



DATE: April 26, 2021

TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator

FROM: Jane Kansier, AICP, Planning Consultant, Bolton & Menk
Corrin Bemis, Planning Consultant, Bolton & Menk

SUBJECT: Planning Case # 21-002 – Public Hearing Required
Applicant: Bethel University
Property Location: 3900 Bethel Drive
Request: Conditional Use Permit Amendment and Site Plan Review

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider:

Motions to approve, table, or deny the following:

- Hold the required public hearing for Planning Case 21-002 for a proposed Conditional Use Permit Amendment and Site Plan Review request at 3900 Bethel Drive (“Subject Property”). The City Council will be asked to make a formal decision regarding the application under New Business Agenda Item 10.C.

Approval of an amended CUP requires three affirmative votes of the City Council.

Background

1. Overview of Request

Bethel University (“The Applicant”) is requesting a Conditional Use Permit (CUP) Amendment and Site Plan Review to update the existing football and practice fields located in the southern quadrant of their main campus at 3900 Bethel Drive. The Applicant is proposing to convert the existing grass football field into a synthetic turf stadium field with a new track constructed around it and the existing grass practice field into a synthetic turf multi-purpose field. The Applicant is

also proposing changes to the lighting around the two fields, scoreboards, the spectator plazas, the perimeter fencing, and the grandstand and press box. Seating capacity will remain as is.

Bethel University operates under a CUP Master Plan. As the university comes forward with plans, they are reviewed against the Master Plan for consistency. Building plans that are consistent with the Master Plan require a Site Plan Review. A CUP Amendment is required when plans are not included in the approved Master Plan. The two proposed improvements to the football field and the practice field are not included on the Master Plan and a CUP Amendment is therefore required.

2. Site Data

Future Land Use Plan:	Public and Institutional
Existing Land Use:	Public and Institutional
Zoning:	INST – Institutional District
Size:	191.32 Acres (Including main campus, athletic complex, and part of Lake Valentine)
Topography:	Varied topography across campus

Plan Evaluation

Chapter 13, Zoning Regulations Review

Section 1320.06 – District Requirements Chart

1. District Provisions (INST Institutional District) – Section 1320

Under the 2040 Comprehensive Plan, the Bethel University campus is guided as Public & Institutional on the land use plan. The main Bethel University campus is located in the Institutional Zoning District. Higher education campus uses, including but not limited to classrooms and laboratories, are allowed as conditional uses in this district. The proposed changes to the football and practice fields that the Applicants propose to add are complementary to the use of the Subject Property as an educational institution.

A. Building and Landscaping Coverage – Meets Requirements

The Zoning Code requirements for the INST District allow a maximum building footprint of 35% and a minimum landscape area of 26%. Landscaping is defined as all plantings, including trees, grass, and shrubs. The table below identifies the proposed percentages.

The proposed additions would not result in additional structure coverage on the Subject Property. The approved CUP for the campus limits the total lot coverage of impervious surfaces to 25% and requires a minimum landscape lot area of 75%. As proposed, the new additions would not exceed the lot coverage requirements for the campus.

B. Height – Meets Requirements

The maximum height in the INST District is 35 feet. Bethel University is not proposing to build any new buildings with their football field improvements project. Bethel University will stay in compliance with district height requirements.

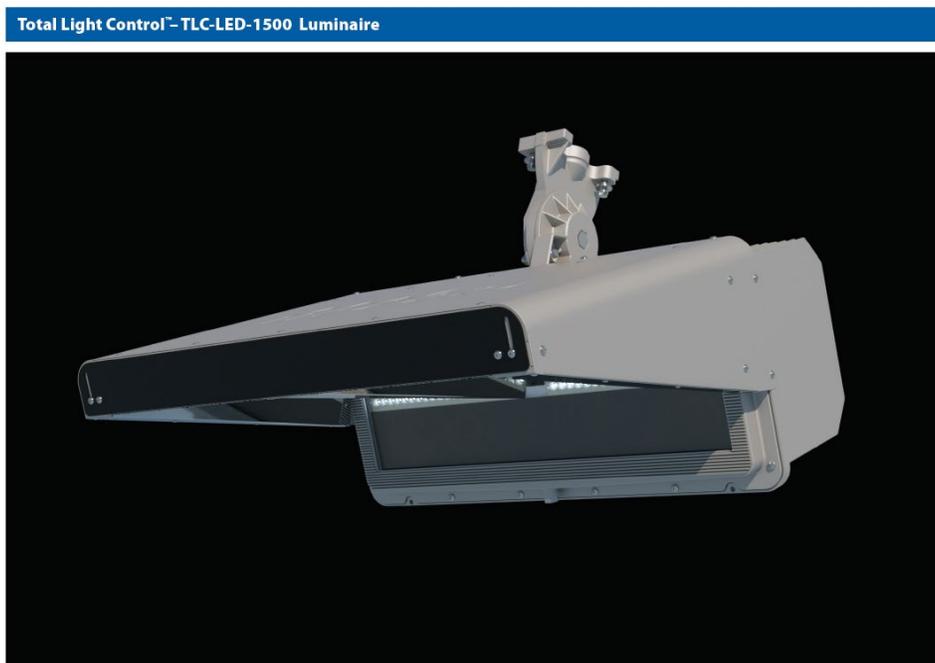
C. Setbacks – Meets Requirements

Setbacks in the INST District are 50 feet in the front yard, 20 feet in the rear yard, and 10 feet in the side yard. Structures must be located a minimum of 100 feet from abutting residential property. There are currently no structures within 100 feet of abutting residential properties. The Applicant is not proposing any structures within the 100 feet setback. The proposed practice field would be setback 12 feet from the side yard property line.

2. Design Standards - Section 1325.05 and 1325.05

A. Lighting – Meets Requirements

The Applicant is proposing the addition of stadium lighting around the football field and track, along the bleachers, and around the practice field. Section 1325.05 Subd. 3 requires lighting in all districts to direct light away from adjoining lots and public streets. Direct or sky-reflected glare, from floodlights or high temperature processes such as combustion or welding, shall not be directed at any adjoining lots or public streets. All lighting proposed by the Applicant will face downward onto the fields. Section 1325.05 Subd. 3 also requires the source of illuminate to be hooded, concealed or controlled in a manner so as to direct the lighting pattern only on the site to which the lighting is intended. The Applicant is proposing lighting fixtures that are shielded on all four sides to direct the lighting down towards the fields. More information about the Applicant’s lighting plan can be found in Attachment E.



Any light or combination of lights shall not cast light that exceeds a meter reading of one foot candle on the travel lanes of adjoining public streets or 0.4 foot candles on adjoining residential property. The maximum illumination shown on the Applicant’s photometric plan is 1.28 foot candles. All illumination readings over 0.4 foot candles are setback from the property line and located at least 200 feet from the nearest residential property. Given the downward facing direction of the stadium lighting and the fields’ distance from any residential properties, staff do not anticipate any issues with regard to lighting. However, as a condition of approval staff

recommends the Applicant be required to provide photometric calculations for the lighting at the property lines of all adjacent residential properties indicating the plan meets ordinance requirements.

B. Screening and Fencing – Meets Requirements

Screens and fencing help minimize adverse impacts of public nuisances, such as noise, glare, activity, or dust. The football and practice field update will be screened using a mix of landscaping and fencing. The proposed project includes upgrades to the fencing around the football and practice fields. Fencing is proposed on the northeast side of the football field, south of the Discus-Hammer Throw Event and Shot Put facilities, and along the west side of the football field.

C. Tree Preservation – Meets Requirements

A Tree Preservation Plan is required as part of an application when City grading permit or erosion control permit is required. The Tree Protection Plan submitted by the Applicant shows that 34 significant trees (403 caliper inches) are set for removal. The Ordinance allows 10% to be removed without replacement. The remaining caliper inches to be removed must be replaced at a ratio of 1 caliper inch for each 2 inches removed. The Applicant is proposing to remove less than 10% of caliper inches located on the Subject Property. The proposed landscaping plan identifies a total of 78 caliper inches of replacement trees, all three (3) caliper inch Heritage Oak trees. As a condition of approval, staff recommends a landscaping letter of credit or escrow be required.

D. Parking, Traffic, and Circulation – Meets Requirements

The proposed additions are not anticipated to generate additional parking demand on the campus because the seating capacity will remain as is. Users of the proposed football and practice fields will continue to use either the Heritage Parking Lot, located north of the fields, or the SoHo Parking Lot, located east of the fields.

Additional Review

Public Works Director/City Engineer

The Public Works Director/City Engineer has reviewed the plans and has provided the Applicant with a comment letter (Attachment F) and all comments shall be adopted herein by reference as a condition of approval.

Public Notice and Comments

The Applicant conducted a neighborhood meeting via Zoom on February 9, 2021. The Applicant did not receive community pushback at this meeting.

Staff published a notice in the *Pioneer Press* as per City procedure. Public notices were mailed out on April 14, 2021. Notice and website update was prepared by the City and mailed to property owners within 1,000 feet of the subject property. Staff has not received any public comments regarding this application as of April 21, 2021. There were no public comments on this application during the April 7th Planning Commission meeting.

Budget Impact:

NA

Attachments

- A. Land Use Application
- B. Location Map
- C. Bethel University – Athletics Complex – Concept 1
- D. Submittal Documents
- E. Lighting Plan
- F. Engineering Comment Letter
- G. Planning Commission Staff Report
- H. Planning Commission Draft Minutes