

Commissioners:

Chuck Gitzen
Julie Kimble
Michelle Kruzal
Tammy McGehee
Michelle Pribyl
Peter Sparby
Karen
Schaffhausen



**Planning Commission
Agenda**
Wednesday, December 4,
2019
6:30pm

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651-792-7080

Website:
www.cityofroseville.com/pc

1. Call To Order
2. Roll Call
3. Approval Of Agenda
4. Review Of Minutes

Documents:

[NOVEMBER 6, 2019 MINUTES.PDF](#)

5. Communications And Recognitions

5.A. From The Public:

Public comment pertaining to general land use issues not on this agenda.

5.B. From The Commission Or Staff:

Information about assorted business not already on this agenda.

6. Public Hearing

6.A. Consider A Request For A Conditional Use To Allow Two Drive-Throughs At 2465
Fairview Avenue (PF19-023)

Documents:

[6A REPORT AND ATTACHMENTS.PDF](#)

6.B. Consider A Request For Approval Of An Amusement Area As A Conditional Use At
1975 Oakcrest Avenue (PF19-024)

Documents:

[6B REPORT AND ATTACHMENTS.PDF](#)

6.C. Consider A Request For A Conditional Use For Limited Warehousing And Distribution At
2830 Fairview Avenue (PF19-025)

Documents:

[6C REPORT AND ATTACHMENTS.PDF](#)

7. Adjourn



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, November 6, 2019 – 6:30 p.m.**

- 1 **1. Call to Order**
2 Chair Gitzen called to order the regular meeting of the Planning Commission meeting at
3 approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.
4
- 5 **2. Roll Call**
6 At the request of Chair Gitzen, City Planner Thomas Paschke called the Roll.
7
- 8 **Members Present:** Chair Chuck Gitzen; Vice Chair Peter Sparby, and Commissioners
9 Michelle Kruzal, Tammy McGehee, Michelle Pribyl and Karen
10 Schaffhausen.
11
- 12 **Members Absent:** Commissioner Julie Kimble
13
- 14 **Staff Present:** Community Development Director Janice Gundlach
15
- 16 **3. Approve Agenda**
17
- 18 **MOTION**
19 **Member Kruzal moved, seconded by Member McGehee, to approve the agenda as**
20 **presented.**
21
- 22 **Ayes: 5**
23 **Nays: 0**
24 **Motion carried.**
25
- 26 **4. Review of Minutes**
27
- 28 **a. October 2, 2019 Planning Commission Regular Meeting**
29
- 30 Member Sparby noted on line 101, “city Council things because the Planning
31 Commission are ~~the ones~~ recommending the approval”. Line 337, “Member Sparby
32 reiterated ~~that should~~ the question of whether this type of activity should really...”
33 Line 340, a period should be placed after “space” and add “However, he thought it
34 would be a good idea to revisit ~~that~~ the definition”.
35
- 36 Member McGehee indicated on line 257, change “visually” to “visualizing”.
37
- 38 **MOTION**
39 **Member Sparby moved, seconded by Member McGehee, to approve the October**
40 **2, 2019 meeting minutes as amended.**
41

42 **Ayes: 5**
43 **Nays: 0**
44 **Motion carried.**

45
46 **5. Communications and Recognitions:**

47
48 **a. From the Public:** *Public comment pertaining to general land use issues not on this*
49 *agenda, including the 2040 Comprehensive Plan Update.*

50
51 None.

52
53 **b. From the Commission or Staff:** *Information about assorted business not already on*
54 *this agenda, including a brief update on the 2040 Comprehensive Plan Update*
55 *process.*

56
57 None.

58
59 **6. Other Business**

60
61 **a. 2020 Variance Board and Planning Commission Meeting Calendar**

62 Community Development Director Gundlach summarized the request as detailed in
63 the staff report dated November 6, 2019.

64
65 Member Sparby asked if there is anything on the December 2019 agenda.

66
67 Ms. Gundlach indicated there was a couple of items. She noted there will be a regular
68 Planning Commission meeting scheduled for December 4, 2019.

69
70 **b. Consider Agenda for Upcoming Joint Meeting with City Council**

71 Community Development Director Gundlach summarized the request as detailed in
72 the staff report dated November 6, 2019.

73
74 Member Schaffhausen asked in regard to the Conditional Use and how it pertained to
75 the Amusement business that was discussed at last month's meeting. She wondered if
76 this needed to be revised or is it something that could be looked at as far as omitting it
77 as an expectation for businesses because of its requirement and find a different way to
78 approach it.

79
80 Ms. Gundlach thought that would be something to bring up at the Joint meeting with
81 the city Council. She thought the city Council is interested in staff taking a look at it.
82 The Police and Fire Chief are also interested in this because it does show up under the
83 city's Business Licensing requirement and maybe a public safety element that has to
84 be addressed in one form or another but maybe not through the Conditional Use,
85 which is a Planning Commission action.

86
87 Chair Gitzen asked if there was some background on that item for discussion.
88

89 Ms. Gundlach noted “Amusements” only shows up in the Business License section of
90 the Code. It then references it being a Conditional Use. Chapter 10 of the City Code,
91 Zoning Ordinance, there is no mention of “Amusements” anywhere, nor is there
92 mention of it being a Conditional Use in the chart that defines what uses are allowed
93 and in what District. She thought that is where staff needs some clarity. What is
94 “Amusement” being defined as and what, if any of that, requires a Conditional Use.
95

96 Member Schaffhausen thought it might need to be defined as a safety review.
97

98 Ms. Gundlach indicated staff thinks the Business License is really reserved to deal
99 with those public safety components. That needs to be fixed in the Business License
100 section. The land use charts in Chapter 10 of the City Code is where the city wants to
101 address whether or not this is a permitted or conditional use and in what districts.
102

103 Chair Gitzen indicated he would like the Commission to review the three items once
104 more before going before the city Council. He thought the Tree Preservation is
105 something to talk about with the city Council. He also thought the Amusement
106 section is another item to discuss as well. He thought Park Dedication was a little out
107 of the Commission’s purview as far as setting things and felt it was the Park and
108 Recreation Commission that would really work on and change, if needed. He thought
109 there could be a discussion but felt the discussion might be the city Council telling the
110 Commission that.
111

112 Member McGehee asked exactly what the Commission’s purview is. She indicated
113 she knew what it was defined as and was also a part of the process when the Planning
114 Commission with staff created what is now the Comprehensive Plan, which in fact,
115 included a lot of areas and it seemed to her that in terms of businesses and what the
116 business has to pay and park dedication which leads to the other chapter on resilience
117 and how does the Commission think about going to staff and the Council to see about
118 changing something.
119

120 Member McGehee asked if the Commission wanted to look at the Resilience Chapter
121 that is currently there and indicate other building codes for energy efficiency, etc. and
122 pass that along to the Council for consideration.
123

124 Chair Gitzen agreed but thought it should be a consensus that comes from the entire
125 Planning Commission body.
126

127 Member McGehee concurred and understood there was a lot of information that goes
128 to the Council and she thought this was a planning issue in terms of approvals and
129 that sort of thing and if this body wants to discuss that and have an opinion then it
130 seems like the Commission invited to do that if the Commission chose to.
131

132 Chair Gitzen agreed and indicated he was making sure that the Commission, as a
133 body, think that this should be brought forward.
134

135 Member Sparby thought the big issue is that the Commission is presented with major
136 developments and there is a park dedication fee of sometimes half a million dollars
137 associated with that and the applicants are obviously very concerned and aware of
138 that and the Commission is recommending approval of that number which is in the
139 staff report. He did not see that there is anyway to extricate one from the other. He
140 understood the process that the city goes through where it is routed through the Parks
141 and Recreation Commission who vets the number and then it comes to the Planning
142 Commission for complete review of the proposal, which encapsulates that number
143 and then it is ultimately going to the city Council. He understood the process, but the
144 Commission has the prerogative to discuss that process with the city Council and
145 everything that comes with that. He indicated he wanted to keep it on the agenda.
146

147 Chair Gitzen thought the Planning Commission is looking at it as a condition of
148 approval but that condition is not set by the Commission. The Commission does not
149 really have any say in the number, the Commission does have a say on the condition.
150

151 Member Sparby thought that was a matter of opinion because the Commissions are
152 all recommending bodies so the Planning Commission could theoretically
153 recommend something different.
154

155 Ms. Gundlach explained the reason this issue even comes before the Planning
156 Commission is because the Commission is tasked with holding the public hearing for
157 subdivisions and recommending them forward to the city Council who makes the
158 final determination. Park dedication is only associated with subdivisions. If there is
159 not a subdivision, then there is not park dedication. The Statute calls for dedication
160 of the land and that is why it is covered under the Subdivision Code, however, there is
161 a provision in the State Statute that says if land cannot be dedicated then a payment
162 can be made in lieu of land and that payment is set via fee schedule. The Parks and
163 Recreation Commission are involved in setting that fee based on their park needs and
164 their Park Masterplan. She understood where the Commission is coming from and
165 that the Commission is approving a list of conditions and the Commission is the
166 regulatory authority under Subdivisions, but it is very often more than just a park
167 dedication condition. It is a means by which a project gets advanced through the
168 conditions of approval. She noted staff could change the condition to read “Payment
169 of park dedication in an amount determined by the Park and Recreation Commission”
170 and then before it gets to the Council staff can insert the actual dollar amount based
171 on what the Commission comes up with. She explained there are a number of
172 different ways that can be handled.
173

174 Member Sparby did not think it was fair to keep the Planning Commission in the dark
175 on the fee amount. He thought the Commission should be aware of it and discuss it
176 with the Council.
177

178 Member McGehee indicated for her, along those lines, there are some other issues
179 that maybe go to planning which is there have been issues and if this is supposed to
180 be a planning group to have the opportunity and somewhat the responsibility as
181 another advisory public body to bring forward something to the Council. Council

182 ultimately does what it wants and ultimately have the authority to change that fee and
183 also have the authority to waive it and decide over the Parks and Recreation
184 Commission that the Council wants land instead. She thought if the Planning
185 Commission, as a body, had a particular opinion on that there is no harm in putting it
186 forward because the Council is perfectly free to overrule anything that is put forward.
187 At least on that topic, she would have to say she has some opinions about
188 subdivisions with multi-family housing that does not have any green space and yet
189 when those come forward those subdivisions almost always get the money from the
190 developer and the money goes elsewhere without any greenspace. That is part of, in
191 her mind, some of the items the city has in the Comprehensive Plan for sustainability,
192 livability and those things so if the Commission wants to weigh in on it she did not
193 think there was any reason to avoid bringing it up if the Commission has an opinion
194 on something.

195

196 Chair Gitzen thought the Commission could do that at any point as well and did not
197 think it needed to be at the joint meeting because the time is limited during those
198 meetings.

199

200 Member McGehee thought if the Commission decided to go forward with this topic
201 to the Council to ask the Council if there is interest in pursuing this further.

202

203 Chair Gitzen explained he was not trying to get the park dedication piece moved but
204 he thought it was more of an educational piece for the Commission. He indicated he
205 would like to have the Park Director come and talk to the Commission about this as
206 well.

207

208 Member Pribyl thought it would be good for the Commission to watch the September
209 Park and Recreation Commission meeting because there was discussion regarding
210 this at that meeting and would be helpful for the Commissioners to view it before the
211 joint Council meeting, if possible.

212

213 Member McGehee asked what is the Commission's responsibility in looking at ways
214 to implement the city's 2040 Comprehensive Plan and has that been approved yet by
215 the Met Council.

216

217 Ms. Gundlach explained on the second page of the memo, in the first grouping of
218 bullet points, item one two explain that and she hoped in 2020 that there will be a
219 discussion about some zoning code amendments that are going to be necessary in
220 order to comply with the 2040 Comprehensive Plan. She noted the Met Council had
221 not approved the city's 2040 Comprehensive Plan yet.

222

223 Member McGehee asked if there is something wrong with the plan that is taking so
224 long or is there is a backlog.

225

226 Ms. Gundlach indicated before she came to Roseville the city submitted their 2040
227 Comprehensive Plan, at the end of 2018 and in mid to late February staff received a
228 very lengthy letter of reasons why it was incomplete. Those items have been

229 addressed and has been resubmitted this month. It will take time for the Met Council
230 to go through to ensure the city has addressed all of the items that was brought to the
231 city’s attention for incompleteness.

232
233 Chair Gitzen thought another bullet point should be added asking the Council if there
234 was something specific the Planning Commission should be looking at.

235
236 **7. Adjourn**

237
238 **MOTION**
239 **Member Sparby, seconded by Member Pribyl, to adjourn the meeting at 7:02**
240 **p.m.**

241
242 **Ayes: 5**
243 **Nays: 0**
244 **Motion carried.**

245
246



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 12/04/19
Agenda Item: 6a

Prepared By

Agenda Section

Department Approval

Public Hearings

Item Description: Consider a Request by Hiway Federal Credit Union, in Conjunction with Roberts Commercial Properties, LLC (property owner), for a Conditional Use to allow two Drive-Throughs at 2465 Fairview Avenue (PF19-023)

1 **APPLICATION INFORMATION**

2 Applicant:	HTG Architects/Hiway Federal CU
3 Location:	2465 Fairview Avenue
4 Application Submission:	11/01/19; deemed complete 11/14/19
5 City Action Deadline:	12/30/19; extended to Feb. 28, 2020
6 Planning File History:	PF3672 – Dunn Bros drive-through CU
7 Zoning:	Regional Business

8 **LEVEL OF DISCRETION IN DECISION MAKING:** Action taken on a conditional use proposal is
9 **quasi-judicial**; the City’s role is to determine the facts associated with the request, and apply
10 those facts to the legal standards contained in State Statute and City Code.

11 **BACKGROUND**

12 In 2005, Dunn Brothers received a CU for a drive-through along the north side of the existing
13 building (Love From Minnesota) that included a cross access (use of drive lane) and parking
14 agreement with the property to the north. The Hiway Federal Credit Union (HFCU) seeks to
15 replace the former CU with a proposal to redevelop the property with two drive-throughs: one on
16 the north side of a new 17,000 sq. ft. two-story building for use by the credit union, and the
17 second on the south side of the building to be used by a coffee shop. A drive-through requires
18 Conditional Use approval in the Regional Business-1 District.

19 Planning Division staff has included a number of development documents, mostly for reference
20 purposes (Attachment C). The site plan is one document that is germane to the drive-through
21 discussion as it details access, vehicle site circulation, and drive-through stacking. In the case of
22 the proposal by HFCU, it includes two site plans: Option A includes shares access with the
23 adjacent northern property in two locations along the northern, east-west property line and an
24 ingress/egress near the southern boundary providing access to Fairview Avenue. Option B only
25 includes the southern access to Fairview Avenue. There was also a third option but that design
26 was eliminated from consideration based upon it containing two access points to Fairview
27 Avenue. Such a design is not possible because two access points are not supported by Ramsey
28 County.

29 Ramsey County has received a copy of the completed traffic study and the two options for its
30 review and approval. At the printing of this report, Ramsey County had not yet determined
31 which access proposal it would support/approve. If substantial changes to the site plan result
32 following Ramsey County review and comment, an amendment to the CU may be necessary.

33 Planning Division will also note, the requested CU is specifically related to the proposed two
34 drive-throughs and not regarding additional aspects of the redevelopment project that are
35 governed by other sections of the Zoning Code. At the time of building permit submittal,
36 Planning Division staff will review the plans to determine full compliance with all applicable
37 zoning standards.

38 The Zoning Code, §1009.02.C and §1009.02.D.12, set the criteria for reviewing general and
39 specific conditional use approvals. The Planning Division’s review of these criteria can be found
40 in the below Conditional Use Analysis section.

41 **CONDITIONAL USE ANALYSIS**

42 REVIEW OF GENERAL CONDITIONAL USE CRITERIA: §1009.02.C of the Zoning Code establishes
43 general standards and criteria for all conditional uses, which the Planning Commission and City
44 Council must determine compliance with those stated findings.

45 The general code standards of §1009.02.C are as follows:

- 46 **a.** *The proposed use is not in conflict with the Comprehensive Plan.* While a drive-through
47 facility doesn’t appreciably advance the goals of the Comprehensive Plan aside from
48 facilitating continued investment in a property, Planning Division staff believes it does not
49 conflict with the Comprehensive Plan. More specifically, the General and Commercial Area
50 Goals and Policies sections of the Comprehensive Plan include a number of policies related
51 to reinvestment, redevelopment, quality development, and scale. The proposed drive-
52 throughs are one component of a larger reinvestment of an old tired site, which would align
53 with the related goals and polices of the Comprehensive Plan.
- 54 **b.** *The proposed use is not in conflict with a Regulating Map or other adopted plan.* The
55 proposed use is not in conflict with such plans because none apply to the property.
- 56 **c.** *The proposed use is not in conflict with any City Code requirements.* Planning Division staff
57 have worked with the applicant on addressing all applicable requirements of the City Code as
58 they pertain to the proposed drive-through CU; moreover, a CU approval can be rescinded if
59 the approved use fails to comply with all applicable Code requirements or any conditions of
60 the approval. As part of the building permit review process, Planning Division staff will
61 conduct a complete Code compliance analysis, including zoning standards such as
62 landscaping, trash/recycling enclosures, vehicle parking, materials, etc.
- 63 **d.** *The proposed use will not create an excessive burden on parks, streets, and other public*
64 *facilities.* Staff does not anticipate the proposal to intensify any practical impacts on parks,
65 streets, or public infrastructure. A traffic study (Attachment D) completed for the subject
66 redevelopment indicates 374 new trips per day. This increase does not take into effect traffic
67 if the existing building were fully occupied, which is important being the existing building is
68 2,000 sq. ft. larger than the proposed building. This additional traffic is not deemed
69 significant nor impactful to the adjacent public roadway system. The existing site contains
70 an existing drive-through, and while the proposed plan adds a drive-through, the overall site
71 design is greatly improved, which will improve upon pedestrian and vehicle impacts to the

72 property. The study intersection and proposed access locations are expected, per the Traffic
73 Study, to operate at an acceptable overall LOS C or better during the a.m. and p.m. peak
74 hours under both access options.

75 e. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively*
76 *impact traffic or property values, and will not otherwise harm the public health, safety, and*
77 *general welfare.* Staff anticipates that if the drive-through facilities are approved, increased
78 vehicle trips on the adjacent roadways will increase, but not significantly and will be
79 manageable under proposed site access, drive-through, and circulation plan. Again, if the
80 existing building were fully occupied, there may not be any increases in traffic. This area is
81 predominately retail and the proposed drive-throughs should not adversely impact
82 surrounding properties, especially given additional Zoning Code requirements for the site.
83 Also, given the minimal overall impact of the proposed development and access options,
84 roadway network improvements are not anticipated to be needed from an intersection
85 capacity perspective as a result of the proposed development. Lastly, both site plan options
86 reduce access along Fairview Avenue, with access Option A being more favorable as it
87 reduces internal pedestrian and vehicle conflicts, which improves the overall safety of the
88 site, while providing adequate operations and circulation.

89 REVIEW OF SPECIFIC CONDITIONAL USE CRITERIA: §1009.02.D.12 of the Zoning Code establishes
90 additional standards and criteria that are specific to drive-through facilities:

91 a. *Drive-through lanes and service windows shall be located to the side or rear of buildings*
92 *and shall not be located between the principal structure and a public street except when the*
93 *parcel and/or structure lies adjacent to more than one public street and the placement is*
94 *approved by the Community Development Department (Ord. 1443, 6-17-2013).* The two site
95 plans are identical when it comes to drive-through lanes and vehicle circulation. Both
96 proposals, including the credit union drive-through along the north side of the building and
97 the café/coffee drive-through along the south side of the building, are located on the side of
98 the proposed building, compliant with this condition. Both locations are appropriate for the
99 proposed uses. The café/coffee drive-through allows for ample vehicle stacking and keeps
100 vehicles to the periphery of the property. The HFCU drive-through, with multiple lanes, is
101 also appropriate given its separation from the site's main vehicle and pedestrian areas.

102 b. *Points of vehicular ingress and egress shall be located at least 60 feet from the street right-*
103 *of-way lines of the nearest intersection.* This requirement does not apply to the HFCU site.
104 That said, Ramsey County is responsible for approving the single access to the property from
105 Fairview Avenue.

106 c. *The applicant shall submit a circulation plan that demonstrates that the use will not interfere*
107 *with or reduce the safety of pedestrian and bicyclist movements. Site design shall*
108 *accommodate a logical and safe vehicle and pedestrian circulation pattern. Queuing lane*
109 *space shall be provided, sufficient to accommodate demand, without interfering with primary*
110 *driving, entrance, exit, pedestrian walkways, or parking facilities on site. The circulation*
111 *plan shall be made a condition of approval and shall survive any and all users of the drive-*
112 *through and may need to be amended from time to time to ensure continued compliance with*
113 *this condition. Said amendments to the circulation plan will require an amendment to the*
114 *conditional use.* What has not been provided (or updated on the plans) is a City required
115 sidewalk to be installed by the applicant along the frontage adjacent to Fairview Avenue.

116 Also missing is a bike/pedestrian connection from the sidewalk to the front entry. The
117 appropriate bike/pedestrian connection, and the need to remove two parking spaces to
118 provide a painted crosswalk or large raised speedbump crosswalk with striping through the
119 parking lot to provide adequate safety for pedestrians and bicyclists, will need to be added to
120 the plans and it is noted as a condition of approval. Additional signage and pavement
121 markings, as noted in the interoffice memorandum from City Engineer Mr. Freihammer will
122 also need to be added to the plan.

123 Option A affords two additional access options shared with the property to the north,
124 whereby the two points of site entry can access the bypass lane and the designated
125 café/coffee drive-through without interacting with vehicles heading to the credit union. This
126 option is preferred per the traffic study but will be dependent on Ramsey County approval.

127 Lastly, per interoffice comments from the City Engineer and Police Chief, modifications to
128 the curb geometry at the Fairview access point, will be required to assist in controlling
129 turning movements into the site. This modification will prevent conflicts with the drive-
130 through located on the south side of the building (Attachment E).

131 A site plan incorporating these modifications, to the satisfaction of the City Engineer and
132 City Planner, will be made a part of the Resolution approving the Conditional Use.

133 d. *Speaker box sounds from the drive-through lane shall not be loud enough to constitute a*
134 *nuisance on an abutting residentially zoned property or property in residential use.*
135 *notwithstanding this requirement, such speaker boxes shall not be located less than 100 feet*
136 *from an existing residentially zoned property or property in residential use. This property*
137 *lies within the Regional Business District and the nearest residential use is approximately*
138 *550 feet away just north of Bed, Bath, and Beyond. With the high traffic road separating*
139 *these uses, sound is not expected to be audible at any residentially used property. That said,*
140 *the Planning Division staff will work to verify amplification is not unreasonable.*

141 e. *Drive-through canopies and other structures, where present, shall be constructed from the*
142 *same materials as the primary building and with a similar level of architectural quality and*
143 *detailing. The proposal includes two canopies, one for each of the two uses within the*
144 *building. The canopy proposed for the café/coffee shop is located on the south side of the*
145 *building, includes a single lane of vehicle traffic, and is a cantilevered design built into the*
146 *south façade. This cantilever or overhang design incorporates complementary materials used*
147 *in the design of the building's façade. The canopy proposed for the credit union is located on*
148 *the north side of the building has been designed for three drive-through lanes (a traditional*
149 *drive-through for a bank/financial institution). It too, has taken materials and elements of the*
150 *building's façade and incorporated them into the canopy design. Attachment C includes*
151 *illustrations for the proposed building and include views of both drive-throughs. Planning*
152 *Division staff finds this design to comply with this condition.*

153 f. *A 10-foot buffer area with screen planting and/or an opaque wall or fence between 6 and 8*
154 *feet in height shall be required between the drive-through lane and any property line*
155 *adjoining a public street or residentially zoned property or property in residential use and*
156 *approved by the Community Development Department (Ord. 1443, 6-17-2013). Planning*
157 *Division staff have determined this requirement does not apply. However, staff will work*
158 *with the applicants on a landscape and screening plan for the site to comply with Zoning*
159 *Code requirements.*

160 **PLANNING DIVISION RECOMMENDATION**

161 The Planning Division recommends approval of the CU to allow Hiway Federal Credit Union
162 two drive-throughs, based on the submitted site and development plans, subject to the following
163 conditions:

- 164 a. The previous CU will be replaced with the current CU upon adoption by the City Council.
- 165 b. HFCU will be responsible for constructing a 6-foot wide concrete sidewalk the width of the
166 lot adjacent to Fairview Avenue.
- 167 c. Ramsey County approval of the site plan and specifically the access location onto Fairview
168 Avenue.
- 169 d. Modification of cross access and parking agreements as needed to accommodate the
170 proposed Option A site plan.
- 171 e. Consideration should be given to modify the outdoor seating area (near SE corner of the
172 building) to prevent drivers entering from Fairview from driving in the wrong direction on
173 the south side of the building. Modifications to the curb geometry will be required to assist in
174 controlling turning movements in to the property from Fairview Avenue.
- 175 f. Certain signing and pavement markings will be required to limit drive-thru lane queues from
176 blocking the driveway aisles.
- 177 g. Full comments have not been received from Ramsey County to date. Preliminary comments
178 indicated only one access to Fairview would be allowed. Ramsey County would allow access
179 consolidation, if possible, and approved by the County. A County Right of Way permit will be
180 required. Ramsey County comments that require substantive changes to the Site Plan may be
181 required to undergo a CU amendment.
- 182 h. Storm sewer improvements will be required that meet both the City of Roseville and Rice
183 Creek Watershed Requirements
- 184 i. Water and Sanitary sewer are available to the site. Permits for the connections will be required.

185 **SUGGESTED PLANNING COMMISSION ACTION**

186 **By motion, recommend approval of a CONDITIONAL USE** for 2465 Fairview Avenue, allowing
187 two drive-throughs on the subject property based on the comments, findings, and the conditions
188 stated above of this report.

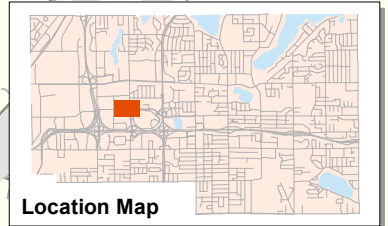
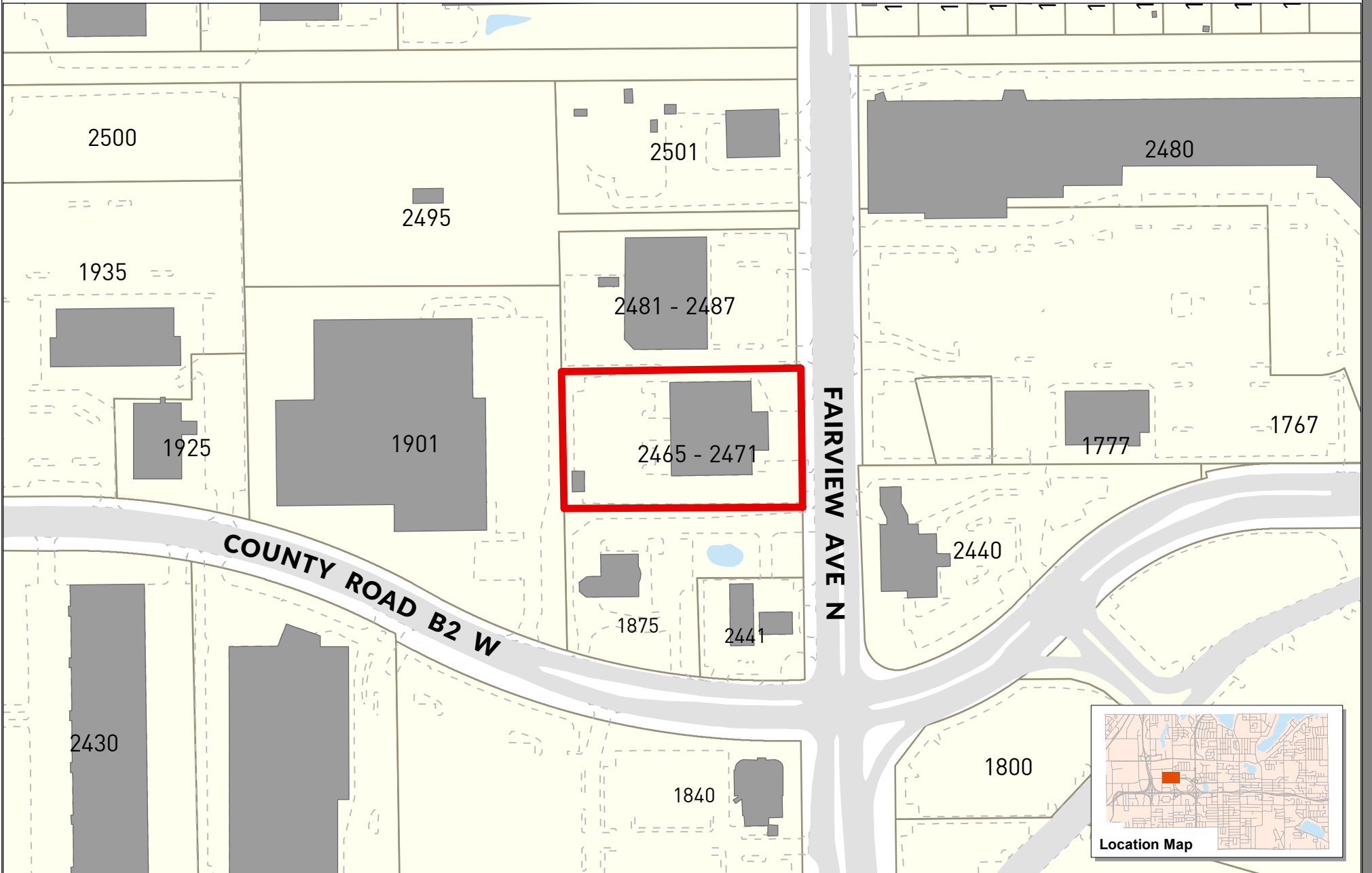
189 **ALTERNATIVE ACTIONS**

- 190 a. Pass a motion to table the item for future action. An action to table must be tied to the need
191 for clarity, analysis, and/or information necessary to make a recommendation on the request.
- 192 b. Pass a motion recommending denial of the proposal. A motion to deny must include findings
193 of fact germane to the request.

Report prepared by: Thomas Paschke, City Planner, 651-792-7074 | thomas.paschke@cityofroseville.com

- Attachments:
- A. Location Map
 - B. Aerial photo
 - C. Narrative/plans
 - D. Traffic study
 - E. Interoffice memorandum

Planning File 19-023

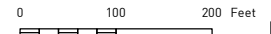


Location Map



Data Sources
 * Ramsey County GIS Base Map (11/4/2019)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

Disclaimer
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Attachment B for Planning File 19-023





01 November 2019

City of Roseville

Community Development Department
Attn.: Thomas Paschke – City Planner
2660 Civic Center Dr.
Roseville, MN 55113
Ph. (651) 7927074
thomas.paschke@cityofroseville.com

Re: Hiway Federal Credit Union
Proposed New Building
2465 Fairview Avenue North
Roseville, Minnesota

Subject: Conditional Use Permit Application

Legal Description:

The South 212 feet of the North 720 feet of the East 410 feet of the Southeast Quarter of the Northeast Quarter of Section 9, Township 29 North, Range 23 West, Ramsey County, Minnesota

PID#: 092923240004

Below is a brief summary of the proposed building design, image, and material selection.

NARRATIVE

General.

Hiway Federal Credit Union is proposing to construct a new two-story building at 2465 Fairview Avenue North.

The existing property is currently zoned RB – Regional Business. A financial institution is allowed under this zoning.

The existing structures on the property would be removed to allow for the proposed site development.

The proposed building will consist of approx. 9,410 square feet on the main level and approx. 7,625 square feet on the upper level. The proposed building will also contain a coffee shop tenant.

Site ingress/egress will be from two existing curb cuts along Fairview Avenue.

Building.

The proposed building will contain the following:

Main Level.

The proposed Main Level will be approx. 9,410 s.f.

The Main Level will consist of the following uses:

- The Credit Union will occupy approx. 7,035 s.f.
- A Coffee Shop tenant will occupy approx. 1,660 s.f.

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- A Business Center / Education Center / Training Room will occupy approx. 715 s.f.
 - o This will be used by both the public and Credit Union members

Upper Level.

The proposed Upper Level will be approx. 7,625 s.f.

The Upper Level will consist of the following uses:

- The upper level will only be partially finished
- The finished areas will include: an employee breakroom, a small mechanical room, a small seating area, and circulation space
- The remaining space will be unfinished and serve as future growth for Hiway

Site Plan

The proposed new building will be somewhat centered on the site.

Parking will be located on both the east & west sides of the building. Credit Union member parking and Coffee Shop customer parking will be located on the east side of the building. Employee parking and additional member/customer overflow parking will be located on the west side of the building.

Site ingress/egress will be from two existing curb cuts along Fairview Avenue. No changes are proposed to the existing site access from Fairview Avenue. The existing curb cuts work very well with the proposed site uses and site circulation. Attempts to reduce the number of curb cuts will affect site circulation by causing traffic congestion. Each existing curb cut aligns nicely with both the Credit Union drive-up on the north, and the Coffee Shop drive-up on the south.

The Credit Union will have a 3-lane drive-up canopy on the north side of the building. A by-pass lane is provided to minimize the potential for traffic congestion on the site.

The Coffee Shop will have an separate ordering lane on the far west side of the property. Coffee Shop customers will be separated as best as possible from the rest of the site users. The Coffee Shop pick-up lane will be on the south side of the building. A by-pass lane is also shown.

Parking

Below is a parking count breakdown:

Total Parking Shown:	65-stalls
Proof-of-Parking Shown:	9-stalls
Parking Required:	
Credit Union (1:300) or 12,385/300	41-stalls
Coffee Shop (1:60) or 1,660/60	27-stalls
Total:	68-stalls

Our calculation used 6,886 sf for the main level (9,410 sf – 1,660) + 5,500 sf for the upper level (useable square footage not including stairs / mechanical / restrooms). The main level does not include the following square footage: stairs / elevator / restrooms / mechanical room.

Our site plan, as currently drawn, is under parked by 3-stalls. While the site currently does not contain the necessary required parking, our proof-of-parking will meet the required parking count. We felt it was better to have additional green space than parking that likely will not get used.

Signage.

A sign permit application will be submitted at a later date.

Preliminary locations of signage:

- (1) Pylon sign with electronic message center to be located along Fairview Avenue (currently shown in the southeast corner of the property)
- Exterior wall mounted signage for Hiway Federal Credit Union will be located on the east, south, and north sides of the building
- Coffee shop signage will be located on the east side of the building
- The coffee shop tenant will also have signage on the pylon sign
- There will be a number of site directional signs to help members/customers navigate the site

Image.

The design of the proposed building provides an image that is consumer friendly, warm, and elegant. (Refer also to the submitted exterior 3d rendering)

The main entry tower will be clad in blue prefinished metal composite panels to match Hiway's corporate brand.

The Credit Union drive-up canopy and coffee shop drive-up canopy will be clad in prefinished metal composite panels as well.

The northeast/east/southeast sides of the proposed building will have large glass curtainwalls to all visibility in and out of the Credit Union lobby as well as the Coffee Shop.

The balance of the exterior material will be plank siding that will consist of a random mix of shades of gray. Material will either be stone planking, prefinished metal planks, or a concrete planks.

Materials.

Building Entry Walls	Glass / Prefinished composite metal panels
Building Façade	Plank Siding / Glass
Drive-up Canopy Overhangs	Prefinished composite metal panels
Roof	EPDM Roofing
Roof Structure	Steel decking on bar joists
Floor Structure	Reinforced concrete slab-on-grade
Wall Structure	Metal/steel stud framing with steel columns/beams

We believe the proposed project or use:

- Is not in conflict with the Comprehensive Plan
- Is not in conflict with any Regulating Maps or other adopted plans
- Is not in conflict with any City Code requirements
- Will not create an excessive burden on parks, streets, and other public facilities
- Will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare

The preliminary schedule is for construction to begin in the Spring of 2020 with an anticipated completion in late 2020.

We feel the proposed Hiway Federal Credit Union project will be and remain a tremendous asset to the neighborhood.

Enclosed you will find the architectural site plan and exterior elevations.

Please call me with any questions.

Sincerely,



Russ Schramm
Sr. Project Manager

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Option A

SITE PLAN NOTES:		
LOT ZONING: RB - REGIONAL BUSINESS		
BUILDING SIZE:		
MAIN LEVEL:	9,410 S.F.	
Credit Union	7,750 S.F.	
Coffee Shop	1,660 S.F.	
UPPER LEVEL:	1,625 S.F.	
TOTAL:	11,035 S.F.	
PARKING:		
REQUIRED:		
Credit Union (1:300)	12,365/300 = 41-STALLS	
Coffee Shop (1:60)	1,660/60 = 27-STALLS	
REQUIRED:	68-STALLS	
SHOWN:	65-STALLS	
PROOF OF PARKING:	4-STALLS	
PARKING STALL SIZE (9'-0" x 20'-0")		
TOTAL LOT AREA	11,035 S.F.	
BUILDING SETBACKS		
FRONT- 50'	SIDE- 20'	REAR- 10'
PARKING SETBACKS		
FRONT- 5'	SIDE- 5'	REAR- 5'



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PROJECT

**HIWAY
FEDERAL CREDIT UNION**

NEW BUILDING

ROSEVILLE, MINNESOTA

ISSUED SET	
REVISIONS	
DATE	NO.

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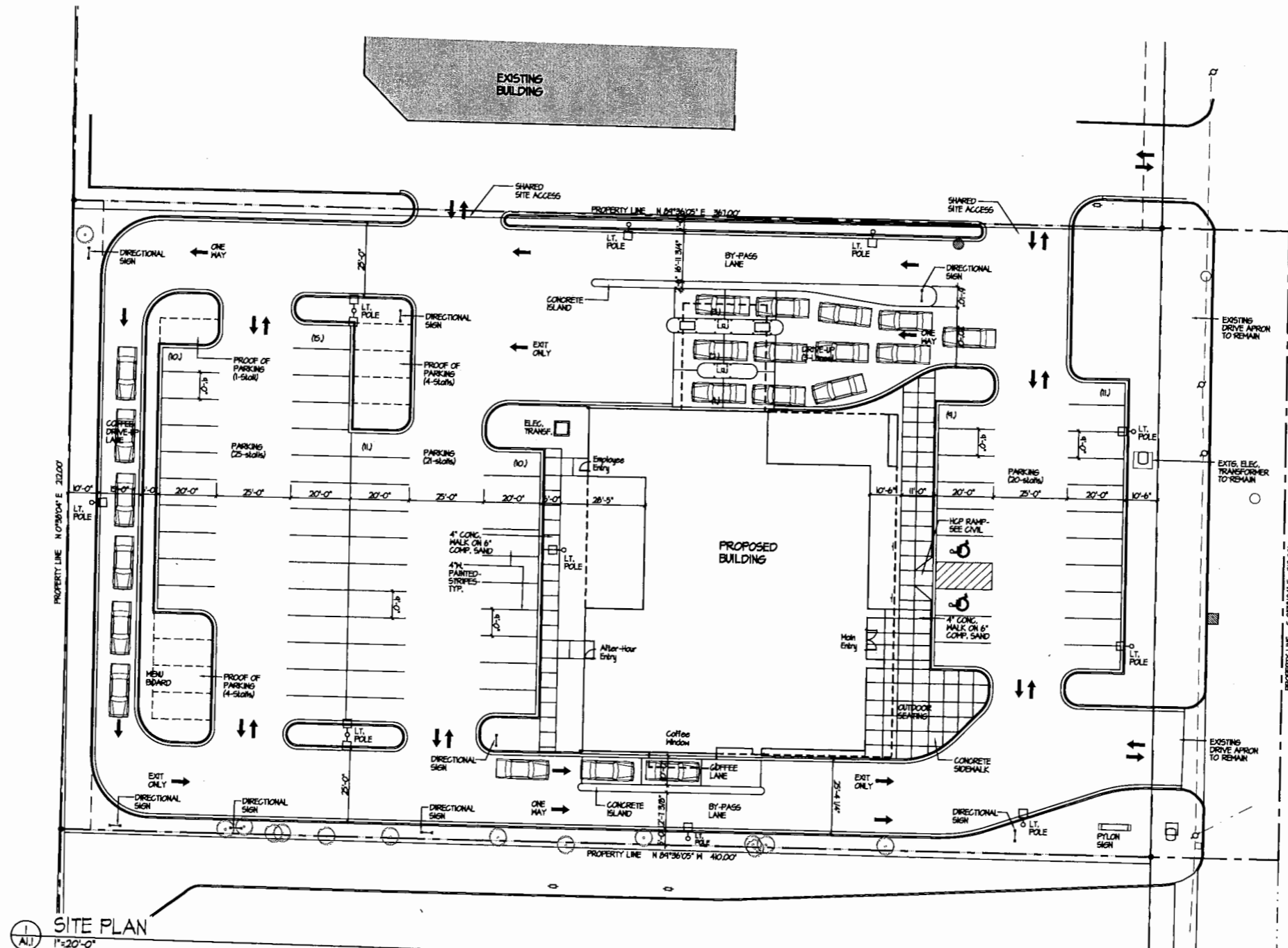
REG. NO. _____ DATE _____

SITE PLAN

4-11-2014 Nov 13, 2014 - 1:23pm
DRAWN BY: HLH CHECKED BY: RES.

A1.1

191137 11-18-120
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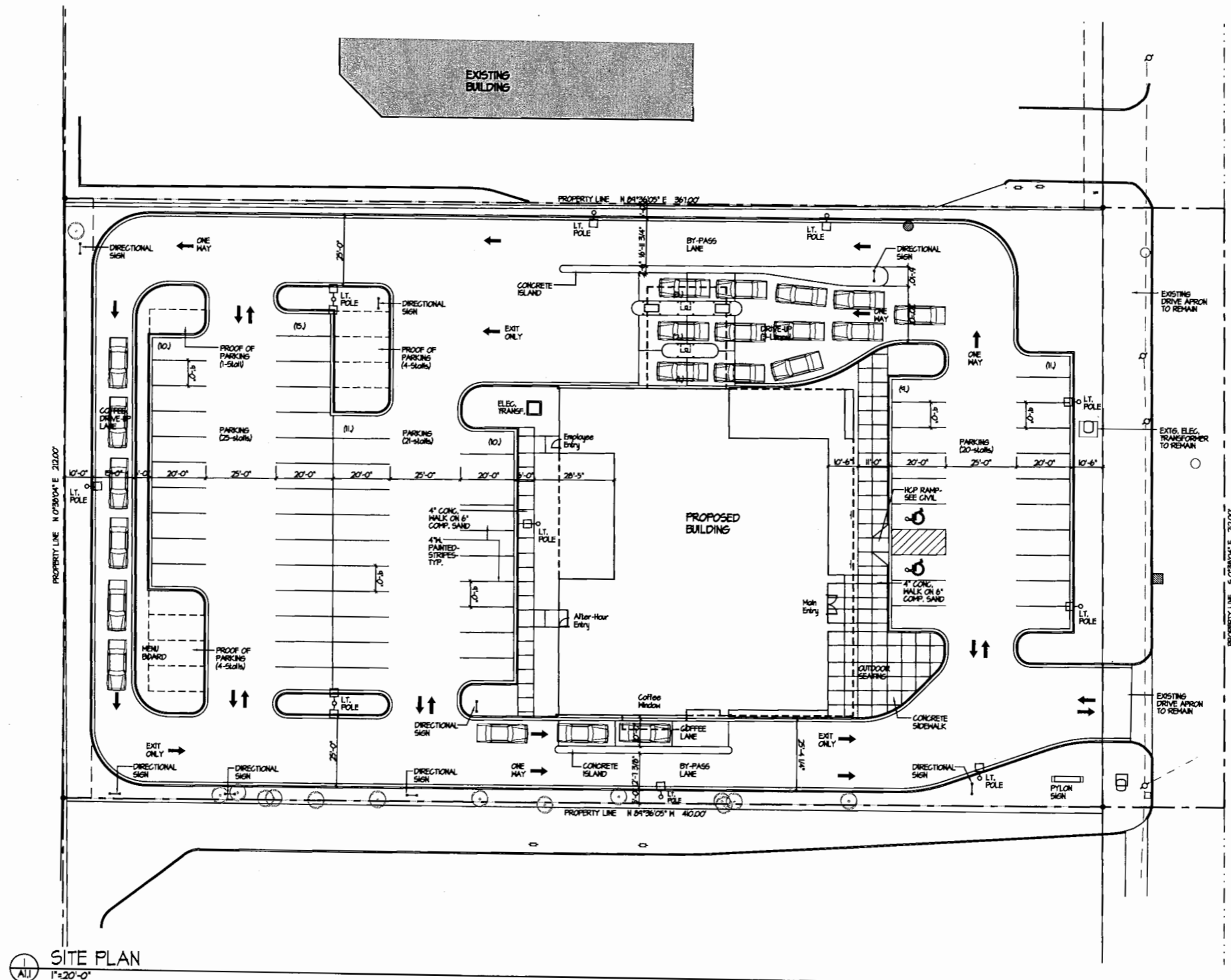


SITE PLAN
1"=20'-0"

FAIRVIEW AVENUE NORTH

Option B

SITE PLAN NOTES:		
LOT ZONING: RD - REGIONAL BUSINESS		
BUILDING SIZE:		
MAIN LEVEL:	9,440 S.F.	
Credit Union	7,750 S.F.	
Coffee Shop	1,660 S.F.	
UPPER LEVEL:	7,625 S.F.	
TOTAL:	17,065 S.F.	
PARKING:		
REQUIRED:		
Credit Union (1:300)	12,365/300	= 41-STALLS
Coffee Shop (1:60)	1,660/60	= 27-STALLS
REQUIRED:		= 68-STALLS
SHOWN:		= 68-STALLS
PROOF OF PARKING:		= 4-STALLS
PARKING STALL SIZE (7'-0" X 20'-0")		
TOTAL LOT AREA: 11,265 S.F.		
BUILDING SETBACKS: FRONT- 50' SIDE- 20' REAR- 10'		
PARKING SETBACKS: FRONT- 5' SIDE- 5' REAR- 5'		



Ⓐ SITE PLAN
1"=20'-0"



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SITE PLAN

DRAWN BY: HLH CHECKED BY: RES.

A1.1



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EDWIN J. BRODMARKLE

55409 REG. NO. DATE



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**GRADING &
DRAINAGE PLAN**

DRAWN BY: EJB CHECKED BY: EJB

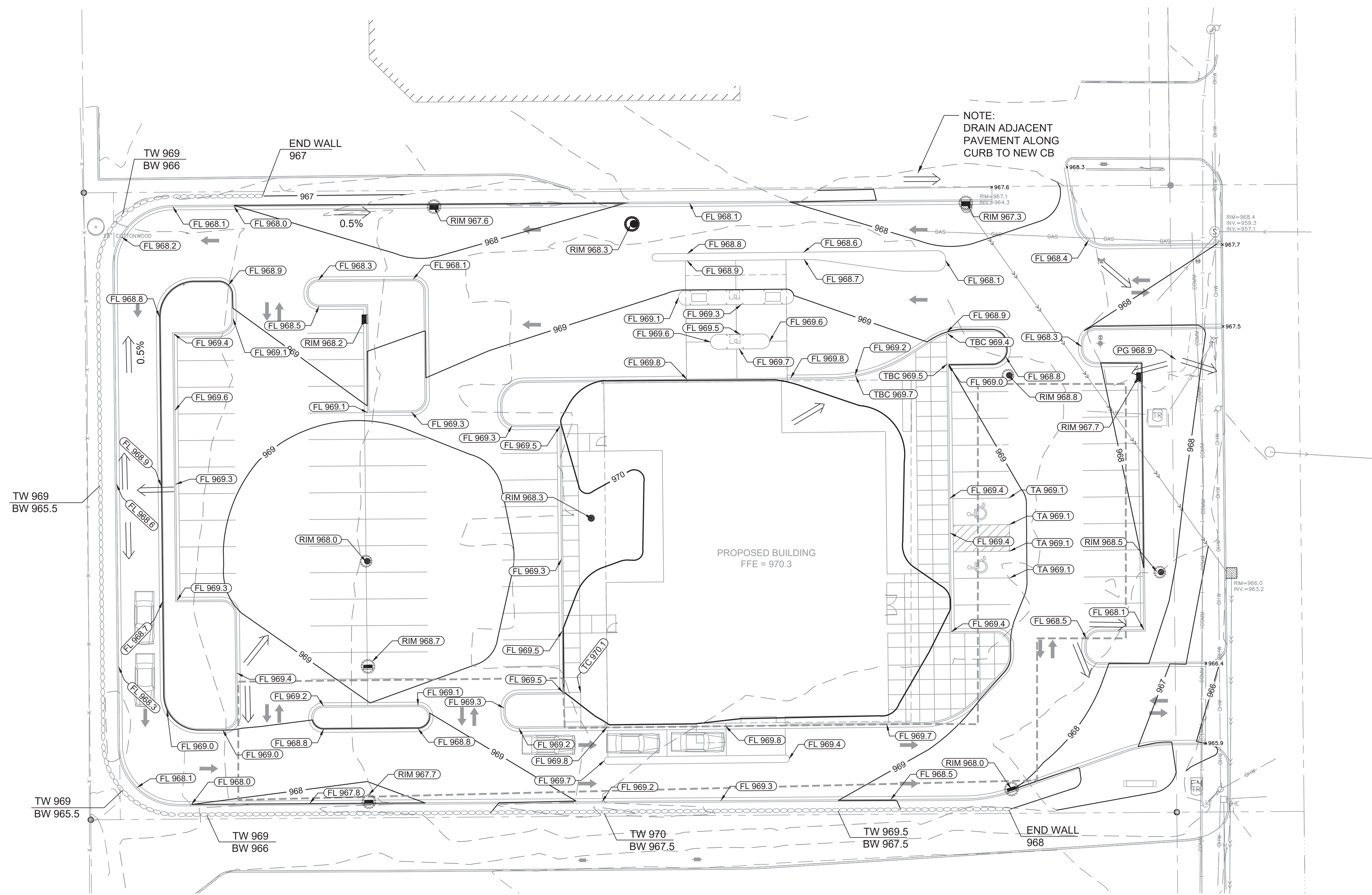
C3

SPOT ELEVATION LEGEND

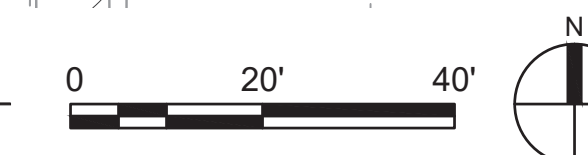
	SPOT ELEVATION
	MATCH EXISTING
	FLOW LINE
	TOP BACK OF CURB
	TOP OF CONCRETE
	TOP OF ASPHALT
	RIM ELEVATION
	PROPOSED GRADE

LEGEND

	PROPERTY LIMITS
	CONSTRUCTION LIMITS
	EXISTING MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	PROPOSED MAJOR CONTOUR
	EXISTING SPOT ELEVATION
	DRAINAGE ARROW
	PROPOSED CONCRETE C&G
	MATCH EXISTING ELEVATION
	SPOT ELEVATION
	STORM SEWER
	STORM STRUCTURES
	RIPRAP



1 GRADING & DRAINAGE PLAN
SCALE: 1"=20' (24" x 36" PAPER SIZE)





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LEGEND

	PROPERTY LIMITS
	CONSTRUCTION LIMITS
	EXISTING MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	PROPOSED MAJOR CONTOUR
	EXISTING SPOT ELEVATION
	DRAINAGE ARROW
	PROPOSED CONCRETE C&G
	MATCH EXISTING ELEVATION
	SPOT ELEVATION
	STORM SEWER
	STORM STRUCTURES
	RIPRAP

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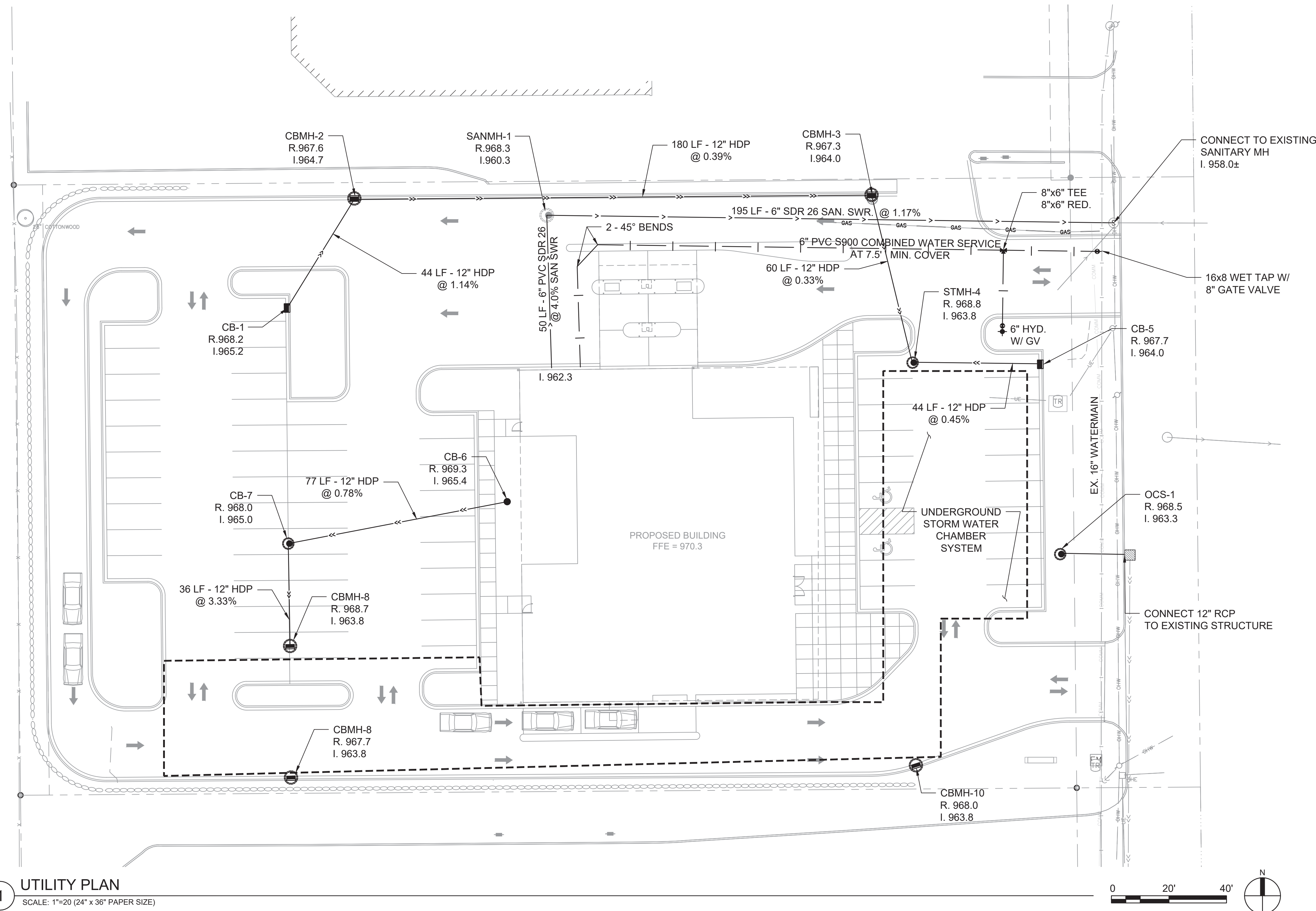


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UTILITY PLAN

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1 UTILITY PLAN
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EROSION CONTROL PLAN

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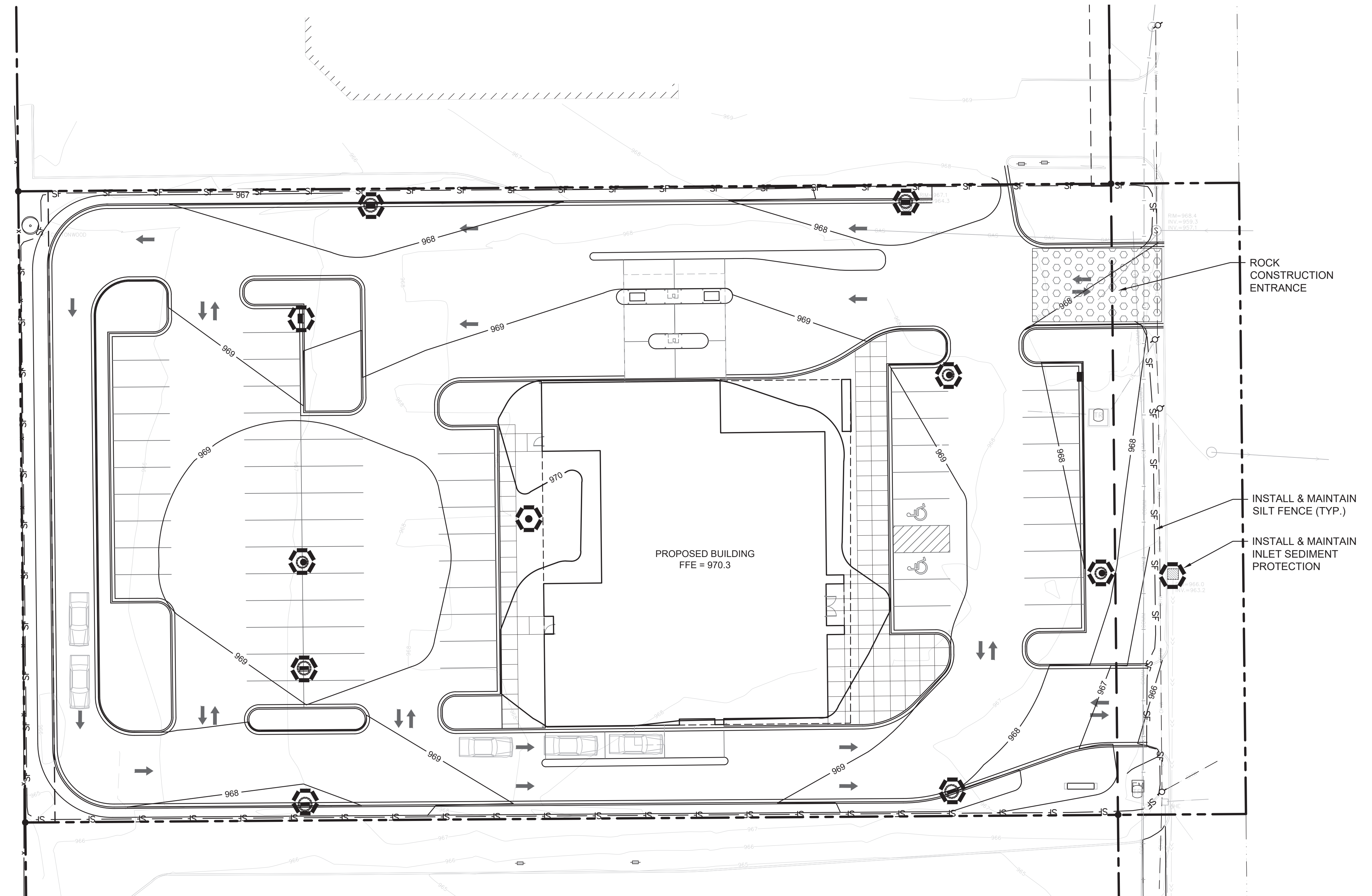
C5

KEY NOTES

- ① PERMANENT DITCH TO BE USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION. STABILIZE WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.
- ② LOCATION OF POTENTIAL POLLUTANT GENERATING ACTIVITIES

LEGEND

- — — — — PROPERTY LIMITS
- - - - - CONSTRUCTION LIMITS
- 966 --- EXISTING MINOR CONTOUR
- 965 --- EXISTING MAJOR CONTOUR
- 966 --- PROPOSED MINOR CONTOUR
- 965 --- PROPOSED MAJOR CONTOUR
- ⇒ DRAINAGE ARROW
- == PROPOSED CONCRETE C&G
- SF SILT FENCE
- ⊗ INLET SEDIMENT PROTECTION
- ⊗ ROCK CONSTRUCTION ENTRANCE
- — — — — STORM SEWER
- ⊗ STORM STRUCTURES
- ▨ CATEGORY 3 EROSION CONTROL BLANKET



1 EROSION CONTROL PLAN
 SCALE: 1"=20' (24" x 36" PAPER SIZE)



TREE INVENTORY

ID	SIZE & SPECIES	CONDITION / HEALTH	CLASSIFICATION	DEVELOPMENT STATUS	CREDIT	DIA.
1	28" COTTONWOOD	HEALTHY/ FULL FOLIAGE/ MULTI-STEM	HERITAGE	PERSERVED	+2.0	+28
2	32" SPRUCE	HEALTHY/ FULL FOLIAGE	HERITAGE	REMOVED	-2.0	-32
3	8" BOX ELDER	POOR/ DAMAGED	EXEMPT	REMOVED	--	--
4	14" BOX ELDER	POOR/ DAMAGED	EXEMPT	REMOVED	--	--
5	26" ELM	POOR/ DAMAGED	EXEMPT	REMOVED	--	--
6	10" BOX ELDER	POOR/ DAMAGED	EXEMPT	REMOVED	--	--
7	18" ELM	POOR/ DAMAGED	EXEMPT	REMOVED	--	--
8	30" ELM	POOR/ DAMAGED	EXEMPT	REMOVED	--	--
9	30" ELM	HEALTHY/ FULL FOLIAGE	HERITAGE	REMOVED	-2.0	-30
10	12" ELM	POOR/ DAMAGED	EXEMPT	REMOVED	--	--
11	36" ELM	POOR / TRUNK DAMAGED	EXEMPT	REMOVED	--	--
12	12" BOX ELDER	POOR / TRUNK DAMAGED	EXEMPT	REMOVED	--	--
13	12" BOX ELDER	POOR / TRUNK DAMAGED	EXEMPT	REMOVED	--	--
14	18" BOX ELDER	POOR / TRUNK DAMAGED	EXEMPT	REMOVED	--	--
15	24" ELM	POOR / TRUNK DAMAGED	EXEMPT	REMOVED	--	--
NET +/-					-2.0	-34

TREE PRESERVATION CODE

TREE CLASSIFICATION

HERITAGE TREE: 2.0 NET PRESERVATION OR LOSS
 DECIDUOUS MEASURING EQUAL TO OR GREATER THAN 27" AT DBH
 CONIFEROUS MEASURING EQUAL TO OR GREATER THAN 50' IN HEIGHT

SIGNIFICANT TREES: 1.0 NET PRESERVATION OR LOSS
 DECIDUOUS MEASURING 12" OR GREATER BUT LESS THAN 27" AT DBH
 CONIFEROUS MEASURING 25' IN HEIGHT OR GREATER BUT LESS THAN 50' IN HEIGHT

COMMON TREE: 0.5 NET PRESERVATION OR LOSS
 DECIDUOUS MEASURING 6" OR GREATER BUT LESS THAN 12" AT DBH
 CONIFEROUS MEASURING 12' IN HEIGHT OR GREATER BUT LESS THAN 25' IN HEIGHT

EXEMPT
 -TREE SUFFERS FROM A MAJOR INSECT OR PATHOLOGICAL PROBLEM THAT CANNOT BE RESOLVED.
 -TREE IS EXPERIENCING EXTENSIVE DECAY OR HOLLOW.
 -TREE HAS SUFFERED DAMAGED OR IS IN POOR CONDITION SUCH THAT IT HAS A LIFE EXPECTANCY OF LESS THAN 10 YEARS.

LEGEND

----- PROPERTY LIMITS
 - - - - - DRIP LINE
 ⊗ EXEMPT TREES TO BE REMOVED
 ⊗ HERITAGE TREE TO BE REMOVED



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PROJECT

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NEW BUILDING

ROSEVILLE, MINNESOTA

ISSUED SET

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 CURT H. CLAEYS, PLA

#45613 REG. NO. DATE



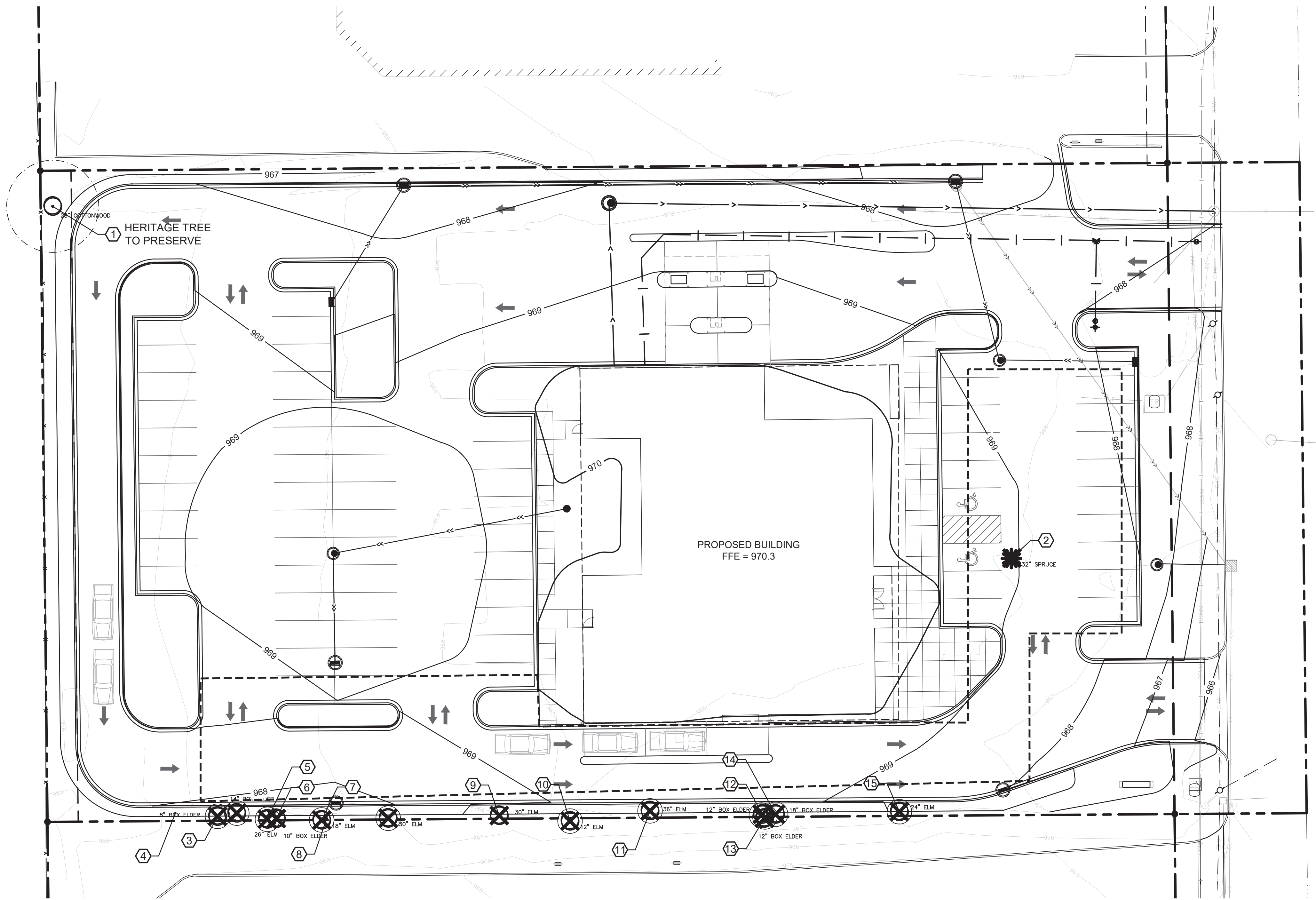
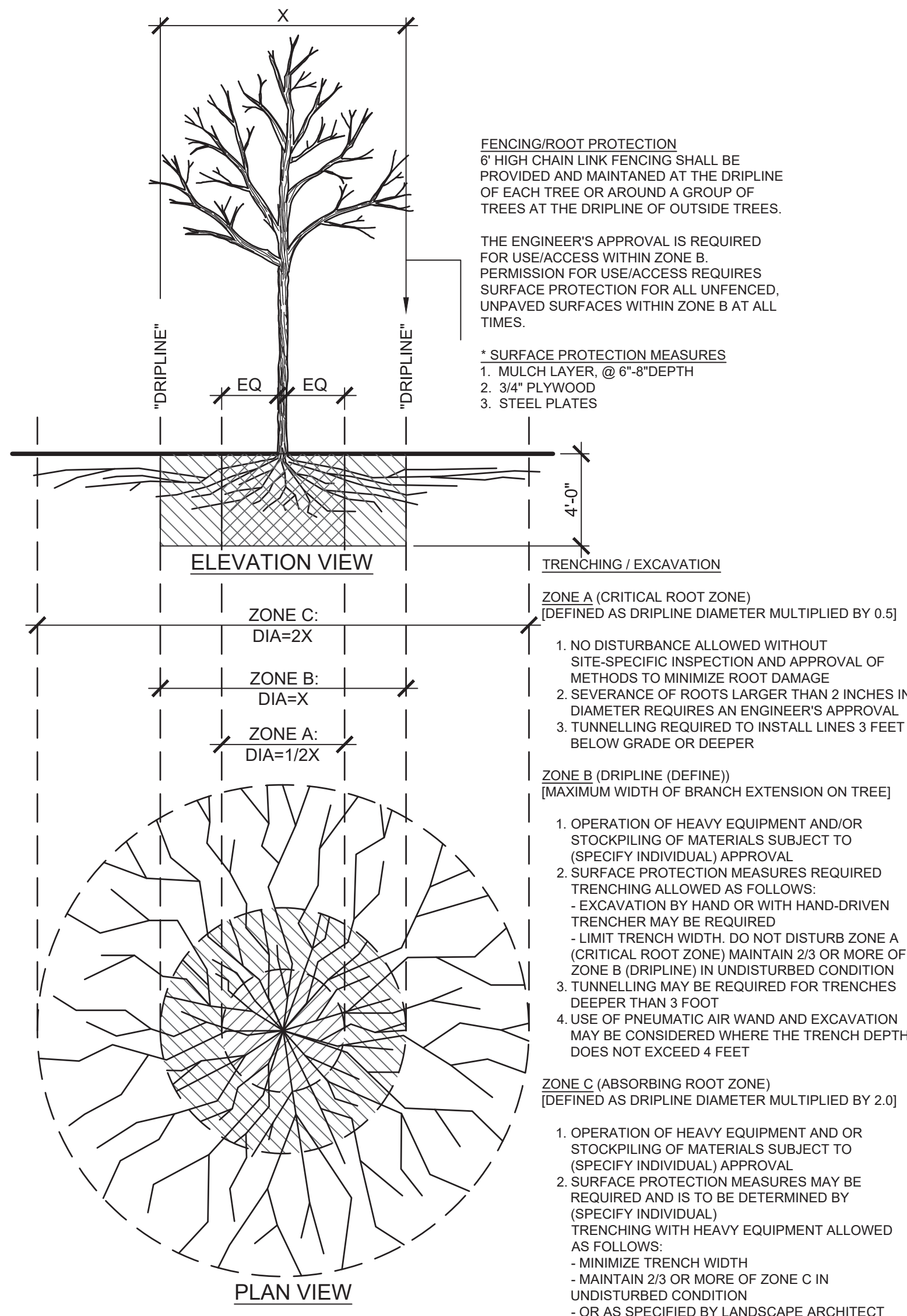
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TREE PRESERVATION PLAN

DRAWN BY: JAF CHECKED BY: CHC

L1



2 TREE PROTECTION DETAIL
 SCALE: N.T.S.

1 TREE PRESERVATION PLAN
 SCALE: 1"=20' (24" x 36" PAPER SIZE)



PLANTING SCHEDULE

DECIDUOUS TREES	CODE	QTY	COMMON / BOTANICAL NAME	CONT	CAL/SIZE	SHRUBS	CODE	QTY	COMMON / BOTANICAL NAME	CONT
	AFJ	7	AUTUMN BLAZE MAPLE ACER X FREEMANII 'JEFFSRED'™	B&B	2 - 1/2" CAL.		AMU	40	LOW SCAPE MOUND CHOKEBERRY ARONIA MELANOCARPA 'UCONNAN165'	3 GAL.
	GTH	2	NORTHERN ACCLAIM THORNLESS HONEY LOCUST GLEDTISIA TRIACANTHOS INERMIS 'HARVE'™	B&B	2 - 1/2" CAL.		CAK	53	FEATHER REED GRASS CALAMAGROSIS X ACUTIFLORA 'KARL FOERSTER'	3 GAL.
	TAR	5	REDMOND AMERICAN LINDEN TILIA AMERICANA 'REDMOND'	B&B	2 - 1/2" CAL.		HFS	56	SUNBURST HYPERICUM HYPERICUM FRONDOSUM 'SUNBURST'	3 GAL.
	UMA	4	ACCOLADE ULMUS X 'MORTON'	B&B	2 - 1/2" CAL.		JSG	42	SEA GREEN JUNIPER JUNIPERUS X PFITZERIANA 'SEA GREEN'	5 GAL.
EVERGREEN TREES	CODE	QTY	COMMON / BOTANICAL NAME	CONT	CAL/SIZE		CODE	QTY	COMMON / BOTANICAL NAME	CONT
	PCH	9	SWISS STONE PRAIRIE STATESMAN PINUS CEMBRA 'HERMAN'	B&B	6" HT		LEM	25	EMERALD MOUND HONEYSUCKLE LONICERA XYLOSTEUM 'EMERALD MOUND'	5 GAL.
ORNAMENTAL TREE	CODE	QTY	COMMON / BOTANICAL NAME	CONT	CAL/SIZE		CODE	QTY	COMMON / BOTANICAL NAME	CONT
	AGA	1	AUTUMN BRILLIANCE SERVICEBERRY AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	B&B	2 - 1/2" CAL.		PAJ	16	NINEBARK PHYSOCARPUS OPULIFOLIUS 'AMBER JUBILEE'	5 GAL.
PERENNIALS	CODE	QTY	COMMON / BOTANICAL NAME	CONT			CODE	QTY	COMMON / BOTANICAL NAME	CONT
	HPM	66	PARDON ME DAYLILY HEMEROCALLIS X 'PARDON ME'	1 GAL.			RAG	78	GRO-LOW FRAGRANT SUMAC RHUS AROMATICA 'GRO-LOW'	5 GAL.
							SVA	1	SPIREA SPIRAEA X VANHOUTTEI	5 GAL.

LANDSCAPE CODE REQUIREMENTS

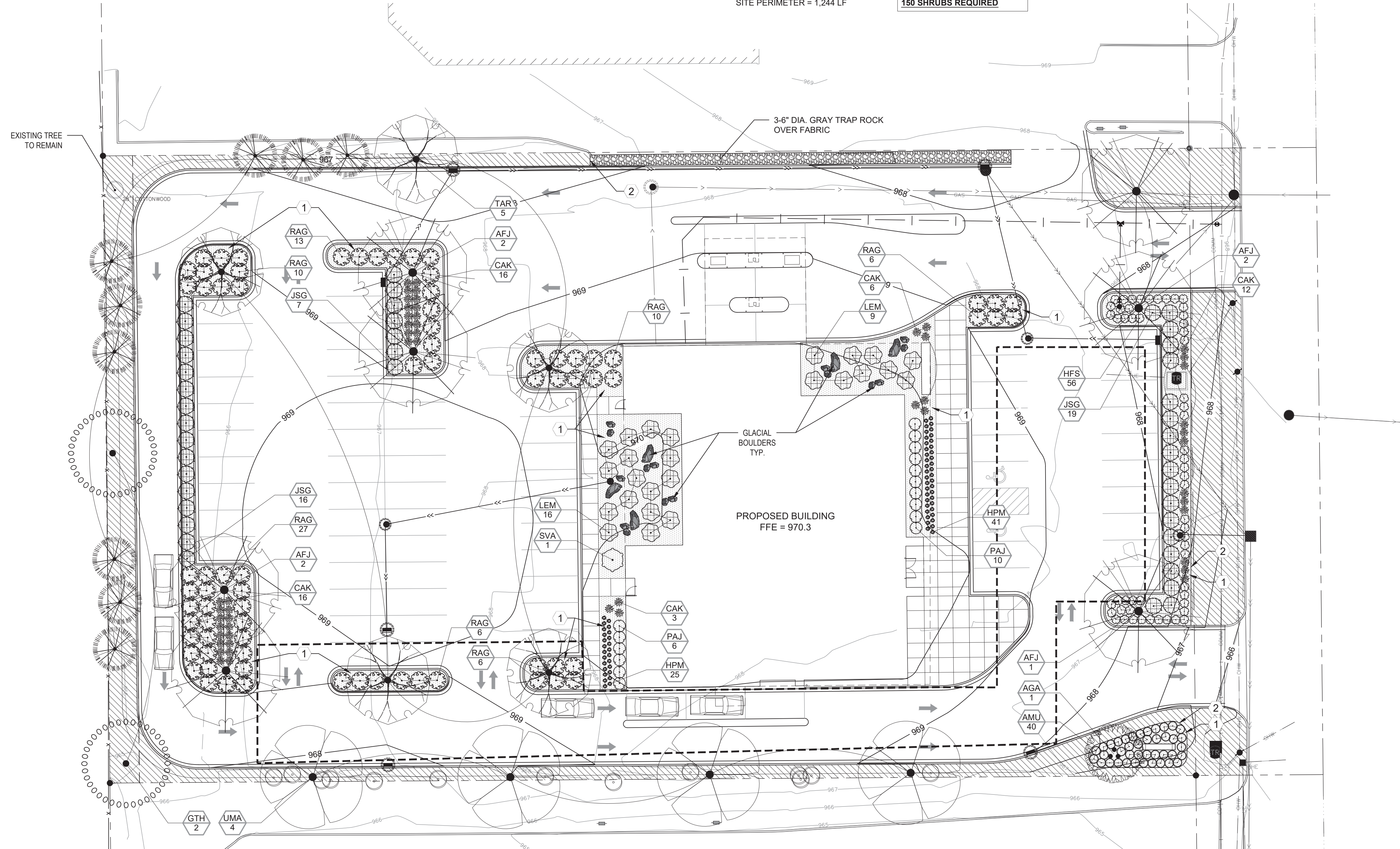
MINIMUM TREE REQUIREMENTS	(WHICHEVER IS GREATER)
1 CANOPY OR EVERGREEN TREE PER 1,000 SQUARE FEET OF GROSS BUILDING FLOOR AREA	9,411 / 1,000 = 9.41 10 TREES REQUIRED
GROSS FLOOR AREA = 9,411 SF	
1 CANOPY OR EVERGREEN TREE PER 50 LINEAR FEET OF SITE PERIMETER	1,244 / 50 = 24.88 + 2 = 27 PRESERVATION +/- CREDIT: (-2) 27 TREES REQUIRED
SITE PERIMETER = 1,244 LF	
ORNAMENTAL TREE RATIO	
UP TO 25% OF THE REQUIRED TREES MAY BE SUBSTITUTED WITH ORNAMENTAL TREES AT A RATIO OF 2 ORNAMENTAL TREES : 1 CANOPY OR EVERGREEN TREE.	25 x 0.75 (25% SUBTRACTED) = 18.75 19 CANOPY OR EVERGREEN TREES
ORNAMENTAL ALLOWANCE (25 x 0.25) x 2 = 12.5	12 ORNAMENTAL TREES
MINIMUM SHRUB REQUIREMENTS	(WHICHEVER IS GREATER)
6 SHRUBS PER 1,000 SQUARE FEET OF GROSS BUILDING FLOOR AREA	(9,411 / 1,000) x 6 = 56.46 57 SHRUBS REQUIRED
GROSS FLOOR AREA = 9,411 SF	
6 SHRUBS PER 50 LINEAR FEET OF SITE PERIMETER	(1,244 / 50) x 6 = 149.28
SITE PERIMETER = 1,244 LF	150 SHRUBS REQUIRED

LEGEND

	PROPERTY LIMITS
	NEW SOD
	3-6" DIA. GRAY TRAP ROCK OVER FABRIC
	3" DEEP, 1-1/2" GRAY TRAP ROCK MULCH OVER FABRIC
	LANDSCAPE POLY-EDGER

NOTES

- REFER TO PLAN SHEET L3 FOR SODDING, SEEDING, FERTILIZER AND TOPSOIL NOTES
- ALL LANDSCAPING DISTURBED BEYOND THE NEW PLANTINGS SHALL BE REPLACED IN KIND.



1 PLANTING PLAN
SCALE: 1"=20' (24" x 36" PAPER SIZE)



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Fax: 952.278.8822

PROJECT

HIWAY
FEDERAL CREDIT UNION

NEW BUILDING

ROSEVILLE, MINNESOTA

ISSUED SET	REVISIONS
DATE	NO.

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.

NOT FOR CONSTRUCTION
CURT H. CLAEYS, PLA

45613
REG. NO. DATE



ANDERSON

13605 1st Avenue N. #100
Plymouth, MN 55441 | ae-mn.com
P 763.412.4000 | F 763.412.4090
Anderson Engineering of Minnesota, LLC

PLANTING PLAN

DRAWN BY: JAF CHECKED BY: CHC

L2



www.htg-architects.com
Minneapolis Tampa Bismarck

9300 Hennepin Town Road
Minneapolis, MN 55347
Tel: 952.278.8880
Fax: 952.278.8822

PROJECT

HIWAY
FEDERAL CREDIT UNION

NEW BUILDING

ROSEVILLE, MINNESOTA

ISSUED SET

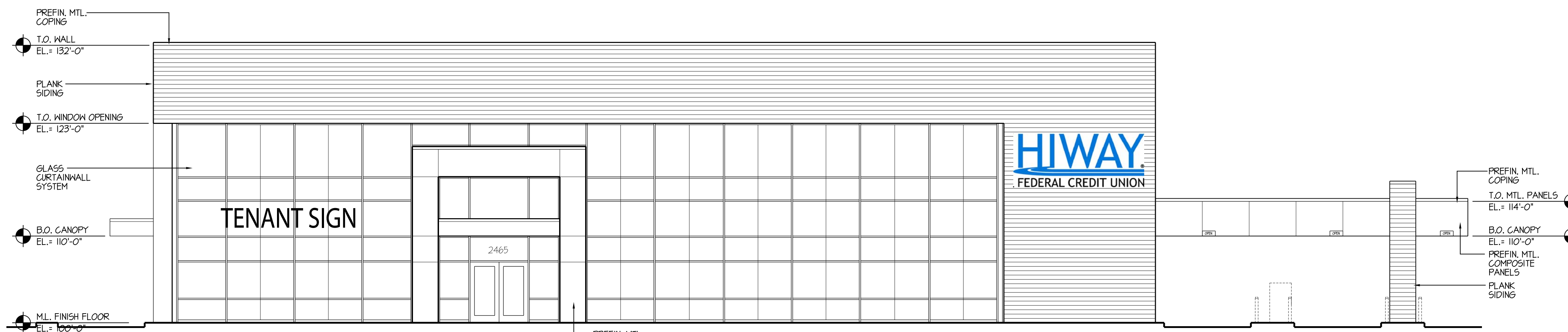
REVISIONS

DATE NO.

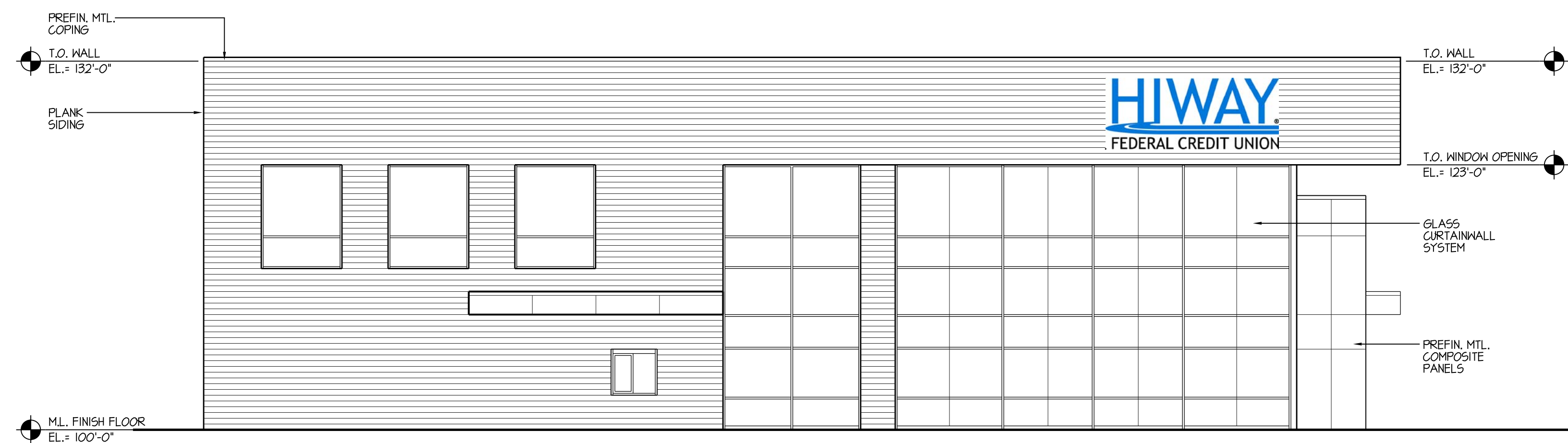
DATE	NO.

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

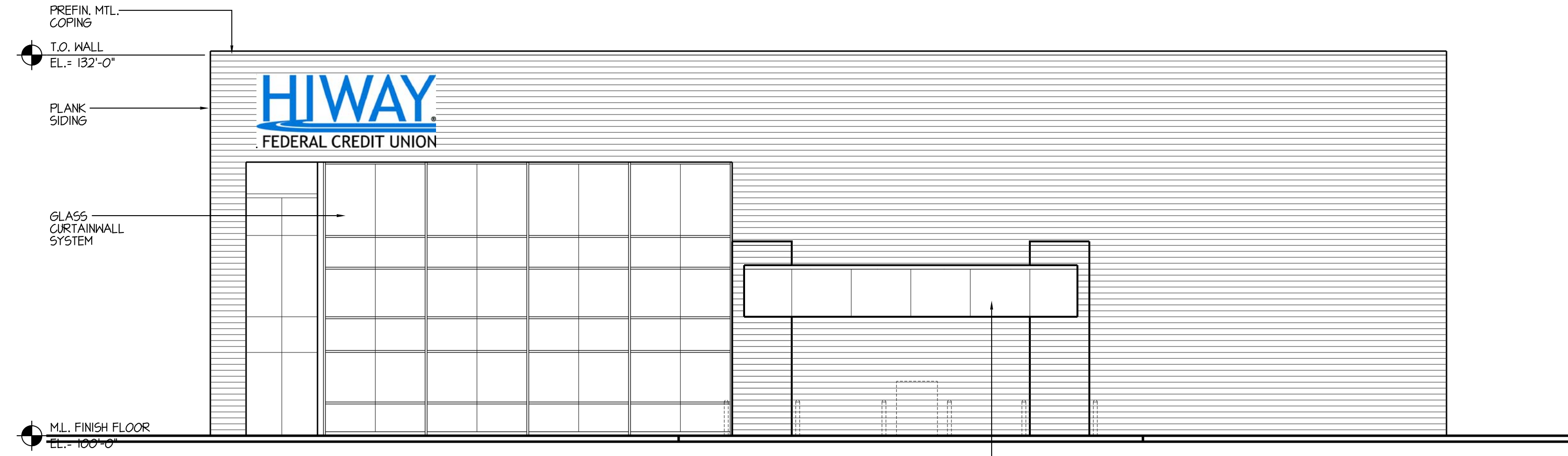
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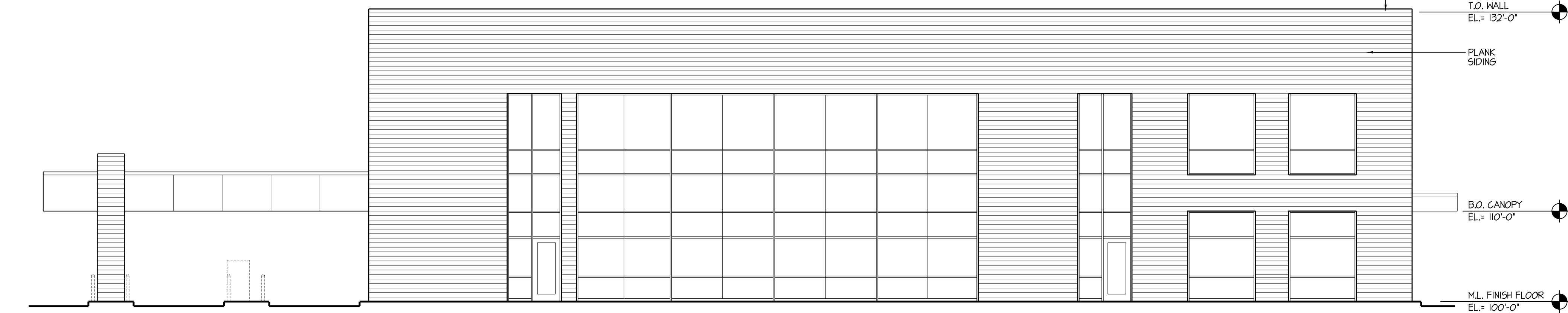
1 EAST EXTERIOR ELEVATION
A3 1/8"=1'-0"



2 SOUTH EXTERIOR ELEVATION
A3 1/8"=1'-0"



3 NORTH EXTERIOR ELEVATION
A3 1/8"=1'-0"



4 WEST EXTERIOR ELEVATION
A3 1/8"=1'-0"

EXTERIOR ELEVATIONS

DRAWN BY: RES. CHECKED BY: RES.

A3

ee-191157.dwg Oct 31, 2004 - 2:07pm



A1

Exterior Renders

Hiway Federal Credit Union
Roseville, MN
11/1/2019















DRAFT Memorandum

SRF No. 13190

To: Jesse Freihammer PE
City Engineer/Assistant Public Works Director
City of Roseville

From: Tom Sachi, PE, Associate
Matt Pacyna, PE, Principal

Date: November 22, 2019

Subject: Hiway Federal Credit Union Traffic Study

Introduction

As requested, SRF has completed a traffic study for a proposed bank/coffee shop development located on the west side of Fairview Avenue and north of County Road B2 in the City of Roseville (see Figure 1: Project Location). The main objectives of the study are to review existing operations, evaluate potential traffic impacts of the proposed development, review site access considerations, and recommend improvements to ensure safe and efficient operations. The following information provides the assumptions, analysis, and study recommendations offered for consideration.

Existing Conditions

The existing conditions were reviewed to establish a baseline to compare and determine any future impacts associated with the proposed development. The evaluation of existing conditions includes various data collection efforts and an intersection capacity analysis.

Data Collection

Weekday a.m. and p.m. peak period vehicular turning movement and pedestrian/bicyclist counts were provided by the City of Roseville for the County Road B2 and Fairview Avenue intersection from February 2, 2019. SRF collected supplemental driveway counts along Fairview Avenue at Wells Fargo, the existing Dunn Bros coffee shop, Rosedale Commons, and Party City/Half Price Books. These supplemental counts occurred during the week of November 4, 2019.

Observations were completed to identify roadway characteristics and operations within the study area (i.e. roadway geometry, posted speed limits, and traffic controls). Currently, Fairview Avenue is a five-lane roadway with a two-way left-turn lane (TWLTL) and a 35-mile per hour (mph) posted speed limit. The County Road B2/Fairview Avenue intersection is signalized, while all driveway locations operate as side-street stop-controlled. Note that Fairview Avenue is classified as an “other arterial” in the City’s transportation plan. Existing geometrics, traffic controls, and traffic volumes are shown in Figure 2. Note that further discussion regarding access is provided later in this document.



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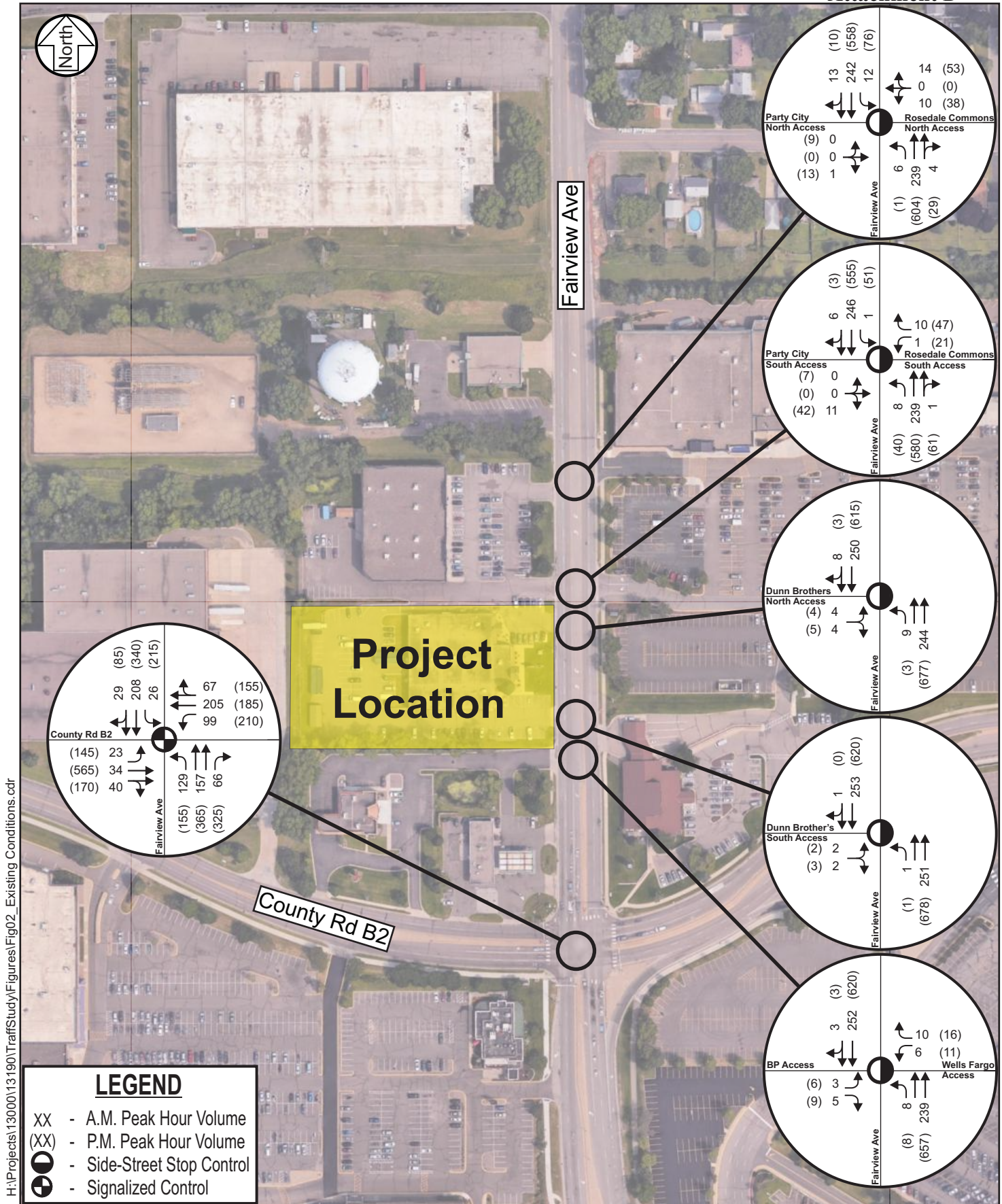


Project Location

Hiway Federal Credit Union Traffic Study
City of Roseville, MN

01913190
November 2019

Figure 1



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Existing Conditions
 Hiway Federal Credit Union Traffic Study
 City of Roseville, MN

Figure 2

Intersection Capacity Analysis

A capacity analysis was conducted to determine how traffic is currently operating at the study intersections during the a.m. and p.m. peak hours. All intersections were analyzed using Synchro/SimTraffic software and the Highway Capacity Manual (HCM).

Capacity analysis results identify a Level of Service (LOS) which indicates how well an intersection is operating. Intersections are graded from LOS A through LOS F. The LOS results are based on average delay per vehicle results from SimTraffic, which correspond to the delay threshold values shown in Table 1. LOS A indicates the best traffic operation and LOS F indicates an intersection where demand exceeds capacity. Overall intersection LOS A through D is generally considered acceptable by drivers in the Twin Cities Metropolitan Area.

Table 1. Level of Service Criteria for Signalized and Unsignalized Intersections

LOS Designation	Signalized Intersection Average Delay/Vehicle (seconds)	Unsignalized Intersection Average Delay/Vehicle (seconds)
A	≤ 10	≤ 10
B	> 10 - 20	> 10 - 15
C	> 20 - 35	> 15 - 25
D	> 35 - 55	> 25 - 35
E	> 55 - 80	> 35 - 50
F	> 80	> 50

For side-street stop controlled intersections, special emphasis is given to providing an estimate for the level of service of the side-street approach. Traffic operations at an unsignalized intersection with side-street stop control can be described in two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes.

Second, it is important to consider the delay on the minor approach. Since the mainline does not have to stop, the majority of delay is attributed to the side-street approaches. It is typical of intersections with higher mainline traffic volumes to experience high levels of delay (poor levels of service) on the side-street approaches, but acceptable overall intersection levels of service during peak hour conditions.

Results of the existing capacity analysis shown in Table 2 indicate that the study intersection operates at an acceptable LOS C or better during the a.m. and p.m. peak hours with the existing traffic control and geometric layout. The southbound queue at the County Road B2 and Fairview Avenue intersection extends beyond the current south Dunn Bros driveway approximately five (5) percent of the p.m. peak hour. No other significant side-street delays or queuing issues were observed in the field or the traffic simulation at the study intersection.

Table 2. Existing Peak Hour Capacity Analysis

Fairview Avenue Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Rosedale Commons North Access ⁽¹⁾	A/A	5 sec.	A/C	17 sec.
Rosedale Commons North Access ⁽¹⁾	A/A	3 sec.	A/A	9 sec.
Dunn Brothers North Access ⁽¹⁾	A/A	4 sec.	A/A	9 sec.
Dunn Brothers South Access ⁽¹⁾	A/A	3 sec.	A/A	9 sec.
BP/Wells Fargo Access ⁽¹⁾	A/A	4 sec.	A/A	10 sec.
County Road B2	B	14 sec.	C	23 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

While this analysis was completed for a typical a.m. and p.m. peak hour, it should be noted that given the proximity of the proposed development to the Rosedale Mall, there are time periods (i.e. holiday season, back to school, etc.) that are expected to have increased background traffic volumes. During these periods, queuing impacts may worsen and block driveway access more frequently during certain peak hours.

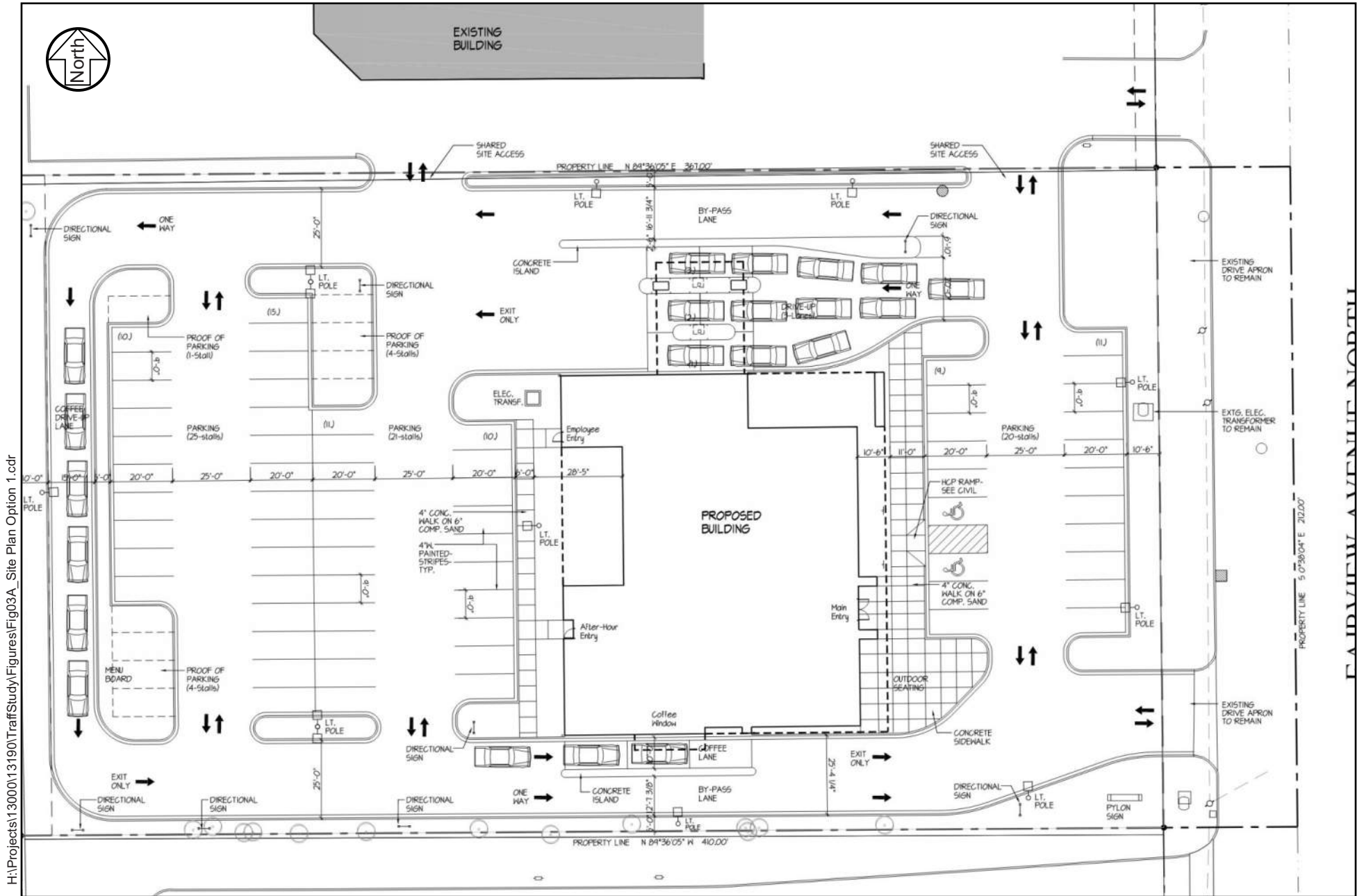
Proposed Development

The proposed development consists of a 1,500 square foot (SF) coffee-shop with drive-thru and a 16,300 square foot bank with three (3) drive-thru lanes. The site is currently occupied by a 19,000 square foot building, which includes the current Dunn Bros Coffee-Shop. Note, outside of the coffee shop, the rest of the building is not currently being utilized. The proposed development is expected to replace the existing building and be fully constructed by the end of 2020. Dunn Bros Coffee is expected to re-occupy the building once constructed.

Two different access options are being considered for the site, which are illustrated in Figures 3A and 3B. Access Option A, shown in Figure 3A, keeps the existing driveway location to Fairview Avenue on the south side of the property and combines the northern access with the property access to the north, which includes cross-access between the two parcels. Access Option B, shown in Figure 3B, consolidates all site access at the southern access to Fairview Avenue and eliminates the existing north access and the cross-access to the parcel to the north.

Traffic Forecasts

The proposed development is expected to be constructed by the end of 2020. Therefore, traffic forecasts were developed for year 2021 build conditions (one year after construction). To account for general background growth in the area, an annual growth rate of one-half (0.5) percent was applied to the existing peak hour traffic volumes to develop year 2021 background traffic forecasts. This growth rate is consistent with historical traffic growth in the area.



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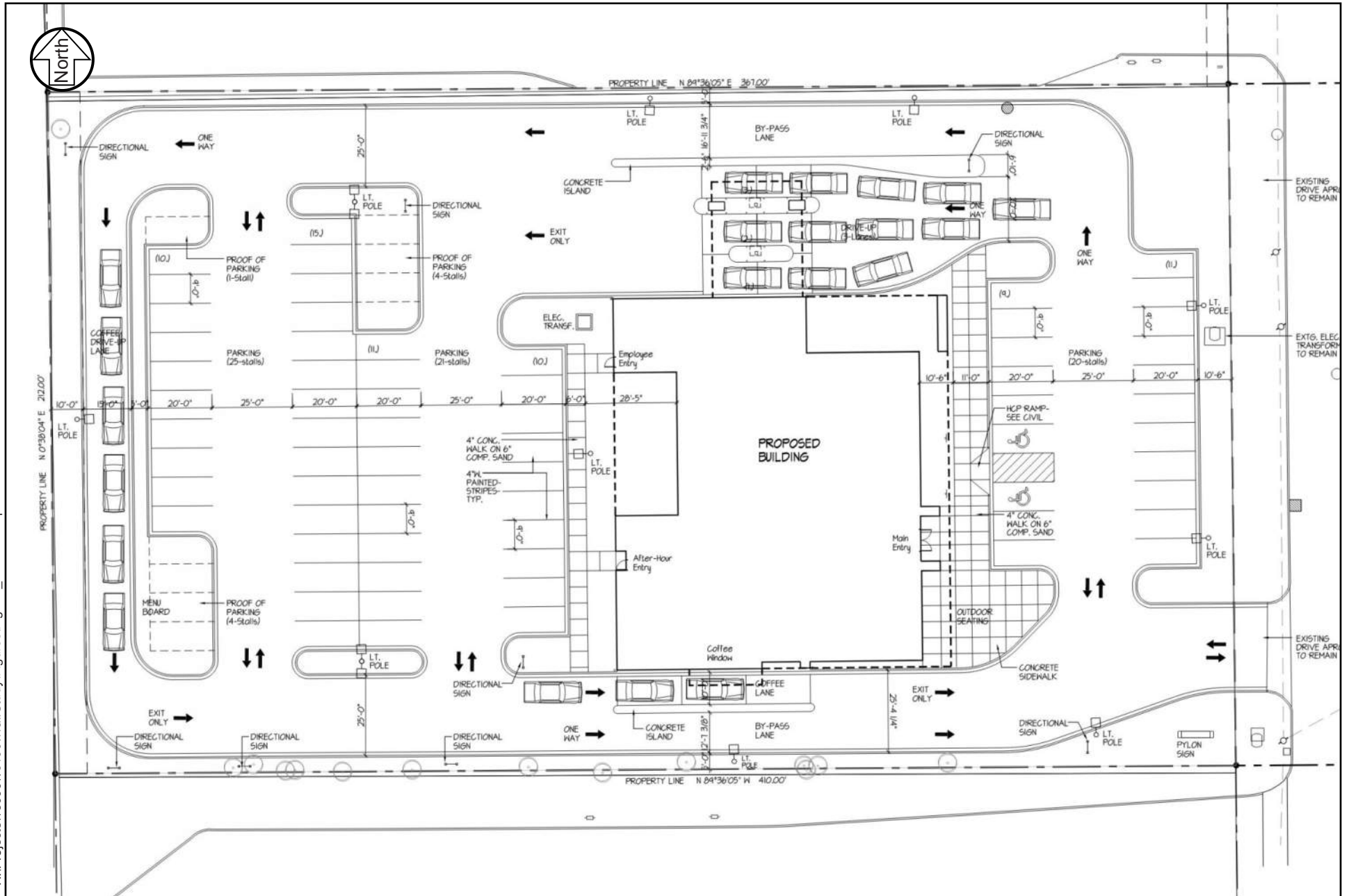
Site Plan Option A

Hiway Federal Credit Union Traffic Study
City of Roseville, MN

1913190
November 2019

Figure 3A

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Site Plan Option B

Hiway Federal Credit Union Traffic Study
City of Roseville, MN

Figure 3B

Trip generation estimates for the weekday a.m. and p.m. peak hours and a daily basis were developed using the *ITE Trip Generation Manual, 10th Edition* for the proposed bank land use. Since the existing coffee shop is expected to re-occupy the site once reconstructed, the trip generation for the coffee-shop land use is not expected to change from current conditions. A summary of the trip generation estimates are shown in Table 3.

Table 3. Proposed Development Trip Generation Estimate

Land Use Type (<i>ITE Code</i>)	Drive-in Lanes/Size	A.M. Peak Hour		P.M. Peak Hour		Daily Trips
		In	Out	In	Out	
Existing Coffee-Shop ⁽¹⁾	1,500 SF	20	23	7	14	450
Drive-in Bank (912)	3 Lanes	16	10	40	42	374
	Total Site Trips	36	33	47	56	824

(1) The trip generation for the existing coffee-shop is based on actual data collected.

Once completed, the total site trip generation is expected to be 69 a.m. peak hour, 103 p.m. peak hour, and 824 daily trips. Note that only 26 a.m. peak hour, 82 p.m. peak hour, and 374 daily trips, which are associated with the proposed bank land use, are expected to be new to the adjacent roadway network. Note that no multi-use trip reduction was applied due to the modest size of the proposed development and to provide a more conservative estimate of site generated trips.

Trips for the proposed land use were distributed to the adjacent roadway network based on the directional distribution shown in Figure 4. The directional distribution was developed based on a review of existing travel patterns and engineering judgment. The resultant year 2021 traffic volumes for the two (2) proposed development access options, which accounts for general background growth and site generated trips, are shown in Figures 5A and 5B.

Year 2021 Build Condition

Intersection Capacity Analysis

To determine if the existing roadway network can accommodate the year 2021 build traffic forecasts, a detailed intersection capacity analysis was completed for each of the proposed development access options. The study intersections were once again analyzed using Synchro/SimTraffic and the HCM.

Results of the year 2021 build intersection capacity analysis, shown in Table 4, indicates that the study intersection and proposed access locations are expected to operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours with the existing geometric layout and traffic control, regardless of the access option. Furthermore, no significant side-street delay or queuing issues are expected at the study intersections under either access option.

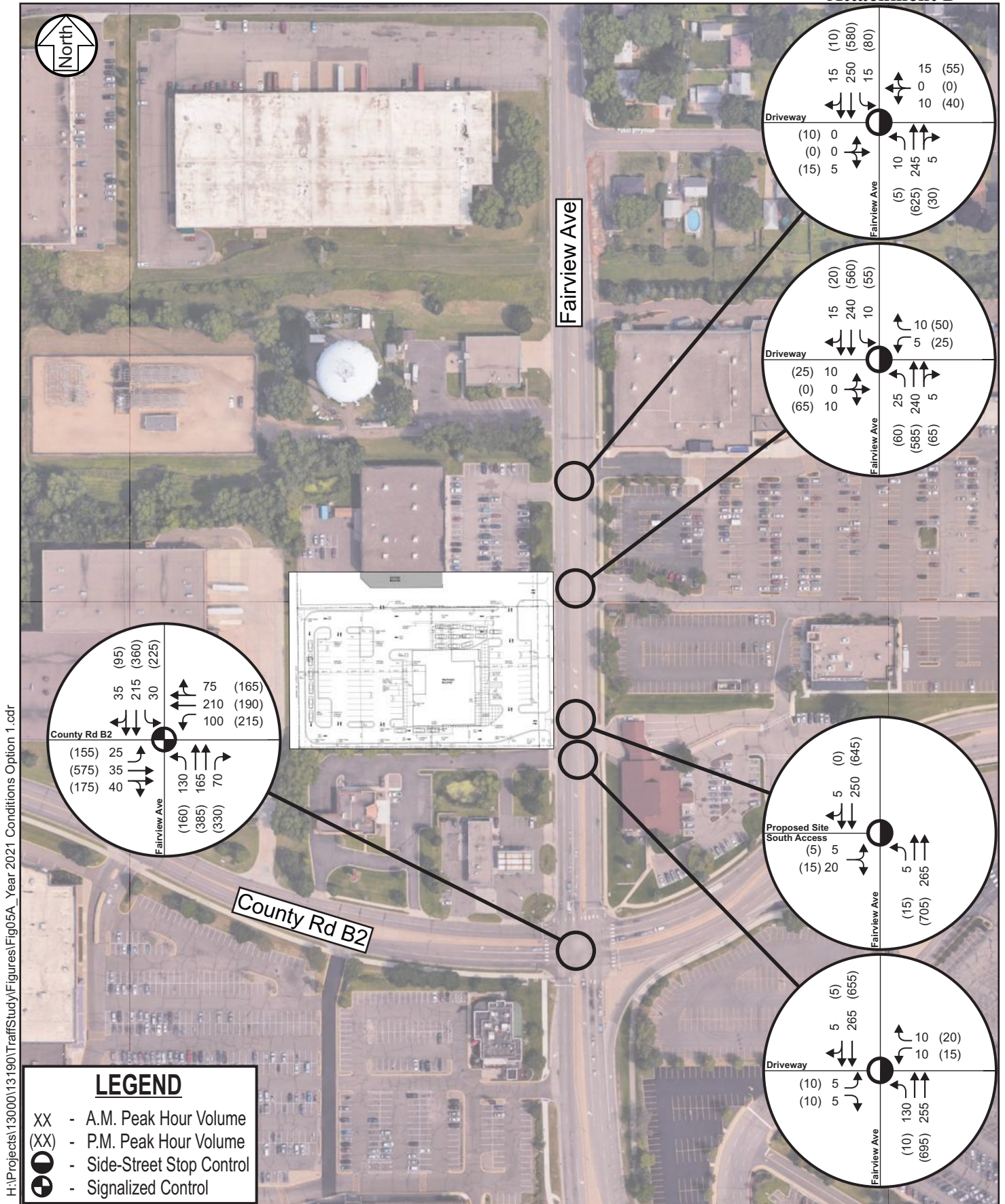


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Directional Distribution
Hiway Federal Credit Union Traffic Study
City of Roseville, MN

Figure 4

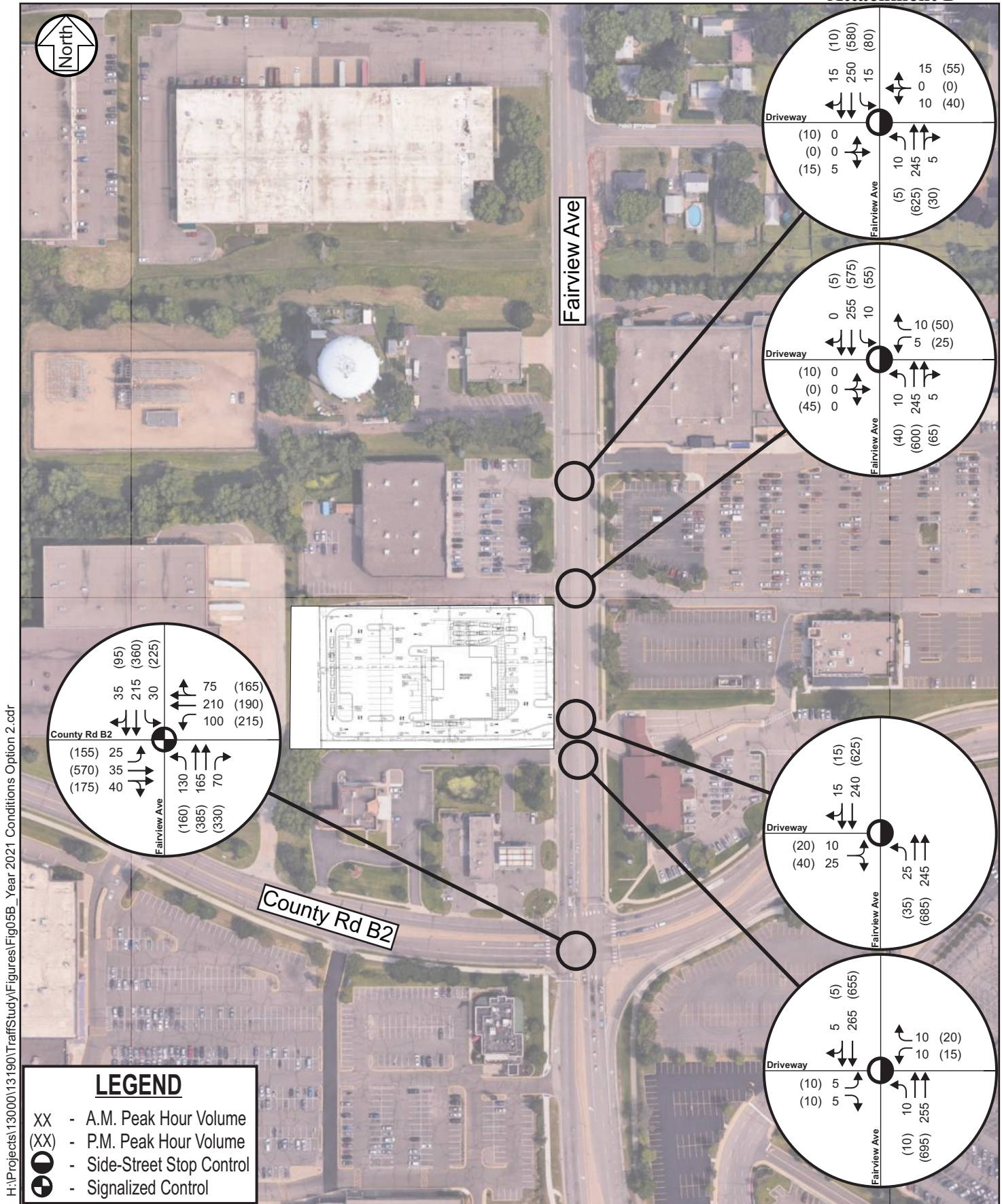


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Year 2021 Conditions Option A
 Hiway Federal Credit Union Traffic Study
 City of Roseville, MN

Figure 5A



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Table 4. Year 2021 Build Intersection Capacity Analysis

Fairview Avenue Intersection	A.M. Peak Hour		P.M. Peak Hour	
	Option A	Option B	Option A	Option B
	LOS (Delay)	LOS (Delay)	LOS (Delay)	LOS (Delay)
Rosedale Commons North Access ⁽¹⁾	A/A (5 sec.)	A/A (5 sec.)	A/C (18 sec.)	A/C (24 sec.)
Rosedale Commons North Access ⁽¹⁾	A/A (4 sec.)	A/A (3 sec.)	A/A (10 sec.)	A/A (9 sec.)
Proposed South Access ⁽¹⁾	A/A (3 sec.)	A/A (5 sec.)	A/A (4 sec.)	A/A (9 sec.)
BP/Wells Fargo Access ⁽¹⁾	A/A (4 sec.)	A/A (4 sec.)	A/A (9 sec.)	A/B (12 sec.)
County Road B2	B (14 sec.)	B (14 sec.)	C (24 sec.)	C (24 sec.)

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst side-street approach LOS. The delay shown represents the worst side-street approach delay.

Under both access options, southbound queues along Fairview Avenue from County Road B2 are expected to continue to extend beyond the south access of the proposed development approximately five (5) percent of the p.m. peak hour. These queues prohibit vehicles from entering and exiting at this location. Other key queuing information includes:

- Under Access Option A, 95th percentile queues during the p.m. peak hour exiting the south access are expected to be two (2) vehicles, while queues exiting the proposed shared north access are expected to be three (3) vehicles.
- Under Access Option B, 95th percentile queues exiting the proposed south access during the p.m. peak hour are expected to be approximately three (3) vehicles.
- During the a.m. peak hour, the northbound and southbound left-turn 95th percentile queues along Fairview Avenue to enter the site are expected to be one (1) vehicle under both access options.
- During the p.m. peak hour, the northbound and southbound left-turn 95th percentile queues along Fairview Avenue to enter the site are expected to be between one (1) to two (2) vehicles under both access options. These queues are expected to fit within the available two-way left-turn lane and not block mainline vehicles.

Given the minimal overall impact of the proposed development and access options, roadway network improvements are not anticipated to be needed from an intersection capacity perspective as a result of the proposed development.

Site and Access Review

A review of the proposed development site plans was completed to identify potential improvements with regard to access, sight distance, drive-thru stacking, and circulation, which are summarized in the following sections.

Access

Both proposed site plan access options remove the existing north site access to the development. However, access option B does not provide a cross-access option to the parcel to the north, restricting the proposed development to only one access. It is expected that with the site access removal along Fairview Drive, that access spacing between the various driveways is expected to range from approximately 175 to 225 feet. Although this spacing does not meet guidance set forth within the *MnDOT Access Management Guidelines* (note that Ramsey County also adheres to these guidelines), which desires a minimum of 300 foot access spacing, the proposed development would reduce access along the corridor, which in-turn reduces potential conflicts.

If feasible, consider consolidating the existing north BP station access driveway with the south site access to further reduce access along Fairview Avenue. This would require a cross-access agreement between the proposed development and the parcel to the south. While this consolidation would not meet the access guidance, it would further reduce access and conflicts along the corridor. This consolidated south access would ideally be located directly across from the Wells Fargo access.

Sight Distance

Based on field observations, there is adequate sight distance at the proposed access location on Fairview Avenue to clearly identify approaching vehicles. Special consideration should be made to limit any sight distance impacts from future landscaping and signing.

Drive-Thru Stacking

A review of the proposed drive-thru operations and queuing was completed for both the coffee-shop and bank land uses. Based on historical studies, coffee-shops can be expected to have an 85th percentile queue of up to 13 vehicles. However, a maximum of two (2) vehicles were observed queued in the existing coffee-shop drive-thru lane. Based on the proposed site plans, the coffee-shop drive-thru is planned to be able to provide stacking storage for approximately 13 vehicles, which is expected to be sufficient. Albeit, some of the drive-thru stacking for the coffee-shop may impact the driveway aisles in the back of the building. Signage and pavement markings should be provided to limit drive-thru lane queues from blocking the driveway aisles.

Banks can be expected to have an 85th percentile queue of up to eight (8) vehicles. As planned, the proposed development can accommodate up to 12 vehicles before impacting drive-lane operations. Therefore, the proposed bank drive-thru design is expected to be sufficient.

Circulation

A review of the site plan circulation was completed to determine which site plan may be able to best facilitate vehicles on site. Access Option A allows for cross-access connectivity with the parcel to the north, which provides a secondary access for the proposed development to Fairview Avenue. This access may be utilized if/when southbound queueing along Fairview Avenue extend beyond the south site access. In addition, the western cross-access to the parcel to the north provides vehicles utilizing the bank drive-thru the option to exit the site without conflicting with the coffee shop drive-thru operations and queuing. This access would reduce both vehicle and pedestrian conflicts on site.

With Access Option B, every vehicle utilizing the bank drive-thru must circulate through the parking lot and cross a potential coffee-shop queue. Given that both site plan options reduce access along Fairview Avenue, Access Option A is more favorable as it reduces internal pedestrian and vehicle conflicts, which improves the overall safety of the site, while providing adequate operations and circulation.

Summary and Conclusions

Based on the analysis, the following conclusions and recommendations are offered for consideration:

1. The study intersection currently operates at an acceptable overall LOS C or better during the a.m. and p.m. peak hours; no significant side-street delay or queuing issues were observed.
2. The proposed development consists of a 1,500 square foot coffee-shop with a drive-thru and a 16,300 square foot Bank with three (3) drive-thru lanes. The coffee-shop is currently on-site and expected to re-occupy the site once it is reconstructed.
3. The site is expected to generate 69 a.m. peak hour, 103 p.m. peak hour, and 824 daily trips, of which, only 26 a.m. peak hour, 82 p.m. peak hour, and 374 daily trips are expected to be new trips to the adjacent roadway system.
4. The study intersection and proposed access locations are expected to operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours under both access options.
5. There is not expected to be any queuing issues entering/exiting the proposed development site as a result of the additional trips to/from the proposed development.
6. Given the minimal overall impact of the proposed development and access options, roadway network improvements are not anticipated to be needed from an intersection capacity perspective as a result of the proposed development.
7. Both proposed site plan access options remove the existing north site access to the development. However, access option B does not provide a cross-access option to the parcel to the north, restricting the proposed development to only one access.
8. A review of the proposed drive-thru operations and queuing completed for both the coffee-shop and bank land uses indicates that there is adequate queuing storage on site, however, certain signing and pavement markings should be provided to limit drive-thru lane queues from blocking the driveway aisles.
9. Given that both site plan options reduce access along Fairview Avenue, Access Option A is more favorable as it reduces internal pedestrian and vehicle conflicts, which improves the overall safety of the site, while providing adequate operations and circulation.

**INTEROFFICE MEMORANDUM**

Date: November 19, 2019

To: Thomas Paschke, City Planner

From: Jesse Freihammer, Asst. Public Works Director/City Engineer

RE: 2465 Fairview – Conditional Use Permit

The Public Works Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. A traffic study was performed and is attached.
 - Site Plan Option A shows one access to Fairview with shared site access to the north. Site Plan Option B shows only one access to Fairview with no shared site access to any adjacent properties.
 - The study intersection and proposed access locations are expected to operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours under both access options.
 - There is not expected to be any queueing issues entering/exiting the proposed development site as a result of the additional trips to/from the proposed development.
 - Given the minimal overall impact of the proposed development and access options, roadway network improvements are not anticipated to be needed from an intersection capacity perspective as a result of the proposed development.
 - Both proposed site plan access options remove the existing north site access to the development. However, access option B does not provide a cross-access option to the parcel to the north restricting the proposed development to only one access.
 - A review of the proposed drive-thru operations and queuing completed for both the coffee-shop and bank land uses indicates that there is adequate queueing storage on site, however, certain signing and pavement markings should be provided to limit drive-thru lane queues from blocking the driveway aisles.
 - Given that both site plan options reduce access along Fairview Avenue, Access Option A is more favorable as it reduces internal pedestrian and vehicle conflicts, which improves the overall safety of the site, while providing adequate operations and circulation.
2. Consideration should be given to modify the outdoor seating area (near SE corner of the building) to prevent drivers entering from Fairview from driving in the wrong direction on

the south side of the building. Modifications to the curb geometry may assist in controlling turning movements better.

3. A six foot concrete sidewalk will be required to be installed as part of the project. A public improvement contract will be required to be entered into prior to issuance of permits.
4. Pedestrian improvements for pedestrian access from Fairview to the building should be incorporated into the site plan.
5. Full comments have not been received from Ramsey County to date. Preliminary comments indicated only one access to Fairview would be allowed. County would allow access consolidation if possible and approved by the County. A County Right of Way permit will be required.
6. Storm sewer improvements will be required that meet both the City of Roseville and Rice Creek Watershed Requirements
7. Water and Sanitary sewer are available to the site. Permits for the connections will be required.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Public Works Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

INTEROFFICE MEMORANDUM



Date: November 14, 2019

To: Thomas Paschke, City Planner
Bryan Lloyd, Senior Planner

From: Chief Rick Mathwig- Roseville Police Department

RE: 2645 Fairview Ave

The Police Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. The Police Department agrees that one entrance to the property is best. As proposed, traffic entering from Fairview would be directed northbound and travel on the east side of the property to access the bank and coffee shop. Traffic will continue to the north side of the property and round the corner to access the drive through of the bank and coffee shop.

Our input is to provide for dramatic curved curbs, sidewalks, etc. that promote a feeling in drivers to subconsciously follow this proposed traffic management plan in the parking lot. The curbs would be located at the south end of the proposed building and property line. Directional signs, which inform drivers of the expected path of travel, should be in addition to this input.

The Police Department has concerns that drivers will not follow directional signs placed on the property. Drivers will have successfully turned from a high traffic volume county road, Fairview, immediately adjacent to Rosedale- a property with over 16 million visitors each year- and may easily miss directional signs if they are the only traffic management plan asset in place. The driver's path of least resistance, to escape the heavy traffic on Fairview, will be straight ahead, along the Southside of the property and against the traffic management plan- absent additional cues to proceed northbound as proposed.

2. Comments and concerns will be forthcoming if the businesses alter their proposed uses.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Police Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

INTEROFFICE MEMORANDUM



Date: November 14, 2019

To: Thomas Paschke, City Planner
Bryan Lloyd, Senior Planner

From: Timothy O'Neill Fire Chief / Marshal

RE: Conditional Use 2465 Fairview

The Fire Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. Approval of construction and sprinkler plans will be required. As access off Fairview is still being developed, the fire department would like to remind the developer we need a 30-foot turn radius for emergency vehicle access to the property from Fairview both turning from the north and south.
2. Reminder that depending on drive-through construction materials the drive-through areas might require sprinkler protection.
3. No other fire / public safety concerns or comments at this time.



REQUEST FOR PLANNING COMMISSION ACTION

Date: December 4, 2019

Item No. 6.b

Department Approval

Janice Gundlach

Agenda Section

Public Hearings

Item Description: Request for approval of an Amusement Area as a conditional use (PF19-024)

APPLICATION INFORMATION

- Applicant: Hidden Puzzle Rooms LLC
Location: 1975 Oakcrest Avenue
Property Owner: Roseville Properties Management Company
Open House Meeting: N/A
Application Submittal: Submitted and considered complete November 1, 2019
City Action Deadline: December 31, 2019, per Minn. Stat. 15.99
Extended by City until February 29, 2020

GENERAL SITE INFORMATION

Land Use Context

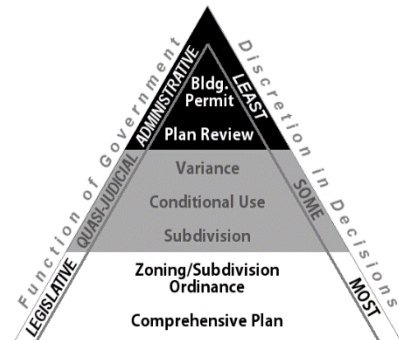
Table with 4 columns: Existing Land Use, Guiding, Zoning. Rows include Site, North, West, East, South.

Notable Natural Features: none

Planning File History: PF1010 (1976) Special Use Permit to allow the truck and equipment rental
PF1079 (1977) Special Use Permit to allow the sales, service, and repair of diesel engines

LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on conditional use requests is quasi-judicial.



1 **BACKGROUND**

2 The contemplated floor plan illustrated in Attachment C shows a variety of recreational options that are
3 proposed by the applicant including:

- 4 • space for playing conventional table-top games (like board games, card-based games, etc.)
- 5 • a party room
- 6 • food and alcohol sales, perhaps like a large concessions area
- 7 • axe throwing (think lumberjack darts)
- 8 • virtual reality (VR)
- 9 • rage room (wherein customers break stuff for fun)
- 10 • escape rooms—themed collections of interconnected puzzles to solve within an allotted time

11 Chapter 303 of the City Code pertaining to business and activity licenses regulates many of these
12 offerings as “amusements,” which are defined as:

13 [A]ny for-profit enterprise or business which provides areas within a building, room or
14 outdoor space with capacity for eight or more customers at one time, wherein customers play
15 games, watch game playing, wait to play or que to enter or are being entertained. Examples
16 of such business uses are: video, laser, pool or other table game areas; arcades, carnivals and
17 circuses. This definition excludes physical exercise or health centers, theaters, private lodges
18 or clubs, restaurants and bars and all tax-exempt operations

19 Uses fitting this definition are then required to receive approval as a conditional use and an annual
20 business license. Chapter 303 also includes a requirement that conditional use approvals and the annual
21 license applications address the following list of 13 items:

- | | | | |
|----|--|----|--------------------------------------|
| 22 | A. Insurance Coverage | 29 | H. Signs |
| 23 | B. Security Guards | 30 | I. On-Site Manager |
| 24 | C. Exterior Lighting Plan | 31 | J. Employee Training Program |
| 25 | D. Traffic Management | 32 | K. Food/Sanitarian Inspection Report |
| 26 | E. Indoor and Outdoor Pedestrian Plans | 33 | L. License Fees |
| 27 | F. Emergency Evacuation Plan | 34 | M. Noise |
| 28 | G. Maintenance Building Report | | |

35 Similar to a recent conditional use application for amusements, City staff have found the existing code
36 provisions regarding amusements to be somewhat problematic. For instance, some businesses currently
37 have annual licenses for amusement devices unnecessarily, while other establishments need licenses
38 they do not have—and none of them has applied for the conditional use approval which the code
39 requires along with the licenses. And new amusement devices or amusement areas can, and do, crop up
40 organically without a proprietor knowing about these requirements. While staff across City Departments
41 are presently considering changes to these regulations, the present application must be evaluated based
42 on the regulations currently in effect. To that end, the applicant has provided some preliminary
43 information about how they would comply with the list of plans and information required for their
44 eventual license application. This information is intended to demonstrate the applicant likely can obtain
45 a license, so as not to waste effort and cost undergoing the conditional use process only to be denied the
46 necessary license. This information, along with the applicant’s description of the proposed use is
47 included with this RPCA as Attachment C.

48 When exercising the “quasi-judicial” authority on conditional use requests, the role of the City is to
49 determine the facts associated with a particular proposal and apply those facts to the legal standards
50 contained in the ordinance and relevant state law. In general, if the facts indicate the application meets
51 the relevant legal standards and will not compromise the public health, safety, and general welfare, then
52 the applicant is likely entitled to the approval. The City is, however, able to add conditions to
53 conditional use approvals to ensure that potential impacts to parks, schools, roads, storm sewers, and
54 other public infrastructure on and around the subject property are adequately addressed.

55 Roseville’s Development Review Committee (DRC) met on November 7 and 14, 2019, to review the
56 proposal. Some of the comments and feedback based on the DRC’s review of the application are
57 included in the analysis below, and the full comments offered by DRC members are included with this
58 RPCA as Attachment D.

59 **CONDITIONAL USE ANALYSIS**

60 Although the Zoning Code does not specifically identify “amusements,” one can assume that different
61 types of amusements generally function in a way that is similar to other uses that are identified. An
62 escape room, which is the largest component of the current proposal, might function like a family
63 counseling office, in which small groups of people reserve approximately hour-long blocks of time to be
64 in that place together. Even facilities like a rage room, game room, or axe throwing range, while
65 unusual, can be expected to have land use impacts similar to a laundromat, dartboards at a
66 restaurant/bar, or a weekly cribbage tournament at a local taproom; individuals or small groups enter at
67 irregular intervals, stay for a while, and leave. These examples are permitted uses in the O/BP-1 zoning
68 district, and if the scale of the current VR proposal is assumed to fall somewhere between the uses just
69 described, it can be treated as a permitted use on the subject property in accordance with Title 10 of the
70 City Code (Zoning). As discussed in the preceding Background section of this RPCA, however, the
71 City’s business license regulations require approval of an amusement area as a conditional use in
72 whichever zoning district the amusement use might be allowed. Chapter 303 does not establish specific
73 conditional use approval criteria to review when considering such a request for conditional use approval.

74 Section 1009.02.C of the City Code establishes a mandate that the City make five specific findings
75 pertaining a proposed conditional use. Planning Division staff has reviewed the application and offers
76 the following draft findings.

- 77 1. *The proposed use is not in conflict with the Comprehensive Plan.* The 2030 Comprehensive Plan
78 does not speak directly to the proposed use or the subject property, but Planning Division staff
79 believes the proposal is generally consistent with the goals of the Comprehensive Plan to allow a
80 diverse range of land uses in the Employment districts.
- 81 2. *The proposed use is not in conflict with any Regulating Maps or other adopted plans.* The site is not
82 subject to any regulating map or other adopted plans.
- 83 3. *The proposed use is not in conflict with any City Code requirements.* The plans that have been
84 submitted are conceptual, without much detail to review, but the proposed amusement area must
85 meet all applicable City Code regulations, or the applicant must secure any necessary variance
86 approvals, in order to receive the required tenant improvement permits in accordance with the
87 Building Code. Because the use will be occupying an existing tenant space, it is unlikely conflicts
88 with City Code would materialize. Nevertheless, a conditional use approval can be rescinded if the
89 approved use fails to comply with all applicable City Code requirements or any conditions of the
90 approval.
- 91 4. *The proposed use will not create an excessive burden on parks, streets, and other public facilities.*
92 The proposed amusement area with a variety of activities will not create an excessive burden on

93 parks, streets, or other public facilities because its impacts are expected to be comparable to many of
94 the other uses permitted in the O/BP-1 zoning district.

- 95 5. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact*
96 *traffic or property values, and will not otherwise harm the public health, safety, and general welfare.*
97 Consistent with the preceding findings, Planning Division staff believes that the proposed
98 amusement area will not create adverse traffic impacts or surrounding property values, and will not
99 cause harm to the public health, safety, and general welfare, especially when compared to other uses
100 permitted at the property. These findings are based on the applicant's narrative, which states most of
101 the business is pre-booked, with minimal queuing. The applicant also notes the primary business
102 hours do not align with the primary business hours of other tenants of the multi-tenant building,
103 limiting opportunities for pedestrian and/or vehicle conflicts within the parking lot.

104 **PUBLIC COMMENT**

105 At the time this RPCA was prepared, Planning Division staff had received one email with some
106 questions rooted in concern for safety in the area.

107 **RECOMMENDED ACTION**

108 **By motion, recommend approval of the proposed amusement area as a conditional use at 1975**
109 **Oakcrest Avenue**, based on the content of this RPCA, public input, and Planning Commission
110 deliberation with the following condition.

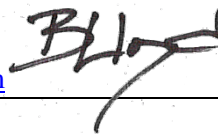
- 111 **A)** Pursuant to the memo from Police Department staff in Attachment D of this RPCA, the applicant
112 shall submit an extra copy of the insurance policy required among the license application
113 materials, which City staff will provide to the Police Department for review.
- 114 **B)** Pursuant to the memo from Fire Department staff in Attachment D of this RPCA, all locked
115 escape rooms shall have emergency release equipment located within the rooms near the doors
116 for emergency and panic exits.
- 117 **C)** Hours of operation and pre-booking of business shall be managed, as described in the applicant
118 narrative in Attachment C, to ensure sufficient parking and circulation can be maintained
119 throughout the multi-tenant site.
- 120 **D)** A business license is secured in accordance with City Code.

121 **ALTERNATIVE ACTIONS**

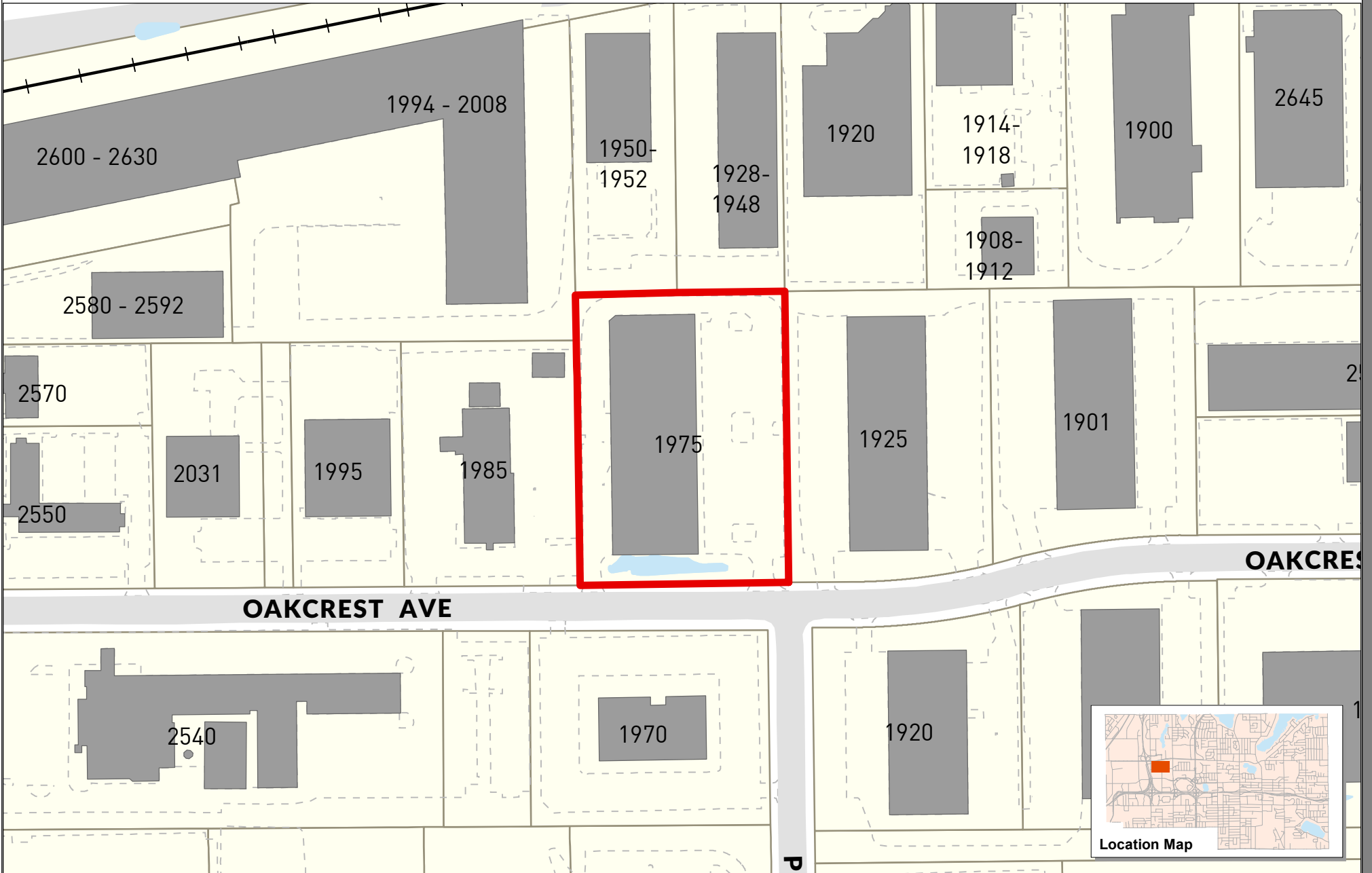
- 122 **A) Pass a motion to table the item for future action.** An action to table consideration of the
123 request must be based on the need for additional information or further analysis to make a
124 recommendation on one or both requests. Tabling beyond February 29, 2020, may require
125 extension of the 60-day action deadline established in Minn. Stat. 15.99 to avoid statutory
126 approval.
- 127 **B) Pass a motion to recommend denial of the request.** A recommendation of denial should be
128 supported by specific findings of fact based on the Planning Commission's review of the
129 application, applicable zoning regulations, and the public record.

Attachments: A: Area map C: Proposed plans and written narrative
B: Aerial photo D: Comments from DRC

Prepared by: Senior Planner Bryan Lloyd
651-792-7073
bryan.lloyd@cityofroseville.com



Planning File 19-024

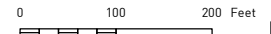


Prepared by:
Community Development Department
Printed: November 19, 2019



Data Sources
 * Ramsey County GIS Base Map (11/4/2019)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

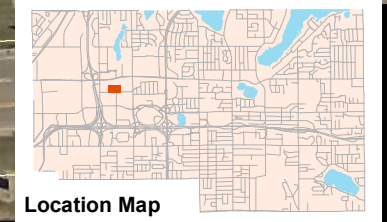
Disclaimer
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Attachment B for Planning File 19-024



WEST AVE



Location Map



Prepared by:
Community Development Department
Printed: November 26, 2019



Site Location

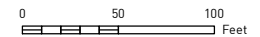
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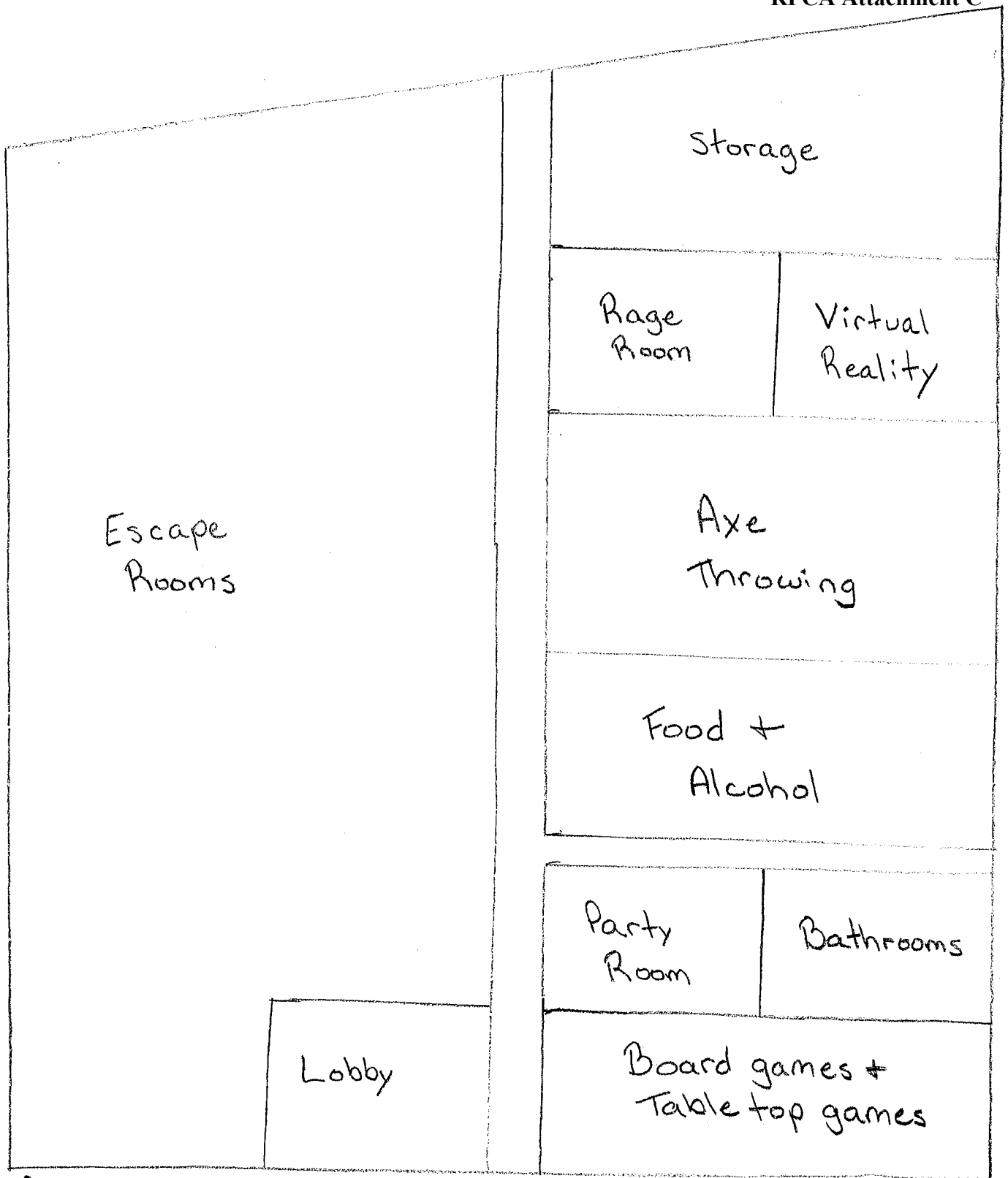
- * Ramsey County GIS Base Map (11/4/2019)
- * Aerial Data: Pictometry (4/2018)

For further information regarding the contents of this map contact:
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Approximate sq. ft:
 Escape Rooms = 5500ft²
 Lobby = 500ft²
 Party Room = 500ft²
 Bathrooms = 300ft²

Board games/table top games = 1000ft²
 Axe throwing = 1500ft²
 Rage Room = 250ft²
 Virtual Reality = 250ft²
 Storage = 1000ft²
 Food/Alcohol = 1000ft²

Parcel ID: 092923220014

Property Description: SECTION 9 TOWN 29 RANGE 23
EX N 500 FT & EX S 330 FT & EX W 993 FT; THE NW 1/4 OF NW 1/4 (SUBJ TO RDS) IN SEC
9 TN 29 RN 23

Written Narrative:

1. The gameroom is in compliance with the Comprehensive Plan Designation of Business Park.
2. The Regulating Maps do not prohibit a gameroom in this location.
3. The gameroom will be in compliance with all City Code requirements.
4. The other businesses in this shared building utilize a very minimal amount of the parking lot for the shared building. The busy times for the gameroom will be in the evenings when the other businesses in the building are closed, so there is plenty of parking for this purpose. This will not cause a burden on any parks, streets or public facilities.
5. The gameroom will not be injurious to the surrounding neighborhood. It is more than the required minimum distance from any residential neighborhood. It will not negatively impact traffic as there is more than enough parking for this use. It will not negatively impact property values or otherwise harm the public health, safety and general welfare.

To:

Bryan Lloyd, Senior Planner &
Thomas Paschke, City Planner.
City of Roseville

From:

Patricia Wood
Hidden Puzzle Rooms, LLC

REG:

Supplemental narrative regarding business license requirements

Dear Mr. Lloyd and Mr. Paschke,

In regards to the Conditional Use Permit for Hidden Puzzle Rooms, LLC at 1975 Oakcrest Ave, Roseville, MN 55113, I am providing this narrative in order to address the business licensing requirements for our proposed amusement center. I am available for any questions related to this matter.

303.08: CONDITIONAL USE PERMIT REQUIREMENTS: In addition to the requirements listed in Section 1013.01, a conditional use permit shall include, but not be limited to, the following reports, standards and plans which are to be submitted as part of the annual license application or as otherwise stated:

A. Insurance Coverage: The City may require proof of liability insurance coverage in amounts not less than \$1,000,000.00 each.

We will have general liability insurance equal to, or above, that amount. We will provide proof of insurance prior to beginning construction.

B. Security: The City may require the applicant to provide on-site security agents at indoor and outdoor locations during peak periods which are identified in the pedestrian, maintenance and traffic management plans.

We intend to comply with the city requirements.

C. Lighting Plan: An exterior lighting plan shall provide for installation and maintenance of lighting standards in parking and entry areas. The standards shall include light intensity as follows: 1. 20 foot-candles within 75 feet of entry or exit. 2. Five foot-candles throughout the parking lot.

Since this is a longstanding existing strip center, the lighting should be compliant. On request we can provide a photometric plan.

D. Traffic Management: A traffic management plan shall provide for parking and circulation. The plan shall illustrate: 1. Number of spaces estimated to be in use during afternoon and evening business hours or performances. The total number of spaces available on the site shall accommodate two complete shifts of customers when the facility is used at capacity. 2. The traffic circulation plan within the car and bus parking areas and any traffic direction signage. 3. Entrance and exit capacity on driveways.

We anticipate no more than 60 vehicles in the front shared parking lot, primarily between the hours of 5pm to 10pm M-F, and 1pm to 10pm S-Su. There are 138 spaces in the shared parking lot. Our peak times occur when the other building tenants are not on-site. On request, we can provide the parking plan and map.

E. Pedestrian Plan: An exterior (out of the parking areas) and indoor pedestrian queuing plan shall be provided with staggered entry times to gaming areas and a managed one-way entry, multi-way building exit system for customers.

The majority of attendance will be pre-booked, so there will be minimal queuing. We plan to provide a written plan with the business license application.

F. Emergency Evacuation Plan: An evacuation plan shall include a weekly attendance total, reported on a monthly basis (to City Fire Marshal) to determine capacity and routing for evacuation. The evacuation plan shall describe the exit locations, designated fire lanes, routing, crowd management techniques and staff training necessary for evacuation.

We expect the facility to receive thorough city and fire-marshal approvals prior to finalizing construction. We plan to comply with all city requirements.

G. Maintenance Building Report: An annual maintenance and building report shall include records of all maintenance and building improvements during the previous year. This report shall include records of improvements to bathrooms, seats, carpet, windows, doors, heating and air handling equipment, water and sewer services, exterior landscaping, parking and lighting. The trash collection systems for inside the building and in parking areas shall be illustrated and methods for screening exterior trash collection areas must be provided.

We intend to comply with these requirements.

H. Signs: Exterior and interior marquee or wall signs shall illustrate entry areas and hours of operation or starting times for events.

We intend to comply with these requirements.

I. On-Site Manager: An on-site manager shall be on the site at all times when the business is open to the public. The on-site manager shall have his/her name and business phone number prominently displayed in the front entry or lobby at all times.

We intend to comply with these requirements.

J. Employee Training Program: All employee training programs shall include a 12 month roster of employees and a description of the employee training program. The employee training program shall include health, sanitation, safety, crowd management, maintenance and evacuation training. Employees shall be in recognizable uniform, shirt or jacket.

We intend to comply with these requirements.

K. Food/Sanitarian Inspection Report: A copy of the most recent Ramsey County Department of Health Food/Sanitarian inspection report shall be submitted with license application. It shall include all actions taken to comply with the inspection reports.

We plan to only provide pre-packaged snacks at this time and will comply with these requirements as needed.

L. License Fees: License fees, as established by the City Fee Schedule in Section 314.05, shall cover all annual City administration and life/safety expenses and inspections. (Ord. 1379A, 11-17-2008)

We will pay any required license fees.

M. Noise: Noise levels from machinery or customers shall be identified in a noise plan. Such noise shall not cause a disturbance to adjacent and surrounding uses which would cause the normal operation of said uses to be damaged or unreasonably disturbed.

We are working on this currently and will address completely during our construction before opening to the public.



INTEROFFICE MEMORANDUM

Date: November 14, 2019

To: Thomas Paschke, City Planner
Bryan Lloyd, Senior Planner

From: Timothy O'Neill Fire Chief / Marshal

RE: Conditional Use 1975 Oakcrest

The Fire Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. As part of the use is designed as escape rooms, all rooms will need "emergency release" equipment located within the rooms near the doors for emergency exit provisions, and "panic" escape.
2. No other fire / public safety concerns or comments at this time.



INTEROFFICE MEMORANDUM

Date: November 14, 2019

To: Thomas Paschke, City Planner
Bryan Lloyd, Senior Planner

From: Chief Rick Mathwig- Roseville Police Department

RE: 1975 Oakcrest, amusement/device area

The Police Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. There are obvious concerns about mixing alcohol consumption on scene with axe throwing as proposed to the city. I expect the insurance company, which intends to provide liability insurance, has addressed these concerns in limiting liability. I would like to see the insurance application/policy documents that address the alcohol/axe throwing concerns. It could inform the Police Department on concerns about the property's use.
2. Comments and concerns will be forthcoming if the business alters its proposed use or the insurance documents do not provide clarity.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Police Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.



INTEROFFICE MEMORANDUM

Date: November 14, 2019

To: Bryan Lloyd, Senior Planner

From: Jesse Freihammer, Asst. Public Works Director/City Engineer

RE: 1975 Oakcrest Conditional Use

The Public Works Department reviewed the proposed plans for the project noted above. Our department has no issues with the proposed use at this site.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Public Works Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

Bryan Lloyd

From: Dave Haugland [REDACTED]
Sent: Tuesday, November 26, 2019 10:14 AM
To: RV Planning
Cc: 'Mike Baca'
Subject: Hidden Puzzle Rooms

Caution: This email originated outside our organization; please use caution.

Good morning,

We received notification of a public hearing for 1975 Oakcrest Ave and Hidden Puzzle Rooms LLC (HPR).

We are inquiring to see if this is a new location for HPR or are they moving from their existing location?

We are also inquiring on any police activity in regards to their current location as it appears they stay open till midnight most nights. We are concerned with the safety of the area.

Thank you for the updates!

Happy Thanksgiving,

Dave

PS – feel free to call my cell if you prefer [REDACTED]

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dave haugland
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Prepared By

Agenda Section
Public Hearings

Department Approval



Item Description: Consider a Conditional Use for Limited Warehousing and Distribution at 2830 Fairview Avenue (PF19-025).

1 APPLICATION INFORMATION

2 Applicant: A2 Art Storage & Services, LLC.
3 Location: 2830 Fairview Avenue
4 Application Submission: 11/04/19; deemed complete 11/07/19
5 City Action Deadline: 01/03/20
6 Planning File History: PF14-012, PF16-007, and PROJ0026

7 **LEVEL OF DISCRETION IN DECISION MAKING:** Action taken on a conditional use proposal is **quasi-**
8 **judicial**; the City's role is to determine the facts associated with the request, and apply those facts to
9 the legal standards contained in State Statute and City Code.

10 BACKGROUND

11 In 2015, as a component of the Twin Lakes Re-Envisioning process, the subject property along with
12 three others were re-guided from High Density Residential to Community Mixed-Use. During the
13 same process, the subject property was rezoned from High Density Residential-1 District to
14 Community Mixed-Use-1 District. This remains the current land use designation and zoning
15 classification for the subject property.

16 A2 Art Storage, LLC., in cooperation with Vogel Mechanical (see Applicant Narrative in
17 Attachment D), seeks consideration of a Conditional Use (CU) for the purpose of converting the
18 existing building and use into an art storage and handling facility. More specifically, the activities
19 on and within the building will be limited to warehousing of art and other high-value
20 collections/property and office use for A2's administrative staff and service team. The building
21 would also include a viewing room for occasional display and viewing of art.

22 The Planning Division has determined the use by A2 Art Storage and Services is most appropriately
23 aligned with Limited Warehousing and Distribution, as defined in §1001.10, which requires an
24 approved CU. When exercising the "quasi-judicial" authority on conditional use requests, the role of
25 the City is to determine the facts associated with a particular proposal and apply those facts to the
26 legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the
27 application meets the relevant legal standards and will not compromise the public health, safety, and
28 general welfare, then the applicant is likely entitled to the approval. The City is, however, able to
29 add conditions to conditional use approvals to ensure that potential impacts to parks, schools, roads,
30 storm sewers, and other public infrastructure on and around the subject property are adequately
31 addressed.

32 Roseville’s Development Review Committee (DRC) met on November 14, 2019, to review the
33 proposal. Some of the comments and feedback based on the DRC’s review of the application are
34 included in the analysis below, and the full comments offered by DRC members are included with
35 this RPCA as Attachment D.

36 **CONDITIONAL USE ANALYSIS**

37 Section 1009.02.C of the City Code establishes a mandate that the City make five specific findings
38 pertaining a proposed conditional use. Planning Division staff has reviewed the application and
39 offers the following draft findings.

- 40 1. *The proposed use is not in conflict with the Comprehensive Plan.* The 2030 Comprehensive Plan
41 does not speak directly to the proposed use or the subject property, but Planning Division staff
42 believes the proposal is generally consistent with the goals of the Comprehensive Plan to allow a
43 diverse range of land uses in the Community Mixed-Use district.
- 44 2. *The proposed use is not in conflict with any Regulating Maps or other adopted plans.* The site
45 does lie within the Twin Lakes Redevelopment Area, which is controlled by a Regulating Map
46 and Plan. The reuse of the building and the contemplated interior improvements is not in
47 conflict with this plan area’s requirements, but will require the Planning staff to work with the
48 applicant on any proposed improvements to determine the extent of potential compliance with
49 the requirements of §1005.02 and §1005.07.
- 50 3. *The proposed use is not in conflict with any City Code requirements.* Based on the current plan to
51 only improve and upgrade the interior of the building, staff would conclude this to not be in
52 conflict with the City Code and specifically the Zoning Code. The applicant’s narrative
53 (Attachment C) indicates improvements will include minor maintenance and repairs including
54 roof repair, upgrade and relocation of HVAC, painting and sealing of warehousing area,
55 sheetrock demising walls, fire suppression upgrades, HVAC system control upgrades, security
56 and monitoring improvements, exterior dock door replacement, wall insulation, and office
57 remodeling. As noted above, Planning staff will work with the applicant on their improvement
58 plans to determine to what extent, if any, additional exterior improvements will need to be made
59 to the building.
- 60 4. *The proposed use will not create an excessive burden on parks, streets, and other public*
61 *facilities.* The proposed art storage use will not create an excessive burden on parks, streets, or
62 other public facilities, certainly not beyond the site’s historical impact on those facilities.
63 Impacts are expected to be minimal as this is a specialty storage use that will experience limited
64 traffic. Such a use will also be compatible with other uses in the area, with a zoning
65 classification of Community Mixed-Use-1 or 2 to the immediate east, west, and south of the
66 property.
- 67 5. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively*
68 *impact traffic or property values, and will not otherwise harm the public health, safety, and*
69 *general welfare.* Consistent with the preceding findings, Planning Division staff believes that the
70 proposed art storage use will not create adverse traffic impacts or harm property values, or cause
71 harm to the public health, safety, and general welfare, especially when compared to other uses
72 previously permitted at the property or uses on adjacent or nearby properties.

73 §1009.02 of the City Code offers no additional regulations or conditions related to a Limited
74 Warehousing and Distribution use in the CMU-1 zoning district. Further, no exterior building or site
75 improvements are proposed that would negatively impact compliance with the conditions in
76 §1009.02.C.

77 Lastly, A2 Art Storage and Services will receive deliveries and will ship items. The types of trucks
78 that will provide services to the site consist of pick-up, cargo, and/or cube variety trucks per the
79 applicant's submitted narrative. City Code, Section §1009.02.D.18 suggests there is a limitation on
80 the number of trucks for a use consisting of Limited Warehousing and Distribution. Staff believes
81 the intent with this limitation is in reference to fleet vehicles (see below City Code language):

82 *18. Limited Warehousing and Distribution: 9 or greater pickup, cargo, and/or cube variety fleet*
83 *delivery/distribution trucks. There are no specific standards for this use.*

84 The applicant is not proposing to have their own fleet of vehicles to move cargo, but rather will rely
85 on private transport providers, either by them or their customers. Therefore, staff finds City Code,
86 Section 1009.02.D.18 does not apply but provides the analysis herein in the event future clarity is
87 needed surrounding this requirement.

88 **STAFF RECOMMENDATION**

89 The Planning Division and Development Review Committee recommend approval of the conditional
90 use for A2 Art Storage & Services based on the analysis and findings stated above.

91 **PUBLIC COMMENT**

92 As of the printing of this report the Planning Division had not received any questions or comments
93 regarding the conditional use.

94 **SUGGESTED PLANNING COMMISSION ACTION**

95 **By motion, recommend approval of the Conditional Use for A2 Art Storage & Services** based
96 on the comments and findings stated in this report and the CU documents contained herein.

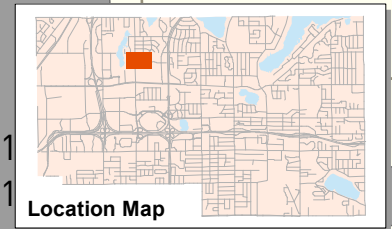
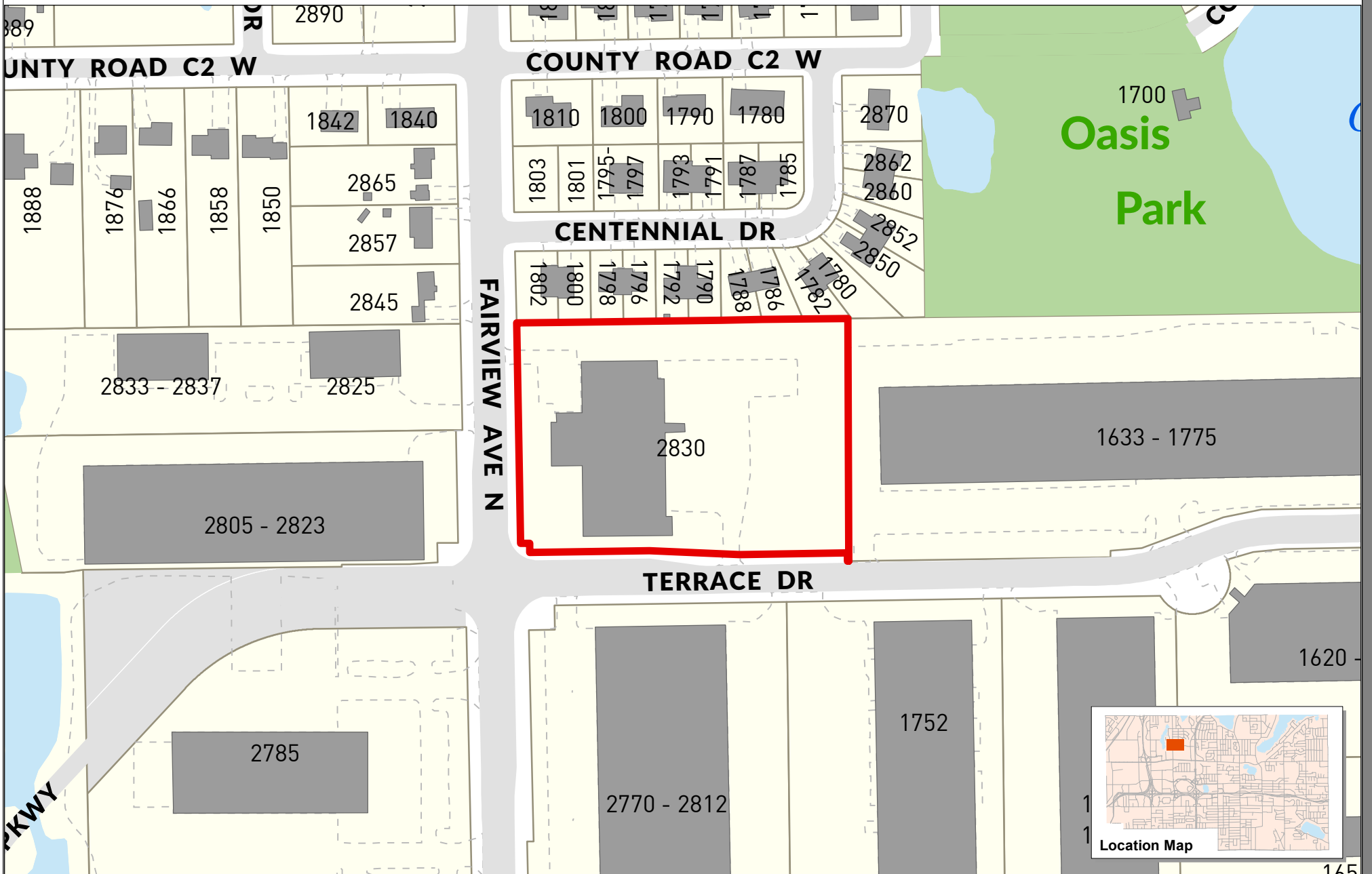
97 **ALTERNATIVE ACTIONS**

- 98 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need for
99 clarity, analysis, and/or information necessary to make a recommendation on the request.
- 100 **b.** Pass a motion recommending denial of the proposal. A motion to deny must include findings of
101 fact germane to the request.

Report prepared by: **Thomas Paschke, City Planner**
651-792-7074
thomas.paschke@cityofroseville.com

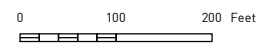
Attachments: A. Base map B. Aerial photo
C. Applicant Narrative D. Fire and Police Department comments

Planning File 19-025

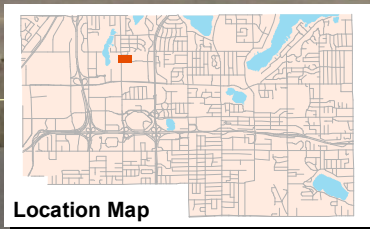


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 2660 Civic Center Drive, Roseville MN

Disclaimer
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Attachment B for Planning File 19-025



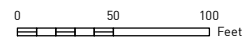
Location Map



Site Location

Data Sources
* Ramsey County GIS Base Map (11/4/2019)
* Aerial Data: Pictometry (4/2018)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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**WRITTEN NARRATIVE FOR CONDITIONAL USE APPLICATION
OF A2 ART STORAGE & SERVICES, LLC FOR
2830 FAIRVIEW AVENUE NORTH, ROSEVILLE, MN**

PROPOSED USE:

A2 Art Storage & Services, LLC (“A2”) is a newly formed business venture, and has entered into a purchase agreement to acquire the property located at 2830 Fairview Avenue North, Roseville, MN (the “Property”) to use as an art storage warehouse and handling facility with associated office space. A2 seeks conditional use approval to use the Property for Limited Warehousing and Distribution, which is a permitted conditional use under the applicable zoning classification. The proposed use as an office/warehouse is consistent with how the Property has been historically utilized. More specifically, A2’s activities will be limited to warehousing of art and other high-value collections/property and office use for A2’s administrative and service team. The Property will also have a viewing room for occasional displaying and viewing of art.

- 1) The proposed use of the Property is not in conflict with the Comprehensive Plan. The Comprehensive Plan’s land use designation for the Property is Community Mixed-Use. The zoning classification for this Property is CMU-1. The proposed use of the Property for Limited Warehousing and Distribution is a permitted conditional use under the CMU-1 zoning classification.
- 2) The proposed use of the Property is not in conflict with any Regulating Maps or adopted plans.
- 3) The proposed use is not in conflict with any City Code requirements.
- 4) The proposed use will not create an excessive burden on parks, streets and other public facilities. The employees at the Property will not be using any city parks or other city facilities. The traffic volume generated by the Property will be extremely limited and significantly less than the traffic to and from the Property historically. The main operations of the business will be conducted indoors. The Property will be served only by pick-up, cargo and /or cube variety trucks for the distribution and transport of art; no semi-trailer truck traffic.
- 5) The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety and general welfare. The proposed use of the Property will generate very limited traffic. The proposed use is consistent with the Property’s historical use as a warehouse and therefore will not create a negative impact on the neighborhood or property values. Unlike the historical use of the Property, A2’s proposed use does not include any manufacturing and therefore A2’s operations will not emit any noise or pollution. In the past 5 years, the Property has been improved by the installation of an opaque wood fence, coniferous

plantings and other landscaping along the northern edge of the Property to screen it from adjacent residential housing.

There are no specific standards or criteria pertaining to the proposed use of the Property set forth in Section 1009.02 (Conditional Uses) for the City Code.

A2's BUSINESS MODEL:

A2 intends to be the regional market leader in the Twin Cities providing secure, optimal conditions for handling, moving and storing fine art and high-value property for institutional users, galleries and private collectors. The Property will be used as a warehouse to store art in co-mingled concierge space for smaller collectors to larger custom warehouse space solutions for large institutional art organizations in the Twin Cities area. Additionally, A2 will offer a variety of services for our customers including, but not limited to, transportation/logistics, staging, crating, artwork condition reporting, and access to a viewing room. As our customer base grows, we hope to provide additional services including collections management, loan facilitation, collection consolidation and dispersal services. A2 will work with local authorities on emergency preparedness plans for the Property.

A2 will employ professionally trained art handlers to manage the movement of property under A2's care at the Property. A2 will also employ a full-time art registrar to oversee the storage and movement of property in and out of the facility. A2 does not plan on utilizing the Property for overnight or long-term outdoor storage of tractor-trailers or other equipment. Finally, for the purposes of cultivating our business network, strategic partners including artists, appraisers, art dealers and insurance professionals will have access to the A2 offices and viewing room to conduct business.

Some photographs of similar art storage facilities in other U.S. cities are attached as Exhibit A as a reference.

PLANNED PROPERTY IMPROVEMENTS:

With respect to A2's physical updates of the Property, we plan no initial changes to the exterior of the existing building beyond minor maintenance and repairs, such as necessary roof repairs, and upgrades and relocation of HVAC equipment. Improvements to the building's interior will largely consist of painting/sealing in the warehouse area, sheetrock demising walls, fire suppression upgrades, HVAC systems and control upgrades, security/monitoring improvements, exterior/dock door replacement, wall insulation and office remodeling.

MARKET DEMAND FOR ART STORAGE:

The past decade has been a period of unprecedented growth in the national and global art markets. In 2018, global art sales topped \$67.4 billion with \$29.9 billion of sales occurring in the US market alone. As art and high value personal property have matured as a stand-alone asset class in the US, specialty art storage facilities and logistics businesses have proliferated in primary US markets

such as New York, San Francisco, Chicago and Miami. In time, logistics and storage firms such as Uovo, Crozier and Icon have come to predominate these larger US markets. Meanwhile, secondary and tertiary US markets have been largely underserved by a diverse patchwork of small localized service/storage providers.

SUMMARY:

In summary, A2 is seeking to create a business and service hub for the Twin Cities art community at the Property. This will be a first of its kind, institutional quality art storage warehouse and logistics facility in the upper Midwest. We are very excited about this new start-up venture and the value proposition we are bringing to the City of Roseville.

EXHIBIT A

Model waiting room:



Model front office:



Model viewing room:



INTEROFFICE MEMORANDUM



Date: November 14, 2019

To: Thomas Paschke, City Planner
Bryan Lloyd, Senior Planner

From: Chief Rick Mathwig- Roseville Police Department

RE: 2830 Fairview- Art storage/display

The Police Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. From a law enforcement perspective, there are obvious concerns about storing expensive items of art related to burglary and theft. I expect the insurance company, which intends to provide liability insurance, has addressed these concerns in limiting liability. I would like to see the insurance application/policy documents that address limiting burglary and theft, along with fortifying the building against these crimes. It could better inform the Police Department on concerns about the property's use.
2. Comments and concerns will be forthcoming if the business alters its proposed use- especially to include retail- or the insurance documents do not provide clarity.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Police Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

INTEROFFICE MEMORANDUM



Date: November 14, 2019

To: Thomas Paschke, City Planner
Bryan Lloyd, Senior Planner

From: Timothy O'Neill Fire Chief / Marshal

RE: Conditional Use 2830 Fairview BDLM Vogel Properties

The Fire Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. Approval of construction and sprinkler plans will be required. All areas of the building will need sprinkler / fire protection. Options have been discussed with developers, but no approvals have been given to changes or upgrades.
2. As the building will contain a sprinkler protection system access to the building through fire department approved "lock Box" will be necessary.
3. No other fire / public safety concerns or comments at this time.