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**PLANNING COMMISSION MEETING
WAITE PARK CITY HALL
TUESDAY, MAY 26, 2015
6:30 P.M.**

1. Pledge of Allegiance
2. Roll Call
3. Approve Agenda for Tuesday, May 26, 2015
4. Public Hearing
 - A. Preliminary/ Final Plat -Parkway Park City Plat 3
 - B. Planned Unit Development for Staybridge Suites Hotel
5. Other

ADJOURN

Agenda Item No. 5A

Issue: Staybridge Suites Hotel

Parkway Park City Plat 3 – Preliminary and Final Plat Review

BACKGROUND:

We have received an application from Waite Park SBS, LLC, with permission of Park City, LLC, current property owner, to pursue subdivision and rezoning to B-2 PUD of the property currently described as Outlot B, Parkway Park City Plat No. 2. The property is on the south side of recently-constructed Parkway Drive, southwest of Menards and west of Biolife. The property is currently vacant and is zoned as B-2, Commercial/General Business District.

The first action the Planning Commission must consider is platting of the property. Existing Outlot B is proposed to be split into three-lot, one-block subdivision, to be known as Parkway Park City Plat 3. The entire property consists of approximately 17.71 acres. Proposed Lot 1, Block 1, at a listed size of 104,305 square feet, exceeds the 30,000 sq. ft. minimum lot size. Lot 1, Block 1 is proposed to be developed as Staybridge Suites. The proposed Staybridge hotel is the first phase of a two-phase hotel development for the site. A future Holiday Inn, on proposed Lot 2, Block 1, is also proposed as a later 2nd phase, with anticipated development beginning in 2016 after completion of the Staybridge Suites. The depicted 2nd phase development is noted on the site plans, although the plans for that development are preliminary at this time.

The remainder of the area is noted as Outlot A, Parkway Park City Plat 3, and will be reserved for future development. Proposed Lot 2, Block 1 is not noted on the final plat as the designs for the future Holiday Inn project are not finalized, and the needs of the lot size may change. As such, the platting of that portion of the property will need to be accomplished prior to future development of Lot 2, Block 1 as depicted on the preliminary plat.

Parkway Drive is located to the north of the subject property and is scheduled to be completed this summer. City staff is coordinating with the applicants regarding their utility services so as to minimize conflicts between the project development and the scheduled completion of Parkway Drive.

Staff is confirming whether payment-in-lieu of parkland dedication has been previously paid for the subject property. The property was previously platted and the required payment may have already been made. If it has not, parkland dedication fees will be calculated based on established city polity, and the Park Board will make a recommendation regarding parkland dedication fees at their next scheduled meeting. If parkland dedication fees are required, the Park Board must make their recommendation prior to the final City Council hearing of the plat.

If the Planning Commission is comfortable with the plans and the presentation by the Developers, the preliminary and final plat could be considered. Conditions could also be added to the motion and contingent as part of the approval process.

As part of the Planning Commission consideration and review of this plat, a worksheet is included that addresses all the items needed to be considered as part of the planning commission. Staff has provided comments on several criteria of note to assist you in your review.

Included in your packet are the criteria necessary for the Planning Commission to consider when approving both a preliminary and final plat. In addition, there are several staff comments regarding specific requirements for both the preliminary and final plat.

The Planning Commission is required to hold a public hearing on the subdivision to provide the public an opportunity to respond to the proposal. You can hear testimony from the applicants and any other public interested in speaking on the project. Once you have taken comments, you may close the public hearing and consider the plat as presented.

PUBLIC HEARING:

(Chair of Planning Commission should read public hearing notice)

Public hearing was opened at _____ PM.

Motion by Planning Commission Member _____ to close the public hearing.

Seconded by Planning Commission Member _____.

(Motion approved or denied)

Public hearing closed at _____ PM.

REQUIRED ACTION:

Conduct the public hearing taking comments from the public and the applicant. After closing the hearing, The Planning Commission's action could be any of the following with approval of the preliminary and (if comfortable) final plat:

1. Approval of the preliminary plat (final plat): as presented — with findings of fact.
2. Conditional approval of the preliminary plat (final plat): conditions for approval and findings of fact itemized.
3. Denial of the preliminary plat (final plat), with findings of fact.
4. The Planning Commission may, at its discretion and with the approval of the applicant, table the matter pending further information from the applicant that will help it render a recommendation to the City Council. An extension of the preliminary plat review period (i.e. total of 120 days) may be necessary, as is allowed per State Statutes.

STAFF RECOMMENDATION

Staff recommends approval of the preliminary plat with the following conditions:

1. If required, payment-in-lieu of parkland dedication, as established by the Park Board and approved by the City Council, shall be paid prior to affixing of City signatures on the final plat.
2. Future development of depicted Lot 2, Block 1, Parkway Park City Plat 3 will require review of additional final plat prior to development of that parcel.
3. Proposed connections between Lot 1, Block 1 and depicted Lot 2, Block 1, Parkway Park City Plat 3 will require submittal of recorded cross easements to City staff prior to affixing of City signatures on final plat.

Provided that conditions of the preliminary plat are satisfied, staff recommends approval of the final plat.

SUGGESTED MOTION:

Commissioner _____ moved to recommend to the City Council to **approve or deny** the (preliminary/final) plat to be known as Parkway Park City Plat 3

Commissioner _____ seconded the motion.

ROLL CALL

Commissioner Ken Schmidt _____
Commissioner Bonnie Hermanutz _____
Commissioner Tim Jansky _____
Commissioner Bob Zabinski _____
Commissioner Jeff Blair _____

Motion (Approved) (Denied)



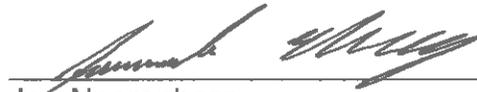
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NOTICE OF PUBLIC HEARING

The Waite Park Planning Commission will hold a public hearing at City Hall, 19 13th Ave N at 6:30 pm or soon thereafter on Tuesday, May 26, 2015 to hear the request from Miller Properties for a preliminary and final plat of Outlot B of Parkway Park City Plat 2 and for a request for a Planned Unit Development to allow for construction of two hotels.

All interested persons are invited and encouraged to attend or send written comments.



Jon Noerenberg
Planning and Community Development Director

Publish: May 16, 2015



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Planning Commission Platting Guidelines for consideration of Parkway Park City Plat 3

The Planning Commission shall conduct a public hearing. The applicant or a designated representative thereof shall appear before the Planning Commission at the public hearing in order to answer questions concerning the proposed request. Following the closing of the public hearing, the Planning Commission shall take one of the courses of action identified in Section 58.3, Subd. 7(K) below. The following guidelines should be followed when findings of fact are issued:

Preliminary Plat Considerations:

1. The proposed preliminary plat conforms to the requirements of this Ordinance and the applicable zoning district regulations.
2. The proposed subdivision is consistent with the City's Comprehensive Plan and any other adopted land use studies and is compatible with the platting or approved preliminary plat on adjoining lands.
3. The proposed plat does not constitute a 'premature subdivision' under section 58.7, Subd. 1(D) of this Ordinance.
4. The physical characteristics of the site, including but not limited to topography, vegetation, wetlands, susceptibility to erosion and siltation, susceptibility to flooding, water storage and retention, are such that the site is suitable for the type of development or use contemplated.
5. The design or improvement of the proposed subdivision complies with applicable plans of the County and the state of Minnesota.
6. The design or improvement of the proposed subdivision is not likely to cause environmental damage or health problems.
7. The completion of the proposed development of the subdivision can be achieved in a timely manner so as not to cause an undue economic burden upon the City for maintenance, repayment of bonds or similar burden.
8. That permits applicable to the site/project as required by local, state and federal law have been applied for and/or have been approved. The Applicant is required to prove compliance with all local, state and federal law. The City and/or its assigns may determine if whether an application for approval is sufficient or if approval a permit application is acceptable.

Final Plat Considerations:

1. The final plat conforms to the approved preliminary plat and any/all conditions for approval of the preliminary plat.
2. All submission requirements have been satisfied.
3. The plat conforms to all applicable requirements of this Ordinance, subject only to approved rule exceptions.

Staff Review of Final Plat Requirements with Comments for

Parkway Park City Plat 3:

Subd. 9. Final Plat Data Requirements. As required by Section 58.3, Subd. 9 of this Title, the applicant shall submit a final plat together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State Statutes and Stearns County regulations, and such final plat or accompanying submittals shall contain the following information:

- A. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the City of Waite Park or its vicinity and which shall be subject to City Council approval.
- B. Location by section, township, range, county and state, and including descriptive boundaries of the subdivision.
- C. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. The applicant shall provide coordinating data on all subdivision documentation in a format approved by the City Engineer.
- D. Location of lots, outlots, streets, public highways, alleys, and parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.
- E. Lots shall be numbered clearly, blocks are to be numbered, with numbers shown clearly in the center of the block.
- F. A drawing or listing of total square footage per lot, acreage per block, square footage or acreage of each land use proposed (where applicable) and total acres in the plat.
- G. The exact locations, widths and names of all streets to be dedicated.
- H. Location, purpose and width of all easements to be dedicated.
- I. Name, address and phone number of surveyor making the plat.
- J. Scale of the plat to be one (1) inch to one hundred (100) feet (1"=100'—the scale to be shown graphically on a bar scale), date and north arrow.

K. A current abstract of title or a registered property certificate along with any unrecorded documents that are subject to review and approval by the City Council.

L. Copies of any protective or restrictive covenants affecting the subdivision or any part thereof.

M. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked "drainage and utility easements".

N. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use hereby so dedicated.

STAFF COMMENTS: Staff has reviewed this information and believes that the above requirements have been included on the information provided. Documentation of recorded cross easements between the Phase 1 Staybridge hotel and future Phase 2 Holiday Inn to allow for passage of vehicles across property lines as depicted on the site plans is not required at this time since Phase 2 will require a separate, future plat, but they will be required upon future platting of the property prior to its eventual development.

O. Other data: Such other information that may be required by the City following final plat approval, including but not limited to:

1. A signed Development Agreement approved by the City which includes provisions for a financial guarantee of cash escrow or letter of credit, as provided for in Section 58.6, Subd. 16 of this Ordinance.

STAFF COMMENTS: A development agreement will be completed prior to commencement of the project. Staff would recommend adding approval of the Development Agreement as a contingency upon final plat approval.

2. A complete set of construction plans and specifications to construct the required public improvements and to make the subdivision suitable for development, which conform to the City requirements. These documents will be prepared by the City for projects following the publicly financed public improvement process.

STAFF COMMENTS: Staff is coordinating with the applicants regarding utility service and public improvements, including the timeline for installation of both utilities for the project and the final completion of Parkway Drive so as to minimize disruption for both projects. Finalized plans will be integrated into building permit documents and the development agreement.

3. A certified mylar copy of the plat evidencing filing of the plat with the County within sixty (60) days after approval by the City. No building permits shall be approved for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by Stearns County.

4. Three complete sets of 11" x 17" reproducible as-built construction drawings for any public improvements constructed in the subdivision shall be furnished to the City for the City files and City Engineer, within one hundred and twenty (120) days after the construction is complete and approved by the City. In addition one digital GIS formatted copy and one scanned copy for imaging shall be submitted to the City.

5. Upon adoption and filing of a final plat, the City shall prepare a street address map and distribute it to the applicant, utility companies, police department, ambulance, fire department, post office and County.

6. A digital disk of the recorded plat consistent with the Stearns County coordinate system in a format specified by the City and/or the City Engineer for inclusion in the City's base map.

P. Certification Required.

1. Certification by a registered surveyor in the form required by Minnesota Statutes 505.03, as amended.

2. Execution by all owners of any interest in the land and holders of a mortgage thereon of the certificates required by Minnesota Statutes 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.

3. Space for certificate of approval and review to be filled in by the signatures of the Mayor and City Administrator.

STAFF COMMENTS: The above items of O; 2-6 and P; 1-3 on the final plat requirements are things staff would confirm are completed prior to signing off on the final plat documents.

GENERAL STAFF COMMENTS: Staff is confirming whether payment-in-lieu of parkland dedication has been previously paid for the subject property. The property was previously platted and the required payment may have already been made. However, as the subject property is currently established as an outlot, option to delay payment until development may have been allowed. If payment has not yet been made, staff will calculate required payment-in-lieu amount, which must then be approved by the Park Board prior to review by City Council and prior to affixing of City signatures to final plat.

Agenda Item No. 5B

Issue: - Planned Unit Development (PUD) Overlay District Modification (site to be known as Lot 1, Block 1, Parkway Park City Plat 3, currently known as Outlot B, Parkway Park City Plat 2)

BACKGROUND:

We have received an application from Waite Park SBS, LLC, with permission of Park City, LLC, current property owner, to pursue subdivision and rezoning to B-2 PUD of the property currently described as Outlot B, Parkway Park City Plat No. 2. The property is on the south side of recently-constructed Parkway Drive, southwest of Menards and west of Biolife. The property is currently vacant and is zoned as B-2, Commercial/General Business District (the noted B-3 zoning classification noted on some of plans submitted by the applicant is incorrect).

The purpose of a Planned Unit Development is to provide for the modification of certain regulations when it can be demonstrated that such modification would result in a development which would not increase the density and intensity of land use beyond that which would be allowed if no regulations were modified, preserves or creates features or facilities of benefit to the community would be compatible with surrounding development and will conform to the goals and policies of the Comprehensive Plan. Essentially it is a way to look at the development overall project and consider modifications from the Zoning Ordinance requirements that would be a benefit to the area but yet not be a detriment to current or future development of the area.

The applicants in this case are requesting consideration of the PUD for the site to allow for some variance from height, drive lane setback, and off-premise sign and sign height requirements.

Two phases are contemplated for the project. The first phase is construction of a four-story Staybridge Suites hotel on proposed Lot 1, Block 1 of Parkway Park City Plat 3. Construction of this development is anticipated to be completed by summer 2016. The site plan denotes a future Phase 2, currently stated as a Holiday Inn hotel. The Holiday Inn project is expected to begin in 2016 after completion of the Staybridge project.

The applicants have advised that the PUD request to allow a one-story increase, to 4 stories vs. the 3 stories allowed under the B-2 zoning standards, will reduce the impervious surface of the site and allow for increased open space and landscaped areas.

At this time, the preliminary site plan for the Phase 2 Holiday Inn project is included so it may be considered as part of the Planned Unit Development for Phase 1, due to anticipated coordination between the sites and proposed joint use of parking/driving areas and requested off-site signage, and request for the same allowance for increased height as the Phase 1 Staybridge project.

Depending on specific configuration of the finalized designs for the Phase 2 Holiday Inn, that project may also need to be reviewed as Planned Unit Development prior to its development. However, provided that the site plan for the future Holiday Inn remains as proposed on the submitted plans, the height is not increased beyond the noted four stories, and the site otherwise complies with applicable zoning ordinance requirements, staff is comfortable incorporating approval of the variations for the future Holiday Inn as a component of this review and PUD approval. This is allowed for under the City Code pertaining to phased PUD projects, provided that the developments adhere to the conceptual plans that are initially reviewed.

The Staybridge proposal depicts a total of 90 extended-stay rooms, with amenities including an indoor pool and exercise area, breakout meeting space which can be rented, continental breakfast and evening lounge areas, and outdoor recreational sitting areas. The central outdoor area of the proposal is heavily landscaped. The proposed landscape plan includes a mixture of shade and evergreen trees throughout the property and along the outer perimeter, including along Parkway Drive, and the landscape plan as submitted complies with City Code requirements. The Phase 2 Holiday Inn denotes 120 rooms, with meeting rooms and a sports bar/grill restaurant.

The proposal supplies sufficient parking to meet City Code requirements for hotels/motels, with a total of 106 stalls required and provided. The proposed Phase 2 Holiday Inn also provides sufficient parking based on current projections, with a total of 215 stalls required and 215 stalls provided. Trash/waste enclosures are noted in the southern areas of both sites.

The exterior treatments for the Staybridge proposal meet B-2 Commercial/General Business District requirements, and include a mix of simulated stone veneer, EIFS panels of varying earth-tone colors, and asphalt shingles. Windows feature an internal aesthetic "grid" pattern that will be required to be implemented as a condition of approval.

The drive lane depicted on the western side of the Staybridge site is located within approximately 7 feet of the side yard property line, which is less than the minimum district standard setback of 10 feet. The exception to the setback is being requested to increase the courtyard green area and in staff's opinion the reduction is nominal. No negative impacts exist to any established neighboring properties as the property to the east has not yet been developed.

The requested overall building height for the Staybridge is noted as four stories, with a maximum height of 46 feet. The Holiday Inn project is also listed at four stories, but with an increased overall height of 65 feet (60 feet to mid-point of roof). The difference in overall height despite both developments being four stories is due to the anticipated difference in building design and floorplan layouts for the Holiday Inn. Typically a story is defined as between 10 to 15 feet in height; as such the four-story Holiday Inn at 60 foot height to mid-point of roof is not unreasonable. While the B-2 district standards limits structures to 30 feet in height, or 2 stories, the location of the subject property adjacent to B-3 commercial zoning district, where height is not restricted, and to I-1 industrial districts where height is limited to 3 stories or 45 feet, makes the request reasonable, particularly given the location will not negatively impact any adjacent areas and the increased height is most suitable for a location near a highway, as this proposal is.

Off-premise signage allowance is also being requested via the PUD process by the applicants. To increase visibility for the developments, which are located in the central portion of Parkway Drive, the applicants are requesting allowance to install signage components for the hotel developments as part of multi-tenant signs at the Biolife location at 10th Ave South & Parkway Drive, and the undeveloped Outlot D to the northeast, which is also owned by the applicants. The applicants maintain an easement that was intended to allow for signage installation on the Biolife site, but off-premise signage is not allowed under the City Code and this area without special review/approval. The requested signs are 50 foot in height for the Outlot D location, and 40 foot in height for the Biolife location. The standard sign maximum for elevated signs in the B-2 district is 20 feet.

After reviewing the existing nearby signage in the area (existing Biolife, Menards, KFC, and convenience stores), staff recommends that the off-premise signage be limited to a maximum height of 40 feet for the undeveloped Outlot D parcel, and 30 feet for the Biolife location. These heights would be more in-line with existing signage in the area as well as the recent 40 foot height signage approved for the Silver Leaf development. As both Outlot D and Biolife are qualifying corner lots, they may be allowed to have additional ground/monument signs should they so choose, subject to standard review/approval by staff. No additional off-premise signage would be allowed, aside from other developments in the area locating signage panels on the approved off-premise signs. Other on-site signage as proposed by the submitted plans may be approved as depicted.

Included in your packet of information is the application and supplemental information provided by the application related to this development. The packet also includes staff review and comments and the criteria necessary for the Planning Commission to consider the request.

PUBLIC HEARING:

Public Hearing was opened at _____ PM

Councilmember _____ moved to close Public Hearing.

Councilmember _____ seconded.

Motion (Carried) (Denied)

Public Hearing closed at _____ PM.

REQUIRED ACTION:

Conduct the public hearing taking comments from the public and the applicant. After closing the hearing, the Planning Commission's action could be any of the following with approval of the preliminary and (if comfortable) final PUD and development plant:

1. Approval of the preliminary PUD (final PUD) and Development Plan: as presented — with findings of fact. (see planning commission guidelines for consideration)
2. Conditional approval of the preliminary PUD (final PUD) and Development Plan: conditions for approval and findings of fact itemized.
3. Denial of the preliminary PUD (final PUD) and Development Plan, with findings of fact.
4. The Planning Commission may, at its discretion and with the approval of the applicant, table the matter pending further information from the applicant that will help it render a recommendation to the City Council. An extension of the preliminary plat review period (i.e. total of 120 days) may be necessary, as is allowed per State Statutes.

STAFF RECOMMENDATION:

Staff has reviewed this proposal and believes that the overall development proposal is consistent with the intent of the B-2, General Business District. Attached are more detailed staff's comments related to the PUD for your review and consideration. As part of this consideration, staff recommends the following to be considered if the Planning Commission desires to approve the PUD and Development Plan.

*Condition approval of the PUD on providing staff with more details on the proposed signage. Require additional landscaping and a higher level of design standards on the signage to accommodate for their request on signage height and off-premise location. Planning Commission will need to determine if the height proposed fits in within the overall character of the area or if the reduced heights discussed by staff are more appropriate.

* Condition approval of height as proposed for Phase 1 Staybridge and/or Phase 2 Holiday Inn projects, or both. Planning Commission will need to determine if the proposed building heights fit in within the overall character of the area. Height limitations for one or both projects may also be discussed.

* Condition approval of phased plan, including site plans and overall heights, provided future Phase 2 Holiday Inn will be reviewed as final PUD component at such time when plans are finalized and it is ready to proceed.

*Final PUD for Staybridge can be approved at this time by the Planning Commission. If this is the desire of the Planning Commission, staff recommends conditioning this approval on staff ensuring they have met the conditions listed under Final PUD requirements. Any minor modifications of the PUD would require an additional public hearing. Any major modifications would require a new application to be submitted for approval.

SUGGESTED MOTION:

Commissioner _____ moved to recommend to the City Council to approve or deny the Preliminary (Final) PUD and the Development Plan for Silver Leaf Development.

Following are the recommended conditions being recommended to become part of the PUD Modification.

Commissioner _____ seconded the motion.

ROLL CALL

Commissioner Ken Schmidt _____
Commissioner Bonnie Hermanutz _____
Commissioner Tim Jansky _____
Commissioner Bob Zabinski _____
Commissioner Jeff Blair _____

Motion (Approved) (Denied)



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Planning Commission PUD Guidelines for consideration of Staybridge Suites – Holiday Inn Hotel Development

The Planning Commission will hold a public hearing to hear from the public and the Developers on their proposed development. Once the public hearing is closed, the Planning Commission will need to consider the PUD taking into account the following requirements for approval.

Preliminary PUDs — Criteria for Approval.

- A. Preliminary PUD approval shall be granted by the city only if the applicant demonstrates that
 - 1. The proposed project shall not be detrimental to present and potential surrounding land use.
 - 2. Land surrounding the proposed development can be planned in coordination with the proposed development and can be developed so as to be mutually compatible.
 - 3. Streets and sidewalks, existing and proposed, are suitable and adequate to carry anticipated traffic within the proposed project and in the vicinity of the proposed project, in light of the criteria set forth in the Subdivision Ordinance and the comprehensive plan.
 - 4. Services including potable water, sanitary sewer and storm drainage are available or can be provided by the development prior to occupancy.
 - 5. Each phase of the proposed development, as it is planned to be completed, contains the required parking spaces, recreation spaces, landscape and utility areas necessary for creating and sustaining a desirable and stable environment.
 - 6. The project conforms with the purposes and standards prescribed in this chapter.
 - 7. The project conforms to the Comprehensive Plan.
- B. Conformance with the design standards and required improvements as set forth within the Subdivision Ordinance.

Final PUDs — Criteria for Approval. Final PUD approval shall be granted by the City only if the applicant demonstrates that the final PUD substantially conforms to the approved preliminary PUD. For the purposes of this section, "substantially conforms" means that, as compared to the preliminary PUD, the final PUD contains no revisions in density, uses, design or development standards or in the site plan, other than the minor changes pursuant to Subd. 11 of this chapter.

Staff Review of Final PUD Requirements with Comments for Staybridge Hotel / Holiday Inn Hotel Development

Within 12 months following the approval of the preliminary PUD, the applicant shall file a final PUD conforming to the approved preliminary PUD. The final PUD shall include the following:

1. A survey of the property, showing for all areas to be developed or disturbed existing features, including topography at two-foot contours for slopes 15 percent or less and five-foot contours for slopes over 15 percent, buildings, structures, trees over eight inches in trunk diameter measured 32" above the base of the trunk, streets, utility easements, rights-of-way, and existing land uses;
 2. Floor elevations and sample drawings of project structures and improvements;
 3. Proposed final conditions, covenants and restrictions (CC&Rs) and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities, which CC&Rs and other documents shall be recorded upon final PUD approval;
 4. Proposed final agreements which may have been required as conditions of preliminary PUD approval;
 5. A development schedule;
 6. The following plans and diagrams:
 - a. An off-street parking plan;
 - b. A circulation diagram indicating the proposed movement of vehicles and pedestrians within the planned unit development, and to and from existing and programmed thoroughfares; any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern must be shown;
 - c. Landscaping and tree planting plan, including site grading;
 - d. A topographic map or model of the site and surrounding vicinity;
- B. In the event that development standards were submitted and approved as part of the preliminary development plan, development standards shall be made binding upon all future developers of the property in a manner acceptable to the city and may be submitted in lieu of elevation and perspective drawings of project improvements.

STAFF COMMENTS: Provided there are not major revisions to the Development Plan as proposed by the Developer, staff would recommend approval of the Final PUD conditioned upon final review of the future Phase 2 Holiday Inn when it is ready to proceed.

**Park City - Staybridge Suites and Holiday Inn
Development PUD Narrative
05.07.15**

A. Introduction

1. The Waite Park SBS Hotel, LLC ownership group wishes to apply for a Planned Unit Development overlay on lots 1 and 2, Block 1 of outlot B in the Parkway Park City Plat 3 for a proposed 2-phase hotel development.
2. The project's main goal is to anchor the Park City development, providing 210 additional hotel units of various types to increase the diversity and capacity of the city's hospitality market.
3. The hotel brands being proposed will be owned and operated separately, but compliment each other due to sharing similar market niches.

B. Site Information

1. The proposed lots are currently zoned B-2 commercial and are within a larger undeveloped parcel that is similarly zoned. With the exception of building height, the proposed use is allowed within the current zoning and is compatible with development opportunities of the surrounding areas.
2. The overall development is bordered by I-1 zoned properties to the North and South and B-3 zoned properties to the East. The requested heights within the PUD proposal are in line with the design standards established within these adjacent districts.

C. Development Plan

1. Phase one of the project will be the construction of a 90-unit, 4-story (46 foot) Staybridge Suites extended stay facility on lot 1 of the proposed PUD overlay. Amenities will include an indoor pool and exercise area, rentable breakout meeting space, continental breakfast and evening lounge area and outdoor recreational sitting areas (outdoor living rooms).
2. Phase two of the project is planned to start in 2016 after the completion of the first project and will consist of constructing a 120-unit, 4-story (65 foot) Holiday Inn facility on lot 2 of the proposed PUD overlay. The amenities include an indoor pool, spa and exercise area, breakout meeting and banquet space, and a named restaurant and bar franchise.

D. Propose and Intent

1. It is the intent of the ownership group to seek approval of the overall PUD application allowing for the extra building height, the preliminary and final plat of lot 1 and the preliminary plat of lot 2, Block 1 of the Parkway Park City Plat 3 and final site plan approval for the Staybridge Suites project.
2. Additional applications for Site plan review will be completed for Lot 2 (phase two) portion of the project at a later date.

Staybridge Suites Waite Park, MN

ID	Task Name	Start	Finish	Duration	Predecessors
1	Procurement/Design Phase	Mon 2/23/15	Fri 2/27/15	5 days	
2	Partnership Meeting	Fri 2/27/15	Fri 2/27/15	0 days	1
3	Review Design Build Team	Mon 3/02/15	Mon 3/02/15	0 days	2
4	Final Call Review Proposals	Mon 3/02/15	Fri 3/06/15	5 days	2, 3
5	Call Site Design	Mon 3/02/15	Fri 3/06/15	5 days	2, 3
6	Architectural Site Plan	Mon 3/02/15	Fri 3/06/15	5 days	2, 3
7	Plan/UD	Mon 3/02/15	Fri 3/06/15	5 days	2, 3
8	Architectural Elevation	Mon 3/02/15	Fri 3/06/15	5 days	2, 3
9	Site Budget Construction Report	Mon 3/02/15	Fri 3/06/15	5 days	2, 3
10	Planning Commission Substation	Fri 3/06/15	Fri 3/06/15	0 days	4, 5, 6, 7, 8, 9
11	Construction Documents	Mon 3/02/15	Fri 3/06/15	5 days	4, 5, 6, 7, 8, 9
12	Planning Commission Meeting	Tue 3/03/15	Tue 3/03/15	0 days	10
13	City Council Meeting	Mon 3/02/15	Mon 3/02/15	0 days	10
14	Final Bid	Fri 3/06/15	Tue 3/10/15	5 days	11, 12, 13
15	Review Bid/Selection to Proceed	Fri 3/06/15	Fri 3/06/15	0 days	14
16	Award Subcontractors + POs	Mon 3/02/15	Fri 3/06/15	5 days	14
17	Building Permit Plan Review	Mon 3/02/15	Fri 3/06/15	5 days	14
18	Construction Phase	Mon 3/02/15	Fri 4/18/15	47 days	15, 16, 17
19	General Construction	Mon 3/02/15	Fri 4/18/15	47 days	18
20	Site Work	Mon 3/02/15	Fri 4/18/15	47 days	18
21	Site Improvements	Mon 3/02/15	Fri 4/18/15	47 days	18
22	Project Closeout	Mon 4/13/15	Mon 4/13/15	0 days	19, 20, 21
23	Final/Permit Inspection	Mon 4/13/15	Mon 4/13/15	0 days	22
24	Contract Parallel Items	Tue 3/03/15	Mon 4/13/15	41 days	18, 22
25	Demolition	Tue 3/03/15	Tue 3/03/15	0 days	24

Rolled Up Task
 Rolled Up Milestone
 Rolled Up Progress

Group By Summary
 Hidden Task
 Hidden Milestone

Hidden Summary
 Manual Task
 Manual Summary

Risk-only
 Progress
 Manual Progress

External Tasks
 Project Summary

Hidden Summary
 Manual Task
 Manual Summary

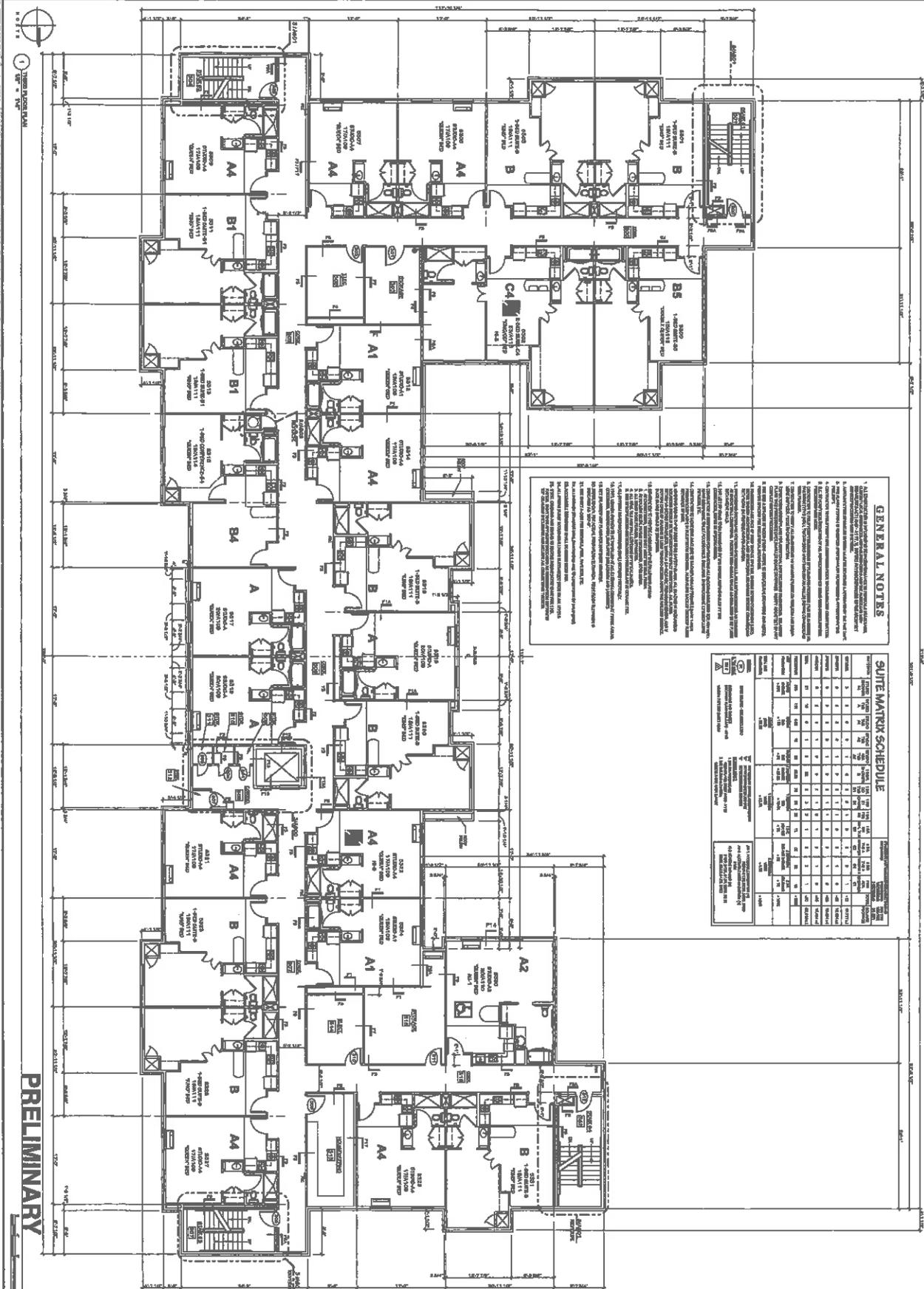
Risk-only
 Progress
 Manual Progress

Rolled Up Task
 Rolled Up Milestone
 Rolled Up Progress

Group By Summary
 Hidden Task
 Hidden Milestone

Hidden Summary
 Manual Task
 Manual Summary

Risk-only
 Progress
 Manual Progress



GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS AND CONDITIONS OF CONTRACT.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
5. THE CONTRACTOR SHALL MAINTAIN SAFE ACCESS TO ALL ADJACENT PROPERTIES.
6. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES.
7. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES.
8. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES.
9. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES.
10. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES.

SUITE MATRIX SCHEDULE

SUITE NO.	SUITE TYPE	FLOOR				TOTAL
		1	2	3	4	
101	101	1	1	1	1	4
102	102	1	1	1	1	4
103	103	1	1	1	1	4
104	104	1	1	1	1	4
105	105	1	1	1	1	4
106	106	1	1	1	1	4
107	107	1	1	1	1	4
108	108	1	1	1	1	4
109	109	1	1	1	1	4
110	110	1	1	1	1	4
111	111	1	1	1	1	4
112	112	1	1	1	1	4
113	113	1	1	1	1	4
114	114	1	1	1	1	4
115	115	1	1	1	1	4
116	116	1	1	1	1	4
117	117	1	1	1	1	4
118	118	1	1	1	1	4
119	119	1	1	1	1	4
120	120	1	1	1	1	4
121	121	1	1	1	1	4
122	122	1	1	1	1	4
123	123	1	1	1	1	4
124	124	1	1	1	1	4
125	125	1	1	1	1	4
126	126	1	1	1	1	4
127	127	1	1	1	1	4
128	128	1	1	1	1	4
129	129	1	1	1	1	4
130	130	1	1	1	1	4
131	131	1	1	1	1	4
132	132	1	1	1	1	4
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163	163	1	1	1	1	4
164	164	1	1	1	1	4
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197	197	1	1	1	1	4
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199	199	1	1	1	1	4
200	200	1	1	1	1	4

PRELIMINARY

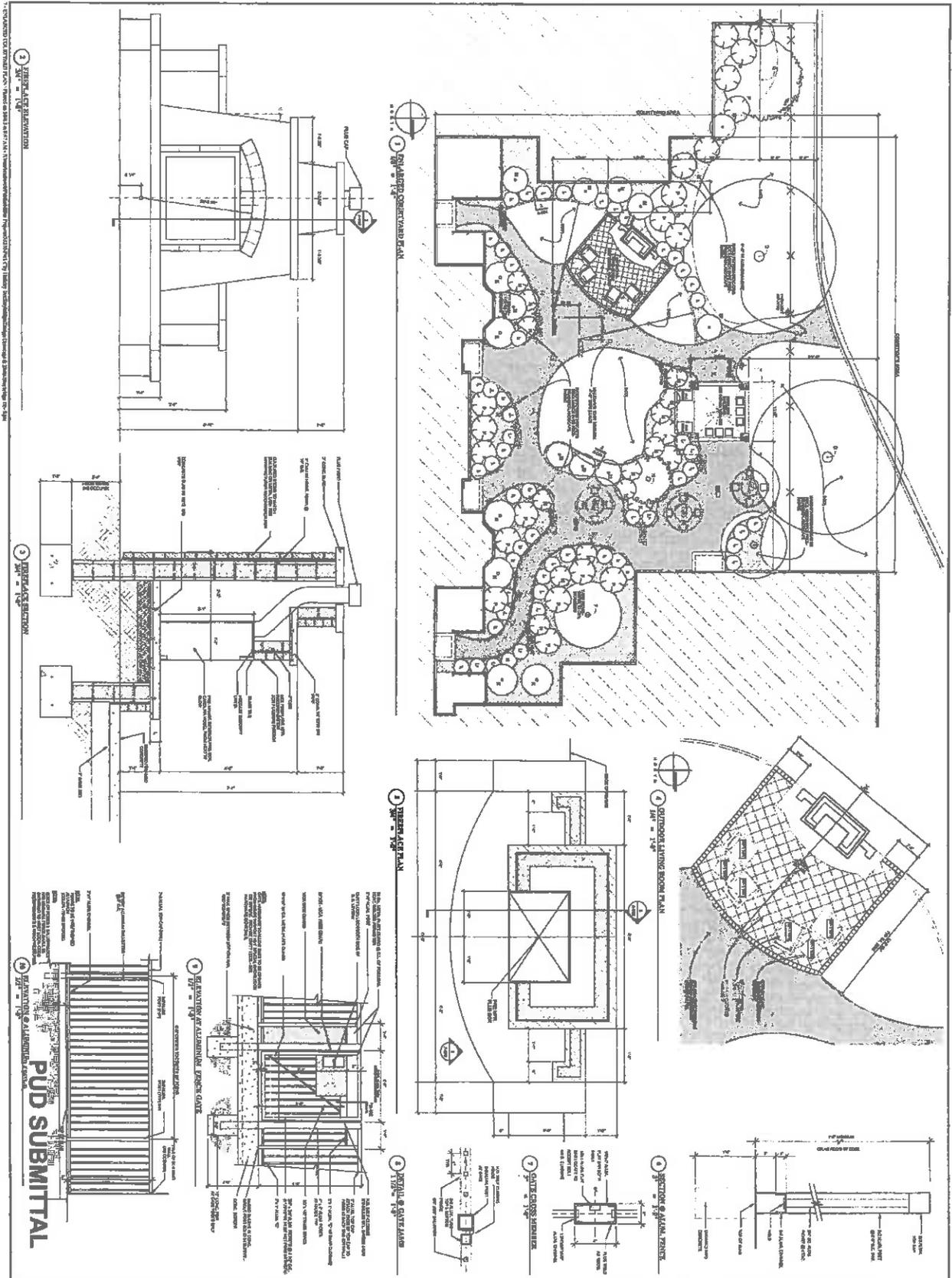
A-102

STAYBRIDGE SUITES
4 STORY HOTEL - MSPWP - #17769
PARKWAY PARK CITY DEVELOPMENT
WAITE PARK, MN



Architect: **REINHOLDT, TONOS**
 1000 W. 10TH ST. SUITE 100
 WAITE PARK, MN 56487





PUD SUBMITTAL

STAYBRIDGE SUITES
4 STORY HOTEL - MSPWP - #17769
PARKWAY PARK CITY DEVELOPMENT
WAITE PARK, MN

STAYBRIDGE SUITES
FOUR STORIES
90 UNITS

Millett
 ARCHITECTS

PROJECT
 STAYBRIDGE SUITES
 4 STORY HOTEL
 PARKWAY PARK CITY DEVELOPMENT
 WAITE PARK, MN

DESIGNER
 MILLETT ARCHITECTS
 1000 1/2 1st St. S. Ste. 100
 WAITE PARK, MN 56487

DATE
 10/1/10

SCALE
 AS SHOWN

PROJECT NO.
 10-001

DATE
 10/1/10

PROJECT
 STAYBRIDGE SUITES
 4 STORY HOTEL
 PARKWAY PARK CITY DEVELOPMENT
 WAITE PARK, MN

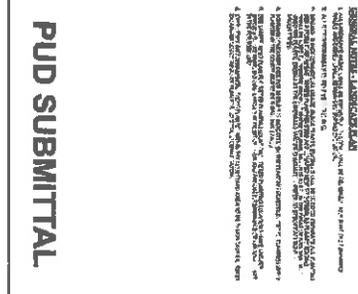
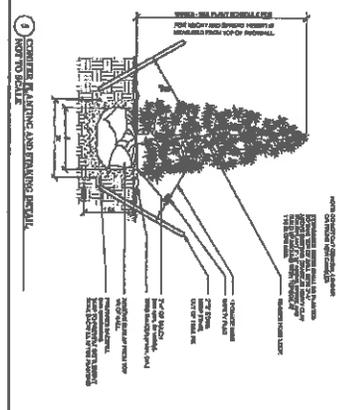
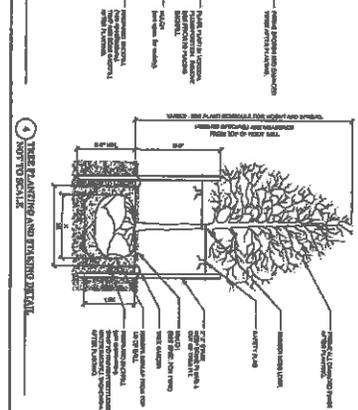
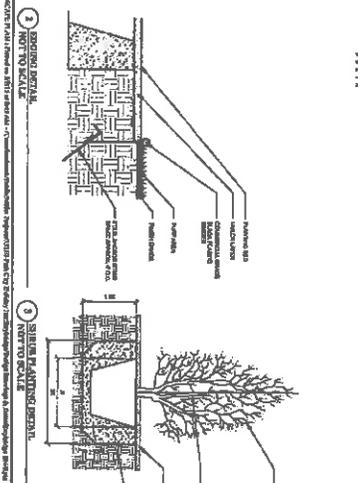
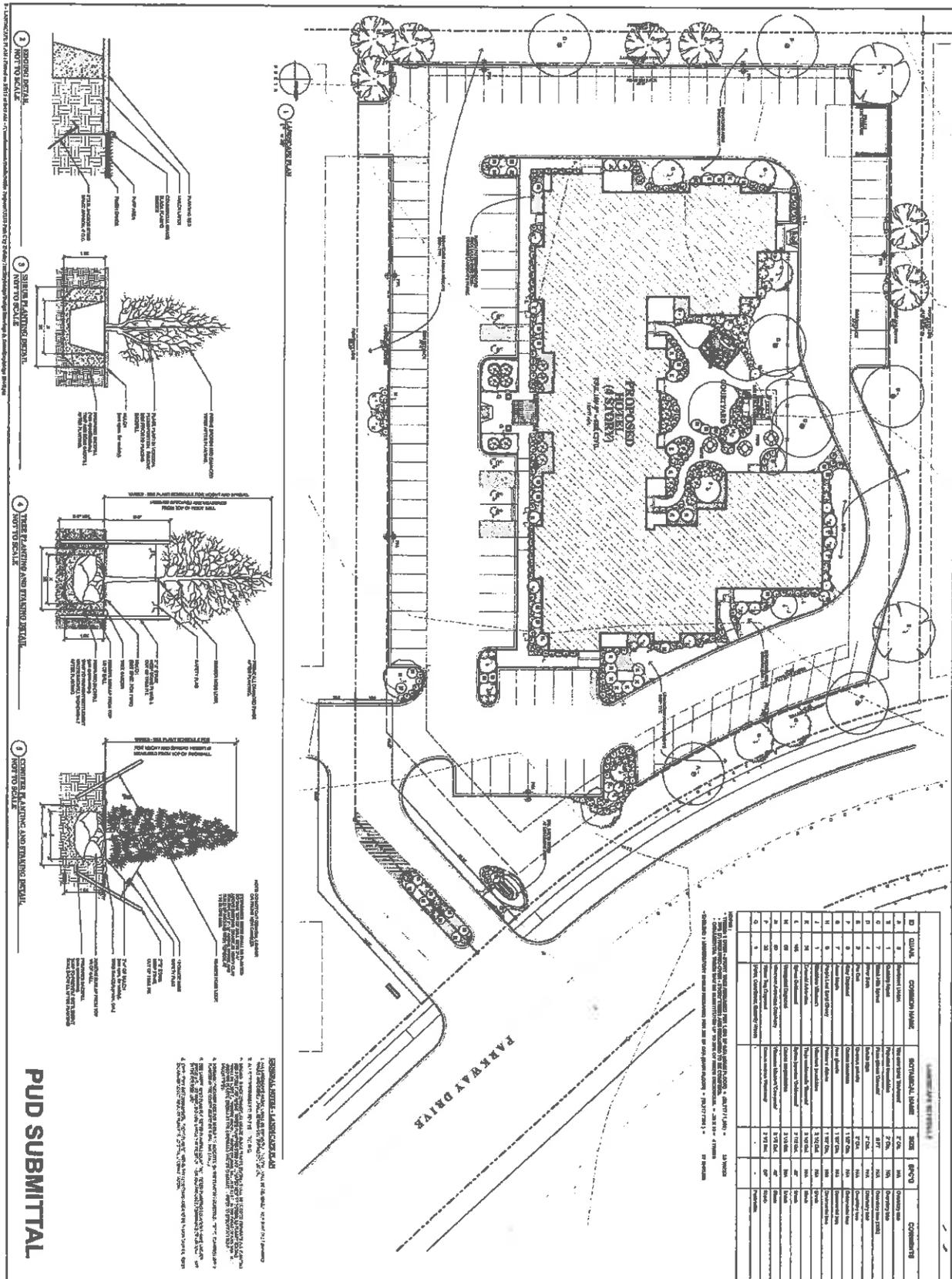
DESIGNER
 MILLETT ARCHITECTS
 1000 1/2 1st St. S. Ste. 100
 WAITE PARK, MN 56487

DATE
 10/1/10

SCALE
 AS SHOWN

PROJECT NO.
 10-001

DATE
 10/1/10



PUD SUBMITTAL

STAYBRIDGE SUITES - LANDSCAPE PLAN

1. THIS PLAN IS A PRELIMINARY DESIGN AND IS SUBJECT TO CHANGE WITHOUT NOTICE.

2. THE LANDSCAPE PLAN IS TO BE CONSIDERED AS A GUIDE ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.

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5. THE LANDSCAPE PLAN IS TO BE CONSIDERED AS A GUIDE ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.

ID	QUANTITY	DESCRIPTION	UNIT	AMOUNT	REMARKS
1	1	Site Preparation	Sq. Ft.	10,000	
2	1	Grading	Sq. Ft.	10,000	
3	1	Asphalt Paving	Sq. Ft.	10,000	
4	1	Concrete Paving	Sq. Ft.	10,000	
5	1	Planting	Plant	100	
6	1	Watering	Hour	100	
7	1	Maintenance	Hour	100	
8	1	Site Cleanup	Hour	100	
9	1	Final Inspection	Hour	100	
10	1	Site Restoration	Sq. Ft.	10,000	
11	1	Site Security	Hour	100	
12	1	Site Access	Hour	100	
13	1	Site Erosion Control	Sq. Ft.	10,000	
14	1	Site Drainage	Sq. Ft.	10,000	
15	1	Site Lighting	Hour	100	
16	1	Site Signage	Hour	100	
17	1	Site Safety	Hour	100	
18	1	Site Security	Hour	100	
19	1	Site Access	Hour	100	
20	1	Site Erosion Control	Sq. Ft.	10,000	
21	1	Site Drainage	Sq. Ft.	10,000	
22	1	Site Lighting	Hour	100	
23	1	Site Signage	Hour	100	
24	1	Site Safety	Hour	100	
25	1	Site Security	Hour	100	
26	1	Site Access	Hour	100	
27	1	Site Erosion Control	Sq. Ft.	10,000	
28	1	Site Drainage	Sq. Ft.	10,000	
29	1	Site Lighting	Hour	100	
30	1	Site Signage	Hour	100	
31	1	Site Safety	Hour	100	
32	1	Site Security	Hour	100	
33	1	Site Access	Hour	100	
34	1	Site Erosion Control	Sq. Ft.	10,000	
35	1	Site Drainage	Sq. Ft.	10,000	
36	1	Site Lighting	Hour	100	
37	1	Site Signage	Hour	100	
38	1	Site Safety	Hour	100	
39	1	Site Security	Hour	100	
40	1	Site Access	Hour	100	
41	1	Site Erosion Control	Sq. Ft.	10,000	
42	1	Site Drainage	Sq. Ft.	10,000	
43	1	Site Lighting	Hour	100	
44	1	Site Signage	Hour	100	
45	1	Site Safety	Hour	100	
46	1	Site Security	Hour	100	
47	1	Site Access	Hour	100	
48	1	Site Erosion Control	Sq. Ft.	10,000	
49	1	Site Drainage	Sq. Ft.	10,000	
50	1	Site Lighting	Hour	100	
51	1	Site Signage	Hour	100	
52	1	Site Safety	Hour	100	
53	1	Site Security	Hour	100	
54	1	Site Access	Hour	100	
55	1	Site Erosion Control	Sq. Ft.	10,000	
56	1	Site Drainage	Sq. Ft.	10,000	
57	1	Site Lighting	Hour	100	
58	1	Site Signage	Hour	100	
59	1	Site Safety	Hour	100	
60	1	Site Security	Hour	100	
61	1	Site Access	Hour	100	
62	1	Site Erosion Control	Sq. Ft.	10,000	
63	1	Site Drainage	Sq. Ft.	10,000	
64	1	Site Lighting	Hour	100	
65	1	Site Signage	Hour	100	
66	1	Site Safety	Hour	100	
67	1	Site Security	Hour	100	
68	1	Site Access	Hour	100	
69	1	Site Erosion Control	Sq. Ft.	10,000	
70	1	Site Drainage	Sq. Ft.	10,000	
71	1	Site Lighting	Hour	100	
72	1	Site Signage	Hour	100	
73	1	Site Safety	Hour	100	
74	1	Site Security	Hour	100	
75	1	Site Access	Hour	100	
76	1	Site Erosion Control	Sq. Ft.	10,000	
77	1	Site Drainage	Sq. Ft.	10,000	
78	1	Site Lighting	Hour	100	
79	1	Site Signage	Hour	100	
80	1	Site Safety	Hour	100	
81	1	Site Security	Hour	100	
82	1	Site Access	Hour	100	
83	1	Site Erosion Control	Sq. Ft.	10,000	
84	1	Site Drainage	Sq. Ft.	10,000	
85	1	Site Lighting	Hour	100	
86	1	Site Signage	Hour	100	
87	1	Site Safety	Hour	100	
88	1	Site Security	Hour	100	
89	1	Site Access	Hour	100	
90	1	Site Erosion Control	Sq. Ft.	10,000	
91	1	Site Drainage	Sq. Ft.	10,000	
92	1	Site Lighting	Hour	100	
93	1	Site Signage	Hour	100	
94	1	Site Safety	Hour	100	
95	1	Site Security	Hour	100	
96	1	Site Access	Hour	100	
97	1	Site Erosion Control	Sq. Ft.	10,000	
98	1	Site Drainage	Sq. Ft.	10,000	
99	1	Site Lighting	Hour	100	
100	1	Site Signage	Hour	100	

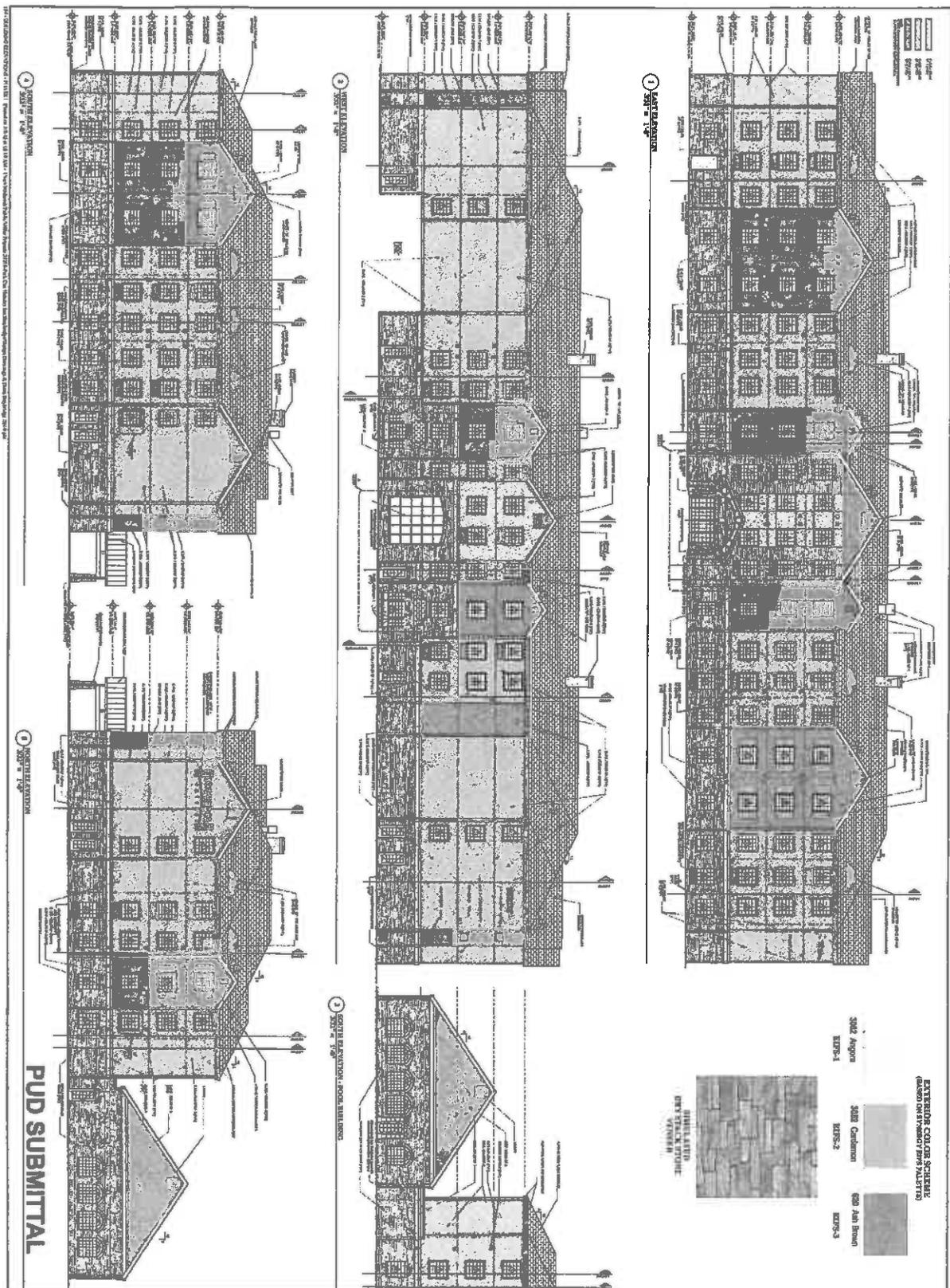
STAYBRIDGE SUITES
4 STORY HOTEL - MSPWP - #17769
PARKWAY PARK CITY DEVELOPMENT
WAITE PARK, MN

FOUR STORIES
90 UNITS

MILLER
 CONSULTING ENGINEERS
 2001 W. 15TH AVE
 WAITE PARK, MN 56488
 PHONE: 218-838-1111
 FAX: 218-838-1112
 WWW.MILLERENGINEERS.COM

PUD SUBMITTAL

A-004



- Window
- Door
- Roof
- Material
- Finish

EXTERIOR COLOR SCHEDULE
(BASED ON SWATCH 875/VALLETT)

3022 Argon	3028 Cadmium	620 Ash Brown
EXTR-1	EXTR-2	EXTR-3



A-005

DATE: 10/15/11

BY: [Signature]

STAYBRIDGE SUITES
4 STORY HOTEL - MSPWP - #17769
PARKWAY PARK CITY DEVELOPMENT
WATTE PARK, MN



STAYBRIDGE SUITES
 FOUR STORIES
 89 UNITS

