

**Commissioners:**

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



**Planning Commission  
Agenda**

Wednesday, January 8, 2020  
6:30pm

**Address:**  
2660 Civic Center Dr.  
Roseville, MN 55113

**Phone:**  
651-792-7080

**Website:**  
[www.cityofroseville.com/pc](http://www.cityofroseville.com/pc)

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

Documents:

[DECEMBER 4, 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](#)

7. Adjourn



**Planning Commission Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Draft Minutes – Wednesday, December 4, 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 Kruzel, Tammy McGehee, Michelle Pribyl and Karen  
10 Schaffhausen.  
11
- 12 **Members Absent:** Julie Kimble.  
13
- 14 **Staff Present:** City Planner Thomas Paschke, Senior Planner Bryan Lloyd,  
15 Community Development Director Janice Gundlach  
16
- 17 **3. Approve Agenda**  
18
- 19 City Planner Thomas Paschke indicated the applicant asked to have Item 6A (Consider a  
20 Request for a Conditional Use to Allow Two Drive-Throughs at 2465 Fairview Avenue  
21 PF19-023) removed from the agenda. He noted this item will be back before the  
22 Planning Commission at the January 8, 2020 meeting.  
23
- 24 **MOTION**  
25 **Member Sparby moved, seconded by Member Pribyl, to approve the agenda as**  
26 **amended.**  
27
- 28 **Ayes: 6**  
29 **Nays: 0**  
30 **Motion carried.**  
31
- 32 **4. Review of Minutes**  
33
- 34 **a. November 6 Planning Commission Regular Meeting**  
35
- 36 Chair Gitzen indicated there were actually six people at the meeting but the motions  
37 reflected only five as voting on the approvals. He also noted the roll call was done by  
38 Community Development Director Janice Gundlach.  
39
- 40 Member McGehee handed out her changes to the Commissioners and asked staff to  
41 put her corrections into the meeting minutes.  
42

43 The Commission indicated the changes Commissioner McGehee made were  
44 acceptable.

45  
46 **MOTION**  
47 **Member Kruzel moved, seconded by Member Pribyl, to approve the November**  
48 **6, 2019 meeting minutes as amended and incorporating the changes by**  
49 **Commissioner McGehee.**

50  
51 **Ayes: 6**  
52 **Nays: 0**  
53 **Motion carried.**

54  
55 Commissioner Schaffhausen arrived at 6:37 p.m.

56  
57 **5. Communications and Recognitions:**

58  
59 **a. From the Public:** *Public comment pertaining to general land use issues not on this*  
60 *agenda, including the 2040 Comprehensive Plan Update.*

61  
62 None.

63  
64 **b. From the Commission or Staff:** *Information about assorted business not already on*  
65 *this agenda, including a brief update on the 2040 Comprehensive Plan Update*  
66 *process.*

67  
68 Chair Gitzen noted the January Planning Commission meeting will be January 8,  
69 2020.

70  
71 **6. Public Hearing**

72  
73 **a. Consideration of a Request For A Conditional Use To Allow Two Drive-**  
74 **Throughs At 2465 Fairview Avenue (PF19-023)**

75 This item was removed from the agenda.

76  
77 **b. Consideration of a Request For Approval Of An Amusement Area As A**  
78 **Conditional Use At 1975 Oakcrest Avenue (PF19-024)**

79 Chair Gitzen opened the public hearing for PF19-024 at approximately 6:39 p.m. and  
80 reported on the purpose and process of a public hearing. He advised this item will be  
81 before the city Council on January 6, 2020.

82  
83 Senior Planner Bryan Lloyd summarized the request as detailed in the staff report  
84 dated December 4, 2019. He reported in addition to the one person who emailed staff  
85 before the report was finished and asking questions about safety, today staff received  
86 an email inquiring about if an evaluation was done about the liquor license that would  
87 have to go along with this. He noted staff has not evaluated the liquor license and not  
88 typically something that is looked at in zoning recommendations from the Planning  
89 Commission.

90  
91 Member Pribyl indicated city Code definition for Amusements excludes restaurants  
92 and bars so if the Conditional Use permit would be for the amusement would that  
93 mean that portion of the potential program is something that is not being addressed  
94 because it will be covered separately.

95  
96 Mr. Lloyd explained the part of the city Code that defines what an Amusement Area  
97 is excludes any of those things that otherwise seem to fit the definition if in a  
98 restaurant. It is one of the things he was considering as well and if there is food and  
99 alcohol served in this establishment can it be called a restaurant but since the minority  
100 of the area involved is food and alcohol related reasonably it cannot be called a  
101 restaurant. The food and alcohol portion are not really spoken to, especially in a  
102 situation like this where it is a small portion of the overall space. That does not  
103 exclude the rest of the things from the requirements of an amusement area and he did  
104 not think the definition of an amusement area says anything in particular about food  
105 and alcohol sales.

106  
107 Member McGehee indicated the city licensing and policy does not have bars and this  
108 item would constitute more of a bar setting because the city's own recommendation  
109 are they have to be a restaurant or on-sale and have to have 25% of the proceeds in  
110 food and if the business is just selling packaged snacks and alcohol she really  
111 questioned having alcohol in an area where there are skate rooms, ax throwing and  
112 rage rooms and the fact that it does not meet any of the current guidelines for alcohol  
113 licensing. It seemed to her that it is a rather major issue unless it makes no difference  
114 to the applicant whether to have alcohol or not. She thought this spoke more directly  
115 toward a larger question in the city as it is now seeing an influx of these "Amusement  
116 areas" and what constitutes amusement in Roseville.

117  
118 Mr. Lloyd explained from a zoning standpoint, from the perspective of reviewing this  
119 conditional use application, whether there is a food an alcohol component to it does  
120 not make or break the overall analysis. If in fact a liquor license cannot be issued or  
121 is not issued for this venue that does not mean the rest of amusement area could not  
122 be approved.

123  
124 Member McGehee agreed but given the public comment that the city has received in  
125 written form and given the fact that it does not conform to the city code she thought  
126 as a Commission receiving public input the question should be raised and put it  
127 forward to the Council so it is on their radar as the sketch comes forward.

128  
129 Member Sparby added that he had a question about the additional components that  
130 have been added into the recommended action. He viewed these as outside the scope  
131 of the Planning Commission. When talking about the insurance policy that is  
132 submitted to the police and the fire department wanting to do their inspection to make  
133 sure there are emergency exits and then some requirements about sufficient parking.  
134 He felt like these all seem to be business concerns, hoops the applicant will have to  
135 jump through to actually get the business up and running. He indicated he was a little  
136 confused as to why there is a Planning Commission recommended action.

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Mr. Lloyd explained the booking and traffic management does relate to typical Planning Commission concerns for traffic flow and pedestrian safety. Since part of the city code does conflate the business license for amusement with conditional use consideration for an amusement, there is a bit of a gray area in what is part of the review.

Member Sparby asked if the applicant was given the conditional use it would still be required to have the business license.

Mr. Lloyd indicated that was correct.

Mr. Paschke noted the applicant would still need to get the liquor license as well.

Member Schaffhausen did not think there is anything holding this applicant up specific prevue to land usage yet there is still the hovering question with regard to amusements. She asked what the next steps would be to certify alignment with that because this is an enormous amount of work on staff's part as well as in the business person's part to put this information together and if it is ultimately going to be covered under the business license she would rather have this information be covered in a way to the question Commissioner Sparby indicated as far as why are there certain actions in there. It really seems to be under that umbrella ultimately. She wondered if there is something that the Planning Commission can do to help facilitate that because the volume of work both on the business end as well as on staff end is quite significant.

Mr. Paschke explained at the joint meeting this was discussed and takes a few months for staff to decide what to do with the code and whether a conditional use is still necessary, whether it goes away and what changes. It allows staff to look at what the city has to tweak it to something more appropriate and that takes time and will need to go through whatever process is needed and may take a couple of months for something to come back to the Planning Commission for a code amendment.

Chair Gitzen thought all of these were good comments but he asked the Commission to go back to the agenda item.

Patricia Wood

Ms. Wood explained she owned the Hidden Puzzle Rooms, LLC and wanted to address the concern regarding food and alcohol. She indicated she is not seeking an intoxicating liquor license. She is seeking a 3.2 beer license and after speaking to Ms. Katie Bruno she indicated there is no food requirement for that license but her plan of having a snack stand would be sufficient. She explained she was not set on having beer there if denied and she was fine with that. She wanted to include the low point beer and snacks to be competitive with the other ax throwing venues within the state. The other concern was from the Fire Department regarding the escapes, the buttons for the doors and is something that is currently being used and will definitely be used

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at this venue as well. She noted she will be working with an insurance company that specializes in ax throwing and rage rooms and escape rooms.

Member Kruzel asked how many people at one time might be at the venue.

Ms. Wood explained everything is pre-booked and currently less than two percent is walk in traffic and everything else is booked online. She did not anticipate needing more than fifty-sixty parking spaces at one time.

Member Sparby was curious about the building itself because it states it is a multi-tenant and he wondered how many tenants are in the building now.

Someone from the audience indicated there would be five tenants.

Member Sparby asked from the five tenants is there sufficient parking.

Ms. Wood indicated there would be because the other tenants are in the building during the day and her business peak hours are on the weekend with some weekday evenings but mostly weekends.

**Public Comment**

Mr. Mark Rancone, Roseville Properties

Mr. Rancone indicated Roseville Properties own the building. He explained his company owns nine other buildings in the area and are not looking for certain kinds of venues on their properties. This building is a mixed tenant building. This particular space is at the end of the building and has had trouble getting a tenant to rent. He thought clientele would be a little more upper level and sophisticated. He indicated his company vetted this business and the history of it and how it has been run and thought this would be a good venue for the building space. He thought it was worth taking a chance on this type of a business.

**MOTION**

**Member Sparby moved, to recommend to the City Council approval of the proposed Amusement Area as a Conditional Use at 1975 Oakcrest Avenue (PF19-024), based on the content of this RPCA, public input, and Planning Commission deliberation.**

**Commission Deliberation**

Member McGehee asked for clarification on the motion.

Member Sparby indicated he left the conditions out because through discussion staff indicated those items will be part of the business licensing process and he did not view these conditions as something the Planning Commission can really dig into with the Conditional Use. He would like to keep it at approving the Conditional Use for

229 the Amusement and not get into all the additional requirements that will come when  
230 seeking out a business license for this.

231  
232 The Motion failed for lack of second.

233  
234 **Member Gitzen moved, seconded by Member McGehee, to recommend to the**  
235 **City Council approval of the proposed Amusement Area as a Conditional Use at**  
236 **1975 Oakcrest Avenue (PF19-024), based on the content of this RPCA, public**  
237 **input, and Planning Commission deliberation with the following conditions:**

- 238  
239 **A. Pursuant to the memo from Police Department staff in Attachment D of this**  
240 **RPCA, the applicant shall submit an extra copy of the insurance policy**  
241 **required among the license application materials, which City staff will**  
242 **provide to the Police Department for review.**  
243 **B. Pursuant to the memo from Fire Department staff in Attachment D of this**  
244 **RPCA, all locked escape rooms shall have emergency release equipment**  
245 **located within the rooms near the doors for emergency and panic exists.**  
246 **C. Hours of Operation and Pre-Booking of Business shall be managed, as**  
247 **described in the applicant narrative in Attachment C, to ensure sufficient**  
248 **parking and circulation can be maintained throughout the multi-tenant site.**  
249 **D. A business license is secured in accordance with City Code.**

250  
251 Chair Gitzen explained he would leave the conditions in the motion and felt it was  
252 appropriate. The Development Review Committee looked at this and he thought  
253 there were some concerns and he thought it was a way, whether handled through the  
254 business license or elsewhere, he thought it was pertinent to the conditional use.

255  
256 Member McGehee agreed with the points and should be included. She thought the  
257 research went into this and was important to have a complete packet go to the  
258 Council.

259  
260 Member Sparby asked if the Conditional Use ran with the applicant or the property.

261  
262 Mr. Paschke indicated it ran with the property.

263  
264 Member Sparby asked if it was then on the property owner to manage the parking.

265  
266 Mr. Paschke thought that was correct. Even if it was not a Conditional Use, it would  
267 be up to the property owner to manage the parking.

268  
269 Member Sparby felt Condition C was odd to throw on this about pre-booking a  
270 business when the property owner has multiple tenants. He was not in favor of  
271 Condition C being in this because it is on the property owner to work with the tenants  
272 there to ensure there is sufficient parking. He did not want to put too many  
273 conditions in here.

274

275 Member McGehee thought the conditions were fine and belong on the property owner  
276 and in this case, there is an extremely responsible property owner and will see to it  
277 this is enforced. She would rather have it on the property owner rather than the  
278 business because the property owner has a much more vested interest in what is there  
279 and the city has had trouble with some property owners but Roseville Properties runs  
280 very good properties and the owner obviously felt strongly enough to come and help  
281 this tenant to come forward and made a very strong case.

282  
283 Chair Gitzen thought Condition C was appropriate to bring it into the component  
284 conditions the Commission is recommending approval for.

285  
286 **Ayes: 5**  
287 **Nays: 1 (Sparby)**  
288 **Motion carried.**  
289

290 **c. Consideration of a Request For A Conditional Use For Limited Warehousing**  
291 **And Distribution At 2830 Fairview Avenue (PF19-025)**

292 Chair Gitzen opened the public hearing for PF19-025 at approximately 7:17 p.m. and  
293 reported on the purpose and process of a public hearing. He advised this item will be  
294 before the city Council on January 8, 2020.

295  
296 City Planner Paschke summarized the request as detailed in the staff report dated  
297 December 4, 2019. He noted Chair Gitzen spoke to the Police Chief regarding some  
298 concerns he had, and conditions can be added after Commission deliberation if  
299 needed. No public comment has been received.

300  
301 Member Kruzal explained if there was any theft or burglary of the area how it would  
302 be secured or protected. She wondered if there would be a security system.

303  
304 Mr. Paschke indicated the security would be private and the city would not be  
305 responsible for securing the site or building or individual art.

306  
307 Mr. Chris Kirwan

308 Mr. Kirwan explained he was with A2 Art Storage and Services, LLC. He indicated  
309 he did not have a lot to elaborate on besides what Mr. Paschke presented. He noted  
310 this will be the first institutional level art service and storage business in the Twin  
311 Cities and is very excited for the opportunity and to make this work.

312  
313 Member Pribyl asked Mr. Kirwan if he had experience with this type of storage at this  
314 level.

315  
316 Mr. Kirwan explained his company has a lot of experience with self-storage and have  
317 been in the self-storage business for a long time. This is not self-storage and his  
318 organization was looking for a new and different business to get involved with. His  
319 company has been approached by several large institutions with whom ongoing  
320 discussions are going on. Part of this is the typical warehouse storage business but



321 there is also a lot of small collectors and galleries that would like to have secure  
322 storage.

323  
324 Member McGehee asked if the photos in the packet what Mr. Kirwan is anticipating  
325 having displayed in the warehouse because she knew this building has the high  
326 ceilings.

327  
328 Mr. Kirwan indicated the ceiling is different heights throughout the building and this  
329 display area will be in the office area where the ceiling will be lower, and the lighting  
330 will have the art gallery feel and look to it. There will be professional art handlers on  
331 staff along with a professional museum registrar to help set it up to the standards.

332  
333 Member Schaffhausen indicated she was familiar with this property and wondered if  
334 there were any outside issues with regard to use of space and what or may not exist in  
335 that parking lot.

336  
337 Mr. Paschke believed there was not a concern because all of those things are  
338 regulated by other sections of the code.

339  
340 Member Sparby asked where this stood as far as insurance and emergency exits and  
341 the business license on this one.

342  
343 Mr. Kirwan explained regarding the insurance there are other businesses like this  
344 throughout the Country and Lloyds of London underwrites a policy for these types of  
345 facilities. Since the property has not been acquired yet, the plans are not finalized,  
346 and he did not have the policy yet but will get one and will provide to the Police  
347 Department once obtained. He noted as far as fire safety went sprinklers were an  
348 issue and most of the building is sprinkled already and his business will be putting in  
349 an updated delayed action system and will be an improvement of what is currently  
350 there and will cover the entire building. With regard to exists and things like that  
351 improvements will be approved and through the proper channels for review.

352  
353 Mr. Paschke indicated the following condition could be added to the motion if the  
354 Commission prefers. "Incorporation of the recommendations in the inner-office  
355 memorandums from the Police and Fire Chief". He noted this Conditional Use is  
356 different from the last Conditional Use in that there are not those types of  
357 requirements that staff would review this Conditional Use against and there is not a  
358 business license that has all of those things in it either. There is a difference between  
359 the two and the applicant is not against adding the condition.

360  
361 Mr. Kirwan explained he would rather have this approved without any conditions.  
362 His understanding about the way things work is that his business would not be able to  
363 get a certificate of occupancy unless the law enforcement folks signed off on anything  
364 and if the insurance issues is not coordinated then that would be an issue. In order to  
365 close on the property, it would be cleaner, from his perspective to have the use  
366 without the condition.

367

368 Community Development Director Janice Gundlach explained in regard to the inner  
369 office memorandums, the intent behind those is to get comments to applicants early  
370 on so the applicant does not get through the conditional use process and move into  
371 phases that cost a lot of money in regards to using the building and applicable  
372 building codes or get surprised by things from the Police and Fire Departments. Mr.  
373 Kirwan will require a CO for her use but that is only reviewed by building and fire  
374 and she suggested that there is no harm in including the Police Chief's memorandum,  
375 so the Police Department requirements or concerns are voiced to the applicant very  
376 early on.

377

378 Mr. Kirwan indicated it that was the case then he would not have an issue.

379

380

### **Public Comment**

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382 No one came forward to speak for or against this request.

383

384

#### **MOTION**

385

**Member McGehee moved, seconded by Member Kruzal, to recommend to the City Council approval of the Conditional Use for A2 Art Storage & Services based on the comments and findings stated in this report and the CU documents contained herein with the additional conditions by the Fire and Police Departments memorandum. (PF19-025).**

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#### **Commission Deliberation**

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Member McGehee commented she was excited for the project coming to Roseville and thought this was an interesting building and progressed nicely. She thought this has a lot of parking in the back and nice storage in the front and all issues surrounding it previously have been resolved.

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Member Kruzal thought it innovative to see new business like this come into Roseville.

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Member Sparby thought irrespective of the type of business, he would like to see the conditional uses be kept as clean as possible. He thought this was a great proposal that he would like to see move forward.

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405

Chair Gitzen indicated he was in favor of this.

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407

**Ayes: 6**

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**Nays: 0**

409

**Motion carried.**

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411

## **7. Adjourn**

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**MOTION**

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**Member Kruzel, seconded by Member Pribyl, to adjourn the meeting at 7:37 p.m.**

**Ayes: 6**

**Nays: 0**

**Motion carried.**

Prepared By



Department Approval

*Jamie Gundlach*

Agenda Section

**Public Hearings**

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**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**)

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**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), which included cross access (use of drive lane) and shared  
14 parking agreements with the property to the north.

15 Current applicant, Hiway Federal Credit Union (HFCU), seeks to replace the former CU with a  
16 proposal to redevelop the property with two drive-throughs: one on the north side of a new  
17 17,000 sq. ft. two-story building for use by the credit union, and the second on the south side of  
18 the building to be used by a coffee shop. A drive-through requires Conditional Use approval in  
19 the Regional Business-1 District.

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

29

30 As a component of the proposed redevelopment and related drive-through facilities, the City  
31 required a traffic study (Attachment D) to review existing operations, evaluate potential traffic  
32 impacts of the proposed redevelopment, review site access considerations, and recommend  
33 improvements to ensure safe and efficient operations. The completed traffic study and attached  
34 site plan options A and B were forwarded to the Ramsey County Traffic Engineer as Fairview  
35 Avenue is a Ramsey County access-controlled roadway. The County is required to review and  
36 approve appropriate access and design.

37 On December 13, 2019, City staff, the applicant, their consultant, and Ramsey County met to  
38 discuss the project and finalize access options. The outcome of this meeting was support for  
39 both Option A and Option B, recognizing the function of the Conditional Use (drive-throughs) is  
40 the same under both site plans. There was also understanding that the proposed single access  
41 location at Fairview Avenue may change slightly from the current location. However, such a  
42 change would not significantly impact the existing overall site design, rather only result in slight  
43 modifications to the front parking lot. Further, a final access design would need to be submitted  
44 to Ramsey County for final approval. At the printing of this report, the applicant has yet to  
45 determine the final option and location of the single access along Fairview Avenue.

46 Planning Division would emphasize the requested CU is specifically related to the two proposed  
47 drive-throughs and no other aspects of the redevelopment project that are governed by other  
48 sections of the Zoning Code. At the time of building permit submittal, Planning Division staff  
49 will review the plans to determine full compliance with all applicable zoning standards.

50 The Zoning Code, §1009.02.C and §1009.02.D.12, set the criteria for reviewing general and  
51 specific conditional use requests. The Planning Division's review of these criteria can be found  
52 in the below Conditional Use Analysis section.

### 53 **CONDITIONAL USE ANALYSIS**

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

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

- 58 **a.** *The proposed use is not in conflict with the Comprehensive Plan.* While a drive-through  
59 facility doesn't appreciably advance the goals of the Comprehensive Plan aside from  
60 facilitating continued investment in a property, Planning Division staff believes it does not  
61 conflict with the Comprehensive Plan. More specifically, the General and Commercial Area  
62 Goals and Policies sections of the Comprehensive Plan include a number of policies related  
63 to reinvestment, redevelopment, quality development, and scale. The proposed drive-  
64 throughs are one component of a larger reinvestment of an old tired site, which would align  
65 with the related goals and polices of the Comprehensive Plan.
- 66 **b.** *The proposed use is not in conflict with a Regulating Map or other adopted plan.* The  
67 proposed use is not in conflict with such plans because none apply to the property.

- 68 c. *The proposed use is not in conflict with any City Code requirements.* Planning Division staff  
69 have worked with the applicant on addressing all applicable requirements of the City Code as  
70 they pertain to the proposed drive-through CU; moreover, a CU approval can be rescinded if  
71 the approved use fails to comply with all applicable Code requirements or any conditions of  
72 the approval. As part of the building permit review process, Planning Division staff will  
73 conduct a complete Code compliance analysis, including zoning standards such as  
74 landscaping, trash/recycling enclosures, vehicle parking, materials, etc.
- 75 d. *The proposed use will not create an excessive burden on parks, streets, and other public*  
76 *facilities.* Staff does not anticipate the proposal to intensify any practical impacts on parks,  
77 streets, or public infrastructure. A traffic study (Attachment D) completed for the subject  
78 redevelopment indicates 374 new trips per day. This increase does not take into effect traffic  
79 if the existing building were fully occupied, which is important being the existing building is  
80 2,000 sq. ft. larger than the proposed building. This additional traffic is not deemed  
81 significant nor impactful to the adjacent public roadway system. The existing site contains  
82 an existing drive-through, and while the proposed plan adds a drive-through, the overall site  
83 design is greatly improved, which will improve upon pedestrian and vehicle impacts to the  
84 property. Further, the proposed site plan (both options) reduces access points to Fairview  
85 Avenue from two to one. The study intersection and proposed access locations are expected,  
86 per the Traffic Study, to operate at an acceptable overall LOS C or better during the a.m. and  
87 p.m. peak hours under both access options.
- 88 e. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively*  
89 *impact traffic or property values, and will not otherwise harm the public health, safety, and*  
90 *general welfare.* Staff anticipates that if the drive-through facilities are approved, increased  
91 vehicle trips on the adjacent roadways will increase, but not significantly and will be  
92 manageable under proposed site access, drive-through, and circulation plan. Again, if the  
93 existing building were fully occupied, there may not be any increases in traffic. This area is  
94 predominately retail and the proposed drive-throughs should not adversely impact  
95 surrounding properties, especially given additional Zoning Code requirements for the site.  
96 Also, given the minimal overall impact of the proposed redevelopment and access  
97 modifications, roadway network improvements are not anticipated to be needed from an  
98 intersection capacity perspective as a result of the proposed project. Lastly, both site plan  
99 options reduce access along Fairview Avenue, with access Option A being more favorable as  
100 it reduces internal pedestrian and vehicle conflicts, which improves the overall safety of the  
101 site, while providing adequate operations and circulation.

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

- 104 a. *Drive-through lanes and service windows shall be located to the side or rear of buildings*  
105 *and shall not be located between the principal structure and a public street except when the*  
106 *parcel and/or structure lies adjacent to more than one public street and the placement is*  
107 *approved by the Community Development Department (Ord. 1443, 6-17-2013).* The two site  
108 plans are identical when it comes to drive-through lane design and vehicle circulation. Both  
109 proposals, including the credit union drive-through along the north side of the building and  
110 the café/coffee drive-through along the south side of the building, are located on the sides of  
111 the proposed building, compliant with this condition. Both locations are appropriate for the  
112 proposed uses allowing for ample vehicle stacking, keeping vehicles to the periphery of the  
113 property, and reserving pedestrian pathways to the interior. The HFCU drive-through, with

114 multiple lanes, is also appropriate given its separation from the site's main vehicle and  
115 pedestrian areas.

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

120 **c.** *The applicant shall submit a circulation plan that demonstrates that the use will not interfere*  
121 *with or reduce the safety of pedestrian and bicyclist movements. Site design shall*  
122 *accommodate a logical and safe vehicle and pedestrian circulation pattern. Queuing lane*  
123 *space shall be provided, sufficient to accommodate demand, without interfering with primary*  
124 *driving, entrance, exit, pedestrian walkways, or parking facilities on site. The circulation*  
125 *plan shall be made a condition of approval and shall survive any and all users of the drive-*  
126 *through and may need to be amended from time to time to ensure continued compliance with*  
127 *this condition. Said amendments to the circulation plan will require an amendment to the*  
128 *conditional use.* What has not been provided (or updated on the plans) is a City required  
129 sidewalk to be installed by the applicant along the frontage adjacent to Fairview Avenue.  
130 Also missing is a bike/pedestrian connection from the sidewalk to the front entry. The  
131 appropriate bike/pedestrian connection, and the need to remove two parking spaces to  
132 provide a painted crosswalk or large raised speedbump crosswalk with striping through the  
133 parking lot to provide adequate safety for pedestrians and bicyclists, will need to be added to  
134 the plans and it is noted as a condition of approval. Additional signage and pavement  
135 markings, as noted in the interoffice memorandum from City Engineer Mr. Freihammer will  
136 also need to be added to the plan.

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

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

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

147 **d.** *Speaker box sounds from the drive-through lane shall not be loud enough to constitute a*  
148 *nuisance on an abutting residentially zoned property or property in residential use.*  
149 *notwithstanding this requirement, such speaker boxes shall not be located less than 100 feet*  
150 *from an existing residentially zoned property or property in residential use.* This property  
151 lies within the Regional Business District and the nearest residential use is approximately  
152 550 feet away just north of Bed, Bath, and Beyond. With the high traffic road separating  
153 these uses, sound is not expected to be audible at any residentially used property. That said,  
154 the Planning Division staff will work to verify amplification is not unreasonable.

- 155 e. *Drive-through canopies and other structures, where present, shall be constructed from the*  
156 *same materials as the primary building and with a similar level of architectural quality and*  
157 *detailing.* The proposal includes two canopies, one for each of the two uses within the  
158 building. The canopy proposed for the café/coffee shop is located on the south side of the  
159 building, includes a single lane of vehicle traffic, and is a cantilevered design built into the  
160 south façade. This cantilever or overhang design incorporates complementary materials used  
161 in the design of the building's façade. The canopy proposed for the credit union is located on  
162 the north side of the building has been designed for three drive-through lanes (a traditional  
163 drive-through for a bank/financial institution). It too, has taken materials and elements of the  
164 building's façade and incorporated them into the canopy design. Attachment C includes  
165 illustrations for the proposed building and include views of both drive-throughs. Planning  
166 Division staff finds this design to comply with this condition.
- 167 f. *A 10-foot buffer area with screen planting and/or an opaque wall or fence between 6 and 8*  
168 *feet in height shall be required between the drive-through lane and any property line*  
169 *adjoining a public street or residentially zoned property or property in residential use and*  
170 *approved by the Community Development Department (Ord. 1443, 6-17-2013).* Planning  
171 Division staff have determined this requirement does not apply. However, staff will work  
172 with the applicants on a landscape and screening plan for the site to comply with Zoning  
173 Code requirements.

174 **PLANNING DIVISION RECOMMENDATION**

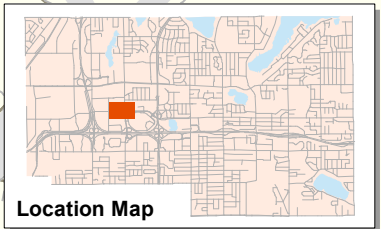
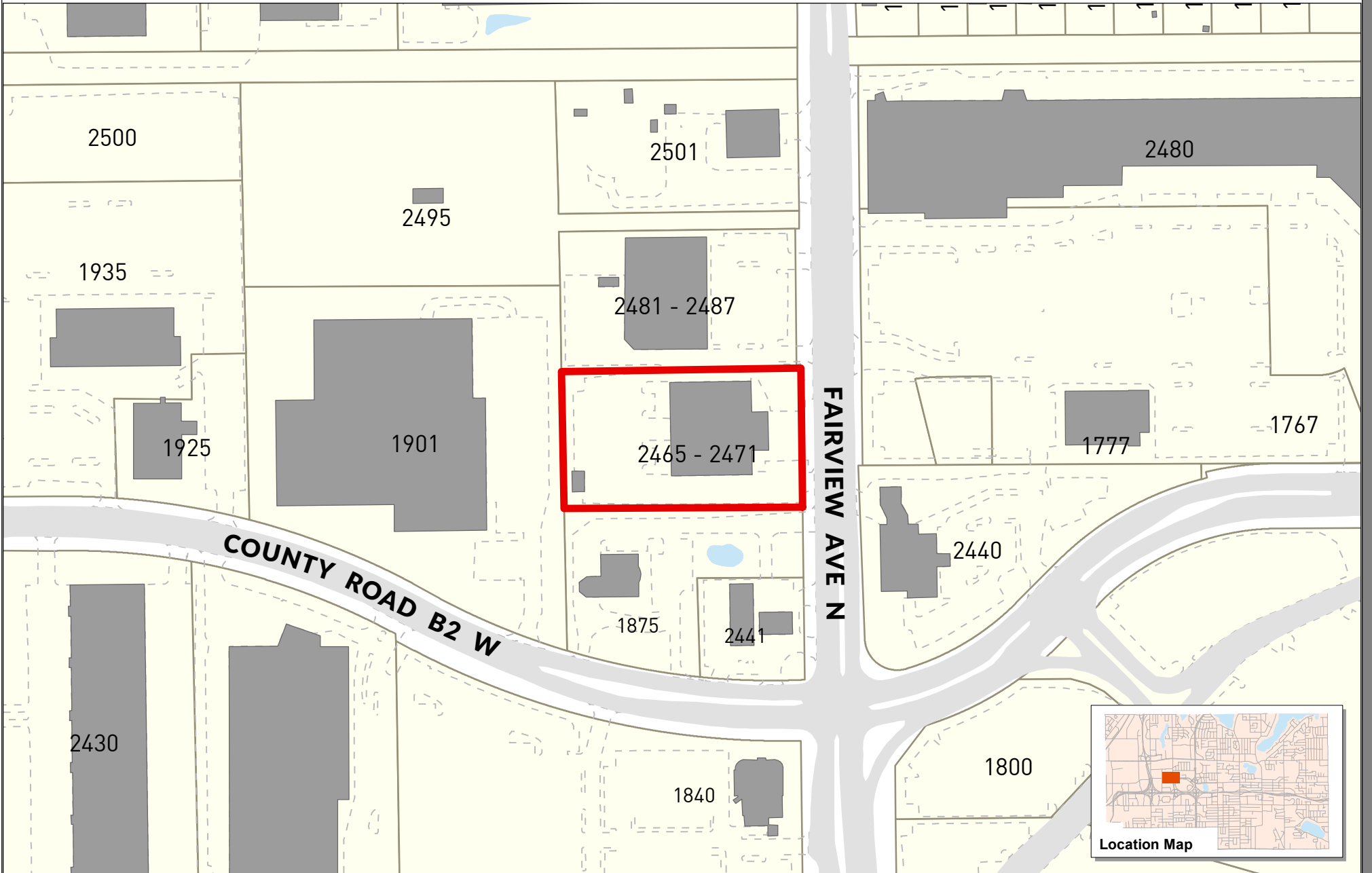
175 The Planning Division recommends approval of the CU to allow Hiway Federal Credit Union  
176 two drive-throughs, based on the submitted site and development plans, subject to the following  
177 conditions:

- 178 a. The previous CU will be replaced with the current CU upon adoption by the City Council.
- 179 b. HFCU will be responsible for constructing a 6-foot wide concrete sidewalk the width of the  
180 lot adjacent to Fairview Avenue.
- 181 c. Ramsey County approval of the site plan and specifically the access location onto Fairview  
182 Avenue.
- 183 d. Modification of cross access and parking agreements as needed to accommodate the  
184 proposed Option A site plan.
- 185 e. Consideration should be given to modify the outdoor seating area (near SE corner of the  
186 building) to prevent drivers entering from Fairview from driving in the wrong direction on  
187 the south side of the building. Modifications to the curb geometry will be required to assist in  
188 controlling turning movements in to the property from Fairview Avenue.
- 189 f. Certain signing and pavement markings will be required to limit drive-thru lane queues from  
190 blocking the driveway aisles.
- 191 g. Full comments have not been received from Ramsey County to date. Preliminary comments  
192 indicated only one access to Fairview would be allowed. Ramsey County would allow access  
193 consolidation, if possible, and approved by the County. A County Right of Way permit will be  
194 required. Ramsey County comments that require substantive changes to the Site Plan may be  
195 required to undergo a CU amendment.





# Planning File 19-023

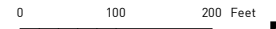


Prepared by:  
 Community Development Department  
 Printed: November 19, 2019



**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**  
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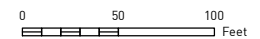


# Attachment B for Planning File 19-023



**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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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](mailto: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.

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

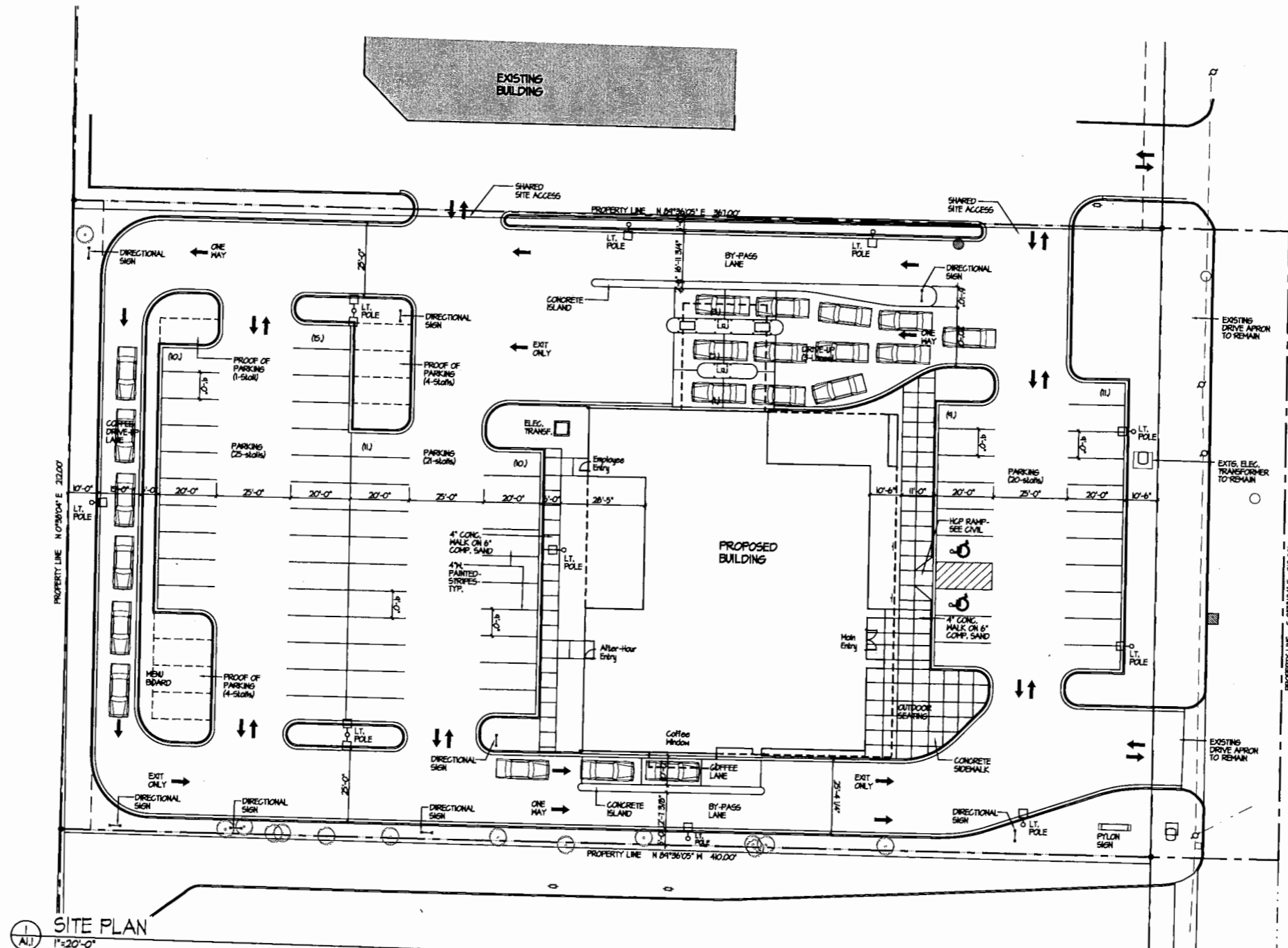
REG. NO. \_\_\_\_\_ DATE \_\_\_\_\_

SITE PLAN

DRAWN BY: HLH CHECKED BY: RES.

**A1.1**

191137 11/18/12  
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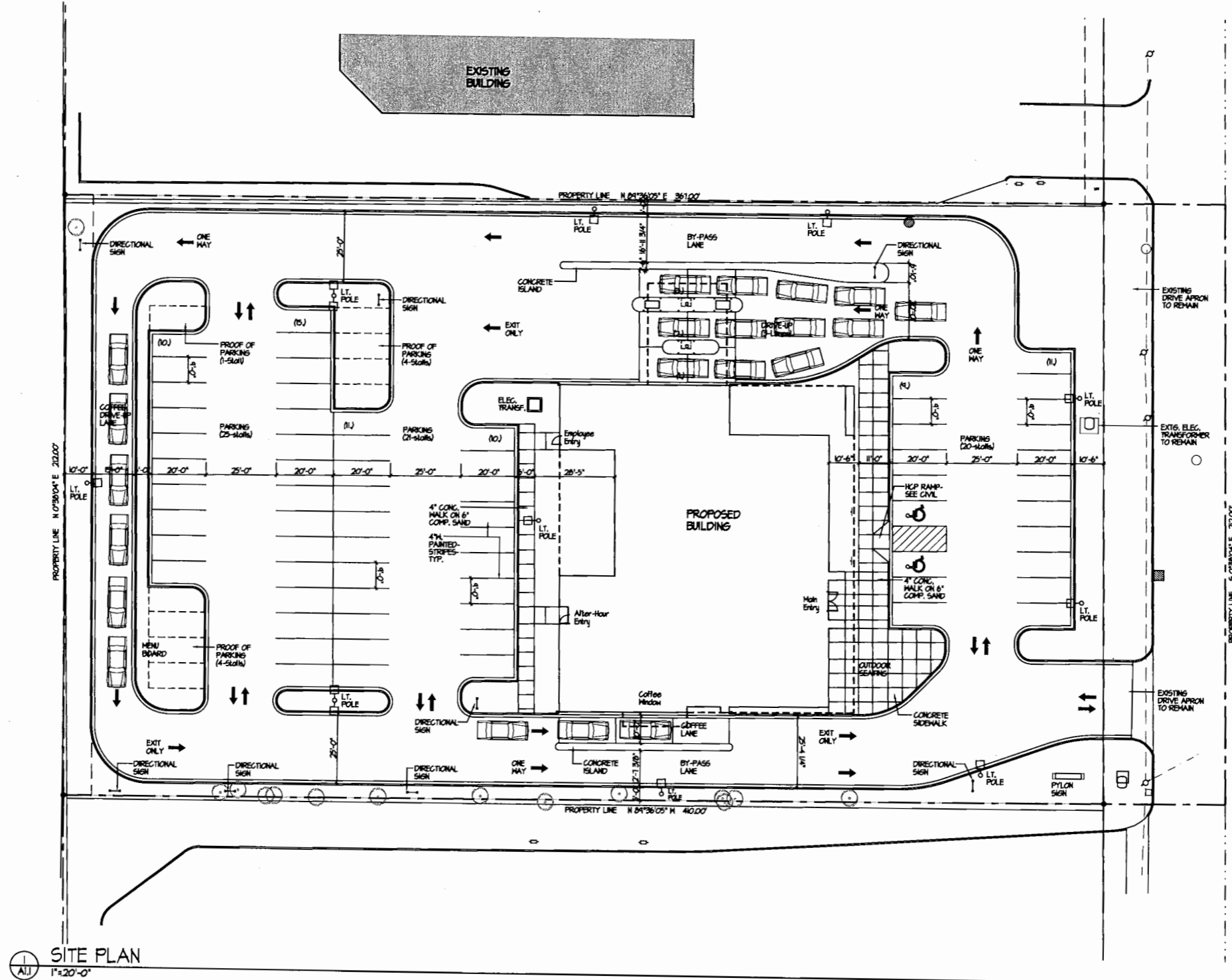
SITE PLAN  
1"=20'-0"

FAIRVIEW AVENUE NORTH

44-110212-100 Nov 13, 2014 - 1:22pm

Option B

<b>SITE PLAN NOTES:</b>				
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:	17,095 S.F.			
PARKING:				
REQUIRED:	12,365/300	= 41-STALLS		
Credit Union (1-300)	1,660/80	= 21-STALLS		
Coffee Shop (1-60)	7,625/300	= 66-STALLS		
REQUIRED:		= 88-STALLS		
SHOWN:		= 88-STALLS		
PROOF OF PARKING:		= 9-STALLS		
PARKING STALL SIZE (7'-0"X20'-0")				
TOTAL LOT AREA:	11,265 S.F.			
BUILDING SETBACKS: FRONT- 50' SIDE- 20' REAR- 10'				
PARKING SETBACKS: FRONT- 5' SIDE- 5' REAR- 5'				



1 SITE PLAN  
1"=20'-0"



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PROJECT  
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REG. NO. \_\_\_\_\_ DATE \_\_\_\_\_

SITE PLAN

DRAWN BY: HLH CHECKED BY: RES.

**A1.1**



**SPOT ELEVATION LEGEND**

- ◁800.1 SPOT ELEVATION
- ◁ME 800.1 MATCH EXISTING
- ◁FL 800.1 FLOW LINE
- ◁TBC 800.1 TOP BACK OF CURB
- ◁TC 800.1 TOP OF CONCRETE
- ◁TA 800.1 TOP OF ASPHALT
- ◁RIM 800.1 RIM ELEVATION
- ◁PG 800.1 PROPOSED GRADE

**LEGEND**

- PROPERTY LIMITS
- - - CONSTRUCTION LIMITS
- - - 966 EXISTING MINOR CONTOUR
- - - 965 EXISTING MAJOR CONTOUR
- 966 PROPOSED MINOR CONTOUR
- 965 PROPOSED MAJOR CONTOUR
- × 1000.6 EXISTING SPOT ELEVATION
- DRAINAGE ARROW
- PROPOSED CONCRETE C&G
- ◁800.1 MATCH EXISTING ELEVATION
- ◁800.1 SPOT ELEVATION
- STORM SEWER
- STORM STRUCTURES
- RIPRAP



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**PROJECT**

**HIWAY  
 FEDERAL CREDIT UNION**

**NEW BUILDING**

**ROSEVILLE, MINNESOTA**

ISSUED SET \_\_\_\_\_  
 REVISIONS \_\_\_\_\_  
 DATE NO. \_\_\_\_\_  
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**NOT FOR CONSTRUCTION**  
 EDWIN J. BRODMARKLE

# 55409 \_\_\_\_\_ DATE \_\_\_\_\_  
 REG. NO. \_\_\_\_\_



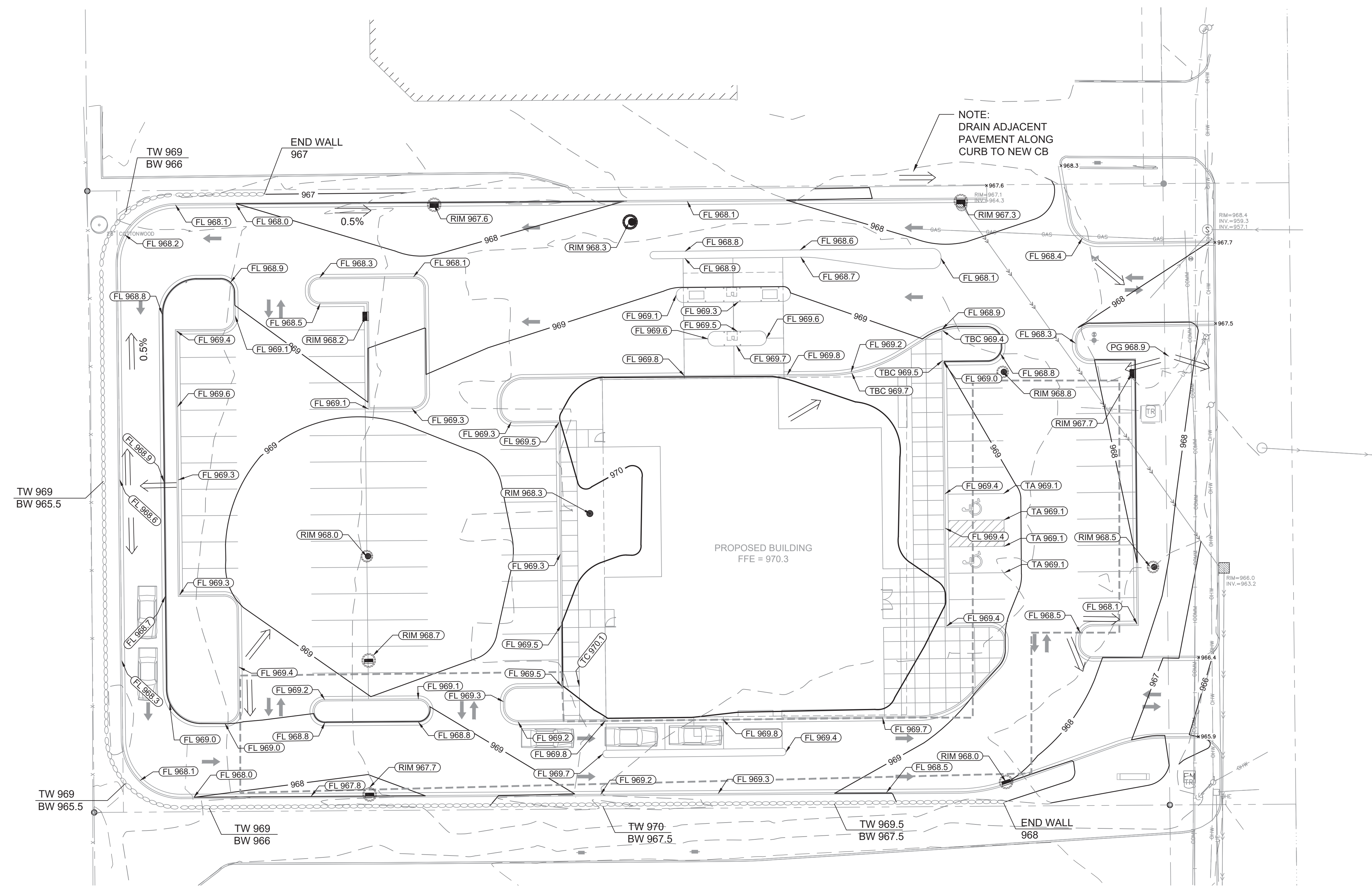
**ANDERSON**

13605 1st Avenue N. #100  
 Plymouth, MN 55441 | [ae-mn.com](http://ae-mn.com)  
 P 763.412.4000 | F 763.412.4090  
 Anderson Engineering of Minnesota, LLC

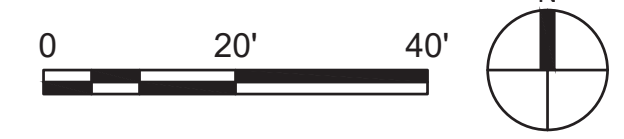
**GRADING & DRAINAGE PLAN**

DRAWN BY: EJB CHECKED BY: EJB

**C3**



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





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 Fax: 952.278.8822

LEGEND

- PROPERTY LIMITS
- CONSTRUCTION LIMITS
- - - 966 EXISTING MINOR CONTOUR
- - - 965 EXISTING MAJOR CONTOUR
- 966 PROPOSED MINOR CONTOUR
- 965 PROPOSED MAJOR CONTOUR
- x 1000.6 EXISTING SPOT ELEVATION
- DRAINAGE ARROW
- ==== PROPOSED CONCRETE C&G
- MATCH EXISTING ELEVATION
- SPOT ELEVATION
- STORM SEWER
- STORM STRUCTURES
- RIPRAP

PROJECT

**HIWAY**  
 FEDERAL CREDIT UNION

**NEW BUILDING**

**ROSEVILLE, MINNESOTA**

ISSUED SET

REVISIONS

DATE NO.

DATE	NO.

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**NOT FOR CONSTRUCTION**  
 EDWIN J. BRODMARKLE

# 55409  
 REG. NO. DATE

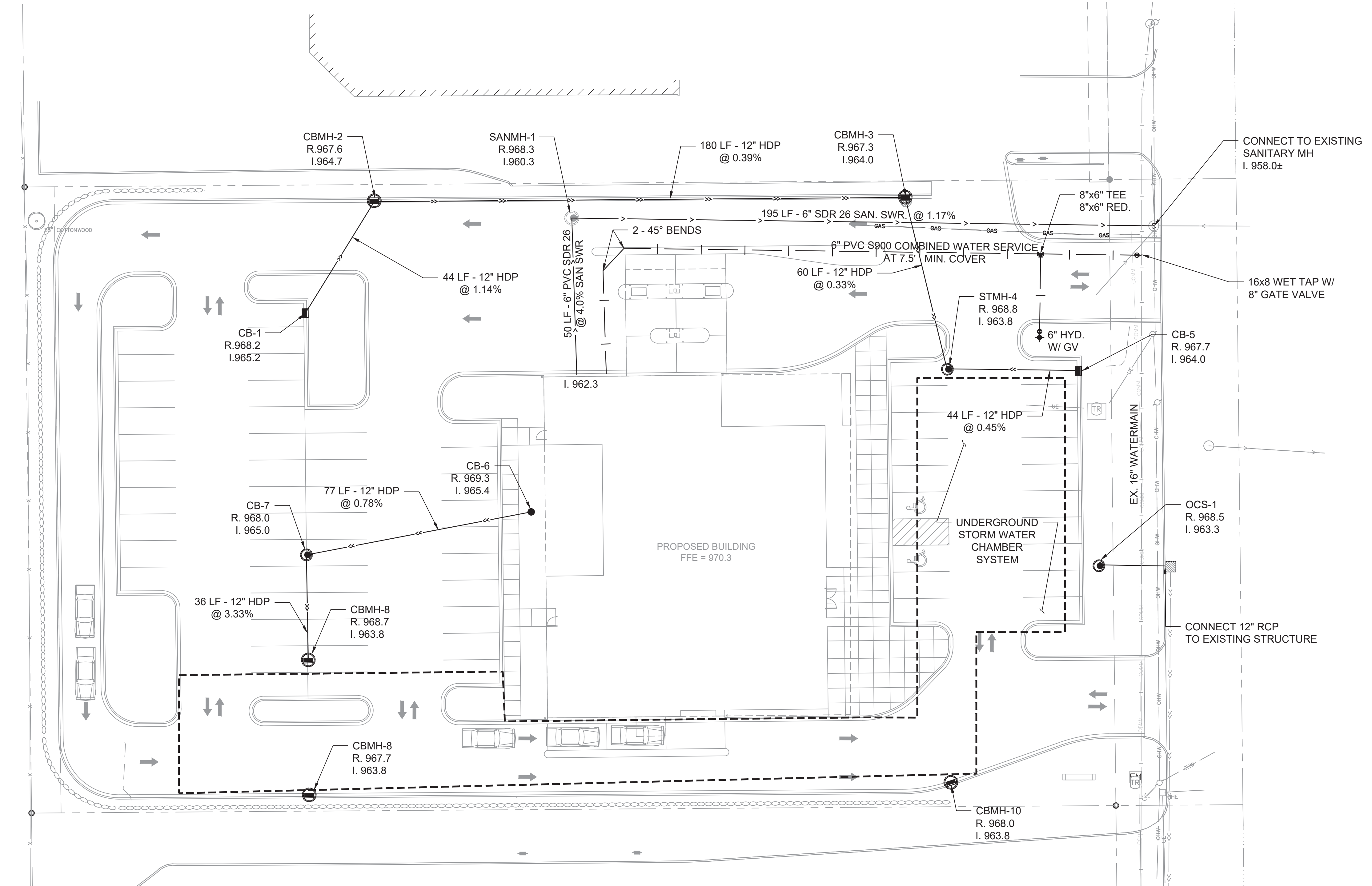


13605 1st Avenue N. #100  
 Plymouth, MN 55441 | ae-mn.com  
 P 763.412.4000 | F 763.412.4090  
 Anderson Engineering of Minnesota, LLC

UTILITY PLAN

DRAWN BY: EJB CHECKED BY: EJB

C4



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





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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 ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

**NOT FOR CONSTRUCTION**  
EDWIN J. BRODMARKLE  
# 55409 REG. NO. DATE



**EROSION CONTROL PLAN**

DRAWN BY: EJB CHECKED BY: EJB

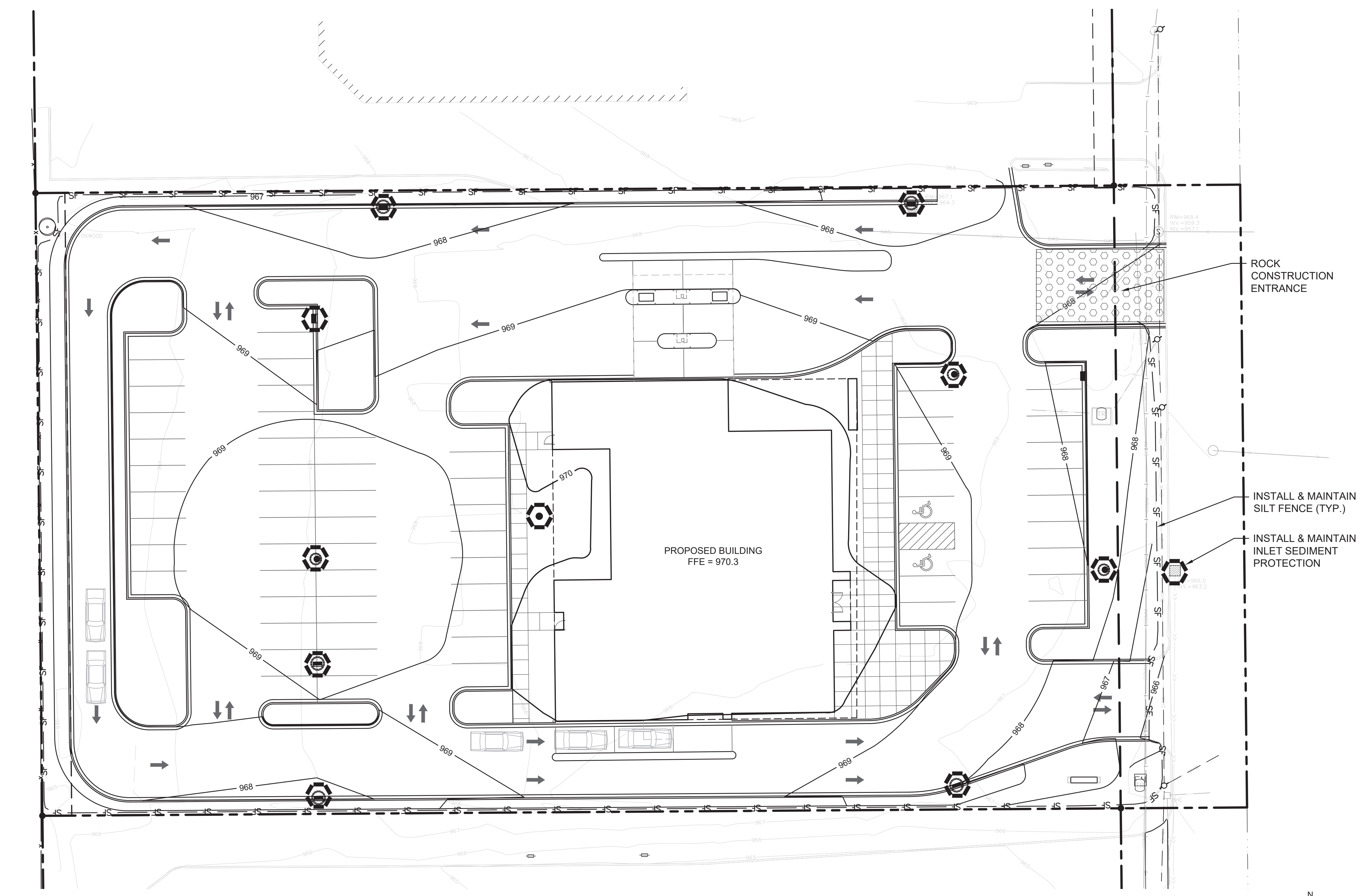
C5

**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
- EXISTING MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- DRAINAGE ARROW
- PROPOSED CONCRETE C&G
- 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)





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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.

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

TREE PRESERVATION PLAN

DRAWN BY: JAF CHECKED BY: CHC

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

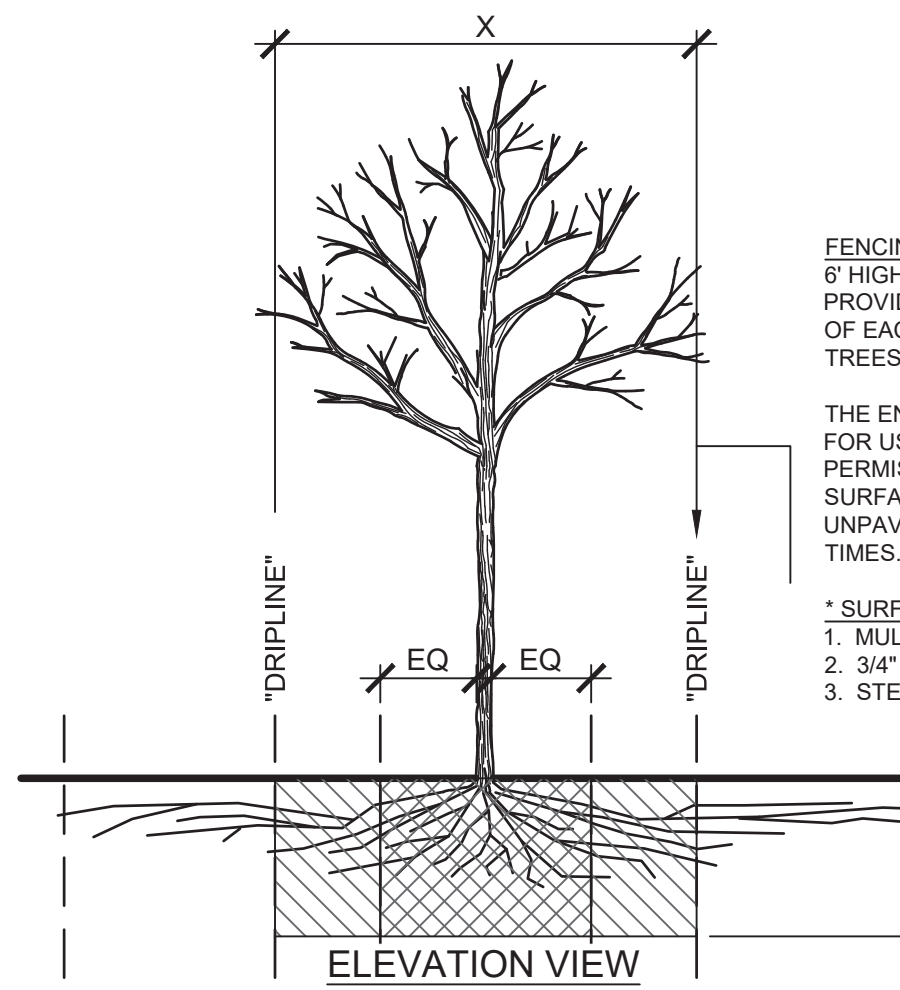
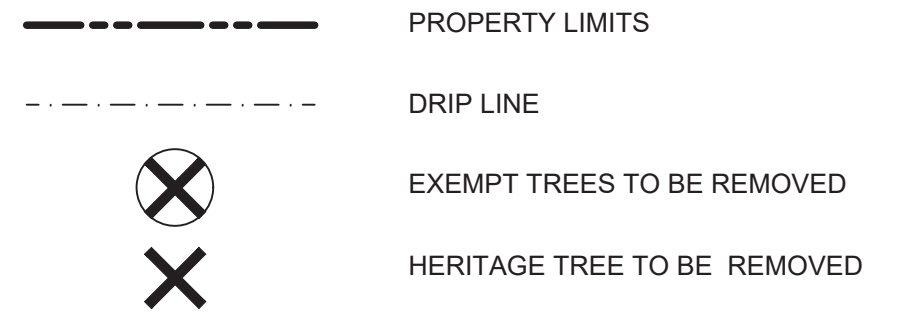
**HERITAGE TREE: 2.0 NET PRESERVATION OR LOSS**  
DECIDUOUS MEASURING EQUAL TO OR GREATER THAN 27" AT DBH  
CONIFEROUS MEASURING EQUAL TO OR GREATER THAN 50' IN HEIGHT

**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.

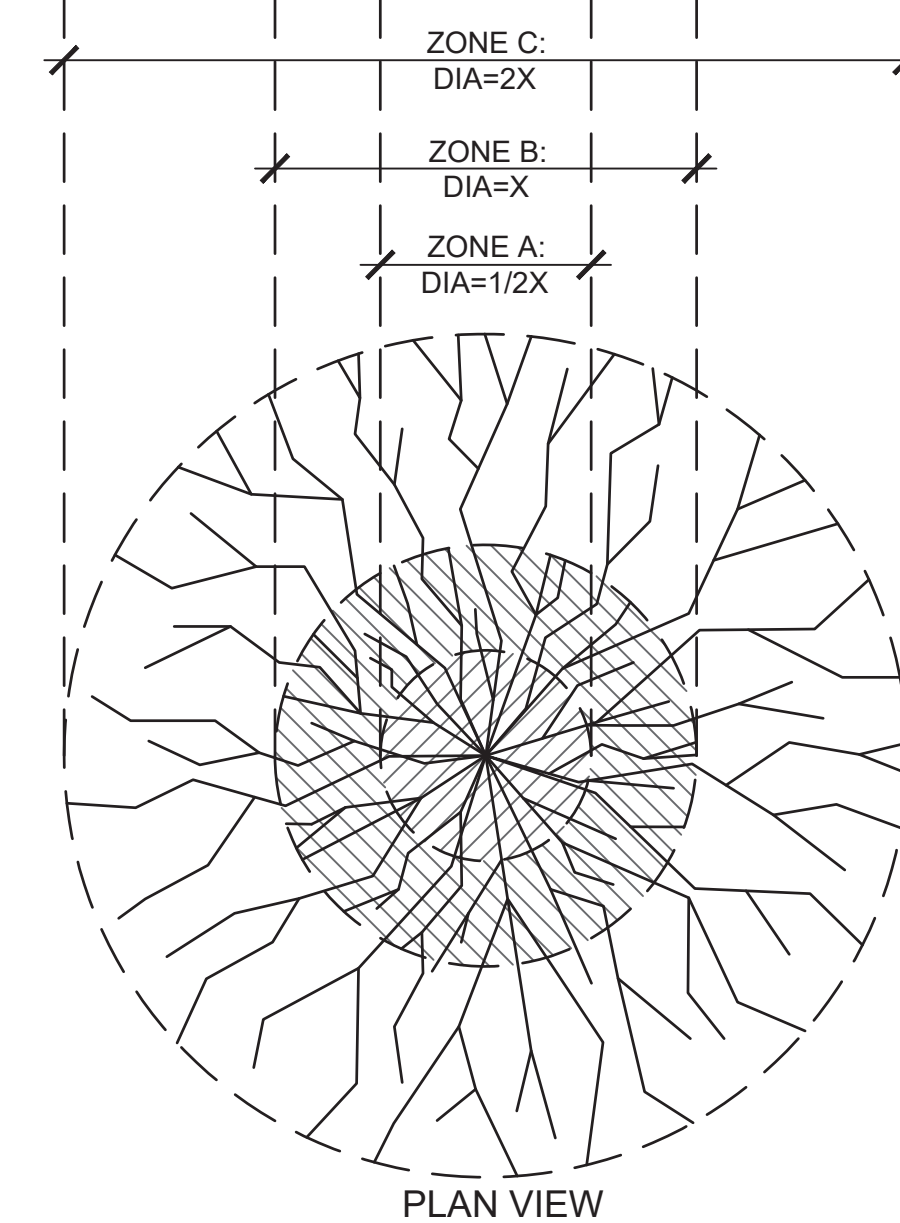
LEGEND



FENCING/ROOT PROTECTION  
8' HIGH CHAIN LINK FENCING SHALL BE PROVIDED AND MAINTAINED AT THE DRIFLINE OF EACH TREE OR AROUND A GROUP OF TREES AT THE DRIFLINE OF OUTSIDE TREES.

THE ENGINEER'S APPROVAL IS REQUIRED FOR USE/ACCESS WITHIN ZONE B. PERMISSION FOR USE/ACCESS REQUIRES SURFACE PROTECTION FOR ALL UNFENCED, UNPAVED SURFACES WITHIN ZONE B AT ALL TIMES.

\* SURFACE PROTECTION MEASURES  
1. MULCH LAYER, @ 6"-8" DEPTH  
2. 3/4" PLYWOOD  
3. STEEL PLATES



TRENCHING / EXCAVATION

ZONE A (CRITICAL ROOT ZONE) (DEFINED AS DRIFLINE DIAMETER MULTIPLIED BY 0.5)

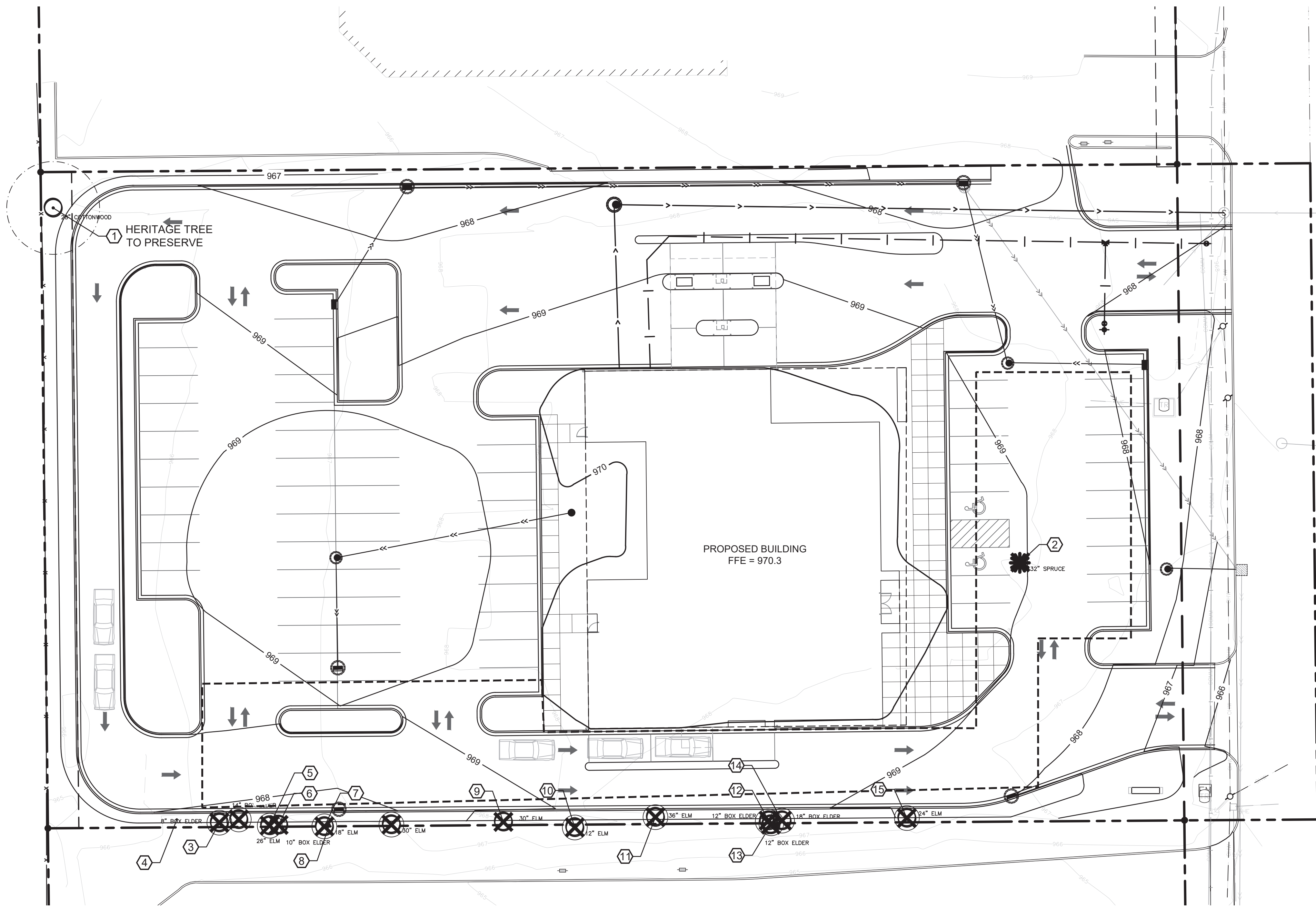
- NO DISTURBANCE ALLOWED WITHOUT SITE-SPECIFIC INSPECTION AND APPROVAL OF METHODS TO MINIMIZE ROOT DAMAGE
- SEVERANCE OF ROOTS LARGER THAN 2 INCHES IN DIAMETER REQUIRES AN ENGINEER'S APPROVAL
- TUNNELLING REQUIRED TO INSTALL LINES 3 FEET BELOW GRADE OR DEEPER

ZONE B (DRIFLINE (DEFINE) (MAXIMUM WIDTH OF BRANCH EXTENSION ON TREE))

- OPERATION OF HEAVY EQUIPMENT AND/OR STOCKPILING OF MATERIALS SUBJECT TO (SPECIFY INDIVIDUAL) APPROVAL
- SURFACE PROTECTION MEASURES REQUIRED TRENCHING ALLOWED AS FOLLOWS:
  - EXCAVATION BY HAND OR WITH HAND-DRIVEN TRENCHER MAY BE REQUIRED
  - LIMIT TRENCH WIDTH. DO NOT DISTURB ZONE A (CRITICAL ROOT ZONE) MAINTAIN 2/3 OR MORE OF ZONE B (DRIFLINE) IN UNDISTURBED CONDITION
- TUNNELLING MAY BE REQUIRED FOR TRENCHES DEEPER THAN 3 FOOT
- USE OF PNEUMATIC AIR WAND AND EXCAVATION MAY BE CONSIDERED WHERE THE TRENCH DEPTH DOES NOT EXCEED 4 FEET

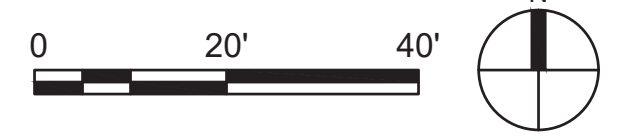
ZONE C (ABSORBING ROOT ZONE) (DEFINED AS DRIFLINE DIAMETER MULTIPLIED BY 2.0)

- OPERATION OF HEAVY EQUIPMENT AND/OR STOCKPILING OF MATERIALS SUBJECT TO (SPECIFY INDIVIDUAL) APPROVAL
- SURFACE PROTECTION MEASURES MAY BE REQUIRED AND IS TO BE DETERMINED BY (SPECIFY INDIVIDUAL)
- TRENCHING WITH HEAVY EQUIPMENT ALLOWED AS FOLLOWS:
  - MINIMIZE TRENCH WIDTH
  - MAINTAIN 2/3 OR MORE OF ZONE C IN UNDISTURBED CONDITION
  - OR AS SPECIFIED BY LANDSCAPE ARCHITECT



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

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







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PROJECT

**HIWAY**  
FEDERAL CREDIT UNION

NEW BUILDING

ROSEVILLE, MINNESOTA

ISSUED SET

REVISIONS

DATE NO.

DATE	NO.

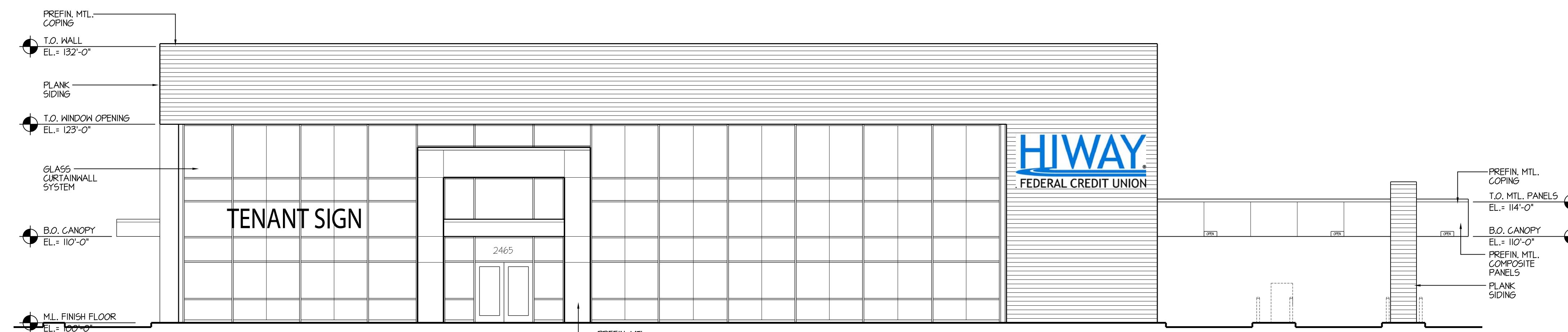
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# REG. NO. DATE

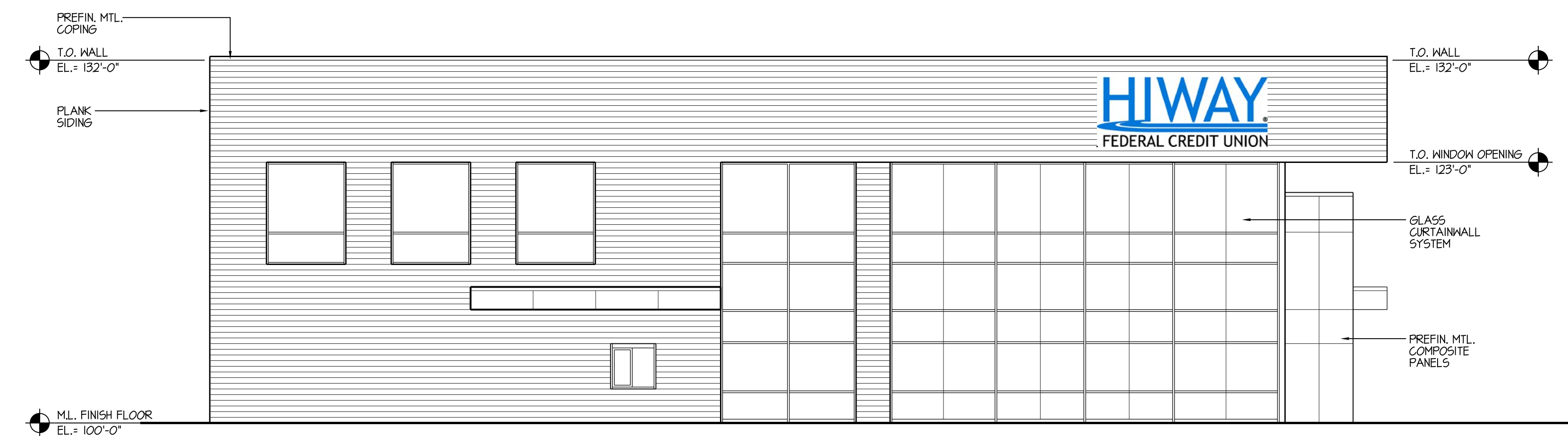
EXTERIOR ELEVATIONS

DRAWN BY: RES. CHECKED BY: RES.

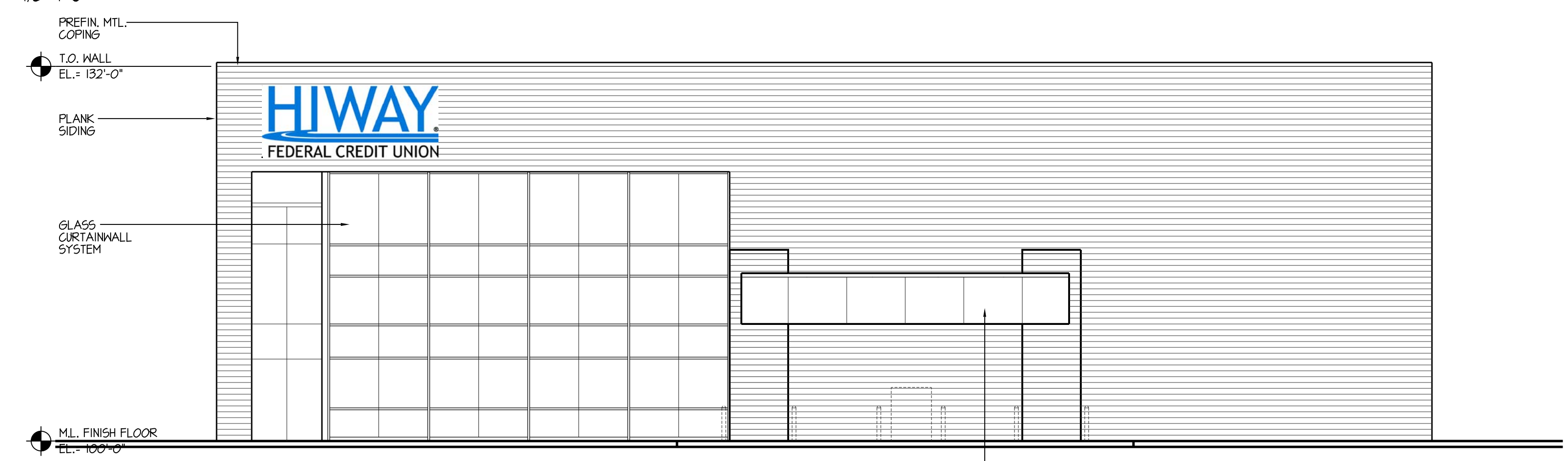
**A3**



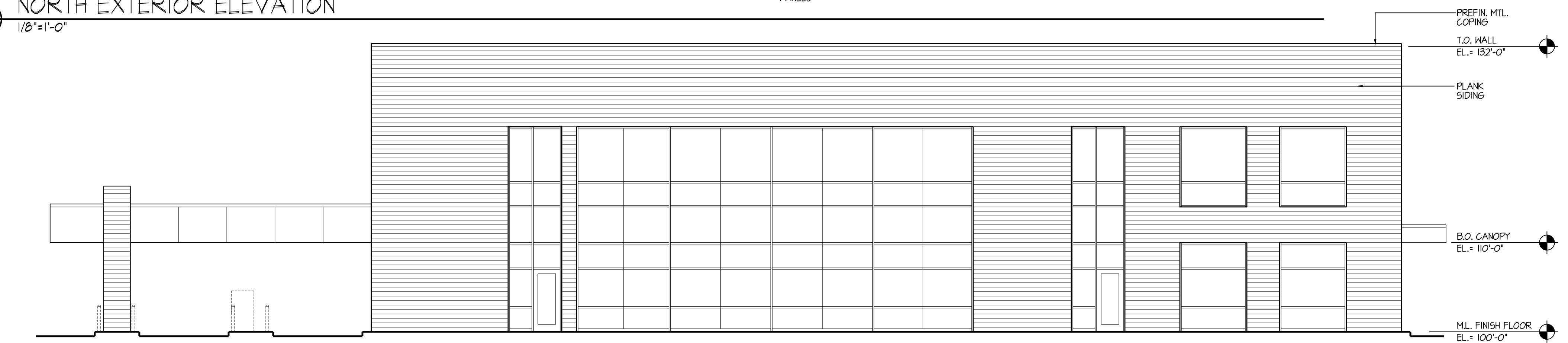
1 EAST EXTERIOR ELEVATION  
A3 1/8"=1'-0"



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"

ee-191157.dwg Oct 31, 2008 - 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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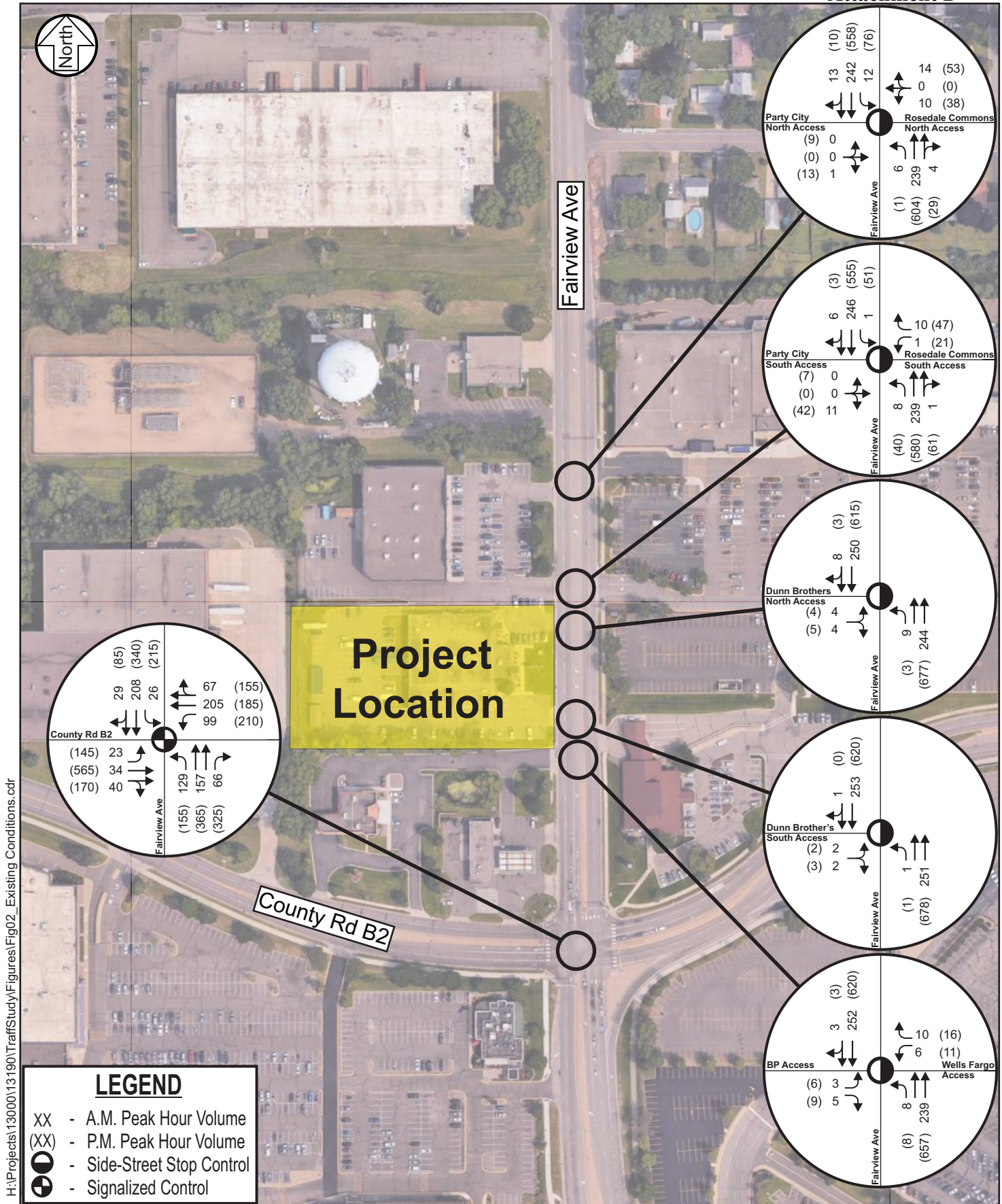


### Project Location

Hiway Federal Credit Union Traffic Study  
City of Roseville, MN

01913190  
November 2019

Figure 1



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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 <sup>(1)</sup>	A/A	5 sec.	A/C	17 sec.
Rosedale Commons North Access <sup>(1)</sup>	A/A	3 sec.	A/A	9 sec.
Dunn Brothers North Access <sup>(1)</sup>	A/A	4 sec.	A/A	9 sec.
Dunn Brothers South Access <sup>(1)</sup>	A/A	3 sec.	A/A	9 sec.
BP/Wells Fargo Access <sup>(1)</sup>	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.

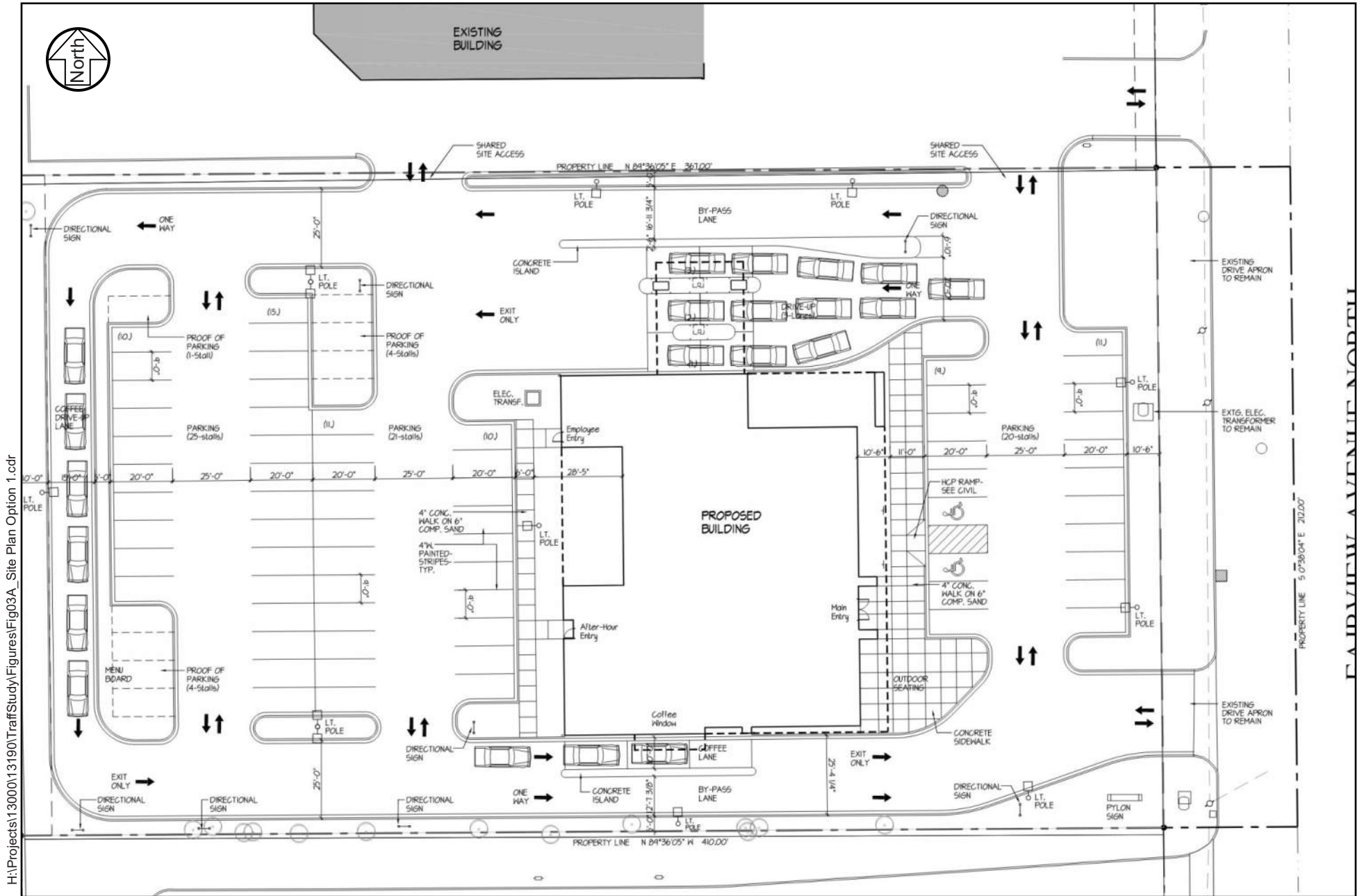
## Proposed Development

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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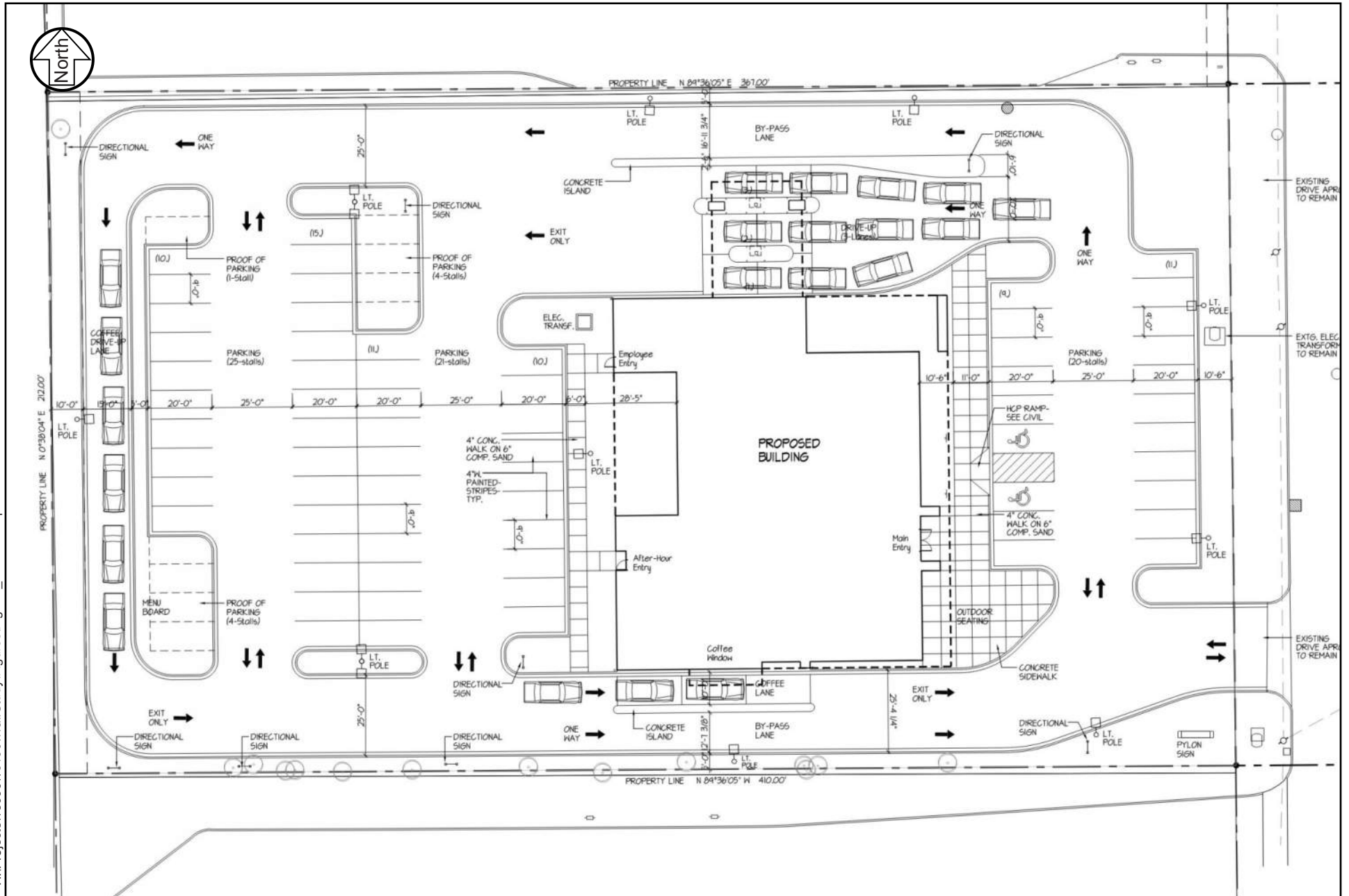
Site Plan Option A

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 <sup>(1)</sup>	1,500 SF	20	23	7	14	450
Drive-in Bank (912)	3 Lanes	16	10	40	42	374
	<b>Total Site Trips</b>	<b>36</b>	<b>33</b>	<b>47</b>	<b>56</b>	<b>824</b>

(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.

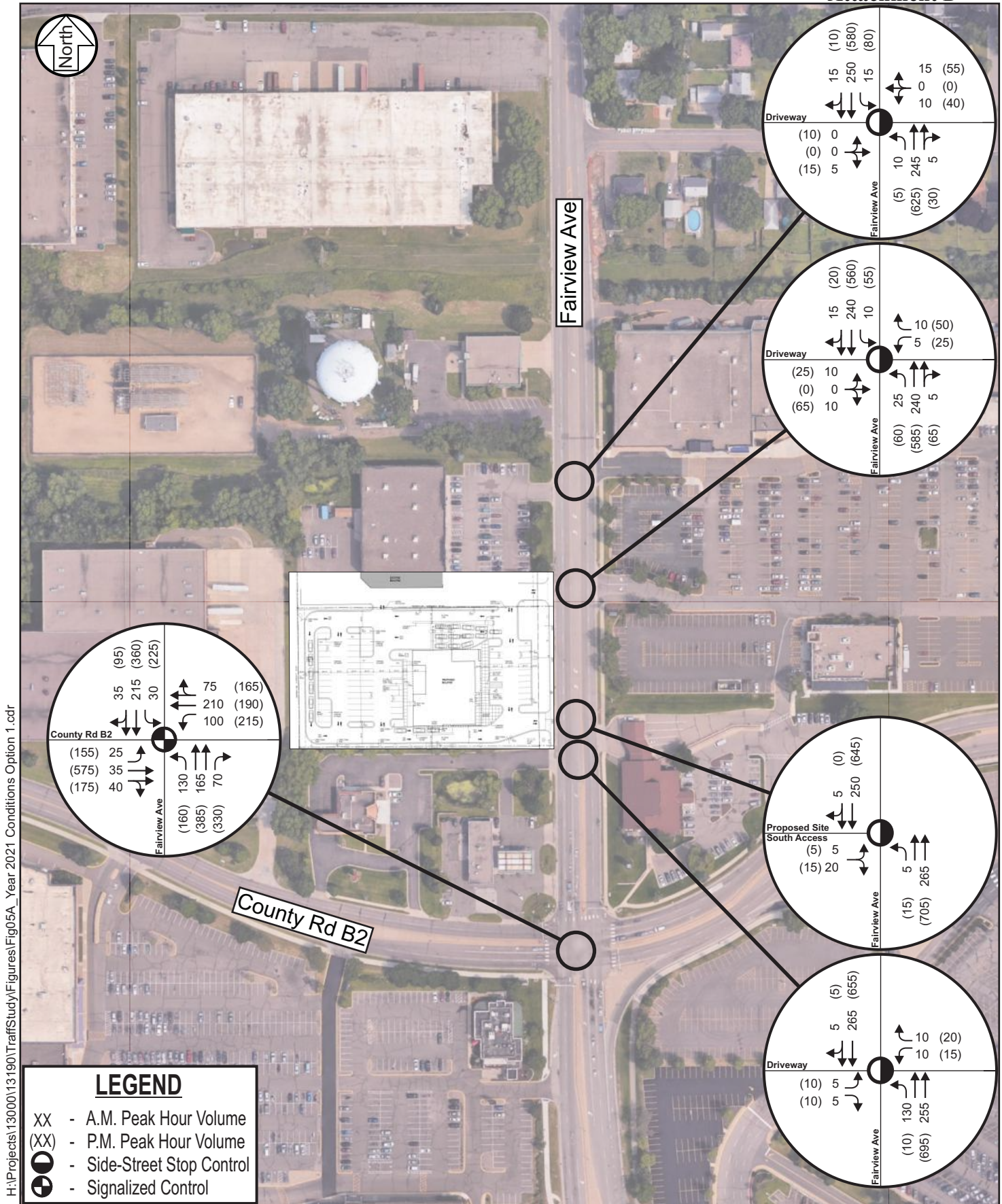


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**Directional Distribution**  
Hiway Federal Credit Union Traffic Study  
City of Roseville, MN

Figure 4

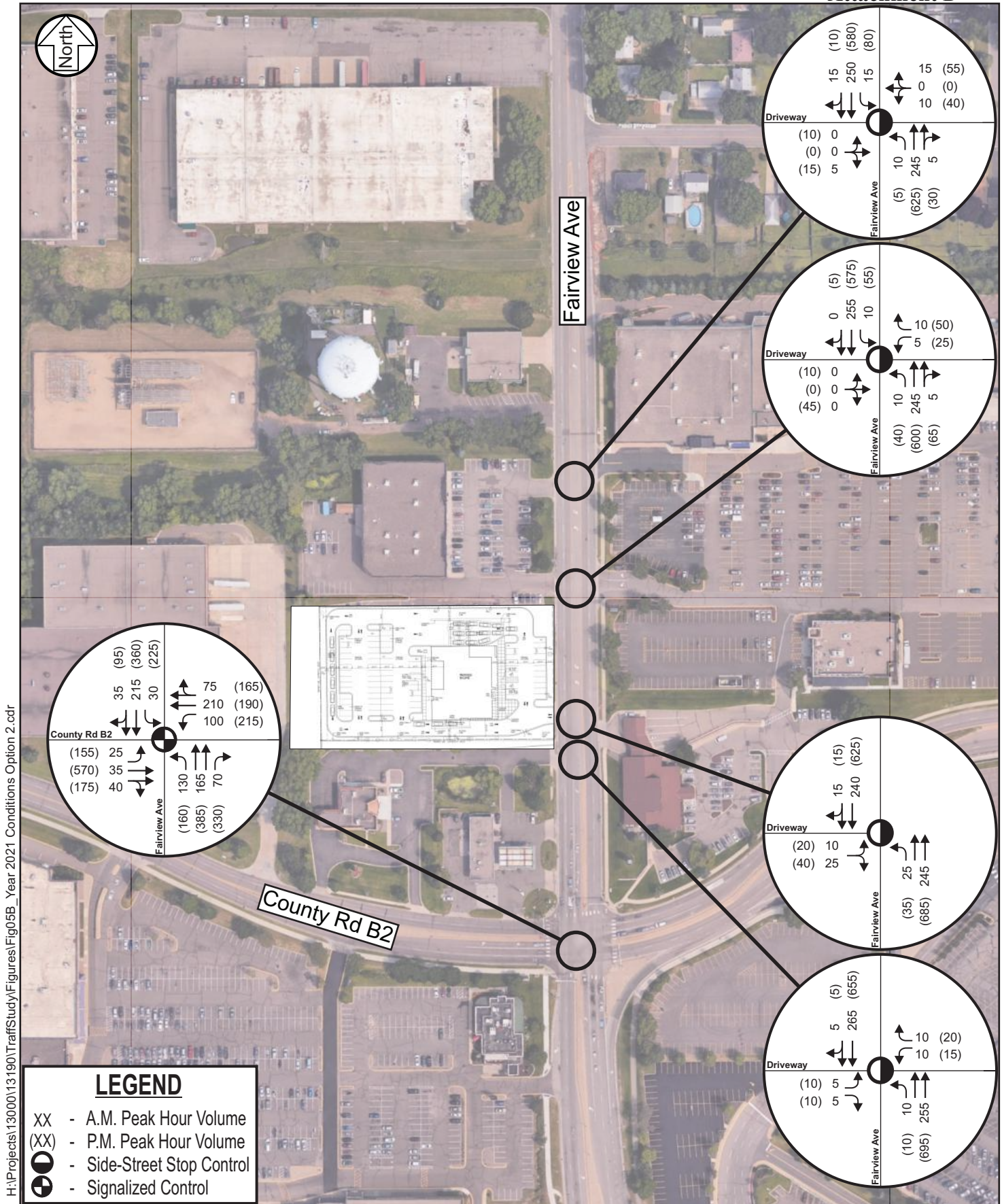


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**Year 2021 Conditions Option A**  
 Hiway Federal Credit Union Traffic Study  
 City of Roseville, MN

**Figure 5A**



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

**Figure 5B**

**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 <sup>(1)</sup>	A/A (5 sec.)	A/A (5 sec.)	A/C (18 sec.)	A/C (24 sec.)
Rosedale Commons North Access <sup>(1)</sup>	A/A (4 sec.)	A/A (3 sec.)	A/A (10 sec.)	A/A (9 sec.)
Proposed South Access <sup>(1)</sup>	A/A (3 sec.)	A/A (5 sec.)	A/A (4 sec.)	A/A (9 sec.)
BP/Wells Fargo Access <sup>(1)</sup>	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**

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**Date:** November 19, 2019

**To:** Thomas Paschke, City Planner

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

**RE:** 2465 Fairview – Conditional Use Permit

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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**



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**Date:** November 14, 2019

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

**From:** Chief Rick Mathwig- Roseville Police Department

**RE:** 2645 Fairview Ave

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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**



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**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

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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.