

Meeting is also available on Comcast Ch. 16 and streaming vod.maplewoodmn.gov

AGENDA
CITY OF MAPLEWOOD
COMMUNITY DESIGN REVIEW BOARD

Tuesday, January 18, 2022

6:00 P.M.

Held Remotely Via Conference Call

Dial 1-888-788-0099 or 1-312-626-6799

When Prompted Enter Meeting ID: 869 1820 9762#

No Participant ID, Enter # When Prompted

A. Call to Order

B. Roll Call

C. Approval of Agenda

D. Approval of Minutes

1. December 21, 2021 Community Design Review Board Meeting Minutes

E. New Business

1. Comprehensive Sign Plan, Independent School District #622, 2410 Holloway Avenue East
2. Design Review Resolution, Scooters Coffee, 2228 Maplewood Drive North

F. Unfinished Business

G. Visitor Presentations

H. Board Presentations

I. Staff Presentations

J. Adjourn

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**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, DECEMBER 21, 2021
6:00 P.M.
(THIS MEETING WAS HELD REMOTELY VIA CONFERENCE CALL)**

A. CALL TO ORDER

A meeting of the Board was held and called to order at 6:00 p.m. by Chairperson Kempe .

B. ROLL CALL

Bill Kempe, Chairperson	Present
Jason Lamars, Boardmember	Present
Amanda Reinert, Boardmember	Absent
Ananth Shankar, Boardmember	Present
Tom Oszman, Boardmember	Present

Staff Present: Michael Martin, Assistant Community Development Director

C. APPROVAL OF AGENDA

Boardmember Lamars moved to approve the agenda as presented.

Seconded by Boardmember Oszman Ayes – All

The motion passed.

D. APPROVAL OF MINUTES

1. Approval of September 21, 2021 CDRB Meeting Minutes

Boardmember Lamars moved to approve the September 21, 2021 CDRB Meeting Minutes as submitted.

Seconded by Boardmember Shankar Ayes – Lamars, Shankar, Oszman

Abstain – Kempe

The motion passed.

E. NEW BUSINESS

1. Design Review, Ridge Periodontics, 3033 Hazelwood Street North

Michael Martin, Assistant Community Development Director, gave the report on the Design Review for Ridge Periodontics, 3033 Hazelwood Street North and answered questions of the board.

The applicant, Bob Shaffer of Foundation Architects, addressed the board and answered questions.

Rebecca Grothe, Business Manager for Ridge Periodontics, addressed the board and answered questions.

Boardmember Lamars moved to approve the design plans for a proposed dental clinic, date stamped November 30, 2021 at 3033 Hazelwood Street North, subject to certain conditions of approval:

1. Repeat this review again in two years, if the city has not issued a building permit.
2. The applicant shall meet the requirements set forth in the report by the Assistant City Engineer, Jon Jarosch, dated December 2, 2021.
3. The applicant shall meet the requirements set forth in the report by the Environmental Planner, Shann Finwall, and the Natural Resources Coordinator, Carole Gernes, dated December 10, 2021. The applicant shall work with staff to replace some of the landscaping details on the landscape plan, per staff's recommendations.
4. All requirements of the Fire Code and Building Code must be achieved.
5. All mechanical equipment and trash receptacles shall be screened from view of all nearby residential properties, per city ordinance standards.
6. The applicant shall provide additional screening along the southern edge of the parking lot. The screening can consist of fencing or landscaping. Given the existing easements, the applicant will work with the pipeline and power company to determine the best type of screening at this location. The applicant will provide a plan to the city for review detailing the proposed screening. The plan may be approved by staff.
7. The applicant shall restore any public right-of-way, adjacent property or property irons disturbed by the construction.
8. A cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
9. Written documentation from all easement holders affecting this site indicating approval of the plans for the planned improvements.
10. The applicant shall complete the following before occupying the building:
 - a. Replace any property irons removed because of this construction.
 - b. Provide continuous concrete curb and gutter around the parking lot and driveways.
 - c. Install all required landscaping and an in-ground lawn irrigation system for all landscaped areas.
11. If any required work is not done, the city may allow temporary occupancy if:
 - a. The city determines that the work is not essential to the public health, safety or welfare.
 - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the

building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.

12. The proposed building is permitted to be built within 50 feet of the existing pipeline on the site. The site has unique characteristics and challenges that justify approval of a revised pipeline setback.
13. Comply with all city ordinance requirements for signage, trash enclosures and parking.
14. All work shall follow the approved plans. City staff may approve minor changes.

Seconded by Boardmember Shankar, with a friendly amendment that the applicant provide physical samples of the exterior of the building to staff for review.

Ayes – All

The friendly amendment was accepted and the motion passed.

2. 2021 Community Design Review Board Annual Report

Chairperson Kempe moved to approve the CDRB's 2021 Annual Report

Seconded by Boardmember Lamars, with the friendly amendment to add the review of building material requirements from adjacent cities for work planned in 2022.

Ayes – All

The motion passed.

F. UNFINISHED BUSINESS

None

G. VISITOR PRESENTATIONS

None

H. BOARD PRESENTATIONS

New Boardmember, Tom Oszman introduced himself to the board and Boardmembers Kempe, Lamars and Shankar introduced themselves to Boardmember Oszman.

I. STAFF PRESENTATIONS

None

J. ADJOURNMENT

The meeting was adjourned by Boardmember Lamars at 6:51 p.m.

Seconded by Boardmember Shankar

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COMMUNITY DESIGN REVIEW BOARD STAFF REPORT

Meeting Date January 18, 2022

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Elizabeth Hammond, Planner

PRESENTER: Elizabeth Hammond, Planner

AGENDA ITEM: Comprehensive Sign Plan, Independent School District #622, 2410 Holloway Avenue East

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

Form of Action: ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

Policy Issue:

Independent School District #622 has requested approval of a comprehensive sign plan in order to allow a dynamic display sign on the property at 2410 Holloway. As part of the proposed sign plan for the site, they have requested that the board consider a larger wall sign on the building and a larger monument sign, exceeding the allowable square footage. To move forward with the proposal the applicant needs approval of a comprehensive sign plan.

Recommended Action:

Motion to approve the comprehensive sign plan for Independent School District #622, at 2410 Holloway Avenue East, subject to certain conditions of approval.

1. The applicant shall submit sign permits for review by the city prior to installation.
2. This approval allows for a monument sign on the north end of the property adjacent to Holloway Avenue East, to be 80 sq. feet in size. The dynamic display portion cannot exceed 50% of the overall sign area. The monument sign must meet the requirements outlined in ordinance section 443-743 (k), for dynamic displays in conjunction with institutional uses.
3. This approval allows for a wall sign on the south east side of the building to be 40 sq. ft. in size.
4. Any changes to the approved plans requires review by the community design review board. Staff may approved minor changes.

Fiscal Impact:

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source
☐ Use of Reserves ☒ Other: N/A

Strategic Plan Relevance:

- | | | |
|---|---|---|
| <input type="checkbox"/> Financial Sustainability | <input type="checkbox"/> Integrated Communication | <input type="checkbox"/> Targeted Redevelopment |
| <input checked="" type="checkbox"/> Operational Effectiveness | <input type="checkbox"/> Community Inclusiveness | <input type="checkbox"/> Infrastructure & Asset Mgmt. |

The city deemed the applicant's application complete on December 15, 2021. The initial 60-day review deadline for a decision is February 13, 2022. As stated in Minnesota State Statute 15.99, the city is allowed to take an additional 60 days if necessary to complete the review.

Background

Project Overview

Independent School District #622 has requested approval of a comprehensive sign plan for the property located at 2410 Holloway Avenue East. The property will be the site of the new Justice Alan Page Elementary School. The school is proposing to install two signs, a wall sign on the exterior wall of the building over the main entrance doors, and a monument sign near Holloway Avenue, the main entrance to the property. The attached plans illustrate the details of the proposal.

The proposed monument sign will have a dynamic display on a portion of the sign. A comprehensive sign plan is required for dynamic display signs in conjunction with permitted institutional or public uses. City ordinance section 44-732, allows for exceptions to the sign ordinance and provides flexibility to the community design review board when considering comprehensive sign plans. Exceptions are specifically identified for sign areas, densities, and dynamic display change over rates.

The standards for institutional dynamic displays are outlined in ordinance section 443-743 (k). The district is proposing to have a monument sign which will be 80 sq. ft. in size, exceeding the maximum allowable size of 50 sq. ft. in size. The district has stated that the larger sign is necessary for visibility due to the sign location, snow coverage around the base in winter months, and to ensure complete messages on the display screen. Staff believes the request is reasonable given the location of the sign in proximity to the adjacent roadways and given the parcel size. The sign will be setback 28.55 feet from the right-of-way on Holloway Avenue and 30.53 feet from the entry drive to the new elementary school.

The district is also proposing a wall sign to be located on the east side of the new school building. The wall sign would be 40 sq. ft., exceeding the size standard of 24 sq. ft. The district has stated that the additional square footage is necessary for visibility due to the building location and length of the school's name. Staff believes the request for the larger wall sign is reasonable given the size of the site, and that the sign will complement the overall building design.

Commission Review

Design Review

The Community Design Review Board will review the project details on January 18, 2022.

Department Comments

No comments received.

Citizen Comments

Staff surveyed the surrounding properties. A public meeting notice and project details were sent to the properties within 350 feet of the subject property. No public comments were received.

Reference Information

Site Description

Site Size: 17.42 Acres
Existing Land Use: Educational Facility

Surrounding Land Uses

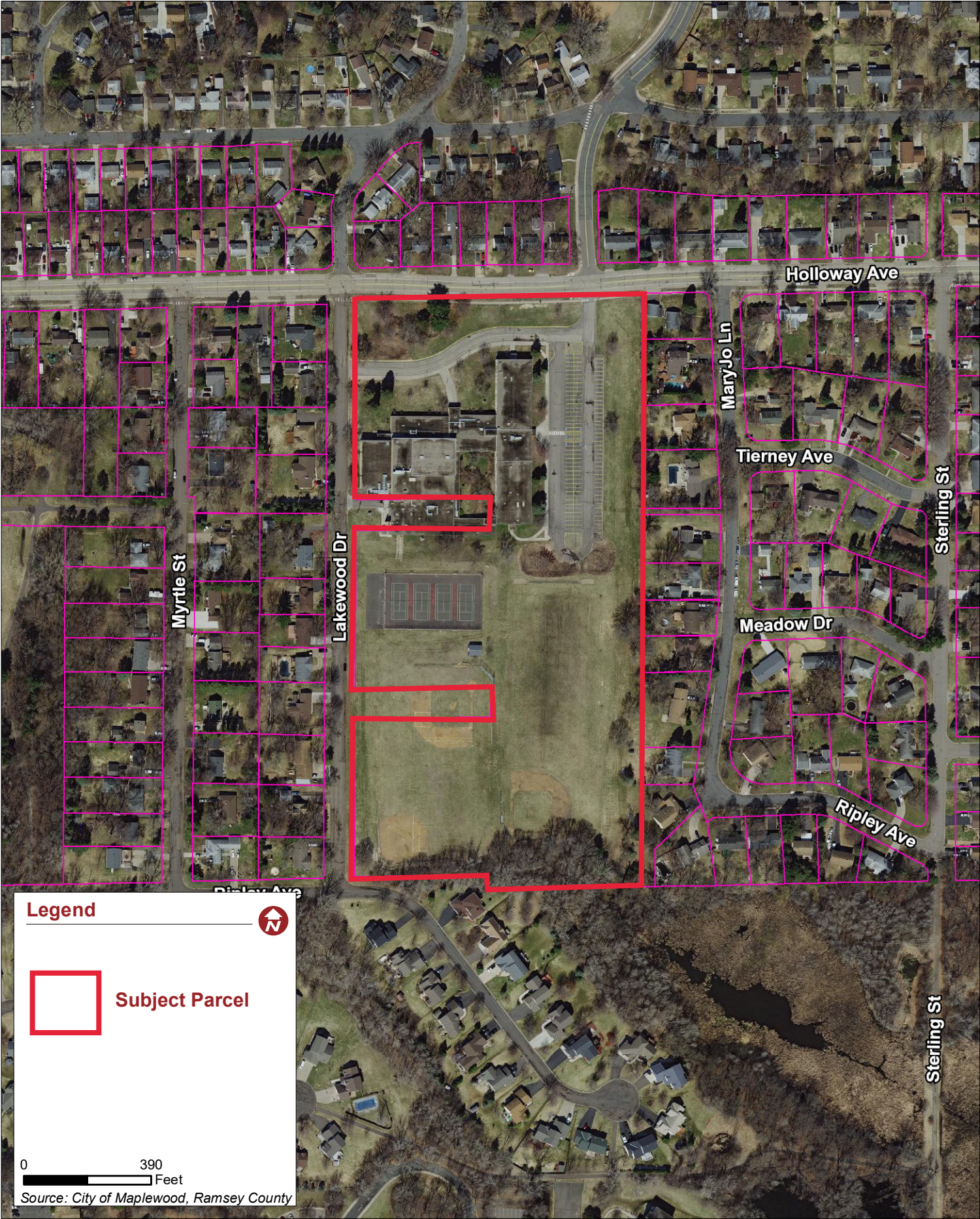
North: Single Family Homes
South: Single Family Homes
East: Single Family Homes
West: Single Family Homes

Planning

Existing Land Use: Institutional
Existing Zoning: R1, Single Dwelling

Attachments

1. Overview Map
2. Applicant's Narrative
3. Sign Location Maps
4. Sign Renderings



APPLICATION NARRATIVE

Independent School District #622 is submitting this narrative as a part of the comprehensive sign plan application for consideration by the Community Design Review Board. At the new Justice Alan Page Elementary School, there are two exterior locations we are requesting signage be installed. The first is the school name signage which will be mounted to the front of the building. The 2nd is a monument sign near the entrance to the site off of Holloway Ave E.

The building name 'Justice Alan Page Elementary School' is proposed to be placed on the main entrance canopy of the building, right by the front doors. This will be the entrance all staff use as well as students dropped off by their parents. There is a separate entrance bus students will use that does not have exterior signage. The building name letters will be bronze anodized dimensional characters ¼" thick, mounted directly to the building. The building exterior material at this location is silver metal panel siding, so the dark bronze color will contrast for easy visibility. The proposed size for the letters is 14" tall. Due to the length of the building name, this will exceed the signage size requirement of 24sqft. The coverage at this text height is 40sqft. In order to meet the 24sqft requirement, we will need to reduce the height of the letters to 10" tall. The design team would appreciate your consideration to accept the proposed 14" tall text so that students and staff are able to read the sign from the back side of the parking area. The building sits far back on the site, so we feel that it is important that the building name and identity is visible.

The school district has a standardized monument sign with a digital dynamic display that has been implemented at multiple schools across the district. The primary goal for the monument sign as a feature on the site is to identify the entrance and welcome the community to the school. At Justice Alan Page Elementary School, the sign will sit adjacent to the primary entrance, just off of Holloway Ave E. This drive will be used by staff, parents dropping off students, and visitors. The monument sign will be easily visible from the street, but not obtrusive. The sign will be informative and aesthetically appealing. The dark brown brick base will match the accent brick color and patterning used on the base of the new elementary building. A cast stone top ledge will provide a clean top finish to the brick base. Metal lettering mounted to the brick will state the name of the new school. An electric message sign will be featured to provide a means of communication for important building updates such as school performances, closing for holidays, etc. The proposed total square footage of the monument sign is 80sqft, including both the brick portion and digital display portion of the sign. This exceeds the city requirement of 50sqft. We are asking the Community Design Review Board to approve this size for a couple of reasons. The district has increased the size of the brick base after a previous iteration of this sign was often buried in snow. The depth of the snow resulted in the building name to be covered and illegible. Maintaining the proposed sign width is important to ensure messaging will be complete and not need to continue onto the next screen. One example of messaging that could be displayed on the sign may read 'School Closed for Winter Break December 24th- January 1st.' Finally, because the building sits far back on the site from Holloway Ave E, the monument sign is the most prominent structure that vehicles driving past will notice as an indicator that the school entrance drive is present. The long drive was designed to alleviate congestion on Holloway Ave E, keeping all drop off and pick up traffic on the elementary site. We appreciate your consideration.

Commission No. 192163



PROJECT NARRATIVE

The Proposed monument sign is for the new elementary building that is to be constructed on the Maplewood Middle School site. The sign will sit adjacent to the primary entrance, just off of Holloway Ave E. This drive will be used by staff, parents dropping off students, and visitors. It will be easily visible from the street, but not obtrusive.

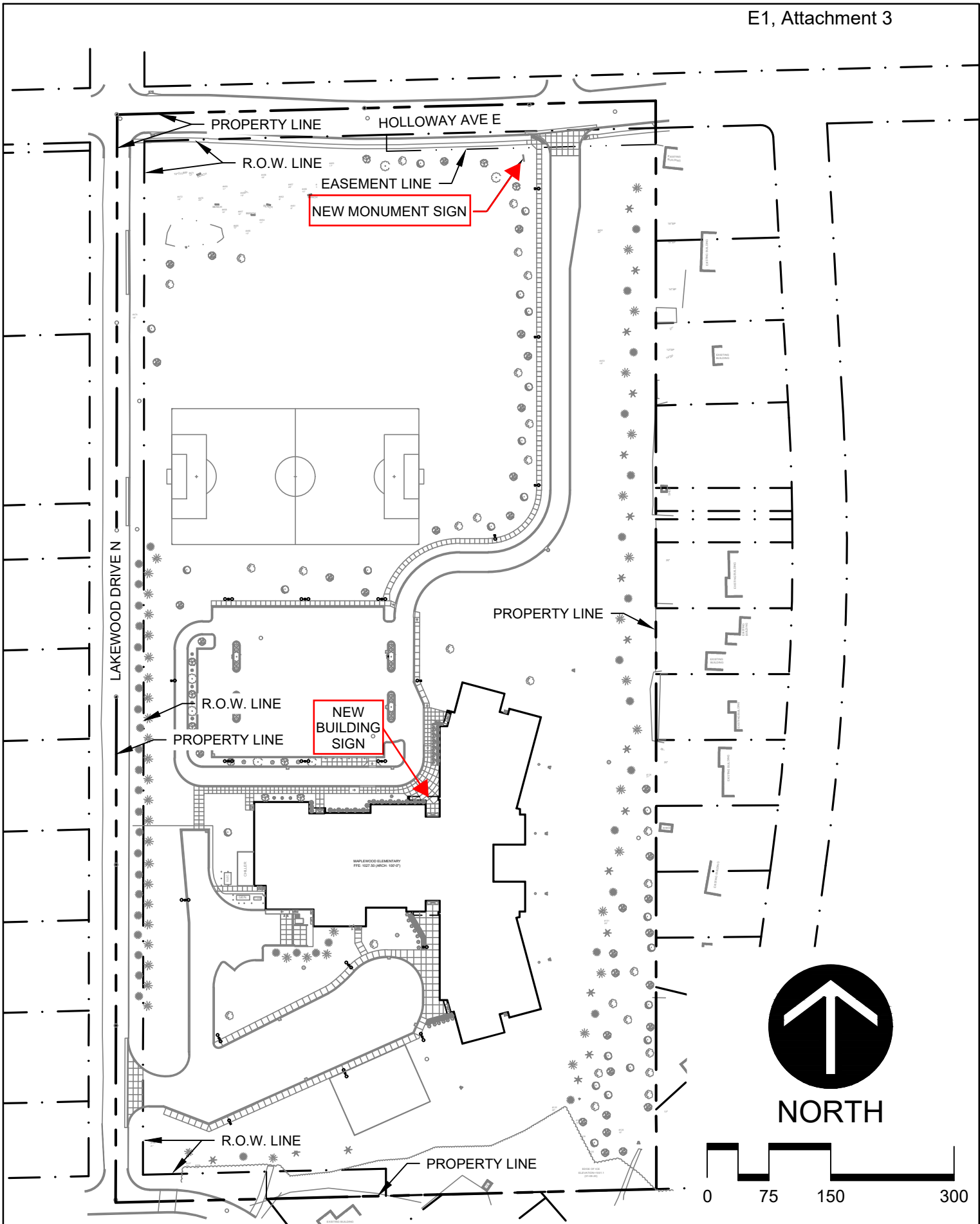
The sign will be informative and aesthetically appealing. The dark brown brick base will match the accent brick color and patterning used on the base of the new elementary building. A cast stone top ledge will provide a clean top finish to the brick base. Metal lettering mounted to the brick will state the name of the new school. An electric message sign will be featured to provide a means of communication for important building updates such as school performances, closing for holidays, etc.

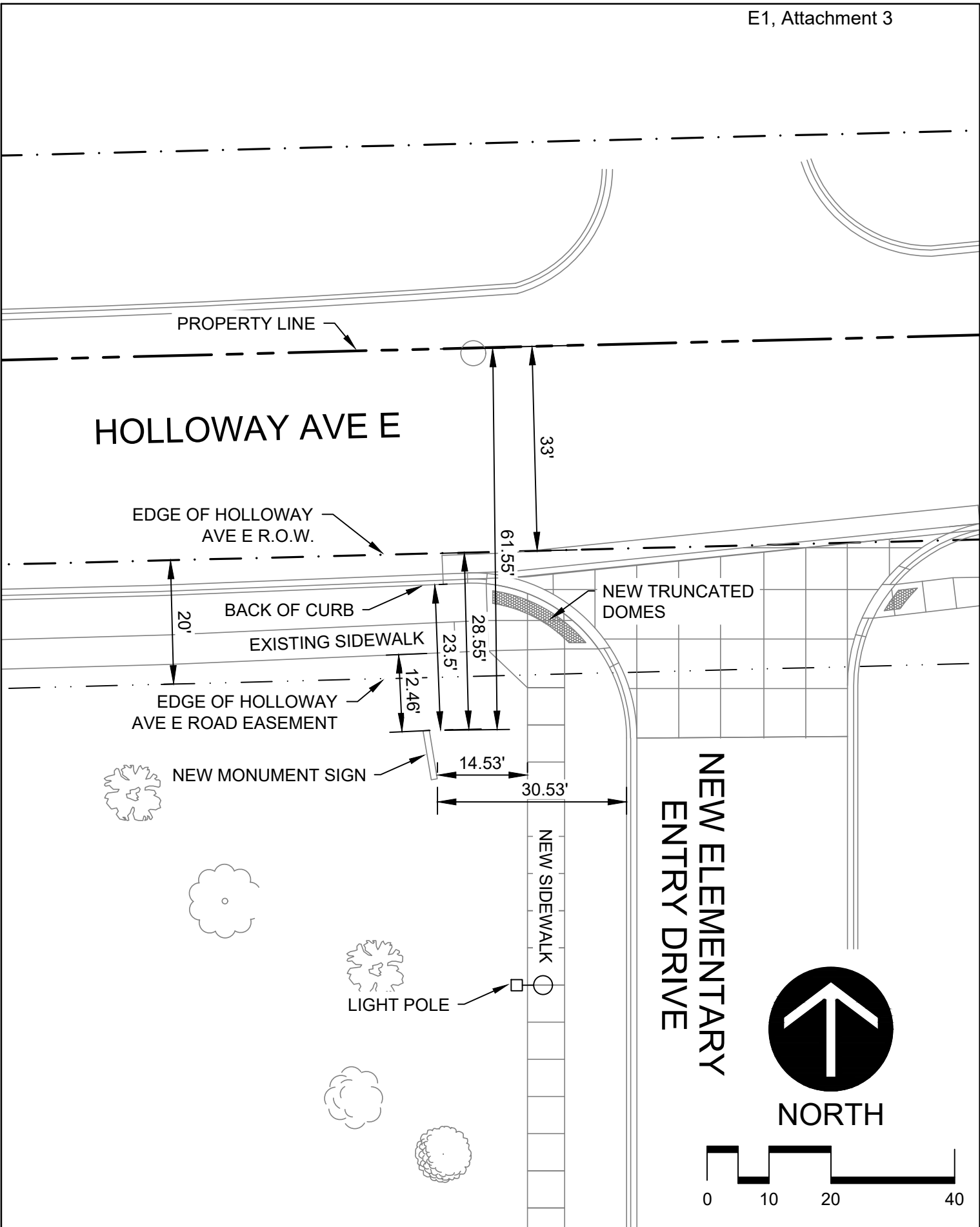
The primary goal for the monument sign as a feature on the site is to identify the entrance and welcome the community to the new elementary school.

NEW ELEMENTARY BUILDING MATERIALS FOR
REFERENCE. DARK BROWN BRICK USED AT
BOTH BUILDING AND MONUMENT SIGN

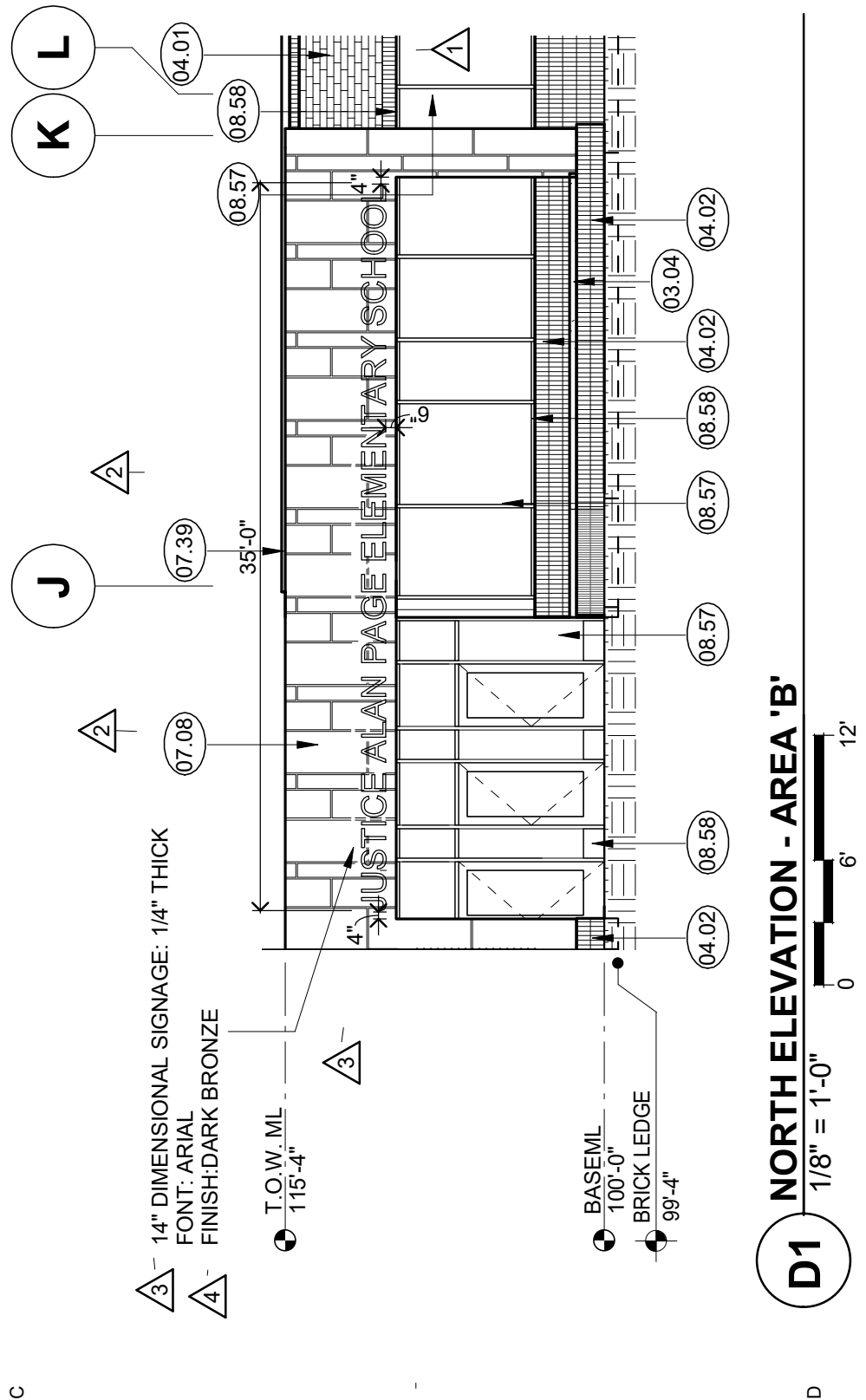


BRICK USED AT
MONUMENT SIGN









COMMUNITY DESIGN REVIEW BOARD STAFF REPORT

Meeting Date January 18, 2022

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Elizabeth Hammond, Planner

PRESENTER: Elizabeth Hammond, Planner

AGENDA ITEM: Design Review Resolution, Scooter's Coffee, 2228 Maplewood Drive North

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

Form of Action: ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

Policy Issue:

Chris Crotteau, on behalf of Barostas Keller, LLC has applied for a conditional use permit, design review and a variance to allow for the construction of a coffee shop. The applicant is proposing to construct a 627 square foot Scooter's Coffee Drive-Thru Kiosk at 2228 Maplewood Drive. The applicant submitted design plans for review and consideration by the board. To move forward with the project the applicant needs city council approval of a conditional use permit, a variance and design review.

Recommended Action:

Motion to approve the design review resolution for a proposed drive-thru coffee kiosk at 2228 Maplewood Drive North, subject to certain conditions of approval.

Fiscal Impact:

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source
☐ Use of Reserves ☒ Other: N/A

Strategic Plan Relevance:

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment
☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

The city deemed the applicant's application complete on December 23, 2021. The initial 60-day review deadline for a decision is February 21, 2022. As stated in Minnesota State Statute 15.99, the city is allowed to take an additional 60 days if necessary to complete the review.

Background

Project Overview

Chris Crotteau of Barostas Keller, LLC is proposing to construct a Scooter's Coffee Drive-Thru Kiosk at 2228 Maplewood Drive. The subject property is currently vacant, and located on the corner

of Maplewood Drive and County Road B East. Construction is tentatively planned to begin on the site in June 2022, with the store opening sometime in September 2022. This would be the second Scooter's Coffee location in Maplewood, with the first currently under construction at 2730 Stillwater Road.

Site Plan

The 627 sq. ft. building is proposed to be situated on the south end of the site, with access provided on Maplewood Drive North. The building meets the 30 foot setback requirement from both the Maplewood Drive and County Road B East rights-of-way. A small portion of the pavement adjacent to Maplewood Drive is within the 15 ft. parking setback. The applicant submitted a drawing illustrating 97 sq. ft. area within the setback. Staff reviewed the plans and finds that the amount is quite less, approximately 25 sq. ft.

Vehicles will not be parked in the illustrated space, as it is used for vehicles leaving the drive-thru and access onto Maplewood Drive. The actual parking area is well beyond the required 20 ft. setback. Staff believes the setback encroachment is reasonable and will not affect the surrounding properties or negatively impact the traffic flow or parking on the site due to the overall minor size of the development. In addition, due to the size and shape of the parcel and existing drainage and utility easements, development on the site is limited.

Building Elevations

The building at its highest point is shown to be 19 feet in height. The exterior materials are identified to be Hardie-Plank lap siding and Hardie-Reveal panels. The overall color combination will include primarily light and darker gray (inkwell and skyline steel) colors, accented by red awnings and black metal soffits.

Signage

The elevations include signs to be on all sides of the building. City ordinance allows for wall signs based on the number of street frontages the property abuts. In this case, there are two streets adjacent to the property, allowing for up to two wall signs on the building. The applicant can choose which wall(s) to place the signs. Any signage on the property is subject to review by the City and requires a sign permit, separate from this design review.

Landscaping

The proposed landscape plan shows one tree, and a total of 32 shrubs, and 32 grasses to be planted. Staff recommends that additional trees or shrubs be planted on the site. The applicant will be required to work with the City's Environmental Planner and Natural Resource Coordinator, to update the landscape plan per their recommendations in the attached report.

The property is located in the Keller Lake Shoreland Overlay District. The proposed development meets the structure setback requirement (50 feet from the ordinary high water level). The development cannot exceed 40% of impervious surface coverage, and the plans show that the total impervious surface will be 23%, achieving this standard.

Parking

City ordinance does not contain requirements such as stacking for a drive-thru. The ordinance requires that restaurants and cafes provide one parking space for every 50 square feet of floor area devoted to patron use. In this case, the applicant is not required to provide parking spaces because there isn't an interior space of the building devoted for patron use. However, the applicant is proposing to have eight (8) parking stalls on the north side of the building, which will be used primarily for employees.

Lighting

The applicant submitted a photometric plan which meets City ordinance requirements.

Commission and City Council Review*Design Review*

The Community Design Review Board will review the project details on January 18, 2022.

Conditional Use Permit

The proposed use requires a conditional use permit given the proximity to adjacent residentially zoned property. The subject property is located in the light manufacturing zoning district. City code section 44-637 (b) requires that *"No building or exterior use, except parking, may be erected, altered or conducted within 350 feet of a residential district without a conditional use permit."*

The conditional use permit, design plans and variance will be reviewed by the Planning Commission on January 18, 2022.

The City Council will review the project, and make the final determination on the conditional use permit and variance on February 14, 2022.

Department Comments*Engineering Department, Jon Jarosch*

Please see the engineering report, dated January 6, 2022, attached to this report.

Environmental Planner, Shann Finwall and Natural Resource Coordinator, Carole Gernes

Please see the environmental report, dated January 6, 2022, attached to this report.

Citizen Comments

Staff surveyed the surrounding properties. A public hearing notice and project details were sent to the properties within 500 feet of the subject property. Staff received the following comments:

1. Comments and concerns regarding development of Scooter's. We are surrounded and saturated by development. We are opposed to this development. We would like to see this area developed into open space with native grasses and trees. We have had several experiences in the past 40 + years in advocating and unsuccessfully maintaining some open space around us. As usual we are the only people who are affected. If this project is pushed forward we request the kiosk and pick up window to be on the Hwy 61 side and limited hours of operation. The notion that there would be no increase in traffic congestion is just ludicrous. This area is a tangled nightmare when it comes to excessive traffic. You have stated that this will enhance the look of surrounding area and there will be no negative effects in property value. Really? Who wants to smell coffee all day, fumes from idling cars, hearing loud booming music while customers wait for their order? So much for not adversely affecting people. Are you kidding? (Catherine and Debra Dupre, 1071 Co. Rd. B East)
2. I am located at 1108 E. Co. Rd. B which is located near the location of the coffee shop. The only thing I see as a concern is the location of the entrance and exit to the coffee shop. There are a lot of cars turning from County Rd. B to Maplewood Drive and vice

versa. I think the further down Maplewood Drive the entrance/exit is, the better. (Jay Stutsman, 1108 County Road B East)

Reference Information

Site Description

Site Size: 0.97 Acres
Existing Land Use: Vacant Land

Surrounding Land Uses

North: Highway 36/Menards
South: Keller Golf Course
East: Single Family Homes
West: Highway 61/Keller Lake

Planning

Existing Land Use: Vacant
Existing Zoning: Light Manufacturing

Attachments

1. Conditional Use Permit Resolution
2. Design Review Resolution
3. Variance Resolution
4. Overview Map
5. Land Use Map
6. Zoning Map
7. Applicant's Narrative
8. Engineering Report, dated January 6, 2022
9. Environmental Report, dated January 6, 2022
10. Applicant's Plans, Date-Stamped December 21, 2021 (separate attachments)

CONDITIONAL USE PERMIT RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

1.01 Chris Crotteau, on behalf of Barostas Keller, LLC has requested approval of a conditional use permit to allow for the construction of a coffee shop on the property.

1.02 The property is located at 2228 Maplewood Drive and is legally described as: Lot 1, Block 1, Keller Addition, Ramsey County, Minnesota

PIN: 092922340007

1.03 City Ordinance Section 44-637(a) (b) requires a Conditional Use Permit for any building erected, altered or conducted within 350 feet of a residential district.

Section 2. Standards.

2.01 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.

9. The use would cause minimal adverse environmental effects.

Section 3. Findings.

3.01 The proposal meets the specific Conditional Use Permit standards.

Section 4. City Review Process

4.01 The City conducted the following review when considering this conditional use permit request.

1. On January 18, 2022, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission gave everyone at the hearing a chance to speak and present written statements. The Planning Commission recommended that the City Council _____ this resolution.
2. On February 14, 2022, the City Council discussed this resolution. They considered reports and recommendations from the planning commission and City staff.

Section 5. City Council

5.01 The City Council hereby _____ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. All construction shall follow the approved plans, date-stamped December 21, 2021. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void.
3. The city council shall review this permit in one year.
4. The applicant shall meet the conditions outlined in the design review resolution.
5. All work shall follow the approved plans. City staff may approve minor changes.

_____ by the City Council of the City of Maplewood, Minnesota, on February 14, 2022.

DESIGN REVIEW RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

- 1.03 Chris Crotteau, on behalf of Barostas Keller, LLC has requested design review approval to allow for the construction of a coffee shop on the property.
- 1.04 The property is located at 2228 Maplewood Drive North and is legally described as: Lot 1, Block 1, Keller Addition, Ramsey County, Minnesota
- PIN: 092922340007
- 1.05 On January 18, 2022, the community design review board reviewed this request. The applicant was provided the opportunity to present information to the community design review board. The community design review board considered all of the comments received and the staff report, which are incorporated by reference into this resolution.

Section 2. Standards.

- 2.01 City ordinance Section 2-290(b) requires that the community design review board make the following findings to approve plans:
1. That the design and location of the proposed development and its relationship to neighboring, existing or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
 2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.
 3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

Section 3. Findings.

- 3.01 The proposal meets the specific findings for design review approval.

Section 4. City Council

- 4.01 The City Council hereby _____ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Subject to staff approval, the site must be

developed and maintained in substantial conformance with the site and design plans date-stamped December 21, 2021. Approval is subject to the following conditions:

1. Repeat this review again in two years, if the city has not issued a building permit.
2. The applicant shall meet the requirements set forth in the report by the Assistant City Engineer, Jon Jarosch, dated January 6, 2022.
3. The applicant shall meet the requirements set forth in the report by the Environmental Planner, Shann Finwall, and the Natural Resources Coordinator, Carole Gernes, dated January 6, 2022. The applicant shall update details on the landscape plan, per staff's recommendations and submit a revised plan.
4. The applicant shall obtain an annual food establishment license.
5. All signage must meet the City's sign ordinance and be approved with a separate sign permit.
6. All requirements of the Fire Code and Building Code must be achieved.
7. All mechanical equipment and trash receptacles shall be screened from view of all nearby residential properties, per city ordinance standards.
8. The applicant shall restore any public right-of-way, adjacent property or property irons disturbed by the construction.
9. A cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
10. The applicant shall complete the following before occupying the building:
 - a. Replace any property irons removed because of this construction.
 - b. Provide continuous concrete curb and gutter around the parking lot and driveways.
 - c. Install all required landscaping and an in-ground lawn irrigation system for all landscaped areas.
11. If any required work is not done, the city may allow temporary occupancy if:
 - a. The city determines that the work is not essential to the public health, safety or welfare.
 - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
12. Comply with all city ordinance requirements for signage, trash enclosures and parking.
13. All work shall follow the approved plans. City staff may approve minor changes.

_____ by the City Council of the City of Maplewood, Minnesota, on February 14, 2022.

VARIANCE RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

- 1.01 Chris Crotteau, on behalf of Barostas Keller, LLC has requested approval of a variance to allow for the construction of a coffee shop on the property.
- 1.02 The variance will allow a portion approximately 25 sq. ft. of the parking lot and drive aisle to be within the required parking setback.
- 1.03 The property located at 2228 Maplewood Drive North is legally described as: Lot 1, Block 1, Keller Addition, Ramsey County, Minnesota
- PIN: 092922340007

Section 2. Standards.

- 2.01 Variance Standard. City Ordinance Section 44-13 refers to state statute which states a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) the proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic conditions; (3) the variance, if granted, will not alter the essential character of the locality.

Section 3. Findings.

- 3.01 The variance request meets the specific standards for a variance.

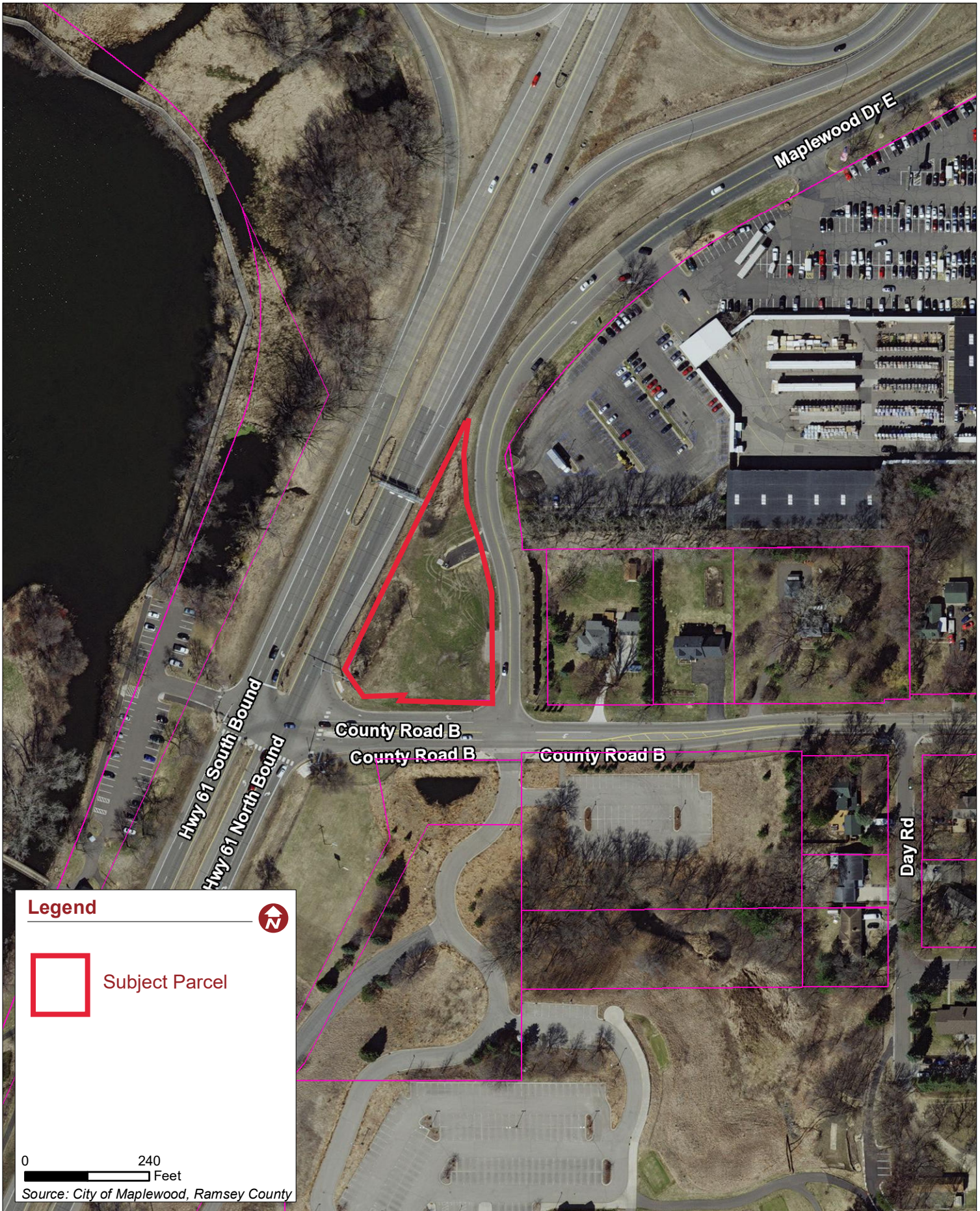
Section 4. City Review Process

- 4.01 The City conducted the following review when considering the variance request.
- 4.02 On January 18, 2022, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council _____ this resolution.
- 4.03 On February 14, 2022, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

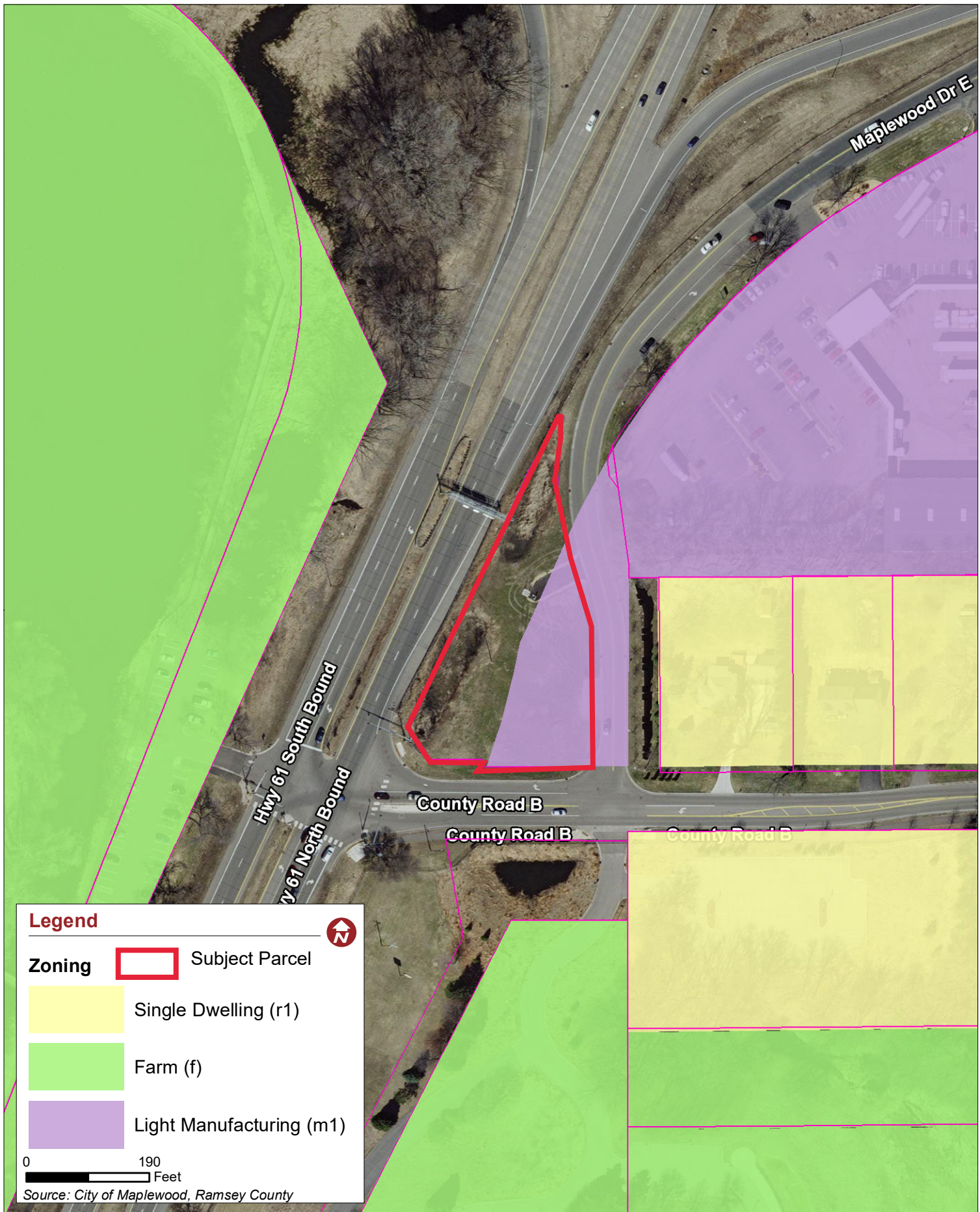
Section 5. City Council

- 5.01 The city council hereby _____ the resolution. _____ of the application is based on the findings outlined in section 3 of this resolution.

_____ by the City Council of the City of Maplewood, Minnesota, on February 14, 2022.







City of Maplewood
Attn: Community Development Department
1902 County Road B East
Maplewood, MN 55109

6/25/2021

RE: 2228 Maplewood Drive
Maplewood, MN 55109

Board members,

We are looking to redevelop the above address into a Scooters Coffee Drive-Thru. The property is currently an empty lot and before that it was a gas station. If all goes well in the approval/permitting process, the current plan is to begin construction in June of 2022 with the store opening in September of 2022.

Scooter's Coffee was founded in 1998 and is based in Omaha Nebraska. We are known for gourmet coffee, smoothies, and pastries. The motto is Amazing People, Amazing Drinks, Amazingly Fast. There are currently 380 locations in operation stretching from coast to coast and border to border. This will be our second location in Maplewood with our current store under construction at 2730 Stillwater Road.



This store will be locally owned and operated by an independent franchisee (Barostas Keller, LLC). As such the profits stay here and go back into the local community.

Respectfully submitted for your consideration.

Thank you,

Chris Crotteau
Barostas Keller, LLC
Woodbury, MN
651-333-0847

City of Maplewood
 Attn: Community Development Department
 1902 County Road B East
 Maplewood, MN 55109

12/17/2021

Re: Conditional Use Application
 2228 Maplewood Drive

We are looking to redevelop an existing property that is currently empty. It had been used as a gas station previously (over 10 years ago). The proposed use of the property will be a Scooter's Coffee Drive-Thru Kiosk. This will be the second Scooter's Coffee location in Maplewood, with our first store currently under construction at 2730 Stillwater Road.

As we understand it, a conditional use application is required as this property is located within 350 feet of residential property.

We feel the City should approve this request for the following reasons:

- We be designing, maintaining, constructing and operating within the plan of the City codes and ordinances. The kiosk will mimic the look and feel of the one we currently constructing.
- The redevelopment of the site will enhance the look and feel of the surrounding area will still maintaining the character of the area.
- There would be no negative effects to property values.
- The proposed use will not adversely affect people or property located near this site. As this usage will be similar to other drive-thru restaurants in the area, there will be no excessive noise, odor, or air pollution.
- This location is on the same access as other businesses in the area (Menards, car dealers, etc.), so the addition of this store will not drastically change the amount of traffic already in the area. Also, since it was previously a gas station, I would anticipate traffic levels to be in line with what it was when that station was in operation.
- There should be no additional costs for public facilities or services.
- With the size of our kiosk and usage requirements we will be able to preserve a large portion of the property in its current/natural state.
- With this usage being similar to other drive-thru operations in the area, and there will be little to no effects on the environment.



City of Maplewood
Attn: Community Development Department
1902 County Road B East
Maplewood, MN 55109

12/17/2021

RE: Variance Request
2228 Maplewood Drive

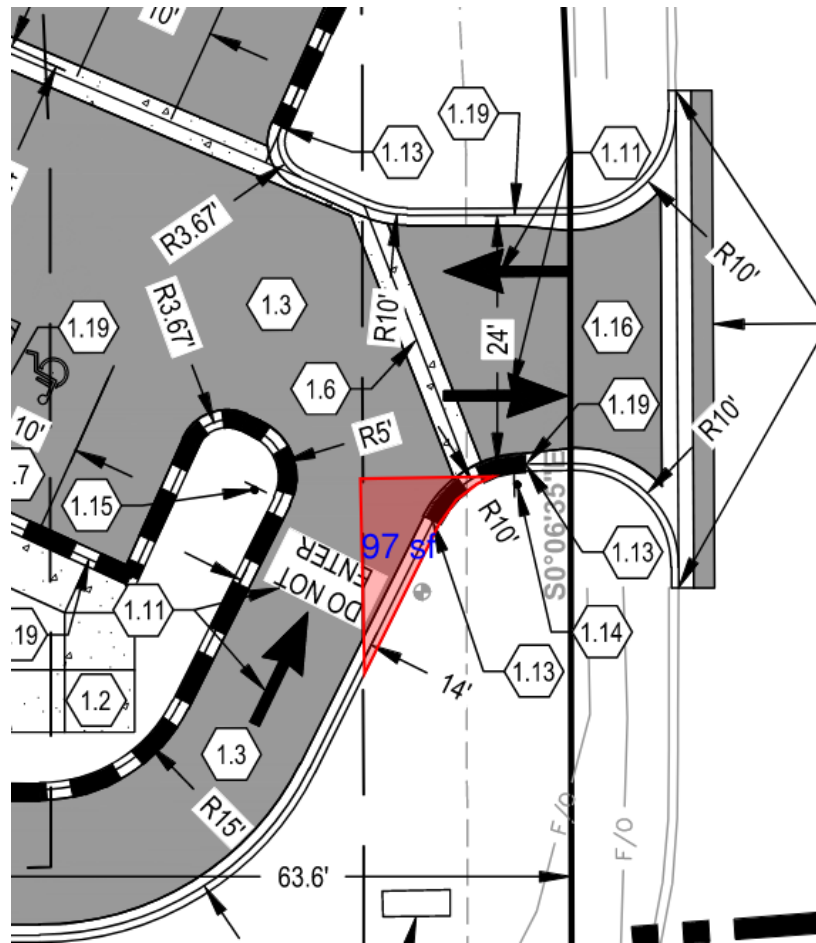
We are looking to redevelop an existing property that is currently empty. It had been used as a gas station previously (over 10 years ago). The proposed use of the property will be a Scooter's Coffee Drive-Thru Kiosk. This will be the second Scooter's Coffee location in Maplewood, with our first store currently under construction at 2730 Stillwater Road.

We are applying for a variance in the parking setback for pavement encroachment in the SE corner of the site. The encroachment totals approximately 97 SF (please see below for diagram).

As you can see from the site plans, this property has a fairly limited area for development due to the size and shape of parcel. There are also some easements with drainage and utilities that have hindered how we can position the building, parking, and access. Our Civil Engineer (Stantec) has been in communication with Maplewood City Engineers to confirm drainage requirements and has designed the layout in conjunction with their guidelines. Due to the innate hardships of development on this parcel posed by the shape and existing utilities, we believe a variance is warranted for a minor encroachment within the parking setback for the project. The encroachment will not cause any major problems with access, traffic, or local residents. The encroachment will allow for proper circulation and traffic flow for customers as they access the site.

Thank you for your consideration.

Chris Croteau
Barostas Keller LLC
651-333-0847



Engineering Plan Review

PROJECT: Scooters Coffee – 2228 Maplewood Drive
PROJECT NO: 22-01

COMMENTS BY: Jon Jarosch, P.E. – Assistant City Engineer

DATE: 1-6-2022

PLAN SET: Civil Plans dated 12-16-2021

The applicant is proposing construct a Scooters Coffee drive-thru building and accompanying site improvements at 2228 Maplewood Drive. The applicant is requesting a review of the current design.

This review does not constitute a final review of the plans, as the applicant will need to submit construction documents for final review. The following are engineering review comments on the design and act as conditions prior to issuing permits.

Drainage and Stormwater Management

The stormwater management for this site was accounted for by the installation of two infiltration basins between the site and Highway 61. These basins were constructed as part of the previous reconstruction of Maplewood Drive. There are no additional stormwater management requirements for this site beyond directing runoff to these existing basins and the comments below.

- 1) Portions of the site are currently shown to drain directly into the infiltration basin to the west without pre-treatment. The applicant shall provide pre-treatment to runoff prior to discharge into the basin to capture sediment and other debris prior to discharge. Pre-treatment could consist of a catch-basin with a minimum 3-foot deep sump, a landscape-block sediment trap, or other proprietary device.
- 2) A stormwater maintenance agreement signed by the owner is required to ensure the pre-treatment systems are adequately maintained. The City can provide a template for the stormwater maintenance agreement upon request.

Grading and Erosion Control

- 3) Inlet protection devices shall be installed on all existing and proposed onsite storm sewer until all exposed soils onsite are stabilized.
- 4) Adjacent streets and parking areas shall be swept as needed to keep the pavement clear of sediment and construction debris.

- 5) All pedestrian facilities shall be ADA compliant.
- 6) The total grading volume (cut/fill) shall be noted on the plans.

Sanitary Sewer and Water Service

- 7) The applicant shall be responsible for paying any SAC and WAC charges related to the improvements proposed with this project. A SAC determination is required for this project.
- 8) Modifications to the potable water system shall be reviewed and approved by Saint Paul Regional Water Services. All requirements of SPRWS shall be met.

Other

- 9) The plans shall be signed by a professional engineer currently licensed in the State of Minnesota.
- 10) A Ramsey County Right-of-way permit shall be obtained for all work within the County Road B right-of-way.
- 11) The applicant shall satisfy the requirements of all other permitting agencies. Please provide copies of other required permits and approvals.

Public Works Permits

The following permits are required by the Maplewood Public Works Department for this project. The applicant should verify the need for other City permits with the Building Department.

- 12) Grading and erosion control permit
- 13) Storm Sewer Permit
- 14) Sanitary Sewer Permit

- END COMMENTS -

Environmental Review

Project: Scooter's Coffee Drive-Through Kiosk

Date of Plans: December 16, 2021

Date of Review: January 6, 2022

Location: 2228 Maplewood Drive

Reviewers: Shann Finwall, Environmental Planner
(651) 249-2304; shann.finwall@maplewoodmn.gov
Carole Gernes, Natural Resource Coordinator
(651) 249-2416, carole.gernes@maplewoodmn.gov

Background: Construction of a 627 square foot drive through coffee shop on a vacant lot located at 2228 Maplewood Drive. The property is within the Keller Lake Shoreland Overlay District. There are no significant trees or wetlands on the property. The development must comply with the City's shoreland overlay district ordinance and landscape policies.

1. Shoreland Overlay District

- a. Shoreland Overlay District Ordinance: The property is within the Keller Lake Shoreland Overlay District. The maximum impervious surface coverage allowed within this district is 40 percent.
- b. Impervious Surface Coverage: The property is 42,135 square feet in area. The proposed development includes 9,583 square feet of impervious surface, or 23 percent coverage. The development meets the impervious surface coverage requirement.

2. Landscaping

- a. Landscape Policies: Review of the overall landscaping plan to ensure nonnative or invasive species are avoided and that the appropriate number, size, and species of trees are planted.
- b. Landscaping Recommendations: Submit a revised landscaping plan showing:
 - 1) Trees:
 - a) Replace Japanese tree lilac, *Syringia reticulata*, with a native, pollinator-supporting flowering tree. This tree has become invasive in Minnesota in the last few years. Please substitute with a native, pollinator-supporting flowering tree such as serviceberry. The *Autumn Fire* grows to about the

same size and has large white, attractive spring flowers and edible fruit for wildlife value.

- b) Plant trees according to the instructions provided in the Minnesota Department of Natural Resources Pocket Guide to planting Trees. Here are a few highlights:
- Excess soil on top of ball and burlap or containerized trees should be removed until the top of the first main lateral root is exposed.
 - Any encircling roots should be removed.
 - If containerized trees are root-bound with many encircling roots, box-cut the root ball.
 - Tree planting depth should leave the top of the first main lateral root exposed. Do not plant trees deeper than this or they may form encircling, strangling roots. Plant this soil level with the native soil at the planting sight level
 - Mulch around base of tree should be no more than 3". Please change DOUBLE SHREDDED HARDWOOD MULCH, (3") MIN to (3") MAX. Do not create mulch volcanoes. Mulch should be level and kept 3" from the base of the tree.

2) Shrubs:

- a) Replace Butterfly Bush Honeysuckle (southern bush honeysuckle), *Diervilla Sessifolia 'Butterfly'*. This plant is native to the southeast United States, not Minnesota. It will probably not grow here. Please substitute the native *Diervilla lonicera*, which looks almost identical.
- b) Replace Low-Gro sumac, *Rhus aromatic*. This plant is not native, tends to trap a lot of litter, and is difficult to weed. Over time it is no attractive. Replace with a low growing blueberry or winterberry cultivar or a native pollinator-supporting perennial such as butterfly milkweed, *Asclepias tuberosa*.

3) Overall landscaping:

- a) The landscape plan is minimal. Add at least two trees or several shrubs to the north and south side of the property.