

CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE

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

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

We offer the following comments regarding the Conditional Use Permit (CUP), Sketch Plan, Final Plat and Site Plan submittal for Trott Brook Hall as it relates to the City's Zoning Code. The plan set consists of seven (7) sheets; a Preliminary Plat prepared by E.G. Rud & Sons, Inc., dated April 5, 2017 and Civil Engineering Plans prepared by Plowe Engineering, Inc. and dated March 9, 2017 (C1, C2, C3, C4, C5.1, and C5.2). Religious institutions more closely function like commercial uses do and thus, the B-1 Business District standards are being applied to the plan review for this project.

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

Preliminary Plat Sheet:

1. Add subdivision name to sheet.
2. Provide square footage of each lot being created (under Ares, acreage is provided but not square footage).
3. Parking and maneuvering areas are required to have a twenty (20) foot setback from public road right-of-way. It does not appear that proposed parking area meets this setback. Adjust the location of the parking/maneuvering area to meet minimum setback and include setback measurement on plan set.
4. Existing driveway that serves the dwelling on the Exception must be modified to connect to the proposed northern access for Lot 1. This was discussed during a pre-application meeting between City Staff and the Applicant.
5. Add note about future one (1) story activity center to this plan sheet to match C3.
6. Provide a calculation of acreage being added to the Church's property. This calculation is necessary to determine the applicable development fees.

C2:

1. Existing driveway that serves the dwelling on the Exception must be modified to connect to the proposed northern access for Lot 1. This was discussed during a pre-application meeting between City Staff and the Applicant.
2. A cross-access easement is required for the proposed northern access as it straddles the boundary of Lots 1 and 2.
3. Parking and maneuvering areas are required to have a twenty (20) foot setback from public road right-of-way. It does not appear that proposed parking area meets this setback. Adjust the location of the parking/maneuvering area to meet minimum setback and include setback measurement on plan set.
4. Septic location must be protected throughout construction. Add that note (and barrier) to plan set.
5. Septic system must be evaluated to ensure sufficient capacity to accommodate the proposed building expansion.
6. The building expansion may require fire suppression. Coordinate with the Building Official for this determination.
7. Add note about future one (1) story activity center to this plan sheet to match C3.

C3:

1. Existing driveway that serves the dwelling on the Exception must be modified to connect to the proposed northern access for Lot 1. This was discussed during a pre-application meeting between City Staff and the Applicant.
2. A cross-access easement is required for the proposed northern access as it straddles the boundary of Lots 1 and 2.
3. Parking and maneuvering areas are required to have a twenty (20) foot setback from public road right-of-way. It does not appear that proposed parking area meets this setback. Adjust the location of the parking/maneuvering area to meet minimum setback and include setback measurement on plan set.
4. Septic location must be protected throughout construction. Add that note (and barrier) to plan set.

Staff provides the following comments for general review of applications:

Conditional Use Permit

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

Sketch Plan and Final Plat

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

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

Streets and Access. The project site will continue to be accessed from CSAH 5. Two existing accesses will be removed as part of the project with a new egress only access proposed centered on Lot 1 and a new ingress/egress access proposed straddling the boundary between Lots 1 & 2. The northern access will require a Cross-Access Easement recorded against both lots. Additionally, as was discussed in one of the pre-application meetings, the existing private driveway will need to be modified to connect to the northern access to CSAH 5 rather than continuing to have its own, separate access. The plans have been sent to Anoka County Highway Department staff for official review and comment.

Grading and Drainage Plans. Please see Engineering Comments with regard to grading and drainage. Please note that Engineering Comments will be provided as an addendum to this Staff Review Letter.

Easements. Drainage and utility easements shall be provided for both lots. Drainage and utility easements shall be ten (10) feet in width adjacent to road right-of-way and unplatted areas and five (5) feet along all common lot lines being platted. Additionally, drainage and utility easements are required around all wetlands and stormwater ponds. The easement shall be a minimum of sixteen and a half feet (16.5 feet) in width.

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

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

Site Plan

General. The project proposes an expansion of approximately 3,950 square feet off the northeastern wall of the existing building. Sheet C3 also includes an area noted as a future one (1) story activity center. This addition should be noted on the other applicable plan sheets as well

(Preliminary Plat, and C2). There were no building elevations submitted for the proposed expansion and thus, exterior materials and height are not known at this time.

Exterior Finish. City Code Section 117-114 (B-1 General Business District) outlines acceptable exterior wall finishes, which include face brick, stucco, glass, wood, natural stone, specifically designed pre-cast concrete units whose surfaces have been integrally treated with an applied decorative material or texture, or other materials as approved by the City. It is unknown what the proposed exterior materials are for the building addition. This information must be provided. Note that matching the materials of the existing building would be supported by City Staff even if not included in the list of acceptable wall finishes.

Building, Parking, and Maneuvering Setbacks. The proposed building expansion appears to be meet or exceed all required setbacks. This also applied to the future expansion for the one (1) story activity center. All proposed parking and maneuvering areas must be setback from the road right-of-way at least twenty (20) feet. It appears that the proposed parking area will need to be adjusted slightly to comply with this setback requirement. That measurement should also be shown on the plan set.

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

Landscaping. One (1) tree per 1,000 square feet of building footprint is required along with one (1) tree for every ten (10) new parking stalls. It appears that there are eighty (80) new parking stalls proposed and 3,946 square feet of building expansion. A total of ten (10) new trees shall be provided as part of the project focused primarily around the parking lot. Trees shall be a minimum of two and a half inches (2.5") in diameter (deciduous) or six (6) feet in height (coniferous) and there should be a mix of both coniferous and deciduous trees installed. A landscaping plan, including planting details, shall be provided.

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