

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

DATE	MARCH 31, 2017	PROJECT ADDRESS	7131 166 TH AVE
PROJECT. TITLE	PRELIMINARY PLAT AND VARIANCE REQUEST: HOMESTEAD ROAD		
ESCROW #	115464		
DEPARTMENT:	Community Development: Planning Division (Zoning Code)		
TECHNICAL REVIEWER:	Name: Chris Anderson, City Planner Phone: (763) 433-9817 Email: canderson@cityoframsey.com		

We offer the following comments regarding the Preliminary Plat submittal for Homestead Road as it relates to the City's Zoning Code. The Preliminary Plat submittal consists of three (3) sheets, prepared by Advance Surveying & Engineering Co. and dated October 18, 2016, revised March 2, 2017. The proposal also includes a variance request to deviate from the minimum lot depth requirement. Two (2) exhibits, prepared by Advance Surveying & Engineering Co. and dated January 13, 2017, were also received relating the variance request.

Staff provides the following comments that require revisions:

Sheet S1 (Preliminary Plat)

1. On Lot 2, there appears to be a measurement noted as 6.9 feet, what is this measurement for? This must be clarified on the Plan Set.
2. Net density clarification required. Calculation shows gross area divided by the total number of units. Net density is defined as net acreage (gross acreage minus wetlands) divided by total number of units. It may be that the gross area already subtracted out the wetlands, but the acreage of wetland should be listed under the Net Density Information.
3. Side yard setback for habitable portions of a structure is ten (10) feet. It is unclear whether the proposed home on Lot 3 is compliant with that setback. This is also applicable to Lot 1; it is assumed that there will be some habitable space behind the garage (based on Exhibit 1) and thus that portion of the structure is subject to the ten (10) foot setback as well. The ten (10) foot building setback line shall be shown on Sheet S1 and Exhibits 1 & 2 to verify compliance.
4. As proposed, Lots 1 and 3 require a variance to the lot depth standard. This will be considered by the Planning Commission at the same time they consider the Preliminary Plat.
5. Based on the proximity of the proposed home on Lot 3 to the wetland setback to the north and east, any potential patio or deck would need to be located near the northeast corner of the home and will not be permitted to encroach into this setback area.

Sheet S2 (Grading Plan)

1. Both proposed rain gardens shall be encumbered with drainage and utility easements.
2. A Maintenance Agreement for both rain gardens shall be required. Preparation of this Agreement is the responsibility of the Applicant and the Agreement is subject to review and approval of the City. Note that these will need to be maintained by each property owner, not the City.
3. A planting plan for each rain garden is required. Note that it is recommended to use a limited number of plant species in each garden to simplify maintenance activities of the future property

owners. The Anoka Conservation District has information on rain gardens that may be helpful: https://www.anokaswcd.org/images/AnokaSWCD/Technical%20Assistance/Brochures/2015/brochure_raingardens.pdf. Planting plans are subject to review and approval by the City.

4. While a Tree Inventory was completed, it is not shown on the grading plan. A separate sheet shall be prepared that includes the trees, property boundaries, and grading information. This sheet shall clearly indicate trees being preserved and those proposed for removal.

Sheet S3 (Utility Plan)

1. Re-label this sheet to S3 (currently labeled as S2).

Plat Sheet

1. Revise street name to 166th Ave.
2. Revise drainage and utility easements to encumber both rain gardens and that portion of the existing stormwater pond that would now be on private property (if the permanent road easement were to be vacated).

General: The applicant is requesting review of a Preliminary Plat that contemplates platting the property at 7131 166th Ave NW (the "Subject Property") into three (3) single family residential lots. The existing home would remain as part of this plat and each of the three (3) lots would be served by municipal sewer and water. In general, the Subject Property is a difficult property to subdivide due to the expansive wetland and floodway located on the property. As proposed, a variance to lot depth would be necessary for Lots 1 and 3. In both instances, the encroachment into the 60' x 100' buildable area box is rather limited. Considering this, Staff believes the Applicant has done a commendable job with the proposed Preliminary Plat with regard to the proposed number of proposed lots.

Land Use and Zoning: The Subject Property is guided Low Density Residential in the Comprehensive Plan and is located within the R-1 Residential (MUSA) zoning district. Review of the Preliminary Plat is based on the current zoning designation of R-1 Residential (MUSA). Each proposed lot complies with the minimum lot size of 10,800 sq. ft.

Net Density Calculations. The Applicant shall provide gross acreage, as well as net acreage. Net acreage is calculated by subtracting wetland acreage from the gross acreage. The Applicant has provided a calculation of one (1) unit per 1.02 acres; however, the acreage of wetland must be added to the Net Density Information table on Sheet S1. *This table should list the gross acreage of the entire site, the acreage of wetland, net acreage (gross acreage minus the acreage of wetland), and net density (net acreage divided by total number of lots).*

Setbacks: The required setbacks are outlined below.

Setbacks	
Required:	Proposed:
Front yard: 30 feet	30 feet
Side yard uninhabitable: 6 feet	6 feet
Side yard habitable: 10 feet	10 feet
Side yard corner: 30 feet	Not applicable
Rear yard: 30 feet	30+ feet
Minimum lot width: 80 feet/corner lot 90 feet	80 feet

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

On Lots 1 and 3, the side yard setback is shown as six (6) feet. While this is accurate for the uninhabitable portions of the proposed structures (garages), the minimum side yard setback for habitable (home) portions is ten (10) feet. *The building setback line along the east line of Lot 1 and the west line of Lot 3 shall be revised to ten (10) feet.*

Building Elevations: No elevations of the proposed homes were submitted. Individual models are not included for review. In a single family development, it is difficult to approve every individual potential model at time of Plat. The Applicant has included a possible deck on the proposed home on Lot 1. This should also be provided for the proposed home on Lot 3. Based on the proximity to the wetland setback boundaries, the only possibility for a deck/patio on Lot 3 is off the northeast corner of the home.

Streets: 166th Ave is a Municipal State Aid (MSA) road, which requires a dedicated right-of-way (r-o-w) of eighty (80) feet. The Preliminary Plat is proposing to dedicate forty (40) feet of right-of-way to the public. As part of the reconstruction of 166th Ave, the City was granted a permanent road easement over portions of the Subject Property. As part of the platting process, this permanent road easement underlying what will become dedicated public right-of-way shall be vacated (plat must be adjusted though to ensure that there is sufficient drainage and utility easement around the existing stormwater pond). *A description of the Easement shall be prepared by the Applicant and submitted to the City for processing an Easement Vacation (done via ordinance, which requires two [2] readings by City Council).* There is an existing sidewalk in front of the Subject Property; no additional sidewalk is required.

Easements: Drainage and utility easements are required on each lot and must be ten (10) feet in width abutting dedicated right-of-way, five (5) feet in width along both side lot lines, and encumber any 100-year storm event for all existing and proposed surface waters and wetlands. Additionally, Drainage and Utility Easements must extend at least sixteen and a half (16.5) feet beyond the delineated wetland edge. *The Plat must be revised to provide sufficient drainage and utility easement over both rain gardens as well as the existing stormwater pond.*

Density Transitioning: The proposed plat is adjacent to an existing larger lot residential neighborhood that is zoned R-1 Residential (Rural Developing), and thus, density transitioning would be applicable. However the lot directly adjacent to the subject property is owned by the City and appears to be entirely wetland. As such, this satisfies the density transitioning requirement.

Tree Preservation: A detailed tree inventory identifying all significant trees, as defined in City Code [Section 117-327](#) (and outlined below), was submitted. However, the inventory was not overlaid with the grading plan nor were there any indications of which trees were proposed to be removed or preserved. *The*

Tree Inventory must be added to the grading plan and must specify the intended fate of each tree (saved or preserved). This will also assist in determining whether any additional landscaping is required.

The inventory does indicate that there are oaks present on the Subject Property. As noted above though, it is unclear whether any site improvements would occur within vicinity of these trees. Due to concerns with Oak Wilt, any clearing within a stand of oak trees shall be completed prior to April 15 or after July 15. *If construction activities will occur within this stand of oaks, an Oak Wilt Management Plan could be prepared outlining steps that would be taken to prevent the introduction and spread of Oak Wilt beyond the Subject Property.*

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. There shall not be any fill (topsoil or sod) placed within any designated wetland or flood zone.

Development Fee Calculations: Development Fees will be due on the Plat. A DRAFT of the Development Fees is as follows:

Fee Type	Units	Unit Type	Unit Price	Total
Park Dedication (0-12 units per acre)	2	Per unit	\$2,800	\$5,600
Trail Development	2	Per unit	\$800	\$1,600
Water Fees (Trunk/Connection)	3	Per unit	\$1,925*	\$5,160
Water Fees (Lateral)	3	Per acre	TBD	TBD
Sewer Fees (Trunk/Connection)	3	Per unit	\$1,154	\$3,462
Sewer Fees (Lateral)	3	Per acre	TBD	TBD
Stormwater Management	2	Per unit	\$473	\$946
Street Light (Cobra)	TBD	Per light	\$1,300	TBD
Street Light (3 Year O&M)	TBD	Per light	\$294	TBD
Sewer Availability Charges (SAC)	3	Per SAC Unit	\$2,485	\$7,455
Water Availability Charges (WAC)	3	Per WAC Unit	\$1,236	\$3,708

*Per the Water Main and Sanitary Sewer Cost Contribution/Reimbursement Agreement

Development Agreement: Upon approval of a Final Plat, an executed Development Agreement will be required prior to releasing the plat for recording.

CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE

DATE	MARCH 31, 2017	PROJECT ADDRESS	7131 166 TH AVE NW
PROJECT. TITLE	HOMESTEAD ROAD		
ESCROW #	115464		
DEPARTMENT:	Community Development: Planning Division (Landscape Plan & Environmental Resources)		
TECHNICAL REVIEWER:	Name: Chris Anderson, City Planner Phone: 763-433-9817 Email: canderson@cityoframsey.com		

We offer the following comments regarding the Tree Inventory and Protection Plan prepared by Soil Investigation and Design Inc. and dated February 13, 2017:

The City’s Natural Resources Inventory (NRI) identifies some moderate quality aspen forest (saturated soils) and non-native graminoid (grass) vegetation. Most, if not all of the moderate quality natural area is within wetland and/or floodplain area and thus, would not be impacted (or experience very little impact) as a result of the proposed development.

The Tree Preservation Plan indicates that only fourteen percent (14%) of the significant tree DBH inches will be removed, well below the allowable removal threshold. However, the plan set does not specify which trees will be removed and preserved, nor does it graphically depict the trees on the Preliminary Plat.



There is no Landscape Plan included in the plan set. While preserved trees can be credited toward the landscape requirements, it is not clear whether they would constitute front yard trees or not as they are not included on the Preliminary Plat. The plan set needs to be revised to include the tree layer on the Preliminary Plat before a determination can be made on compliance with landscaping requirements.

Topsoil is required for all lots being improved with a principal building. A note must be added to the plan set stating that topsoil, meeting the City’s topsoil specification. There shall be no fill, including topsoil and sod, placed within the floodway or wetland areas.

The project is proposing the use of rain gardens on Lots 1 and 3 to address the infiltration requirements of the LRRWMO. Engineering Staff are reviewing that information to determine compliance. At a minimum, the rain gardens will need to be encumbered with Drainage and Utility Easement as well as a Maintenance Agreement to address responsibilities to ensure functionality. Planting plans and specifications must be provided for the rain gardens.

A variance to lot depth is required for both Lot 1 and Lot 3. Note that the plans were revised to reposition the house pad on Lot 3 in response to comments received during review of the Sketch Plan (previous location did not require a variance, but was not supported by neighboring property owner due to position behind their home). Lot 3 is deficient by only seventy-eight (78) square feet. Lot 1 is deficient by 268 square feet. However, the Preliminary Plat does include a twelve by twelve (12' x 12') deck to demonstrate that this common home owner improvement would still fit on the property.

Required Revisions

Tree Preservation Plan

- Tree layer must be added to plan set that includes the lot boundaries, grading contours, and proposed house pads.
- Revise plan to clearly indicate trees being removed and trees being preserved.
- If preserved trees do not qualify as front yard trees, a Landscape Plan shall also be prepared and submitted including proposed species, caliper (size), root stock, and it shall include a planting detail as well.
- 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 S2

- Encumber rain gardens with Drainage and Utility Easements.
- Add note to sheet specifying that a Maintenance Agreement will be prepared for review and approval by the City.
- Maintenance Agreement will need to be recorded against each lot containing a rain garden.
- Update the plan sheet with planting design, species, and specifications.

Sheet S3

- Revise Drainage and Utility Easements to include rain gardens.

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

DATE	MARCH 31, 2017	PROJECT ADDRESS	NORTH OF 166 TH AVE, WEST OF LIMONITE STREET
PROJECT. TITLE	HOMESTEAD ROAD		
ESCROW #	115464		
DEPARTMENT:	Engineering		
TECHNICAL REVIEWER:	Name: Leonard Linton Phone: 763 433-9834 Email: llinton@ci.ramsey.mn.us		

The Engineering Department offers the following comments regarding the Preliminary Plat Exhibits for Homestead Road. The submittal consists of 4 sheets prepared by Advance Surveying and Engineering Co. dated October 18, 2016, revised March 2, 2017. The submittal included 2 lot depth variance exhibits and a tree survey report prepared by Soil Investigation and Design, Inc. dated February 13, 2017.

General comments:

- 1. A legend must be shown on all sheets. All symbols used on that sheet must be added to the legend for the sheet. A scale must be shown on all sheets.**
2. Class 5 shall meet the Ramsey modified gradation. This gradation must be included in the details.
3. Plan readability – Proposed sanitary sewer lines and symbols, and watermain lines and symbols must be the most prominent items on the sewer and water sheets. Proposed storm sewer lines and symbols must be the most prominent on the storm sewer sheets. Proposed curb lines, sidewalks and pedestrian ramps must be the most prominent lines on the street sheets. All other lines on the sheet must be screened so the lines and symbols for proposed features stand out. This includes the symbols in the legends which must match the plan view in size, pattern, weight, and color.
- 4. Underlying lines must be broken where they are under text boxes to enhance readability. Underlying text must be moved so there is not text on text.**
5. The southern curb line must be shown on sheets S1, S2 and S3.

Sheet Specific Comments:

Plat Sheet:

1. The plat must be revised in the southeast corner of Lot 3 to remove the note about vacated portion of road easement. The City is not vacating that easement. Additional easement must be dedicated to encompass the 100 year elevation of the existing pond. A portion of the road easement may be vacated with the plat if it is outside of the new pond easement.
2. New road right-of-way indicated as “possible future right-of-way” on the preliminary plat sheet must be dedicated with the plat.

Preliminary Plat Sheet S1:

1. The dashed line indicating possible future right-of-way must be changed as noted above.

Preliminary Plat Grading Plan Sheet S2:

1. The dashed line indicating possible future right-of-way must be changed as noted above.
2. The lot dimensions must be turned off on this sheet.
3. The line weights must be modified to differentiate between existing and proposed conditions.
4. Consider rotating the sheet and enlarging the scale to show the southern 300 feet of the lots as this is where all of the new work is occurring.
5. The proposed rain garden leader for Lot 1 runs into an existing contour line. Work needs to be done on the plans along 166th Avenue to improve readability.
6. The sanitary sewer labels must be turned off on this sheet.
7. The bottom of the rain gardens must be 3 feet above groundwater level to be considered eligible for infiltration credit. A hand auger boring must be performed in each proposed rain garden. The information from the boring can be shown on the final grading plan,
8. The proposed garage elevation must be listed for lots 1 and 3.
9. The FEMA 100 year flood elevation must be shown on this sheet.

The lowest floor elevation of all development, including basements, must be at least 3 feet above the highest anticipated ground water table, 2 feet above the designated or designed 100-year flood elevation, or 1 foot above the emergency overflow, whichever is higher.

Preliminary Plat Utility Plan Sheet S3:

1. See note for sheet S2.
2. The dashed line indicating possible future right-of-way must be changed as noted above.
3. Turn off the dimensions on the utility sheet.
4. Add City details STR25 and STR 26 to the plan set. The details are available on the City website.
5. Add the following notes to the final utility plan regarding abandoning the existing services.
 1. The work shall be inspected by the City.
 2. The contractor must provide a detour plan to the City for approval prior to commencing work.
 3. Pavement shall be sawcut per detail STR25, with the wear course milled to offset the vertical joints prior to paving.
 4. The excavation must be backfilled at the end of the day, restored with Class 5 and open to traffic.

Tree Survey Report:

1. The tree survey information must be included as a sheet in the plans showing the location of trees to protect or remove in the area of the proposed homes. The viewport should match the grading and utility plan for showing the trees to be removed.