

EAST BETHEL PLANNING COMMISSION MEETING

July 26, 2011

The East Bethel Planning Commission met on June 20, 2011 at 7:00 P.M for their regular meeting at City Hall.

MEMBERS PRESENT: Lorraine Bonin Brian Mundle, Jr. Glenn Terry
Dale Voltin (Arrived at 7:04 p.m.)

MEMBERS ABSENT:

VACANT SEATS: Three

ALSO PRESENT: Stephanie Hanson, City Planner

Adopt Agenda Chairperson Terry called the June 20, 2011 meeting to order at 7:00 P.M.

Terry motioned to adopt the June 20, 2011 agenda. Bonin seconded; all in favor, motion carries.

**Site Plan Review –
Metropolitan Council
Environmental
Services (MCES)
Wastewater
Reclamation Plant**

Applicant:
James Roth
Metropolitan Council
390 Robert Street N.
St. Paul, MN 55101

Property Location:
Lot 1, Block 1, T & G First Addition
18460 Buchanan Street NE
East Bethel, MN
PIN 32-33-23-32-0003
Zoning: B3 - Highway Business

The property owner/applicant is requesting site plan approval to construct a wastewater reclamation plant. The plant will be owned and operated by Metropolitan Council Environmental Services (MCES). The wastewater reclamation plant is part of the city sewer and water project.

The site will consist of a pre-treatment building, multipurpose building, and bioreactor. There will be future expansions to include effluent storage tanks, solids handling, wet well/drywell, biofilter, and bioreactor. The site will be secured with an eight (8) foot chain link fence.

The installation of piping has begun on the southern end of East Bethel. Once the wastewater is treated, it will be piped to one of two sub-surface drain fields. One sub-surface drain field is located east of the East Bethel Ice Arena and the other is located at 229th Avenue and Highway 65.

The proposed site plan provides eight (8) parking stalls. One accessible stall has been provided to meet ADA requirements. In this particular instance, off-street

parking requirements are based off the type of use and number of employees. Since the facility is not open to the public, the only expected traffic is from 1 - 3 employees that are staffed during the weekdays. There will be staff on call for overnight, weekends, and holidays.

Autumn blaze maples, black hills spruce, and Isanti dogwood will be planted throughout the site. Attachment #5 depicts planting locations. The landscape plan meets code requirements. According to East Bethel City Code, all new plantings, including turf establishment, must be guaranteed for one full year from the time the planting has been completed. A letter of credit or a cash escrow will be required by the owner in the amount equal to at least 150 percent of the approved estimated landscaping cost. The letter of credit must be provided prior to the issuance of a building permit and must be valid for a period of time equal to one full growing season.

As part of final plat approval, Metropolitan Council is not required to improve Buchanan Street; instead, it is required that a portion of Buchanan Street abutting 185th Ave. is to be surfaced with impervious material far enough to the south so that traffic entering the property from the intersection will travel over only an improved surface. Buchanan Street is to be improved when T & G First Addition Outlot A is platted (located to the east of the property). Staff and Metropolitan Council have begun discussions regarding the possibility of Buchanan Street being improved up to forty (40) feet beyond the site entrance by the Metropolitan Council. Staff recommends that discussions with Metropolitan Council continue.

The proposed lighting plan provides for wall lighting around the buildings and ten (10) downcast shielded lights mounted on a pole in the parking/drive area. Lighting sources will be hooded so as not to light adjacent property. Also, poles cannot exceed a height of thirty (30) feet.

The City Engineer has completed his review of the site plan. His comments are attached for your review (attachment 9, memo dated July 8, 2011). Many of the comments of the City Engineer have been addressed by the Applicant; storm water calculations and signed plans have been submitted. The Applicant will need to continue to work with the City Engineer until all comments have been satisfactorily addressed.

The attachments included in the packet of information:

1. Site Location
2. Site Plan Application
3. Site Plan
4. Property Survey
5. Landscape Plan
6. Grading and Drainage Plan
7. Lighting Plan
8. Building Elevations
9. Memo from City Engineer Dated July 8, 2011

Fiscal Impact:

Undetermined at this time

Staff Recommendations:

Staff requests Planning Commission recommend approval to City Council of a site plan review for the construction of the Metropolitan Council Environmental Services Wastewater Reclamation Plant on the property owned by Metropolitan Council, located at T & G First Addition, Lot 1, Block 1, PIN 32-33-23-32-0003, 18460 Buchanan Street, with the following conditions:

1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.
2. Letter of credit or a cash escrow will be required by the owner in the amount equal to at least 150 percent of the approved estimated landscaping cost. The letter of credit must be provided prior to the issuance of a building permit and must be valid for a period of time equal to one full growing season. In addition to the letter of credit or cash escrow, the owner must submit an estimated landscaping cost for plantings and turf establishment.
3. Full set of the site plan must be signed by a licensed professional engineer.
4. Maintenance Agreement must be executed to ensure maintenance of the onsite pond is performed. Maintenance Agreement will be drafted by the City of East Bethel.
5. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.
6. Any modifications to the approved site plan shall be submitted to and approved by City Staff.
7. Continue discussions with staff regarding improvements to Buchanan Street. Improvements will be required to meet engineering standards and must be approved the City Engineer. If Buchanan Street improvements are not completed, the property owner will be required to pave a portion of Buchanan Street abutting 185th Ave. It is to be surfaced with impervious material far enough to the south so that traffic entering the property from the intersection will travel over only an improved surface, as approved as part of the T & G First Addition final plat.
8. Building permit must be obtained for fencing over six (6) feet in height.
9. All conditions must be satisfied prior to the issuance of a building permit.

Hanson advised that Mr. Roth with the Met Council is here to answer any questions that you have specifically.

Bonin asked about the parking spaces, if there are only going to be one to three people there, eight parking spaces seems like overkill. Hanson said if there are future expansions or delivery trucks they wanted to ensure there was enough parking. Mundle said, "Is Mr. Roth here?"

Jim Roth advised the Commission that he is the project manager for Met Council. Mundle asked about the statement in the introduction in the site plan review, it states all residents in East Bethel are served by individual septic systems. Mundle said that is incorrect as there are two waste water treatment plants in East Bethel. Roth said that would be corrected. It was asked if there will be any hydrants planned for this area. Hanson said there are fire hydrants provided, but

they are part of another project. Mundle said we should have fire hydrants there. Mundle asked if there would be any additional security measures, such as gates. Roth said they are discussing security plans. More commonly at these facilities there are motorized gates, card readers, and some of the site will be fenced. Will the snow plowing affect the shrubberies, or is there an easy way to clear the snow from the site. Roth said there is a lot of room on the site to remove snow and they can protect the shrubbery. Mundle just wants to make sure the shrubbery isn't damaged.

Terry said this site plan looks to be a paved road coming off of 185th. He asked if the Met Council was not doing regular pavement there. Roth said we will be paving up to the entrance of the driveway. They are working with the City on the detail of the extension of Buchanan. Terry said are you going to have a curbed road and gutter? Hanson said yes it will be curb and gutter.

Terry asked about the two drain fields and questioned why they are going to go so far from the other site. Roth said because they had to acquire the property and they had to find ones they could acquire. Met Council looked at six sites in the city. Terry said where at the intersection is this site? Roth said the property abuts the south side of the church property, and it is about a ten acre property. Terry confirmed this is not a public hearing.

Bonin moved to recommend approval to City Council of a site plan review for the construction of the Metropolitan Council Environmental Services Wastewater Reclamation Plant on the property owned by Metropolitan Council, located at T & G First Addition, Lot 1, Block 1, PIN 32-33-23-32-0003, 18460 Buchanan Street, with the following conditions:

- 1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.**
- 2. Letter of credit or a cash escrow will be required by the owner in the amount equal to at least 150 percent of the approved estimated landscaping cost. The letter of credit must be provided prior to the issuance of a building permit and must be valid for a period of time equal to one full growing season. In addition to the letter of credit or cash escrow, the owner must submit an estimated landscaping cost for plantings and turf establishment.**
- 3. Full set of the site plan must be signed by a licensed professional engineer.**
- 4. Maintenance Agreement must be executed to ensure maintenance of the onsite pond is performed. Maintenance Agreement will be drafted by the City of East Bethel.**
- 5. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.**
- 6. Any modifications to the approved site plan shall be submitted to and approved by City Staff.**
- 7. Continue discussions with staff regarding improvements to Buchanan Street. Improvements will be required to meet engineering standards and must be approved the City Engineer. If Buchanan Street improvements are not completed, the property owner will be required to pave a portion of Buchanan Street abutting 185th Ave. It**

is to be surfaced with impervious material far enough to the south so that traffic entering the property from the intersection will travel over only an improved surface, as approved as part of the T & G First Addition final plat.

- 8. Building permit must be obtained for fencing over six (6) feet in height.**
- 9. All conditions must be satisfied prior to the issuance of a building permit.**

Terry second, motion carries unanimously.

This will go before the City Council on August 3, 2011.

**Request for Site Plan
Review for the City
of East Bethel Water
Treatment Plant**

Applicant:

City of East Bethel
2241 221st Avenue NE
East Bethel MN 55011

Property Location:

19458 Taylor Street NE
East Bethel MN 55011
PIN 29-33-23-23-0005

The City of East Bethel is requesting Site Plan approval to construct a Water Treatment Plant (WTP). The City of East Bethel has recently purchased the property from Ms. Kim Thompson and a portion of the property from Shaw Trucking for the construction of the WTP. The General Location of the WTP is shown on Attachment 1 and the Property Survey is shown on Attachment 2. It is anticipated that the WTP construction will begin October of this year.

The WTP will be owned and operated by the City of East Bethel. One staff person will check the WTP on a daily basis. This individual will have the required licensure to operate a Class C WTP. Currently, there is a full-time City employee who possesses the required licensing. Bulk chemical delivery will occur approximately once per month, therefore, traffic generated will be minimal.

Attachment 3 is the Existing Topography and Removal Plan. This plan shows the existing residential structures (house, garage, well, and septic) that will be removed from the site. The WTP will include a 1,624 square foot building (42' by 38'-8") as shown on Attachment 4. Attachment 5 is the Exterior Perspective of the proposed WTP looking southwest.

The existing parcel is accessed off Taylor Street NE. This access encroaches on the parcel that is directly north of the WTP. A new access to the WTP will be constructed off of Taylor Street as shown on the Site Plan (Attachment 4). The proposed areas of pavement and gravel and future pavement areas are shown on the Pavement Plan which is Attachment 6.

Parking is provided on site. The proposed site plan provides six (6) parking stalls. One accessible stall has been provided to meet ADA requirements. In this particular instance, off-street parking requirements are based off the type of use and number of employees. Since the facility is not open to the public, the only

expected traffic is from 1 employee that is staffed during the weekdays.

There will be autumn blaze maples, spirea, and mint julep planted around the north and east side of the building. The Landscaping Plan is included as Attachment 7. The existing trees and vegetation along the north boundary of the property will remain in place. According to East Bethel City Code, all new plantings, including turf establishment, must be guaranteed for one full year from the time the planting. The Contractor will be responsible for the plantings for the first year. The City will be responsible for ensuring the landscaping remains healthy after the first year. Plantings that do not establish must be replaced.

At this time 6-foot chain link fence is proposed around Well No. 3 and No. 4.

The Lighting Plan is included as Attachment 7. The plan provides for lighting around the building and one additional downcast shielded light mounted on a pole at the intersection. Lighting sources will be hooded so as not to light adjacent property. Also, pole cannot exceed a height of thirty (30) feet.

A Grading, Drainage, and Erosion Control Plan are included as Attachment 8 and a Utility Plan has been included as Attachment 9.

A Floor Plan has been included as Attachment 10, and Exterior Elevations have been included as Attachment 11. The proposed building is a masonry structure with a 12-inch brick exterior. Proposed exterior colors are shown on Attachment 5.

The attachments in the packet of information are:

1. Location Map
2. Property Survey
3. Existing Topography and Removals Plan
4. Site Plan
5. Exterior Perspective
6. Pavement Plan
7. Landscape and Lighting Plan
8. Grading, Drainage and Erosion Control Plan
9. Utility Plan
10. Floor Plan
11. Exterior Elevations

Fiscal Impact:

Undetermined

Recommendation:

Staff requests Planning Commission recommend approval to City Council of a site plan review for the construction of the City of East Bethel Water Treatment Plant, PIN 29-33-23-23-0005, 19458 Taylor Street, with the following conditions:

1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.
2. Landscaping is to be guaranteed for one (1) growing season. Plantings that do not establish must be replaced.

3. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.
4. Any modifications to the approved site plan shall be submitted to and approved by City Staff.
5. Improvements will be required to meet East Bethel engineering standards.
6. All conditions must be satisfied prior to the issuance of a building permit.

The City Engineer is the one who is doing the plan for the City and he was unavailable to attend this evening's meeting. Hanson will be available to answer questions.

Terry asked what changed from the other plan that was approved. Hanson said this is a smaller building and also there is a change in the location of the wells. Bonin asked why the building is smaller. Hanson advised the smaller facility ended up amounting to a \$4.4 million dollars savings and this was due to some testing on what the City would actually need. Bonin asked if the road would eventually extend beyond where it is. Hanson said yes.

Mundle said on the west side of the building there is a garage door, there are no roads leading up to it. Hanson said it might be for chemical delivery, she will ask the engineer about it. Terry said that it might be for water treatment building expansion. He said maybe that is how they would want it for connection. Hanson said she will ask and will email Commission members the answer. Voltin said there is nothing in here for expansion. Hanson said there is possible expansion of the building. Mundle said you have better energy savings without a garage door. Terry said if they are going to have a garage door there needs to be gravel drive there. Mundle said the road that will be put thru looks like it will go through to the middle of the property. Hanson advised the one side of the property is wetlands and unfortunately if we put the road to the east we would have to work with the Wetland Conservation Act. Bonin asked what the test wells are. Hanson said they are to test what is needed and they will be sealed. Voltin said the garage door might be for equipment.

Voltin recommend approval to City Council of a site plan review for the construction of the City of East Bethel Water Treatment Plant, PIN 29-33-23-23-0005, 19458 Taylor Street, with the following conditions:

- 1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.**
- 2. Landscaping is to be guaranteed for one (1) growing season. Plantings that do not establish must be replaced.**
- 3. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.**
- 4. Any modifications to the approved site plan shall be submitted to and approved by City Staff.**
- 5. Improvements will be required to meet East Bethel engineering standards.**

All conditions must be satisfied prior to the issuance of a building permit. Mundle seconded, motion carries unanimously.

This will go before the City Council on August 3, 2011.

**Approve June 20,
2011 Planning
Commission Meeting
Minutes**

Terry advised on page 14/16, second paragraph, second sentence from bottom, there is not enough room for a safe easement; it should be there is enough room for a safe easement on the park side.

Terry said he doesn't want to go through all 16 pages of the minutes and make sense of them. Bonin said they would like someone to go through them. Hanson said staff can make the changes they think are necessary. Voltin said he can't because he wasn't there.

Bonin motioned to table approval of the June 20, 2011 Planning Commission minutes to allow staff to review and make changes to the minutes. Bonin advised the minutes were done overnight to accommodate a City Council meeting discussing the primary topic on the Planning Commission agenda so there was really no review of the minutes prior to them going to Council. Bonin wanted the minutes to reflect that the issues with the minutes were not due to incompetence of the minute taker, but due to time requirements. Terry seconded; all in favor, motion carries.

Adjourn

Terry made a motion to adjourn the meeting at 7:30 PM. Holmes seconded; all in favor, motion carries.

Submitted by:

Jill Teetzel
Recording Secretary