



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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PLANNING REPORT - Major Site and Building Plan Review

TO: Sunfish Lake Mayor and City Council
Sunfish Lake Planning Commission

FROM: Michelle Barness

DATE: December 10, 2014

RE: Sunfish Lake – 2035 Charlton Road – Site and Building Plan Review

FILE: 211.01 – 14.15

1/6/15 CC Mtg.
**Agenda
Item
6b**

Application Accepted: November 17, 2014
Planning Commission Date: December 17, 2014
Tentative City Council Review: January 6, 2015
60-day Review: January 16, 2015

BACKGROUND

St. Anne's Church is requesting approval of a Major Site and Building Plan Review to allow site improvements at 2035 Charlton Road. The improvements include the addition of more than 1,000 square feet of hard surface to the parcel and will require modifications to site grading and drainage, which requires major plan review. Major reviews require recommendation by the Planning Commission and final approval by the City Council.

The proposed project consists of a parking lot redesign, improvements and expansion of site sidewalks, the creation of an outdoor gathering area and play yard, the reconfiguration of an existing outdoor worship space, and updates to site lighting, electric utilities, and septic systems.

APPROVALS REQUIRED	
Major Site and Building Plan Review	For site improvements resulting in the addition of more than 1,000 square feet of hard surface to the subject property.

Attached for reference:

Exhibit A: Project narrative
Exhibit B: Existing Conditions/Demo Plan
Exhibit C: Site plan
Exhibit D: Grading, drainage, and erosion control plan
Exhibit E: City Engineer report

INS, Institutional District

The subject property falls within the INS, Institutional District. Religious institutions are a permitted use in the district, as are accessory uses incidental to permitted uses (which would include outdoor spaces and play yards) and off-street parking. No structures are being renovated or added to the site with the current project, so that conforming setbacks and building coverage on the property will be maintained.

Major Site and Building Plan Review

Accessory Uses. The applicant is proposing two new accessory uses on the property. The first is a concrete patio on the south side of the church sanctuary for church related outdoor gatherings, and the second is a play yard adjacent to the church's west building wall to serve as a structured play area for families. Both accessory areas meet setback and location requirements for accessory uses. Existing landscaping and tree coverage on the church property is anticipated to screen proposed accessory areas from surrounding properties.

Placement and Design of Roads, Driveways, and Parking Areas. Churches require a minimum of one (1) parking space for every three (3) seats provided for the congregation. The applicants have indicated that the sanctuary provides seating for 160 people, and as such are required to provide at least 53 parking stalls. The parking lot redesign will provide 76 standard parking stalls and 6 accessible stalls, which meets Ordinance and accessibility parking stall requirements.

The redesigned parking lot will be surfaced and will provide curbing for storm water management. The parking area maintains the required 25 foot setback from adjacent property lines. Off-street parking areas of 5 stalls or more are required to be screened from abutting residential districts. Existing tree coverage on the east, north, and west portions of the subject property will help screen the redesigned parking areas. Existing tree screening on the south property line is inconsistent, however the residential parcel to the south has a significant amount of tree coverage which will continue to buffer church uses from the neighboring property. In addition, the home on the parcel to the south sits almost 500 feet from the proposed church parking area, further reducing any visual impact.

The City Engineer has provided comments pertaining to parking lot design as described in the "Site Grading and Parking Lot" section of his report (Exhibit E). The applicants are required to respond to his comments prior to the City Council meeting.

Lighting. Exterior lighting of property is allowed as necessary for safety purposes provided the impact on surrounding properties is minimized and it is in compliance with Section 1216.06 of the Zoning Ordinance. This section requires that lighting be hooded and controlled to deflect light away from neighbors, and that bare incandescent light bulbs not be permitted in view of adjacent property.

The applicants' exterior lighting plan includes two LED light standards in the renovated parking lot and four LED light bollards along an existing sidewalk. The proposed light

features are hooded and provide down lighting as required. Proposed lighting must further adhere to the requirement that upon installation lights which cast any light on nearby residential properties do not exceed one foot candle (meter reading) as measured from the property line.

Grading and Drainage and Stormwater Management

Re-grading of portions of the site will occur as a result of parking, sidewalk, and accessory use proposals, and drainage on the site will be impacted as a result. The applicant has provided demolition, grading, drainage and erosion control plans for review and approval by the City Engineer. In addition, stormwater calculations have been provided which detail existing and proposed runoff conditions. These plans indicate that silt fencing will be provided around the perimeter of the construction zone to address sediment movement, in addition to implementation of a soil stockpile location. Stormwater management measures on the site will include implementation of catch basins, storm sewers, and a large raingarden.

The City Engineer has provided comments pertaining to grading and drainage as described in his report (Exhibit E). The applicants are required to provide revised drainage/stormwater management plans addressing his comments for review and approval prior to the City Council meeting.

Landscaping/Fencing/Screening.

Fencing. The applicant is proposing an aluminum fence to surround the proposed play area adjacent to the west wall of the church. The fence is 5 feet tall, no more than 50% solid matter, and will run for approximately 85 linear feet, conditions which meet ordinance requirements for standard fencing. The fence will be screened by existing landscaping and tree coverage on the property.

Landscaping. Twelve trees are to be removed from the lot in the course of completing proposed site improvements, including significant size spruce, maple, elm and apple trees. No new trees or landscaping are being proposed, however a large portion of the site will remain in tree coverage, which will screen the church building and proposed improvements from adjacent properties. The applicants are providing tree protection fencing around significant trees within the construction zone, and silt fence will serve as protection fencing for trees just outside of the construction zone. Protection fencing meets placement standards.

The City Forester has reviewed the applicant's tree removal plan and has no further recommendations.

Septic System. There are three septic systems on the subject property. The oldest was built in the 1960s and is not up to present standards. The newest septic system was built for the Saint Anne's House, a small rectory on the church property which will be demolished apart from the current application. The applicant would like to remove the oldest system and reroute the sewage to the newer system once the house is removed. Plans for abandoning or removing an existing septic system and rerouting

septic extensions are contingent on review and approval of required permits by the City Septic Inspector.

In addition, the City Engineer has requested that the site plan be revised to provide additional septic information. These revisions must be provided to the engineer for review and approval prior to consideration of the project at the City Council meeting.

Easements. In review of the proposed project the City Engineer has identified the following easement requirements, as described in his report (Exhibit E):

1) There is an existing Access and Utility Easement (Doc. No. 2818992) running through the existing and proposed parking lot for access to the communication tower site within the northwest corner of this parcel. The proposed parking lot is constructing features such as curb and gutter, islands and other improvements through this easement and blocking the path. While access around these is maintained with new driveways and parking lot paved surfaces, approval of these modifications and encroachments must be obtained from the easement owner and provided to the City. It is recommended this easement be modified or revised to follow the new drive path. If this easement is to be vacated or rededicated, please provide this information to the City.

2) The site has a flow path from the east side of the property to the north property line from the existing culvert under the Charlton road. The flow path from the existing culvert to the north property line should be encompassed by a drainage and utility easement based on the City policies and WMO policies. This easement is required to be dedicated at this time. The City Engineer can work with the applicant on the size and alignment of the easement.

Both easement issues must be addressed prior to consideration of the application at the City Council meeting, and the requested easement modifications must be recorded with Dakota County should the City grant approval of the requested site and building plans.

Site and Building Plan Evaluation Criteria. As described in Section 1208.04 of the City Zoning Ordinance, the Planning Commission, as its basis of recommendation, and the City Council, as its basis for decision, shall evaluate the effects of the proposed site and building plans. This review shall include, but is not limited to, the following:

- A. Whether the proposed improvements are compatible and in harmony with the existing structures in the surrounding community.
- B. Whether the proposed improvements preserve the character and nature of the surrounding community, including the natural landscape and woodland characteristics of the community.
- C. Whether the proposed improvements are not constructed of unsightly, improper or unsuitable materials.

- D. Whether the proposed improvements will not materially adversely affect any natural resources in the community, except when there is no feasible and prudent alternative to the proposed location of the improvements.
- E. Whether the proposed site and improvements shall have an appearance that will not have an adverse effect upon adjacent residential properties.
- F. Whether the proposed site improvement complies with drainage requirements, as provided in Section 1216.04 of the Zoning Ordinance.

The proposed improvements are compatible with existing development on the subject property and surrounding properties. The new parking lot and site amenities will improve use of the site by visitors and church attendees. Materials for parking and site improvements are quality in appearance and function. Further, the project will have minimal impact on the extensive tree cover on the property, and trees that are being removed are within the immediate vicinity of the rectory demolition site or parking/sidewalk improvements.

The City Engineer has had an opportunity to review grading, drainage, and erosion control plans for the project. He has recommended approval of the project, and has identified small plan modifications or information requirements that shall be addressed prior to consideration of the application at the City Council meeting.

SUMMARY AND RECOMMENDATION

The applicants are requesting approval of a Major Site and Building Plan review to allow parking and site improvements at 2035 Charlton Road. Planning staff recommends approval of the Major Site and Building Plan based on finding that the proposal will have minimal impact on site conditions related to vegetation, land alteration, or neighboring property. Approval would also be based on the following conditions:

1. Upon installation lights which cast any light on nearby residential properties shall not exceed one foot candle (meter reading) as measured from the property line.
2. Plans for abandoning or removing an existing septic system and rerouting septic extensions are contingent on review and approval of required permits by the City Septic Inspector.
3. The applicant address septic/well, grading, and drainage comments provided by the City Engineer in his report (Exhibit E) prior to consideration of the project by the City Council.
4. The applicant identifies the required easements (addressed by the City Engineer in his report dated December 10, 2014) on revised site plans, and via the provision of legal descriptions of the easement areas. This information must be provided to the engineer for review prior to consideration of the project by the

City Council. If the City approves the major plan review, the easements must be dedicated and recorded with Dakota County.

5. The applicant must contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75 each and payment of this amount shall be the responsibility of the property owner.

c: Cathy Iago, City Clerk
Mike Andrejka, City Building Official
Ron Wasmund, City Septic System Inspector
Don Sterna, City Engineer
Jim Naves, City Forester
Tim Kuntz, City Attorney
St. Anne's Episcopal Church, Attn: Denny Thompson, Applicant

Saint Anne's Site Narrative

For many years Saint Anne's sunken sidewalks and deteriorating parking lot have been aggravating and often slippery. The original sidewalk design provided almost no gradient from the Sanctuary doors to the parking lot. Eventually the center of the sidewalk sank and separated which collected water and often ice. As we sought design options that would allow us to construct a new safe dry entrance sidewalk, it became clear that the parking lot needed to be reconstructed at the same time to allow good drainage. The parking lot had been slowly settling and breaking up over several years.

In addition to the sidewalk and parking lot, the congregation put forward a list of many aspects of the building and property that should be considered for improvement. These various projects were discussed, and voted on to identify the most important. The highest priority outside projects were as follows:

Replace entrance sidewalk

The present sidewalk does not drain properly, resulting in standing water several inches deep over the concrete, particularly during melting conditions.

Enlarge parking lot & design for 90° stalls

The present parking lot is cracking and breaking up. It is designed to accommodate 76 cars parked diagonally in three rows. The cars parking in the center row are often not well organized and take up more space than necessary. The present parking lot is often overcrowded, especially during special events such as weddings, funerals, and holiday services. When the lot is full, cars park on the shoulder of Charlton Road, making traffic flow difficult. The south edge of the present parking lot is closer to the property line than present zoning allows. Most initial parking lot options considered would have required requesting a variance to the zoning ordinance.

The proposed reconfigured parking lot will not require requesting a zoning ordinance variance, will appear smaller visually as you enter the lot, will have less impact on the outdoor Chapel, and will accommodate 82 cars. The new surface will be striped clearly to help keep parked cars organized. Adding curb around the entire lot to manage surface water will also support people pulling all the way into parking spaces and making the lot more efficient.

Drop Off Lane

Access from the parking lot to the church is not easy now. The parking lot is as close as you can get to the doors. Adding a drop off lane at the south end of Administrative Wing will improve everyone's access to the church.

Outdoor Gathering Area

Currently we do not have a convenient enjoyable space for outdoor coffee hour before or after services. This project creates an outdoor gathering area near the entrance to the Sanctuary. It would be a place for informal gatherings, outdoor coffee hours, and quiet contemplation. Benches and planters and the shade of the river birches will enhance the area.

Surfaced Paths

Access to our several outdoor spaces at this time is by walking across the yard. We want to provide a defined pathway to the outdoor chapel and columbarium. The path surface must

provide stable footing, be relatively smooth for wheel chairs, be low maintenance and fit into the natural setting of the grounds.

Outdoor Children's Play Area

At this time there is no structured outdoor play area for our children. A level fenced outdoor play area visible from inside the Parish Hall would foster a safe and relaxed environment for young families. An existing asphalt roadway will be removed to accommodate this play area. This roadway is not essential for traffic flow and its removal will allow more use of the west side of the building.

Electricity to Outdoor Worship Area

Presently for our outdoor worship service, long extension cords are plugged in to outlets on the Administration wing and strung across the yard to the outdoor chapel area. It would be better to provide underground electrical service to the outdoor chapel. Easily accessible outlets will allow temporary low-level lighting, speakers for services, and food preparation options.

Outdoor Lighting

The present yard lights work irregularly. When lit, they blast light in all directions. Saint Anne's building is often used at night. It is important to provide appropriate lighting for convenience and safety in the parking lot, sidewalks and entrance doors. Two LED light standards in the parking lot and four LED light bollards along the sidewalk will use minimal energy and provide good down directed light only where needed.

Reconfigure Outdoor Worship Area

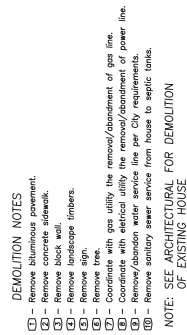
The outdoor chapel is an important part of Saint Anne's worship options. Parishioners gather most summer Sundays to worship outdoors in our beautiful grounds. This area will be revised to focus on the natural environment and minimize distractions. Relocating the parking lot further away from the chapel will allow for more screening between these uses.

Remove Saint Anne's House

This project was not in the list of options when the congregation voted. However maintaining this house has been a drain on available volunteer labor hours for many years. Recent discussions with City of Sunfish Lake consultants indicated that there were very few options for use of the building that would be allowed by the City and further Saint Anne's mission. After several years of wet basement problems and associated mold issues we decided to remove the building. For practical reasons, the building should be removed before a new parking lot is built.

Replace Septic System

There are 3 septic systems on Saint Anne's property. The oldest one built in the 1960's is not up to present standards. A new septic system was built for Saint Anne's House 4 years ago. Sewage that is now disposed of in the oldest system will be rerouted to utilize this new system when Saint Anne's House is removed. Also, based on our knowledge of the site, we don't believe there are any other existing septic systems within 50' of the site boundary lines.



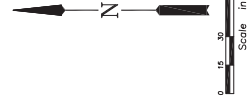
EXISTING CONDITIONS IMPERVIOUS AREA = 1.41 ACRES
RECONSTRUCTED/NEW IMPERVIOUS AREA = 0.88 ACRES
TOTAL PROPOSED CONDITIONS IMPERVIOUS AREA = 1.39 ACRES
NET DECREASE IN IMPERVIOUS AREA = 0.02 ACRES

SITE NOTES

- ① — All dimensions between curbing and to radius points are to face of curb.
- ② — All dimensions abutting curbs are to back of curb.
- ③ — Construct drives/entrances according to City of Sunfish Lake Std. Plates.
- ④ — All parking stall striping width is 9.00' unless otherwise noted.

PARKING STALLS REQUIRED	
SANCTUARY	160
TOTAL	160 X 1 STALL/3 SEATS = 53
PARKING STALLS PROVIDED	
STANDARD STALLS	76
ACCESSIBLE STALLS	6
TOTAL	82

 PROPOSED CONCRETE
 PROPOSED STD. DUTY BITUMINOUS
 ——— BOUNDARY/ROW/BLOCK LINE
 - - - EASEMENT
 PROPOSED ELECTRICAL OUTLET



Memorandum

To: *Michelle Barness and Alan Brixius
Northwest Associated Consultants*

From: *Donald W. Sterna, PE
WSB & Associates, Inc.*

Date: *December 10, 2014*

Re: *Site and Building Plan Review
2035 Charlton Road – St. Anne's Church
City of Sunfish Lake, MN
WSB Project No. 1011-99*

Project Background

The applicant is proposing parking lot and site improvements including a re-organization of parking areas, new surfacing, curbing, new concrete paths, an outdoor patio, and outdoor play area, and updates to site lighting, electric utilities, and septic systems. The applicant has provided a set of site and drainage plans for consideration. The following review is only for the engineering, storm water management, and site grading issues. The building compliance and/or septic and well requirements will be handled by the City planners, and Building and Septic inspectors.

Site Septic and Well

- Show all existing and proposed wells, septic tanks, piping and drain fields. This is incomplete.
- The existing and proposed septic system needs to be reviewed by the City's septic inspector for function and capacity to accommodate the building.

Site Easements

- There is an existing Access and Utility Easement (Doc. No. 2818992) running through the existing and proposed parking lot for access to the communication tower site within the northwest corner of this parcel. The proposed parking lot is constructing features such as curb and gutter, islands and other improvement through this easement and blocking the path. While access around these is maintained with new driveways and parking lot paved surfaces, approval of these modifications and encroachments must be obtained from the easement owner and provided to the City. It is recommended this easement be modified or revised to follow the new drive path. If this easement to be vacated or rededicated, please provide this information to the City.
- The site has a flow path from the east side of the property to the north property line from the existing culvert under the Charlton road. The flow path from the existing culvert to the north property line should be encompassed by drainage and utility easement based on the City policies and WMO policies. This easement is required to be dedicated at this time. We can work with the applicant on the size and alignment of this easement.

Site Grading and Parking Lot

- Provide spot elevations along the curb at the handicapped stalls to show it is flat enough to meet ADA requirements. It is assumed this curb is flat and not a B612 or D412, please confirm.
- It is recommended that the pavement recommendation provided in the AET Geotechnical report be followed for construction.

Drainage

- Please provide the area of land to be disturbed. A National Pollutant Discharge Elimination System NPDES Construction permit will be required if over an acre of land it to be disturbed.
- On the existing drainage plan show the existing drainage sub areas and drainage paths with arrows.
- On the proposed drainage plan show all of the proposed and existing drainage sub areas and drainage paths with arrows.
- The stormwater discharge rate control for the site is in conformance with the City policies.
- The site is in conformance with the volume control standard policies for the City.
- The water quality treatment system-raingarden provides a sump manhole CB-1 rather than a forebay as outlined in the City policies. It is recommended that the sump manhole be allowed for pretreatment in this system. We request that the manhole diameter be increased to a minimum of 60" to allow for an increased storage volume to reduce maintenance intervals. We request that the maintenance plan, inspection schedule of cleaning procedure be provided to the City.
- The low building opening is in conformance with the City freeboard requirements. The low opening on the east side of the structure (967.04) is within 1" of the EOF across the trail to the east. It is requested that the EOF be a minimum of 1.5' below the low building opening.
- It is requested that waterline pipe and gas line crossing under the raingarden be entirely removed rather than abandoned.

Conclusion and Recommendations

Based on our review of the proposed site, drainage and grading plans appear to be consistent with the City's requirements, with the exception of the above listed items in this memorandum. Since these comments all appear to be correctable with minor plan adjustments and providing additional information, we recommend approval of the permit from an engineering standpoint with the understanding that the above listed items be submitted for review and approval prior to the next City Council meeting and prior to any construction.

CITY OF *Sunfish Lake* MINNESOTA

**Planning Commission
Findings of Fact &
Recommendation
(Approval)**

Applicant's Name: St. Anne's Episcopal Church

Request: The applicant requests City approval of major site and building plans for site improvements at 2035 Charlton Road.

Planning Commission Meeting Date: December 17, 2014

Findings of Fact: Based on review of the application and evidence received, the Sunfish Lake Planning Commission now makes the following findings of fact and recommendation:

1. The address of the subject property is as follows:

2035 CHARLTON ROAD, SUNFISH LAKE, MN 55118
2. The Planning Report dated December 10, 2014 prepared by Northwest Associated Consultants, Inc. is incorporated herein by reference.
3. The Sunfish Lake Planning Commission reviewed the applicant's request for major site and building plan approval on December 17, 2014. The Planning Commission recommended approval of major site and building plans to allow parking lot and site improvements at 2035 Charlton Road, subject to certain conditions as set forth in the Planning Report.
4. Upon review of the planning report and application information the Planning Commission found that the proposed site and building plans meet Ordinance requirements. The following findings support the Planning Commission recommendation to approve the proposed site and building plans:
 - a. The redesigned parking lot and site improvements (outdoor patio and play area) are permitted accessory uses in the INS, Institutional District in association with a church use.
 - b. The site improvements meet Zoning Ordinance setback and design standards, including addressing requirements for parking areas, accessory uses, lighting, fencing, landscaping and screening, and site grading, drainage, and stormwater management.

- d. The site improvements are not anticipated to negatively impact adjacent neighbors or the natural environment.

Recommendation:

Based on the foregoing considerations and applicable ordinances, the Planning Commission recommends approval of the applicant's major site and building plans to allow parking and site improvements on their property.

Approved, subject to the following conditions:

1. Upon installation lights which cast any light on nearby residential properties shall not exceed one foot candle (meter reading) as measured from the property line.
2. Plans for abandoning or removing an existing septic system and rerouting septic extensions are contingent on review and approval of required permits by the City Septic Inspector.
3. The applicant address septic/well, grading, and drainage comments provided by the City Engineer in his report (Exhibit E) prior to consideration of the project by the City Council.
4. The applicant identifies the required easements (addressed by the City Engineer in his report dated December 10, 2014) on revised site plans, and via the provision of legal descriptions of the easement areas. This information must be provided to the engineer for review prior to consideration of the project by the City Council. If the City approves the major plan review, the easements must be dedicated and recorded with Dakota County.
5. The applicant must contact planning staff to arrange pre- and post-construction site visits, whereby staff can confirm that site and building plans and associated approval conditions have been implemented accordingly. The inspections are separate from other inspections that may be necessary by the City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75 each and payment of this amount shall be the responsibility of the property owner.

Adopted by the Sunfish Lake Planning Commission this 17th day of December 2014.

City of Sunfish Lake

By: _____
Andrea McCue
Planning Commission Chair

ATTEST

Catherine Iago, City Clerk