



Planning and Zoning Commission Meeting

June 6th, 2017

7:00pm

Columbia Heights City Hall
590 40th Avenue NE
Columbia Heights, MN 55421

1. Call to Order and Roll Call.

- a. Approval of May 2nd, 2017 Planning and Zoning Commission Meeting Minutes

2. Public Hearings

- a. Case # 2017-0601, Appeal **(WITHDRAWN)**
820 40th Avenue NE., Columbia Heights, MN 55421
Mulata Associates, LLC
- b. Case # 2017-0602, Conditional Use Permit
725 39th Avenue NE., Columbia Heights, MN 55421
Mark Jedele, Total Export
- c. Case # 2017-0603, Conditional Use Permit with a Waiver to the Zoning Code
3989 Central Avenue NE., Columbia Heights, MN 55421
Nancy Aleksuk, 500, LLC
- d. Case # 2017-0604, Site Plan Review
3989 Central Avenue NE., Columbia Heights, MN 55421
Nancy Aleksuk, 500 LLC

3. Adjourn

**MINUTES OF
PLANNING AND ZONING COMMISSION
MAY 2, 2017
7:00 PM**

The meeting was called to order at 7:00 pm by Chair Szurek.

Commission Members present- Novitsky, Fiorendino, Schill, Hoium, and Szurek

Also present were Elizabeth Holmbeck (Planner), and Shelley Hanson (Secretary) along with Council Liaison, John Murzyn.

*Motion by Fiorendino ,seconded by Schill, to approve the minutes from the meeting of April 4, 2017. All ayes.
MOTION PASSED.*

PUBLIC HEARINGS

CASE NUMBER: 2017-0501
APPLICANT: Renaissance Fireworks
LOCATION: 4005 Central Avenue
REQUEST: Interim Use Permit

Holmbeck explained that Renaissance Fireworks, Inc. has applied for an Interim Use Permit to allow the operation of a seasonal fireworks sales tent at 4005 Central Avenue. The specific development standards for outdoor fireworks sales/display are found in Section 9.107 (C) (22) of City Code, and will be added as conditions of approval for this permit. The attached property and tent location map illustrates the configuration and orientation of the fireworks tent to Central Avenue. The Fire Chief has inspected the plans and will conduct a site inspection of the tent prior to the business opening for operation. The applicant must schedule an inspection with the Fire Department before sales can occur on the property.

ZONING ORDINANCE

The property located at 4005 Central Avenue is located in the CBD, Central Business District. The properties to the north, south and west are also zoned Central Business and the properties to the east are zoned in the R-4, Multiple Family Residential District. Seasonal Fireworks Sales is allowed as Interim Use in the Central Business Zoning District.

COMPREHENSIVE PLAN

The Comprehensive Plan designates the property for commercial use. The proposal for seasonal fireworks sales is consistent with the intent of the City's Comprehensive Plan.

FINDINGS OF FACT

Section 9.104 (I) of the Zoning Ordinance outlines seven findings of fact that must be met in order for the City to grant an interim use permit. They are as follows:

1. The use is one of the interim uses listed for the zoning district in which the property is located, or is a substantially similar use, as determined by the Zoning Administrator.
Fireworks tents are specifically listed as an Interim Use in the Central Business District, and are considered retail sales, which are permitted.

2. The use is in harmony with the general purpose and intent of the Comprehensive Plan.
The Comprehensive Plan designates the property for commercial use, including retail sales. The proposal is consistent with the intent of the City's Comprehensive Plan.
3. The use will not impose hazards or disturbing influences on neighboring properties.
The proposed temporary use should not have any detrimental impact on neighboring properties because of its proximity to Central Avenue and because it is shielded from adjacent residential uses by the surrounding commercial buildings.
4. The use will not substantially diminish the use of property in the immediate vicinity.
The fireworks tent as proposed should have no impact on the use of adjacent properties.
5. The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.
The fire department will conduct an on-site survey prior to the business opening. All state requirements regarding fireworks sales will be complied with before the fire department will allow the operation of the business.
6. Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
The traffic generated by the fireworks tent will not significantly increase the traffic on the public streets, and the site is large enough to handle additional interior traffic.
7. The use will not cause a negative cumulative effect on other uses in the immediate vicinity.
As indicated by prior descriptions, the fireworks tent should not have a negative impact on other uses in the immediate vicinity, which are all zoned commercial.

Staff recommends that the Planning Commission approve the Interim Use Permit to allow the operation of a seasonal fireworks sales tent at 4005 Central Avenue, subject to conditions of approval outlined below.

Questions from members:

There were no questions from members.

Public Hearing Opened:

There was no one who wished to speak on this issue.

Public Hearing Closed.

Motion by Fiorendino, seconded by Hoiium, to waive the reading of Resolution No. 2017-PZ03, there being ample copies available to the public. All ayes. MOTION PASSED.

Motion by Fiorendino, seconded by Hoiium, to adopt Resolution No. 2017-PZ03, being a Resolution approving an Interim Use Permit for a fireworks tent at 4005 Central Avenue NE, from June 16th 2017, to July 12th 2017, subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

- 1. The fireworks tent, display area, access aisles, and surrounding area shall be reviewed by the Community Development Department and the Fire Department prior to operation. The applicant must contact the Fire Department to set up an inspection prior to any sales occurring on the property.*
- 2. The sale of fireworks shall meet all requirements of Chapter 24 of the Fire Code and NFPA Chapter 1124.*
- 3. The fireworks tent shall be accessory to a commercial use.*
- 4. Fireworks tents located within the public right-of-way are prohibited.*
- 5. All goods shall be displayed on a designated impervious surface area.*
- 6. All goods shall be displayed in an orderly fashion, with access aisles provided as needed.*
- 7. Music or amplified sounds shall not be audible from adjacent residential properties.*
- 8. The fireworks tent shall not reduce the amount of off-street parking provided one-site below the level required for the principal use.*
- 9. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.*
- 10. Signage shall be limited to two professionally made signs, with a combined square footage not exceeding 32 square feet.*
- 11. Fireworks tents may be allowed for a maximum of 90 days per calendar year.*
- 12. The tent must be anchored to withstand 90MPH/3Second wind gusts. Any electrical use will need a permit and is required to be inspected by the State Electrical Inspector.*

All ayes. MOTION PASSED.

RESOLUTION NO. 2017-PZ03

A Resolution of the Planning and Zoning Commission for the City of Columbia Heights, Minnesota,

Whereas, a proposal (Case # 2017-0501) has been submitted by Renaissance Fireworks to the Planning and Zoning Commission requesting an Interim Use Permit from the City of Columbia Heights at the following site:

ADDRESS: 4005 Central Avenue NE., Columbia Heights, MN 55421

LEGAL DESCRIPTION: On file at City Hall

THE APPLICANT SEEKS THE FOLLOWING: An Interim Use Permit to allow for the operation of a seasonal fireworks sales tent on the subject property.

Whereas, the Planning and Zoning Commission has held a public hearing as required by the City of Columbia Heights' Zoning Code on May 2, 2017;

Whereas, the Planning and Zoning Commission has considered the advice and recommendations of City staff regarding the effect of the proposed Interim Use upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas; and

Now, therefore, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the Planning and Zoning Commission of the City of Columbia Heights makes the following:

FINDINGS OF FACT

1. The use is one of the interim uses listed for the zoning district in which the property is located, or is a substantially similar use, as determined by the Zoning Administrator.
2. The use is in harmony with the general purpose and intent of the Comprehensive Plan.
3. The use will not impose hazards or disturbing influences on neighboring properties.
4. The use will not substantially diminish the use of property in the immediate vicinity.
5. The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.
6. Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
7. The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.

Further, be it resolved, that the attached conditions, maps, and other information shall become part of this permit and approval; and in granting this permit the City and the applicant agree that this permit shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the permit.

CONDITIONS

1. The fireworks tent, display area, access aisles, and surrounding area shall be reviewed by the Community Development Department and the Fire Department prior to operation. The applicant must contact the Fire Department to set up an inspection prior to any sales occurring on the property.
2. The sale of fireworks shall meet all requirements of Chapter 24 of the Fire Code and NFPA Chapter 1124.
3. The fireworks tent shall be accessory to a commercial use.
4. Fireworks tents located within the public right-of-way are prohibited.
5. All goods shall be displayed on a designated impervious surface area.

6. All goods shall be displayed in an orderly fashion, with access aisles provided as needed.
7. Music or amplified sounds shall not be audible from adjacent residential properties.
8. The fireworks tent shall not reduce the amount of off-street parking provided one-site below the level required for the principal use.
9. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.
10. Signage shall be limited to two professionally made signs, with a combined square footage not exceeding 32 square feet.
11. Fireworks tents may be allowed for a maximum of 90 days per calendar year.
12. The tent must be anchored to withstand 90MPH/3Second wind gusts. Any electrical use will need a permit and is required to be inspected by the State Electrical Inspector.

ORDER OF PLANNING AND ZONING COMMISSION

Passed this 2nd day of May, 2017.

Offered by: Fiorendino
Seconded by: Hoium
Roll Call: All ayes

Marlaine Szurek, Chair

Attest:

Shelley Hanson, Secretary

OTHER BUSINESS

Holmbeck told members that she has received applications for 4 cases for the June 6th meeting so far, so she said it could be a long meeting and it's important they all make an effort to attend.

The Comp Plan kick off meeting for the City Council, some of the Boards/commissions, and the Citizen Advisory Committee is scheduled for Wednesday May 3rd at 3 pm. The meeting will be led by the Consultants in the Council Chambers.

The meeting was adjourned at 7:07 pm.

Respectfully submitted,

Shelley Hanson
Secretary



**CITY OF COLUMBIA HEIGHTS
PLANNING AND ZONING COMMISSION
PLANNING REPORT**

CASE NUMBER: 2017-0601
DATE: June 6, 2017
TO: Columbia Heights Planning and Zoning Commission
APPLICANT: Mark Jedele, Total Export Inc.
DEVELOPMENT: New Industrial Property Owner
LOCATION: 725 39th Ave. NE.
REQUEST: Conditional Use Permit for Outdoor Storage
PREPARED BY: Elizabeth Holmbeck, City Planner

INTRODUCTION

At this time, Mark Jedele on behalf of Total Export, Inc. is requesting a Conditional Use Permit to allow for outdoor storage on the property located at 725 39th Ave. NE. Total Export is a custom crate manufacturing and export packing business. They are proposing to store lumber, pallets, and occasionally some equipment outdoors. The applicant has submitted a narrative and a detailed materials list which outlines the types of materials they work with and those that will be stored on site. The applicant has proposed to add screening to the existing fence along the adjacent residential properties and has plans to make some improvements to the exterior of the building.

ZONING ORDINANCE

The property located at 725 39th Avenue NE. is located in the I-1, Light Industrial Zoning District. The properties to the north, south, and east are located in the R-3, Multiple Family Residential District. The properties to the west are located in the I-2, General Industrial Zoning District. The proposed use is a permitted use in the Zoning Ordinance. The proposal for outdoor storage is listed as a conditional use in the Zoning Ordinance.

COMPREHENSIVE PLAN

The Comprehensive Plan guides this area for Industrial Use. The outside storage of materials in conjunction with the use of the property is consistent with the intent of the Comprehensive Plan.

DESIGN GUIDELINES

The subject property is not located in the Design Guidelines Overlay District.

SITE PLAN

The applicant submitted a site plan which indicates where the outdoor storage will be located, and where the fencing will be located.

FINDINGS OF FACT

Section 9.104 (H) of the Zoning Ordinance outlines nine conditions that must be met in order for the City Council to grant a Conditional Use Permit. They are as follows:

- (a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.

Outdoor storage is specifically listed as a Conditional Use in the I-1, Light Industrial Zoning District.

- (b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.

The property is guided for Industrial use. The outdoor storage of materials in conjunction with the use of the property is consistent with the intent of the Comprehensive Plan.

- (c) The use will not impose hazards or disturbing influences on neighboring properties.

If properly screened from neighboring properties, the proposed use should not impose hazards or disturbing influences on neighboring properties. The applicant will be required to install screening per the City's Screening requirements. The applicant will have to adhere to Specific Development Standards as it relates to outdoor storage. The City has Specific Development Standards which are meant for unique characteristics of certain land uses. The standards are meant to protect the neighboring properties from any hazardous or disturbing influences.

- (d) The use will not substantially diminish the use of property in the immediate vicinity.

The use of neighboring properties would not be diminished in any way with the proposed use of the subject property. The property has historically been used for Industrial types of uses. Previous owners have stored materials associated with the property's use outside without screening. The new property owner will be improving the exterior façade of the building and adding screening along the adjacent residential boundaries.

- (e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.

The use will be subject to the Specific Development Standards as outlined in the Zoning Code for outdoor storage. These specific requirements are added as conditions to the proposed Conditional Use Permit, and meant to protect the intended character of the surrounding area.

- (f) The use and property upon which the use is located are adequately served by essential public facilities and services.

This is correct.

- (g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.

The on-site circulation of traffic will remain unchanged. A condition has been added which prohibits any truck traffic to occur on Jackson Street.

- (h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.

Based on the fact that the property has been used for industrial uses historically, the use should not cause a negative cumulative effect. It is possible that the proposed use could cause a negative effect to other uses in the immediate vicinity. Staff has added proposed conditions to the permit for the City Council to consider in an effort to minimize these potential negative effects.

- (i) The use complies with all other applicable regulations for the district in which it is located.

This is correct. Providing the applicant complies with the Specific Development Standards, which are added as conditions of approval, the use will comply with the City's applicable regulations.

RECOMMENDATION

Staff recommends that the Planning Commission recommends approval of the proposed Conditional Use Permit for outdoor storage for the property located at 725 39th Avenue NE., subject to certain conditions.

Motion: Move to close the public hearing and waive the reading of Resolution 2017-52, there being ample copies available to the public.

Motion: The Planning and Zoning Commission recommends that the City Council approve Resolution No. 2017-52 for a Conditional Use Permit for outdoor storage for the property located at 725 39th Avenue NE., subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

1. The outdoor storage area shall be accessory to a commercial or industrial use.
2. Outdoor storage within the public right-of-way is prohibited.
3. All outdoor storage areas shall meet the setback requirements for a principal structure in the zoning district in which the use is located.
4. Outdoor storage areas shall be located in rear yards or in the side yard behind the front building line of the principal structure.
5. The storage area shall be fenced and screened from adjacent uses and the public right-of-way. Required screening shall consist of a fence, wall, earth berming and/or vegetation no less than six feet in height and no less than 80% opaque on a year round basis. The fence cannot exceed 7 feet in height. All screening will be installed within 3 months from the date the Conditional Use Permit is approved.
6. All goods, materials and equipment shall be stored on an impervious surface.
7. All goods, materials and equipment shall be stored in an orderly fashion, with access aisles of sufficient width to accommodate emergency vehicles as needed.
8. The height of materials stored, excluding operable vehicles and equipment, shall not exceed the height of the screening provided.
9. Combustible storage cannot be located within 10 feet of lot line. Exception to this is if the storage is reduced to no more than 6 feet in height it can be within 3 feet of lot lines.
10. Outside storage cannot be located under unprotected eaves, canopies, projections, or overhangs of a structure if the structure is sprinkled.
11. No truck traffic associated with the use of the property will be allowed on Jackson Street. The curb cut off of Jackson Street cannot be used for entering or exiting.
12. Any barbed wire adjacent to residential properties must be removed.
13. The building on the subject property encroaches into the City Right of Way. The applicant must have an encroachment agreement written which addresses any work within the City Right of Way. The applicant must work with the Public Works Director/City Engineer to determine the terms of the encroachment agreement. The applicant must provide a recordable document for the City to review within 30 days of the approval of the Conditional Use Permit. The applicant is responsible for recording the encroachment agreement with the Anoka County Recorder's Office.
14. The proposed fencing along the adjacent northern and eastern residential property lines must be 80% opaque year round. Fencing materials must be approved by the Zoning Administrator.
15. All areas on which vehicles are parked must be paved surfaces, per the Zoning Ordinance.
16. Vehicles that are visible from the street or adjacent residential properties must be parked in an orderly fashion, in appropriately sized and striped parking spaces, per the Zoning Ordinance.

17. Trash and/or recycling collection areas shall be enclosed on at least three sides by an opaque screening wall or fence no less than six feet in height. The open side of the enclosure shall not face any public street or the front yard of any adjacent property.
18. All exterior lighting shall be downcast so as not to adversely impact neighboring residential properties. The applicant must submit a detailed lighting plan for review by the Building Official, prior to construction.

ATTACHMENTS

Resolution No. 2017-52
Location Map
Application
Applicant's Narrative
Product and Storage List
Pictures
Site Plan

RESOLUTION NO. 2017-52

A resolution of the City Council for the City of Columbia Heights, Minnesota, approving a Conditional Use Permit for outdoor storage on the property located at 725 39th Ave. NE.

Whereas, a proposal (Case # 2017-0601) has been submitted by Mark Jedele on behalf of Total Export, Inc. to the City Council requesting a Conditional Use Permit from the City of Columbia Heights at the following site:

ADDRESS: 725 39th Ave. NE

LEGAL DESCRIPTION: On file at City Hall.

THE APPLICANT SEEKS THE FOLLOWING: A Conditional Use Permit per Code Section 9.104 (H), to allow for outdoor storage on the property located at 725 39th Ave. NE.

Whereas, the Planning and Zoning Commission held a public hearing as required by the City Zoning Code on June 6th, 2017;

Whereas, the City Council has considered the advice and recommendations of the Planning and Zoning Commission regarding the effect of the proposed Conditional Use Permit upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

Now, therefore, be it resolved, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

FINDINGS OF FACT

Section 9.104 (H) of the Zoning Ordinance outlines nine conditions that must be met in order for the City Council to grant a Conditional Use Permit. They are as follows:

- (a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.
- (b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.
- (c) The use will not impose hazards or disturbing influences on neighboring properties.
- (d) The use will not substantially diminish the use of property in the immediate vicinity.
- (e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.
- (f) The use and property upon which the use is located are adequately served by essential public facilities and services.
- (g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.

- (h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.
- (i) The use complies with all other applicable regulations for the district in which it is located.

Further, be it resolved, that the attached plans, maps, and other information shall become part of this Conditional Use Permit and approval; and in granting this Conditional Use Permit the City and the applicant agree that this permit shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the permit. The Conditional Use Permit is subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

CONDITIONS

1. The outdoor storage area shall be accessory to a commercial or industrial use.
2. Outdoor storage within the public right-of-way is prohibited.
3. All outdoor storage areas shall meet the setback requirements for a principal structure in the zoning district in which the use is located.
4. Outdoor storage areas shall be located in rear yards or in the side yard behind the front building line of the principal structure.
5. The storage area shall be fenced and screened from adjacent uses and the public right-of-way. Required screening shall consist of a fence, wall, earth berming and/or vegetation no less than six feet in height and no less than 80% opaque on a year round basis. The fence cannot exceed 7 feet in height. All screening will be installed within 3 months from the date the Conditional Use Permit is approved.
6. All goods, materials and equipment shall be stored on an impervious surface.
7. All goods, materials and equipment shall be stored in an orderly fashion, with access aisles of sufficient width to accommodate emergency vehicles as needed.
8. The height of materials stored, excluding operable vehicles and equipment, shall not exceed the height of the screening provided.
9. Combustible storage cannot be located within 10 feet of lot line. Exception to this is if the storage is reduced to no more than 6 feet in height it can be within 3 feet of lot lines.
10. Outside storage cannot be located under unprotected eaves, canopies, projections, or overhangs of a structure if the structure is sprinkled.
11. No truck traffic associated with the use of the property will be allowed on Jackson Street. The curb cut off of Jackson Street cannot be used for entering or exiting.
12. Any barbed wire adjacent to residential properties must be removed.
13. The building on the subject property encroaches into the City Right of Way. The applicant must have an encroachment agreement written which addresses any work within the City Right of Way. The applicant must work with the Public Works Director/City Engineer to determine the terms of the encroachment agreement. The applicant must provide a recordable document for the City to review within 30 days of the approval of the Conditional Use Permit. The applicant is responsible for recording the encroachment agreement with the Anoka County Recorder's Office.
14. The proposed fencing along the adjacent northern and eastern residential property lines must be 80% opaque year round. Fencing materials must be approved by the Zoning Administrator.
15. All areas on which vehicles are parked must be paved surfaces, per the Zoning Ordinance.
16. Vehicles that are visible from the street or adjacent residential properties must be parked in an orderly

fashion, in appropriately sized and striped parking spaces, per the Zoning Ordinance.

17. Trash and/or recycling collection areas shall be enclosed on at least three sides by an opaque screening wall or fence no less than six feet in height. The open side of the enclosure shall not face any public street or the front yard of any adjacent property.
18. All exterior lighting shall be downcast so as not to adversely impact neighboring residential properties. The applicant must submit a detailed lighting plan for review by the Building Official, prior to construction.

ORDER OF COUNCIL

Passed this 12th day of June, 2017.

Offered by:

Seconded by:

Roll Call:

Donna Schmitt, Mayor

Attest:

Katie Bruno, City Clerk/Council Secretary



CITY OF COLUMBIA HEIGHTS
CONDITIONAL USE APPLICATION

To be filled out by City:

CASE NO.:
APPLICABLE ORDINANCE NO.: 9.104(H)
PRESENT ZONING:
PRESENT LAND USE PLAN DESIGNATION:

DATE RECEIVED:
DATE OF LETTER OF COMPLETION:
APPROVAL DATE PER STATUTE:
REVIEW PERIOD EXTENDED:

To be filled out by Applicant:

PROPOSED NAME OF DEVELOPMENT: TOTAL EXPORT
PROJECT ADDRESS/LOCATION: 725 39th AVE NE, COL HTS, 55421

LEGAL DESCRIPTION OF PROPERTY INVOLVED (attach separate page if necessary):

SEE ATTACHED SURVEY

PRESENT USE OF PROPERTY: LIGHT MANUFACTURING WOOD PRODUCTS STORAGE / AUTO PARTS DISTRIBUTION

PROPOSED USE OF PROPERTY: NO CHANGE, ADD OUTSIDE STORAGE

REASON FOR REQUEST (please attach a written narrative describing the intended use of the property and justification for your request. Describe any modifications and/or limitations of the use that have been made to insure its compatibility with surrounding uses and with the purpose and intent of the Zoning Ordinance and the Comprehensive Plan.)

APPLICANT MARK JEDELE PHONE 612 247 2820 FAX _____

E-MAIL MJEDELE@TOTALEXPORT.NET PAGER _____ CELL # _____

ADDRESS 725 39th AVE NE

CITY COLUMBIA HEIGHTS STATE MN ZIP 55421

FEE OWNER OF PROPERTY MARJET PROPERTIES LLC

ADDRESS 3300 XANTHUS LN PHONE 612 247 2820 FAX _____

CITY PLYMOUTH STATE MN ZIP _____

**CITY OF COLUMBIA HEIGHTS
CONDITIONAL USE APPLICATION**

THIS APPLICATION IS SUBJECT TO ACCEPTANCE BY THE CITY PLANNER AND REVIEW OF APPLICATION AND NECESSARY MATERIALS BEING SUBMITTED.
ENGINEERING APPROVAL MAY ALSO BE REQUIRED AND MUST MEET ENGINEERING REQUIREMENTS SET BY THE CITY ENGINEER OR CONTAINED IN THE CITY CODE.

ITEMS TO BE GIVEN TO APPLICANT WITH APPLICATION

- A. Application Checklist
- B. Schedule of Planning and Zoning Commission Meetings

ITEMS TO ACCOMPANY CONDITIONAL USE PERMIT APPLICATION

- A. Submittals as required in the attached application checklist, detailing what is proposed for the property.
- B. Two copies of a list of property owners within 350 feet of the subject property.

APPLICATION FEES:

A. \$200.00 Conditional Use Permit Fee


\$ _____

TOTAL AMOUNT RECEIVED \$ 200.00

CITY RECEIPT NUMBER 65109

DATE RECEIVED 4/28/17

Acknowledgement: The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Columbia Heights to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of Columbia Heights and the State of Minnesota:



APPLICANT SIGNATURE 4/28/17
DATE



PROPERTY OWNER SIGNATURE (If different from Applicant) 4/28/17
DATE

Elizabeth Holmbeck

COMMUNITY DEVELOPMENT STAFF MEMBER AND TITLE 4/28/17
DATE

Revised: 2006

Approved by the Columbia Heights Planning Commission on _____
Approved by the Columbia Heights City Council on _____



3300 NE Fifth Street • Minneapolis, Minnesota 55418 • www.totalexport.net
Phone 612-788-9777 • Fax 612-788-3094

TOTAL
EXPORT

Conditional Use Permit Narrative

April 22, 2017

Total Export, Inc.
725 39th Ave NE, Columbia Heights, 55421

I am the new owner of the 54,000 sq ft industrial building at this address. My business, Total Export Inc., will be occupying approximately 40,000 feet of this building to operate our custom crate manufacturing and export packing business.

At our former location we would store lumber, pallets and occasionally some equipment outdoors. (see attached photos for examples) We are requesting permission to continue the practice under a conditional use permit.

We would install screening materials in the existing chain link fence (see attached sample) to prevent these materials from being seen by any of our neighbors. The screening would be installed on the north fence starting at the northeast corner of our building, continue to the northeast corner of the property and the entire fence on the east side of the property. (See attached photos.)

We will also be improving the exterior appearance of the building. We will be painting the exterior walls on the south, east and north side of the building, building a more attractive office entrance, upgrading the building to ADA access, and adding landscaping on the south side of the property. (See rendering of the plan attached)

The materials would be stored near the east side of the property, no higher than the fence.

Thank you for considering our proposal.

Mark Jedele
President and Owner
Marjet Properties, LLC
Total Export, Inc.

Additional information for Total Export Conditional Use Permit - 725 39th Ave NE

Total Export Business Description

Total Export is a custom packaging solutions company. We help our customers pack their items for shipment to anywhere in the world. We either provide the custom designed crate or skid and specialized packaging materials for our customers and they pack the item, or the item comes to us and we do the packaging and load the outbound trucks.

Most of our customers manufacture machinery that is used in a manufacturing plant, but we can help most anyone prepare almost anything for safe transport. On any day we could package assembly line equipment for a 3M plant, industrial ovens, shears that cut steel beams, laser cutting machines, industrial x-ray equipment, high grade metal alloy bars of steel, machines that make medical devices, conveyors for food processors, 30,000 pound mixing machines that process recycled water bottles and many other machines that do almost anything. We have also packaged artistic architectural glass, artwork, classic cars, boats, ATVs, etc. We have packaged things as small as delicate instrument that weighs a few pounds and as large as an 80,000 pound machine that was 50 feet long.

We also package items that are considered hazardous for air and ocean shipments. This is usually a small amount of paint, lithium batteries or other flammable items. We do not package explosives, ammunition or similarly dangerous items. These types of items require our certified employees to properly package and document the contents for these items to be acceptable cargo on planes and ships.

If you stop by our business you will find a 1200 square foot office with six people working with customers and preparing orders and ten to twenty people on a 40,000 square foot production floor. The production employees will be using saws and nail guns to build custom crates and skids, forklifts and cranes to load and secure equipment in the newly built crates, and forklifts to unload and load trucks.

For a more in depth description of our services visit www.totalexport.net

Total Export Outside Storage Requirements

The items which would be stored outside would include:

- Customer's machinery that can be stored outside until packaged
- Customer's equipment packaged in crates or skids awaiting pickup
- Stacks of standard pallets
- Stacks of skids or crates that we have built and are waiting for pickup
- Bins of scrap lumber that our neighbors take for no cost and use as firewood
- Racks of propane tanks that the fire department prefers be stored outside
- Dumpsters for wood and rubbish

Fence Screening Options

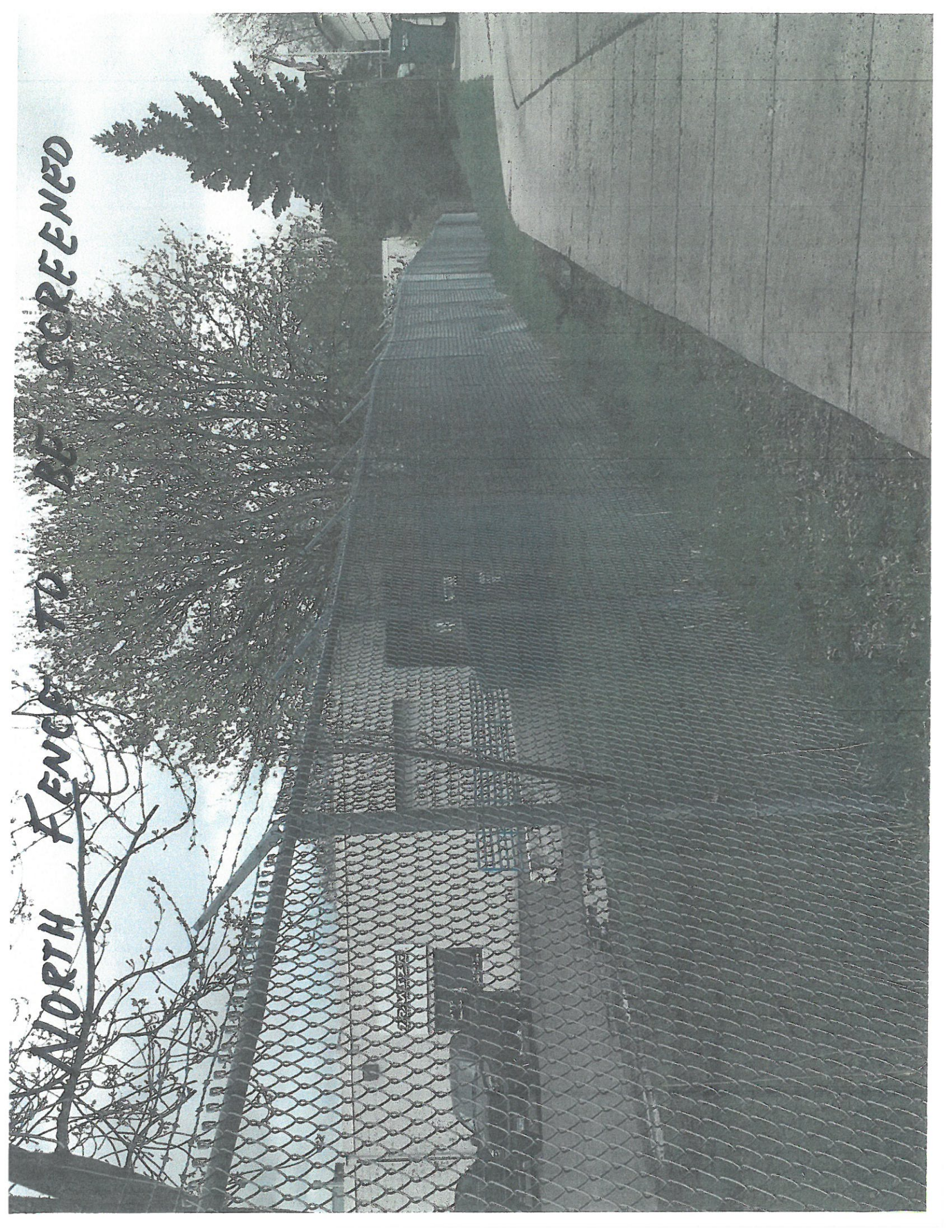
The preferred screening solution is a Solid Vinyl Screen Fabric by fencescreen.com. This product offers 100% blockage, cost effective solution and easy installation. It comes in five colors: black, green, blue, sand and white. I would suggest the black or green but defer to the neighbors. See attached marketing materials from fencescreen.com or go to www.fencescreen.com 400 series 100%.

An alternative is the Privacy Blade Slate from the same vendor. These vertical slats are woven into the chainlink fence. This solution costs 30% more and is more difficult to install, although provides a longer lifespan. It offers 90% blockage and is offered in six colors: black, green, brown, sand, rust and white. I would suggest the black or green but defer to the neighbors. See attached marketing materials from fencescreen.com or go to www.fencescreen.com 5000 series 90%.

Fence clean up

We are also planning on removing the barb wire strands at the top of the fence and trimming/maintaining the existing landscaping to improve the look of the property for our neighbors.

NORTH FENCE TO BE CORFENED





ROUGH
FENCE

AND

8

7

6

5

4

**VIEW THROUGH
NORTH EAST
CORNER OF
FENCE**



**VIEW THROUGH
EAST FENCE**



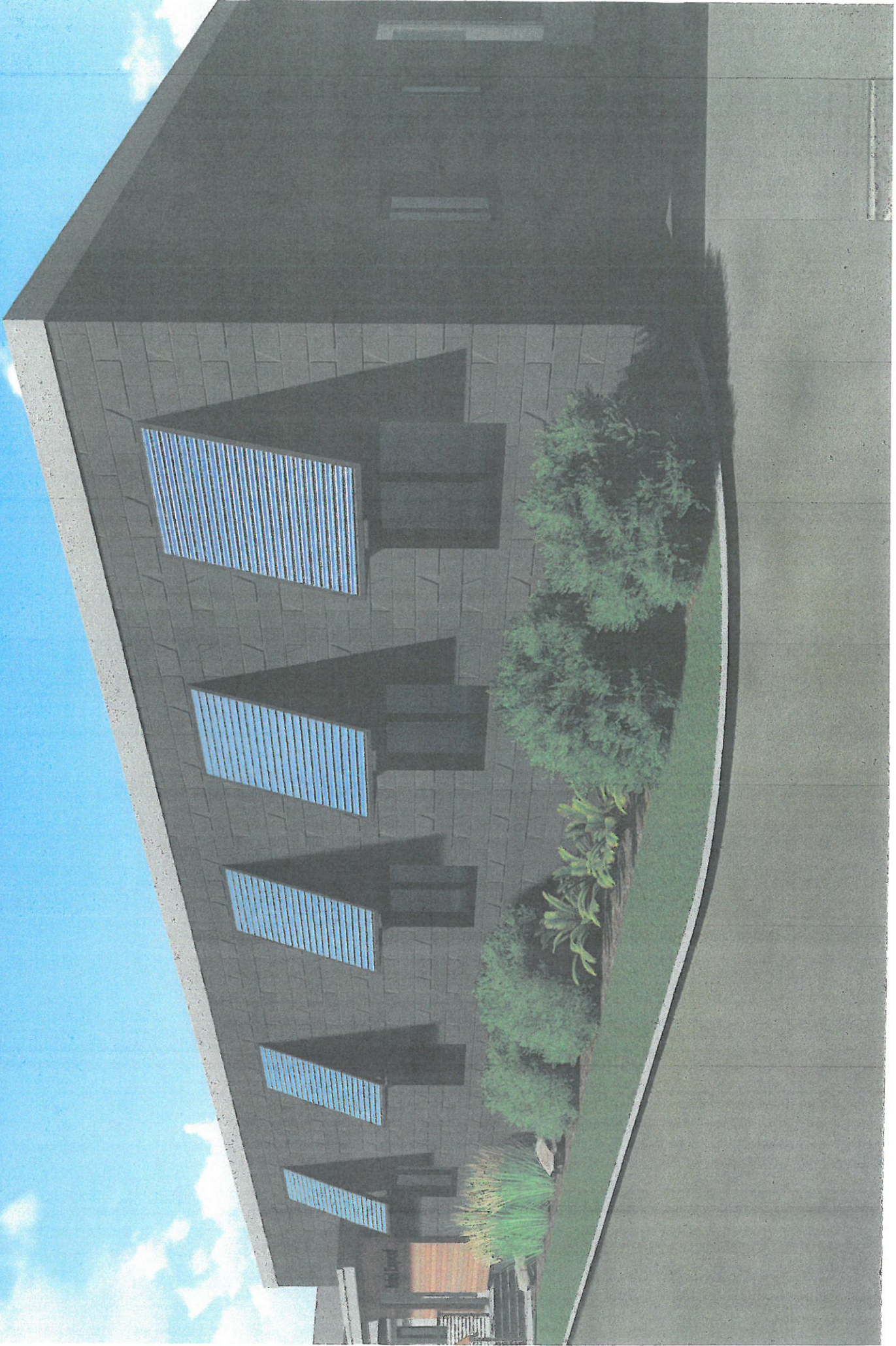
**VIEW THROUGH
SOUTH EAST
CORNER OF
FENCE**



**VIEW THROUGH
SOUTH FENCE**



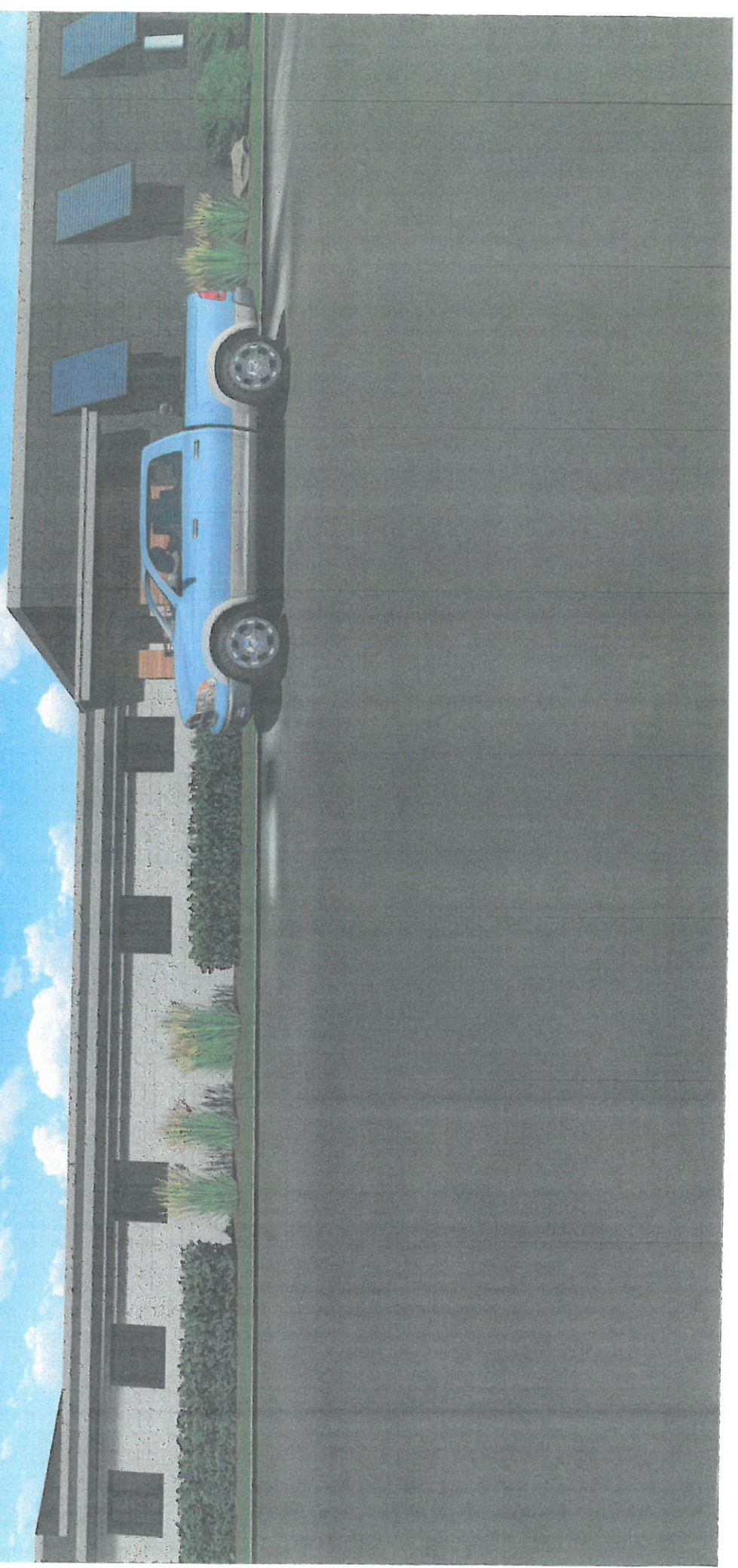
*FUTURE EXTERIOR
SOUTH EAST CORNER*



CURRENT EXTERIOR
SOUTH EAST CORNER



*Future Exterior
South Side*



CURRENT EXTREIOR
SOUTH SIDE



**FUTURE EXTERIOR
SOUTH WEST CORNER**



**FUTURE EXTENSION
SOUTH ENTRANCE**



SIX FEET HIGH CHAIN LINK FENCE TO BE SCREENED NORTH = 175'

STORAGE AREAS

6 FEET HIGH CHAIN LINK FENCE TO BE SCREENED EAST = 180'

NOTES:

Property Address: 3900 Jackson Street NE, Columbia Heights, MN
Property Identification No. 35-30-24-44-0024
Area of Property = 125718 sq.ft

EXISTING LEGAL DESCRIPTION:

Lots 1, 2, 3, 4, 5, 6, 7, 8 and the South 9.8 feet of Lot 9 Block Sixty-Five (65), and Lots 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30, Block Sixty-four (64). The South 36.8 feet of Lots 18 and 31 except the Northern ten (10) feet, all in Block Sixty-four (64), Columbia Heights Annex to Minneapolis, Anoka County, Minnesota. And also that part of Quincy Street Northeast in the City of Columbia Heights, Anoka County, Minnesota, lying between the South line of Lot 1, Block Sixty-five (65), Columbia Heights Annex to Minneapolis extended East to the South line of Lot 25, Block Sixty-four (64) and a line beginning at a point on the East line of Lot 9, Block Sixty-five (65) 9.8 feet North of the Southeast corner thereof and running East to a point on the West line of Lot 31, Block Sixty-four (64) to a point 36.8 feet North of the Southwest corner thereof; also, of that part of the alley as platted through Block Sixty-four (64) lying between the South line of Lot 25, Block Sixty-four (64) extended East to the South line of Lot 24, said Block Sixty-four (64) Columbia Heights Annex to Minneapolis, Anoka County, Minnesota and a line from a point on the East side of Lot 31, Block Sixty-four (64) said point being 36.8 feet North of the Southwest corner thereof to a point on the West side of Lot 18, Block Sixty-four (64) said point being 36.8 feet North of the Southwest corner of said Lot 18, all in Columbia Heights Annex to Minneapolis, Anoka County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds, in and for said County.

Together with the East Half of the vacated alley on the West side of property, vacated pursuant to Ordinance No. 1262, filed as Document No. 232807, accruing thereto.

Together with the vacated Northernly one and one-half feet of 39th Avenue Northeast lying between the Southernly extensions of the West line of Lot 1, Block 65, Columbia Heights Annex to Minneapolis and the East line of Lot 25, Block 64, Columbia Heights Annex to Minneapolis.

Anoka County, Minnesota.

PROPOSED LEGAL DESCRIPTIONS

PARCEL A

That part of Lots 21, 22, 23 and 24 all in Block 64 and that part of vacated alley adjacent to said Lots, Columbia Heights Annex to Minneapolis according to the recorded plat thereof situate in Anoka County, Minnesota being described as follows:

Beginning at the southeast corner of said Lot 24; thence North 01 degree 03 minutes 12 seconds West, assumed bearing, along the east lines of said Lots 137.61 feet; thence South 89 degrees 22 minutes 57 seconds West parallel with the south line of said Lot 24 a distance of 139.38 feet; thence South 01 degree 03 minutes 12 seconds East parallel with the east lines of said Lots 137.61 to the north right of way line of 39th Avenue NE; thence North 89 degrees 22 minutes 57 seconds East along said north right of way line to the point of beginning and there terminating.

Subject to easements and restrictions of record, if any.

PARCEL B

Lots 1, 2, 3, 4, 5, 6, 7, 8 and the South 9.8 feet of Lot 9 Block Sixty-Five (65), and Lots 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30, Block Sixty-four (64). The South 36.8 feet of Lots 18 and 31 except the Northern ten (10) feet, all in Block Sixty-four (64), Columbia Heights Annex to Minneapolis, Anoka County, Minnesota. And also that part of Quincy Street Northeast in the City of Columbia Heights, Anoka County, Minnesota, lying between the South line of Lot 1, Block Sixty-five (65), Columbia Heights Annex to Minneapolis extended East to the South line of Lot 25, Block Sixty-four (64) and a line beginning at a point on the East line of Lot 9, Block Sixty-five (65) 9.8 feet North of the Southeast corner thereof and running East to a point on the West line of Lot 31, Block Sixty-four (64) to a point 36.8 feet North of the Southwest corner thereof; also, of that part of the alley as platted through Block Sixty-four (64) lying between the South line of Lot 25, Block Sixty-four (64) extended East to the South line of Lot 24, said Block Sixty-four (64) Columbia Heights Annex to Minneapolis, Anoka County, Minnesota and a line from a point on the East side of Lot 31, Block Sixty-four (64) said point being 36.8 feet North of the Southwest corner thereof to a point on the West side of Lot 18, Block Sixty-four (64) said point being 36.8 feet North of the Southwest corner of said Lot 18, all in Columbia Heights Annex to Minneapolis, Anoka County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds, in and for said County.

Together with the East Half of the vacated alley on the West side of property, vacated pursuant to Ordinance No. 1262, filed as Document No. 232807, accruing thereto.

Together with the vacated Northernly one and one-half feet of 39th Avenue Northeast lying between the Southernly extensions of the West line of Lot 1, Block 65, Columbia Heights Annex to Minneapolis and the East line of Lot 25, Block 64, Columbia Heights Annex to Minneapolis.

EXCEPT:

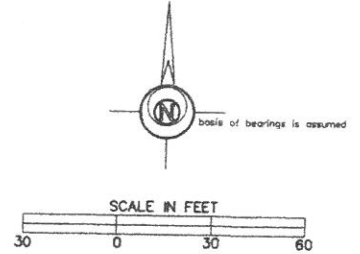
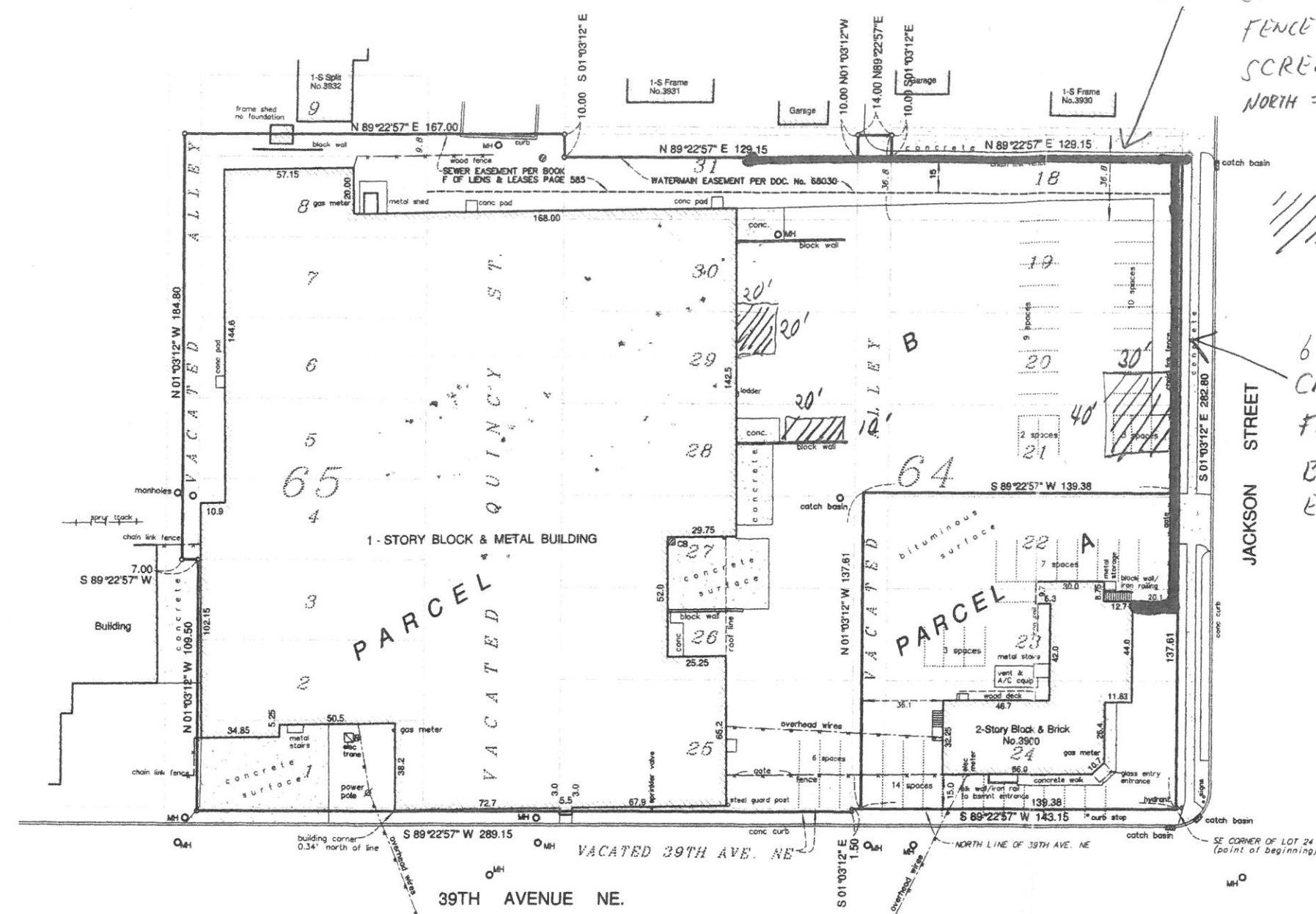
That part of Lots 21, 22, 23 and 24 all in Block 64 and that part of vacated alley adjacent to said Lots, Columbia Heights Annex to Minneapolis according to the recorded plat thereof situate in Anoka County, Minnesota being described as follows:

Beginning at the southeast corner of said Lot 24; thence North 01 degree 03 minutes 12 seconds West, assumed bearing, along the east lines of said Lots 137.61 feet; thence South 89 degrees 22 minutes 57 seconds West parallel with the south line of said Lot 24 a distance of 139.38 feet; thence South 01 degree 03 minutes 12 seconds East parallel with the east lines of said Lots 137.61 to the north right of way line of 39th Avenue NE; thence North 89 degrees 22 minutes 57 seconds East along said north right of way line to the point of beginning and there terminating.

Subject to easements and restrictions of record, if any.

Area of "PARCEL A" is 19179.5 sq.ft (0.44 acres)

Area of "PARCEL B" is 106538.5 sq.ft (2.446 acres)



ORIGINAL DATE: 9-9-10 FIELD BY: JB DRAWN BY: DE CHECKED BY: GP REVISIONS: 10-5-2010	I HEREBY CERTIFY THAT THIS PLAT, PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. SIGNED: <i>[Signature]</i> DATE: 9-9-10 REG. NO. 24992	PREPARED BY: LOT SURVEYS COMPANY, INC. LAND SURVEYORS 7601 73RD AVE. NO. BROOKLYN PARK, MN 55428 Ph. (763) 560-3093 Fx. (763) 560-3522	LOT DIVISION FOR: SCHAFFER RICHARDSON, INC. 615 1ST AVENUE NE #500 MINNEAPOLIS, MN 55413
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Exhibit B
to
Site Plan Review Application

Reason for Request

Intended Use

Applicant intends to use the Property for the following uses:

- (a) K-12 Charter School;
- (b) Adult Education facility;
- (c) Retail/Commercial uses

Applicant intends to use the Property in part as a K-12 charter school. Specifically, Applicant has executed a lease with the operator of K-6 charter school that will operate on the second and third floors of the building. This part of the school will serve approximately 250 students and will initially operate in approximately 22,500 square feet of space. Additionally, the Property will be home to a 7-12 STEM (Science, Technology Engineering and Math) based curriculum charter school. This school will serve approximately 100 students and will initially use approximately 15,500 square feet of space. Both charter school leases provide for options for additional space as needs require.

The building is being reconfigured to meet all of the needs and requirements of the charter schools. As shown on the site plan accompanying this Application, there will be enclosed outdoor play areas on first level and on second level deck. The outdoor play areas will comprise 15,869 square feet. Not only will these areas serve as a place for playground and outdoor activities, but the configuration of these spaces has the added benefit of being contained in a secure area, reducing the risk of injury to children and generally keeping them safe. Like many charter schools in urban areas, the schools operating in the building will not offer extracurricular sports, and this outdoor recreation area is designed to provide ample activity space based the needs expressed by the schools. The building can also be configured so as to create a gymnasium-sized multi-purpose space for the entire school. The school will be completely separate and secured from any other commercial or institutional user in the building.

Complementing this school use is the pending lease with the Columbia Heights Public School District, which will offer adult education classes on the sixth floor of the building.

The first floor will be leased to retail users, including, hopefully, a coffee shop.



**CITY OF COLUMBIA HEIGHTS
PLANNING AND ZONING COMMISSION
PLANNING REPORT**

CASE NUMBER: 2017-0603
DATE: June 6, 2017
TO: Columbia Heights Planning and Zoning Commission
APPLICANT: Nancy Aleksuk, 500 LLC
DEVELOPMENT: Proposed Mixed Use Redevelopment
LOCATION: 3989 Central Ave. NE.
REQUEST: Conditional Use Permit for a K-12 School, with requested Waiver
PREPARED BY: Elizabeth Holmbeck, City Planner

INTRODUCTION

At this time, Nancy Aleksuk on behalf of 500, LLC has submitted two land use applications; a Conditional Use Permit request with a Waiver and a Site Plan Review request. Both applications relate to a proposed development located at 3989 Central Avenue NE. (the former office building). The building on the subject property has been mostly vacant for the past 3 years, with the last tenant leaving one year ago in the spring of 2016. The applicant believes it has found an anchor tenant, two K-12 Schools, which will allow the applicant to renovate the building and also lease to the Columbia Heights Adult Education Facility and future retail on the first floor. The applicant has indicated that a coffee shop is interested in leasing space on the first floor. This report specifically details the request for a Conditional Use Permit, and a separate second report will detail the request for Site Plan Review.

The Conditional Use Permit request has been made as the applicant is proposing to operate two K-12 Schools in the existing building. K-12 Schools require Conditional Use Permits and are required to meet Specific Development Standards outlined in the Zoning Ordinance. The proposed K-12 School use does not meet one of the Specific Development Standards in the Zoning Ordinance, so the applicant is requesting a waiver to this requirement.

ZONING ORDINANCE

The property located at 3989 Central Avenue is located in the Mixed Use Zoning District. The properties to the north, south and west are located in the Central Business Zoning District. The properties to the east are located in the R-3, Multiple Family Residential Zoning District.

The intent of the Mixed Use Zoning District is to encourage a flexible, high-quality design strategy for development and/or redevelopment of specific areas within the community. In these areas of the City, there must be a mix of uses. The Zoning Ordinance requires that there

be at least two of the following uses: Residential, Commercial and Institutional. It further states that all permitted, conditional, and permitted accessory uses identified in our residential and commercial districts, which are consistent with the Comprehensive Plan, shall be treated as potentially allowable uses within the Mixed Use Development Districts.

The proposal for a K-12 School is identified in our residential districts, as this is the only area of the City where K-12 Schools are currently permitted. In our residential districts, K-12 Schools require a Conditional Use Permit. For the proposal for the Adult Education Facility, while not specifically defined in our Zoning Ordinance, it is staff's interpretation that this type of use is identified as a commercial use. The proposal for retail would also be identified as a commercial use.

By the standards outlined above, it appears that the proposal would meet the Mixed Use District standards by ensuring that there are two of the three required uses. This means that the proposed K-12 School would satisfy the required residential use, and the Adult Education Facility, and future retail would satisfy the commercial use requirement.

Staff recommends that a condition be added to the permit that limits the amount of area in the building that the schools can occupy. This is similar to how we have handled other K-12 School Conditional Use Permits in the past. Staff is making this recommendation, to ensure that the building remains a Mixed Use Building as to not compromise the intended commercial character of the area. Staff recommends that approximately half of the building be reserved for commercial use and the first floor be retained for commercial use to ensure compatibility with the character of the surrounding area.

The applicant has requested a waiver to a Specific Development Standard of the Zoning Ordinance. This standard requires that the parcel upon which the K-12 School is located shall have a lot area no less than four times the size of the building footprint. The parcel upon which the proposed use is located has historically been used for office and retail uses with parking provided in the adjacent parking ramp and parking lot.

This particular building is unique compared to the rest of the commercial parcels throughout the City, as it is six stories tall and there is a small amount of open parcel area that is not covered by a building. Also, when it was originally built, it was not intended to be a K-12 School, and as such, the parcel does not meet this requirement. It is assumed this requirement is meant to provide area for outdoor recreation and parking associated with a K-12 School.

In the attached narrative detailing the applicants requested waiver to this standard, the applicant argues that this requirement is based on an older and no longer universally applicable model of school operations. The applicant states that the proposed K-12 school will be constructing a safe, contained playground area on the first and second level of the current deck on the north side of the building. The applicant argues that the school has determined this area will be more than adequate to meet the needs of the students.

COMPREHENSIVE PLAN

The Comprehensive Plan guides this area for commercial uses. This property was recently rezoned from Central Business to Mixed-Use. Due to the ongoing Comprehensive Plan revision, currently underway, the City Attorney has advised to amend the map when the update is complete. As such, the property is not designated for Mixed Use in the Comprehensive Plan, rather Commercial Use.

While the K-12 School use is not a Commercial Use, the building will still contain commercial users. Additionally, staff is recommending that the Conditional Use Permit require a portion of the building be reserved for Commercial or Institutional Uses. Specifically, staff recommends that approximately half of the building be reserved for Commercial or Institutional Uses, including the first floor.

FINDINGS OF FACT

- (a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.

The Zoning Ordinance requires that Mixed Use Developments contain at least two of the following uses: Residential, Commercial and Institutional. It further states that all permitted, conditional, and permitted accessory uses identified in our Residential and Commercial Districts, which are consistent with the Comprehensive Plan shall be treated as potentially allowable uses within the Mixed Use Development Districts. K-12 Schools are specifically listed as a Conditional Use in the City's Residential Zoning Districts. By this standard, a K-12 School would be considered a potentially allowable use.

- (b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.

The property is guided for commercial use. As stated above, staff recommends that a portion of the building should be reserved to ensure a commercial component of the mixed use development property remains.

- (c) The use will not impose hazards or disturbing influences on neighboring properties.

The applicant will have to adhere to Specific Development Standards as it relates to K-12 Schools. The City has Specific Development Standards which are meant for unique characteristics of certain land uses. The standards are meant to protect the neighboring properties from any hazardous or disturbing influences. The applicant has requested a waiver to one of the Specific Development Standards. The City Council has the authority to waive this requirement if they choose to do so. The applicant argues that there is sufficient space available on the outdoor patio area, to allow for a play area to be constructed and utilized by the proposed schools.

- (d) The use will not substantially diminish the use of property in the immediate vicinity.

Staff does not anticipate that the K-12 School operation will substantially diminish the use of the property in the surrounding area.

- (e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.

The use will be subject to the Specific Development Standards as outlined in the Zoning Code for K-12 Schools. These specific requirements are added as conditions to the proposed Conditional Use Permit, and meant to protect the intended character of the surrounding area. Staff has recommended that the City limit the amount of space that the proposed schools can utilize in the building, to preserve the intended commercial character of the area.

- (f) The use and property upon which the use is located are adequately served by essential public facilities and services.

This is correct. The property is served by two local streets, 40th Avenue and Central Avenue.

- (g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.

The on-site circulation of traffic has been detailed in a traffic management plan, which was submitted with the applicant's Site Plan Review application. This plan has been reviewed by staff and MNDOT. Anoka County review is currently pending. At this time staff believes that the operation of the K-12 School will have minimal impact to the surrounding local City streets. The City Engineer and MNDOT have reviewed the traffic management plan. At this time, they have found it to be minimally acceptable as it is unclear how pedestrian traffic will operate on the site. Staff has added a condition that if the school's drop off and pick up routing results in delay on the surrounding local streets or has a negative traffic impact, a new traffic management plan will be required to be submitted for review to address operational deficiencies.

- (h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.

Staff has added proposed conditions to the permit for the City Council to consider in an effort to minimize potential negative effects.

- (i) The use complies with all other applicable regulations for the district in which it is located.

If the applicant complies with the Specific Development Standards, the use would comply with the City's applicable regulations. However, in this case, the application does not meet one of the Specific Development Standards of the City's Zoning Ordinance. The City Council can grant a waiver to this standard. If the waiver is granted it appears that the use complies with all other applicable regulations for the district in which it is located.

CONCLUSION

While staff believes there is merit to the applicant's proposal, the application does not meet a Specific Development Standard outlined in the City's Zoning Ordinance. These standards are in place to mitigate any potential negative impact on surrounding property, and to provide supplemental regulations to address unique characteristics of land use. The City Council has the authority to waive this standard, as requested by the applicant.

Staff believes that while the applicant does not meet this requirement, they have proposed a unique, alternative plan for an outdoor recreation area and adequate parking should be provided in the adjacent parking ramp. By staff's literal interpretation of the City's Zoning Ordinance, the application does not meet applicable regulations, and therefore staff would request that if the City Council approves the Conditional Use Permit with the requested Waiver, that the City Council directs staff to remove this requirement.

RECOMENDATION

Staff recommends approval of the proposed Conditional Use Permit for the property located at 3989 Central Avenue NE. subject to certain conditions.

Motion: Move to waive the reading of Resolution No. 2017-53, there being ample copies available to the public.

Motion: Move to adopt Resolution No. 2017- 53, being a resolution approving a Conditional Use Permit, for the property located at 3989 Central Avenue NE. subject to the following conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

1. In order for the property to operate as a mixed use development, a portion of the building must have commercial or institutional uses in addition to the residential (K-12 School) use; therefore, half of the building will be reserved for commercial or institutional uses. This will include all or the majority of the first floor.
2. Anoka County review is pending for traffic impacts on 40th Avenue (County Roadway). Once the review is complete, the applicant will meet any requirements outlined by Anoka County.
3. The applicant will meet the requirements outlined in the attached report from the Director of Public Works/City Engineer, dated May 30, 2017.
4. If the school's drop off and pick up routing results in negative impacts on the surrounding local streets or has a negative traffic impact, as determined by the Director of Public works/City Engineer, a new traffic management plan will be required to be

submitted to the City of Columbia Heights for review to address operational deficiencies.

5. No student drop off or pick up associated with the K-12 School uses, will be permitted along Central Avenue or 40th Avenue. All student drop off and pick up shall strictly occur within the adjacent parking ramp.
6. The applicant will meet the requirements outlined in the attached report from the Building Official, dated May 24, 2017.
7. Prior to the issuance of the Certificate of Occupancy, the applicant must provide record that the State Fire Marshal has reviewed and approved the plans for the two proposed K-12 Schools on the property.
8. The use shall include a regular course of study accredited by the State of Minnesota.
9. The site shall be served by a major collector or higher classification of roadway.
10. The City Council directs staff to bring an Ordinance to the City Council for a public hearing to remove the Specific Development Standard which requires that: The parcel upon which the use is located shall have a lot area no less than four times the area of the building footprint.
11. As determined by the Director of Public Works/City Engineer, a transportation management plan shall be submitted to address off-street parking, bus loading and unloading, traffic control, and the impact of the facility on surrounding roadways.
12. To the extent practical, all new construction or additions to existing buildings shall be complementary and compatible with the scale and character of the surroundings and exterior materials shall be compatible with those used in the immediate neighborhood.
13. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.
14. All required state and local codes will be met and in full compliance.

ATTACHMENTS

Resolution No. 2017-53

Location Map

Application

Applicant's Narrative

Waiver Request

Specific Development Standards for K-12 Schools

Public Works Director/City Engineer Report, dated May 30, 2017

Building Official Report, dated May 24, 2017

RESOLUTION NO. 2017-53

A Resolution of the City Council for the City of Columbia Heights, Minnesota, approving a Conditional Use Permit for two K-12 Schools to operate on the property located at 3989 Central Avenue NE.

Whereas, a proposal (Case # 2017-0602) has been submitted by Nancy Aleksuk on behalf of 500, LLC to the City Council requesting a Conditional Use Permit from the City of Columbia Heights at the following site:

ADDRESS: 3989 Central Avenue NE., Columbia Heights, MN 55421

LEGAL DESCRIPTION: On file at City Hall.

THE APPLICANT SEEKS THE FOLLOWING: A Conditional Use Permit to allow for two K-12 Schools to operate on the property located at 3989 Central Avenue NE.

Whereas, the Planning and Zoning Commission held a public hearing as required by the City Zoning Code on June 6th, 2017;

Whereas, the City Council has considered the advice and recommendations of the Planning and Zoning Commission regarding the effect of the proposed Conditional Use Permit upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

Now, therefore, be it resolved, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

FINDINGS OF FACT

Section 9.104 (H) of the Zoning Ordinance outlines nine conditions that must be met in order for the City Council to grant a Conditional Use Permit. They are as follows:

- (a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.
- (b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.
- (c) The use will not impose hazards or disturbing influences on neighboring properties.
- (d) The use will not substantially diminish the use of property in the immediate vicinity.
- (e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.
- (f) The use and property upon which the use is located are adequately served by essential public facilities and services.
- (g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
- (h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.
- (i) The use complies with all other applicable regulations for the district in which it is located.

Further, be it resolved, that the attached plans, maps, and other information shall become part of this Conditional Use Permit and approval; and in granting this Conditional Use Permit the City and the applicant agree that this permit shall become null and void if the project has not been completed within one (1)

calendar year after the approval date, subject to petition for renewal of the permit. The Conditional Use Permit is subject to certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

CONDITIONS

1. In order for the property to operate as a mixed use development, a portion of the building must have commercial or institutional uses in addition to the residential (K-12 School) use; therefore, half of the building will be reserved for commercial or institutional uses. This will include all or the majority of the first floor.
2. Anoka County review is pending for traffic impacts on 40th Avenue (County Roadway). Once the review is complete, the applicant will meet any requirements outlined by Anoka County.
3. The applicant will meet the requirements outlined in the attached report from the Director of Public Works/City Engineer, dated May 30, 2017.
4. If the school's drop off and pick up routing results in negative impacts on the surrounding local streets or has a negative traffic impact, as determined by the Director of Public works/City Engineer, a new traffic management plan will be required to be submitted to the City of Columbia Heights for review to address operational deficiencies.
5. No student drop off or pick up associated with the K-12 School uses, will be permitted along Central Avenue or 40th Avenue. All student drop off and pick up shall strictly occur within the adjacent parking ramp.
6. The applicant will meet the requirements outlined in the attached report from the Building Official, dated May 24, 2017.
7. Prior to the issuance of the Certificate of Occupancy, the applicant must provide record that the State Fire Marshal has reviewed and approved the plans for the two proposed K-12 Schools on the property.
8. The use shall include a regular course of study accredited by the State of Minnesota.
9. The site shall be served by a major collector or higher classification of roadway.
10. The City Council directs staff to bring an Ordinance to the City Council for a public hearing to remove the Specific Development Standard which requires that: The parcel upon which the use is located shall have a lot area no less than four times the area of the building footprint.
11. As determined by the Director of Public Works/City Engineer, a transportation management plan shall be submitted to address off-street parking, bus loading and unloading, traffic control, and the impact of the facility on surrounding roadways.
12. To the extent practical, all new construction or additions to existing buildings shall be complementary and compatible with the scale and character of the surroundings and exterior materials shall be compatible with those used in the immediate neighborhood.
13. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.
14. All required state and local codes will be met and in full compliance.

ORDER OF COUNCIL

Passed this 12th day of June, 2017.

Offered by:

Seconded by:

Roll Call:

Donna Schmitt, Mayor

Attest:

Katie Bruno, City Clerk/Council Secretary



**CITY OF COLUMBIA HEIGHTS
CONDITIONAL USE APPLICATION**

To be filled out by City:

CASE NO.:
APPLICABLE ORDINANCE NO.: 9.104(H)
PRESENT ZONING:
PRESENT LAND USE PLAN DESIGNATION:

DATE RECEIVED:
DATE OF LETTER OF COMPLETION:
APPROVAL DATE PER STATUTE:
REVIEW PERIOD EXTENDED:

To be filled out by Applicant:

PROPOSED NAME OF DEVELOPMENT: 3989 Central Development

PROJECT ADDRESS/LOCATION: 3989 Central Avenue NE

LEGAL DESCRIPTION OF PROPERTY INVOLVED *(attach separate page if necessary):*

The legal description for the property is attached hereto as Exhibit A and is incorporated herein by reference.

PRESENT USE OF PROPERTY: The property is currently vacant

PROPOSED USE OF PROPERTY: The property will be used in part for a K-12 charter school

REASON FOR REQUEST *(please attach a written narrative describing the intended use of the property and justification for your request. Describe any modifications and/or limitations of the use that have been made to insure its compatibility with surrounding uses and with the purpose and intent of the Zoning Ordinance and the Comprehensive Plan.)* **See Exhibit B attached hereto and incorporated herein by reference.**

APPLICANT	<u>500 LLC</u>	PHONE	<u>(612) 998-</u>	FAX	<u></u>
	<u>c/o Nancy Aleksuk</u>		<u>9123</u>		
E-MAIL	<u>nancy@swervo.com</u>	PAGER	<u></u>	CELL #	<u></u>
ADDRESS	<u>510 N 1st Ave Suite 600</u>				
CITY	<u>Minneapolis</u>	STATE	<u>MN</u>	ZIP	<u>5403</u>
FEE OWNER OF PROPERTY	<u>Same as above</u>				
ADDRESS	<u></u>	PHONE	<u></u>	FAX	<u></u>

**CITY OF COLUMBIA HEIGHTS
CONDITIONAL USE APPLICATION**

THIS APPLICATION IS SUBJECT TO ACCEPTANCE BY THE CITY PLANNER AND REVIEW OF APPLICATION AND NECESSARY MATERIALS BEING SUBMITTED.
ENGINEERING APPROVAL MAY ALSO BE REQUIRED AND MUST MEET ENGINEERING REQUIREMENTS SET BY THE CITY ENGINEER OR CONTAINED IN THE CITY CODE.

ITEMS TO BE GIVEN TO APPLICANT WITH APPLICATION

- A. Application Checklist
- B. Schedule of Planning and Zoning Commission Meetings

ITEMS TO ACCOMPANY CONDITIONAL USE PERMIT APPLICATION

- A. Submittals as required in the attached application checklist, detailing what is proposed for the property.

APPLICATION FEES:

- A. \$200.00 Conditional Use Permit Fee

\$ _____

TOTAL AMOUNT RECEIVED \$ 200⁰⁰

CITY RECEIPT NUMBER 65114

DATE RECEIVED 5/1/17

Acknowledgement: The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Columbia Heights to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of Columbia Heights and the State of Minnesota:

500 LLC

By: [Signature]
APPLICANT SIGNATURE

Its: [Signature] 5/1/17
DATE

Same as Above

PROPERTY OWNER SIGNATURE (If different from Applicant) _____ DATE _____

Elizabeth Holmbeck, City Planner 5/1/17
COMMUNITY DEVELOPMENT STAFF MEMBER AND TITLE DATE

Revised: 2006

Approved by the Columbia Heights Planning Commission on _____
Approved by the Columbia Heights City Council on _____

EXHIBIT A
PROPERTY DESCRIPTION

The land referred to in this Policy is described as follows:

Parcel 1:

Lot 32, Block 6, Reservoir Hills, Anoka County, Minnesota.

Lots 25 through 28, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, Anoka County, Minnesota.

The vacated alley adjacent to Lots 25 through 28, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, Anoka County, Minnesota.

Those parts of Lots 28 through 31, Block 6, Reservoir Hills; Lots 23 and 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills; and of the vacated alley adjacent to Lot 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills; lying Southwesterly and Westerly of the following described line: Beginning at a point on the South line of Block 1, Walton's Rearrangement, said point being 18.00 feet West of the Southeast corner of Lot 23, of said Block 1, Walton's Rearrangement; thence Northerly on a line 18.00 feet West of and parallel with the East line of Lot 23, a distance of 87.00 feet; thence on a straight line to a point on the North line of Lot 30 of said Block 6, Reservoir Hills, said point being 47.23 feet Easterly of the Northwest corner of said Lot 30 and there terminating.

Abstract Property

Torrens Property

Torrens Certificate No. 127361

Parcel 2:

Those parts of Lots 27 through 31, Block 6, Reservoir Hills and those parts of Lots 23 and 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills and of the vacated alley abutting Block 1, "Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills", as dedicated in said plat, lying within the following described tract: Commencing at a point on the South line of said Block 1, Walton's Rearrangement distant 18.00 feet West of the Southeast corner of Lot 23, said Block 1, Walton's Rearrangement; thence Northerly on a line 18.00 feet West of and parallel with the East line of said Lot 23, a distance of 87.00 feet, to the actual point of beginning of the tract to be described; thence continuing Northerly on the extension of said line to the North line of Block 6, Reservoir Hills; thence Westerly along said North line of Block 6, to a point being 47.23 feet Easterly of the Northwest corner of Lot 30, Block 6, Reservoir Hills; thence Southeasterly, to the point of beginning;

Excepting therefrom Tract A, Registered Land Survey No. 250, Anoka County, Minnesota.

Abstract Property

Parcel 3:

Tract A, Registered Land Survey No. 250, Anoka County, Minnesota.

Exhibit B
to
Conditional Use Permit Application of 500 LLC

Reasons Supporting Request

Current Zoning Status

On December 12, 2016, The Columbia Heights City Council rezoned this Property from Commercial to Mixed Use Development (“MDX”). The express reason for this change presented to the City Council was Applicant’s intention to use a portion of the Property for a K-12 charter school.

Intended Use

Applicant intends to use the Property in part as a K-12 charter school. Specifically, Applicant has executed a lease with the operator of K-6 charter school that will operate on the second and third floors of the building. This part of the school will serve approximately 250 students and will initially operate in approximately 22,500 square feet of space. Additionally, the Property will be home to a 7-12 STEM (Science, Technology Engineering and Math) based curriculum charter school. This school will serve approximately 100 students and will initially use approximately 15,500 square feet of space. Both charter school leases provide for options for additional space as needs require.

The building is being reconfigured to meet all of the needs and requirements of the charter schools and to comply with all City and State building codes and standards applicable to school use. As shown on the site plan accompanying this Application, there will be enclosed outdoor play areas on first level and on second level deck. The outdoor play areas will comprise 15,869 square feet. Not only will these areas serve as a place for playground and outdoor activities, but configuration of these spaces has the added benefit of being contained in a secure area, reducing the risk of injury to children and generally keeping them safe . Like many charter schools in urban areas, the schools operating in the building will not offer extracurricular sports, and this outdoor recreation area is designed to provide ample activity space based the needs expressed by the schools. The building can also be configured so as to create a gymnasium-sized multi-purpose space for the entire school. The school will be completely separate and secured from any other commercial or institutional user in the building.

Complementing this school use is the pending lease with the Columbia Heights Public School District, which will offer adult education classes on the sixth floor of the building

School Use is a Permitted Conditional Use

Pursuant to Columbia Heights City Code Sections 9.112 (D)(1) and (2), all permitted conditional uses identified in § 9.109, Residential Districts, and § 9.110, Commercial Districts, which are consistent with the comprehensive plan shall be treated as potentially allowable uses within the Mixed Use Development District.

Sections 9.109 (E) (3), (F) (3), (G) (3) and (H) (3) each specifically provide that “School, public or private, K-12” is a permitted conditional use in Residential Districts. Section 9.110 (D) (3) (c) specifically provides that “School, public or private, K-12” is a permitted conditional use in the Commercial District covered by that section and Section 9.110 (E)(2) provides that schools are a permitted use in the Commercial—General Business District.

Thus, the City Code allows the school use as a either a permitted use or a conditional use in the MXD District.

The Proposed Use Satisfies the Conditions for a Conditional Use Permit

The proposed use satisfies all of the requirements set forth in Section 9.104(H) pertaining to conditional use permits. Referring to the specific requirements of Section 9.104(H):

(a) As noted above, the proposed use is one of the conditional uses listed for the zoning district in which the property is located, satisfying Section 9.104(H) (6) (a);

(b) The use is in harmony with the general purpose and intent of the comprehensive plan as required by Section 9.104(H) (6) (b) of the Code. The addition of the conditional use of the school will enhance and create synergy with the retail marketing of the property and planned adult education use by the Columbia Heights Public School District...

(c) The use will not impose hazards or disturbing influences on neighboring properties. Not only does this use adhere to the requirement of Section 9.104(H) (c) of the Code, but the use will enhance the neighborhood and support the businesses surrounding the Property.

(d) The use will not substantially diminish the use of property in the immediate vicinity as set forth in 9.104(H) (d) of the Code. The Property has been substantially vacant for many years and the loss of business activity at the Property has seriously diminished the use of property in the general vicinity of the Property. Permitting the building to be used as a school will foster the use of the property in the vicinity of the building.

(e) Section 9.104(H) (e) of the Code requires that the conditional use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area. Except for minor changes to the exterior stairwell areas and enhanced landscaping, the operation of the conditional use will not change the appearance of the exiting or intended character of the surrounding area.

(f) The use and property upon which the use is located are adequately served by essential public facilities and services, satisfying the requirement of Section 9.104(H) (f). There is excellent access to the property via major roadways and public transportation. The property is served by a parking ramp containing 344 parking spaces and 17 surface area parking spaces.

(g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic. The Applicant has submitted to the City as part of its Site Review Application the traffic management report and plan prepared by Spack Consulting. This report confirms the use will not have a materially

adverse impact on traffic and that a well designed traffic management plan is in place for the school use. Accordingly, the 9.104(H) (g) requirements are met.

(h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity. In point of fact, given the vitality created by the school use, the cumulative effects upon the immediate vicinity will be quite positive and will enhance this part of the Columbia Heights community. Thus, the requirements of Section 9.104(H) (h) are clearly met.

(i) The use complies with all other applicable regulations for the district in which it is located, thereby meeting the requirements of Section 9.104(H) (h).

Conclusion

The requested conditional use is permitted under the Property’s current MXD zoning. The Property was rezoned for the express purpose of allowing the Property to be used in part as a K-12 charter school. All of the conditions of Section 9.104 (H) of the City Code are satisfied and the Applicant respectfully requests approval of this Application.

Specific Design Development Standard; One Waiver Requested

Section 9.105 (C) (46) provides for certain Special Development Standards applicable to developments containing K-12 schools. Except for one Standard, the Property currently satisfies or will satisfy all of the Development Standards. Specifically:

(a) The use shall include a regular course of study accredited by the State of Minnesota [Section 9.105 (C) (46) (a)]. The charter schools leasing space within the Property will be accredited by the State of Minnesota. Such accreditation includes the school facility operating in a facility that is on property properly zoned for the use. [Section 9.105 (C) (46) (b)].

(b) The site shall be served by a major collector or higher classification of roadway [Section 9.105 (C) (46) (b)]. The site is served by a major collector or higher classification of roadway and, therefore, this Standard is satisfied.

(c) The parcel upon which the use is located shall have a lot area no less than four times the area of the building footprint. [Section 9.105 (C) (46) (c)].

Applicant requests a waiver with respect to this Development Standard. The Standard is based on an older and no longer universally applicable model of school operations that assumed large lots and large playground areas were a requirement for a successful school operation. In point of fact, the charter schools interested in leasing the Property do not seek large tracts of land for open playground areas. Such facilities in urban areas are cost prohibitive for charter schools and don't match the school's programming needs because many such schools, including the schools in this space, do not offer extracurricular sports. Instead, schools request somewhat smaller, self-contained but better designed play areas that provide not only the desired play environment for children, but also ensure a secure and safe environment for activities in an urban setting.

As the site plans accompanying this Application show, Applicant's school operator intends to construct a safe, secure and contained playground area on the first level and on second floor deck of the building. The schools have determined this area is more than adequate to meet the needs of the students. Therefore, creating 15,869 square feet of recreational area satisfies the underlying rational and purpose of the Standard and granting the waiver has no adverse consequence to the Property or to the community.

Without the requested waiver, the charter schools under lease will not be able to operate. This Standard imposes a unique financial hardship to the property and to Applicant and Standard's purposes are satisfied by the newly designed recreation areas.

(d) A transportation management plan shall be submitted to address off-street parking, bus loading and unloading, traffic control, and the impact of the facility on surrounding roadways [Section 9.105 (C) (46) (d)]. This Standard is satisfied. Accompanying this Application is a traffic management plan prepared for the Property by Spack Consulting. The plan provides a detailed analysis of the traffic management issues related to the school and affirms that Applicant's traffic plan properly addresses the applicable traffic management issues affecting the school operation on the Property.

(e) To the extent practical, all new construction or additions to existing buildings shall be complementary and compatible with the scale and character of the surroundings and exterior materials shall be compatible with those used in the immediate neighborhood [Section 9.105 (C) (46) (e)]. The plans accompanying this application show only minor exterior changes and all are compatible with the immediate neighborhood.

(f) An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood. [Section 9.105 (C) (46) (f)]. The plans accompanying this Application satisfy this Standard.

School, K-12.

- (a) The use shall include a regular course of study accredited by the State of Minnesota.
- (b) The site shall be served by a major collector or higher classification of roadway.
- (c) The parcel upon which the use is located shall have a lot area no less than four times the area of the building footprint.
- (d) A transportation management plan shall be submitted to address off-street parking, bus loading and unloading, traffic control, and the impact of the facility on surrounding roadways.
- (e) To the extent practical, all new construction or additions to existing buildings shall be complementary and compatible with the scale and character of the surroundings and exterior materials shall be compatible with those used in the immediate neighborhood.
- (f) An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.

CITY OF COLUMBIA HEIGHTS
Public Works Department

TO: ELIZABETH HOLMBECK
CITY PLANNER

FROM: KEVIN HANSEN
PUBLIC WORKS DIRECTOR/CITY ENGINEER

DATE: May 30, 2017

SUBJECT: NE Business Center Redevelopment - Plan Review

I have reviewed the final plan submittal packet dated 4/27/17, and have the following requirements/comments for final approval by Engineering:

The plaza area where the outdoor play area is proposed to be located must be inspected by a licensed structural engineer to ensure the suitability of operating an outdoor play area at this location. The City will require a report from a licensed structural engineer detailing the condition and suitability of the plaza. This report must be reviewed by the City Engineer.

Review by MNDOT and Anoka County are pending. The proposed plans must be approved by MNDOT and Anoka County prior to and issuance of a Building Permit. The applicant must meet any requirements outlined by MNDOT or Anoka County.

The City recommends that the stairway down to 40th Avenue be removed. If the applicant wishes to keep the stairway in place it must be grated or controlled to prevent public access.

The City's storm sewer and street replacement project begins in August, which will close 40th Avenue (north side of the building) during construction for 8-10 weeks. The recommended modification to the alley curb radius should be coordinated with the City's storm sewer and street replacement project.

The cross walk east of the alley (proposed bus drop off/pick up) is being eliminated by Anoka County as part of the City's storm sewer replacement project.

Please provide one full size and one 11x17 set of Civil Plans to the Engineering department prior to construction.

If you have any questions or need further information, please contact me at (763) 706-3705.

C: Kathy Young, Assistant City Engineer
Lauren Letsche, Storm Water Specialist

KH:kh

G: \\Users\Public Works\plan reviews\2017\NE Business Center_05302017.doc



City of Columbia Heights | *Community Development*

590 40th Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3670 ▪ Fax: 763-706-3671 ▪ www.columbiaheightsmn.gov

5/24/2017

Elizabeth Holmbeck
City Planner

Dear Elizabeth:

Comments regarding review of submitted drawing for 3989 Central Avenue.

The use of the building as a K-12 school is permitted under the building code. Rooms used by preschool, kindergarten, and first and second grade students for classrooms, latchkey, day care, early childhood family education, teen parent, or other programs conducted in the building may be located on any floor below the fourth story if the following conditions exist:

1. The building is protected throughout with and approved automatic fire sprinkler system;
and
2. The building is protected throughout with and approved automatic fire alarm system having automatic smoke detection devices installed throughout the exit system within every room or area used for purposes other than a classroom or office.

I expect the contractor to submit complete drawings along with a building permit application for a plan review for construction. The plans must include building construction drawings, details, mechanical systems, plumbing systems, fire protection sprinkler system, fire alarms system, and electrical plans. These plans will be reviewed for code compliance in accordance with the 2015 Minnesota Building Code.

Plumbing plans need to be submitted to the Minnesota Department of Labor and Industry. Plumbing Plan Review Unit by the Master Plumber of record for their review and approval prior to issuance of the plumbing permit by the City of Columbia Heights.

Plans are also to be submitted to the Metropolitan Council for a SAC determination. The determination of SAC units will need to be received by the City of Columbia Heights prior to issuance of any permits. The SAC determination is based on how the space is used and not on occupancy classification.

Sincerely,

Lawrence R. Pepin
Building Official



**CITY OF COLUMBIA HEIGHTS
PLANNING AND ZONING COMMISSION
PLANNING REPORT**

CASE NUMBER: 2017-0603
DATE: June 6, 2017
TO: Columbia Heights Planning and Zoning Commission
APPLICANT: Nancy Aleksuk, 500 LLC
DEVELOPMENT: Proposed Mixed Use Redevelopment
LOCATION: 3989 Central Ave. NE.
REQUEST: Site Plan Review
PREPARED BY: Elizabeth Holmbeck, City Planner

INTRODUCTION

At this time, Nancy Aleksuk on behalf of 500, LLC has submitted two land use applications; a Conditional Use Permit request with a Waiver and a Site Plan Review request. Both applications relate to a proposed development located at 3989 Central Avenue NE. (the former office building). The building on the subject property has been mostly vacant for the past three years, with the last tenant leaving one year ago in the spring of 2016. The applicant believes it has found an anchor tenant, two charter schools which will allow the applicant to renovate the building and also lease to the Columbia Heights Adult Education Facility and possible future retail on the first floor. The applicant has indicated that a coffee shop is interested in leasing space on the first floor. This report specifically addresses the request for Site Plan Review.

The applicant has requested Site Plan Review to allow for proposed modifications to the exterior of the former office building. This Site Plan Review involves minor modifications to the exterior of the building. A building permit will be submitted for the interior renovations, which is approved administratively. The applicant is proposing a mixed use development which will include two K-12 Schools, the Columbia Heights Adult Education Facility, and future retail uses. The Planning and Zoning Commission is required to review all commercial site plans. This plan involves a proposed renovation of the existing outdoor upper and lower patio on the north side of the building, and a new ground level patio on the west side of the building.

ZONING ORDINANCE

The property located at 3989 Central Avenue is located in the Mixed Use Zoning District. The properties to the north, south and west are located in the Central Business Zoning District. The properties to the east are located in the R-3, Multiple Family Residential Zoning District. The proposed uses as presented are all considered to be potentially allowable uses in the Mixed Use Zoning District.

COMPREHENSIVE PLAN

The Comprehensive Plan guides this area for commercial uses. This property was recently rezoned from Central Business to Mixed-Use. Due to the ongoing Comprehensive Plan revision, currently underway, the City Attorney has advised to amend the map when the update is complete. As such, the property is not designated for mixed use in the Comprehensive Plan, rather commercial uses.

While the K-12 School use is not a commercial use, the building will still contain commercial users. Additionally, staff is recommending that the Conditional Use Permit require that a portion of the building be reserved for commercial or institutional uses. Specifically, staff recommends that half of the building be reserved for commercial or institutional uses, including the first floor.

DESIGN GUIDELINES

The subject property is located within the Design Guideline Overlay District, and is governed by the "Central Business District" standards within the Design Guidelines. The intent of the Design Guidelines is to make the City more aesthetically appealing, by requiring a set of minimum standards for new construction along Central Avenue and 40th Avenue. For this proposal the majority of the Design Guidelines do not apply, as the proposed modifications do not affect the standards that are outlined in the Design Guidelines. The Design Guidelines apply to items such as building placement, facades and roof design, building width and façade articulation, building height, and window design. At this time, the applicant is not proposing changes to these items.

SITE PLAN

1. Parking

The proposed plan identifies parking for the proposed uses to be provided in the adjacent parking ramp. The parking ramp has 344 parking stalls which meets the required parking for the proposed types of uses on the property.

2. Access

The site will be served by two access points off 40th Avenue and Gould Avenue. MNDOT has received the proposed plans and has no comment on the plans at this time. Anoka County is still reviewing the plans.

3. Landscape

The proposed landscaping materials are shown on the attached Landscape Plan. It appears the applicant's proposal will complement the layout of the development. There will be a variety of landscaping planted around the perimeter of the site, which meets the City's Landscaping requirements and should provide adequate screening. Staff recommends that the landscaping as indicated in the plan submittal, be installed within 4 months after the building is operational, or from such time a Certificate of Occupancy is issued. This recommendation has been added as a condition of approval to the Site Plan.

4. Lot Dimension, Height and Setback Requirements

The proposed plan does not have specific requirements called out in the ordinance, as the property is zoned Mixed Use. In order to remain flexible for development proposals, properties with this zoning designation do not have specific setback or dimensional requirements. Staff believes the proposal does show reasonable setback information; in particular the proposed new patio is setback 10 feet from the western property line, which appears to be adequate.

5. Other

The current sign on the property is in need of replacement, and does not comply with the City's sign code standards. Staff recommends that the existing sign be removed and replaced with code compliant signage and the new signage must be consistent with Design Guidelines and with City Code. Staff recommends that the new signage be installed within 4 months of the building being operational. This recommendation has been added as a condition of approval to the Site Plan.

FINDINGS OF FACT

Section 9.104 (N) of the Zoning Ordinance outlines four findings of fact that must be met in order for the City to approve a Site Plan. They are as follows:

- a. The Site Plan conforms to all applicable requirements of this article.

The applicable Zoning Code requirements are achieved.

- b. The Site Plan is consistent with the applicable provisions of the City's Comprehensive Plan.

Staff believes the proposed Site Plan for the property is consistent with the intent of the Comprehensive Plan.

- c. The Site Plan is consistent with any applicable area plan.

There is no area plan for this parcel.

- d. The Site Plan minimizes any adverse impacts on property in the immediate vicinity and the public right-of-way.

The proposed Site Plan appears to meet the applicable standards outlined in the Zoning Ordinance. Therefore, the properties in the immediate vicinity of the proposed development should not be adversely impacted.

RECOMMENDATION

Staff recommends that the Planning and Zoning Commission approve the Site Plan for the property located at 3989 Central Avenue NE., subject certain conditions.

Motion: Move to waive the reading of Resolution No. 2017-PZ04, there being ample copies available to the public.

Motion: Move to adopt Resolution No. 2017- PZ04, being a resolution approving a Site Plan, for the property located at 3989 Central Avenue NE. subject to the certain conditions of approval that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

1. The attached Landscape Plan indicates a number of landscaping improvements to the site. All landscaping indicated on the submitted landscape plan dated April 27, 2017, will be installed no later than 4 months after the building is operational, or from such time a Certificate of Occupancy is issued.
2. The existing monument sign will be removed and replaced with code compliant signage and the new signage will be consistent with the Design Guidelines and with City Code. Code compliant signage will be installed within 4 months of the building being operational.
3. The building and site shall be meet all requirements found in the Fire Code and the Building Code.
4. The applicant will meet the requirements outlined in the attached report from the Director of Public Works/City Engineer, dated May 30, 2017.
5. The applicant will meet the requirements outlined in the attached report from the Building Official, dated May 24, 2017.
6. Anoka County review is pending for traffic impacts on 40th Avenue (County Roadway). Once the review is complete, the applicant must meet any requirements outlined by Anoka County. Staff will forward any comments from Anoka County to the applicant once received.
7. Trash and/or recycling collection areas shall be enclosed on at least three sides by an opaque screening wall or fence no less than six feet in height. The open side of the enclosure shall not face any public street or the front yard of any adjacent property.
8. All exterior lighting shall be downcast so as not to adversely impact neighboring residential properties. The applicant must submit a detailed lighting plan for review by the Building Official, prior to construction.
9. Site and elevation plans included in this submittal, shall become part of this approval.
10. All other applicable local, state, and federal requirements shall be met at all times.

ATTACHMENTS

Resolution No. 2017-PZ04

Location Map

Application

Applicant's Narrative

Site Plans

RESOLUTION NO. 2017-PZ04

A Resolution of the Planning and Zoning Commission for the City of Columbia Heights, Minnesota, approving a Site Plan for the property located 3989 Central Avenue NE.

Whereas, a proposal (Case # 2017-0603) has been submitted by Nancy Aleksuk on behalf of 500, LLC to the Planning and Zoning Commission requesting Site Plan Approval from the City of Columbia Heights at the following site:

ADDRESS: 3989 Central Avenue NE., Columbia Heights, MN 55421

LEGAL DESCRIPTION: On file at City Hall.

THE APPLICANT SEEKS THE FOLLOWING: Site Plan Approval to allow for proposed modifications to the exterior of the former office building located at 3989 Central Avenue NE.

Whereas, the Planning and Zoning Commission has held a public hearing as required by the City's Zoning Code, on June 6th, 2017.

Whereas, the Planning and Zoning Commission has considered the advice and recommendations of City Staff regarding the effect of the proposed Site Plan upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas; and

Now, therefore, be it resolved, in accordance with the foregoing, and all Ordinances and regulations of the City of Columbia Heights, the Planning and Zoning Commission of the City of Columbia Heights makes the following:

FINDINGS OF FACT:

Section 9.104 (N) of the Zoning Ordinance outlines four findings of fact that must be met in order for the City to approve a Site Plan. They are as follows:

- a. The Site Plan conforms to all applicable requirements of this article.
- b. The Site Plan is consistent with the applicable provisions of the City's Comprehensive Plan.
- c. The Site Plan is consistent with any applicable area plan.
- d. The Site Plan minimizes any adverse impacts on property in the immediate vicinity and the public right-of-way.

Further, be it resolved, that the attached conditions, maps, and other information shall become part of this approval; and in granting this approval the City and the Applicant agree that this Site Plan shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the permit.

CONDITIONS:

1. The attached Landscape Plan indicates a number of landscaping improvements to the site. All landscaping indicated on the submitted landscape plan dated April 27, 2017, will be installed no later than 4 months after the building is operational, or from such time a Certificate of Occupancy is issued.
2. The existing monument sign will be removed and replaced with code compliant signage and the new signage will be consistent with the Design Guidelines and with City Code. Code compliant signage will be installed within 4 months of the building being operational.
3. The building and site shall meet all requirements found in the Fire Code and the Building Code.
4. The applicant will meet the requirements outlined in the attached report from the Director of Public Works/City Engineer, dated May 30, 2017.
5. The applicant will meet the requirements outlined in the attached report from the Building Official, dated May 24, 2017.
6. Anoka County review is pending for traffic impacts on 40th Avenue (County Roadway). Once the review is complete, the applicant must meet any requirements outlined by Anoka County. Staff will forward any comments from Anoka County to the applicant once received.
7. Trash and/or recycling collection areas shall be enclosed on at least three sides by an opaque screening wall or fence no less than six feet in height. The open side of the enclosure shall not face any public street or the front yard of any adjacent property.
8. All exterior lighting shall be downcast so as not to adversely impact neighboring residential properties. The applicant must submit a detailed lighting plan for review by the Building Official, prior to construction.
9. Site and elevation plans included in this submittal, shall become part of this approval.
10. All other applicable local, state, and federal requirements shall be met at all times.

Passed this 6th day of June, 2017.

Offered by:

Seconded by:

Roll Call:

Marlaine Szurek, Chair

Attest:

Shelley Hanson, Secretary



**CITY OF COLUMBIA HEIGHTS
SITE PLAN REVIEW APPLICATION**

To be filled out by City:

CASE NO.:
APPLICABLE ORDINANCE NO.: 9.104 (M)
PRESENT ZONING:
PRESENT LAND USE PLAN DESIGNATION:

DATE RECEIVED:
DATE OF LETTER OF COMPLETION:
APPROVAL DATE PER STATUTE:
REVIEW PERIOD EXTENDED:

To be filled out by Applicant:

PROPOSED NAME OF DEVELOPMENT: 3989 Central Development

PROJECT ADDRESS/LOCATION: 3989 Central Avenue N.E.

LEGAL DESCRIPTION OF PROPERTY INVOLVED *(attach separate page if necessary):*

The legal description of the Property is attached hereto as Exhibit A and is incorporated herein by reference

PRESENT USE OF PROPERTY: Vacant Office Building

PROPOSED USE OF PROPERTY: Mixed Use including K12 charter school, adult education center and retail

REASON FOR REQUEST *(please attach a written narrative describing your proposal, the intended use of the property, and justification for your request.)*

APPLICANT 500 LLC PHONE (612) 998- FAX _____
c/o Nancy Aleksuk 9123

E-MAIL nancy@swervo.com PAGER _____ CELL # _____
510 N. 1st Avenue

ADDRESS Suite 600

CITY Minneapolis STATE MN ZIP 55403

FEE OWNER OF PROPERTY _____
Same as above

ADDRESS _____ PHONE _____ FAX _____

CITY _____ STATE _____ ZIP _____

**CITY OF COLUMBIA HEIGHTS
SITE PLAN REVIEW APPLICATION**

THIS APPLICATION IS SUBJECT TO ACCEPTANCE BY THE CITY PLANNER AND REVIEW OF APPLICATION AND NECESSARY MATERIALS BEING SUBMITTED.
ENGINEERING APPROVAL MAY ALSO BE REQUIRED AND MUST MEET ENGINEERING REQUIREMENTS SET BY THE CITY ENGINEER OR CONTAINED IN THE CITY CODE.

ITEMS TO BE GIVEN TO APPLICANT WITH APPLICATION

- A. Application Checklist
- B. Schedule of Planning and Zoning Commission Meetings

ITEMS TO ACCOMPANY SITE PLAN APPLICATION

- A. Site Plan submittals as required in the attached application checklist, showing what is proposed for the property.

APPLICATION FEES:

- A. \$250.00 Site Plan Review Fee

\$

TOTAL AMOUNT RECEIVED

\$

250⁰⁰

CITY RECEIPT NUMBER

65114

DATE RECEIVED

5/1/17

Acknowledgement: The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Columbia Heights to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of Columbia Heights and the State of Minnesota:

500 LLC

By: 
APPLICANT SIGNATURE

Its: Managing Director 5/1/17
DATE

PROPERTY OWNER SIGNATURE (If different from Applicant)

DATE

Elizabeth Hambeck, City Planner
COMMUNITY DEVELOPMENT STAFF MEMBER AND TITLE

5/1/17
DATE

Revised 2005

Approved by the Columbia Heights Planning Commission on _____
Approved by the Columbia Heights City Council on _____

EXHIBIT A
PROPERTY DESCRIPTION

The land referred to in this Policy is described as follows:

Parcel 1:

Lot 32, Block 6, Reservoir Hills, Anoka County, Minnesota.

Lots 25 through 28, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, Anoka County, Minnesota.

The vacated alley adjacent to Lots 25 through 28, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, Anoka County, Minnesota.

Those parts of Lots 28 through 31, Block 6, Reservoir Hills; Lots 23 and 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills; and of the vacated alley adjacent to Lot 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills; lying Southwesterly and Westerly of the following described line: Beginning at a point on the South line of Block 1, Walton's Rearrangement, said point being 18.00 feet West of the Southeast corner of Lot 23, of said Block 1, Walton's Rearrangement; thence Northerly on a line 18.00 feet West of and parallel with the East line of Lot 23, a distance of 87.00 feet; thence on a straight line to a point on the North line of Lot 30 of said Block 6, Reservoir Hills, said point being 47.23 feet Easterly of the Northwest corner of said Lot 30 and there terminating.

Abstract Property

Torrens Property

Torrens Certificate No. 127361

Parcel 2:

Those parts of Lots 27 through 31, Block 6, Reservoir Hills and those parts of Lots 23 and 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills and of the vacated alley abutting Block 1, "Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills", as dedicated in said plat, lying within the following described tract: Commencing at a point on the South line of said Block 1, Walton's Rearrangement distant 18.00 feet West of the Southeast corner of Lot 23, said Block 1, Walton's Rearrangement; thence Northerly on a line 18.00 feet West of and parallel with the East line of said Lot 23, a distance of 87.00 feet, to the actual point of beginning of the tract to be described; thence continuing Northerly on the extension of said line to the North line of Block 6, Reservoir Hills; thence Westerly along said North line of Block 6, to a point being 47.23 feet Easterly of the Northwest corner of Lot 30, Block 6, Reservoir Hills; thence Southeasterly, to the point of beginning;

Excepting therefrom Tract A, Registered Land Survey No. 250, Anoka County, Minnesota.

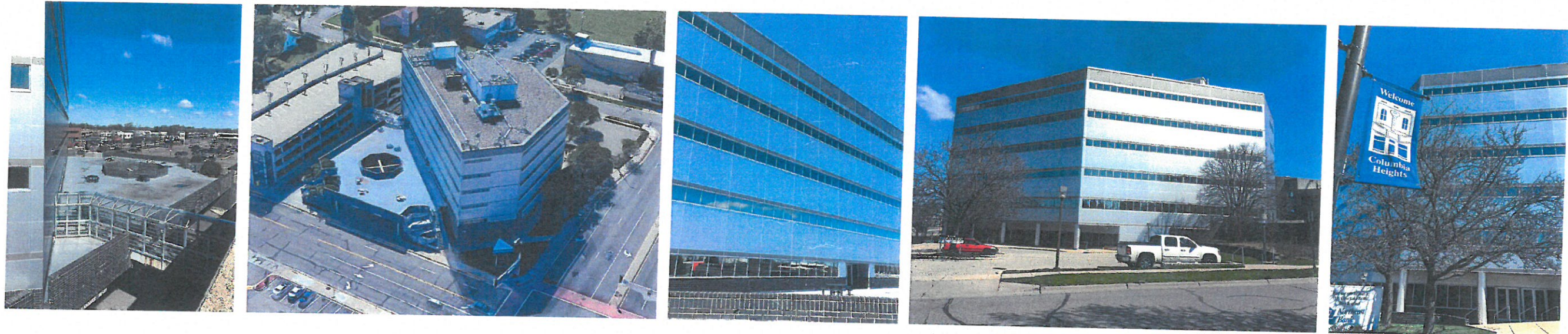
Abstract Property

Parcel 3:

Tract A, Registered Land Survey No. 250, Anoka County, Minnesota.

3989 CENTRAL DEVELOPMENT PLANS

3989 Central Avenue NE
Columbia Heights, MN



Site Plan Review Application
May 1, 2017



3989 CENTRAL DEVELOPMENT PLANS

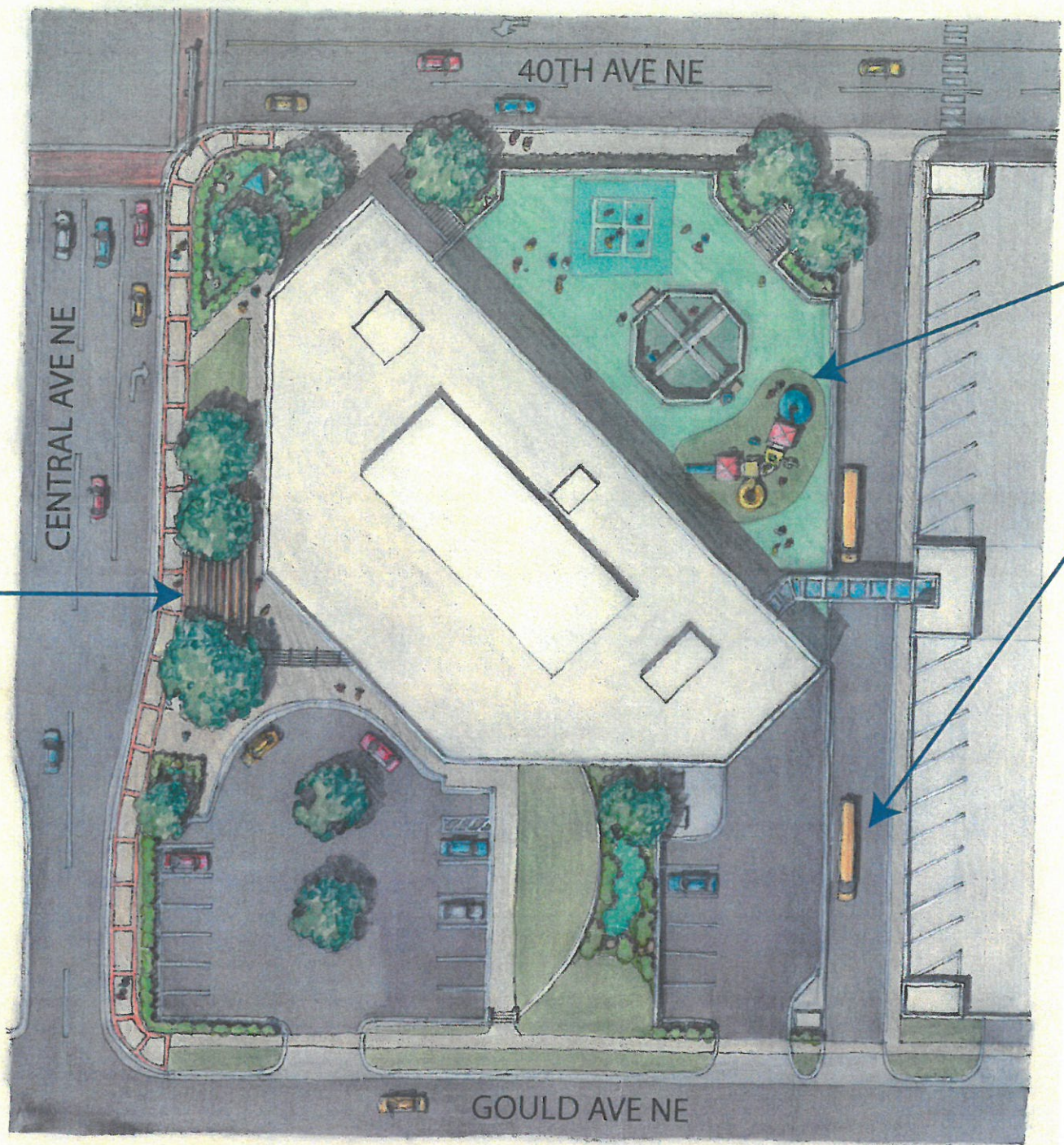
Columbia Heights, Minnesota

May 1, 2017

Existing Photos

17-040

OUTDOOR
PATIO



TWO-LEVEL
SCHOOL
PLAYGROUND

BUS
DROP-OFF

Development Recap

2.28 Acres = 99,322 Square Feet
Mixed-Use

Building Area	
1st Floor	16,154 Gross SF
2nd-6th Floors	17,264 Gross SF
Total Building	102,474 Gross SF

Building Uses	
Retail	~7,000 Gross SF
Coffee Shop	~2,200 Gross SF
K-6 School	~22,150 Gross SF
7-12 School	~15,500 Gross SF
Adult Education	~10,500 Gross SF

Parking	
Surface Parking	17 Spaces
Parking Ramp	344 Spaces

3989 CENTRAL DEVELOPMENT PLANS

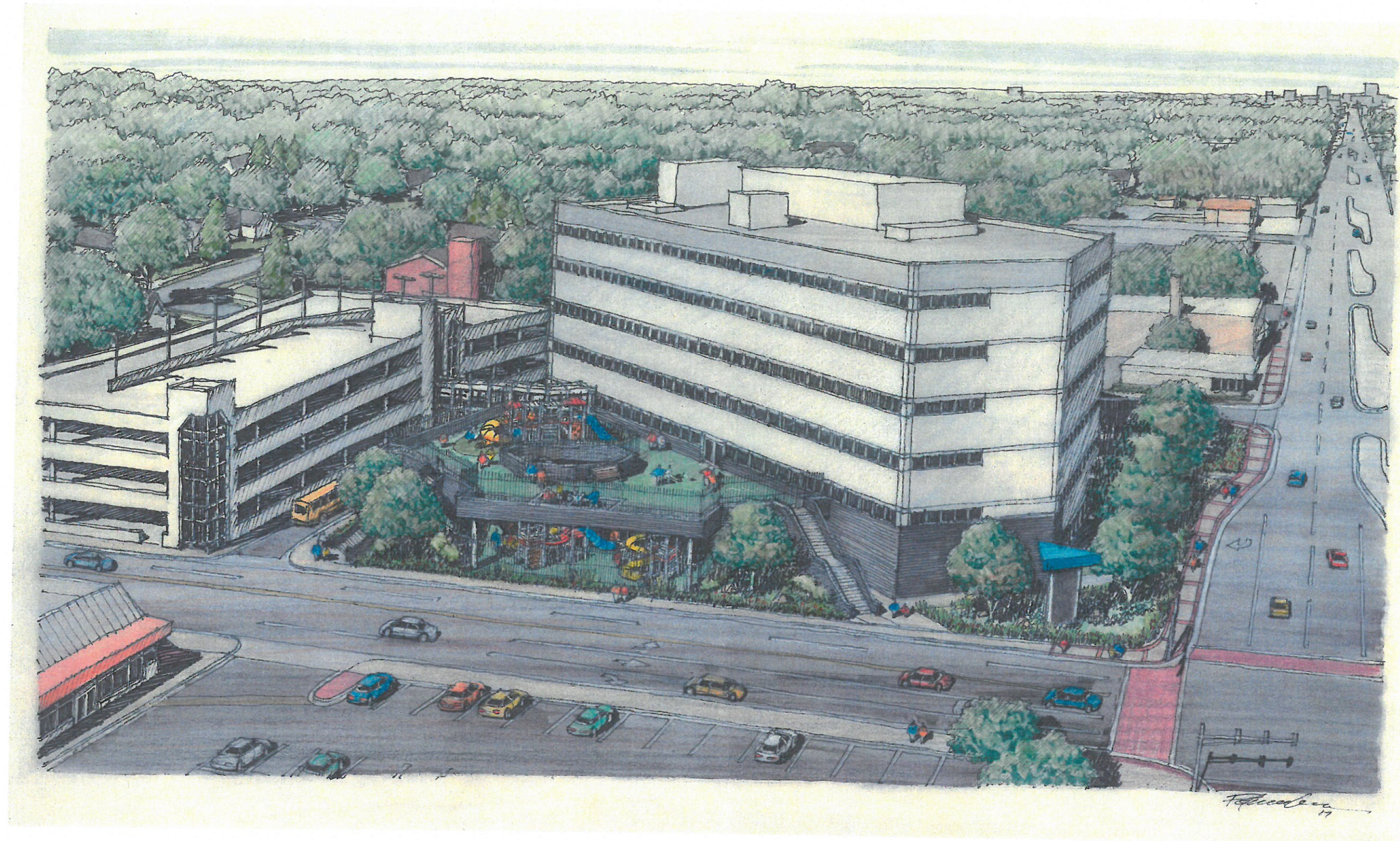
Columbia Heights, Minnesota

May 1, 2017

Colored Site Plan

17-040





3989 CENTRAL DEVELOPMENT PLANS

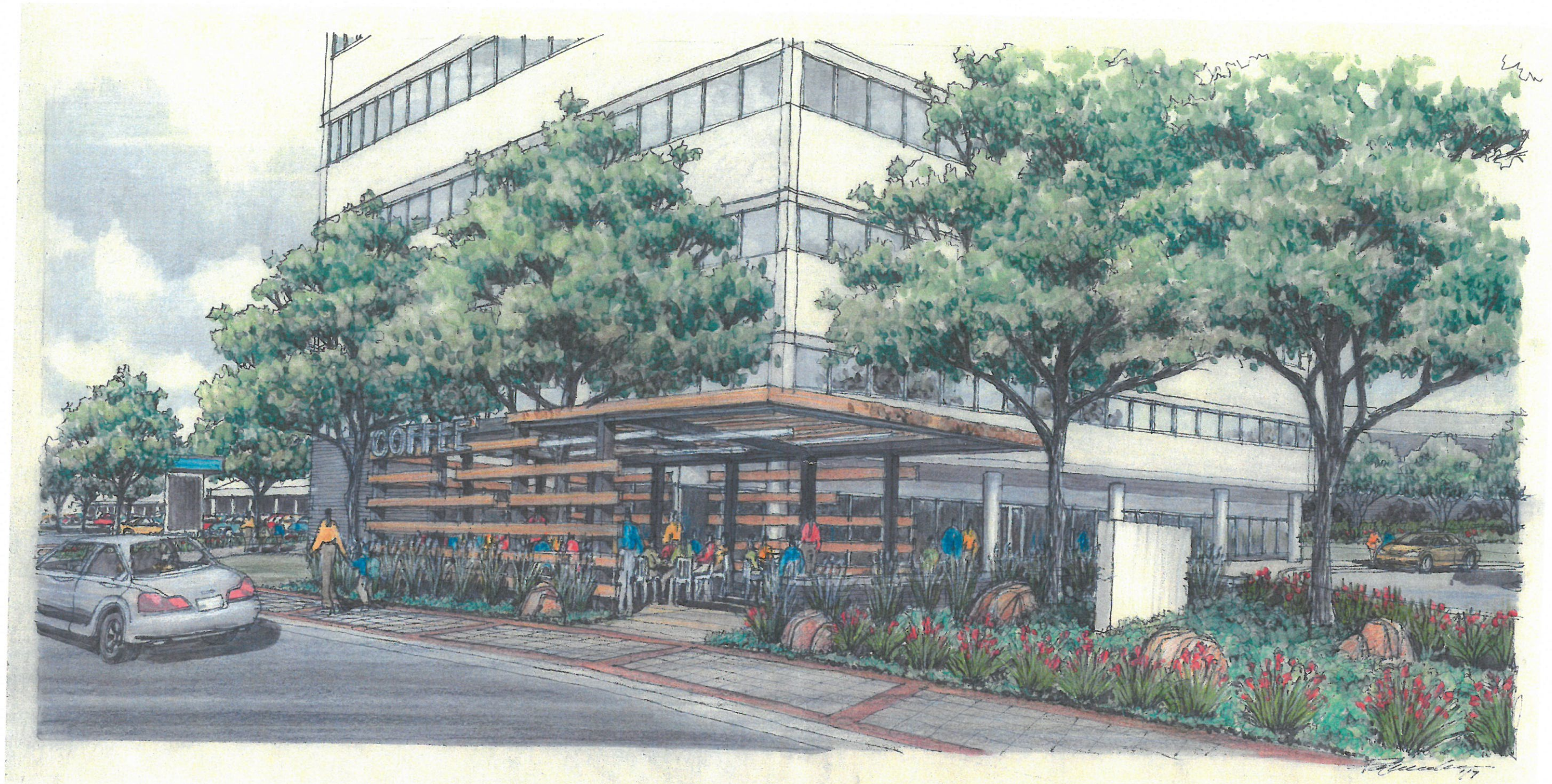
Columbia Heights, Minnesota

May 1, 2017

Aerial Perspective

17-040

DJR
ARCHITECTURE INC.



3989 CENTRAL DEVELOPMENT PLANS

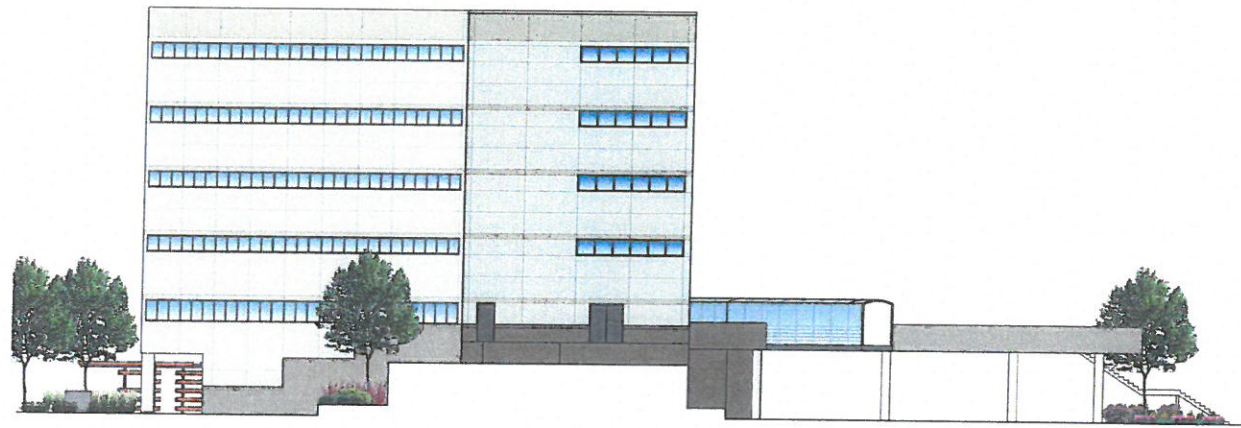
Columbia Heights, Minnesota

May 1, 2017

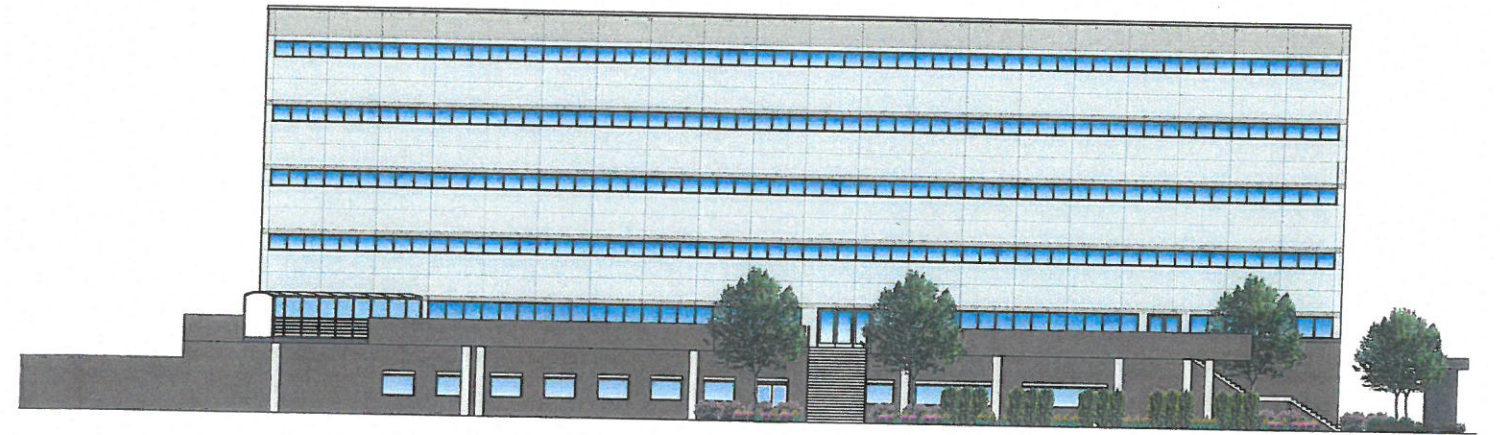
Sidewalk Perspective

17-040

DJR
ARCHITECTURE INC.



Southeast Elevation



Northwest Elevation



Northeast Elevation



Southwest Elevation

1/16" = 1'-0" scale

3989 CENTRAL DEVELOPMENT PLANS

Columbia Heights, Minnesota

May 1, 2017

Exterior Elevations

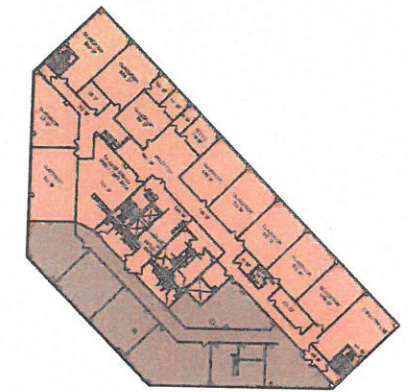
17-040

Adult Education

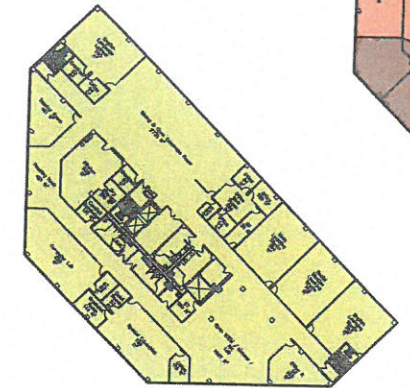
High School

Elementary

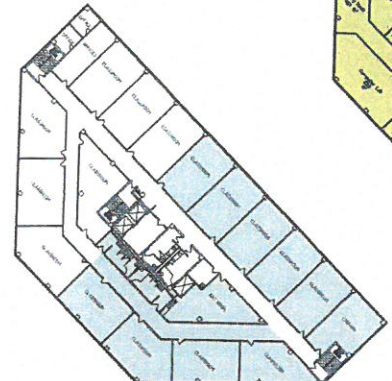
Retail



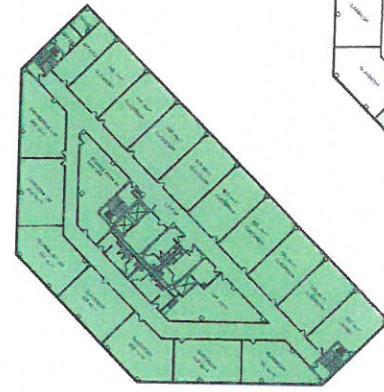
Sixth Floor
Adult Education



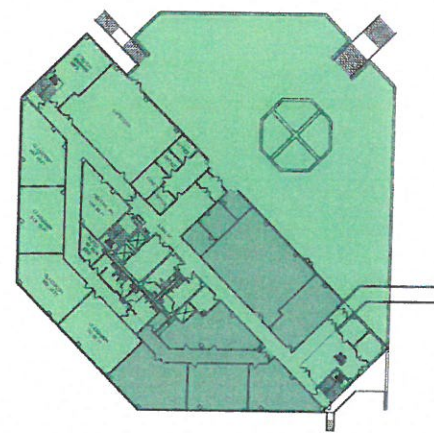
Fifth Floor
High School



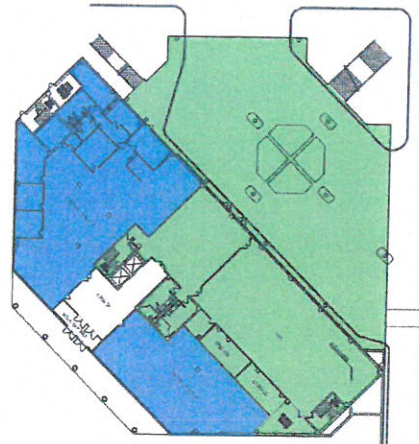
Fourth Floor
Future Expansion



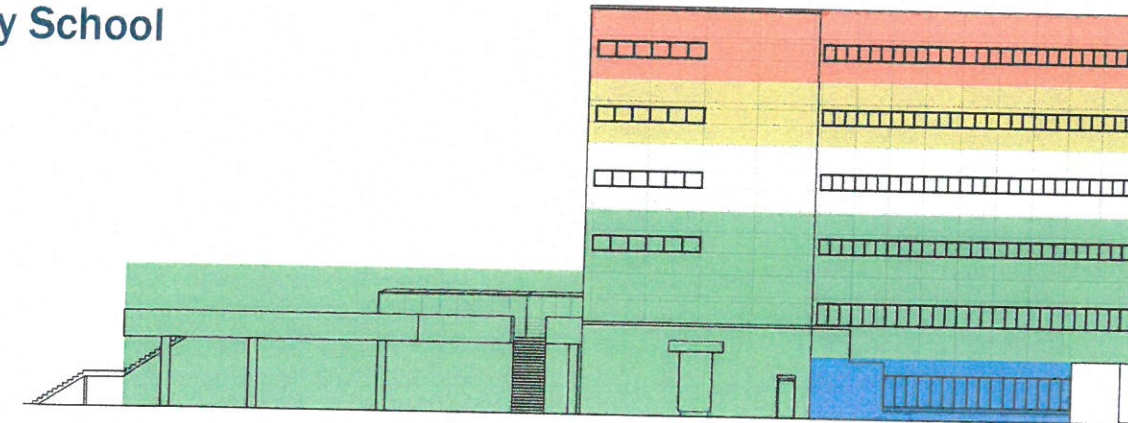
Third Floor
Elementary School



Second Floor
Elementary School



First Floor
Elementary School / Retail



Sixth Floor
Adult Education
Fifth Floor
High School
Fourth Floor
Future Expansion
Third Floor
Elementary School
Second Floor
Elementary School
First Floor
Elementary School / Retail

Building Use Section

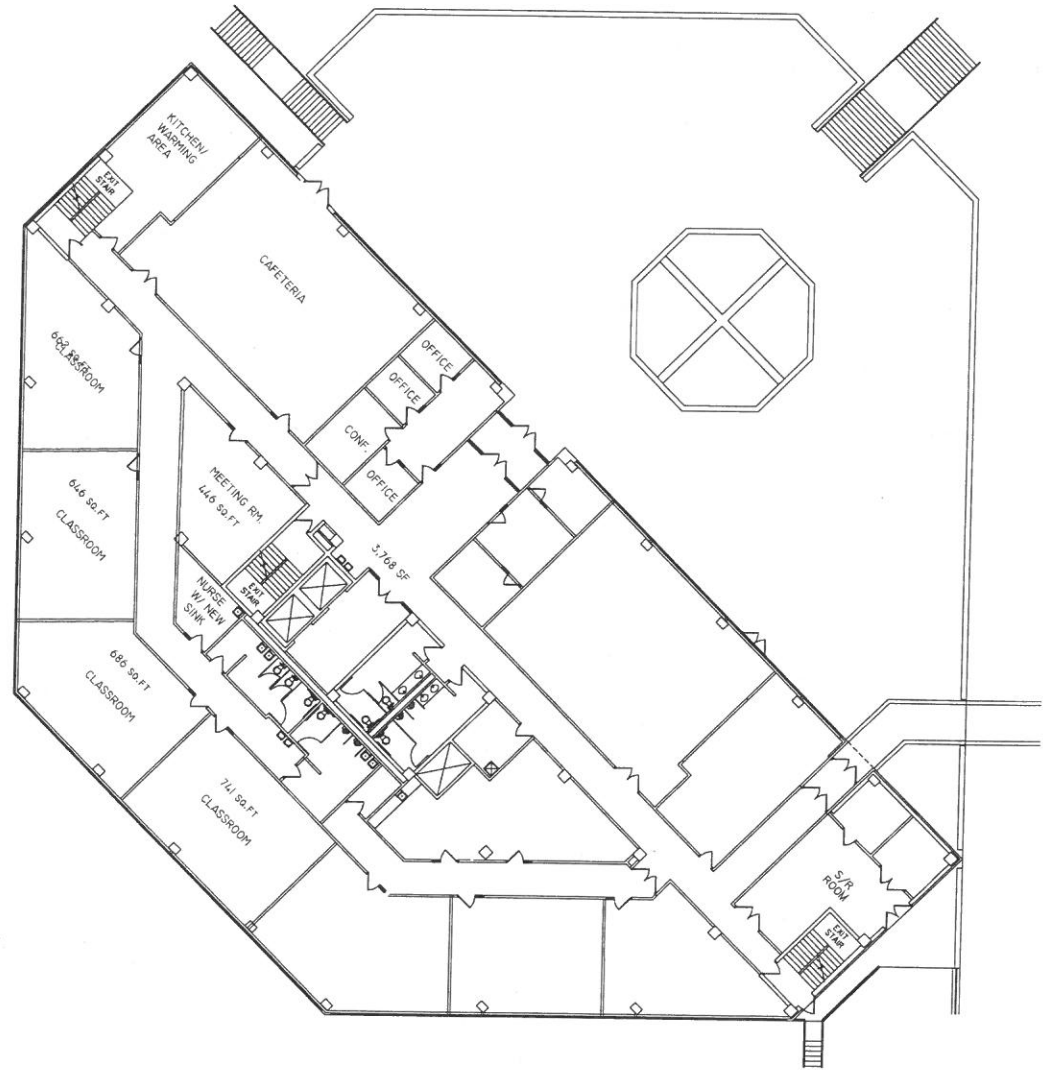
3989 CENTRAL DEVELOPMENT PLANS

Columbia Heights, Minnesota

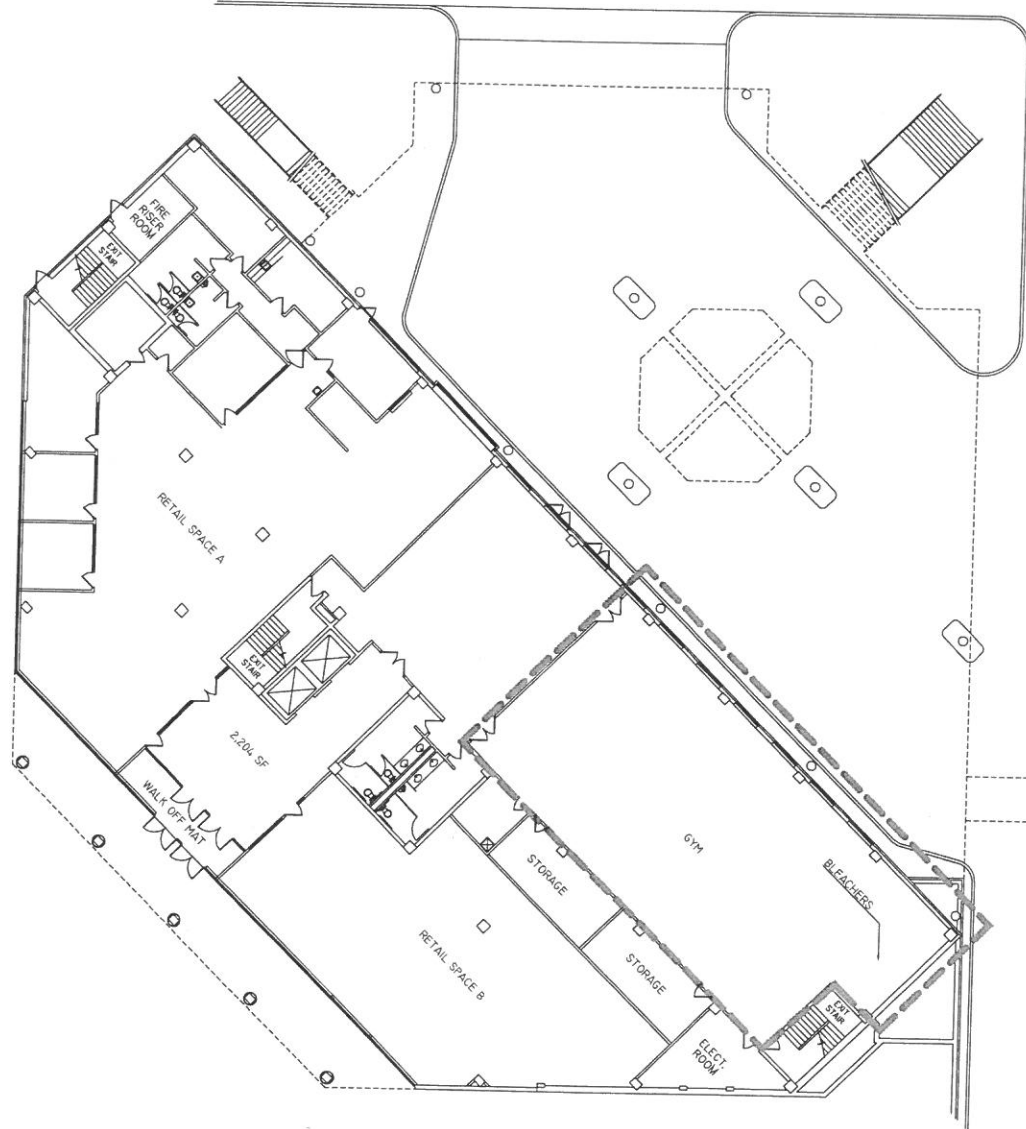
May 1, 2017

Building Plans & Sections

17-040



B1 SECOND FLOOR PLAN
1/16" = 1'-0"



A1 FIRST FLOOR PLAN
1/16" = 1'-0"



A2 VICINITY MAP



PRELIMINARY - NOT FOR CONSTRUCTION

3989 Central Development Plans

3989 Central Avenue NE, Columbia Heights, MN

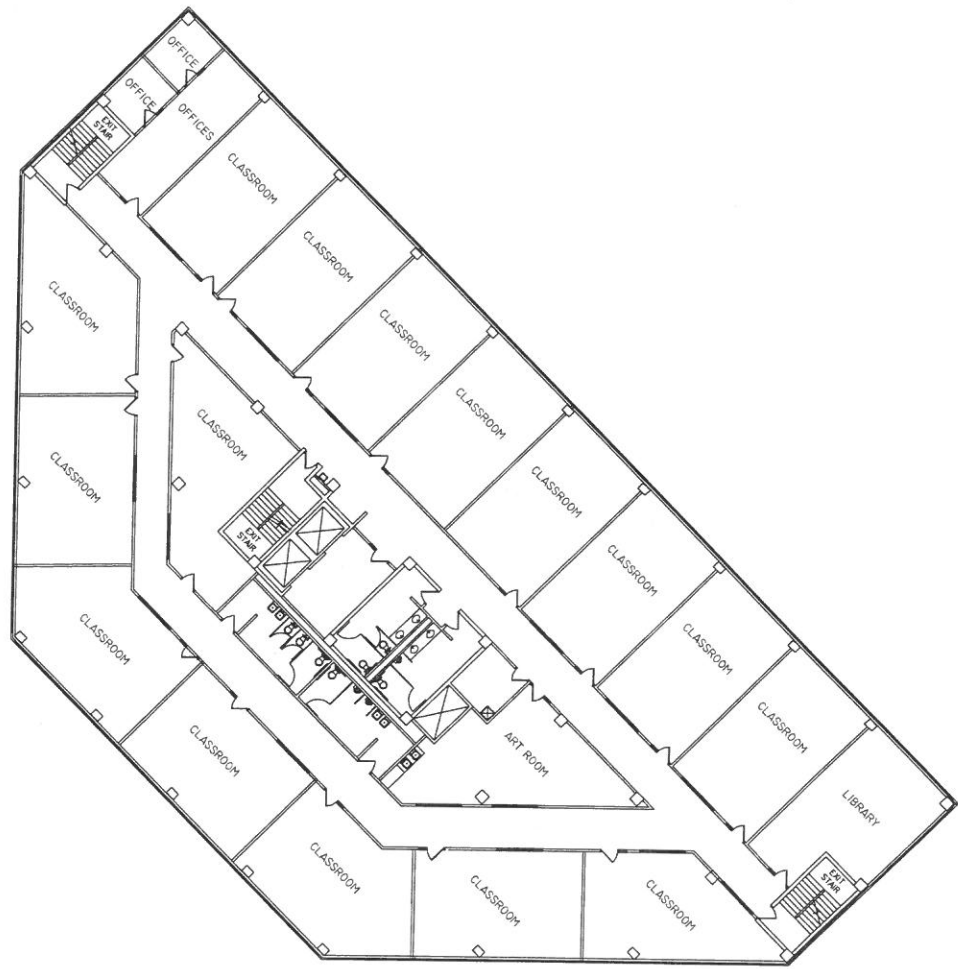
Floor Plans

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

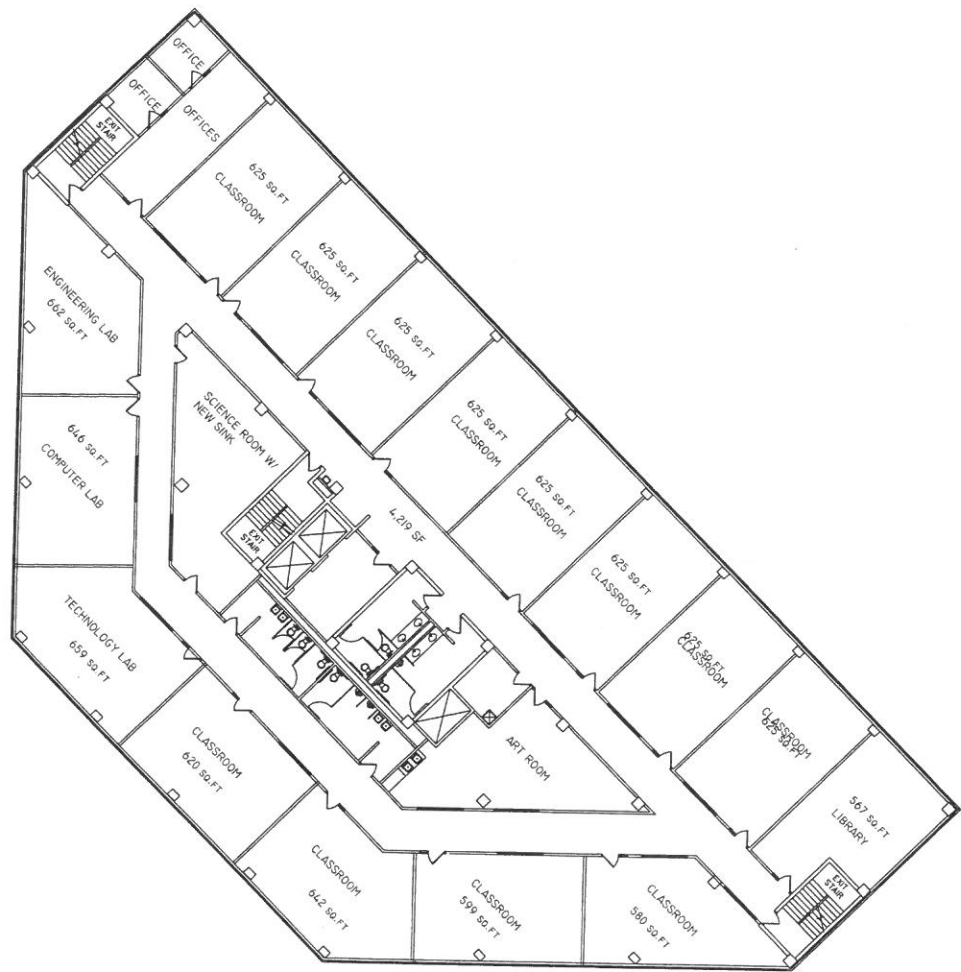
PROJECT: _____ DATE: _____
 ARCHITECT/ENGINEER: _____
 CLIENT: _____
 ADDRESS 1: _____
 ADDRESS 2: _____
 PHONE NUMBER: _____

Sheet: PLANNING SUBMITTAL
 Project #: 17-440.00
 Date: 5-1-2017
 Date: 5-1-2017
 Drawn by: CW
 Checked by: DD

DJR
 ARCHITECTURE, INC
 333 Marshall Avenue N, Suite 210
 Minneapolis, MN 55412
 612.676.2700 www.djrinc.com



B1 FOURTH FLOOR PLAN - FUTURE SCHOOL EXPANSION
1/16" = 1'-0"



A1 THIRD FLOOR PLAN
1/16" = 1'-0"



3989 Central Development Plans
3989 Central Avenue NE, Columbia Heights, MN

Floor Plans

PRELIMINARY - NOT FOR CONSTRUCTION

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 Architect under the laws of the State of Minnesota.

DATE: _____
 PROJECT NUMBER: _____
 CLIENT ADDRESS 1: _____
 CLIENT ADDRESS 2: _____
 PHONE NUMBER: _____

Issue: PLANNING SUBMITTAL
 Date: 5-1-2017
 Project #: 17-040.00
 Date: 5.1.2017
 Drawn by: CW
 Checked by: DD

DJR
 ARCHITECTURE, INC
 301 Washington Ave N, Suite 210
 Minneapolis, MN 55401
 612.676.2700 www.djr-arc.com

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.
 Matthew R. Pavlek
 DATE 04/27/17 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION

REVISION SUMMARY	
DATE	DESCRIPTION

SITE LAYOUT NOTES:

- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS.
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- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
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CITY OF COLUMBIA HEIGHTS SITE SPECIFIC NOTES:

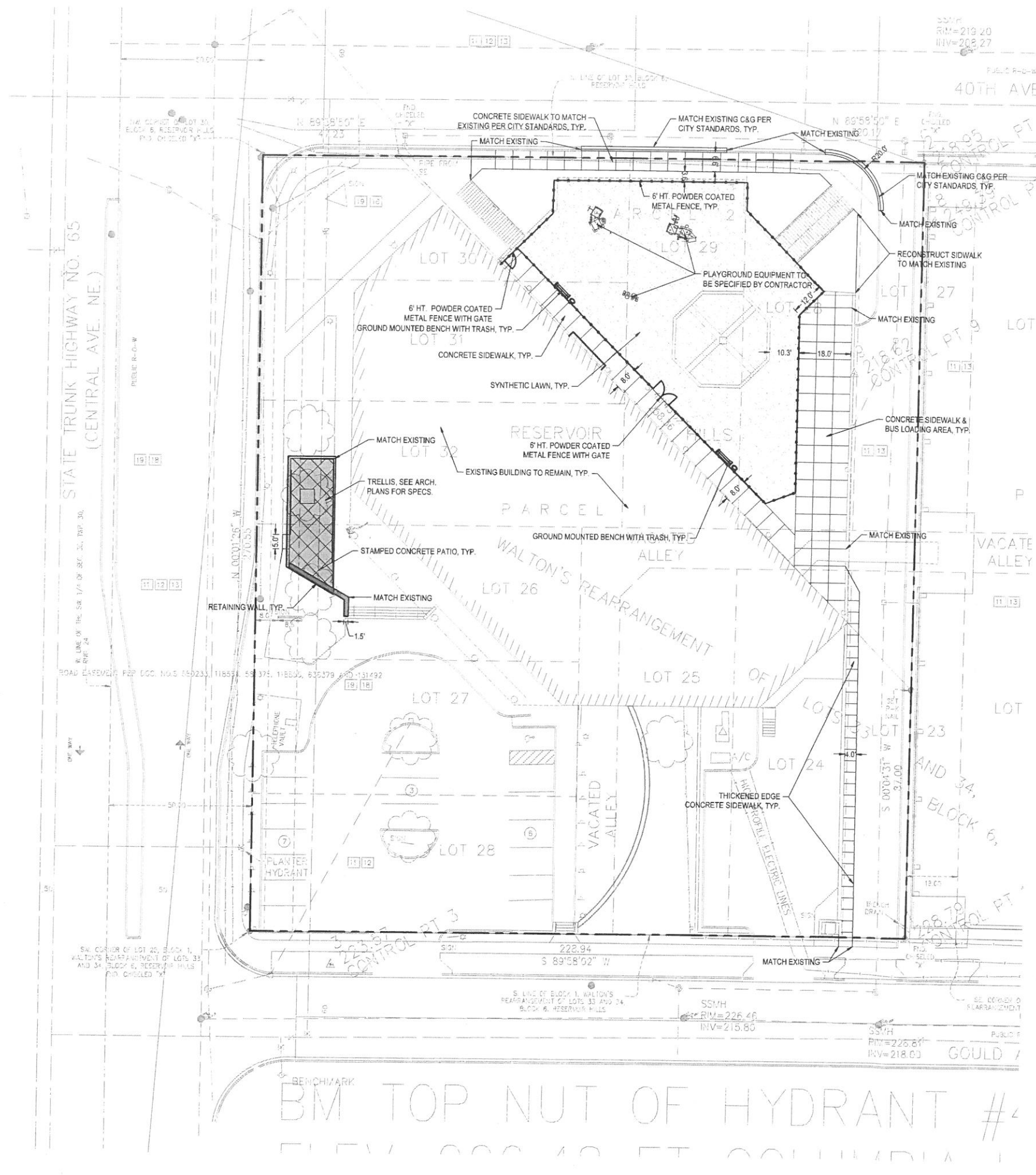
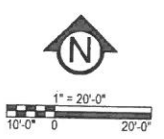
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 ST = STOP
 CP = COMPACT CAR PARKING ONLY

GOPHER STATE ONE CALL
 WWW.GOPHERSTATEONECALL.ORG
 (800) 252-1166 TOLL FREE
 (651) 454-0002 LOCAL



PROJECT
3989 CENTRAL DEVELOPMENT PLANS
 3989 CENTRAL AVENUE NORTHEAST, COLUMBIA HEIGHTS, MN 55421

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.

Matthew R. Pavak
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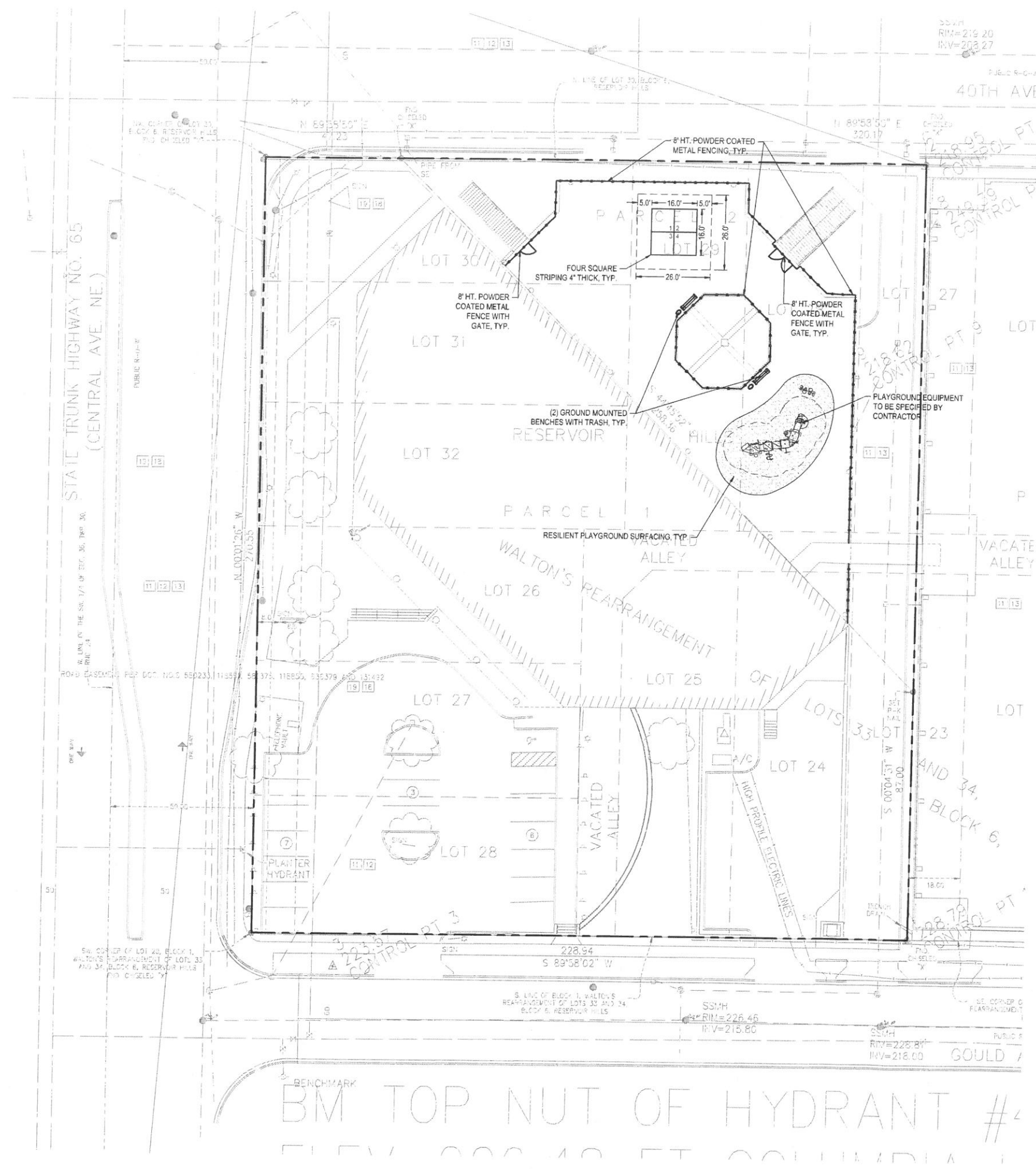
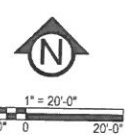
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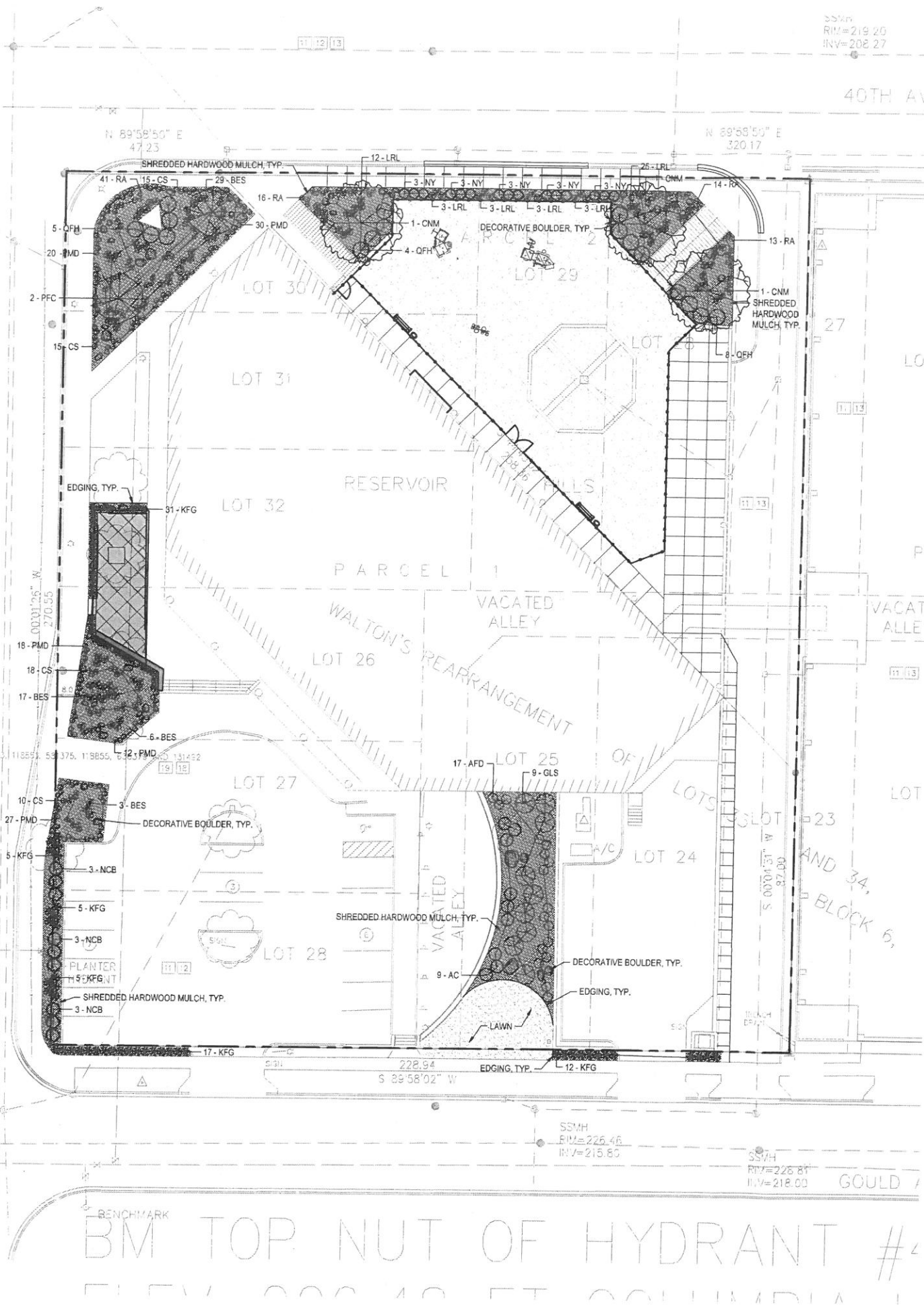


PLANT SCHEDULE - ENTIRE SITE

SYM	QUANT.	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	COMMENTS
DECIDUOUS TREES						
CNM	3	COLUMNAR NORWAY MAPLE	<i>Acer platanoides</i> 'Columnare'	2.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
ORNAMENTAL TREES						
PFC	2	PRAIRIEFIRE FLOWERING CRAB	<i>Malus</i> 'Prairiefire'	1.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
SHRUBS - CONIFEROUS & EVERGREEN						
NCB	9	NORTHERN CHARM BOXWOOD	<i>Buxus</i> 'Wilson'	24" HT.	CONT.	
AC	9	ALPINE CURRANT	<i>Ribes alpinum</i>	24" HT.	CONT.	
GLS	9	GRO-LOW SUMAC	<i>Rhus aromatica</i> 'Gro-Low'	24" HT.	CONT.	
AFD	17	ARCTIC FIRE DOGWOOD	<i>Cornus sericea</i> 'Farrow'	24" HT.	CONT.	
QFH	17	QUICKFIRE HYDRANGEA	<i>Hydrangea paniculata</i> 'Bulk'	24" HT.	CONT.	
NY	15	NOVA YEW	<i>Taxus cuspidata</i> 'Nova'	24" HT.	CONT.	
PERENNIALS & GRASSES						
KFG	75	KARL FOERSTER GRASS	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	#1	CONT.	
FMD	107	PARDON ME DAYLILLY	<i>Hemerocallis</i> 'Pardon Me'	#1	CONT.	
CS	58	CARADONNA SALVIA	<i>Salvia x sylvestris</i> 'Caradonna'	#1	CONT.	
BES	55	GOLDSTURM RUDBECKIA	<i>Rudbeckia fulgida</i> 'Goldsturm'	#1	CONT.	
LRL	49	LITTLE ROCKET LIGULARIA	<i>Ligularia</i> 'Little Rocket'	#1	CONT.	
RA	84	RHEINLAND ASTILBE	<i>Astilbe japonica</i> 'Rheinland'	#1	CONT.	

LANDSCAPE NOTES:

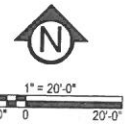
- ALL SHRUB BEDS SHALL BE MULCHED WITH 4" DEPTH OF DOUBLE SHREDDED HARDWOOD MULCH OVER WEED BARRIER. OWNER'S REP SHALL APPROVE MULCH SAMPLE PRIOR TO INSTALLATION. EDGING SHALL BE METAL EDGING OR APPROVED EQUAL.
- ALL TREES SHALL BE MULCHED WITH SHREDDED HARDWOOD MULCH TO OUTER EDGE OF SAUCER OR TO EDGE OF PLANTING BED, IF APPLICABLE. ALL MULCH SHALL BE KEPT WITHIN A MINIMUM OF 2" FROM TREE TRUNK.
- PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMPNESS OF PLANT MATERIAL FOR DURING OF ACCEPTANCE PERIOD.
- UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
- CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR ONE (1) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
- ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 4" LAYER LOAM AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES, LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
- REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.



LEGEND

- 1" DIA. DECORATIVE ROCK MULCH OVER FILTER FABRIC, SAMPLES REQUIRED
- SHREDDED HARDWOOD MULCH OVER FILTER FABRIC, SAMPLES REQUIRED
- SOD
- PROPOSED CANOPY & EVERGREEN TREE SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED PERENNIAL PLANT SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- DECORATIVE BOULDERS, 18"-30" DIA.

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3989 CENTRAL DEVELOPMENT PLANS

3989 CENTRAL AVENUE NORTHEAST, COLUMBIA HEIGHTS, MN 55421

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

Patrick J. Sarver
DATE 04/27/17 LICENSE NO. 24904

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION

REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO. - XXXXX

LANDSCAPE PLAN

L1.0

SURVEY NOTES

- This survey was prepared utilizing the Owner's Policy No. OX-09694234, Office File No. 39938, provided by Commercial Partners Title as agent for Old Republic National Title Insurance Company, dated 06/09/2015.
- The bearing system is based on the south line of Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills having an assumed bearing of South 89 degrees 58 minutes 02 seconds West.

SUBJECT PROPERTY

Description from owner's policy:

PARCEL 1:

Lot 32, Block 6, Reservoir Hills, Anoka County, Minnesota.

Lots 25 through 28, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, Anoka County, Minnesota.

The vacated alley adjacent to Lots 25 through 28, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, Anoka County, Minnesota.

Those parts of Lots 28 through 31, Block 6, Reservoir Hills; Lots 23, and 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills; and of the vacated alley adjacent to Lot 24, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills; lying Southwesterly and Westerly of the following described line: Beginning at a point on the South line of Block 1, Walton's Rearrangement, said point being 18.00 feet West of the Southeast corner of Lot 23, of said Block 1, Walton's Rearrangement; thence Northerly on a line 18.00 feet West of and parallel with the East line of Lot 23 a distance of 87.00 feet; thence on a straight line to a point on the North line of Lot 30 of said Block 6, Reservoir Hills, said point being 47.23 feet Easterly of the Northwest corner of said Lot 30 and there terminating.

Abstract Property
Torrens Certificate No. 127361

Parcel 2:

Those parts of Lots 27 through 31, Block 6 Reservoir Hills and those parts of Lots 23 and 24, Block 1, "Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills", as dedicated in said plat, lying within the following described tract:

Commencing at a point on the south line of said Block 1, Walton's Rearrangement distant 18.00 feet west of the southeast corner of Lot 23, said Block 1, Walton's Rearrangement; thence northerly on a line 18.00 feet west of and parallel with the east line of said Lot 23, a distance of 87.00 feet, to the actual point of beginning of the tract to be described; thence continuing northerly on the extension of said line to the north line of Block 6, Reservoir Hills; thence westerly along said north line of Block 6, to a point being 47.23 feet easterly of the northwest corner of Lot 30, Block 6, Reservoir Hills; thence southeasterly, to the point of beginning.

Excepting therefrom Tract A, Registered Land Survey No. 250, Anoka County, Minnesota.

Abstract Property

Parcel 3:

Tract A, Registered Land Survey No. 250, Anoka County, Minnesota.

Torrens Property
Torrens Certificate No. 127360

Parcel 4:

Leasehold interest in the Parking Ramp as set forth in Part II, Article I, Construction and Use of Parking Ramp, in the Management Agreement for Parking Facilities and Lease of the Plaza Property, between the Housing and Redevelopment Authority in and for the City of Columbia Heights, and Terry Evenson, dated July 20, 1982, recorded February 9, 1983, as Doc. No. 124953 (Torrens) and as Document No. 607127 (Abstract), which was assigned by Terry Evenson to Zaidan Holdings, Inc., by the Assignment of Management Agreement, dated June 27, 1988, recorded July 26, 1988 as Doc. No. 177292 (Torrens) and as Doc. No. 816367 (Abstract), which was thereafter assigned by Zaidan Holdings, Inc. to Mobilia, Ltd., by the Assignment of Management Agreement, dated March 10, 1988, recorded September 4, 1987 as Doc. No. 300560 (Torrens) and as Doc. No. 1295184 (Abstract), which was thereafter assigned by Mobilia, Ltd. to Lake-State Properties, Inc., by the Assignment of Parking Agreements, dated July 14, 1997, recorded September 4, 1997 as Doc. No. 300561 (Torrens) and as Doc. No. 1295185 (Abstract), and which was thereafter assigned by Lake-State Properties, Inc. to Equity Partners, LLC, by the Assignment of Parking Ramp Lease, dated October 30, 2002, recorded November 13, 2002 as Doc. No. 412198 (Torrens) and as Doc. No. 1730236 (Abstract), and which was thereafter assigned by Equity Partners, LLC to Stadium Village Properties, LLC, by the Assignment and Assumption of Parking Ramp Lease, dated April 3, 2008, recorded April 4, 2008 as Doc. No. 494729.002 (Torrens) and as Doc. No. 1999840.002 (Abstract).

Located on:

Lots 24, 25 and 26, Block 6, Reservoir Hills

Lots 20, 21 and 22, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, and all of the vacated alley adjacent to said Lots 20, 21 and 22.

Those parts of Lot 27, Block 6, Reservoir Hills and of Lot 23, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills and of that part of the vacated alley abutting Block 1, "Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills", as dedicated in said plat, which lies westerly of the northerly extension of the east line of Lot 23, said Block 1, lying easterly of the following described line:

Beginning at a point on the south line of said Block 1, Walton's Rearrangement, said point being 18.00 feet west of from the southeast corner of Lot 23 of said Block 1, Walton's Rearrangement; thence northerly on a line 18.00 feet west of and parallel with the east line of said Lot 23, to the north line of said Block 6, Reservoir Hills.

NOTE: Legal description does not include Tract B, RLS 250.

SUBJECT PROPERTY (CONT.)

The following notes correspond to the reference numbers listed in Schedule B of the owner's policy.

- Minerals and mineral rights reserved by the State of Minnesota as shown by recital on the Certificate of Title. Document has not been provided.
- Minerals and mineral rights reserved by the State of Minnesota as evidenced by a Conveyance of Forfeited Lands dated February 25, 1946, filed March 7, 1946, as Document No. 115817. (Parcel 1) Affects Lot 20, Block 1, Walton's Rearrangement of Lots 33 and 34, Block 6, Reservoir Hills, being part of Parcel 4.
- Roadway and utility easement shown in Quit Claim Deed dated October 15, 1981, filed October 20, 1981, as Document No. 5802633 (Abstract), and in Quit Claim Deed dated October 23, 1981, filed November 6, 1981, as Document No. 581375 (Abstract) (Parcels 1 and 2). Affects the surveyed property. Easements are shown on the survey.
- Easements for utility and roadway purposes reserved in Quit Claim Deed dated December 30, 1983, filed February 24, 1984, as Document No. 636379 (Abstract), and filed January 18, 1984 as Document No. 131492 (Torrens). (Parcels 2, 3 and 4) Affects the surveyed property. Easements are shown on the survey. There appears to be an omission in the description of the parent parcel on the first line of the second page. It should read "Reservoir Hills to the northeast corner of said Lot 24, Block 6, Reservoir Hills". The easement has been shown based on this.
- Easement for road, public sidewalk and landscaping purposes created by Second Amended Findings of Fact, Conclusions of Law, and Order Transferring Title and Possession Pursuant to Minn. Stat. Section 117.042 filed January 14, 2002, as Document No. 1636936 (Abstract) and as Document No. 388444 (Torrens), and by Final Certificate filed February 18, 2005, as Document No. 1973084.002 (Abstract) and as Document No. 481861.002 (Torrens). (Parcels 1 and 2). Affects the surveyed property. Easements are shown on the survey.
- Terms and conditions of Management Agreement for Parking Facilities and Lease of the Plaza Property, dated July 20, 1982, filed February 9, 1983, as Doc. No. 607127 (Abstract) and as Document No. 124953 (Torrens), by and between the Housing and Redevelopment Authority in and for the City of Columbia Heights, a public body corporate and politic, referred to as "Agency" and Terry Evenson, a single person, referred to as "Redeveloper". Grants Redeveloper a leasehold interest and right of first refusal in Parcels 2 and 3 and a right to use and option to purchase other land.

The interest of Redeveloper was assigned to Zaidan Holdings, Inc., a Canadian corporation, by Assignment of Management Agreement for Parking Facilities and Lease of the Plaza Property dated July 27, 1988, filed July 26, 1988 as Doc. No. 816367 (Abstract) and as Doc. No. 177292 (Torrens).

The interest of Redeveloper was further assigned to Mobilia, Ltd., a Delaware corporation, by Assignment of Management Agreement for Parking Facilities and Lease of the Plaza Property dated March 10, 1995, filed September 4, 1997 as Doc. No. 1295184 (Abstract) and as Doc. No. 300560 (Torrens).

The interest of Redeveloper was further assigned to Lake-State Properties, Inc., a Minnesota limited liability company, by Assignment of Parking Agreements dated July 14, 1997, filed September 4, 1997 as Doc. No. 1295185 (Abstract) and as Doc. No. 300561 (Torrens).

The interest of Redeveloper was further assigned to Equity Partners, LLC, a limited liability company, by Assignment of Parking Ramp Lease, dated October 30, 2002, filed November 13, 2002 as Doc. No. 1730236 (Abstract) and as Doc. No. 412198 (Torrens).

The interest of Redeveloper was further assigned to and assumed by Stadium Village Properties, LLC, a Minnesota limited liability company, in Assignment and Assumption of Parking Ramp Lease dated April 3, 2008, filed April 4, 2008 as Doc. No. 1999840.002 (Abstract) and as Doc. No. 494729.002 (Torrens).

Stadium Village Properties, LLC, as Redeveloper, acquired the fee simple interest in Parcels 2 and 3 by Quit Claim Deed Dated December 16, 2009, filed January 7, 2010, as Document No. 2012461.003 (Abstract) and as Document No. 500344.002 (Torrens).

The interest of Stadium Village Properties, LLC was assigned to Venture Bank, a Minnesota banking corporation, by Assignment and Assumption of Management Agreement For Parking Facilities, Lease of the Plaza Property and Option to Purchase the Parking Property dated June 9, 2014, filed June 23, 2014, as Document No. 2084704.003 (Abstract) and as Document No. 52889.003 (Torrens).

Assigned by Assignment and Assumption of Management Agreement for Parking Facilities and Lease of the Plaza Property dated May 27, 2015, filed June 9, 2015, as Document No. 2110051.002 (Abstract) and as Document No. 531067.002 (Torrens).

Documents affect the surveyed property; they create no easements and are not shown on the survey.

- Terms and conditions of an unrecorded Lease and Assignment, as shown by Memorandum of Rooftop Lease and Partial Assignment Agreement dated June 10, 2011 and June 13, 2011, filed August 23, 2011, as Document No. 2023971.003 (Abstract) and as Document No. 505589.003 (Torrens), by and between Stadium Village Properties, a Minnesota limited liability company, lessor, and Crown Castle AS LLC, a Delaware limited liability company, lessee.

Subordinated to the interest of Venture Bank by Consent, Nondisturbance and Attornment Agreement dated June 14, 2011, filed August 23, 2011 as Document No. 2023971.004 (Abstract) and as Document No. 505589.004 (Torrens).

Documents affect the surveyed property; they create no easements and are not shown on the survey.

"TABLE A" NOTES

- The surveyor has depicted the property corner monuments, or the witness to the corner that were found during the field work, and set property corner monuments, or witnesses to the corner, at the locations where there did not appear to be any evidence of an existing monument.
- The property address is shown on the graphical portion of the survey.
- The subject property lies within Flood Plain Zone X - "Areas determine to be outside the 0.2% annual chance floodplain", as depicted by scaled map location and graphic plotting according to FEMA, FIRM Map No. 27003C0411E dated 12/16/2015.
- The gross land area of the subject property is 2.280 Acres or 99,322 Square Feet. Areas of individual parcels are:

Parcel 1:	1.040 Acres	45,282 Square Feet
Parcel 2:	0.361 Acres	15,742 Square Feet
Parcel 3:	0.022 Acres	972 Square Feet
Parcel 4:	0.857 Acres	37,326 Square Feet

- The zoning information has not been provided by the client. The subject property is zoned CBD - Central Business District, per City of Columbia Heights zoning map, dated 10/2015. The setback requirements, height and floor space area restrictions and parking requirements are as follows:

Minimum Setbacks:			
Building		Parking	
Front:	none	Front:	1 ft
Side:	none	Side:	none
Rear:	10 ft	Rear:	10 ft
Maximum Building Height:	none		
Floor Area Ratio:	6.0		

- The buildings and exterior dimensions of the outside wall at ground level are shown on the survey, which may or may not be the foundation wall.
- The square footage of buildings is shown on the survey.
- Visible substantial features observed in the process of conducting the fieldwork are shown hereon.
- The surface parking areas and striping on the subject property are shown. There are 2 striped handicap parking stalls, and there are 21 striped regular parking stalls for a total of 23 striped parking stalls. The number of stalls in the parking ramp were not counted.
- The names of adjoining land owners according to the current county tax records are shown on the survey.

CERTIFICATION

To DJR Architecture, Inc.; 500 LLC, a Minnesota limited liability company; Commercial Partners Title, LLC and Old Republic National Title Insurance Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6(a), 7(a), 7(b)(1), 8, 9 and 13 of Table A thereof. The field work was completed on 04/28/2017.

Dated this 28th day of April, 2017.

Sambatek, Inc.


Mark R. Salo, LS
Minnesota License No. 43993
msalo@sambatek.com



12800 Whitewater Drive, Suite 300
Minnetonka, MN 55343
763.476.6010 telephone
763.476.6332 facsimile

Engineering | Surveying | Planning | Environmental

Client

DJR
Architecture,
Inc.

Project

3989 Central
Ave NE

Location

Columbia
Heights, MN

Certification

Summary

Designed: Drawn: DL
Approved: MRS Book / Page: 1267/39
Phase: Initial Issued: 04/28/2017

Revision History

No. Date By Submittal / Revision

Sheet Title
ALTA/NSPS
LAND TITLE
SURVEY

Sheet No. Revision

1/2

Project No. 20741

Client
DJR
Architecture,
Inc.

Project
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Ave NE

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Summary

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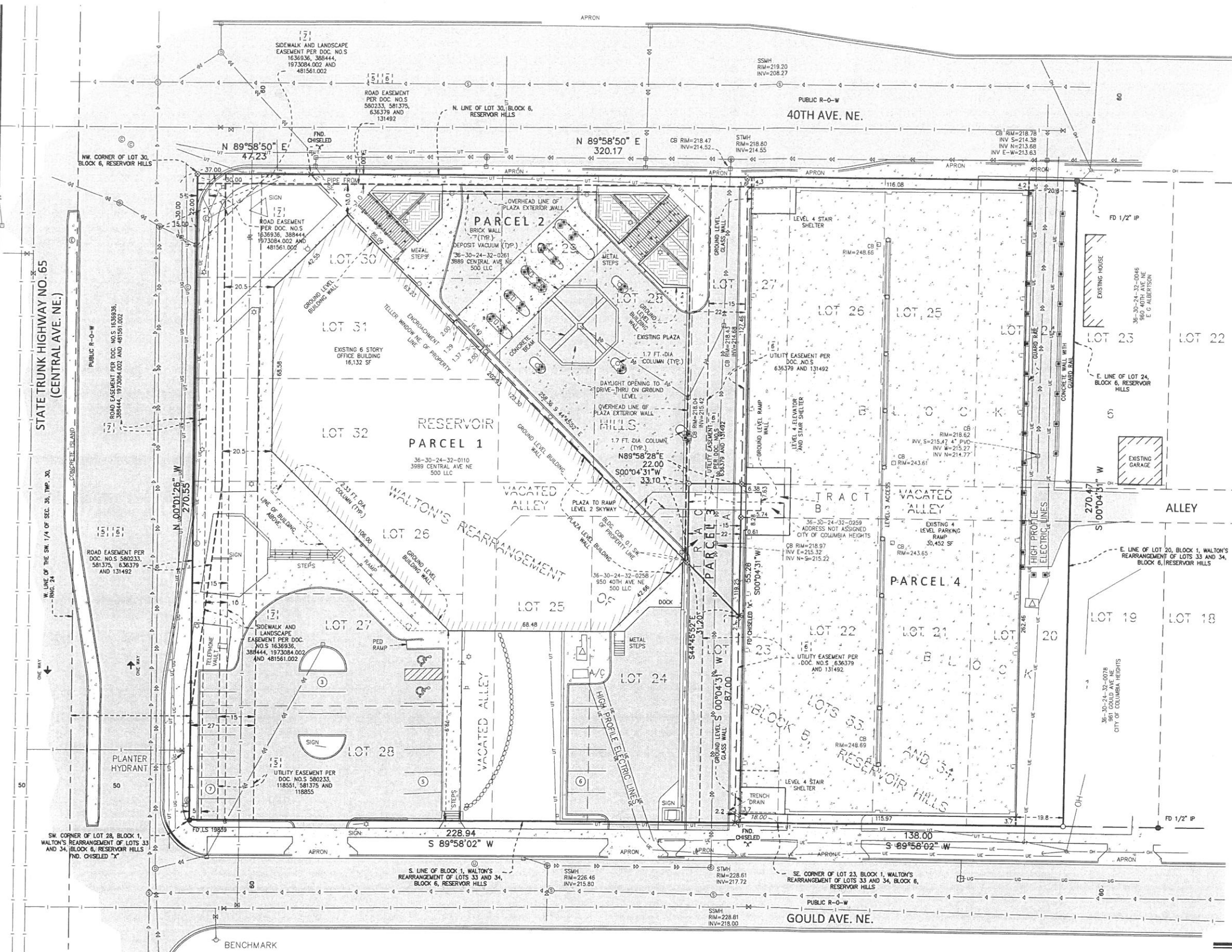
Revision History

No. Date By Submittal / Revision

Sheet Title
ALTA/NSPS
LAND TITLE
SURVEY

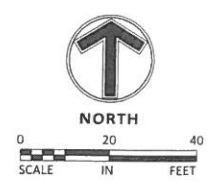
Sheet No. Revision
2/2

Project No. 20741

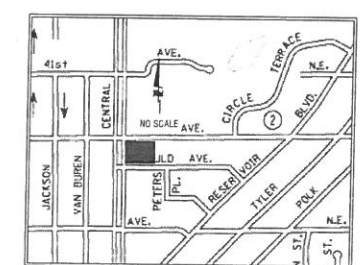


LEGEND

● FOUND MONUMENT	— BOUNDARY LINE	— WATERMAIN	--- EASEMENT LINE
✕ FOUND CHISELED "X"	— RIGHT-OF-WAY LINE	— SANITARY SEWER	--- SETBACK LINE
○ SET MONUMENT MARKED LS 43933	--- UNDERLYING / ADJACENT LOT	— STORM SEWER	--- RESTRICTED ACCESS
○ SET MAG NAIL	--- TIE LINE	— UNDERGROUND ELECTRIC	--- TREE LINE
○ SET CHISELED "X"	--- SECTION LINE	— UNDERGROUND TELEPHONE	--- CONCRETE CURB
⊗ GATE VALVE / HYDRANT	--- DEED DISTANCE (100.00)	— OVERHEAD ELECTRICAL WIRE	--- BUILDING LINE
○ SANITARY MANHOLE	— GUARD POST	— GUARD RAIL	--- BUILDING CANOPY
○ CLEAN OUT	○ ELECTRIC MANHOLE	○ COMMUNICATIONS MANHOLE	--- BITUMINOUS SURFACE
○ STORM MANHOLE	○ STORM CATCH BASIN	○ TRANSFORMER	--- CONCRETE SURFACE
○ GUY ANCHOR	○ UTILITY POLE		○ REGULAR PARKING STALL COUNT
			○ HANDICAP PARKING STALL



VICINITY MAP



Transportation Management Plan

To: Nancy Aleksuk, 500 LLC
Chris Whitehouse, DJR Architecture
From: Mike Spack, PE, PTOE
Date: April 25, 2017
Re: Columbia Heights Charter School Transportation Management Plan

DJR Architecture, on behalf of 500 LLC, has contracted with Spack Consulting to complete a Transportation Management Plan for a proposed K-12 Charter School on the southeast quadrant of Central Avenue NE and 40th Avenue in Columbia Heights, Minnesota. Per Columbia Heights City Code, the purpose of this Transportation Management Plan addresses:

- Off street parking
- Student loading and unloading, including buses
- Traffic control
- The impact of the facility on the surrounding roadways

Conclusions

Based on the analyses in this Transportation Management Plan, traffic generated by the proposed Charter School will be adequately accommodated if the following measures are implemented:

- Enlarge the curb radius on the southwest quadrant of the 40th Avenue/Private Drive Aisle intersection to accommodate school buses.
- Locate faculty to direct school related traffic at the drive aisle and parking ramp driveways before and after school.
- Locate faculty to assist the loading/unloading of students along the bus drive aisle and parking ramp skyway before and after school.
- Provide detailed instructions for the parent pick-up/drop-off procedure on the school website, and if possible, in a separate communication at the beginning of each school year.

Background

The vacant bank/office building and the attached parking ramp on the southeast quadrant of Central Avenue NE and 40th Avenue is proposed to be redeveloped, as shown in Figure 1. The building has approximately 56,000 square feet of leasable space and the attached parking ramp has 344 parking stalls. The building and ramp are separated by a private 18-foot drive aisle and the building/ramp are connected by a second-floor skyway.

The proposed schedule, projected number of students and expected faculty for the Charter School are:

- Kindergarten – 6th Grade: 7:55 a.m. to 2:20 p.m. 250 students (210 use school buses, 40 are picked-up/dropped

off with two students per vehicle expected). 20 faculty members.

- 7th – 12th Grades: 8:20 a.m. to 3:05 p.m. 100 students (90 use public Metro Transit buses, 10 are picked-up/dropped off with two students per vehicle expected). 12 faculty members.

Forecast Traffic and Parking Generation

Trip and parking generation forecasts were calculated for the proposed Charter School based on the uses detailed above. The calculated values are:

- 98 vehicles in and 98 vehicles out per weekday
- 49 vehicles in and 33 vehicles out per weekday a.m. peak hour
- 0 vehicles in and 16 vehicles out per weekday p.m. peak hour
- Peak parking of 32 parked vehicles expected to occur on a typical weekday morning accommodated in the 344-parking stall ramp

Note, there are two separate afternoon school peaks which coincide with the dismissal of the K-6 and 7-12 classes, but not only are there two separate peaks but these peaks occur during times when there are lower volumes on the adjacent streets; and therefore, have less impact and are not considered when evaluating the impacts of the proposed development.

Student Loading/Unloading

The drive aisle between the building and parking ramp will serve as the bus loading/unloading zone. Buses will travel southbound from 40th Avenue to Gould Avenue. A sidewalk will be built on the western side of the drive aisle to provide direct access for the students to get on and off the buses while being in a protected pedestrian zone. The school anticipates having up to three full sized school buses and five passenger-van/mini-school buses to accommodate the 250 K-6th grade students. Figure 2 (attached) shows all eight of these vehicles can be accommodated in the drive aisle without queuing on 40th Avenue, although it is unlikely all of them would be in the drive aisle at the same time.

It is anticipated approximately 20 parent vehicles will drop off K-6th grade children in the morning and pick them up in the afternoon with another 5 private vehicles doing the same for the 7-12th grade students. The drop-off/pick-up zone will be on the second floor of the parking ramp adjacent to the skyway. It is recommended parents enter the ramp from Gould Avenue, take an immediate right within the ramp, and drive through the ramp ending up with the passenger side door adjacent to the skyway. This will allow for storing a queue of up to 450 feet within the ramp, which is approximately 18 vehicles. The 25 arriving and departing vehicles will not all arrive at the same time, so the queue is not expected to back out onto Gould Avenue. It is recommended parents be guided to exit the ramp onto 40th Avenue so they can use the traffic signal at Central Avenue to go north or south from the site. This operation should be detailed on the school website, and if possible, in a separate school communication.

Traffic Control

The Charter School is planning to have faculty on Gould Avenue and 40th Avenue to guide buses and parents at the drive aisle and parking ramp driveways. Faculty will also be placed to guide students in and out of buses and parent vehicles to facilitate the loading/unloading process.

Impacts to Surrounding Roads

Traffic from the Charter School is expected to largely be oriented to and from Central Avenue. There are turn lanes on Central Avenue at both 40th Avenue and Gould Avenue. The Central Avenue/40th Avenue intersection adjacent to the school is also controlled with a traffic signal, and dedicated turn lanes are

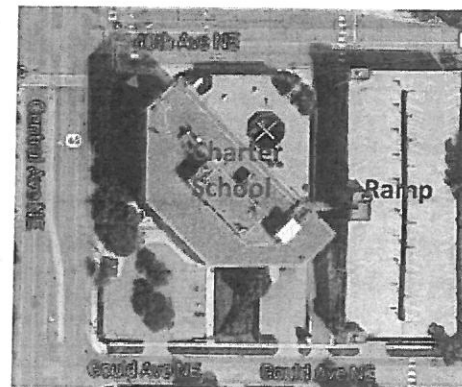


Figure 1 – Location Map

provided on 40th Avenue. These turn lanes and the traffic signal are anticipated to provide safe ingress/egress to the school site.

A site visit was conducted during the a.m. peak hour to see if there were significant queuing issues adjacent to the site. Although a full capacity analysis was not done of the adjacent intersections, queuing was observed to be minimal along 40th Avenue and Gould Avenue without backups to the drive aisle or parking ramp driveways. The addition of the school's traffic is not expected to trigger the need for the addition of turn lanes or the escalation of traffic control.

It is recommended the radius on the southwest corner of the site drive aisle and 40th Avenue be enlarged with an enhanced pavement section to accommodate buses entering the loading zone from the curbside lane. The turning template needed to accommodate a right turning bus is shown in Figure 3.

Figure 3 - Recommended Revision to 40th Avenue/Drive Aisle Intersection

