recommend to City Council, the establishment of a Youth Liaison to the Park and Recreation Commission.

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**Attachments**

*No file(s) attached.*

---

**Form Review**

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 03/01/2017

**Reviewed By**

Grant Riemer

**Date**

03/01/2017 03:34 PM

Started On: 02/28/2017 10:17 AM

Meeting Date: 03/09/2017

By: Mark Riverblood, Engineering/Public Works

---

### Information

**Title:**

Recommend the Pursuit of a MN DNR Grant from the Local Trail Connections Program

**Purpose/Background:**

**Trott Brook Trail Connection—Background on the Proposed Boardwalk**

As the Commission may recall, the recommendation to satisfy Park Dedication for the Brookfield 4th Addition in 2013, was to accept approximately \$46,000 in cash, with the intention to construct a boardwalk connection from the existing trail in Brookfield to Variolite Street - if additional funding could be secured by a grant. (Details are included in the Park and Recreation Commission's October 2013 case, on the city's website.) The Minnesota Department of Natural Resources Local Trail Connections Program is accepting proposals in March 2017, for projects like the Trott Brook trail connection referenced herein. The following is a summary of the DNR's Local Trail Connection Program:

*"This program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails). Grants are awarded for the acquisition and development of connecting trails and for removal of barriers that impede full access to these facilities. Historically, priority has been given to projects that seek to develop residential connections to state and regional facilities and to link existing trail systems. The Local Trail Connections Program depends on local communities and their local government representatives to provide inspiration, planning and commitment, as well as the local matching financial requirement, to make these trail projects a reality. Local governments complete the acquisition and/or projects and are reimbursed for a portion of the acquisition and/or project actually completed. The program was first funded in 1993 and has funded 213 trail projects statewide to date."*

The DNR competitive grant program matches 75% of project costs up to \$150,000. The project's anticipated construction cost is estimated at >\$267,000 of which a \$150,000 may be reimbursable by the DNR (if awarded the grant).

Attached is the City's Priority Trail Map, with the project area circled with a dotted line. Also attached is the proposed trail and boardwalk extension shown in a red and yellow dotted line in relation to the Brookfield plat.

**Notification:**

**Observations/Alternatives:**

Additional information will be presented at the meeting.

**Funding Source:**

Park Trust Fund + DNR Trail Grant Funds.

**Recommendation:**

Staff recommends submitting a grant proposal for the Local Trail Connection Program. This may be authorized by Resolution by City Council at their March 14th, 2017 regular meeting.

**Action:**

Motion to recommend City Council authorize a grant submittal for the Local Trail Connection Program.

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**Attachments**

Priority Trails

Project Map detail

Grant Manual

Trail Extension Map (2013)

Draft Budget

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**Form Review**

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 03/03/2017

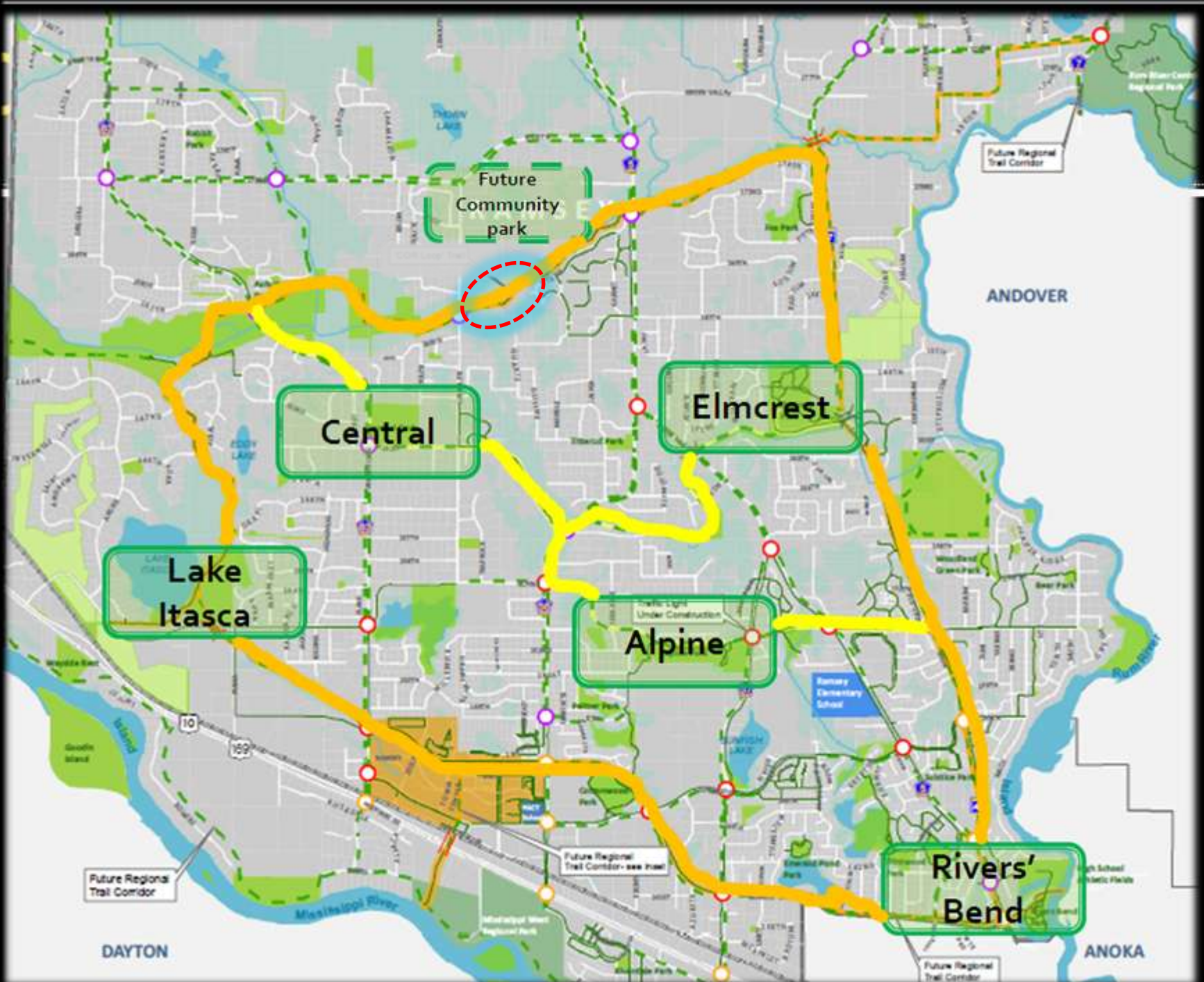
**Reviewed By**

Grant Riemer

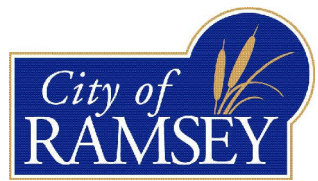
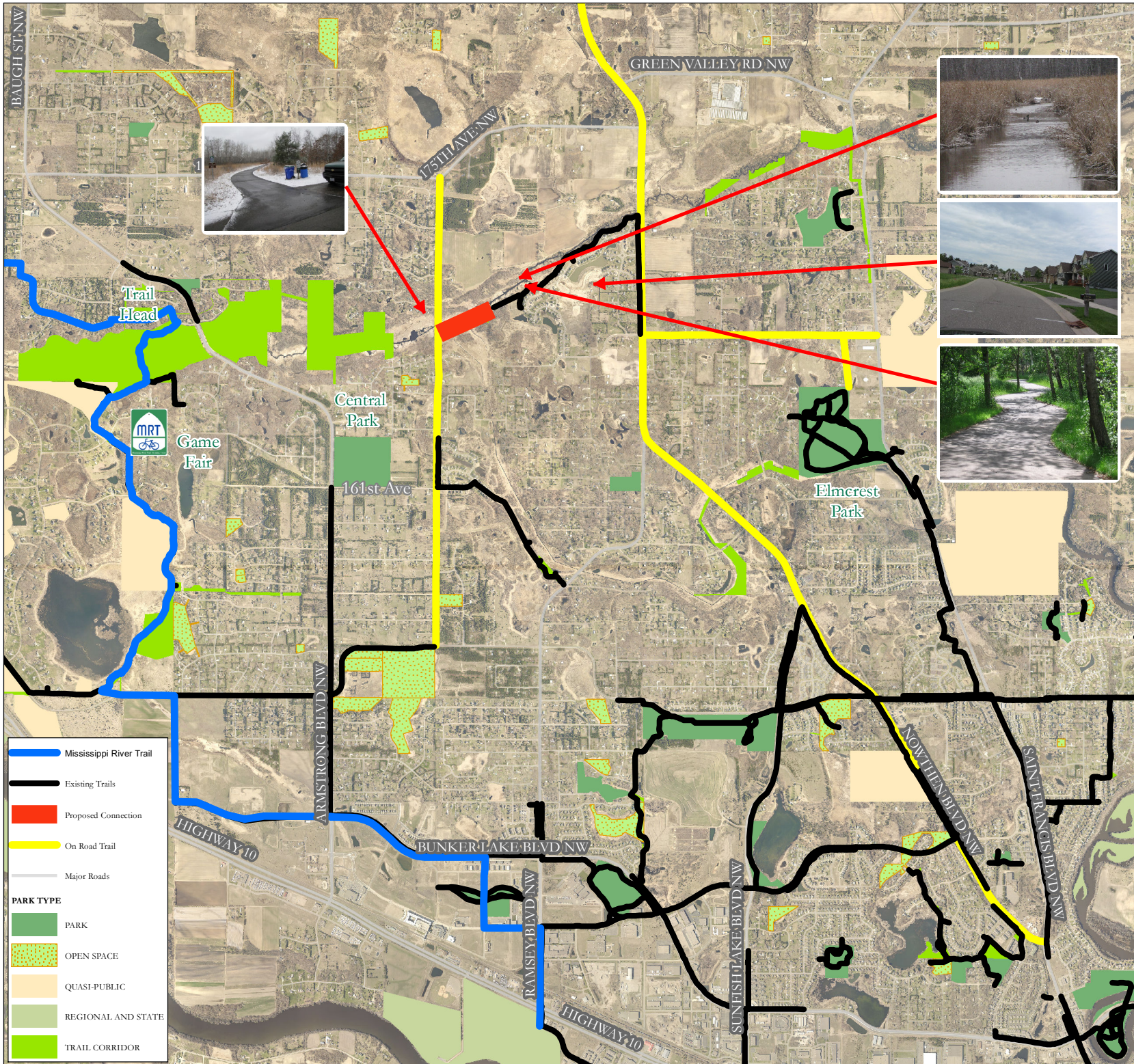
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03/03/2017 01:04 PM

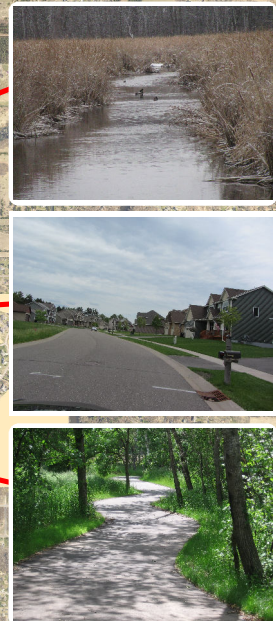
Started On: 03/02/2017 04:05 PM



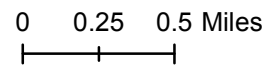
Gold/Yellow represents priority trails within Ramsey



Local Context  
Trott Brook Greenway Project



- Mississippi River Trail
  - Existing Trails
  - Proposed Connection
  - On Road Trail
  - Major Roads
- PARK TYPE**
- PARK
  - OPEN SPACE
  - QUASI-PUBLIC
  - REGIONAL AND STATE
  - TRAIL CORRIDOR





# LOCAL TRAIL CONNECTIONS PROGRAM



## 2017 Program Manual

Revised 12/06/2016

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## I. PROGRAM INTRODUCTION

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This program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails).

Grants are awarded for the acquisition and development of connecting trails and for removal of barriers that impede full access to these facilities. Historically, priority has been given to projects that seek to develop residential connections to state and regional facilities and to link existing trail systems.

The Local Trail Connections Program depends on local communities and their local government representatives to provide inspiration, planning and commitment, as well as the local matching financial requirement, to make these trail projects a reality. Local governments complete the acquisition and/or projects and are reimbursed for a portion of the acquisition and/or project actually completed.

The program was first funded in 1993 and has funded 213 trail projects statewide to date.

### **Contact Information:**

Minnesota Department of Natural Resources  
Division of Parks and Trails  
500 Lafayette Road, Box 39  
Saint Paul, MN 55155

Daniel Golner, Grant Coordinator  
[Daniel.Golner@state.mn.us](mailto:Daniel.Golner@state.mn.us) or (651) 259-5599

## II. IMPORTANT ITEMS YOU NEED TO KNOW

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### A. How to Apply

- Anticipated funding available for FY 2018 is approximately \$800,000 from “In Lieu Of” lottery proceeds. This funding is divided between three Park and Trail grant programs. This funding is subject to appropriation from the MN Legislature and signature of the Governor.
- **All applications must be received electronically by March 31, 2017**
- Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to [Trailgrants.DNR@state.mn.us](mailto:Trailgrants.DNR@state.mn.us). This is the official submittal e-mail box. Submitting to any other e-mail will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation e-mail should arrive within one business day after you have submitted your application and after it is reviewed for readability.** Each e-mail is opened to insure files are readable and then followed with a confirmation e-mail. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application please contact program staff.
- Grant awards will be announced by June 2017.
- **Funds will first be available no earlier than July 1, 2017 to start the contracting process.** This means projects funded in this grant round will not have a contract in place before July 1<sup>st</sup> and thus cannot begin the project prior to this date (see B. Grant Timeline section).
- The application is available in Word format on the DNR Website at [http://www.dnr.state.mn.us/grants/recreation/trails\\_local.html](http://www.dnr.state.mn.us/grants/recreation/trails_local.html)
- All local units of government (typically cities, counties, and townships) are eligible to apply. Also user groups and/or trail organizations may apply, but only in coordination with a local unit of government per legislation. Funding is only available to a local unit of government.
- The maximum permissible request is \$150,000. The minimum is \$5,000.
- These grants are 75/25 “cash match” reimbursement grants. That means the grantee must complete the project and fully pay for it, produce documentation that shows actual expenditures and proper procurement process has been followed. Then they will receive 75% of what was spent up to their grant award.
  - **Neither this funding source, nor the match can be used for in-house labor services and/or to meet existing payroll (see Section III, D. Non-eligible Reimbursement Costs for additional ineligible costs).**
  - Only contract services, materials, and supplies are reimbursable.

- All projects awarded through this grant round must be completed by **June 30, 2019** and immediately available for use to the general public for no less than 20 years.
- If land is purchased with these funds, it is required that a “Twenty-Year Easement for Recreational Trail Purposes” is attached to the deed. Also the property must be appraised by a state certified appraiser and in accordance with DNR and Federal requirements. Please see land acquisition and appropriate land appraisal requirements in this manual.
- Applicants are required to design and construct their trail to meet ADA standards, unless it meets an ADA exemption. The applicant must site the exemption from ADA in the application for it to be considered, otherwise provide details and list design specifics in the ADA question of the application in how the project will meet ADA requirements. Do not just state the trail project will be ADA compliant. This is an insufficient answer.
- If your project is selected, and the project will need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. The local unit of government listed in the application is considered the Responsible Governmental Unit (RGU). Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600 located at the following website at <http://www.revisor.leg.state.mn.us/arule/4410/>. Verify if your project is or is not exempt.
- All facilities that are funded through this program also require a commitment from the applicant that the trail will be open and available for use, as well as maintained, for no less than twenty years and should be stated in their resolution.
- Each proposal must specifically and directly address each requirement and criterion to qualify and receive consideration. If one section of the application is not addressed, the application will not be reviewed for consideration.
- All pages and attached maps must be **8 1/2 X 11 inches ONLY** and in color, as long as they are reproducible in black and white.
- **Read each question thoroughly to make sure each part of a question is answered. Do not answer a question inside the same box as the question. Use the blank box associated with each question for the response.**
- When identifying recreation use for your project, make sure to only mark those uses that will actually use the trail.

## B. Grant Timeline

### Grant Application Timeline

<b>Early January 2017</b>	→	Grant application materials available on the DNR website
<b>March 3, 2017</b>	→	Draft applications due if grant applicant seeks comments by Grant Coordinator (not required)
<b>March 31, 2017</b>	→	Grant application due date; Applications will <b>NOT</b> be accepted after this date.
<b>March 31, 2017 - July 2017</b>	→	Application review and selection process.
<b>July 2017</b>	→	Grant applicants are notified of the results. All grant applicants will be sent a letter if they are awarded a grant or not. Copy of the notification letter will also be sent to the applicant partner, if applicable. Awarded grantees then will follow the timeline below.

### Awarded Grant Timeline

<b>July 2017</b>	→	Award letter received! Congratulations! Required documentation checklist also included with notification letter.
<b>July – June 30, 2019</b>	→	Grantee must begin work on the required documentation checklist items. All items must be completed in order to receive a grant contract. Such items include: <ul style="list-style-type: none"> <li>• Natural Heritage determination letter</li> <li>• SHPO Archeological Review determination letter</li> <li>• Water Wetland review</li> <li>• Land Certification</li> <li>• Environmental Quality Board determination letter</li> <li>• Environmental Assessment Statement completed</li> </ul>
<b>June 30, 2019</b>	→	The project must be completed by 6/30/2019. Grant extensions past 6/30/2019 are not an available because the funds expire 6/30/2019 per the legislation. The Grantee must plan accordingly to complete the project no later than 6/30/2019.

### **III. PROJECT ELIGIBILITY**

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#### **A. Eligible Projects**

Eligible projects may include, but are not necessarily limited to the following examples:

- Land acquisition from willing sellers, where value is established by a licensed and certified appraiser, whose conclusions of value are certified by the State, and only if perpetual easement for recreation trail purposes is conveyed to the state. See the land acquisition requirements section of this manual for more information.
- Construction of trails on public or private lands where a twenty year easement for the purpose of the project can be obtained.
- Development of trail linkages near homes and workplaces.
- Development of permanent trailside improvements and trailhead facilities (e.g., drainage, crossings, stabilization, parking, signage, controls, open-sided shelters, water, and sanitary facilities).
- Provision of features that facilitate access and use of trails by persons with disabilities.
- Restoration of existing trail facilities, such as resurfacing, repair, or rehabilitation of trails or trailhead facilities.
- Contracted maintenance of existing recreational trails.
- Construction or restoration of trail bridges.

#### **B. Eligible Reimbursement Costs**

- Advertising costs solely for (1) Recruitment of personnel; (2) Solicitation of bids; and (3) Disposal of scrap materials.
- Capital and labor expenditures for facilities, equipment and other capital assets
- Materials and/or supplies.
- Freight transportation expenses.
- Professional services and Project administration costs provided that they do not exceed 20 percent of the total cost of the project.
- Land acquisitions (including permanent easements) whose value a licensed appraiser establishes and whose conclusions of value are certified by the state. See land acquisition requirements section of this manual.
- Any cost not defined as an eligible cost or not included in the approved Application shall not be paid from state funds committed to the project, unless the Department has provided written authorization.

### **C. Non-eligible Projects**

Non-eligible projects include but are not limited to the following:

- Projects within state park boundaries, state recreational areas, on state trails, and elements of the Metropolitan Open Space System.
- Construction of trails within federally designated wilderness areas (with some exceptions).
- Construction of ordinary sidewalks.
- Planning projects that are preliminary to construction of any trail projects.
- Improvements on highways or other roadways, including but not limited to, lighting, striping, on-street routing, and shoulder work.
- All paved multi-use bicycle/pedestrian trails less than 10 feet in width are not eligible. Short distance exceptions are allowed on a case by case basis.

### **D. Non-eligible Reimbursement Costs**

Including all costs not defined as eligible costs, but not limited to the following:

- Any expenditure that occurs before the effective date of this agreement
- Fund raising
- Taxes, except sales tax on goods and services
- Insurance, except title insurance
- Attorney fees
- Loans, grants, or subsidies to persons or entities for development
- Bad debts, late payment fees, finance charges or contingency funds
- Interest, investment management fees
- Lobbyists
- Political contributions
- Wages and expenses of Sub grantee's employees
- Fringe benefit costs of Sub grantee's employees
- Land appraisals
- Entertainment, gifts and prizes, food and refreshments
- Purchase of phones, computers, tablets or audiovisual equipment
- Memberships (including subscriptions and dues), publications, periodicals and other subscription fees
- Agency advertising and marketing expenses
- Office Rental Fees, and Overhead and Indirect Expenses (including, but not limited to office or storage space rental, utility expenses, copier rental, phone bills, office materials and supplies)

## IV. APPLICATION PROCESS

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The application is available to download from the program web page:

[http://www.dnr.state.mn.us/grants/recreation/trails\\_local.html](http://www.dnr.state.mn.us/grants/recreation/trails_local.html)

Applicants are urged to begin the application process early in order to allow time to complete application requirements, such as getting a local unit of government resolution. Completed applications must be received electronically by **March 31, 2017**.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to [Trailgrants.DNR@state.mn.us](mailto:Trailgrants.DNR@state.mn.us). This is the official submittal e-mail box. Submitting to any other e-mail will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation e-mail should arrive within one business day after you have submitted your application.** Each e-mail is opened to insure files are readable and then followed with a confirmation e-mail. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application please contact program staff.

This is a competitive program. Staff members are available to discuss your project or review application materials prior to submittal. You are encouraged to submit any draft application or materials by March 3, 2017 if you would like staff to provide comments.

## **V. COMPETATIVE REVIEW AND SELECTION PROCESS**

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The program is competitive and requires a review and selection process to make funding determinations and awards. The review and selection process will take place after the application due date, and funding announcements will be made in summer. Completed applications received after the deadline will not be eligible for funding consideration.

Priority for trail project funding will be given to projects that provide significant connectivity. Considerations also include trail length, expected amount and type of use, and quality and attractiveness of natural and cultural resources.

### **Selection Priorities:**

- Projects that provide connectivity, such as trails connecting where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails).
- Projects that can be expected to have relatively high usage.
- Projects that provide for a unique and interesting connection to the outdoors, such as trails with scenic views, unique natural and cultural features, and wildlife/nature viewing.

## **VI. HOW THIS PROGRAM WORKS WITH TRANSPORTATION ENHANCEMENTS OR TRANSPORTATION ALTERNATIVES PROGRAM**

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This program can provide a portion of the local match for Transportation Enhancement Projects that are awarded by Mn/DOT with Federal Highway Administration funding. However; this program provides reimbursement up to 75 percent, while Enhancements provide up to 80 percent. The grantee must ensure that there is never more than 100 percent reimbursed.

This program can reimburse engineering and design costs associated with these projects, which cannot be reimbursed under the Enhancement program. Engineering and design costs can only be reimbursed up to 75 percent and can only account for up to 20 percent of the total cost of the project. (i.e. for a \$100,000 project, the maximum a grantee may request reimbursement for engineering and design costs would be fifty percent of \$20,000).

Typically, only projects that are programmed for funding in the current or upcoming federal fiscal year are eligible to receive funding through the current years' solicitation.

## VII. TRAIL DESIGN REQUIREMENTS

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**All paved multi-use bicycle/pedestrian trails must be 10 feet in width to be considered for funding through this program.** Very short distance exceptions might be allowed on a case by case basis and limited in distance (i.e. 20-30 feet for example). Do not submit a trail project with the intention that there will be an exception. Make sure your whole paved trail can be 10 feet wide before applying.

With regards to bicycle trails, applicants will be required to conform with recommendations contained within the 2007 “Mn/DOT *Bikeway Facility Design Manual*” developed by the Minnesota Department of Transportation, with the exception that all paved bicycle trails must be 10 feet wide versus the minimum 8 feet wide mentioned in this manual.

- See <http://www.dot.state.mn.us/bike/pdfs/manual/manual.pdf>

For other uses, applicants must follow the “*Trail Planning, Design, and Development Guidelines*” developed by the Minnesota Department of Natural Resources – Parks and Trails Division.

- The guidelines are available at the Minnesota’s Bookstore [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com) or 1-800-657-3757 for \$19.95.

Applicants are also encouraged to follow recommendations made in “*Designing Sidewalks and Trails for Access, Part II of II: Best Practices Design Guide*” produced by the Federal Highway Administration.

- See [http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/index.cfm](http://www.fhwa.dot.gov/environment/recreational_trails/publications/index.cfm)

When developing natural surface trails, applicants are encouraged to follow principles outlined in “*Trail Solutions: IMBA’s Guide to Building Sweet Singletrack*”.

- See <http://www.imba.com/catalog/book-trail-solutions>

Applicants are required to address the American with Disabilities Act under the Evaluation Criteria Section of the application. The *ADA Accessibility Guidelines for Outdoor Developed Areas*, and the *ADA and ABA Accessibility Guidelines for Buildings and Facilities* can be found on the Federal Access Board website. Successful applicants are required to design and construct their trail to meet ADA standards.

- The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at <http://www.access-board.gov>. Below are links directly to specific guidelines:
- [ADA and ABA Guidelines and Standards \(https://www.access-board.gov/guidelines-and-standards\)](https://www.access-board.gov/guidelines-and-standards) (For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

- Outdoor Developed Area <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas> (For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches)

## VIII. LAND ACQUISITION REQUIREMENTS

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When applying for a grant for land acquisition or easement, the application requires a reasonable market estimate. A full appraisal is not required to apply for a grant. If your **application is approved for funding** to purchase land or an easement, a full appraisal will then be required and must meet USPAP, DNR and Federal FHWA standards and pre-approved prior to purchase in order for the purchase to be eligible for reimbursement. Easements must include a term of no less than 20 years in the purchase agreement. This length of time is not negotiable. Any time length less than 20 years will not be reimbursable.

**The following is done only if your trail project is awarded a grant and is approved for acquisition or easement purchase:**

Prior to contacting and hiring a licensed appraiser to conduct an appraisal of the property, you must contact the DNR Lands and Minerals Department, Cindy Nathan, Acquisition and Appraisal Supervisor at 218-283-4408, or [cindy.nathan@dnr.state.mn.us](mailto:cindy.nathan@dnr.state.mn.us) to provide assistance. The appraisal will need to be completed to meet USPAP, DNR and FHWA appraisal standards and the DNR must be named as an intended user of the report. If you are acquiring an easement, the appraiser will also need to be provided a final copy of the easement language you plan to acquire. A State Certified General Real Property Appraiser competent to appraise property to Federal Standards must conduct the appraisal. There are a limited number of appraisers that are certified to conduct appraisals to meet the federal standards. Lands and Minerals can provide you a list of appraisers that have indicated that they are competent to complete these appraisals. The requirements are also located on the DNR appraisal management website at [http://www.dnr.state.mn.us/lands\\_minerals/appraisal\\_mgmt.html](http://www.dnr.state.mn.us/lands_minerals/appraisal_mgmt.html).

Once you have received a completed a land appraisal, it must be submitted to the DNR for appraisal review and approval before the land can be purchased with grant funds. The costs associated with a land appraisal are not eligible for reimbursement through the grant program. Therefore, it is important that the land appraisal be done correctly and with a qualified appraiser, to avoid the additional charges that would result if the appraisal were rejected by the DNR. The DNR review of land appraisals are done at no cost to the grantee. Once the DNR has approved the appraisal, grant funds can be reimbursed towards the cost of the land purchased.

Upon the purchase of land it is required to have a “Twenty-Year Easement for Recreational Trail Purposes” at a minimum that must be attached to the deed (this easement must be the same as the easement provided to the appraiser) for the land and submitted deed documentation to be approved for reimbursement.

## IX. MINNESOTA STATUTE 85.019

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### 85.019 LOCAL RECREATION GRANTS.

Subdivision 1. **Definition.** For purposes of this section, "unit of government" means a county, statutory or home rule charter city, or town.

Subd. 2. **Parks and outdoor recreation areas.** (a) The commissioner shall administer a program to provide grants to units of government for up to 50 percent of the costs of acquisition and betterment of public land and improvements needed for parks and other outdoor recreation areas and facilities, including costs to create veterans memorial gardens and parks.

(b) For units of government outside the metropolitan area as defined in section 473.121, subdivision 2, the local match required for a grant to acquire or better a regional park or regional outdoor recreation area is \$2 of nonstate money for each \$3 of state money.

Subd. 3. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4a. **Natural and scenic areas.** The commissioner shall administer a program to provide grants to units of government and school districts for the acquisition and betterment of natural and scenic areas such as blufflands, prairies, shorelands, wetlands, and wooded areas. A grant may not exceed 50 percent or \$500,000, whichever is less, of the costs of acquisition and betterment of land acquired under this subdivision. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures.

Subd. 4b. **Regional trails.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails outside the metropolitan area deemed to be of regional significance according to criteria published by the commissioner. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 4c. **Trail connections.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails that connect communities, trails, and parks and thereby increase the effective length of trail experiences. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 5. **Powers; rules.** The commissioner has all powers necessary and convenient to implement this section, including the authority to adopt rules for the program under chapter 14.

## **X. OTHER PROGRAM REQUIREMENTS**

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### **A. Grants and Public Information**

Under [MN Statute 13.599](#), responses to a request for proposal are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

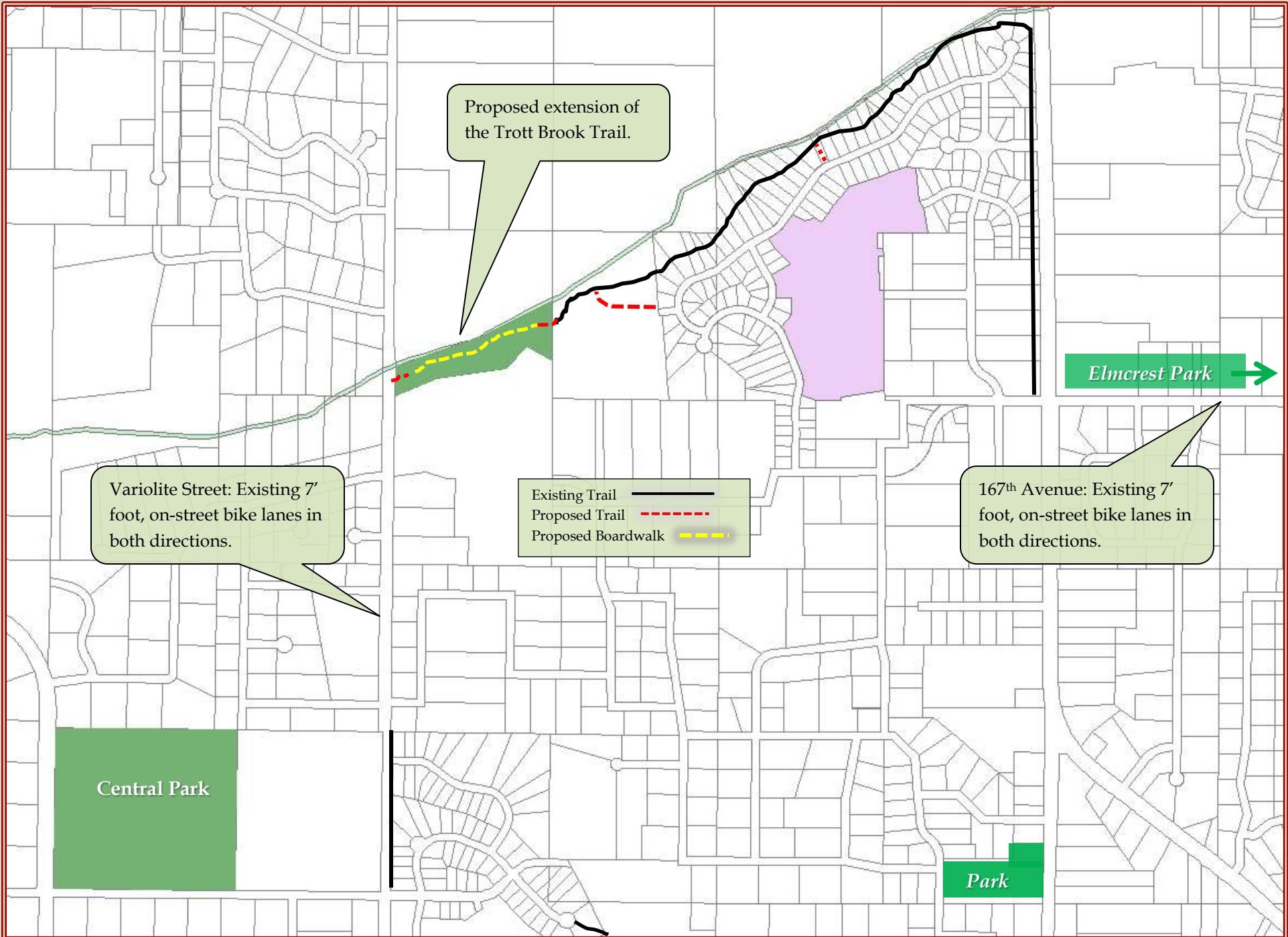
[MN Statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also Minnesota Government Data Privacy Act for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public.

### **B. Reporting Requirements**

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. A progress report form will be provided by program staff. Grant payments shall not be made on grants with past due progress reports unless program staff have given the grantee a written extension.

### **C. Monitoring Requirements**

It is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000.



Proposed extension of the Trott Brook Trail.

Variolite Street: Existing 7' foot, on-street bike lanes in both directions.

Existing Trail ———  
Proposed Trail - - - - -  
Proposed Boardwalk - - - - -

167<sup>th</sup> Avenue: Existing 7' foot, on-street bike lanes in both directions.

Elmcrest Park →

Central Park

Park

**8) PROJECT COST BREAKDOWN:**

Identify each recreational trail/facility being proposed for funding. Provide a short quantitative description of the facility (linear feet, dimension of structures, number of components, etc.), the total estimated cost and the expected completion date for each. Include materials, landscaping, design/engineering services, contract service, etc. Add or delete rows in the text boxes below as appropriate. For acquisition projects, fill out the acquisition table.

<b>Trail/Facility</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Expected Completion Date</b>
150' x 10' Parking	7 vehicle parallel parking with ADA space	\$4,978	2018
ADA striping for parking	Pavement striping adjacent to trail entrance	\$200	2018
ADA sign	Sign, post and installation	\$185	2018
Truncated Domes	4 (four) 2' x 2' steel truncated dome panels in 3' x 10' concrete panel	\$1,298	2018
10' trail segments	Bituminous trail connectors – on either end of boardwalk/parking	\$2,410	2018
215, 8' x 8' boardwalk sections	Boardwalk panels, 2 X 6 decking, 4 x 4's, galvanized hardware	\$121,680	2018
432 galvanized brackets and pans	Standard boardwalk pans and upper brackets with galvanized hardware	\$25,946	2018
Curbing for boardwalk	2 x 4's and blocks with hardware	\$6,209	2018
Delivery	4 truckloads lumber and hardware	\$1,000	2017
Labor	All labor associated with actual boardwalk construction (contracted)	\$102,850	2018
	(Local administration costs are not included or accounted for anywhere in this application.)		
<b>Total</b>		<b>\$266,756</b>	2018

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