



MEMORANDUM

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
Applicant: Bethel University
Property Location: 3900 Bethel Drive
Request: Conditional Use Permit Amendment and Site Plan Review

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
N/A

Council Should Consider:

Motions to approve, table, or deny the following:

- Planning Case 21-002 for the Bethel University Conditional Use Permit Amendment and Site Plan.

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

Background

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.

Suggested Findings of Fact:

The Planning Commission reviewed this application at their April 7, 2021, meeting and have offered the following findings of fact for your consideration:

General Findings:

1. The Bethel University main campus at 3900 Bethel Drive is located in the Institutional Zoning District.
2. A Higher Education, College Campus is a Conditional Use in the Institutional District.
3. Bethel University operates under a Conditional Use Permit Master Plan.
4. The proposed additions are not included on the Master Plan and a CUP Amendment is required.
5. Bethel University has requested Site Plan Review approval for the proposed changes to the football and practice fields.
6. The proposed changes to the football and practice fields would be in compliance with all provisions of the Zoning Code.
7. A public hearing for a PUD Amendment request is required before the request can be brought before the City Council.
8. The Planning Commission conducted a public hearing on April 7, 2021.

Conditional Use Permit Evaluation Findings:

9. The proposed plan is not anticipated to have any impact on traffic or parking conditions because the additions do not include an increase in football field seating.
10. The proposed plan includes the addition of LED lights and will increase illumination around the football fields.
11. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
12. The proposed plan will impact drainage on the site.
13. The proposed plan will not impact population density.
14. The proposed plan is not expected to have a visual impact on surrounding properties or on land use compatibility with uses and structures on surrounding land or adjoining land values because the new additions will not be easily visible from outside the Bethel University campus.
15. Park dedication requirements are not applicable.
16. The proposed plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

Options and Motion Language

The Planning Commission reviewed this application at their April 7, 2021 meeting. At that time, they recommended approval of the Bethel University application for a Conditional Use Permit Amendment and Site Plan by a 6-0 vote. The following are motion language options for the City Council to consider.

Approval with Conditions: Motion to *adopt* Resolution 2021-026 approving the Conditional Use Permit and Site Plan Review for Planning Case 21-002 at 3900 Bethel Drive, based on the findings of fact and the submitted plans, subject to the following conditions:

1. All conditions of the original Conditional Use Permit shall remain in full force and effect.
2. Prior to the issuance of a grading permit, all items identified in the March 11, 2021 Engineering Division memo shall be addressed. All comments shall be adopted herein by reference.
3. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
4. The proposed structures shall conform to all other regulations in the City Code.
5. A Grading and Erosion permit shall be obtained from the city's Engineering Division prior to commencing any grading, land disturbance or utility activities. The Applicant shall be responsible for obtaining any permits necessary from other agencies, including but not limited to, MPCA, Rice Creek Watershed District, and Ramsey County prior to the start of any site activities.
6. Heavy duty silt fence and adequate erosion control around the entire construction site shall be required and maintained by the Developer during construction to ensure that sediment and storm water does not leave the project site.
7. The Applicant shall be responsible for protecting the proposed on-site storm sewer infrastructure and components and any existing storm sewer from exposure to any and all stormwater runoff, sediments and debris during all construction activities.
8. Prior to the issuance of a grading permit, a landscape financial security equal to 125% of the cost of the landscaping to be installed on the site shall be submitted. The Applicant must submit a detailed cost estimate for the landscaping so staff can determine the final amount. Landscape financial security shall be held for two full growing seasons.
9. Prior to the issuance of a grading permit, a landscaping letter of credit or escrow shall be required.
10. The Applicant shall be required to provide photometric calculations for the lighting at the property lines of all adjacent residential properties indicating the plan meets ordinance requirements.

Approval without Conditions: Motion to *adopt* Resolution 2021-026 approving the Conditional Use Permit and Site Plan Review for Planning Case 21-002 at 3900 Bethel Drive, based on the findings of fact and the submitted plans

Denial: Motion to *deny* Planning Case 21-002 for a Conditional Use Permit Amendment and Site Plan Review at 3900 Bethel Drive, based on the following findings of fact: *the City Council should identify findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated.*

Table: Motion to *table* Planning Case 21-002 for a Conditional Use Permit Amendment and Site Plan Review at 3900 Bethel Drive, for the following reasons: *the City Council should identify a specific reason and/or information request should be included with a motion to table.*

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on March 24, 2021. Pursuant to Minnesota State Statute, the City must act on this request by May 23, 2021 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Budget Impact

NA

Attachments

A. Resolution 2021-026