INVER GROVE HEIGHTS
PLANNING COMMISSION AGENDA

Tuesday, June 1, 2010 – 7:00 p.m.
City Council Chambers - 8150 Barbara Avenue

1. CALL TO ORDER

2. APPROVAL OF PLANNING COMMISSION MINUTES FOR May 18, 2010

3. APPLICANT REQUESTS AND PUBLIC HEARINGS

3.01 AMAZING GRACE LUTHERAN CHURCH – CASE NO. 10-17PRV
Consider the following requests for property located at 7160 South Robert Trl:

A.) A **Major Site Plan Review** to reconfigure and reconstruct the existing parking lot.

Planning Commission Action _____

B.) A **Variance** to allow a five foot side yard setback for a parking lot.

Planning Commission Action _____

4. OTHER BUSINESS

5. ADJOURN

PLANNING COMMISSION MINUTES - CITY OF INVER GROVE HEIGHTS

Tuesday, May 18, 2010 – 7:00 p.m.
City Hall Chambers - 8150 Barbara Avenue

Chair Bartholomew called the Planning Commission meeting to order at 7:00 p.m.

Commissioners Present:	Tom Bartholomew Paul Hark Dennis Wippermann Christine Koch Damon Roth Harold Gooch
Commissioners Absent:	Tony Scales (excused) Pat Simon (excused) Mike Schaeffer
Others Present:	Allan Hunting, City Planner Tom Link, Community Development Director

APPROVAL OF MINUTES

The minutes from the May 4, 2010 meeting were approved as submitted.

SUPERSTOP – CASE NO. 10-16ZC

Reading of Notice

Commissioner Hark read the public hearing notice to consider the request for a rezoning from B-2, Neighborhood Business to B-3, General Business, and a Conditional Use Permit to allow outdoor storage of U-Haul vehicles for the property located at 7030 Cahill Avenue. 34 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the applicant purchased the property in February 2010 and was unaware that the previous owner was operating the rental business without proper City approvals. After receiving notice of the violation, the applicant submitted the rezoning and conditional use permit request to bring the property into compliance. He advised that the lot is currently zoned B-2 which does not allow outdoor storage; therefore the applicant is requesting the lot be rezoned to B-3. He advised that the Holiday Gas Station to the north is zoned B-3, Simons Appliance to the south is zoned B-2, and the properties on the west side of Cahill are zoned B-1. Staff feels that B-3 would be consistent with the existing uses in the neighborhood and the City's Comprehensive Plan. Staff is recommending there be no more than ten vehicles on the site, that they be parked along the east property line, and that the parking lot be striped. Mr. Hunting advised that City Code requires screening when a business use is adjacent to residential property and therefore staff is recommending solid screening along the eastern property line. Staff recommends approval of the request with the conditions listed in the report.

Chair Bartholomew questioned whether the trucks parked at the business to the south, Simons Appliance, would be considered outdoor storage.

Mr. Hunting replied that typically a conditional use permit was required for the parking of business trucks, but he did not recall the history of that particular property and whether or not they had a

DRAFT

conditional use permit for outdoor storage.

Chair Bartholomew asked if staff had ever received complaints regarding outdoor storage at Simons Appliance, to which Mr. Hunting replied none that he was aware of.

Chair Bartholomew stated that although parking was supposed to be on the east side of the site, he had occasionally seen vehicles parked on the north side. He asked how long the previous owner had been operating the U-Haul rental service on the subject site.

Mr. Hunting replied it had been operating on and off for approximately five years. He stated staff would send letters to the previous owner, the U-Hauls would then disappear, and then the owners would eventually bring them back.

Chair Bartholomew asked if staff received any responses from the neighbors.

Mr. Hunting replied staff received only one inquiry from a resident who was concerned about the rezoning and wanted to keep the area residential. Heather Botten advised the resident that the property was already zoned commercial, and this was a request to change it to a different commercial zoning.

Commissioner Wippermann asked what the Code requirements were for the height of the proposed solid screening, to which Mr. Hunting replied the fencing needed to be a minimum of five feet and a maximum of seven feet in height.

Commissioner Wippermann recommended the proposed screening be higher than the existing fence on the east property line to better screen the U-Hauls from the neighboring resident. He asked if staff knew the history of the B-3 zoning to the north, stating that technically the Holiday Gas Station would not need B-3 zoning to operate.

Mr. Hunting replied that Commissioner Wippermann was correct in that gas stations were allowed in the B-2 district, and he stated he was unaware of the history as to why the Holiday Gas Station property was zoned B-3.

Commissioner Hark asked if there were any complaints received from neighbors over the years regarding the operation that was run by the previous owners.

Mr. Hunting replied the only complaint he was aware of came from a past Planning Commission member.

Opening of Public Hearing

The applicant, Miguel Mendoza, Minneapolis, advised he was available to answer any questions.

Chair Bartholomew asked if the applicant was in agreement with the conditions listed in the report, particularly Condition 7 regarding storage of U-Hauls along the eastern property line, to which Mr. Mendoza replied in the affirmative.

In response to Chair Bartholomew's earlier comment that U-Hauls were sometimes parked on the north side, Mr. Mendoza explained that vehicles were sometimes returned by customers to the north side and not moved right away to the back if they were busy.

Chair Bartholomew asked if the applicant would be agreeable to building a seven foot fence, to which Mr. Mendoza replied in the affirmative.

Planning Commission Discussion
Chair Bartholomew stated he supported a recommendation that the fence be seven feet in height.

Planning Commission Recommendation
Motion by Commissioner Gooch, second by Commissioner Koch, to recommend approval of a rezoning of the property from B-2, Neighborhood Business to B-3, General Business, and a Conditional Use Permit to allow outdoor storage of vehicles, **with an amendment to Condition 8 requiring that the fence be seven feet in height,** for the property located at 7030 Cahill Avenue.

Commissioner Wippermann stated he did not support the request as he considered this a residential area and felt B-3 zoning was incompatible. He stated the Holiday Gas Station was the only existing property zoned B-3 in the area; however, that use would have been allowed in the B-2 district. He stated he would prefer to change the Holiday Gas Station property to a less intense use rather than change the Superstop property to B-3.

Chair Bartholomew asked if outdoor storage required a conditional use permit in the B-3 district, to which Mr. Hunting replied in the affirmative.

Commissioner Koch stated that although she understood Commissioner Wippermann's concerns, she felt it would be unfair to deny the applicant the ability to operate the U-Haul business as he purchased it with the understanding that it was an approved use.

Motion carried (5/1 - Wippermann). This item goes to the City Council on June 20, 2010.

ADJOURNMENT
Chair Bartholomew adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Kim Fox
Recording Secretary

PLANNING REPORT
CITY OF INVER GROVE HEIGHTS

REPORT DATE: May 24, 2010 **CASE NO:** 10-17PRV

APPLICANT: Amazing Grace Lutheran Church

PROPERTY OWNER: Amazing Grace Lutheran Church

REQUEST: Major Site Plan Review and Variance

HEARING DATE: June 1, 2010

LOCATION: 7160 South Robert Trail

COMPREHENSIVE PLAN: Public/Institutional

ZONING: P, Public/Institutional, Northwest Area Overlay District

REVIEWING DIVISIONS: Planning
Engineering
Fire Marshal

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The applicant is proposing to reconfigure and reconstruct the existing parking lot for the church. The existing lot is a gravel surface that does not contain striping to define the parking spaces and does not have defined edges of the lot. Improvements proposed include paving the entire parking lot, adding perimeter curbing and islands, striping the spaces, adding additional parking lot lighting and incorporating the Northwest Area Overlay District storm water standards. No changes are being proposed to the church building. It will remain as is; only the parking lot would be changed. A variance is also being requested to allow a five (5) foot parking lot setback along the south boundary next to the Inver Glen Senior Housing complex.

The property is in the Northwest Area; however Section 10-13J-4B of the code has an exemption for structures existing on or before the effective date of the ordinance. The rules of the Northwest Area Ordinance do not apply until a property is subdivided. In this case, there is nothing in the code that requires subdividing the property. The project is then reviewed against the standard performance standards in the general sections of the code and not against the Northwest Area Overlay District standards.

Development is not required to meet the Northwest Area requirements, however, improving the parking lot causes changes to storm water and thus the Northwest Storm Water Manual is used for storm review in the Northwest Area.

Section 10-15J-6A of the Site Plan Approval section of the Ordinance requires a site plan review process for all site improvements on a property. In this case reconstruction of the parking lot triggers a Site Plan Approval process.

The specific requests consist of the following:

a) A Major Site Plan Approval to reconfigure and reconstruct the existing parking lot, and.
b) A Variance to allow a five (5) foot perimeter setback for the parking lot along the south boundary.

EVALUATION OF THE REQUEST

The following land uses, zoning districts and comprehensive plan designations surround the subject property:

North: Vacant lot; zoned A, Agricultural; guided Mixed Use

East: Large lot residential; zoned A; guided Medium Density Residential (6-12 units/acre)

West: Inver Glen Senior Housing; zoned R-3/PUD; guided High Density Residential (12+ units/acre)

South: Inverwood Golf Course; zoned Public/Institutional; guided Public/Institutional

SITE PLAN REVIEW

Setbacks. The proposed parking lot would comply with the required setback from the future re-aligned Allen Way. The parking lot does not meet the required 10 foot setback from the south boundary which buts up against the parking lot on the Inver Glen property. The parking lot is proposed to be five feet from the line. A variance is being requested and is discussed later in this report.

Parking Lot. The existing parking lot is a surface consisting of crushed rock without any perimeter curbing or curb stops. The applicant is proposing to improve the parking lot with an asphalt surface and curb and gutter. The lot would also contain some of the proposed storm water infiltration systems which are discussed in the Engineering section of this report.

The proposed parking lot is designed for 150 spaces. Based on maximum capacity of the church, a minimum of 71 spaces is required by code.

Landscaping. Required landscaping for the parking lot is one tree per 10 parking spaces. A total of 15 overstory trees would be required. A landscape plan has been submitted consisting of a combination of overstory trees, shrubs and low plantings. A total of 14 overstory and the

equivalent of 26 trees planted with shrubs are proposed for the lot and surrounding perimeter. The proposed plantings meet the minimum landscaping requirements.

Access. Access to the parking lot would be via the two existing driveways onto Allen Way. The parking lot is designed to accommodate the future re-aligning of Allen Way. The access points as proposed would still meet spacing requirements and would be at acceptable locations on the future Allen Way.

Allen Way will be relocated at some future date in order to improve access spacing points along Hwy. 3. This issue came up during the Inver Glen Senior Housing development review and the alignment of Allen Way was determined and shown on the Inver Glen plans. Since the alignment of Allen Way is known, it would be advisable to obtain any road easements where possible when development occurs in advance of actual construction. The major site plan proposal does not require the need for platting which is where right-of-way for streets is typically obtained. It is however, within the City's ability to require road easement dedication with this site plan review as a condition of approval. Therefore, Staff recommends that the City require the applicant to dedicate a road easement for the alignment of Allen Way

Engineering. The City Engineer has reviewed the plans submitted for this application. Comments have been provided and they are incorporated into the approval process by reference. This project is included in the Northwest Area and subsequently must meet the requirements of the Northwest Area Storm Water Management Plan.

Amazing Grace Church has met the Storm Water Management Plan by including a variety of Best Management Practices (BMPs) into their design such as:

- A storm water treatment train consisting of vegetated buffer strips, depressed parking lot traffic islands, bio-retention basins and rain gardens have been incorporated into the design to remove up to 85% total suspended solids.
- Three treatment ponds have been included before the runoff would be discharged to the regional pond north of Allen Way.
- Soil amendments are included in the rain gardens and bio-treatment basins.
- An erosion control plan and a SWPPP have been prepared for the site.
- Overland flows are directed to filter strips along the driveways and parking areas.
- Housekeeping and maintenance of all BMPs will be required via an improvement agreement.

- A field verification of the soil infiltration rate has been required to ensure rain gardens, bio-retention basins and ponds have been sized accordingly.

An improvement agreement and storm water maintenance agreements would be required to be entered into to address the storm water improvements in the parking lot. This would also include some financial surety for inspections and to insure improvements are installed and function. These documents would need to be signed prior to any work commencing on the site.

Lighting. The applicant is proposing to add lighting to the parking lot. Details of the light fixtures indicate they would be a cut-off style with a flat lens that complies with code standards. A light illumination plan has been prepared and the illumination pattern complies with the maximums at property lines and along future Allen Way. All lighting complies with city standards.

Fire Marshal Review. The Fire Marshal has reviewed the plans and notes that internal drive lanes would be required to be posted as fire lanes. This review is done at time of permits.

The Fire Marshal noted that when the city approved the building plans for the church addition in 2001, one condition of approval was that the church hook up to city water when available. This is to serve the water suppression system better. City sewer and water were stubbed along the north boundary of the Inver Glen parking lot and ended at the east property line abutting the church property. These lines are however, considered trunk lines and connections are not required until lateral lines are extended to properties with individual service stubs. Therefore since water is not available to the site at this time, the church would not be required to be hooked up to city water. The condition would still stand that when the required improvements are made to the city system that makes water available to the church, connection will be required.

Miscellaneous. A regional trail is proposed along Hwy 3 at a future date. The Inver Glen project was required to dedicate a 20 foot wide public trail easement along the west 20 feet of their property. Since we now have the beginning of obtaining easements for this future trail, the same easement should be dedicated on this property. The location of the trail would most likely occur in the right-of-way. However, to make sure there is enough room, a trail easement should be required to be dedicated of sufficient width so it coincides with the trail easement on the Inver Glen property. Due to jogs in the current right-of-way along South Robert Trail, the easement would be wider than 20 feet in some parts. An exact description would be determined as part of the improvement agreement process

VARIANCE REVIEW

The Zoning Ordinance requires a parking lot abutting a residential property maintain a setback of 10 feet. A five foot setback is otherwise required. In this case, the parking abuts up against the property line of the Inver Glen Senior Housing project.

City Code Section 515.59, states that the City Council may grant variances in instances where practical difficulties exist or where a hardship would be imposed upon the property owner if the code were strictly enforced. In order to grant the requested variances, the City Code identifies several criteria which are to be considered. The applicant's request is reviewed below against those criteria.

a. *Special conditions apply to the structure or land in question which are peculiar to such property or immediately adjoining property, and do not apply generally to other land or structures in the district in which said land is located.*

The general intent of this standard is to limit the precedent that could be set if the variance was granted. The church property and the Inver Glen property are at different elevations at the property line in question. The Inver Glen parking lot is setback 20 feet from the lot line to address its higher elevation and to create a drainage swale between the properties (see Inver Glen Site Plan attachment). An encroachment into the setback would not impact the drainage pattern. The future re-alignment of Allen Way has some impact on the church's ability to reconstruct the parking lot. Some of the northwest area of the lot would be affected by the road alignment, thus pushing any parking lot improvements to the south. Actual parking demand studied by the church indicates a need for the required 150 parking stalls. A reduction in the lot size would have an impact on the function of the church.

b. *The granting of the application will not be contrary to the intent of the Zoning Code or the Comprehensive Plan.*

The intent of the ordinance requirement is to provide an additional open space buffer between a residential use and a public use parking lot. In this case however, the parking lot for the senior housing project is immediately adjacent to the proposed parking lot and therefore the buffer requirement would not have the same impact. The Inver Glen parking lot is setback 20 feet from the adjoining property line and the building is setback 75 feet. Having the church parking lot encroach into the setback would not have a negative impact on the Inver Glen property.

c. *The granting of such variance is necessary as a result of a demonstrated undue hardship or difficulty, and will not merely serve as a convenience to the applicant.*

The future re-alignment of Allen Way has some impact on the church's ability to reconstruct the parking lot. Some of the northwest area of the lot would be affected by the road alignment, thus pushing any parking lot improvements to the south. Adhering to the requirements of the Northwest Overlay District Storm Water Manual impacts the design of the parking lot which requires a larger footprint to install the infiltration basins in the parking lot islands. The parking lot does not impact the residential

structure on the abutting property which is 75 feet from this property line and the Inver Glen parking lot is directly across from the church parking lot so there is no impact to land use.

d. Economic considerations alone do not constitute an undue hardship.

Economic considerations do not appear to be the basis for this request. The parking lot as proposed would be more costly than a traditional designed parking lot.

ALTERNATIVES

The Planning Commission has the following actions available on the following requests:

A. Approval. If the Planning Commission finds the application to be acceptable, the following action should be taken:

o Approval of a **Major Site Plan Approval** to reconfigure and reconstruct the existing parking lot subject to the following conditions:

1. The site shall be developed in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Site Plan	dated 4/19/10
Grading and Drainage Plan	dated 4/19/10
Landscape Plan	dated 4/19/10
Lighting Plan	dated 4/19/10

2. Prior to commencement of any grading, the final grading, drainage and erosion control plans shall address the comments in the memo from the City Engineer dated May 24, 2010 and also be approved by the City Engineer.

3. Prior to work commencing on the site, a 66 foot wide public road easement shall be granted by the property owner for the future alignment of Allen Way.

4. Prior to commencement of any grading on the site, An improvement agreement and storm water facilities maintenance agreement shall be entered into between the developer and City to address responsibilities and maintenance of the different storm water systems, to obtain a letter of credit for performance, and to obtain an engineering escrow for engineering staff and emergency erosion control expenses.

5. All parking lot lighting on site shall be a down cast "shoe-box" or shielded style with a flat lens and the bulb shall not be visible from property lines.

6. A trail easement for the future public regional trail shall be dedicated of sufficient width so it coincides with the trail easement on the Inver Glen property.

- Approval of a **Variance** to allow a five (5) foot perimeter setback for the parking lot along the south boundary subject to the following condition:

Hardship: The future re-alignment of Allen Way has some impact on the church's ability to reconstruct the parking lot. Some of the northwest area of the lot would be affected by the road alignment, thus pushing any parking lot improvements to the south. Adhering to the requirements of the Northwest Overlay District Storm Water Manual impacts the design of the parking lot which requires a larger footprint to install the infiltration basins in the parking lot islands. The parking lot does not impact the residential structure on the abutting property which is 75 feet from this property line and the Inver Glen parking lot is directly across from the church parking lot so there is no impact to land use.

B. **Denial**. If the Planning Commission does not favor the proposed application the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

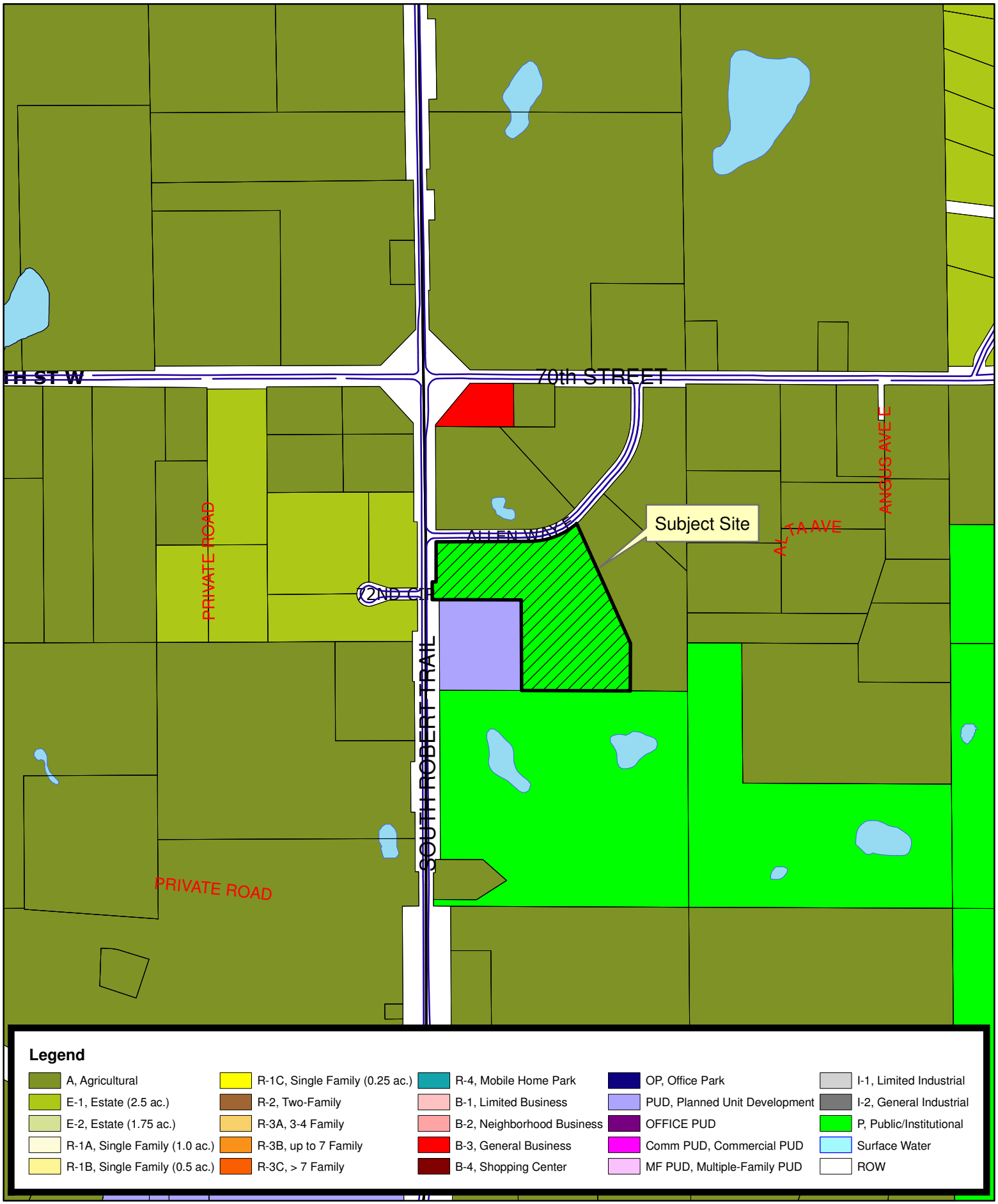
RECOMMENDATION

Based on the information above, Staff recommends approval of both the Major Site Plan and Variance requests.

Attachments: Location Map
Applicant Narrative 4/19/10
Applicant Variance Request Narrative 5/20/10
City Engineer Memo 5/24/10
Site Plan
Grading Plan
Landscape Plan
Site Plan of Inver Glen Senior Housing

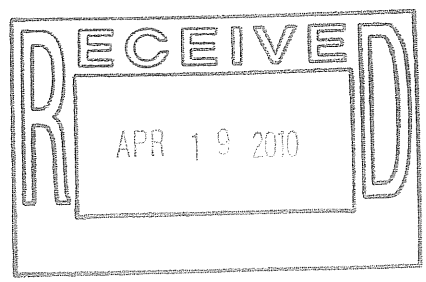
Location Map
Case No. 10-17PRV

Inver Grove Heights



April 19, 2010

RE: Amazing Grace Lutheran Church
Parking Lot Improvements
7160 South Robert Trail
Inver Grove Heights, Minnesota 55077
SEH No. AMGLC 111601



Alan Hunting | City Planner
Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Mr. Hunting:

On behalf of Amazing Grace Lutheran Church (Church), Short Elliott Hendrickson Inc (SEH®) is hereby submitting a request for variance to the City of Inver Grove Height's (City) setback requirement between the proposed 150-stall parking lot and the east/west property line separating the Church from the Inver Glen Senior Housing (Inver Glen) property.

Currently, the Church is zoned as a P-District and Inver Glen is zoned as an R-District. City Zoning Ordinance (p. 90-14) requires a minimum separation of 10 feet between the proposed parking lot and side property line.

The Church is requesting that a variance be granted to allow a 5-foot separation between the south edge of the proposed parking lot curb and east/west property line separating the Church and Inver Glen (refer to Sheet C8 in the attached Plan Set) in order to allow the southernmost median in the proposed parking lot to be constructed 8.5-feet wide from back to back of curb. This median is designed to provide pretreatment for runoff prior to entering the bioretention basin. To adequately provide treatment, the swale needs to be a depth of 0.5 feet relative to the flow line of the curb and gutter. If the project is not allowed a variance for the 5-foot setback, a swale would not be able to be constructed, and as a result, the necessary pretreatment for the corresponding drainage area of the parking lot would not be provided. The parking lot is currently designed to meet the small disconnected drainage system requirements which utilize grass filter strips and vegetated swales. If the variance is not granted, this could result in the parking lot being classified as a centralized drainage system requiring structural BMPs to be installed.

Because the available area for the proposed parking lot is constrained by the future Allen Way right-of-way on the north and west, and the building on the east, expanding the lot south 5 feet is the most economical method to effectively meet stormwater requirements and desired parking lot size. The attached email from Cam Kruse (Church representative) and Lance Lemieux (Inver Glen owner) states that Inver Glen has no issues with this setback variance being granted. In addition, the current setback from Inver Glen's north curb line to this property line is approximately 20 feet, so the two lots would be separated by 25 feet.

It is our hope that the City will see the merits in granting this variance request. Please contact me at 651.490.2055 or shaupt@sehinc.com if you have any questions or require additional information on the proposed improvements.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Scott D. Haupt

Scott Haupt, PE
Project Manager

dm
Enclosure
c: Cameron Kruse | Amazing Grace Lutheran Church

SEH

May 20, 2010

RE: Amazing Grace Lutheran Church
Parking Lot Improvements
7160 South Robert Trail
Inver Grove Heights, Minnesota 55077
SEH No. AMGLC 111601

Allan Hunting | City Planner
Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Mr. Hunting:

The purpose of this letter is to supplement the Request for Variance letter submitted by SEH to the City of Inver Grove Heights (City) on April 19, 2010 on behalf of Amazing Grace Lutheran Church (Church) for their proposed 150-stall parking lot improvements. The Church is requesting a variance to allow a 5-foot separation between the south edge of the proposed parking lot curb and the east/west property line separating the Church and Inver Glen Senior Housing (see previously submitted Plan Sheet C8). City Zoning Ordinance requires this distance to be 10 feet. The additional five feet that the variance would provide allows the southernmost median to be constructed 8.5-feet wide (compared to 3.5-feet wide if the variance request is not granted) to provide pretreatment for runoff prior to entering the bioretention basin. Pretreatment of runoff is required by the City's Northwest Area Overlay District (Northwest Area) stormwater requirements.

City Zoning Ordinance (p. 90-18) requires a minimum of one parking stall per 3.5 seats inside the Church. The seating capacity of the Church is 250 seats, requiring a minimum of 71 parking stalls for the proposed lot. Church parking lot design criteria provided to the Church by the Saint Paul Area Synod recommends designing lot size based on two people per vehicle. The Church has indicated that in addition to the 250 seats in the Sanctuary, there are choir members, band members, parish staff/volunteers, Sunday School attendees, etc. in the building. Combining all of the above in addition to vehicle overlap between services, this adds up to 300 or more people. Using this value with the Synod's design recommendation of 2 people per vehicle, this results in a recommended parking lot size of 150 stalls, which is the basis for the Church's proposed 150-stall parking lot. Church representative Cameron Kruse has been tracking attendance and counting cars at Sunday services for the past few months and found the actual average to vary between 1.6 and 1.8 people per vehicle, which validates the use of the Synod's design criteria.

We feel the proposed 150-stall parking lot is situated optimally in the space available, given that the available lot area is constrained by the future Allen Way right-of-way on the north and west, and the building on the east. The proposed lot is designed to drain to the northwest to follow the existing site topography and to minimize disturbance, and to ensure the elevation of the lot will fit with future Allen Way roadway grades.

Based on the lot design and layout, the southernmost median is necessary to provide pretreatment to meet the Northwest Area requirements. The 5- foot setback variance is necessary to provide the necessary median width to allow the median to provide pretreatment. Not granting the variance would reduce this median width from 8.5 feet to 3.5 feet and would restrict the allowable pretreatment provided within the median.

In addition to providing required stormwater pretreatment, the additional 5 feet that the variance would provide allows the median to aesthetically blend with other site landscaping as it will include overstory trees and flowering perennials. If the variance were not granted, the narrowness of the resulting median would not allow for overstory trees or flowering perennials creating a disconnect in the aesthetics of the overall landscape design.

City staff raised the question of possible snow storage issues resulting from the reduced distance to the southwest property line should the variance be granted. We do not believe this will negatively impact snow storage since the required installation of screening trees that are proposed south of the curb line will preclude using much of this area for snow storage-with or without the variance. In addition, adequate space is available around the remainder of the proposed lot perimeter, thus no snow storage issues are anticipated with the proposed lot design.

In summary, we feel that the proposed parking lot is properly sized to meet the Church's current and future needs and is optimally configured within the site given the aforementioned constraints. Granting the requested 5-foot variance to the southwest property line allows the proposed southernmost median design to meet pretreatment requirements of the Northwest Area and provides additional green space which allows for a uniformly landscaped site.

It is our hope that the City will see the merits in granting this variance request. Please contact me at 651.490.2055 or shaupt@sehinc.com if you have any questions or require additional information on the proposed improvements.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Scott D. Haupt

Scott Haupt, PE
Project Manager

dm
Enclosure
c: Cameron Kruse | Amazing Grace Lutheran Church
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MEMO

CITY OF INVER GROVE HEIGHTS

TO: Allan Hunting, Planner
Heather Botten, Assoc. Planner

FROM: Thomas J. Kaldunski, City Engineer TJK

DATE: May 24, 2010

SUBJECT: Amazing Grace Lutheran Church
Parking Lot Improvements – Case No. 10-17 PRV

This memo will outline the review comments from the Engineering Division. This review was conducted based on the parking lot plans prepared by S.E.H., Inc. dated April 19, 2010.

The following comments shall be addressed as part of the review of the variance request:

1. The variance request seeks a 5 foot setback from the south property line to the proposed curb. The City Code requires a 10 foot setback from this type of land use. One function of the setback area is snow storage which the church should address. A plan for snow storage should be identified.

2. The church owns Lot 3, Block 1 of Deka Estates. A review of this plat indicates a 5 foot drainage and utility easement along the south line. No encroachments shall be allowed on this easement. The back of the curb must be off the easement. No landscaping will be allowed on the easement; therefore, the landscape plan must be modified. Only grass can be on the easement (except driveways).

3. The City wants to preserve the proposed road alignment between T.H. 3 and the church parking lot. As a minimum, an improvement agreement, preserving this future road right-of-way is needed. An easement could be considered. The City could request dedication of this right-of-way as a condition of the variance.

4. The project review has identified the existence of a City sanitary sewer and trunk water main that touches the church parcel. These mains are existing trunk mains installed with the Inver Glen Senior Housing project. They are oversized and over-depth to serve their respective trunk areas. Both are over 300 feet away from the church's existing well and septic systems.

   The church could consider extending the mains to connect to the municipal systems. Any extensions of sanitary and water would be at the church's expense. Permits are required.

   A review of the Water Code (8-2-3) indicates connections to the water system are on a voluntary basis. The Sewer Code (8-4-4) requires connections to adjacent mains via a wye.

   My review indicates that the trunk sewer is not available to the church without the extension of new sewer and water mains.

5. The grading plan shall be labeled with cut/fill quantities for the project. The professional shall also certify the work meets the grading plan and provide an as-built survey to the City in a compatible electronic format.

6. The need for 10:1 slopes at the NWL on ponds shall be further reviewed. The 6 foot deep area on the future street may need this. Two foot deep pond may not need this 10:1 slope.

7. Label all 100-year emergency overflow locations on the grading plan.

8. All driving surface shall be paved. The church's request for a speed hump between their lot and Inver Glen Senior Housing will be allowed as approved by the City Engineer and Fire Marshal.

9. The church's request to consider eliminating the curb on the east side of the existing driveway is reasonable use of the existing vegetated ditch and it can be considered an option for the church to review after receiving bids.

10. All utility structures, such as gate valves and manholes, in grass areas shall be marked by 'flex stakes' per City standards.

11. All storm water facilities shall meet the Northwest Area requirements as outlined in comments from the City's consultant (E.O.R.).

12. Storm sewer system shall be considered private. A storm water facility maintenance agreement shall be prepared by the City Attorney and executed as part of this project.

13. City standards require storm sewers to be four (4) feet deep. Several structures are shown at depth from 2.5 to 3.5 feet. Modify plans to meet City standard.

14. All items outlined in the review letter by EOR dated May 20, 2010 shall be addressed as a condition of approval (see attached).

15. A Storm Facility Maintenance Agreement shall be drafted by the City Attorney and executed by the owner prior to receiving a permit for the parking lot. An improvement agreement must also be prepared and executed.

16. A preconstruction conference shall be held at City Hall, to be scheduled through the Engineering Division, prior to disturbance occurring on the site.

17. Prior to the issuance of a permit, an Engineering cash escrow of $5,000 shall be submitted by the owner to cover additional attorney's expenses, staff review time, engineering staff inspections, assurance for sediment/erosion control compliance and maintenance requirements. The remaining escrow will be released when the project is completed, turf is established, punch list items have been addressed, and record as-built plans have been approved by the City Engineer. An additional cash assurance of $1500 shall be provided to ensure any proposed native plants or seed are maintained and established for a 3-year period in infiltration features.

18. Prior to issuance of a building permit, an Irrevocable Letter of Credit (LOC) shall be submitted by the owner. The amount of the LOC shall be determined by the City Engineer based on the site grading, retaining walls, erosion/sediment control installation and long term maintenance, storm water facilities, turf establishment, landscaping requirements, and as-built record plans. The developer shall provide the preliminary construction estimate approved by the City Engineer for items to be included in the LOC.

19. Provide Copy of the NPDES permit when applied for with the MPCA.

20. If needed, obtain construction easements from adjacent property owners.

21. Add cross-sections to the plans for the surface BMP's (wet ponds or infiltration basins showing any engineered soil conditions or scarification).

22. Provide one three-ring infiltrometer or percolation test of the subgrade soils at each infiltration BMP prior to design is approved and disturbance of the site. Any field infiltration test results that show the soils infiltration capacity does not meet infiltration design assumptions will result in storm water management sizing modifications to the plans prior to issuance of building permit.

TJK/kf
Attachments: EOR Correspondence

1. SETBACKS:
   SOUTH PARKING SETBACK = 5'
   NORTHWEST PARKING SETBACK = 10'

2. ZONING:
   EXISTING ZONING = P

3. PARKING SUMMARY:
   HANDICAPPED STALLS = 10
   REGULAR STALLS = 140
   TOTAL STALLS = 150

4. ALL PAVING, CONCRETE CURB & GUTTER, SIDEWALK, SIGNING, AND STRIPPING SHALL BE INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN IN THE PLAN AND THE REQUIREMENTS OF THE CITY.

5. NOTIFY THE CITY DEPT. OF ENGINEERING AND RESIDENT PROJECT REPRESENTATIVE AT LEAST 48 HOURS PRIOR TO COMMENCING ANY WORK WITHIN THE CITY RIGHT OF WAY.

6. REFER TO SWPPP & EROSION CONTROL SHEET FOR LOCATIONS OF BMP'S.

7. REFER TO GRADING AND DRAINAGE PLAN, LIGHTING PLAN AND LANDSCAPE PLAN FOR OTHER PROPOSED IMPROVEMENTS IN THE PROJECT AREA.

8. ALL CURB TO BE B612 CONCRETE CURB & GUTTER UNLESS OTHERWISE NOTED.

9. ALL CURB RADII TO BACK OF CURB.

10. ALL DIMENSIONS, (EXCEPT RADII) ARE TO FACE OF CURB.

11. ALL CONSTRUCTION EQUIPMENT AND HAULING VEHICLES SHALL USE THE NORTHEAST DRIVEWAY TO THE CHURCH OFF ALLEN WAY. NO CONSTRUCTION VEHICLES WILL BE PERMITTED TO USE THE INVER GLEN SENIOR HOUSING DRIVEWAY OFF ALLEN WAY.

12. PARKING LOT SHALL BE LEFT IN A USABLE CONDITION AT THE END OF EVERY FRIDAY DURING THE PROJECT. NO WORK WILL BE PERMITTED ON THE WEEKENDS UNLESS APPROVED BY ENGINEER.

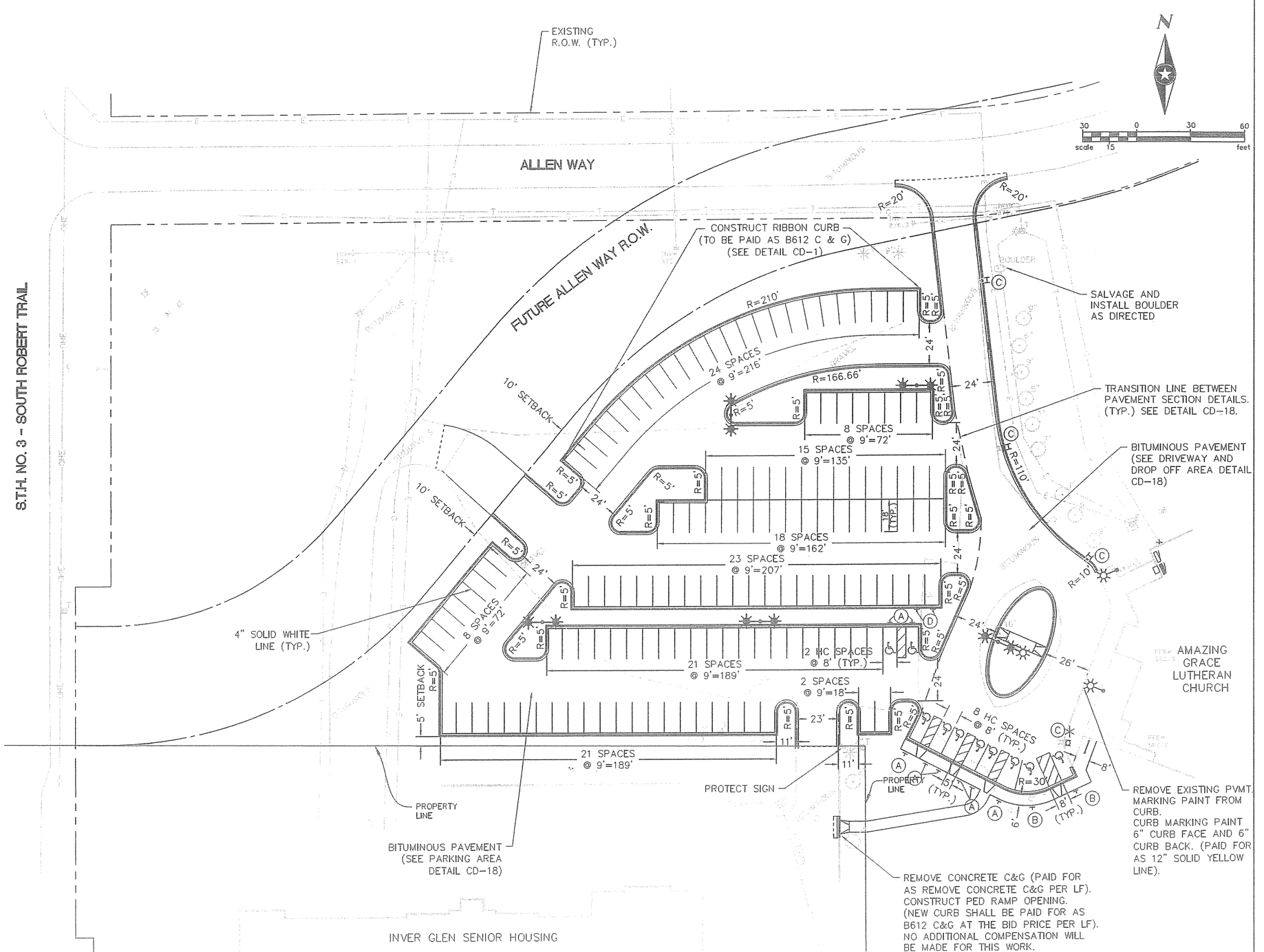
OWNER NAME:
AMAZING GRACE LUTHERAN CHURCH
CAMERON KRUSE
7160 S. ROBERT TRAIL
INVER GROVE HEIGHTS, MN 55077
TEL. 612-369-5747

SIGN LEGEND			
KEY	SIGNS	QTY.	NOTES
(A)	PARKING / VEHICLE ID REQUIRED / UP TO 200 FINE FOR VIOLATION	8	
(B)	PARKING / VEHICLE ID REQUIRED / UP TO 200 FINE FOR VIOLATION / VAN ACCESSIBLE	2	VAN ACCESIBLE
(C)	NO PARKING FIRE LANE BY ORDER OF FIRE CHIEF	8	MOUNTED BACK TO BACK ON TOTAL OF 4 POSTS * = POST TO BE MOUNTED IN CONCRETE W/ SLEEVE.
(D)	VISITOR PARKING	2	18"X12" BLACK LETTERS ON WHITE BACKGROUND.

NOTE:

1. ALL EXISTING SIGNS TO BE SALVAGED & DELIVERED TO CHURCH.

2. ALL SIGNS TO INCLUDE NEW POSTS.



DRAWN BY: JMB					I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	SEH	PHONE: (651) 490-2000 3535 VADNAIS CENTER DR. ST. PAUL, MN 55110	AMAZING GRACE LUTHERAN CHURCH INVER GROVE HEIGHTS, MN	SITE PLAN	FILE NO. 111601	C8
DESIGNER: SDH					Scott D. Haupt Scott D. Haupt, P.E. Date: 04/19/10 Lic. No. 46603						
CHECKED BY: BCP											
DESIGN TEAM	NO.	BY	DATE	REVISIONS							

1. ALL SPOT ELEVATIONS ARE TO PROPOSED GUTTER, PROPOSED FINISHED BITUMINOUS, OR PROPOSED FINISHED GRADE.
2. TIP OUT GUTTER SHALL BE USED WHERE PAVEMENT SLOPES AWAY FROM GUTTER.
3. PROPOSED GRADING TO MATCH EXISTING SPOT ELEVATIONS ADJACENT TO BUILDING ENTRANCE AND AT EXISTING PAVEMENT MATCH POINTS.
4. SEE SWPPP SHEET FOR DRAINAGE AREAS.
5. PROTECT ALL TREES ON PROJECT UNLESS TREES MARKED FOR REMOVAL BY THE ENGINEER. REFER TO LANDSCAPE PLAN.
6. SEE DETAIL SHEETS FOR ALL SECTION VIEWS.
7. ALL CONSTRUCTION EQUIPMENT AND HAULING VEHICLES SHALL USE THE NORTHEAST DRIVEWAY TO THE CHURCH OFF ALLEN WAY. NO CONSTRUCTION VEHICLES WILL BE PERMITTED TO USE THE INVER GLEN SENIOR HOUSING DRIVEWAY OFF ALLEN WAY.
8. PARKING LOT SHALL BE LEFT IN A USABLE CONDITION AT THE END OF EVERY FRIDAY DURING THE PROJECT. NO WORK WILL BE PERMITTED ON THE WEEKENDS UNLESS APPROVED BY ENGINEER."

KEY NOTES:

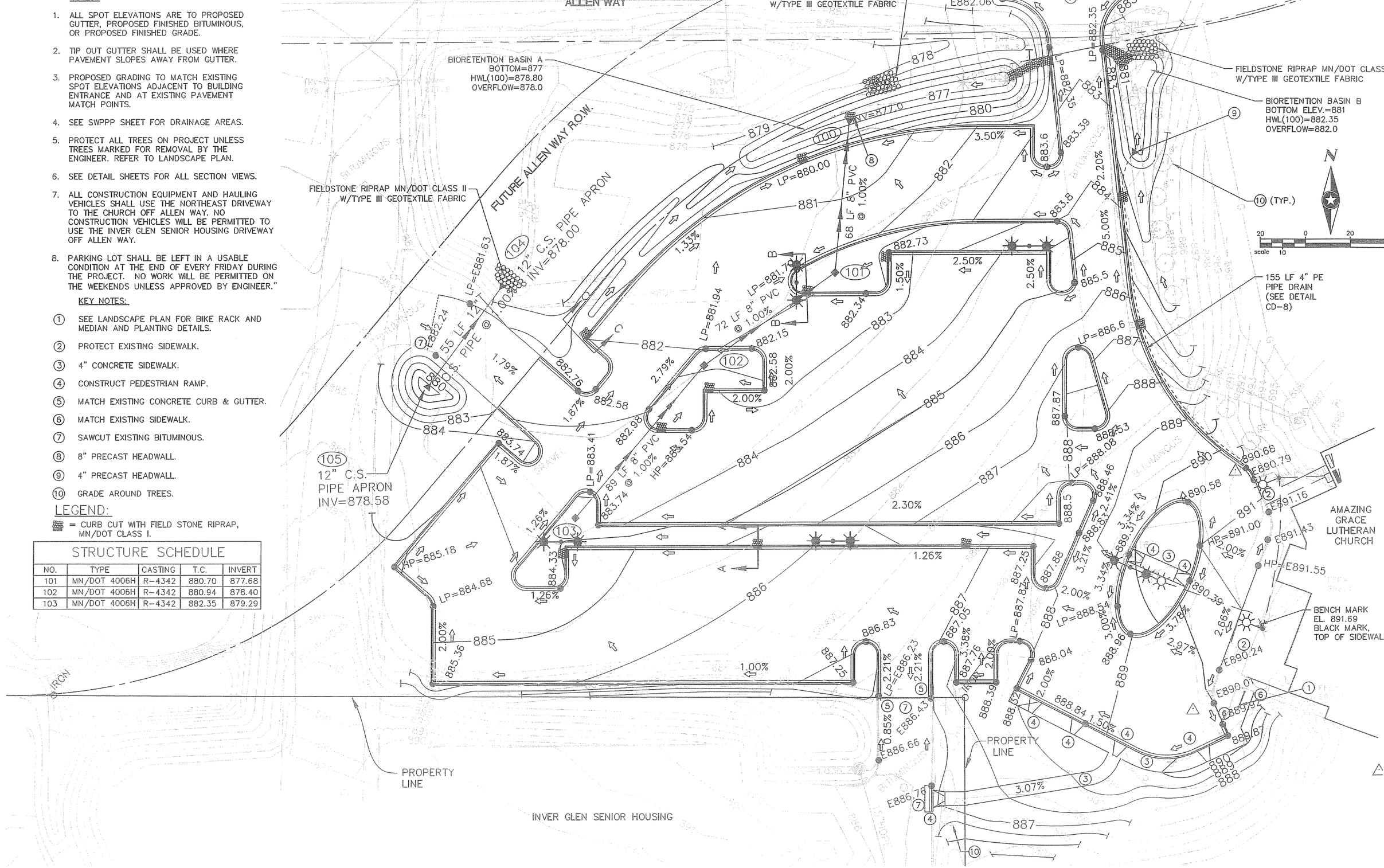
① SEE LANDSCAPE PLAN FOR BIKE RACK AND MEDIAN AND PLANTING DETAILS.
② PROTECT EXISTING SIDEWALK.
③ 4" CONCRETE SIDEWALK.
④ CONSTRUCT PEDESTRIAN RAMP.
⑤ MATCH EXISTING CONCRETE CURB & GUTTER.
⑥ MATCH EXISTING SIDEWALK.
⑦ SAWCUT EXISTING BITUMINOUS.
⑧ 8" PRECAST HEADWALL.
⑨ 4" PRECAST HEADWALL.
⑩ GRADE AROUND TREES.

LEGEND:

▨ = CURB CUT WITH FIELD STONE RIPRAP, MN/DOT CLASS I.

STRUCTURE SCHEDULE

NO.	TYPE	CASTING	T.C.	INVERT
101	MN/DOT 4006H	R-4342	880.70	877.68
102	MN/DOT 4006H	R-4342	880.94	878.40
103	MN/DOT 4006H	R-4342	882.35	879.29



DRAWN BY: JMB					
DESIGNER: SDH					
CHECKED BY: BCP					
DESIGN TEAM	NO.	BY	DATE	REVISIONS	

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Scott D. Haupt
Scott, D. Haupt, P.E.
Date: 04/19/10 Lic. No. 46603

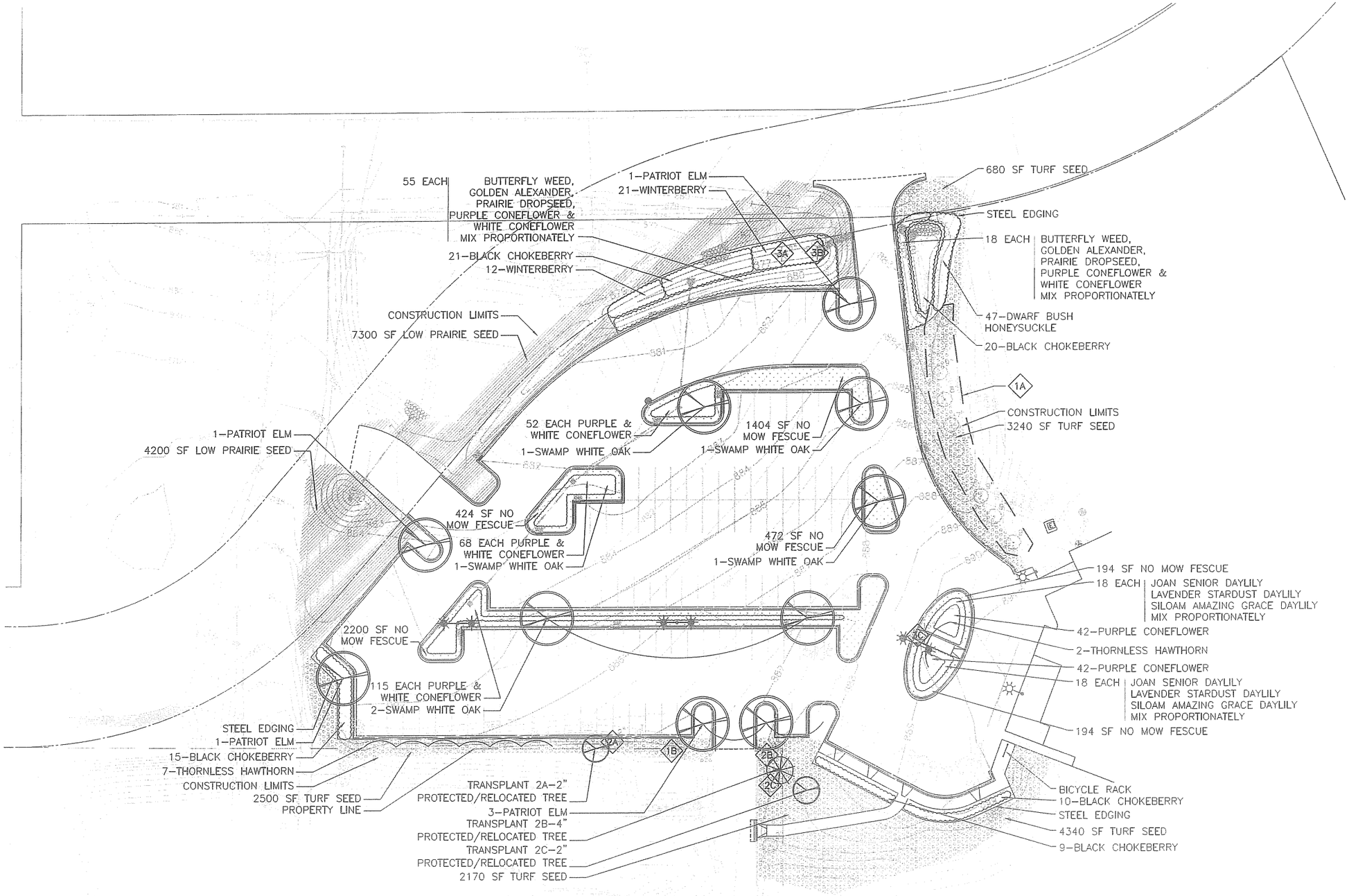
SEH
PHONE: (651) 490-2000
3535 VADNAIS CENTER DR
ST. PAUL, MN 55110

AMAZING GRACE LUTHERAN CHURCH
INVER GROVE HEIGHTS, MN

GRADING AND DRAINAGE PLAN

FILE NO. 111601

C9



0 15' 30' 60' 90'

N

LEGEND

- LOW PRAIRIE SEED
- NO MOW FESCUE
- TURF SEED

NOTES

1. TREE PROTECTION,
   1A–ROW OF TREES ON EAST SIDE
   1B–2" DECIDUOUS TREE
2. TREE PROTECTION & RELOCATION
   2A–2" DECIDUOUS TREE
   2B–4" EVERGREEN TREE
   2C–2" DECIDUOUS TREE
3. TREE REMOVAL
   3A–9" EVERGREEN TREE
   3B–9" EVERGREEN TREE
   3C–16" DECIDUOUS TREE

1. ALL CONSTRUCTION EQUIPMENT AND HAULING VEHICLES SHALL USE THE NORTHEAST DRIVEWAY TO THE CHURCH OFF ALLEN WAY. NO CONSTRUCTION VEHICLES WILL BE PERMITTED TO USE THE INVER GLEN SENIOR HOUSING DRIVEWAY OFF ALLEN WAY.

2. PARKING LOT SHALL BE LEFT IN A USABLE CONDITION AT THE END OF EVERY FRIDAY DURING THE PROJECT. NO WORK WILL BE PERMITTED ON THE WEEKENDS UNLESS APPROVED BY ENGINEER.

DRAWING NAME: P:\AE\A\Amgic\111601\5-dsgn\51-cadd\Landscape\landscape master.dwg LAYOUT TAB: Layout1 PLOTTED: Apr 16, 2010 - 11:08am

DRAWN BY: DPP
DESIGNER: CAB
CHECKED BY: CAB

NO	BY	DATE	REVISIONS

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

Robert Kost

ROBERT KOST, ASLA
Date: 04/19/10 Lic. No. 16381

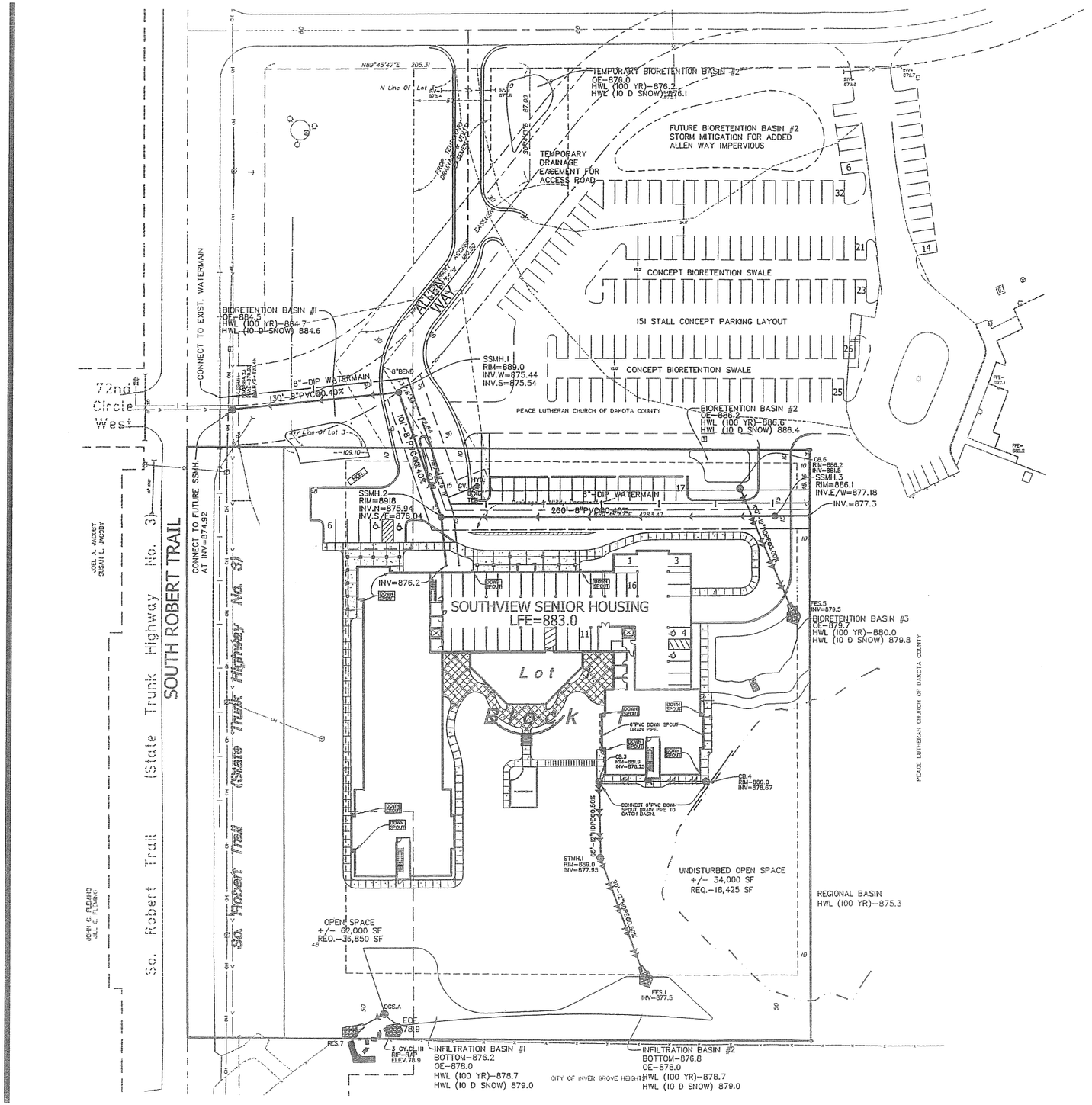
SEH
PHONE: (651) 490-2000
3535 VADNAIS CENTER DR.
ST. PAUL, MN 55110

AMAZING GRACE LUTHERAN CHURCH
INVER GROVE HEIGHTS, MN

LANDSCAPE PLAN

FILE NO. 111601

L1



NORTH

0 40 80

SCALE IN FEET

EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATEVALVE	
GHV	POST INDICATOR VALVE	GHV
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FOREMAIN	
	DRAINTILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREELINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

UTILITY PLAN GENERAL NOTES

1. All sanitary sewer, storm sewer and watermain utilities shall be furnished and installed per the requirements of the specifications, the City and the standard utilities specification of the City Engineers Association of Minnesota (CEAM), 1999 edition. All HDPE connections to concrete manholes shall be connected with an internal rubber gasket or by using ADS waterstop gasket. All sanitary sewer main line shall be SDR 35. All sanitary sewer services shall be SDR 26.
2. See Sheet CB-1 and the contract specifications for specific utility details and utility service details.
3. All utility pipe bedding shall be compacted sand or fine granular material per the requirements of the City. All compaction shall be performed per the requirements of the CEAM Specification.
4. All connections to existing utilities shall be performed per the requirements of the City. The City Department of Engineering and Building Inspections Department and the construction engineer must be notified at least 48 hours prior to any work within the public right of way, or work impacting public utilities.
5. All sanitary sewer and water services shall terminate at the property line unless otherwise noted.
6. The contractor shall notify GOPHER STATE ONE CALL at 651-454-0002 at least 48 hours prior to performing any excavation or underground work.
7. The contractor shall field adjust watermain to avoid conflicts with sanitary sewer, storm sewer, and services as required. Insulation of water and sanitary sewer lines shall be provided where 7.5 feet minimum depth can not be attained.
8. All street repairs and patching shall be performed per the requirements of the City. All traffic control shall be provided by the contractor and shall be established per the requirements of the Minnesota Manual of Uniform Traffic Control Devices (MUTCD) and the City. This shall include all signage, barricades, flashers and flaggers as needed. All public streets shall be open to traffic at all times. No road closures shall be permitted without the expressed authority of of the City.
9. All new watermain must have a minimum of 7.5 feet of cover.
10. Adjust all existing structures, both public and private to the proposed grades where disturbed and comply with all requirements of the utility owners. Structures being reset to paved areas must meet owners requirements for traffic loading.
11. Proposed Pipe Materials:

Watermain	DIP Class 52	No less than 7.5' deep.
Water Service	COPPER TYPE K.1"	Service to property line.
Sanitary Sewer	PVC SDR 35	No more than 20' deep.
Sanitary Sewer	PVC SDR26	20' - 25' deep.
Sanitary Sewer	PVC 4"	Service to property line.
Storm Sewer	RCP CLASS 5	12" to 18" diameter.
Draintile	POLYETHYLENE	Back of curb.

CALL BEFORE YOU DIG!

Gopher State One Call

TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

Project Name:

SOUTHVIEW SENIOR HOUSING

Inver Grove Heights, Minnesota

Owner/Developer Name:

Southview Senior Living
Lance Lemieux

1984 Oakdale Avenue West
St. Paul, Minnesota 55118
Tel: 651-554-4838

Kass Wilson Architects
Link Wilson, AIA
308 East 18th Street, Suite 301
Minneapolis, Minnesota 55404
Tel: 612-879-6000
Fax: 612-879-6666

Professional Services:

LOUCKS ASSOCIATES

Planning • Civil Engineering • Land Surveying
Landscape Architecture • Environmental

7200 Hemlock Lane - Suite 300
Minneapolis, Minnesota 55369
Telephone: (763)424-5505
Fax: (763)424-5822
www.LoucksAssociates.com

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CADD Qualification:

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

07-147

Submittal:

1-24-08	Preliminary City Comments
2-15-08	Revised per City Comments
3-28-08	Bid Documents

Professional Signature:

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 Professional Engineer under the laws of the State of Minnesota.

Andrew Berenberg - PE

25126
License No.

Date

Quality Control:

AMB — Project Lead: — WRP — Drawn By:

RLL — Checked By: — Review Date:

Sheet Index:

C0-1	Cover Sheet
C1-1	Existing Conditions Plan
C2-1	Site Plan
C3-1	Grading and Drainage Plan
C3-2	Storm Water Pollution Prevention Plan
C4-1	Utility Plan
C4-2	Utility Plan and Profile
C8-1	Project Details
L1-1	Tree Inventory Plan
L2-1	Landscape Plan
L2-2	Landscape Details

Sheet Title:

Utility Plan

Project No.:

07-147

Sheet No.:

C4-1

INVER GLEN SENIOR HOUSING SITE PLAN