

CITY OF HAM LAKE

COMMERCIAL SITE PLAN REQUIREMENTS

Commercial Site Plans are to meet the City of Ham Lake Site Plan Requirements for New Commercial Buildings and Additions.

THE APPLICANT SHALL SUBMIT THE FOLLOWING:

1. Planning Commission Application Forms completed and signed
2. *Site Plan
3. *Grading, Drainage and Erosion Control Plan
4. *Landscape Plan
5. *Building Elevations
6. Narrative of business that will occupy the building (explaining the type of business, storage needs, number of employees, hours of operation, etc.).
7. Deposit Fee of \$1,000.00 (to cover any costs incurred by the city)

* A minimum of two (2) full size copies (one copy for the City and one copy for the City Engineer) plus one (1) 11" x 17" reduced copy are to be submitted for review and approval.

Following Staff Review and approval of the above, the Building and Zoning Clerk will place the application on the next available Planning Commission agenda. The Planning Commission will make a recommendation and the application will be placed on the next available City Council agenda.

PLEASE NOTE: The 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the items listed above have been received by the City.

Payment of Real Estate Taxes:

Whenever any individual or entity applies for any type of permit, license, zoning approval, subdivision approval or other action for which municipal consent is required, the application shall automatically be rejected if at the time of application there are any delinquent taxes owing on the property affected by the application, unless the applicant is able to demonstrate that there is a financial hardship, and that the approval requested will or is likely to result in the ability to pay the delinquent taxes.

Site Plan Requirement Check List:

The Site Plan shall be submitted at a scale of 1 inch = 30 feet. The Site Plan shall identify the following:

- Vicinity Map
- North Arrow
- Scale
- Name of Developer and Owner
- Zoning classification
- Legend
- Parcel or Legal Description
- Parcel Boundaries
- Easements of Record
- Adjacent street right-of-way, curb and gutter, pavement width, street names, lot and block of subdivision (if applicable) and setback lines.
- Typical parking lot section and curb type. The commercial/industrial driveways and truck parking pavement areas are to be identified by hatching to differentiate from car parking areas.
- Number of parking spaces (9' x 20'), including handicap spaces (8' x 20' plus 8' x 20' hashed).
- Location of all existing improvements, including dimensions and setbacks for all buildings, loading docks, storm drainage, parking spaces and driveways, located within 100 feet of the lot lines.
- Location of all new improvements, including dimensions and setbacks for all buildings, loading docks, parking spaces, curbing, islands, refuse areas, signs, sidewalks and driveways.
- Square footage of buildings and parking area.
- Fencing and/or Screening if property abuts a residential property.
- The proposed low floor elevation.
- Soil boring locations and boring logs.
- Compliance with Fire Code – if in violation, the property must be in compliance prior to approval of permit.
- Real Estate Taxes Paid

LOT STANDARDS AND SETBACK REQUIREMENTS:

Table 10-1: Lot Standards

Standards	I-P (Industrial Park) CD-1, CD-2, CD-3, CD-4 (Commercial Development)	I-1 (Light Industry)	GF (Government Facilities)
Lot Size	1 acre	1 acre	1 acre
Lot Width **	200 ft.	200 ft.	200 ft.
Front Yard Setbacks *	30 ft.	30 ft.	30 ft.
Side Yard Setbacks	10 ft.	30 ft.	10 ft.
Rear Yard Setbacks ***	20 ft.	20 ft.	10 ft.

* 50 Ft. when abutting any State or County Highway

** For lots located on cul-de-sacs the width may be 60 feet at the right-of-way line.

*** Commercial Condominiums shall be 10 ft. (City Code Article 10-550 D.)

EXCEPTION: Non-residential structures or uses shall not be located or conducted closer to any lot line of any other lot in any “R” or “PUD” District than the distances specified in the following schedule:

- Twenty Feet Off-street parking spaces and access drives for non-residential uses
- Forty Feet Churches, schools, and public or semi-public functions
- Thirty Feet Recreational facilities, entertainment facilities, motels, all business uses, and all industrial uses.

** For lots wholly abutting the turnaround circle portion of a cul-de-sac street, the Lot Width may be 60 feet as measured at the right-of-way line. For lots partially abutting the turnaround circle portion of a cul-de-sac street, the total of that frontage plus the remaining frontage on the street must total 200 or more feet.

Physical Requirements:

1. A 10-foot setback from between all lot lines and the back of curb.
2. A 6-foot spacing between back of curb for all parking lots and buildings. Integral concrete curbing will be allowed where drainage is away from the sidewalk. Concrete curb and gutter are required if drainage is towards the sidewalk.

- Commercial/Industrial parking lot paving shall be per Ham Lake City Code Table 11-5, Standards for Commercial Parking Lot Physical Standards.

TABLE NO. 11-5 (Standards for Commercial Parking Lots Physical Standards)

	Class 5 Minimum Aggregate Thickness	Minimum Bituminous Thickness
Commercial Driveways and Truck Parking	6"	1.5" Type 41A or B 1.5" Type 31
Industrial Driveways and Truck Parking	6"	1.5" Type 41A or B 1.5" Type 31
Car Parking	4"	2"
Dumpster & Loading Dock Approaches	Same as trucks	Same as trucks

Minimum reinforced concrete pavement is 6" with 6" x 6", 6/6 welded wire fabric with 1/8" wide contraction joint dept D/4 filled with hot poured sealer, MnDOT Specification 3720.

- At a minimum, B612 or B618 concrete curb and gutter is required from the City Street to even with the proposed building face. Bituminous curbing may be placed behind the building face.
- The minimum parking lot slope is 0.5%, and maximum is 6%. The maximum slope of the drive aisle within City right-of-way is 3%.
- Minimum driveway entrance width is 24 feet. Maximum driveway width is 36 feet.
- A 3-foot minimum back of curb radius is to be provided along/adjacent to driveway aisles in parking areas.
- The minimum driveway entrance radius is 25 feet.
- Fire Department access roads must have a minimum width of 20 feet, a minimum inside turning radius of 35 feet, and have a minimum of 13'6" overhead clearance. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an improved area for turning around fire apparatus.

Grading, Drainage and Erosion Control Plan:

- Submit signed site plan submittal and
- Compliance with Commercial Grading, Drainage and Erosion Control Plan Checklist

Landscape Plan:

1. Landscape Plans are to meet the requirements of City Code 11-1800 (attached)

Notes:

1. The Site Plan and Grading, Drainage and Erosion Control Plan are to be submitted to the Coon Creek Watershed District for review and permit requirements. A copy of the Coon Creek Watershed District Policy & Procedures Manual is attached.
2. If the property abuts State Highway 65 the application must be submitted to Mn/DOT (submission requirements attached).
3. If the property abuts an Anoka County Highway the application must be submitted to the Anoka County Highway Department.

NOTE: [See Ham Lake City Code in its entirety](#)

COMMERCIAL BUILDING PERMIT REQUEST:

Following Planning Commission and City Council approval the applicant shall submit two (2) sets of Building Plans (also include an electronic PDF plan) and the Building Official shall review the plans and prepare the building permit.

1. Detailed building plans prepared or reviewed in a manner consistent with the requirements of the building code.
2. Detailed drawings of external building design, including all cosmetic features which will be constructed.
3. Any other details required by the City of Ham Lake building department.

Approved by City Council June 18, 2001 – revised 6/26/02, 2/9/04, 4/06, 2/07, 3/08, 4/08
11/10, 10/11, 7/2016, 6/18, 1/26

11-1800 LANDSCAPING IN COMMERCIAL ZONED AREAS

In all areas of the City zoned CD-1, CD-2, CD-3 or CD-4, the following conditions shall apply to landscaping and ground cover.

11-1810 Landscape Plan Required No building permit shall be issued for construction on a vacant lot, nor for any addition to an existing building involving the addition of 500 square feet or more of additional building space, unless the applicant shall have first submitted and obtained approval of the City Council, after review by the Planning Commission, of a landscaping plan meeting the requirements of this code.

11-1820 Installation Required No certificate of occupancy shall be issued for any construction which required a landscaping plan unless the applicant has installed all of the elements of the landscaping plan, or unless the applicant has posted security acceptable to the City to guarantee timely installation of all landscaping.

11-1830 Time for Submission The landscaping plan shall be submitted, whenever possible, at the time of site plan approval. If the landscaping plan is not submitted at the time of site plan approval, it must be separately reviewed by the Planning Commission and approved by the City Council prior to the issuance of any building permits.

11-1840 Contents and Specifications

The landscaping plan shall be a quality document prepared at a scale of one-inch equals thirty feet, showing all relevant dimensions. Fifteen copies of the plan shall be submitted by the applicant. The following data shall be displayed on the plan, legibly labeled:

- A. Perimeter of all buildings, signs or other structures;
- B. Parking lots and walkways, identifying pavement material;
- C. Areas of decorative rock, identifying type of rock;
- D. Areas of lawn;
- E. Other areas where other than natural wooded vegetation is to be used as ground cover, identifying the ground cover to be used;
- F. Locations, trunk size, height and species of all trees to be planted;
- G. Locations where existing natural wooded vegetation will remain undisturbed;
- H. All other landscaping features to be used.

11-1850 MINIMUM LANDSCAPING REQUIREMENTS

11-1851 Paved Surfaces All surfaces upon which motor vehicles will be parked or driven, and all areas in which pedestrians will be walking from point to point shall be surfaced with asphalt or concrete, to specifications established by the City's engineer.

11-1852 Ground Cover On any side of a lot which abuts a public road, the area from the road right-of-way to the nearest building side shall be entirely covered with ground cover consisting of pavement, decorative rock bordered with edging, lawn grass intended for regular mowing, mulch, bark, wood chips or other commonly used

landscaping ground cover. Shingles, aggregate and clay mixtures such as Class V material, recycled concrete or asphalt, and other non-conventional ground covers shall not be permitted. Loose ground cover shall be installed to a depth of at least three inches. Any area which is covered by landscaping ground cover (not lawn or pavement) shall also include one decorative shrub for each ten square feet of ground cover.

Side yards and rear yards which do not contain existing natural wooded vegetation shall either be covered with ground cover in the manner stated above for front yards, or shall be planted so as to encourage the emergence of natural wooded vegetation, through the planting of tree species expected to reach a height of at least twenty five feet. Areas so prepared shall not be required to have mown lawn areas, but may be allowed to return to a natural state.

11-1853 Tree Plantings Trees which are planted outside of areas intended to return to a natural wooded state shall be of a variety indigenous to the local climate. Deciduous trees shall, when planted, have a trunk size of at least one and one half inches at a height of four feet from ground level. Conifers shall have a height of at least five feet. Tree locations are subject to review and approval of the City in the landscaping plan review process, and while no specific number of trees are required, the following general principles shall be observed;

- A.** Where property lines are adjacent to residential areas, a planting screen of conifers shall be required, of sufficient size and proximity to provide an intermingled screen within five years;
- B.** Decorative trees shall be planted along the right of way lines of adjacent public roadways;
- B.** The use of conifers shall be encouraged and preferred.
- C.** Whenever possible, an attempt will be made to preserve stands of existing vegetation, particularly treed or wooded areas.

11-1860 Case by Case Evaluation

Recognizing that the City contains a wide variety of commercial land, the landscape approval process shall be on a case by case basis. Where wetlands are present, or where large distances separate a commercial lot from adjacent lands, for example, strict adherence to screening requirements may be unnecessary. Likewise, strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan.

Minimum Parking Space Requirements - Whenever a Certificate of Occupancy is required for any new construction or change of usage in any of the following categories, the following provisions shall be made for the parking of motor vehicles on locations (all parking must be on-site, no on street parking is allowed. Hard surfaced parking area with minimum 9' x 20' spaces, handicap parking spaces to be a minimum of 8' x 20' plus 8' x 20' hashed spaces, and minimum 24' wide driving isles. The following are general parking requirements for business establishments:

- a) Automobile service stations: At least one (1) parking space for each employee, plus two (2) for each service stall.
- b) Banks: At least one (1) parking space for each four hundred (400) square feet of floor area, plus one (1) for each employee and four (4) for each inside teller window.
- c) Bowling alley, recreational buildings: At least five (5) parking spaces for each lane, one (1) space per each employee per maximum shift, plus additional spaces as may be required for affiliated uses.
- d) Professional office or public administration buildings: At least one (1) parking space for each two hundred fifty (250) square feet of floor area.
- e) Churches and synagogues: At least one (1) parking space for each four (4) seats in accordance with design capacity of the main auditorium.
- f) Private clubs, lodges and other establishments handling the sale and consumption of food and refreshment on premises: At least one (1) parking space for each four (4) seats.
- g) Furniture and appliance stores, motor vehicle sales, stores for repair of household equipment or furniture: At least one (1) parking space for each two hundred fifty (250) square feet of land used for showroom or exterior sales lot.
- h) Libraries and museums: At least one (1) parking space for each two hundred fifty (250) square feet of floor area.
- i) Manufacturing, fabricating, general industrial building, and processing plants not engaged in retail trade: At least one (1) parking space for each two (2) employees on a maximum working shift or one (1) parking space for every two hundred fifty (250) square feet of floor area, whichever is greater.
- j) Medical and dental clinics: At least two spaces for each examining or treatment room, plus one (1) for each doctor and employee in the building.
- k) Motels: at least one (1) parking space for each dwelling unit, plus one (1) space per employee.
- l) Public utility and public service uses: At least one (1) parking space for each three (3) employees, plus spaces in adequate number as determined by the Zoning Administrator to serve the visiting public.
- m) Recreational buildings or community centers: Spaces in adequate number as determined by the Zoning Administrator.
- n) Schools, elementary, junior high, public or private: At least one (1) parking space for each faculty member and other full-time employees, plus adequate off-street parking for visitors.
- o) Supermarkets, discount houses, mail order outlets, retail stores and other stores with high customer volume: At least one (1) parking space for each two hundred fifty (250) square feet of floor area.
- p) Warehouse and storage establishments and freight terminals: at least one (1) off-street parking space for each two thousand (2000) square feet of floor area or one (1) parking space for each employee on maximum working shift.
- q) Other uses: Spaces in adequate number as determined by the Zoning Officer.