

AGENDA

NEW BRIGHTON PLANNING COMMISSION
REGULAR MEETING

TUESDAY, MARCH 15, 2011
7:00 P.M.

1. Call to Order:

2. Roll Call:

_____ Bruce Howard	_____ James Alvey	_____ Norm Schiferl	_____ Verne McPherson
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_____ Steve Danger	_____ Paul Zisla	_____ Erin Nichols Matkaiti
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3. Agenda Review

4. Approval of Minutes

(A) February 15, 2011

5. Report on Council Action: Mr. David Phillips, City Council Member

6. Public Hearings

(A) Patrick Kinney requests consideration of a Special Use Permit to allow encroachment on the required 30' front yard setback for a front entryway addition at 2089 Mississippi Circle.

(B) Andy Bryce on behalf of CU Auto Resource Center requests consideration of a Special Use Permit to allow automotive sales at 877 3rd Street SW, Suite #6.

(C) Bruce Thompson on behalf of Ramsey County Property Management requests consideration of a Site Plan and Special Use Permit to allow construction of a 19' x 77' building addition at 400 10th Street NW (New Brighton Family Service Center) to accommodate a new 6,175 square foot Ramsey County branch library.

7. Acknowledgment of Years of Service for Commissioners Zisla & Schiferl

8. Adjourn: _____

WORKSESSION (to follow regular meeting, if time permits)

Landscaping Standards

** A Quorum of the City Council may be present.*

PLANNING COMMISSION PROCEEDINGS

Regular Meeting – February 15, 2011 7:00 p.m.

Present: Commissioners Bruce Howard, James Alvey, Steve Danger, Paul Zisla Norm Schiferl, Verne McPherson and Erin Nichols-Matkaiti

Absent: Councilmember Phillips

Also Present: Janice Gundlach-City Planner, and Katie Bruno-Office Assistant.

Agenda Review: Chairperson Bruce Howard suggested the following additional information be added following the Public Hearings:

- Upcoming Seminars.
- Clearwire update.

Minutes: Minutes from January 18, 2011 were presented and approved.

Council Action: There was not a council liaison present at the meeting.

Public Hearing:

- A) **Anna Miranda requests consideration of a Special Use Permit to allow operation of an event center at 400 Old Highway 8 NW.**

City Planner Gundlach reported the applicant is requesting a Special Use Permit to permit operation of a “Multi-Purpose Area” (also being termed an event center) at 400 Old Highway 8 NW. This site is the former American Tri-City Legion, who has since sold the building and no longer is in operation. Staff determined there were three major issues of concern with regard to the event center; types of events, parking, and hours of operation. While these issues were a cause for concern, it was noted that the Legion operated in a similar manner, and to City staff’s knowledge no issues were reported (aside from maintenance). Major difference is the applicant’s events are likely to involve public admission where the Legion primarily held private events. Ms. Gundlach reported there is a concern of a nightclub-like atmosphere, so a security plan is required. The main parking concern is that general numbers suggest there is a 29 stall shortage – assuming all three uses function separately – which is probably not the case. Shared parking to north and a valet system have both been explored by applicant.

The following information was shared regarding the hours of operation:

- Bar & restaurant can be open until 2 am according to State Law – City cannot impose further restrictions as the restaurant and bar are permitted uses.
- City can restrict hours on the event center in an effort to mitigate any negative impacts that might result to the neighborhood.
- Hours of operation can control the crowd dispersion into the neighborhood and help to minimize noise.
- Monday – Thursday: close at 10pm
- Friday – Sunday: close at 12 midnight – stop serving alcohol at 11:30pm
- Music & audible voice will be prohibited at the property boundaries.
- With conditions, staff believes the use will function much like Legion did and not pose negative impacts to the neighborhood.

83 notices were sent out, three inquiries were received, none in writing.

Ms. Gundlach stated it is the staff recommendation to recommend the City Council approve the Special Use Permit, consistent with the following 10 conditions:

1. Uses limited to live music, family shows, trade shows, community meetings, and private events.
2. Physical contact events prohibited.
3. Occupancy loads cannot exceed 267.
4. Live entertainment uses open to the public admitting more than 100 persons must include a security plan approved by Public Safety.
5. On-street parking is prohibited.
6. Fence in rear yard is replaced/repared as necessary.
7. Fence surrounding dumpster area is replaced/repared as necessary.
8. No music or audible voice is detectable at property boundaries.
9. Multi-functional area closes at 10pm, Monday-Thursday and 12 midnight Friday – Sunday. No liquor served past 11:30pm.
10. Inspection required by staff prior to opening for business.

Commissioner Schiferl questioned how 100 people would be defined.

Ms Gundlach responded the applicant will be responsible to check ID at the door, and maintain a running total of those in the event center.

Commissioner Alvey noted condition number 8 is not very objective: *No music or audible voice is detectable at property boundaries*. Ms. Gundlach suggested the language could be changed to be more objective, and she would talk to the City Attorney. Commissioner Zisla noted the music part of the condition is clear, however the parking lot restriction, is broad.

Commissioner Schiferl asked if there were many noise complaints from the Legion. Ms. Gundlach noted she was not aware of any, however Public Safety may have a record of complaints.

Commissioner Danger noted he has observed when a club closes down, patrons tend to be loud.

Chairperson Howard opened the Public Hearing at 7:22 pm.

Anna Miranda stated she has a security plan to lessen the problem with parking lot noise. Patrons will be directed to leave the premises immediately, and not be allowed to loiter in the parking lot.

Commissioner Zisla asked for a description of Public Events. Ms Miranda responded they may bring a special singer, tickets will be sold for the event. Live music events may be once a week, although specifics are not yet known.

Commissioner Danger questioned where the valet parkers will park cars. Ms. Miranda stated she has been talking to her neighbor to the north.

Commissioner Schiferl noted the conditions run with the land and not the business.

Commissioner Nichols-Matkaiti asked Ms. Miranda what her experience and background area is. Ms. Miranda stated she is the President of a non-profit organization, and events can provide a great fundraising opportunity. She also has restaurant experience.

Commissioner Danger questioned how they will control the patrons from going to the bar then back to the Event Center with their cocktail. Ms. Miranda requested being permitted to serve alcohol until 1:00 am. Commissioner Zisla and Ms. Gundlach suggested amending certain conditions in the future, based on historical data.

Commissioner Danger also expressed concern with the patrons from the Event Center moving into the bar and not leaving the facility. Ms. Miranda noted this is the first time she has had a business with three separate uses, and was not completely sure how everything would play out.

Commissioner Zisla questioned the possible number of patrons that may be visiting the facility. City Planner Gundlach reported the Fire Code occupancy maximums, noting the following, 136 for the

restaurant, 455 for the bar and 267 allocated to the multi functional events. Ms. Gundlach noted these numbers are subject to change due to variables. Ms. Gundlach noted she used an American Planning Publication to determine the parking recommendation for the Event Center, as the City Code does not address that.

Commissioner Schiferl questioned where employee parking fits, Ms. Gundlach noted it is figured into the total. Commissioner Schiferl questioned the procedures for a really popular event, and if patrons cannot get into the event center. Ms. Miranda stated that she has never encountered that dilemma; typically advance tickets are sold, so the number is known in advance. Commissioner Zisla questioned if the Zoning Code would allow live music in the bar and restaurant. Ms. Gundlach stated it is a permitted use. City Planner Gundlach clarified the multi functional pieces of the application are what is triggering the Special Use Permit. Commissioner Howard questioned if the applicant could use the space in the building as a bar and restaurant, using the entire space. Ms Gundlach noted that would be a permitted use; however the building currently has three very distinct areas. Ms. Gundlach provided clarification between public and private events.

Commissioner Nichols-Matkaiti questioned if a ticketed event would be considered a public event.

Ms. Gundlach explained the intent was that any person from the public, who can enter, would constitute a public event, regardless of advance ticket sales.

Commissioner Schiferl questioned if the City has any recourse regarding the liquor license. Ms. Gundlach explained she does not manage the liquor license, and is not aware of all of the requirements.

Patrick Rother, 490 9th Ave NW made the following comments:

- Could the outdoor lighting be modified?
- Overflow parking
- Property clean up/maintenance
- Loading and unloading of equipment late at night
- Could a 10:00 pm closing be imposed on Sundays?
- It was noted, noise was heard from the tri-city legion.
- Other noise complaints include dumping bottles early on the morning, revving car motors, car alarms.
- A defined smoking area was requested.

Mr. Rother asked if the Special Use Permit conditions still apply to a different use. Ms. Gundlach reported the conditions only apply to the Special Use Permit which is the Event Center.

The question was asked by Mr. Rother if there is a concern with patrons moving from the event center to the bar. Ms. Gundlach explained that will be the responsibility of the owner to monitor that.

Mr. Rother stated he is not opposed to the annual after parade event during Stockyard Days.

City Planner Gundlach noted that could be done as a private event, but the conditions would have to be met.

Commissioner Schiferl noted almost everything could require a security plan. Commissioner Zisla questioned if the Legion had security present for a wedding. Commissioner Schiferl stated he would like to start out conservatively, with the option of future changes to the Special Use Permit. Commissioner Nichols Matkaiti suggested removing the “live entertainment” component as a DJ night could draw just as large of a crowd as live entertainment.

City Planner Gundlach reported Public Safety is in favor reviewing the security plan.

Commissioner Howard stated he feels good with the staff recommendation, and is happy to bring a business to town that many can take advantage of. Commissioner Schiferl stated the following:

- 1.) He is in favor of setting a 10:00 pm Sunday closing time.
- 2.) He is concerned if the applicant cannot obtain a parking agreement with the northerly neighbor as anticipated.

Commissioner Zisla clarified the concern was with the possible overspilling of patrons into the neighborhood. It was thought that by controlling parking, an overall control would follow.

Commissioner Zisla suggested a formal agreement for parking (additional 29 stalls) be made between Anna Miranda and the northerly neighbor. Ms. Gundlach suggested adding the following language to bullet point No. 4 to include "including a parking plan to address use of an additional 29 stalls."

Commissioner Danger questioned if Ms. Mirnada can get a written agreement from a neighbor. City Planner Gundlach stated there a couple ways Ms. Miranda can proceed. She could get a permanent shared parking easement, or an event by event basis.

Commissioner McPherson made a motion, Commissioner Zisla seconded to:

- Adjust item Number 4 as suggested, and direct staff to create language addressing parking arrangements in the event more than 100 patrons are expected.
- Adjust item Number 9 to read Friday and Saturday until midnight.

Ms. Miranda stated that the proposed hours of operation are not conducive to her business, and suggested a 1:00 am closing time would be fair. Commissioner Zisla noted it would probably be ok to keep the event center open until 1:00 am, with the restriction of liquor sales stopping earlier. Commissioner Schiferl noted the problem is the property is located so close to a residential area.

Ms. Miranda asked for a chance to prove she will operate in compliance. Commissioner Danger noted he understand Ms. Miranda's concerns related to hours of operation, and feels any problems will get resolved via the Public Safety Department.

A resident living directly behind the property stated she is concerned with the later hours of operations especially on Sundays, and requested a 10:00 pm closing be required.

Motion by Commissioner Zisla, seconded by Commissioner Schiferl to close the Public Hearing.

7 Ayes, 0 nays, Public hearing was closed at 8:45 pm.

Ms. Gundlach noted the restaurant requires 31 parking stalls, the bar requires 41 stalls, leaving 38 of the total 110 for the event center. The parking ratio used to determine the needed 72 stalls was based on 1 stall per 4 persons. Based on that formula, 152 people would be allowed. Ms. Gundlach suggested including a condition for any persons over 152, for every 4 persons, 1 other stall would be required.

Commissioner McPherson suggested the following hours of operation be required:

A: Hours of operation for Sunday-Thursday 10:00 pm.

B. Hours of operation for Friday-Saturday 1:00 am, with alcohol not being served past 12:30.

Commissioner Schiferl suggested more time between the time alcohol is stopped being served and closing time. Commissioner Danger stated he feels it would be reasonable to allow liquor to be sold until 1:00 am on Friday and Saturday nights, provided the business remains problem free. Commissioner Zisla expressed concern with the bar and event center closing at the same time.

Motion by Commissioner Zisla, seconded by Commissioner McPherson to approve staff recommendation with the following two amendments to condition number 9. .

A: Hours of operation for Sunday-Thursday 10:00 pm.

B: Hours of operation for Friday and Saturday 1:00 am, with alcohol not being served past 12:30.

6 Ayes, 1 Nay, motion carried.

Ayes: Commissioner Howard, Zisla, Alvey, Nichols-Matkaiti, Schiferl, and McPherson

Nays: Commissioner Danger

Ms. Gundlach suggested two ways to address the parking issue:

1. Could add additional language to the fourth bullet point that says

“The applicant has to provide as part of the security plan, a plan to address overflow parking if needed”
or

2. An event that admits more than 150 people has to provide more parking.

Commissioner Zisla commented he preferred the second option, because of the specificity.

Ms. Gundlach stated the revised condition as follows:

Any event consisting of live entertainment open to the public and admission of more than 100 persons must include a security plan submitted and approved by the Public Safety Department at least 7 days in advance of the event. *Events admitting more than 150 persons require that the applicant secure additional parking at a ratio of 1 stall to every 4 persons, and that be included as part of the security plan.*

Motion by Commissioner Zisla, seconded by Commissioner Danger to amend condition number 4 as stated by the City Planner.

Commissioner Schiferl wanted to clarify the staff would have the ability to make any adjustments as needed following review by Public Safety. Commissioner McPherson would like to see less specific wording.

6 Ayes, 1 Nay, motion carried.

Ayes: Commissioner Howard, Zisla, Alvey, Nichols-Matkaiti, Schiferl, and Danger

Nays: Commissioner McPherson

Commissioner Zisla noted he had concern with condition number 8: *No music or audible voice is detectable at the property boundaries.*

Commissioner Howard asked if that condition would include noises other than music or audible voice (loading and unloading.) Ms. Gundlach stated the intent is to include loading and unloading, and this would be monitored by complaints received. Ms. Gundlach explained most other noises are covered under the nuisance code.

Commissioner Nichols Matkaiti suggested adding the word “opponent” to condition Number 2, to avoid any confusion with dancing as a contact sport. Ms. Gundlach reported the Public Safety Department drafted the language and she would look into that further.

Motion by Commissioner Zisla, seconded by Commissioner Schiferl to move approval staff recommendation with the amendments to Number 4, and Number 9.

7 Ayes, 0 nays, Motion Carried

- (B) City of New Brighton requests consideration of a Preliminary Plat impacting property on the east side of Old Highway 8 NW within the Northwest Quadrant Redevelopment Area, creating four outlots, to be known as Outlots A – D, NORTHWEST QUADRANT EAST.**

City Planner Gundlach reported City staff is requesting Preliminary Plat approval, to be known as NORTHWEST QUADRANT EAST, which would allow assembly of existing parcels within the Northwest Quadrant Redevelopment Area. The area specifically included in the preliminary plat is all the land on the east side of Old Highway 8 NW, north of I-694, west of I-35W, and south of 14th Street NW. The land would be assembled into four separate outlots and approximately 5.6 acres would be dedicated for roadway purposes. The Planning Commission is being asked to consider the preliminary plat at this time in an effort to clear title and assemble land in preparation for future development. Final plat consideration will follow preliminary plat approval, where the lots will legally be created into four outlots.

Commissioner McPherson asked the reason for the request. Ms. Gundlach reported the 11 parcels have many legal descriptions that overlap and have gaps due to poor surveys in the past. It was reported that developers prefer clean title, and staff hopes to expedite development in the future.

Motion by Commissioner Alvey, seconded by Commissioner Danger to close the Public Hearing.

7 Ayes, 0 nays, Public hearing was closed at 9:14 pm.

Motion by Commissioner Zisla, seconded by Commissioner Schiferl to approve staff recommendation

7 Ayes, 0 nays, Motion carried

Announcements:

(A) Upcoming Seminars

City Planner Gundlach informed the Commission that the City will enroll any interested commissioners in any of the upcoming Government Training Service Seminars.

(B) Update on clearwire

It was reported that Clearwire has informed the City that they are unable to build the pole that they originally planned to. They can build a 39" diameter pole, which is 9 inches larger than the original approved pole. Staff will bring the item to the City Council at some future date.

Commissioner Zisla noted the approval was based on a specific design, and is not in agreement with Clearwire to approach the City stating they can build an alternative design. City Planner Gundlach stated Clearwire will likely have to go through the approval process again.

Adjournment:

Motion by Commissioner Danger, seconded by Commissioner Alvey to adjourn the meeting.

7 Ayes, 0 Nays, Motion Carried

Meeting adjourned at 9:20PM

PLANNING REPORT

DATE: March 8, 2011
CASE: SP2011-003
SUBJECT: Special Use Permit to permit a front entry roof addition within the front yard setback
APPLICANT: Patrick Kinney

REQUEST & BACKGROUND

The applicant requests a Special Use Permit to permit construction of a 6' x 12' front entry addition to the home at 2089 Mississippi Circle. The proposed front entry addition would encroach approximately 6' into the required 30' front yard setback, for a total front yard setback of 24'. Zoning Code Section 4-040 (3) (B) provides for a maximum encroachment of 35% of the width of the home or 12', whichever is less, when specified conditions are met. Staff has worked with the applicant to confirm that the submitted plans are in accordance with those conditions.

The applicant is in the process of updating the home both interior and exterior. In conjunction with the covered front entry, the applicant intends to install new siding and a new roof. The exterior materials proposed for the entry will match the new siding and roof.

ATTACHMENTS

A - Resolution
B - Project Location Map
C - Zoning Map
D - Aerial Photograph
E - Neighborhood Notification Map
F - Applicant Narrative
G - Special Use Permit Criteria Worksheet
H - Survey
I - Proposed Survey
J - Proposed Floor Plan
K - Proposed Elevation

FINDINGS

Section 4-040 (3) (B). Lot Standards in an R - 1 District
Section 8-130. Special Use Standards

SITE CHARACTERISTICS

Location:	2089 Mississippi Circle
Lot Size:	17,368 SF (0.40 acres)
Topography:	street side - flat, creek side - sloping
Comprehensive Plan Designation:	Low Density Residential
Zoning:	R-1, Single Family Residential
Surrounding Land Uses:	
North:	single family homes
South:	creek, single family homes
East:	single family home
West:	single family home

SPECIAL USE PERMIT ANALYSIS

Zoning Code Section 4-040 (3) (B) provides for specific conditions under which an encroachment of the required 30' front yard setback may be approved through a special use permit. Those conditions are as follows with staff responses noted in *italics*:

- a. The proposed addition uses the same exterior structure materials and colors as the principal structure and accessories.

Yes. The applicant intends to re-side and re-roof the home and will match the exterior materials appropriately.

- b. The roof is properly proportioned to and integrated with the roof of the principal structure (dwelling) on the property.

Yes. The proposed elevation depicts a roof that is integrated and proportioned appropriately with the existing roof.

- c. The base of the addition is not open and its appearance is consistent with the base of the building.

Yes, the proposed base is the existing stoop and will not have any opening at the base.

- d. The structure shall not exceed 35% of the width of the front of the dwelling, excluding the garage, or shall not exceed twelve feet in width, whichever is less.

Yes, the existing width of the home is 60' with 35% being 21. The proposed width of the covered entry roof is 12', consistent with the stated maximum of this section.

Additionally, the general health, safety and welfare standards of Section 8-130 must be considered. A special use permit shall not be recommended by the Planning Commission unless the following findings are met:

- a. That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort of the general public.

Staff finds that the proposed improvement will not be detrimental to the public. Rather, the addition, in combination with the other improvements, will improve the neighborhood as this home has been neglected in the past.

- b. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

It is staff's opinion that this criterion is met. The proposed covered front entry roof addition will not impact use or enjoyment of other property and is merely an enhancement to the already permitted single family home. The proposed

improvement may increase property values in the neighborhood as this particular home has been neglected in the past.

- c. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Not applicable. This special use does not impact normal or orderly development and will be an improvement to surrounding property.

- d. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

The proposed front entry roof addition will not impact existing use of utilities, access roads, or drainage.

- e. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it located.

The submitted survey illustrates the existing home conforms to all other applicable zoning regulations.

Based on the above analysis, staff finds the proposed front entry roof addition meets all special use standards of Zoning Code Section 4-040(3)(B) and 8-130.

STAFF RECOMMENDATION

Staff recommends approval as submitted.



Janice Gundlach, City Planner

**RESOLUTION
PLANNING COMMISSION
CITY OF NEW BRIGHTON**

**RESOLUTION MAKING FINDINGS OF FACT AND RECOMMENDING APPROVAL OF A
SPECIAL USE PERMIT**

WHEREAS, an application for a special use permit has been made by Patrick Kinney to permit construction of a front entry roof addition at a setback of 24' when 30' is normally required and 24' is permitted by Special Use Permit, and

WHEREAS, the procedural history of the application is as follows:

1. An application for a Special Use Permit was filed with the City of New Brighton on February 25, 2011, and
2. The Planning Commission, pursuant to published and mailed notices, held a public hearing on March 15, 2011 and all present were given a chance to freely speak at the hearing.
3. The Planning Commission recommended the City Council approve the Special Use Permit on March 15, 2011.

WHEREAS, the Planning Commission makes the following Findings of Fact in respect to **SP2011-003**:

1. The subject site is zoned R-1, Single Family Residential District.
2. The applicant is requesting a Special Use Permit to allow the front yard setback to be reduced to 24' in accordance with the following conditions noted within Section 4-040 (3) (B):
 - a. The proposed addition uses the same exterior structure materials and colors as the principal structure and accessories.
 - b. The roof is properly proportioned to and integrated with the roof of the principal structure (dwelling) on the property.
 - c. The base of the addition is not open and its appearance is consistent with the base of the building.
 - d. The structure shall not exceed 35% of the width of the front of the dwelling, excluding the garage, or shall not exceed twelve feet in width, whichever is less.
3. As specified in Section 8-130 of the New Brighton Zoning Ordinance, no special use shall be recommended by the Planning Commission unless such shall find:
 - a. That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort of general public.
 - b. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already

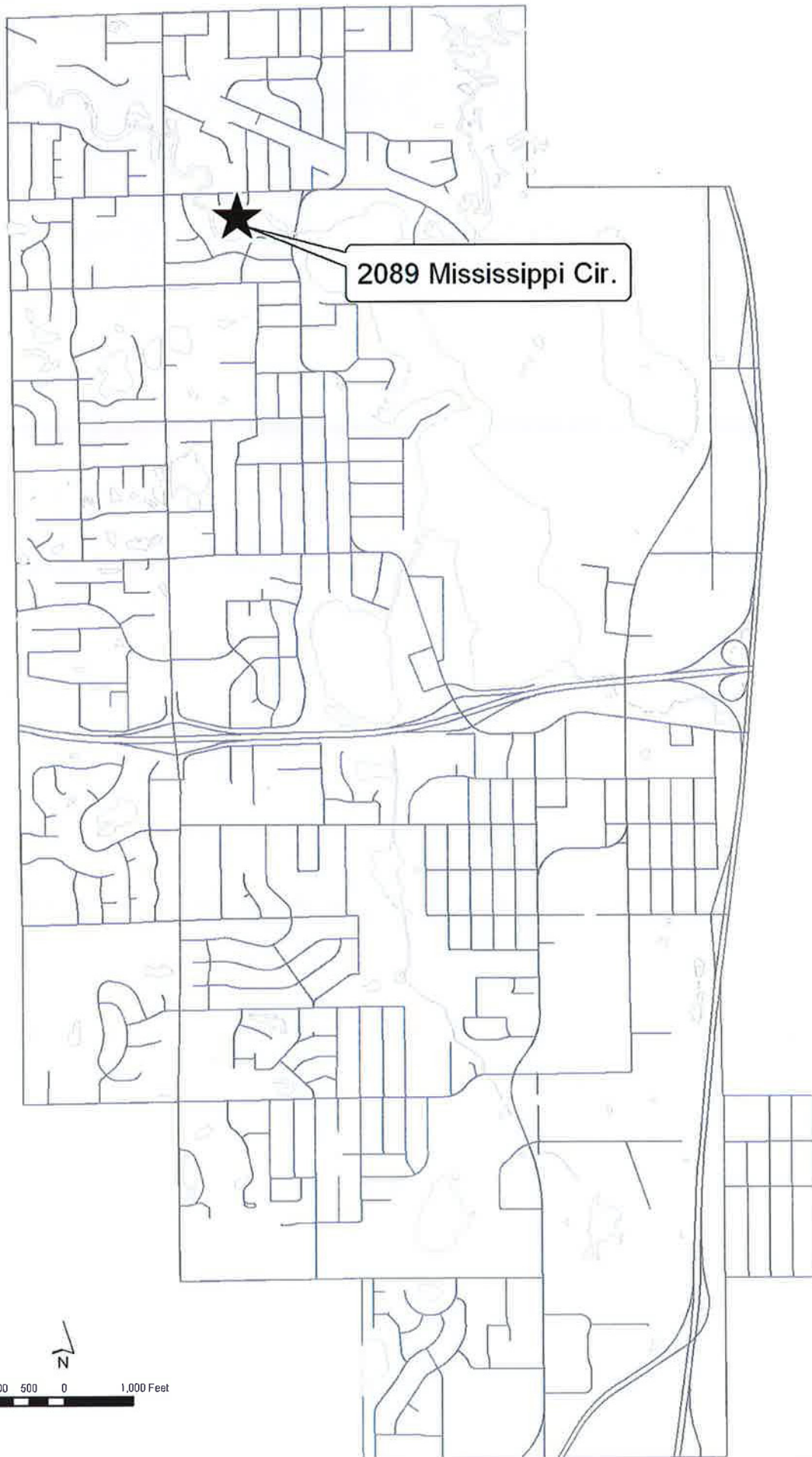
- permitted, nor substantially diminish and impair property values within the neighborhood.
- c. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - d. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
 - e. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it located.
4. The Planning Commission finds the special use standards of Section 4-040 (3) (B) and Section 8-130 are satisfied.

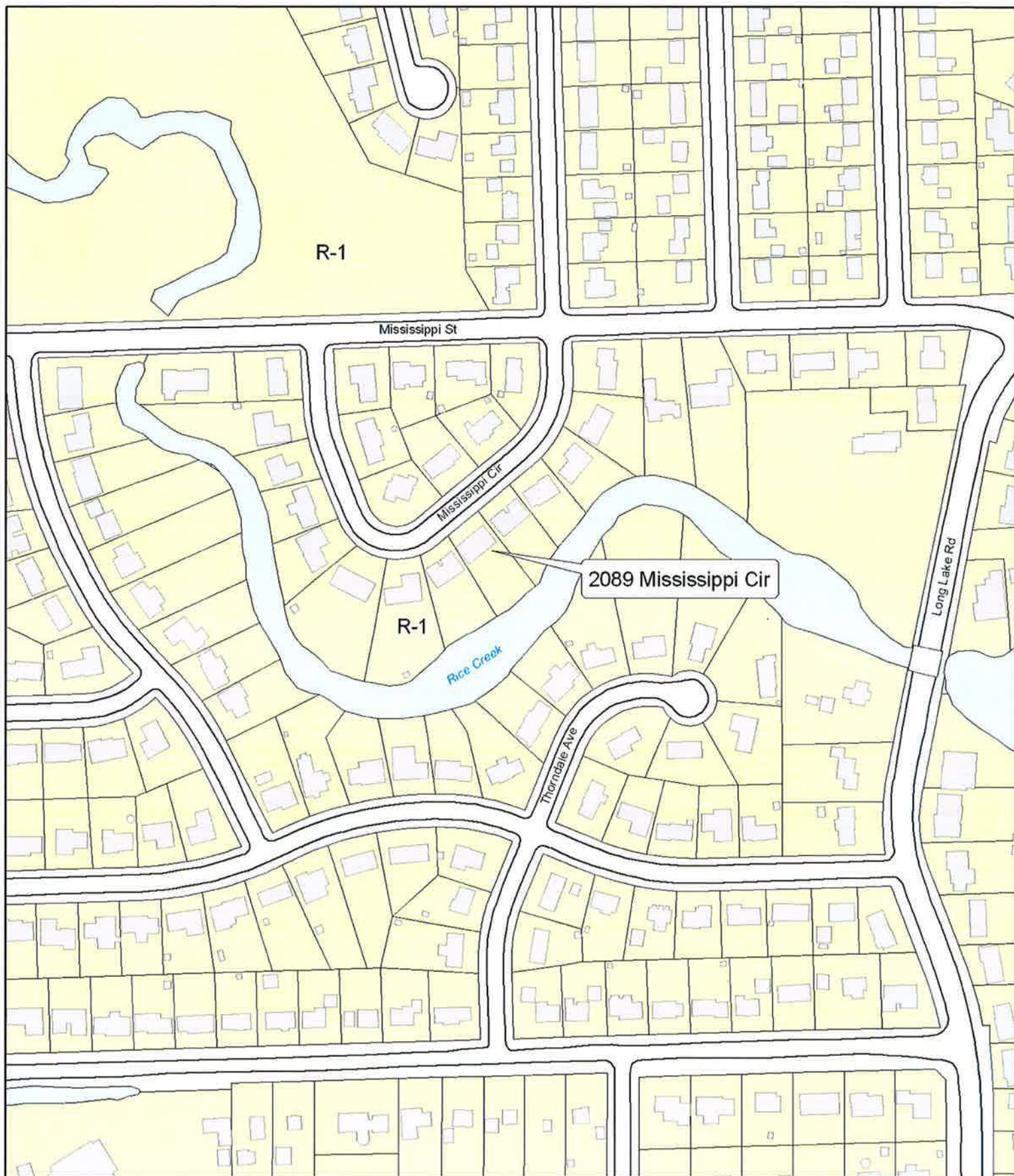
NOW, THEREFORE BE IT RESOLVED, the application (SP2011-003) for a Special Use Permit is hereby recommended for approval to the City Council as submitted.

Adopted this 15th day of March, 2011.

Bruce Howard, Chair

Janice Gundlach, City Planner





R-1, Single Family Residential



Current Zoning
2089 Mississippi Cir
R-1, Single Fam. Residential

Mississippi Circle

2089 Mississippi Cir

Rice Creek

2009 Aerial Photo

30 15 0 30 Feet



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350' Mailing Buffer - 2089 Mississippi Cir



Covered Entry Porch for 2089 Mississippi Ci

The covered porch to be installed will be approximately 6x 12 and constructed out of wood/hardi-board and stone to give the current structure an updated look. Siding and roof are to be replaced as well giving this home a new look and enhancing the neighborhood.

Patrick Kinney

2089 Mississippi Ci..

Special Use Permit Criteria Worksheet

A special use permit cannot be approved unless the Planning Commission and City Council find that the following criteria have been met. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary and consult with the City Planner at the time of your Pre-Application Meeting as some items may not be applicable for your project.

1) That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

The proposed addition will not adversely affect anything in the area and will add to the curb appeal of this home therefore adding value to the surrounding neighborhood.

2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Will only help the property become more attractive.

3) That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

N/A

4) That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

No additional impact on roads or drainage.

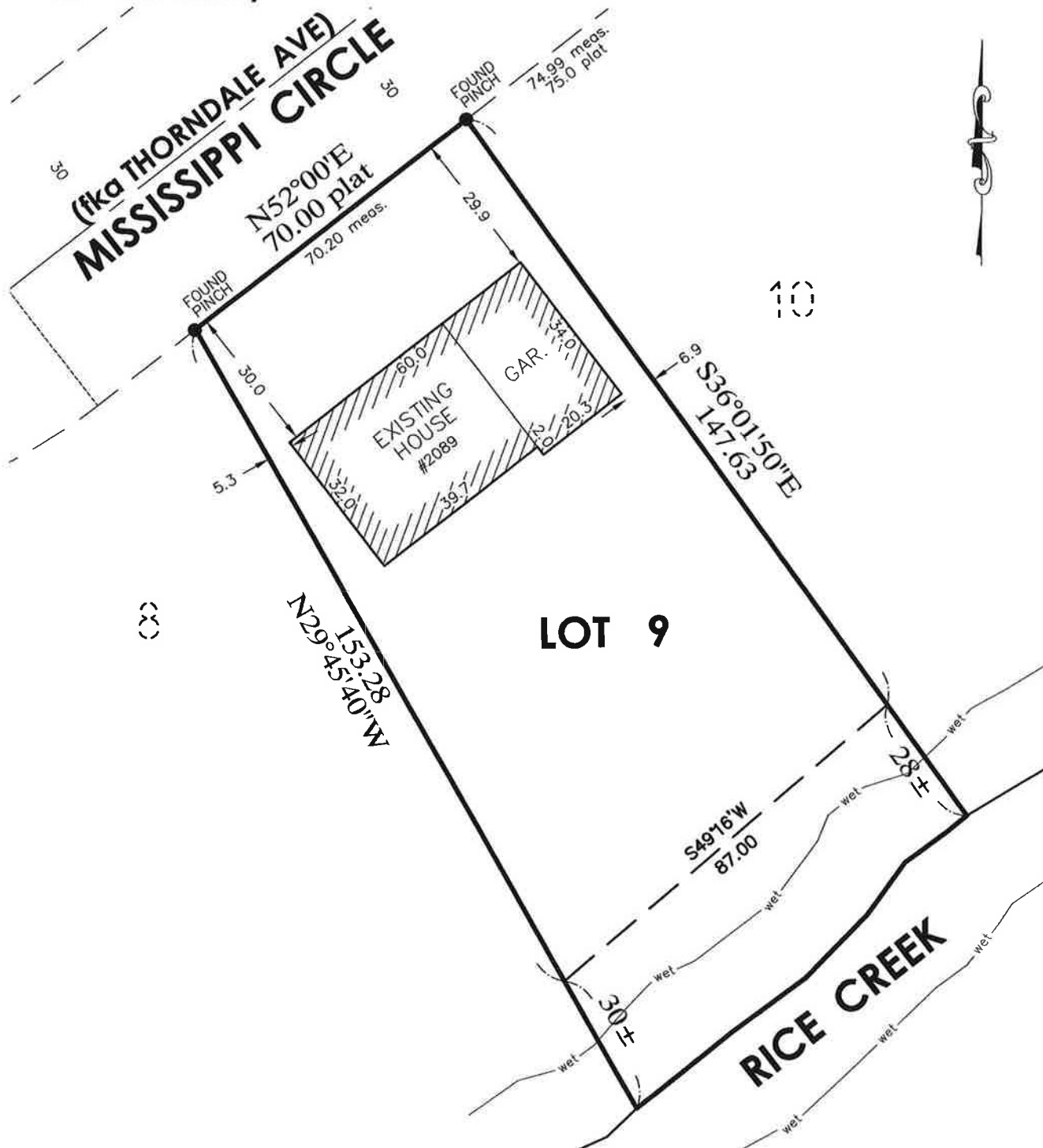
5) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located.

Shall conform.

CERTIFICATE OF SURVEY

(Of front property setback)

~for~ Pat Kinney



Lot 9, Block 1, KOONS-DEVENER ADDITION, Ramsey County, Minnesota

Location: New Brighton, MN

S:\rud\CAD\11proj\11043\11043.dwg 2/22/2011 1:13:19 PM CST

Scale 1"= 30'



Denotes Iron Monument

Bearing Datum: Assumed

Job No. 11043LS

Drwg By dwo

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

E. G. RUD & SONS, INC.

By: *David W. Bremiller*

Dated this 22nd day of February 2011. Minnesota License No. 25341



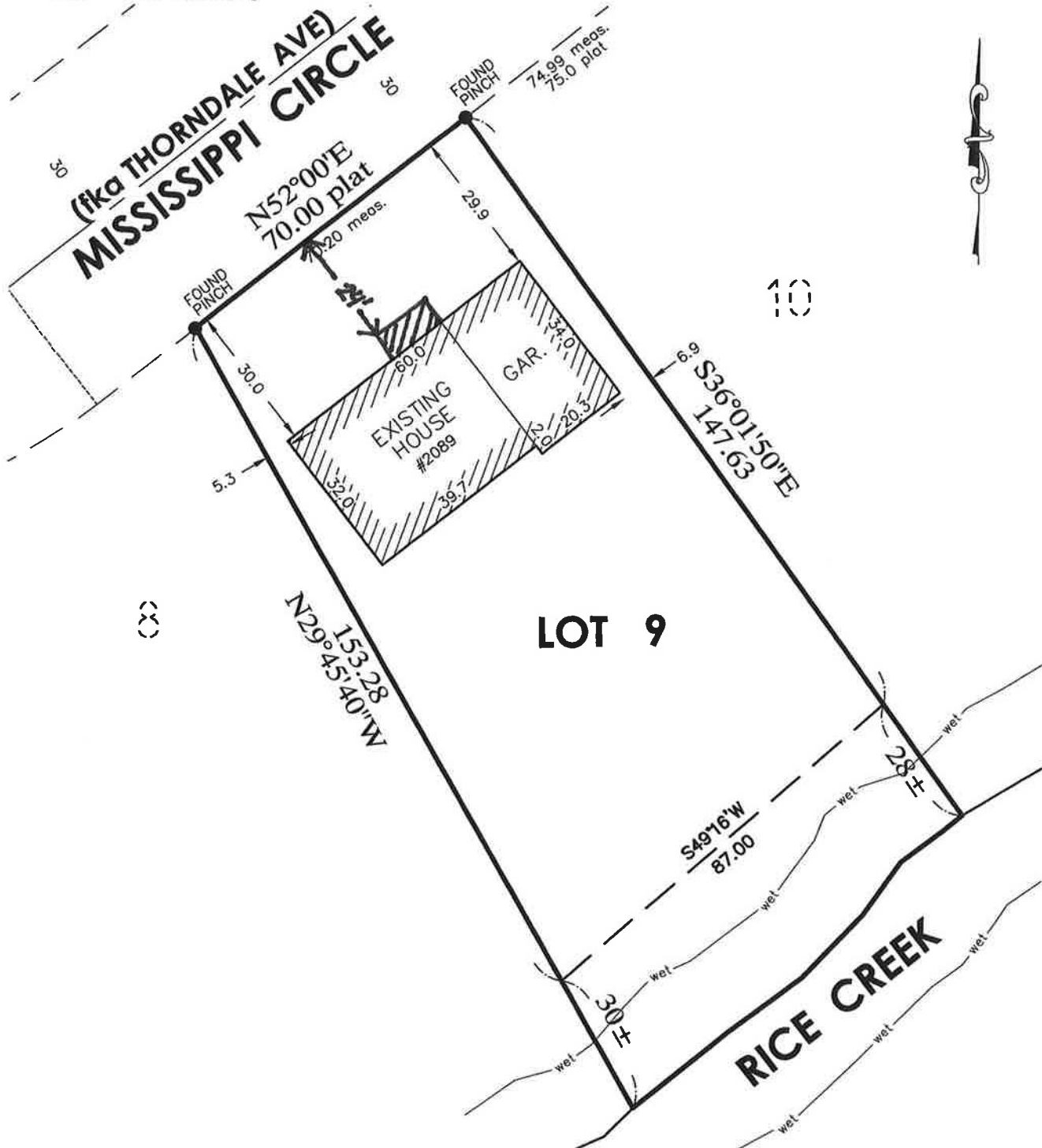
E. G. RUD & SONS, INC.

PROFESSIONAL LAND SURVEYORS
6776 LAKE DRIVE NE, SUITE 110
LINO LAKES, MINNESOTA 55014
TEL. (651) 361-8200
FAX (651) 361-8701
www.egrud.com

CERTIFICATE OF SURVEY

(Of front property setback)

~for~ Pat Kinney



Lot 9, Block 1, KOONS-DEVENER ADDITION, Ramsey County, Minnesota

Location: New Brighton, MN

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Scale 1"= 30'

● Denotes Iron Monument

Bearing Datum: Assumed

Job No. 11043LS

Drwg By dwo

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

E. G. RUD & SONS, INC.

By: *Daniel W. Brumiller*

Dated this 22nd day of February 2011. Minnesota License No. 25341

E. G. RUD & SONS, INC.
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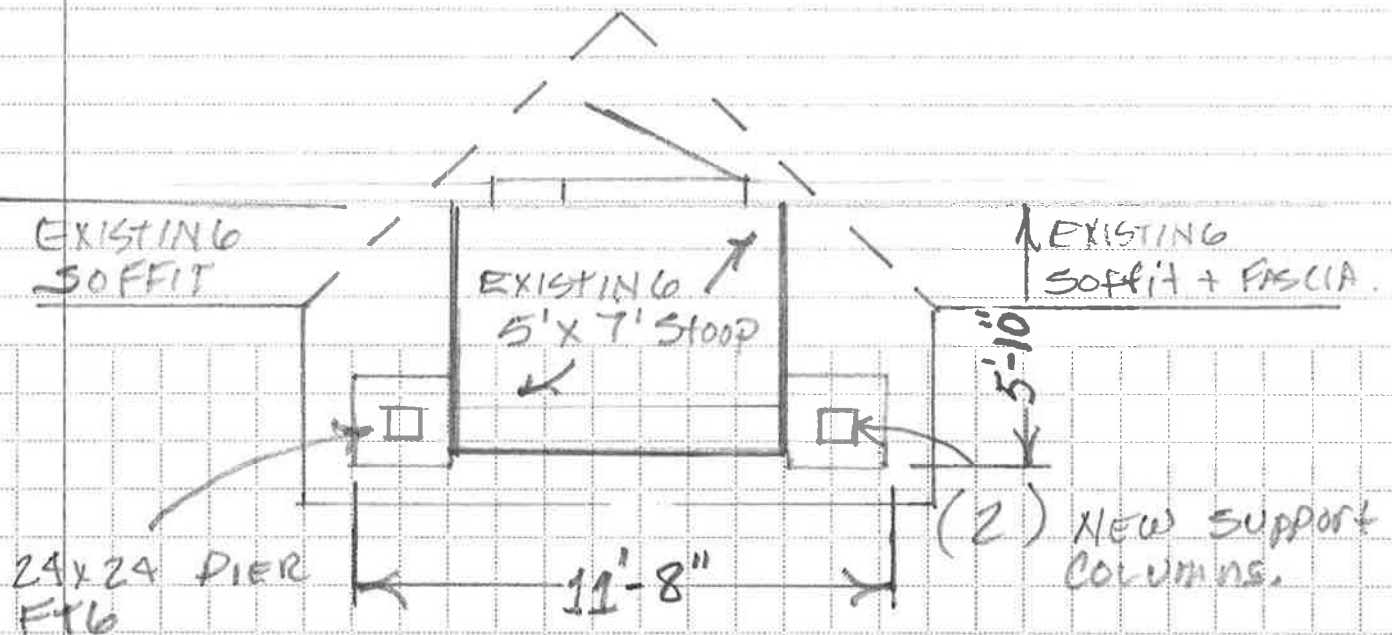
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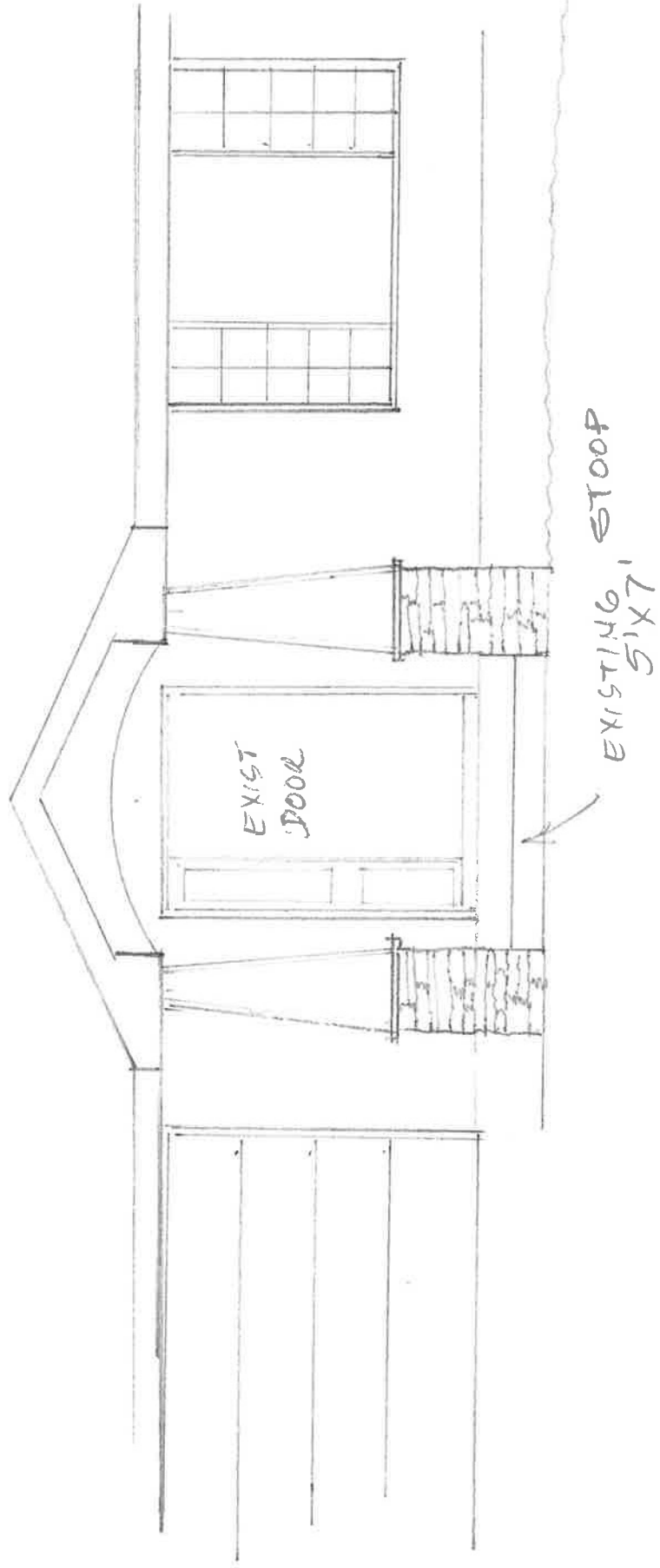
2089 Mississippi Cir

page

FRONT STOOP



2089 Mississippi Cir
front stoop



PLANNING REPORT

DATE: March 9, 2011
CASE: SP2011-004
SUBJECT: Special Use Permit to permit automotive sales at 877 3rd Street SW, Suite #6
APPLICANT: Andy Bryce on behalf of Automotive Resources, Inc. & CU Companies

REQUEST & BACKGROUND

The applicant is requesting a Special Use Permit to permit operation of an automotive sales use at 877 3rd ST SW, Suite #6. The use of automotive sales requires review and approval of a Special Use Permit within the industrial district. The tenant space is approximately 2,400 SF and is located at the southern end of the 877 building. The applicants proposed business includes operation of office uses for Automotive Resources, Inc, which acts on behalf of CU Companies. The business would also include the keeping of no more than 5 vehicles for sale at a given time to be stored outdoors on site. Roseville Properties, the building owner, has designated five parking stalls to this suite through the lease. It should be noted that this particular building is the 3rd building west of Old Highway 8 SW amidst a four building industrial park area owned and managed by Roseville Properties. This is important to note in that the applicant is not seeking to attract drive-by business, which is typical of most automotive sales uses. Rather, the applicant is seeking to meet the State requirements necessary to obtain a dealers license under Automotive Resources, Inc.

The applicant has indicated that Automotive Resources, Inc. was specifically created to serve credit union members only. The applicant, Andy Bruce, currently manages CU Auto Resource Center for CU Companies, which is located at Main Street Village. CU Companies has a special use permit that permits two automotive sales events per calendar year. This request, not for CU Companies but for Automotive Resources, Inc., will allow credit union members to purchase vehicles year round out of 877 3rd ST SW, Suite #6. In a meeting with the applicant early on, it was mentioned that the initial request would have been to use the CU Companies headquarters at Main Street Village for the purposes of obtaining the State automotive sales license, however that building won't work in that the State requires direct access to the sales office from the exterior and the CU building is atrium style. The applicant insists he will operate in the same respectable manner that CU Companies has operated and they will not employ the typical car selling tactics. As such, if the Planning Commission recommends approval of this request, it ought to be strictly conditioned to ensure the negative impacts that typically result with car sales businesses will not exist at this site.

ATTACHMENTS

- A – Resolution
- B – Project Location Map
- C – Zoning Map
- D – Aerial Photo
- E – Neighborhood Notification Map
- F – Applicant Narrative
- G – Supplemental Narrative Information
- H – Special Use Permit Criteria Worksheet
- I – Proposed Floor Plan

J – Photos of Existing Tenant Space

FINDINGS

Section 6-050 (2). Specially Permitted Uses in an I-1 District.

Section 8-130. Special Use Standards.

SITE CHARACTERISTICS

Location:	877 3 rd ST SW, Suite #6
Lot Size:	39,641 SF (0.91 acres)
Topography:	Generally flat
Comprehensive Plan Designation:	List Industrial
Zoning:	I-1, Light Industrial
Surrounding Land Uses:	
North:	Industrial (Business Data Record Services)
South:	Medium Density Residential (manufactured home park)
East:	Industrial (Roseville Properties)
West:	Industrial (Roseville Properties)

SPECIAL USE PERMIT ANALYSIS

Zoning Code Section 6-050(2) allows any use, except residential, to be specially permitted in the I-1 district by Special Use Permit (except a use deemed heavy, which should be in the I-2 district). Further, Section 6-030 (1) states that any use permitted in a business district are also permitted in the industrial district. So, one might conclude that any use specially permitted in the business district may be specially permitted in the I-1 district. Section 5-240(6) of the B-3 district notes automobile sales as a specially permitted use.

The proposed use will be primarily office but will also include keeping of not more than five vehicles for sale at any given time. Because the business will be occupying an existing space there are only a few zoning related issues relevant to the Special Use Permit review. Staff has determined those issues are as follows:

Office

The applicant intends to use the building for office purposes only. Office uses are permitted uses in the I-1 district and thus do not present any zoning concerns. The applicant has indicated office hours will be Monday through Friday, 9 am to 5 pm, and Saturday by appointment only. The office will be closed on Sundays. The applicant has indicated he will retain his office at the CU Company headquarters at 500 Main Street, however, someone and/or himself will occupy the office during these business hours. Staff recommends restricting hours of operation per the applicant's stated hours as a condition of approval in an effort to ensure adjoining uses, including residential uses to the south, are not negatively impacted.

Parking

The applicant has indicated a desire to store five vehicles on site during, and outside, business hours. Also, the State dealer's license that the applicant will acquire requires a minimum of five vehicles. Staff recommends allowing no more than five vehicles for sale on site at any given time. Anything more than five vehicles present a situation that appears much more like a car display lot, which isn't the intent with this user or a desire of the City and wouldn't be

compatible with the layout of this site or adjoining uses. The applicant has indicated in his written narrative that 30% of cars are “pre-sold” and never will reside at this site. The applicant has indicated in follow-up email correspondence with City staff that Roseville Properties will authorize, through the leasing process, designation of five parking stalls to this suite. These stalls in addition to minimal employee parking, should not pose parking or storage problems on site. Lastly, these five vehicles parked on site will not be visible from a public roadway or from the residential uses to the south because of existing topographical considerations. With conditions limiting the number of vehicles on site and that these vehicles be kept on good repair, should mitigate any negative impacts that might result with allowing automotive sales at this property.

Signage

The applicant has not provided any sign plans, however they likely intend to display signage in a manner consistent with the other buildings owned by Roseville Properties, which includes a wall sign above the door to the suite. These signs are in compliance with Zoning Code standards; however the applicant must obtain a Permanent Sign Permit in advance of erecting the sign to ensure it does not exceed maximum size standards.

Conclusion

In addition to the details outlined above regarding the office use, parking and signage, Zoning Code Section 8-130 states that no special use shall be recommended by the Planning Commission unless the following findings are made (staff responses in *italics*):

- a. That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort of the general public.

The establishment of this business should have little impact, if any, on the public health, safety, morals, and comfort of the general public. The use will be primarily office in nature, the number of vehicles kept on site for sale will be limited to five, and the tenant space and associated parking is not visible from adjoining public roadways or the residential uses to the south. The nature of this site also does not lend itself to attracting business off the street, which could present compatibility issues with adjacent uses.

- b. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The proposed business will be conducted within an established industrial park and near other industrial businesses. Lastly, as of the date of this report, no public inquiries have been received.

- c. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Not applicable. This area is fully developed and the proposed use would be conducted within an existing building.

- d. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

Adequate utilities, roads, and drainage are provided on site.

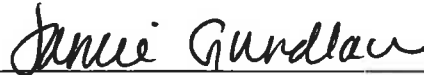
- e. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it located.

Staff has reviewed all relevant issues with regard to this business operating out of an existing tenant space and with conditions placed on the operation of the business, staff finds this criterion to be met.

STAFF RECOMMENDATION

Staff recommends approval of the Special Use Permit, subject to the following conditions:

1. No more than 5 vehicles, in addition to employee or customer vehicles, are permitted on site during business hours. Further, the applicant may only store a maximum of 5 vehicles on site outside business hours.
2. Any vehicles located on the property, whether advertised for sale or not, shall be operable, in good repair, and be properly licensed.
3. Inoperable vehicles may not be kept on site.
4. All vehicles must be located in designated parking stalls at all times.
5. Hours of operation shall be limited to Monday through Friday, 9 am to 5 pm, Saturday by appointment only, and closed on Sunday.



Janice Gundlach, City Planner

**RESOLUTION
PLANNING COMMISSION
CITY OF NEW BRIGHTON**

RESOLUTION MAKING FINDINGS OF FACT AND RECOMMENDING APPROVAL OF A SPECIAL USE PERMIT.

WHEREAS, an application has been made by Andy Bryce on behalf of Automotive Resources, Inc and CU Companies to permit operation of automotive sales at the existing building located at 877 3rd ST SW, Suite #6, and

WHEREAS, the procedural history of the application is as follows:

1. An application for a Special Use Permit was received on February 25, 2011.
2. The Planning Commission, pursuant to published and mailed notices, held a public hearing on March 15, 2011 and all present were given a chance to freely speak at the hearing.
3. The Planning Commission voted to recommend approval on March 15, 2011 subject to conditions.

WHEREAS, the Planning Commission makes the following Findings of Fact with respect to the Special Use Permit (SP2011-004):

1. The property is zoned I-1, Light Industrial.
2. The property is guided in the Comprehensive Plan for Light Industrial.
3. The applicant is proposing to operate an automotive sales use consisting of office space and keeping of no more than 5 vehicles for sale on site at any given time.
4. Zoning Code Sections 5-240 (6) and 6-050 (2) indicate a Special Use Permit is required for an automotive sales use.
5. The Planning Commission reviewed the proposal in accordance with the following Special Use Permit conditions of Zoning Code Section 8-130:
 - a. That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
 - b. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
 - c. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - d. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
 - e. That the special use shall in all other respects conform to the applicable regulations of the district in which it is located.
6. The Planning Commission found all Special Use Permit criteria of Section 8-130 to be met due to the following:
 - a. Adequate parking will be provided on site.
 - b. The site is used and surrounded by other industrial uses and not directly visible from a public roadway.
 - c. The use will consist primarily of office.

- d. The applicant will be limited to the keeping of no more than 5 vehicles for sale on site at any given time and will not operate in a manner reflective of a used car lot.
- e. No unlicensed or inoperable vehicles will be permitted on site.

NOW THEREFORE BE IT RESOLVED, that based upon the above findings of fact the application for a Special Use Permit (SP2011-004) is hereby recommended to the City Council for approval, subject to the following conditions:

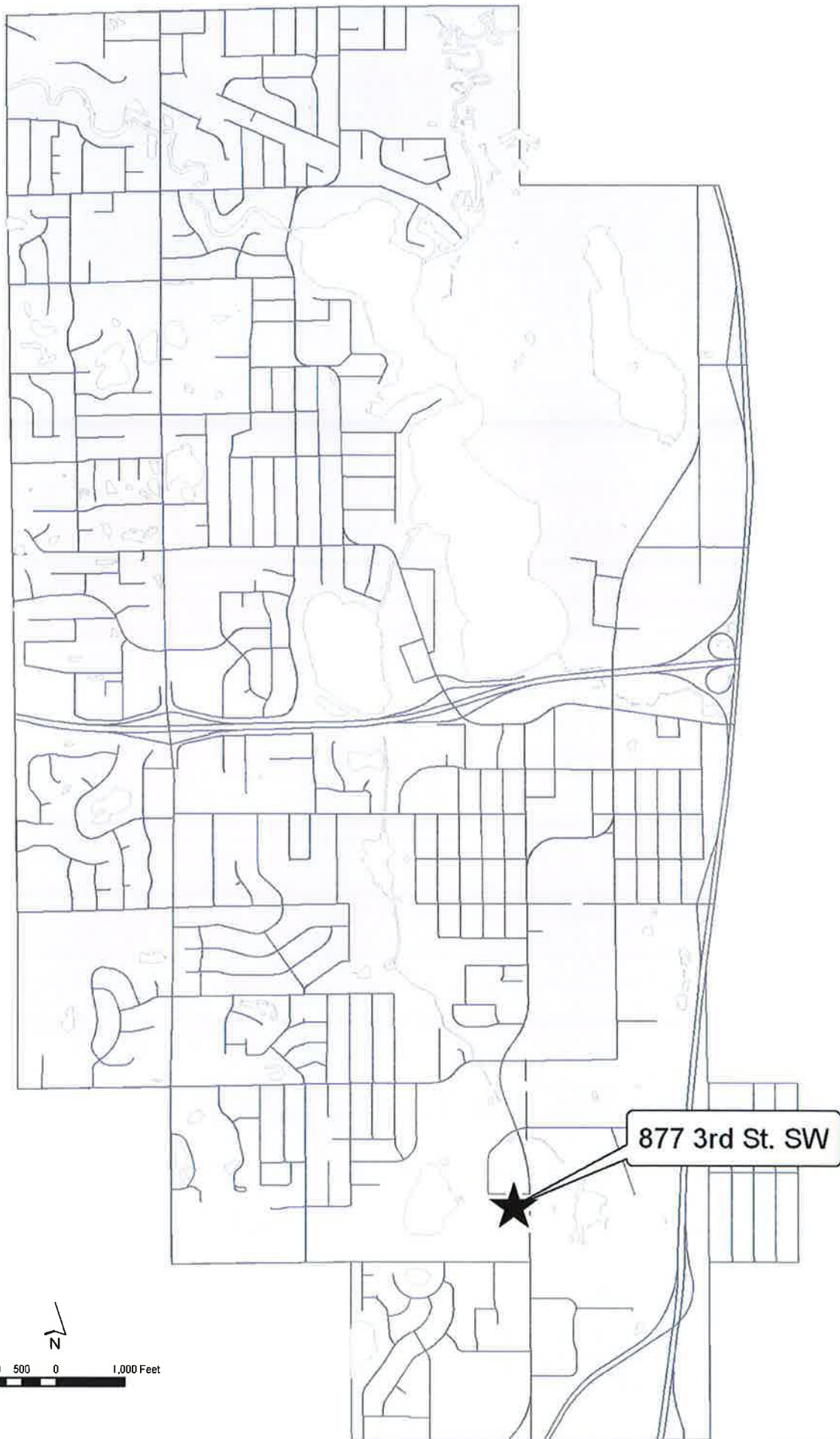
- 1. No more than 5 vehicles, in addition to employee or customer vehicles, are permitted on site during business hours. Further, the applicant may only store a maximum of 5 vehicles on site outside business hours.
- 2. Any vehicles located on the property, whether advertised for sale or not, shall be operable, in good repair, and be properly licensed.
- 3. Inoperable vehicles may not be kept on site.
- 4. All vehicles must be located in designated parking stalls at all times.
- 5. Hours of operation shall be limited to Monday through Friday, 9 am to 5 pm, Saturday by appointment only, and closed on Sunday.

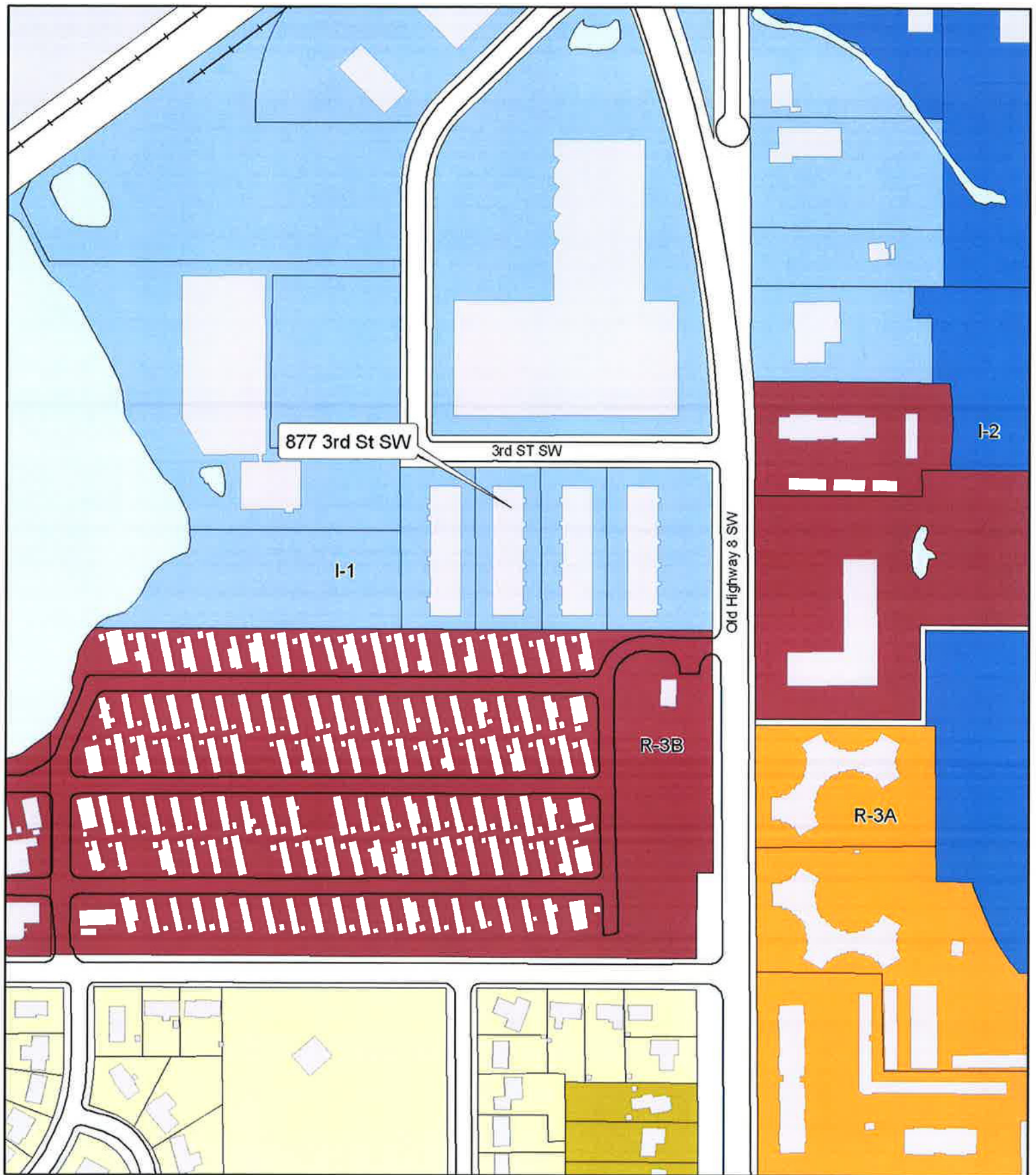
Adopted this 15th day of March, 2011.

Bruce Howard, Planning Commission Chair

ATTEST:

Janice Gundlach, City Planner





- R-1. Single Family Residential
- R-2. Two Family Residential
- R-3A. High Density Residential
- R-3B. High Density Residential
- I-1. Light Industrial
- I-2. Heavy Industrial



Current Zoning

877 3rd St SW
I-1, Light Industrial

9th Ave SW

3rd St SW

877 3rd St. SW

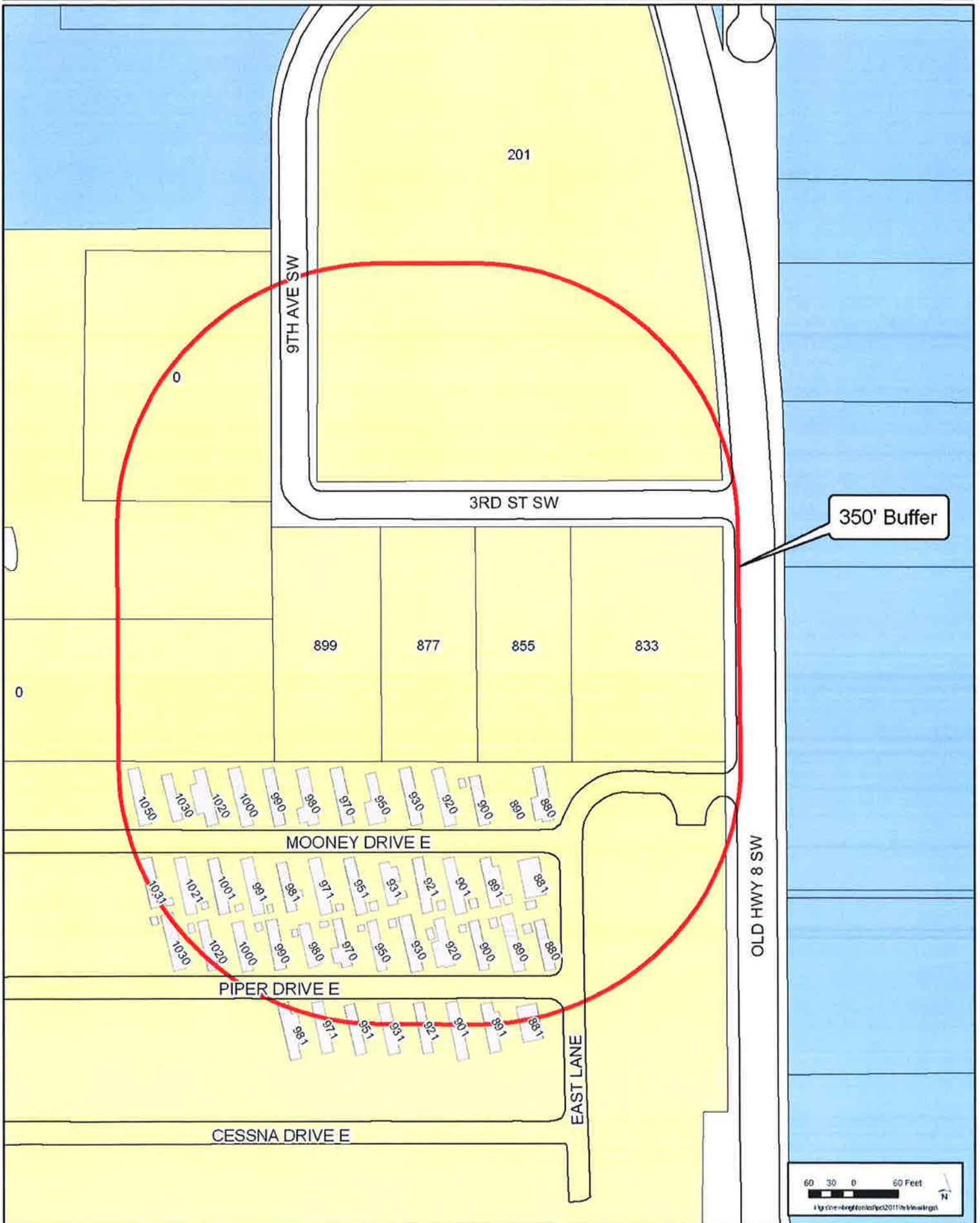
2009 Aerial Photo

30 15 0 30 Feet



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350' Mailing Buffer - 877 3rd St. SW



February 23, 2011

Respected members of the New Brighton City Council: My name is Andy Bryce, and I manage the CU Auto Resource Center for the CU Companies, located at 500 Main Street, New Brighton, MN, 55112. The CU Companies is a business owned by 73 credit unions in the state of Minnesota, providing Mortgage, Titling, Commercial loans, Financial Planning, Real Estate, and Automobiles to its membership. My job as the manager of the Auto Resource Center is to provide sound, fair automobile guidance and knowledge to credit union members looking for a New or previously owned (used) vehicle, which brings me to my request of the city.

Due to credit union guidelines, it was necessary for me (personally) to incorporate to provide previously owned vehicles to our members, so in January of 2002, I did so, and created a company called Automotive Resources, Inc., with the sole intent of serving the members of our credit union owners. So, I have two jobs, one as the manager of the Auto Resource Center, and one as a small business owner, Automotive Resources. Both function with one goal, to help credit union members buy New or Used vehicles, in a trustworthy, comfortable manner, without the stresses often associated with a conventional dealership.

My request to the city is regarding the previously owned portion of my job. I have located a small office space that will provide a more centralized location for my small business, based on the proximity to the CU Companies headquarters, and its membership. To sell used vehicles at the location (877 3rd Street), I am requesting a special use permit from the city. After reviewing and completing the Special Use Permit Criteria Worksheet, I see no area of conflict with any of the stipulations or criteria that would preclude approval of my request.

My business model is unlike almost any other used car operation, because I seldom have more than 7 vehicles in stock, and often, these vehicles are off site being shown at our credit union owner properties. I focus on as short of an inventory duration as possible, by having the right quality vehicles for sale, priced properly. Also, approximately 30% of the vehicles I sell are "pre-sold", and do not ever sit at the office prior to being delivered. These vehicles are commonly purchased at one of the local auctions, delivered to my mechanic, detailed by a company I contract with, then picked up at either my office or the credit union the member is financing at.

I do not employ the typical used car tactics/advertising in any way, and do not try and attract business off the street, as most of my business is referred to me by the credit unions I do business with. Because of the nature of how I get most of my "customers", these unattractive tactics are not necessary, and completely inappropriate in my experience. I contract with a trustworthy, offsite mechanic to do any work necessary to the vehicles prior to being displayed for sale, so no mechanical work would be done on site, and likewise contract with an offsite company to detail the vehicles prior to being ready for sale.

The vehicles I generally have in inventory are late model, under factory warranty, with low miles. I believe this practice makes for an attractive, well cared for appearance. I take pride in providing a quality service to credit union members, where they can truly get excited about the purchase of a used vehicle, at a fair price with no gray area or uncertainty regarding their choice. Based on my business model, I believe the way I do things is truly unique in the car industry.

If the special use permit is granted, I will be a business in New Brighton that the city can be proud of having present in the community, and I thank you for your consideration in this matter.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Andy Bryce', with a stylized flourish at the end.

Andy Bryce
Automotive Resources, Inc

Janice Gundlach

From: Andy Bryce [abryce@cucompanies.com]

Sent: Tuesday, March 08, 2011 1:27 PM

To: Janice Gundlach

Subject: RE: Special Use Permit

Ms. Gundlach, thanks for the email. I left you a message at the office, but thought I should reply to the email as well. Regarding the storage of vehicles indoors at the site, I will not need to do so. The fact that the office space has a warehouse area is not critical to my decision to lease the space. I wouldn't mind the ability to push a car in to show it to a perspective customer in inclement weather, however will not do so if not allowed. If possible, I would like the ability to display vehicles on site outside the office when we are not there. The hours of operation will be Monday through Friday, 9 am to 5 pm, and Saturday by appointment only, and I will have someone at the office all hours we are open. I will also maintain an office at the CU Companies HQ (500 Main Street). Regarding the vehicle parking spaces, you are correct that the state minimum is 5 spaces. I anticipate needing no more than the minimum of 5, and the property owner is anticipating granting me 5 spaces with the lease. I hope this email answers your questions adequately, however will gladly speak to you if you need further clarification.

Kind regards,

Andy

-----Original Message-----

From: Janice Gundlach [mailto:Janice.Gundlach@newbrightonmn.gov]

Sent: Tuesday, March 08, 2011 11:37 AM

To: Andy Bryce

Subject: Special Use Permit

Hey Andy,

I'm going through your materials and in the midst of preparing my planning report for the Commission, I have a few additional questions:

- Do you intend to store vehicles indoors at this site? I know there is an overhead door around the rear and your floor plan shows about half the space being "warehouse", which is why I ask? If so, I think we generally discussed that there may be building code air exchange issues that could be costly to address and I wanted to make sure you were aware of this.
- Would you like the ability to store vehicles on site outside your office hours (i.e. overnight and on the weekends)?
- What are your office hours? Will you office out of this site or will you retain an office at the CU headquarters at 500 Main Street? Instead of customary office hours will the office be open by appointment only?
- Your narrative mentions that you seldom keep more than 7 vehicles at a time. Is it accurate that the State dealers license requires that you have an ability to have a minimum of 5 space to park vehicles for sale (I thought at one point this was true but I'm not sure if that is still the case). I intend to recommend a maximum number of vehicles you can have on site for sale at any given time and I'm wondering what that number should be – 5 or 7 or something different?

I think that covers all the questions I have. I remembered that you may be on vacation but if you could respond by Friday that would be great (otherwise, next Monday or Tuesday would be okay too). Thanks.

Janice

Special Use Permit Criteria Worksheet

A special use permit cannot be approved unless the Planning Commission and City Council find that the following criteria have been met. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary and consult with the City Planner at the time of your Pre-Application Meeting as some items may not be applicable for your project.

1) That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

MY BUSINESS PRACTICE WILL NOT CONFLICT
WITH ANY OF THE ABOVE MENTIONED
CONCERNS

2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

MY BUSINESS WILL NOT IMPINGE IN ANY WAY
ON THE USE OF THE SURROUNDING PROPERTY,
NOR DIMINISH OR IMPAIR VALUES IN THE
SURROUNDING NEIGHBORHOOD.

3) That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

NOT APPLICABLE TO MY REQUEST

4) That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

NOT APPLICABLE TO MY REQUEST

5) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located.

ALL APPLICABLE REGULATIONS WILL
BE FOLLOWED & CONFORMING



FLOOR PLAN
SCALE: 1/4" = 1'-0"

1. 2011

- THEY ARE THE ONLY TWO IN THE WORLD WHO HAVE BEEN AWARDED THE HONOR OF BEING THE FIRST TO BE BURIED IN THE SAME PLACE AS THEIR WIVES.

B

1.1





PLANNING REPORT

DATE: March 11, 2011
CASE: LP2011-001, SP2011-005
SUBJECT: Site Plan & Special Use Permit to allow construction of a 1,463 SF addition to the New Brighton Community Center at 400 10th ST NW
APPLICANT: Bruce Thompson on behalf Ramsey County Property Management and the Ramsey County Library

REQUEST & BACKGROUND

The applicant is requesting Site Plan and Special Use Permit consideration to allow construction of a 1,463 SF building addition to the east side of the New Brighton Community Center (NBCC - formerly known as the Family Service Center or FSC) located at 400 10th Street NW. The proposed addition will accommodate a 6,175 SF library that will inhabit approximately 4,712 SF of existing NBCC space in addition to the 1,463 SF addition. The proposed improvements include sidewalk, curbing, and ADA accessibility on the east side of the NBCC and a drive-up book drop around the north end of the building. Site Plan consideration is required for any new commercial building construction and a Special Use Permit is necessary due to the existing B-4, Downtown Business zoning district regulations and the requirement of a General Development Plan.

The City Manager and City Council have been in negotiations with Ramsey County for nearly ten months to relocate the Arden Hills library branch just east of 35W on County Road E-2 to the NBCC. On October 12, 2010 the Ramsey County Board of Commissioners approved the library relocation to the NBCC. Since that time representatives of the County and the City Manager have been in lease negotiations, an architect and construction company has been selected, and various design meetings have taken place with all information resulting in the plans that are attached, which make up the Site Plan and Special Use Permit requests. Ramsey County has indicated a December 2011 opening for the library.

ATTACHMENTS

A – Resolution
B – Project Location Map
C – Zoning Map
D – Aerial Photograph
E – Neighborhood Notification Map
F – Applicant Narrative (2 pages)
G – Summary Notes of Community Meeting (2 pages)
H – Special Use Permit Criteria Worksheet
I – New Brighton Family Service Center Parking Map
J – Survey Detail of Impacted Area
K – Sheet L100: Landscape Plan
L – Sheet A100: Existing Ground Level Plan
M – Sheet A200: Proposed Ground Level Plan
N – Sheet A400: Exterior Elevations
O – Sheet A450: Exterior Rendering
P – Public Safety Comments & Supplemental Photos (5 pages)
Q – Interoffice Parks & Recreation Memorandum dated 3/10/2011
R – Interoffice Engineering Memorandum & Attachments dated 3/8/2011

FINDINGS

Section 5-350. General Development Plans in a B-4 Downtown Business District.

Section 5-360. Development Regulations in a B-4 Downtown Business District.

Section 8-010. Site Plan Approval.

Section 8-130. Special Use Standards.

SITE CHARACTERISTICS

Location:	400 10 th ST NW
Lot Size:	497,296 SF (11.4 acres)
Topography:	Generally Low & Flat
Comprehensive Plan Designation:	P-QP, Public & Quasi-Public
Zoning:	B – 4, Downtown Business
Surrounding Land Uses:	
North:	I-694
South:	10 th ST NW, office uses, single & multi-family housing, church
East:	I-35W
West:	Old Highway 8 NW, office/school use

SITE PLAN & GENERAL DEVELOPMENT PLAN

Any commercial building expansion requires review and approval of a Site Plan to ensure zoning district regulations are met. This site is zoned B-4, Downtown Business, which is a unique zoning district in that specific district building requirements, such as setbacks, are not specified. Rather, this zoning district relies on review and approval of a General Development Plan by the Planning Commission and City Council. For commercial uses in a B-4 district, development shall comply with the B-3 development regulations except as otherwise modified through approval of the General Development Plan (Section 5-360(4)). Thus, the Planning Commission and City Council have authority to vary from specified B-3 standards without needing a variance. However, the process to gain approval of a General Development Plan is through a Special Use Permit where conditions can be placed on a use acting as covenants regulating the use and development of the site (Section 5-350(3)).

The proposed library addition to the NBCC requires an amendment to the previously approved General Development Plan, which occurred when the NBCC (then termed the Family Service Center) was built in 1994. Staff has identified the following matters related to the amended General Development Plan:

Use

A library is not a use specifically listed as permitted or specially permitted in the B-4 zoning district. However, library is listed as a specially permitted use in the Residential zoning districts. The Business districts also list “government buildings and grounds” as a specially permitted use. Thus, one might conclude that a library is a specially permitted use. Certainly, the General Development Plan allows the City Council to approve a library. Staff finds that a library at this location is an appropriate use and the special use standards of Zoning Code Section 8-130 are discussed further along in this report.

Development Regulations

Zoning Code Section 5-360(4) states that commercial uses in the B-4 district shall comply with all development regulations applicable in the B-3 district, except as modified through the General Development Plan. Those development regulations are as follows:

Setbacks

<i>Yard</i>	<i>Required</i>	<i>Proposed</i>
Front (south)	30'	330' +
Rear (north)	30'	51'
Side (east)	30'	90'
Side (west)	30'	480'+

All proposed setbacks comply with the B-3 standards.

Building Height

Section 5-250 allows a building height of two stories or 36 feet, whichever is less. The proposed height of the library addition is 14 feet, in compliance with this standard.

Floor Area Ratio (FAR)

Section 5-250 allows a floor area ratio of 1.0. Including the existing NBCC square footage (70,000) and the proposed addition square footage of 1,463, the site contains an FAR of 0.14, well within the 1.0 allotted maximum.

Thus, setback, building height, and FAR standards are compliant with B-3 standards and do not require modification through the General Development Plan.

Exterior Building Materials

Zoning Code Section 6-390(12) provides for exterior building treatment requirements. The applicant is proposing to use primarily metal and glass. Being the predominant building material on the rest of the NBCC is brick, the proposed metal and glass is compliant with this section.

Parking

The applicant's submitted plans do not illustrate that any additional parking is included with the project. The applicant's narrative indicates that through the lease agreement with the City, monies have been set aside to fund parking improvements should they become necessary. The interoffice engineering memorandum contains two attachments that depict two parking areas: 1) a 55 stall expansion of the existing overflow parking lot, and 2) 14 additional angled stalls along the north side of the building. With that, staff has identified the following parking related issues:

Required # of Parking Stalls

Zoning Code Section 11-030(3) provides an off-street parking ratio for a library use. Based on this ratio, off street parking for a 6,175 SF library shall be provided as follows:

$$10 \text{ stalls} + 1 \text{ stall for every } 150 \text{ SF in excess of } 2,000 \text{ SF} = \\ 10 + 28 (6175 - 2000 / 150) = \mathbf{38 \text{ stalls}}$$

It should be noted that the former Arden Hills library site contained 54 parking stalls, which might suggest the demand for parking could exceed 38 stalls. While the library alone would require 38 parking stalls, one must consider the shared arrangement that will exist with the other uses/events occurring within the NBCC. To determine if adequate parking is provided on site for both uses, there needs to be a determination on how much parking the NBCC requires. Unfortunately, Zoning Code Section 11-030(3) does not provide for a community center, off street parking ratio. Staff referenced an APA parking standards publication that suggests a variety of parking ratios resulting in off street parking requirements for a facility the size of the NBCC ranging from 147 stalls to 588 stalls. In averaging those ratios staff has determined the following:

70,000 SF existing NBCC – 4,712 SF to be devoted to library = 65,288 SF
65,288 – 10% (unusable space) = 58,759 SF / 210 (1 stall / 210 SF) = **280 stalls**

This site currently contains 239 parking stalls. If you add together a need of 280 stalls to accommodate the NBCC square footage and a need of 38 stalls to accommodate the proposed library that equates to a total need on site for **318 stalls**. This is a 79 stall shortage on site. NBCC staff has indicated that the existing 40 stall overflow parking lot is rarely used. This is most likely a combination of patrons not knowing it exists and depending on the number and types of events occurring within the NBCC, it simply isn't needed. New Brighton Engineering staff has identified a plan to build an additional 55 stalls that will connect the existing overflow lot to the main entrances. This plan will provide visibility to the existing overflow lot and provide a net gain of 51 parking stalls (4 existing overflow stalls are lost). In light of the parking ratios described above, staff recommends these 55 stalls be built in advance of the opening of the library to ensure increased traffic from the library does not negatively impact existing, sometimes constrained, parking conditions at the NBCC. Building these stalls now will result in the NBCC site containing **290 stalls**.

Drive-Aisle Functionality & Parking Lot Islands

A review of the existing parking lot at the NBCC suggests that several of the drive-aisles are at widths less than the typical 24', two-way traffic aisle standard. This issue has been identified in the Public Safety review letter and is relevant in that emergency vehicles may have difficulties accessing certain areas. One specific concern that can be improved exists on the east side parking lot, specifically the row of 16 parking stalls. The east end of this row of parking has a drive-aisle that measures 19' in width. When there is snow on the ground this width is even less. Further, parking lot islands do not demark the ends of this row, which leads to cars parking in unmarked stalls further exacerbating the tight parking aisle issues in this area. Staff recommends that a parking lot island be constructed at both ends of this row of parking in an effort to widen the drive-aisle to the greatest possible extent and to demark the ends of this row to prevent parking in unmarked stalls. Staff recognizes two or three parking stalls may be lost in order to achieve this but feels the benefits outweigh the loss of stalls.

Proof of Parking

The interoffice engineering memo also depicts a row of angled stalls along the northern side of the building that results in a net gain of 12 additional stalls. Staff is suggesting that these stalls be considered "proof-of-parking". This is because these stalls are not ideal in terms of access because the drive-aisle will have to be made one-way and the stalls, from an engineering standpoint, are less easily built. Also, construction of the overflow lot expansion that will provide a net gain of 51 stalls may prove to meet parking demands of the facility. Nonetheless, if they are needed they could be built in the future.

City staff recognizes the NBCC is a unique land use with changing parking demands based on the number and types of events being held. Further, NBCC staff has acknowledged that parking needs are heavily driven by weather conditions. One must consider that the NBCC and the library will have shared users meaning the parking demands will blur together making it difficult to predict actual parking demands until the library is open. Staff finds that with construction of additional parking at a net gain of 51 stalls, construction of two parking lot islands, and identification of 12 proof-of-parking stalls the site will be well equipped to fulfill the demands the library will bring to the site.

Site Access Issues

The main access into the site is along 10th ST NW. With the addition of the library this will not change. Several site access issues, specifically pedestrian related, have been identified by several departments during review of the proposed plans. Those issues are the following:

Pedestrian Access from 10th ST NW & Old Highway 8 NW

Currently, there is no pedestrian access from the corner of 10th ST NW and Old Highway 8 NW, even though a bus stop exists in this location. While sidewalk connections exist at the NW, SW, and SE corners, no pedestrian sidewalk connections exist in the NE corner of 10th Street NW and Old highway 8 NW. In an effort to maximize pedestrian access staff recommends that a sidewalk connection be made from the NE corner of the intersection, running east along the north side of 10th ST NW, ending at the west side of the 10th ST NW entrance point to the overflow parking lot. Engineering/Public Works staff has acknowledged that this is an MSA (Minnesota State Aid) route and MSA funds are available to create this connection.

ADA Access @ East Entrance

Currently, the east entrance does not meet current ADA standards. While this is normally an issue that is addressed at the Building Permit phase, the Building Official and engineering staff identified this issue early on. As part of the library improvements and changes to the east entrance, current ADA standards must be met.

Pedestrian Access to/from Overflow Parking Lot

With the addition of the library and construction of additional overflow parking, Public Safety is recommending the pedestrian access through the woods from the overflow lot to the east entrance is widened and better lit to create a safer connection. This area is currently narrow and fairly dark at night limiting its use. Staff recommends the brush be cleared to create as wide a path as feasible and provide more light as recommended by Public Safety to ensure this connection is safe for all users.

Signage

The applicant has not submitted any proposed signage other than a "Library" sign to be displayed on the interior of the glass addition. A Civic Campus Comprehensive Sign Plan was amended in 2009 that outlines allowed signage, both ground and wall mounted signs, allowed on the NBCC property. Any signs compliant with the Comprehensive Sign Plan are already approved and merely need to obtain appropriate permits. If the Comprehensive Sign Plan does not fulfill tenant and/or owner needs, an amendment to the Civic Campus Comprehensive Sign Plan must be processed and approved by the City Council.

Landscaping

The applicant provided a Landscape Plan, which is attached. The plan is very basic and depicts a "new planted area" just east of the proposed addition. No other landscaping changes are proposed to be made on site. This area is no more than 12'-14' wide and the applicant has indicated this will be green space. Per the Public Safety recommendations, some sort of physical device must be located in this area to prevent vehicles from crashing through the glass and striking building occupants. This device could be some sort of planter box or bollard. It is recommended by staff that this area be low maintenance turf or prairie grass, with incorporation of planter boxes and/or bollards as appropriate and recommended by Public Safety. The applicant shall submit a more detailed plan for this area to be approved by Public Safety, Parks, and Engineering staff in conjunction with the building permit application.

SPECIAL USE STANDARDS

Zoning Code Section 8-130 states that no special use shall be recommended by the Planning Commission unless it shall find (staff responses in *italics*):

(1) That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

With the conditions recommended, the proposed NBCC expansion and introduction of a library use should not be detrimental to the public but rather enhance the public use of the property.

(2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Staff feels this criterion is met. With construction of additional parking and enhanced pedestrian access, other property in the immediate vicinity should not be negatively impacted.

(3) That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Not applicable. Surrounding property is fully developed in a manner consistent with zoning district requirements.

(4) That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

Staff finds this criterion is met. The interoffice engineering memorandum outlines that adequate utilities are currently provided for this project. Existing pedestrian and vehicular access will remain and be enhanced to ensure existing and proposed overflow parking is utilized. Drainage facilities will be required by the RCWD and will be organized by the applicant in concert with the New Brighton Public Works department.

(5) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located.

Staff finds this criterion is met. The above analysis outlines that development regulations are consistent with the B-4 requirements and otherwise altered through review and approval of the General Development Plan per Section 5-360(4).

STAFF RECOMMENDATION

Staff recommends approval of the Site Plan and Special Use Permit, subject to the following conditions:

1. The 55 stall overflow parking area expansion and drive-aisle connection is built prior to opening of the library.
2. The 14 stall angled parking around the north side of the building shall be designated as proof-of-parking and will be constructed in the future if necessary.
3. The east entrance concrete and curbing improvements are redesigned to meet current ADA standards.
4. Ramsey County shall coordinate construction of the drive-up book drop with engineering staff to ensure existing down spouts and catch basins in the area are not negatively impacted and/or relocated as necessary.

5. A pre-construction meeting is coordinated with City staff to discuss designated areas for storage of construction materials and ensuring access routes are maintained for emergency vehicles and use of all existing parking stalls.
6. A sidewalk is constructed from the intersection of 10th ST NW & Old Highway 8 NW (specifically from the NE corner) east along the northern side of 10th ST NW ending at the west side of the 10th ST NW entrance to the overflow parking lot.
7. Rice Creek Watershed District (RCWD) permits are obtained and submitted for City staff review.
8. Devices shall be utilized in the "new planted area" as depicted on the Landscape Plan to prevent an automobile from traveling through the glass striking building occupants. A more detailed Landscape Plan incorporating these physical devices, in addition to implementation of low maintenance turf and/or prairie grasses is submitted to Parks, Public Safety, and Engineering staff for approval at the time of building permit.
9. A fire suppression evaluation is completed and submitted to the Fire Marshal for review to ensure adequate fire sprinkler density for the changing building conditions.
10. Raised parking lot islands are implemented at both ends of the existing 16 stall, east/west row of parking located on the east side of the building to ensure already narrow drive-aisles are widened if possible and to prevent parking in un-marked areas.
11. The pedestrian access through the wooded area from the overflow parking lot is widened and better lit to improve pedestrian safety through this corridor. This effort shall be reviewed and approved by Public Safety.
12. Any signage erected on site shall comply with the Civic Campus Comprehensive Sign Plan, last updated and approved on August 25, 2009.



Janice Gundlach, City Planner

**RESOLUTION
PLANNING COMMISSION
CITY OF NEW BRIGHTON**

RESOLUTION MAKING FINDINGS OF FACT AND RECOMMENDING APPROVAL OF A SITE PLAN AND SPECIAL USE PERMIT.

WHEREAS, an application has been made by Bruce Thompson on behalf of Ramsey County Property Management and the Ramsey County Library to permit construction of a 1,463 SF addition to the New Brighton Community Center (formerly known as the Family Service Center) at 400 10th ST NW, which will accommodate a 6,175 SF library, and

WHEREAS, the procedural history of the application is as follows:

1. Applications for a Site Plan and Special Use Permit were received on February 25, 2011.
2. A notice for public hearing was posted in the March 4, 2011 edition of the *Sun Focus*.
3. Public hearing notices were mailed to the property owners within 350' of the subject property on March 4, 2011.
4. The Planning Commission held a public hearing on March 15, 2011 and all present were given a chance to freely speak at the hearing.
5. The Planning Commission recommended approval on March 15, 2011, subject to conditions.

WHEREAS, the Planning Commission makes the following Findings of Fact with respect to the Site Plan (LP2011-001) and Special Use Permit (SP2011-005):

1. The property is zoned B – 4, Downtown Business.
2. The property is guided in the Comprehensive Plan for Public-Quasi Public uses.
3. The Planning Commission considered the Site Plan in accordance with the B – 3 district standards of Section 5-250, consistent with the requirements of Section 5-360(4) of the B-4 district.
4. The Planning Commission found all applicable Site Plan standards to be met.
5. The Planning Commission acknowledges the Site Plan and Special Use Permit combines to make up the General Development Plan for the site
6. The Planning Commission reviewed the requests in accordance with the following Special Use Permit conditions of Section 8-130:
 - a. That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
 - b. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
 - c. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - d. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
 - e. That the special use shall in all other respects conform to the applicable regulations of the district in which it is located.

7. The Planning Commission found the criteria of Section 8-130 are met given the following findings:
 - a. The library is an appropriate use for the B-4 district and for the New Brighton Community Center.
 - b. The development standards proposed for the addition, such as setbacks, building height, FAR, building parking, etc. are consistent with other commercial development in the City.
 - c. Parking lot improvements will ensure that introduction of the library use will not negatively impact users of the site.
 - d. The shared parking arrangement and likely sharing of customers should ensure the site is adequately parked.
 - e. Pedestrian access improvements will provide better pedestrian access to and from the site.
 - f. Adequate access to utilities, roads, and drainage is provided.

NOW THEREFORE BE IT RESOLVED, that based upon the above findings of fact the application for a Site Plan (LP2011-001) and Special Use Permit (SP2011-005) are hereby recommended for approval, subject to the following conditions:

1. The 55 stall overflow parking area expansion and drive-aisle connection is built prior to opening of the library.
2. The 14 stall angled parking around the north side of the building shall be designated as proof-of-parking and will be constructed in the future if necessary.
3. The east entrance concrete and curbing improvements are redesigned to meet current ADA standards.
4. Ramsey County shall coordinate construction of the drive-up book drop with engineering staff to ensure existing down spouts and catch basins in the area are not negatively impacted and/or relocated as necessary.
5. A pre-construction meeting is coordinated with City staff to discuss designated areas for storage of construction materials and ensuring access routes are maintained for emergency vehicles and use of all existing parking stalls.
6. A sidewalk is constructed from the intersection of 10th ST NW & Old Highway 8 NW (specifically from the NE corner) east along the northern side of 10th ST NW ending at the west side of the 10th ST NW entrance to the overflow parking lot.
7. Rice Creek Watershed District (RCWD) permits are obtained and submitted for City staff review.
8. Devices shall be utilized in the "new planted area" as depicted on the Landscape Plan to prevent an automobile from traveling through the glass striking building occupants. A more detailed Landscape Plan incorporating these physical devices, in addition to implementation of low maintenance turf and/or prairie grasses is submitted to Parks, Public Safety, and Engineering staff for approval at the time of building permit.
9. A fire suppression evaluation is completed and submitted to the Fire Marshal for review to ensure adequate fire sprinkler density for the changing building conditions.
10. Raised parking lot islands are implemented at both ends of the existing 16 stall, east/west row of parking located on the east side of the building to ensure already narrow drive-aisles are widened if possible and to prevent parking in un-marked areas.
11. The pedestrian access through the wooded area from the overflow parking lot is widened and better lit to improve pedestrian safety through this corridor. This effort shall be reviewed and approved by Public Safety.

12. Any signage erected on site shall comply with the Civic Campus Comprehensive Sign Plan, last updated and approved on August 25, 2009.

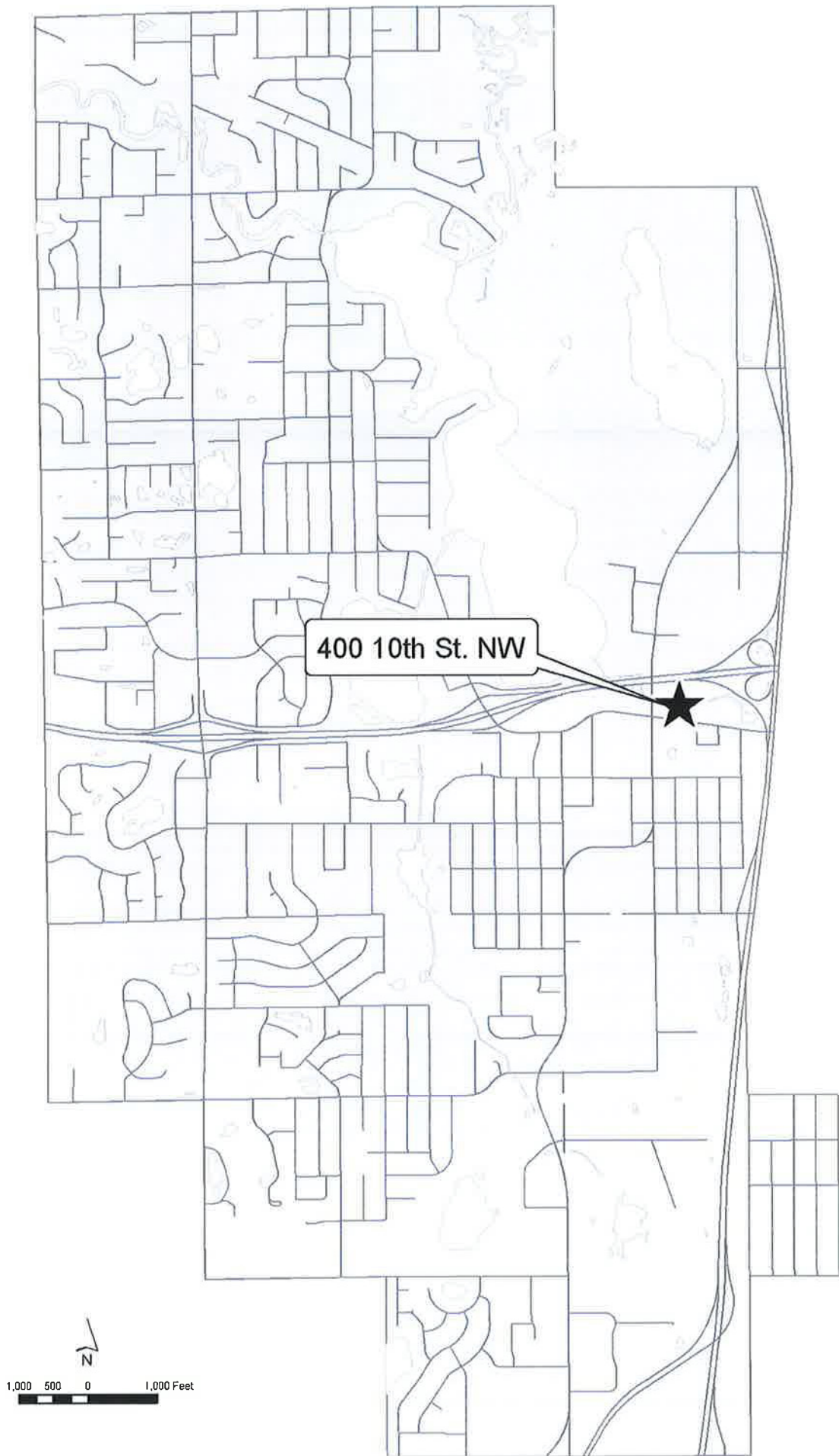
Adopted this 15th day of March, 2011.

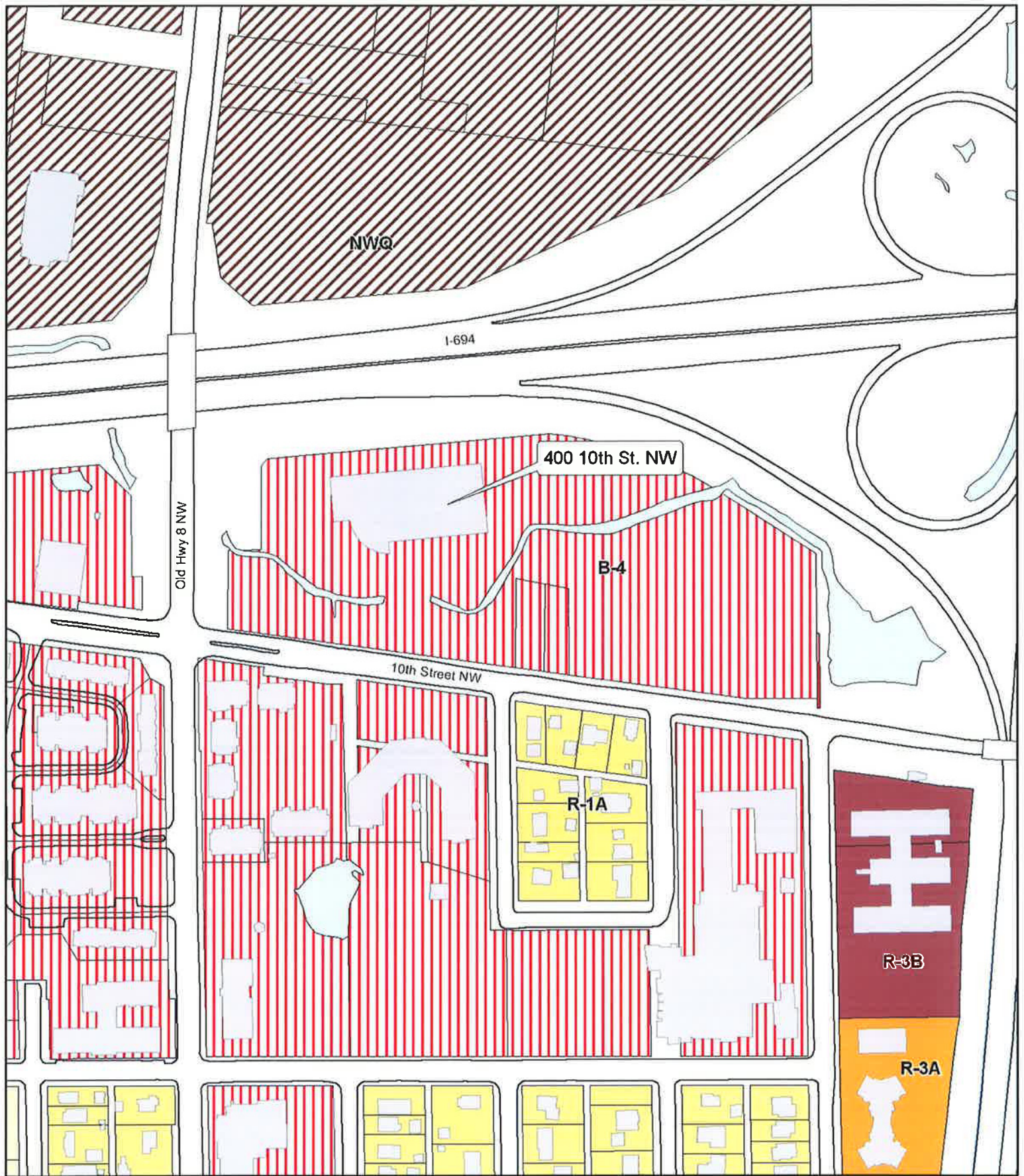
Bruce Howard, Planning Commission Chair

ATTEST:

Janice Gundlach, City Planner

Location Map - 400 10th St. NW





- B-4, Downtown Business
- Northwest Quadrant
- R-1A, Single Family Residential
- R-3A, High Density Residential
- R-3B, High Density Residential



Current Zoning
 400 10th St. NW
 B-4, Downtown Business



400 10th Street NW

10th Street NW

2009 Aerial Photo

100 50 0 100 Feet



\\ps1new\erigon\data\com\dev\ps2011\map.mxd

350' Mailing Buffer - 400 10th St. NW



Ramsey County Library in New Brighton

Project Narrative for Land Use Application

February 25, 2011

On October 12, 2010 the Ramsey County Board of Commissioners approved the relocation of library services in the Arden Hills/New Brighton area to the New Brighton Family Service Center (FSC).

Ramsey County and the City of New Brighton are proposing to open a new 6,175 square foot library in the late fall of 2011. The new library space will consist of approximately 4,750 sf of remodeled space (formerly occupied by a charter school) and approximately 1,425 sf of new construction on the East side of the FSC. The City will lease the space to the County at a cost of \$1 per year plus operating costs (heating, cooling, electricity, etc) for a period of 20 years. The Library is expected to be open about 35 hours per week. The anticipated hours are:

Thursday, Friday, & Saturday: 10 AM – 5 PM

Tuesday & Wednesday: 5 PM – 8 PM

Monday & Sunday: Closed

There are no plans for any retail sales (i.e., coffee shop) in the new library.

The new library will include a warm, inviting presence, through the proposed glazed addition on the east side of the FSC. The library program will complement the family related services already provided at the facility. An enhanced children's area, adult area, and public circulation areas are all designed to make patrons feel welcome and comfortable in the new space. The new library will feature 14 public computer terminals, as well as wireless internet access, drive up book drop, and a more focused, popular collection of materials. Construction materials and library design will match or complement the existing materials and architecture of the FSC. Library interior finishes will create a casual atmosphere befitting a small-scale community library, as requested by several community members and patrons.

On February 7, 2011, the Library held a public meeting to introduce the project to community members and seek their input on design issues and library program. The meeting was attended by 15 citizens, 4 task force members, several library staff, Library Board members, City staff and Mayor Dave Jacobson. Many ideas regarding library design, FSC use, library program and furniture, and access to computers were discussed by the group. Many of these ideas have been incorporated into the current library design plans. (A complete summary of the meeting is attached to this application.)

The former library in Arden Hills circulated 311,687 items in 2010 and received over 100,000 visits last year. The Arden Hills parking lot provided 40 parking spaces, including 5 staff spaces and 2 handicap spaces. The existing parking lot at the FSC has been determined to meet the needs of both the FSC and the new library. Nonetheless, the City and the County recognize that parking is an important component for both programs; this recognition has been codified in the lease agreement. If the City determines that the existing parking lot is inadequate, they will work with the library to select a mutually

agreed upon vendor to complete a parking study, done at the library's expense, to determine the scope of the parking needs. The library will fund up to \$160,000 in parking improvements.

The Library is planning to periodically host "special events" at the new facility. These events generally include "Children's Reading Time" held on Fridays from 10:30- 11:30 AM, and the "Summer Reading Program" which is typically held five (5) times during the summer on a weekday from 2-3PM. Neither of these events are expected to tax the existing parking at the Family Service Center.

The total library project is estimated to cost approximately \$1.4 million dollars and is fully funded and approved by the County Board. The current schedule estimates late 2011 as the project completion date.

Ramsey County is requesting approval of the site plan and the Special Use Permit, as required by the City of New Brighton Zoning Code 8-130.

Ramsey County Library in New Brighton Land Use Application Attachment

Summary of Community Meeting on February 7, 2011

February 25, 2011

Public Meeting—Input on New Brighton Library design

7 PM February 7, 2011

Held at the New Brighton Family Service Center

In attendance: Sandy Walsh, Meg Robertson, Brad Martens, Paula Mielke (RCL Board Member) 15 citizens including 4 task force members, Mayor Dave Jacobson and staff Monica Keyport

Sandy introduced the design process and informed the group of the architect and construction firm selection

Attendees introduced themselves—those who were not staff, political, or task-force affiliated were a mix of ex-AH patrons, NBFSC visitors, and ex-RCL users now using Anoka County due to location.

Handouts of the 5 questions and a color copy of the pre-design were provided to all.

**Sandy asked for reactions to the pre-design which follow:

- Dave Jacobson started by noting the gains in moving the party rooms. He expressed an interest in helping address the cost of this move.
- There were questions about the collection to come at NB in comparison to the current AH collection. The new non-requestable model was explained and the target size of the collection addressed.
- The number of computers was brought up with a desire to see an expansion from the amount at the AH site.
- The lack of desks for research was noted and the idea of creating a “homework” area was brought up
- Putting benches in the green space was suggested.
- A strong desire for a warm, comforting atmosphere befitting a small-scale community library was expressed with the suggestion of warm colors and a fireplace brought up.
- Adding some scattered seating throughout the library and not just focusing on one area was suggested.
- A second suggestion that people don’t use cushy chairs that much but prefer having access to study tables was mentioned
- The importance of light was brought up with the suggestion that we maximize the front expansion light gain by angling, stair-stepping or curving this glass area

- Another attendee emphasized the importance of cozy, warm and welcoming atmosphere with ample seating.

****Sandy asked the question—What did you like best about the old Arden Hills library?**

Responses follow:

- Like that the staff is right there in front of you—the friendly staff is a highlight
- Like the help
- Like the signage and markings that helped you find what you needed
- Liked the architecture—warm colors and dark woods

****Meg asked for reactions to the drive-up bookdrop**

- Enthusiastic response to this addition and an indication that the internal bookdrop was important as well

****More general comments from the attendees follow:**

- Are there plans to close off the kids seating area or to make this an option for noise and safety?
- Hours of operation were what drove one couple from RCL to Anoka
- Make note of the service entry door to make sure it is not opening into traffic
- The importance of light throughout the library and in the stacks was noted
- Would it be possible to put windows up high on the north wall to gain some light?
- Consider putting new books in the reading area
- Provide some electronic readers for periodicals?
- Interest in a coffee cart (in the community center)
- Displays of featured books appreciated as a service
- Interest in a dvd dispenser—felt “forward thinking” to this group.
- Interest in lockers for requests was also expressed.

Special Use Permit Criteria Worksheet

A special use permit cannot be approved unless the Planning Commission and City Council find that the following criteria have been met. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary and consult with the City Planner at the time of your Pre-Application Meeting as some items may not be applicable for your project.

1) That the establishment, maintenance, or operations of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

The Ramsey County New Brighton Library will not be detrimental to, or endanger the public health, safety, morals, comfort or general welfare of the community or the FSC guests. The Library will be an enhancement to the services offered to the community and the guests of the FSC.

2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The proposed Library will have no negative affect on the use and/or enjoyment of other property in the vicinity of the FSC or the surrounding commercial or residential properties. The location of the Library and the services offered are expected to enhance the value of the FSC services offered, and will compliment the surrounding commercial and residential properties.

3) That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The proposed Library will have no impact on development or improvements to surrounding property uses.

4) That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

The existing utilities and physical infrastructure is sufficient for the proposed Library. Space in the existing FSC will be remodeled and the existing grounds will accommodate the small expansion (up to 1,500 SF) proposed. Existing roads and parking should be adequate to accommodate the proposed Library.

5) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located.

The proposed Library will conform to all applicable regulations, as required.

New Brighton Family Service Center Parking Map

West lot: 59 stalls South lot: 25 stalls (6 handicap) East lot: 115 stalls (2 handicap) Over-flow lot: 40 stalls

Total parking: 239 (8 handicap)



DESCRIPTION OF PROPERTY SURVEYED

Part of the Southeast Quarter of the Southeast Quarter of
Section 20, Township 30, Range 23, Ramsey County, Minnesota.

GENERAL NOTES

- Survey coordinate basis: Ramsey County Coordinate System NAD 83, 1986 Adjustment
- At the time field work was performed for this survey, there was a significant amount of snow on the ground. Physical features were located to the best of our ability, but there may be additional features that were not visible and, therefore, not shown hereon.

UTILITY NOTES

- Utility information from plans and markings was combined with observed evidence of utilities to develop a view of the underground utilities shown hereon. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, excavation may be necessary.
- Other underground utilities of which we are unaware may exist. Verify all utilities critical to construction or design.
- Some underground utility locations are shown as marked onsite by those utility companies whose locators responded to our Gopher State One Call, ticket number 110480260.
- Contact GOPHER STATE ONE CALL at 651-454-0002 (800-252-1166) for precise onsite location of utilities prior to any excavation.

BENCH MARKS (BM)

- Top of top nut of fire hydrant approximately 41 feet east of the northeast building corner of 400 10th Street W.
Elevation = 879.36 feet (NGVD 1929)
- Top of tile at east building entrance to 400 10th Street W.
Elevation = 877.01 feet (NGVD 1929)

LEGEND

BD	Denotes top of 1 foot thick bridge deck
BE	Denotes building entrance
BH	Denotes beehive catch basin
CB	Denotes catch basin
COL	Denotes building column
FF	Denotes finished floor
HCS	Denotes handicap sign
HYD	Denotes fire hydrant
INV	Denotes structure invert
LP	Denotes light pole
PKS	Denotes parking sign
PVC	Denotes polyvinylchloride pipe
RCP	Denotes reinforced concrete pipe
RD	Denotes roof drain
SMH	Denotes storm manhole
ST S	Denotes storm sewer
TC	Denotes top of concrete curb
W	Denotes water line
BAS	Denotes Basswood tree
MPL	Denotes Maple tree
SPCG	Denotes Colorado Green Spruce tree

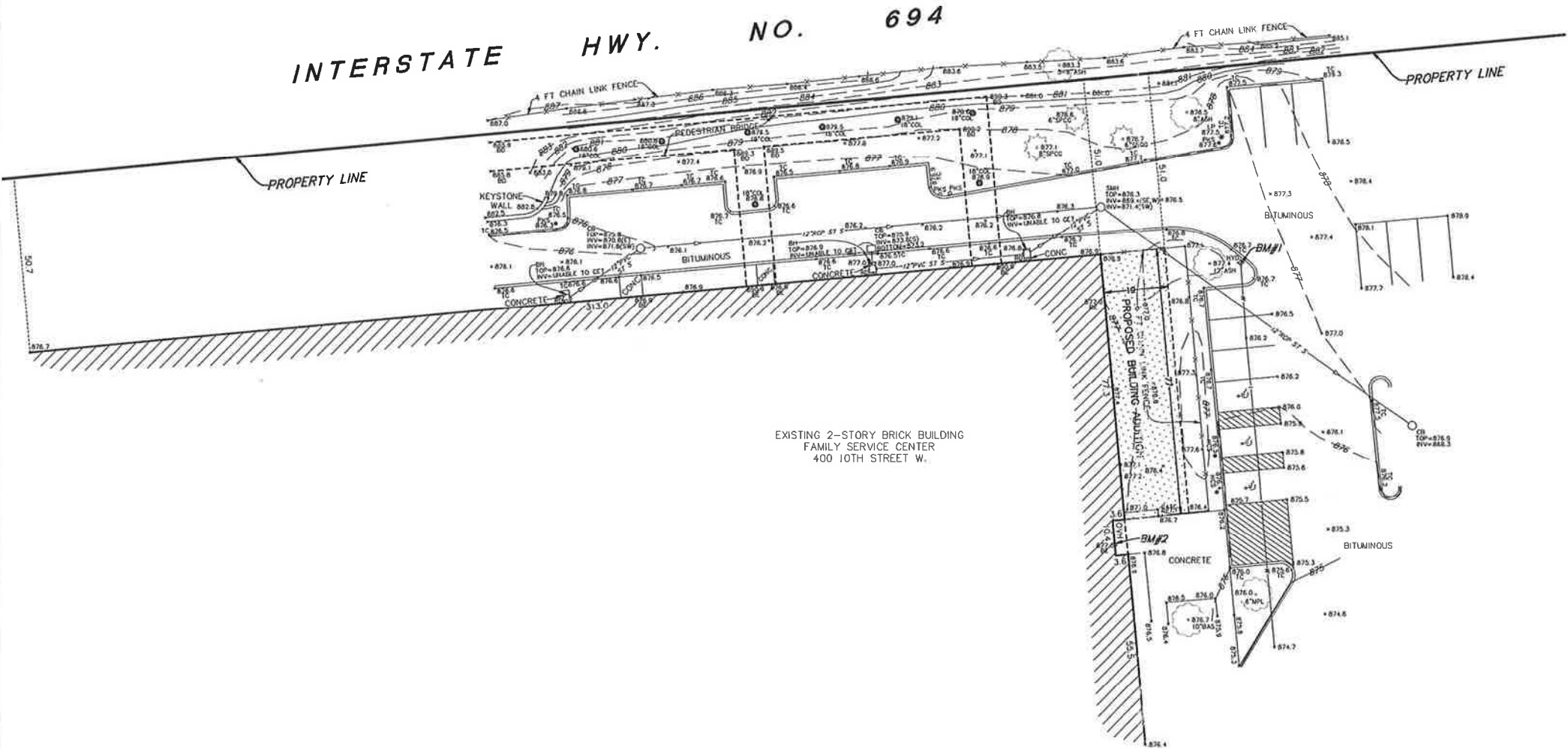
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

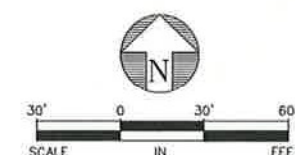
Dated this 24th day of February, 2011.

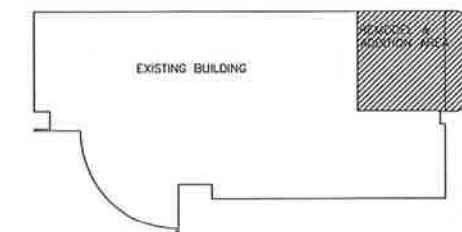
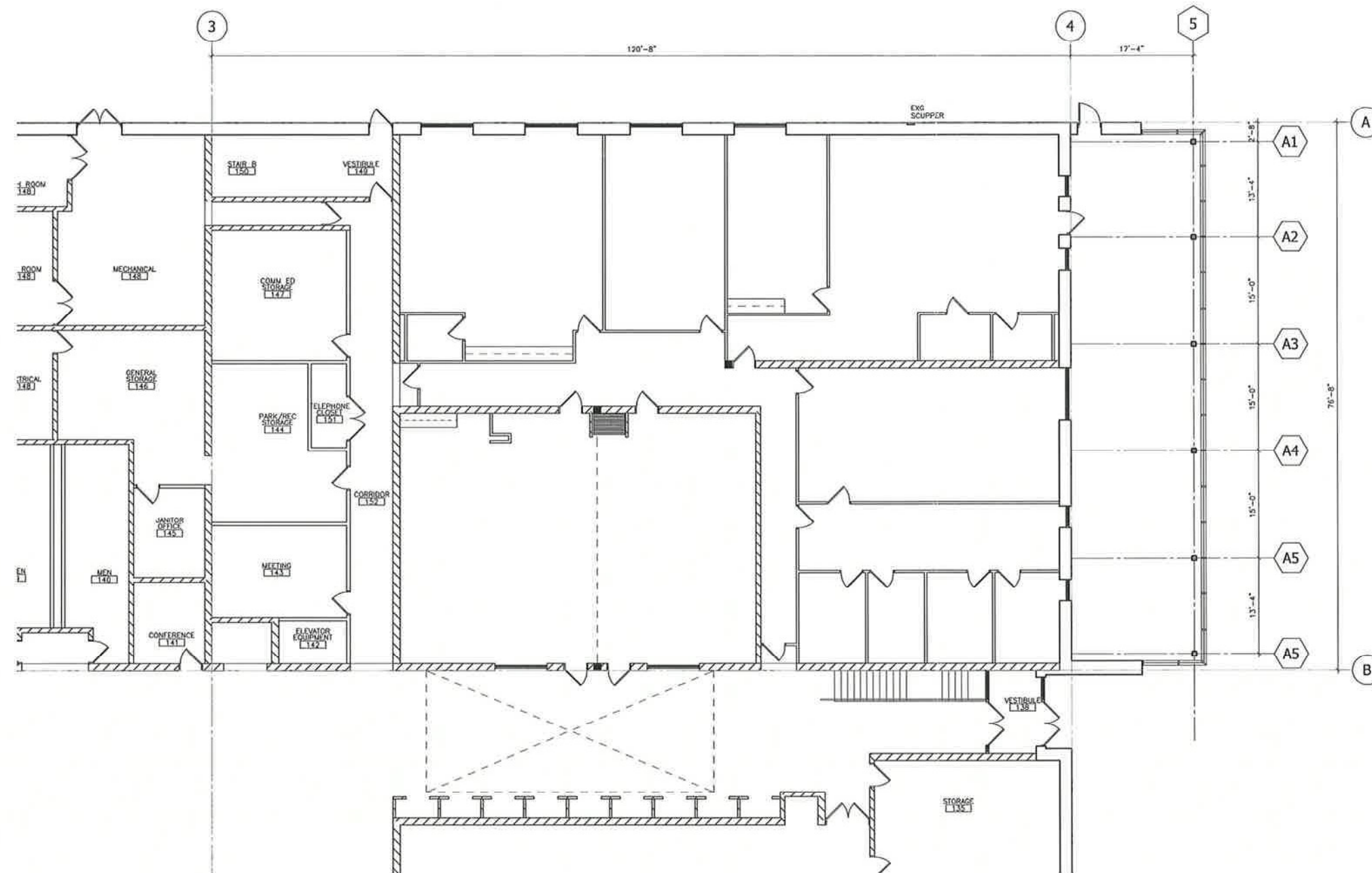
SUNDE LAND SURVEYING, LLC.

By: *Arlee J. Carlson*
Arlee J. Carlson, F.L.S. Minn. Lic. No. 44900

Revision	By	Date
	BMS	
Drawing Title:		
LOCATION, TOPOGRAPHIC and UTILITY SURVEY FOR: RAMSEY COUNTY PROPERTY MGMT. (FAMILY SERVICE CENTER)		
Main Office: 9001 East Broomington Freeway (150A) • Suite 118 Bloomington, Minnesota 55425-3435 952-881-2455 (Fax: 952-888-9526)		
North Office: Brooklyn Park, Minn. 763-784-9346		
Project: 2011-014	Blk/Tr: 729/48	Date: 2/24/2011
Township: 30	Range: 23	Section: 20
File: 2011014001.dwg		Sheet: 1 of 1







RAMSEY COUNTY
LIBRARY
NEW BRIGHTON

REVISION HISTORY - THIS SHEET

HGA.
Architecture | Engineering | Planning
Hammel, Green and Abrahamson, Inc.
701 Washington Avenue North • Minneapolis, Minnesota 55401
Telephone 612.758.4000 Facsimile 612.758.4199


I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED
UNDER THE LAWS OF THE STATE OF MINNESOTA

**NOT FOR
CONSTRUCTION**

SIGNATURE _____
NAME _____
DATE _____
LICENSE NUMBER _____

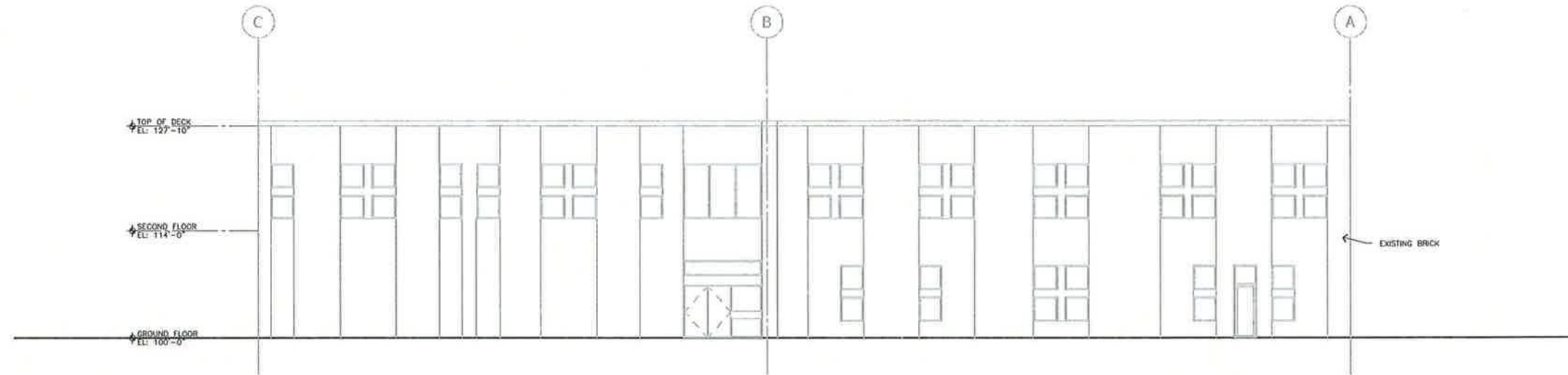
EXISTING
GROUND LEVEL PLAN

	COMM. NO.	2657-003-00
	SCALE	1/8" = 1'-0"
	DATE	FEBRUARY 24, 2011
	DRAWN	

LAND USE APPLICATION

A100

© COPYRIGHT HAMMEL GREEN AND ABRAHAMSON, INC.



① EXISTING EAST ELEVATION
1/8" = 1'-0"



② EAST ELEVATION
1/8" = 1'-0"

REVISION HISTORY - THIS SHEET

HGA
Architecture | Engineering | Planning
Hammel, Green and Abrahamson, Inc.
701 Washington Avenue North - Minneapolis, Minnesota 55401
Telephone 612.758.4000 Facsimile 612.758.4199

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

NOT FOR CONSTRUCTION

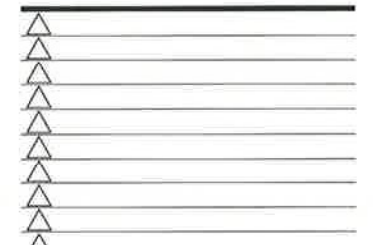
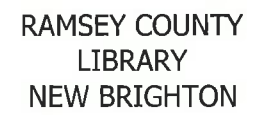
SIGNATURE: _____
NAME: _____
DATE: _____
LICENSE NUMBER: _____

EXTERIOR ELEVATIONS

COMM. NO. 2657-003-00
SCALE AS NOTED
DATE FEBRUARY 24, 2011
DRAWN

LAND USE APPLICATION

A400



hG hA.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

EXTERIOR RENDERING



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NEW BRIGHTON DEPARTMENT OF PUBLIC SAFETY

Robert J. Jacobson
Director of Public Safety

Daniel R. Olson
Deputy Director

Anthony S. Paetznick
Deputy Director



COMMUNITY POLICING THROUGH PUBLIC SAFETY – POLICE, FIRE AND EMERGENCY MANAGEMENT

To: City Planner Gundlach
From: Officer Hamdorf *JD*
Subject: 400 10th Street NW
Date: March 7, 2011

Based upon the March Staff Development Meeting in conjunction with Fire Marshall Lamotte we have identified the following concerns regarding the construction of the library addition to the New Brighton Family Service Center:

Building Occupant Safety

- Included with the proposal to utilize floor to ceiling glass windows on the eastern wall of the building, Public Safety recommends utilizing a decorative or non-decorative device to prevent an automobile from traveling through the glass windows striking the building occupants. The proximity of parking stalls adjacent to a floor to ceiling glass wall creates an unreasonable risk to the building occupants without a device to impede the movement of a vehicle towards the unprotected occupants
- Public Safety staff also recommend a fire suppression evaluation be completed to ensure adequate fire sprinkler density for the changing building conditions

Site Access

- The current parking arrangement and occupancy levels for the Family Service Center create a condition that leads to reduced site access as a result of vehicles being parked in non-marked spaces. There are multiple drive isles on the site which are less than 20 feet without any snow or other obstruction. With the addition of snow storage the drive isles are substantially reduced. An increase in the number of occupants would lead to vehicles being parked in throughways eliminating access for fire suppression apparatus. The fire suppression apparatus have a width of approximately 8 feet and 6 inches. Excluding any turn angles required by fire suppression vehicles, parking by site visitors in any non-designated location throughout the parking area would substantially limit the ability of a fire suppression apparatus to access the location of the incident.



NEW BRIGHTON DEPARTMENT OF PUBLIC SAFETY

Robert J. Jacobson
Director of Public Safety

Daniel R. Olson
Deputy Director

Anthony S. Paetznick
Deputy Director



COMMUNITY POLICING THROUGH PUBLIC SAFETY – POLICE, FIRE AND EMERGENCY MANAGEMENT

- Raised islands are recommended at the termination of designated parking areas to reduce the likelihood of vehicles parking in non-designated parking spaces.
- Pedestrian access to the library portion from Old Highway 8 NW and 10th Street NW is limited without a sidewalk requiring individuals to walk in the roadway on the north side of the road if they access the site from the bus stop.
- With the increased pedestrian use of the path from the current overflow parking lot through the wooded area and over the bridge staff recommends increasing the width of the brush removal and increasing lighting to reduce the area adjacent to the pathway which may conceal a person.

cc. Director Jacobson
Deputy Director Olson
Deputy Director Paetznick









Memo

To: Janice Gundlach, City Planner
From: Brad Martens, Facilities Manager
Subject: Ramsey County Library in New Brighton
Date: March 10, 2011

Parks and Recreation staff are excited about the opportunity for Ramsey County to open a Library Branch within the existing community center in New Brighton. Staff are very supportive of the investment by both Ramsey County and the City of New Brighton which will increase traffic to the community center and may allow for collaborative programming opportunities.

Parks and Recreation staff have worked directly with Ramsey County, HGA and Adolfsen Construction and Peterson to design the future Ramsey County Library in New Brighton. Specifically, the Parks and Recreation Facilities Manager has represented the City of New Brighton at design meetings taking place on February 4th, February 17th and March 3rd.

The largest impacts to the community center include parking, roof materials, access from the community center, library computer stations within the community center, book drop placement and the requirement of a rain garden. Comments on each of these items are below:

Parking:

Currently parking issues do exist occasionally on weekends during the winter months. Saturday is the busiest day of the week for the community center with up to 23 birthday parties, a large community room event such as a wedding reception, recreation programs and many drop-in users of the fitness center and Eagles Nest Indoor Playground. The addition of a library will increase parking issues on weekends.

The current method to control parking issues is to coordinate the use of the facility through staff communication. An example of this would be if a large conference is using the facility, staff limits the number of birthday parties booked to ensure customer satisfaction. In order to meet revenue expectations this will not be able to be accomplished on a regular basis.

An overflow parking lot 40 stalls in size does exist off of 10th St. NW but is rarely utilized due to lack of knowledge of the lot. Additional signage located near the main entrance to the community center directing users to this lot would be beneficial and is recommended for inclusion in the project.

Staff from the City of New Brighton Public Works Department have designed a possible addition to the current overflow parking lot that may be constructed in the future if parking issues exist. Parks and Recreation staff are supportive of the construction of this additional parking and recommend it is completed before the opening of the library in December.

Roof materials:

The library would like to construct a roof on the addition using a Fully Adhered EPDM system. In 2010, the community center was re-roofed using a Built Up Roof system. Parks and Recreation staff recommend the new construction uses a Built Up roof system to match the quality of the existing roof.

Access from the community center:

The library has chosen to have one public access point from inside the community center. Parks and Recreation staff are in support of this decision.

Library computer stations within the community center:

The library would like to place computer stations and an honor copy station within the community center that could be utilized by library members at times that the library is closed. Parks and Recreation staff have been ensured that the library will be responsible for all cleaning and maintenance to their equipment in the community center. The location of the computers within the hallway has been selected by city staff in order to retain the best possible customer traffic flow. The area will be under security surveillance by the library.

Book drop placement:

The library requests that an after hours book drop box be placed in the community center to be utilized during hours the library is closed but the community center is open. Parks and Recreation Staff approve of the drop box as long as the book drop is immediately adjacent to the library entrance.

Rain garden requirement:

Parks and Recreation staff have been informed that the addition to the community center for the library may result in the need of a rain garden to be installed on the property. Staff are concerned about the short term and long term maintenance of the rain garden. It is recommended that other options be implemented in lieu of a rain garden such as the use of Ramsey County storm water credits or the installation of pervious pavement.



interoffice

MEMORANDUM

to: Janice Gundlach, City Planner
from: Craig Schlichting, Civil Engineer II
subject: Ramsey County Library
date: March 8, 2011

The Engineering Department has reviewed the site plan for The Library and we offer the following comments:

Streets-Parking Lot

1. The east entrance concrete/curb will be redesigned to meet current ADA standards. Future submittals should include Civil Plans showing the disturbed area along with spot elevations; ramp grades and detectable surface design at a minimum.
2. Plans should include a designated area for construction materials to insure access routes are maintained for emergency vehicles and parking is maximized.
3. The proposed drive-thru book drop design needs to include information on the plan for existing stormwater facilities. Several down spouts and catch basins exist in this corridor, and curb adjustments could impact these facilities.
4. Weekend events and general weekend usage have utilized the existing parking stalls to capacity. An overflow parking lot exists to the east of the main entrance on 10th Street. With its current location and lack of connectivity this parking lot is not used to its full potential. Staff believes by adding a curb cut, driveway, and adjacent parking stalls we would provide the necessary link from the main entrance to the overflow parking lot. Included with this memo, is a plan view of the proposed parking addition, along with a detailed drawing showing dimensions. Staff recommend this parking lot be constructed during this summer's construction season, making it available prior to the opening of the library. The parking addition would create 55 new stalls; and, provide direct access to 36 more existing stalls (total of 91).
5. The comprehensive trail plan includes the addition of a city owned sidewalk in this corridor, which would provide an improved pedestrian linkage to the Family Service Center and Library. To meet the goals of the comprehensive plan, staff recommends adding a 5-foot concrete sidewalk on the north side of 10th Street from the northeast corner of Old Highway 8 and 10th Street to the overflow parking

entrance. This segment would connect to an existing 8-foot bituminous trail which leads north to southern entrance of the Family Service Center. This segment would be constructed with MSA funds, as 10th Street NW is a designated MSA route.

Storm Sewer-Grading

1. The grading/erosion control plans will need to meet Rice Creek Watershed District rules. Any soil borings that are required for Watershed submittal should be forwarded to the City for our records.
2. The building addition may impact an adjacent storm sewer pipe. If impacted plans should include relocation this pipe and manholes/catch basins as required to provide adequate separation from the building for any future pipe maintenance.
3. Inlet protection will be required for all downstream catch basins receiving runoff from the building addition.
4. The City will maintain the existing storm sewer system.

Watermain

1. The existing watermain serves the Family Service Center; no new/external watermain is anticipated or shown on the current plans.
2. The Fire Marshall/City Code Inspector will review the hydrant and post indicator valve locations and provide comments as necessary.
3. The owner/engineer will need to obtain a permit from MnDOLI for internal plumbing design. The owner/mechanical engineer will need to verify internal size requirements (for any scheduled changes).
4. The City will maintain the existing watermain.

Sanitary Sewer

1. The existing sanitary sewer serves the Family Service Center; no new/external sanitary sewer is anticipated or shown on the current plans.
2. Any internal changes to the sanitary sewer service material and grade need to meet MnDOLI and MPCA requirements.
3. The City will maintain the existing sanitary sewer.

Easements-Survey

1. If a stormwater treatment feature is required to meet Rice Creek Watershed District permitting requirements, the City will dedicate the operation and maintenance of this feature to the Ramsey County Library. The easement required for this area should be shown and included with future plan sets.



PLAN
FAMILY SERVICE CENTER
AERIAL OVERVIEW

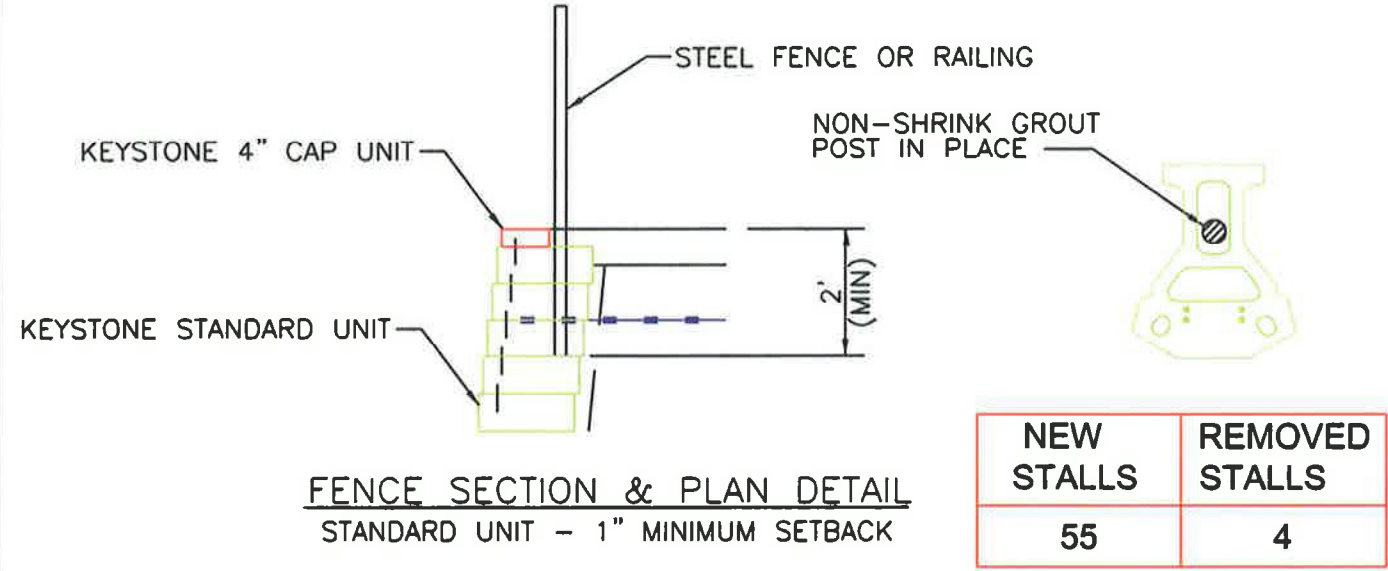
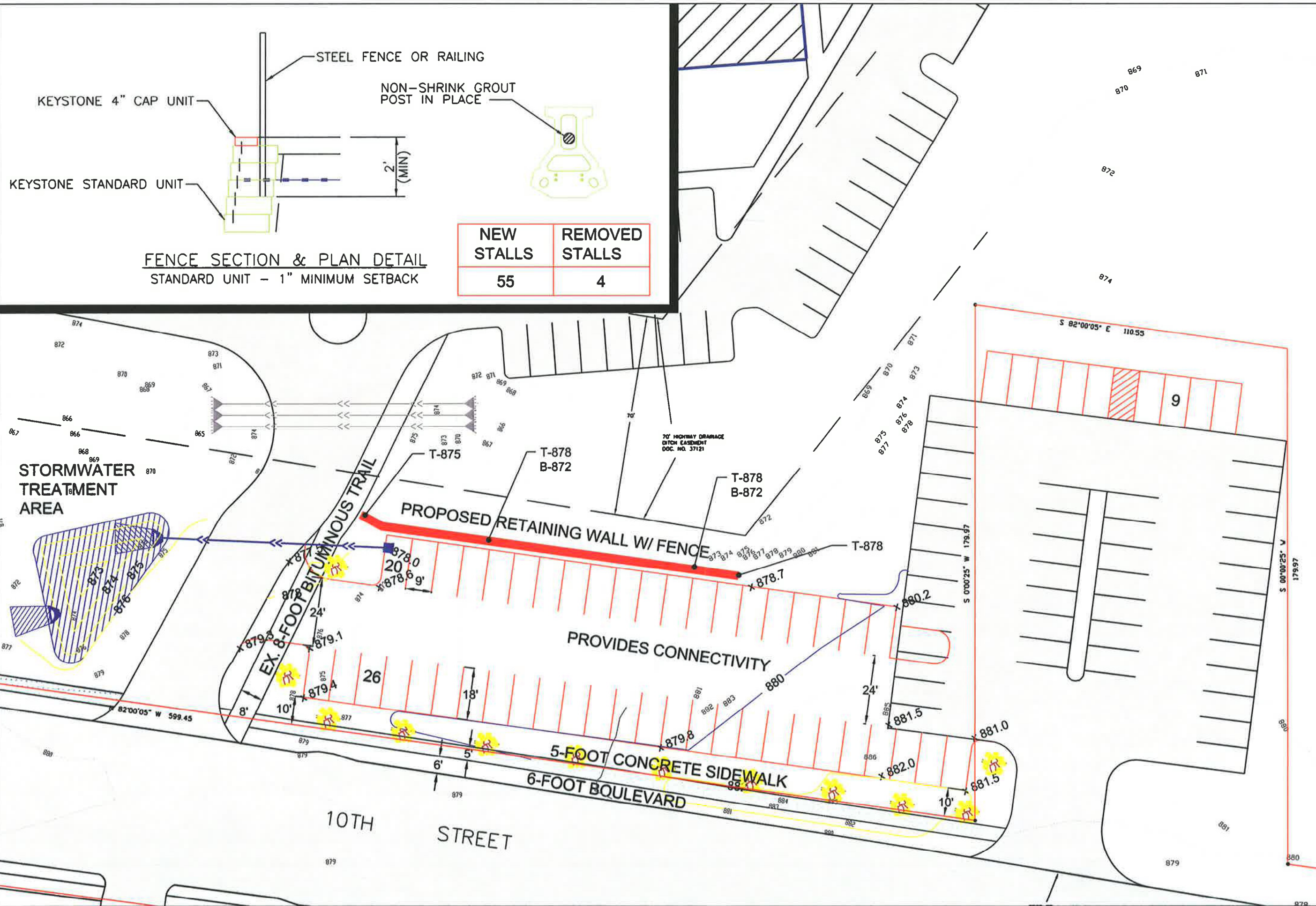
REV 11 OF 11

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY
LICENSED PROFESSIONAL ENGINEER IN THE STATE OF
MINNESOTA.
DATE 3/9/11
GRANT M. WYNELLS
NEW BRIGHTON CITY ENGINEER
LICENSE NO. 65544

SCALE:
HORZ: 1"=60'

DRAWN BY:
ENGR. DEPT.
DATE:
3/9/11
CHECKED BY:
G.M.W.
DATE:
3/9/11

PROJECT NO.
AERIAL



City of
NEW BRIGHTON
Engineering Department
880 Old Highway 5512
New Brighton, MN 55122
(612) 628-2000

PLAN

**FAMILY SERVICE CENTER
PROPOSED PARKING**

REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	3/9/11

I HEREBY CERTIFY THAT THIS PLAN 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.

Grant A. Wyffels
GRANT A. WYFFELS
NEW BRIGHTON CITY ENGINEER
LICENSE NO. 40546

SCALE:

HORZ: 1"=30'

DRAWN BY:
ENGR. DEPT.
DATE:
3/9/11
CHECKED BY:
G.M.W.
DATE:
3/9/11

PROJECT NO.

PARKING