

Memorandum

TO: City of Maple Plain, Attn: Mark Kaltsas
5050 Independence Street
Maple Plain, MN 55359

FROM: Matt Pavsek
Civil Site Group

DATE: 7/31/2026

RE: Equinox Townhomes – Plan Review Letter 07.21.2026

Mark,

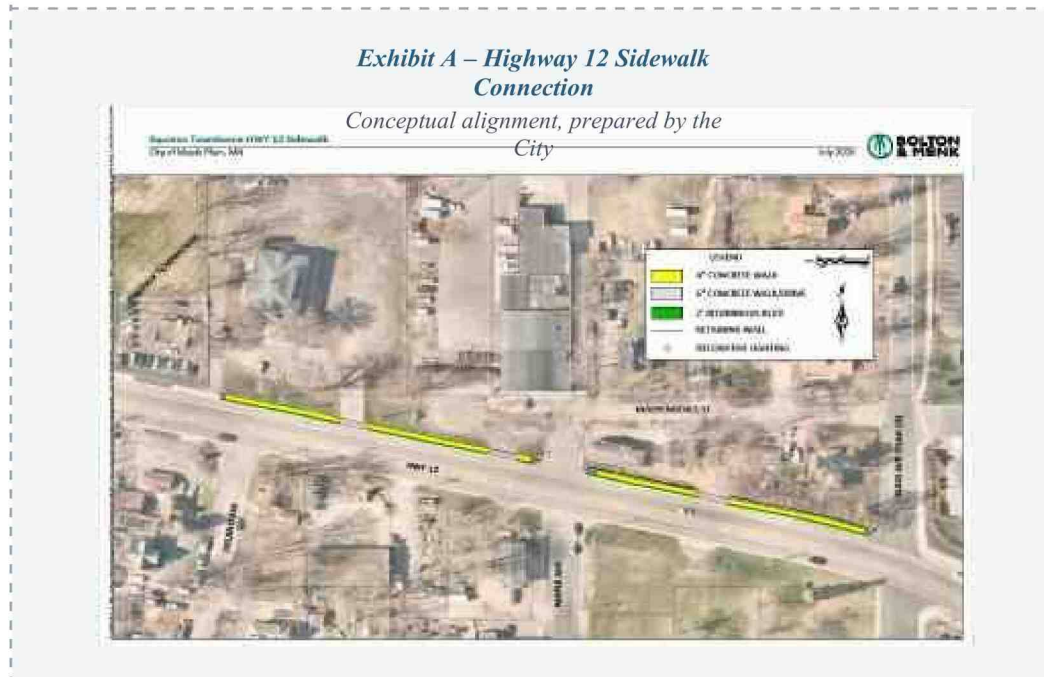
Below are the City's written comments regarding the Equinox Townhomes project, in Maple Plain MN, dated 07/21/2026. I have included my response below each outstanding question in bold **RED**.

Matt Pavsek
Civil Site Group
mpavsek@civilsitegroup.com
612-615-0060



1. Highway 12 Sidewalk Connection

The City would like to see the sidewalk connection installed along Highway 12, consistent with prior discussions with your design team. The City has prepared an exhibit illustrating the potential connection alignment, along with an associated estimated construction cost, for your reference (see exhibit below).



Please revise the plan set to include this sidewalk connection. The City would also like to further discuss the parties' respective responsibilities for the design, construction, and cost of this improvement at the time of resubmittal.

Response: Per discussions with owners and City, this sidewalk will be shown on later versions of plans.

2. Sidewalk Alignment – Buildings C.1 and C.2



The sidewalk located along the east side of Buildings C.1 and C.2 does not align with the parallel parking spaces directly adjacent to it. Staff recommends shifting this sidewalk segment so that it abuts the parking spaces, allowing residents and guests to step directly from a parked vehicle onto the sidewalk rather than into the drive aisle (see

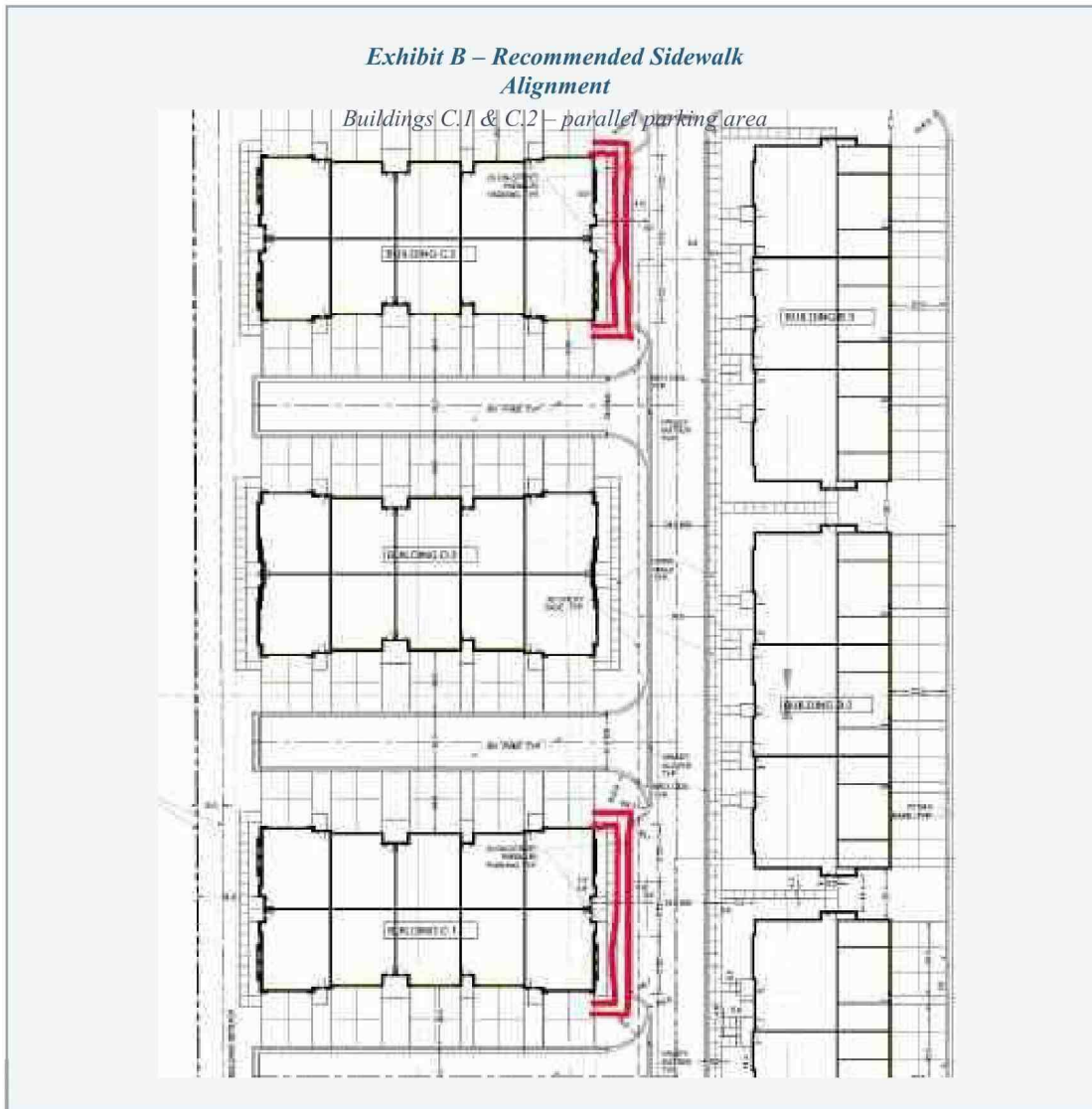


exhibit below).

CSG Response: Sidewalks updated.

3. Site Lighting & Photometric Plan

No site lighting is currently shown on the plans. Staff anticipates that the private streets will include street lighting. Proposed light fixture locations should be shown on the plans, along with a complete photometric plan for staff review.

MDG Response: Site photometric plan is included at the end of the drawing packet. Please see a revise plan which reflects changes to the site.

4. West Property Line Landscape Buffer

The existing landscaping along the west property line, which was previously required, is shown as being removed, with new landscaping proposed in its place. Staff recommends that additional evergreen trees be incorporated along the west property line to provide a stronger visual buffer to the adjacent industrial use.

CSG Response: See sheet L1.5 for existing vs. proposed break-down along the west property line. Additional overstory and evergreen plants have been added throughout this area.

5. Private Street Width, Guest Parking & Signage

The proposed private streets are 24 feet wide, which will not accommodate on-street parking on either side. The plans currently provide 12 guest parking spaces. Based on typical standards for rental townhome developments, a ratio of one guest parking space per five units is preferred, which would require approximately 17 off-street guest parking spaces for this development.

The City would like to further understand how the no-parking condition on the private streets will be implemented and enforced. At a minimum, “No Parking” signage will be required throughout the development, including at the ends of all proposed private driveways.

CSG Response: Guest parking in driveways. 4 parking stalls on average per unit with two garage and two driveway spaces. Additionally, we have included 8 guest/resident parking spaces at the clubhouse and 11 parallel spaces off the street. “No parking” signs have been added to the plan, as well as “Guest Parking, No Overnight Parking” to the parallel parking space areas. Additional address and wayfinding signage is included on the site and architectural Parking & Signage Plan.

1. The project proposes to add 10 residential buildings and a community building and consist of 85 total townhome units. It will create 4.5 acres of impervious surface, and total land disturbing activities of 7.8 acres, which trigger stormwater management rules in PSCWMC.
CSG Response: Noted.
2. The development shall secure permits from the following entities, including, but not limited to:
 - a. MnDOT
 - b. Minnesota Department of Health – Watermain Review
 - c. NPDES – Construction Stormwater
 - d. Pioneer Sarah Creek Watershed Management Commission
 - e. Minnesota Pollution Control Agency – Sanitary Sewer Extension

CSG Response: All required permits to be coordinated and obtained prior to construction.
3. Discussions have been had with MnDOT regarding a sidewalk connection from the development entrance to Budd Avenue along Highway 12. Summary of needs:
 - a. Sidewalk behind the curb is ok.

- b. Sidewalk PAR needs to be a minimum of 5' wide, with 6' being preferred.
- c. Minimum 2' buffer from back of curb.
- d. I know we didn't discuss lighting but if any lighting is desired behind the curb the sidewalk would likely need to be 5' from the back of curb to accommodate a buffer space from light poles. I believe lighting to the east of Budd is outside of the sidewalk closer to the RW line and not between the sidewalk and curb.
- e. Please submit any plans for this work to Kyle Fitterer to route for review.

CSG Response: This sidewalk connection will be included in a future full construction set and will include items as listed here. General sidewalk layout shown on plans for reference only.

- 4. The City will own the mainline watermain and sanitary sewer pipes. Easements shall be provided to accommodate 10-feet each side of the utility or a 1:1 slope for pipes deeper than 10-feet, whichever is greater. Update the plat drawings to accommodate.
CSG Response: Noted. Easements updated.
- 5. Easements for the access drive across the existing property north of the building (PID 2411824340084) should be included in the development files to define watermain, storm sewer and roadway / access.
CSG Response: Easement documents in process. Comment to remain open
- 6. Temporary construction easements look to be needed to accommodate wall construction.
CSG Response: Temp easements to be obtained prior to construction.
- 7. Profiles of mainline utilities shall be provided. The corridors are tight with several utilities and grade changes that need to be reviewed to ensure adequate bury depth is provided and conflicts between utilities are planned for.
 - a. Grading is significantly affecting the bury depth of existing watermain on the north side of the site and much of that watermain will need to be rebuilt at proper depths.
CSG Response: Ex watermain on north end of site is being cut by one foot or less. Contractor to add insulation as needed. Watermain on parcel NW of site will be impacted more by cut, this main to be insulated where feasible, and replaced otherwise.
 - b. Sanitary sewer should connect to the mainline on Hwy 12 at a more conducive angle to flow. A shorter run to the connection point also allows the main to bury deeper at the furthest point, instead of the 4.29' currently provided.
CSG Response: Sanitary alignment and connection point updated.
- 8. Provide additional calculations for storm sewer sizing, gutter spread / bypass at the intersection with Pioneer Creek Drive and the bioretention basin inlet, and drawdown for the bioretention basin daintile.

CSG Response: Storm sizing, gutter spread and bypass to be completed as part of construction documents. Drawdown calculations are included in the stormwater report.

9. Provide additional details in the plans including, but not limited to:
 - a. Road section details for Hwy 12, Pioneer Creek Drive and internal roadways City Street patch section for Pioneer Creek Drive includes:
 - i. 1.5" wear course
 - ii. 3.0" base course
 - iii. 12" class 5 aggregate base
 - iv. 12" select granular borrow
 - v. Geotextile fabric

CSG Response: See sheet C7.1 detail sheet
 - b. Watermain offset
CSG Response: See sheet C7.1 detail sheet
 - c. Hydrant detail shall define a Storz nozzle and all thrust blocking shall be with concrete
CSG Response: See sheet C7.0 detail sheet
 - d. Specialty storm structures including, Sumps, OCS and Filter/Diversion structures
CSG Response: See sheet C7.1 detail sheet
 - e. Retaining walls (walls over 4-feet shall be designed by registered professional engineer)
CSG Response: Noted.
 - f. Roadway draitile – use of perforated PVC is recommended so can be jetted and cleaned. Corrugated pipes clog with roots and cannot be maintained long-term.
CSG Response: See plan for revised drain tile sizing. 4" corrugated to be proposed and is only for subgrade drainage
 - g. Draitile cleanouts
 10. Casting adjustments shall be in accordance with City standards. Adjustments shall result in watertight seal and will require a chimney seal.
CSG Response: See sheet C4.0
 11. The condition of Highway 12 and Pioneer Creek Drive should be reviewed by the City and Contractor prior to any work and verified with video or pictures. Any damage to the street after work commences should be deemed to be caused by the Contractor and the Owner's responsibility to repair.
CSG Response: See sheet C2.0
 12. Work in the public right of way and connection to utilities must be coordinated with the City. A minimum 24-hour prior notice must be provided. Bituminous pavement shall be saw-cut, and concrete removed to the joint to provide clean match lines. Removal limits shall be marked by the City prior to any work.
CSG Response: See sheet C2.0 & C4.0.
 13. Perimeter erosion control must be installed by the Contractor and inspected by the City prior to any other work. A minimum 24 hour notice must be provided prior to inspection
CSG Response: See sheet SW1.0 & SW1.1
- 6.

1. Work in the public right of way and connection to utilities must be coordinated with the City. A minimum 24-hour prior notice must be provided. Bituminous pavement shall be saw-cut, and concrete removed to the joint to provide clean match lines. Removal limits shall be marked by the City prior to any work. Repairs shall match in kind materials and thicknesses. Subgrade corrections may be required.

CSG Response: See sheet C2.0 & C4.0.

7.
 2. Work in MnDOT ROW to follow their permit requirements.

CSG Response: Noted.

1. Prior to acceptance of the bioretention basin, jellyfish filter, and the underground runoff treatment system, all systems should be filled with hydrants and observed to confirm facilities drawdown within 48 hours.

CSG Response: See sheet C4.0

2. The applicant will be required to submit a Maintenance Agreement for all stormwater management structures and facilities. The agreement must define operation and maintenance responsibilities following completion of project, specify types and frequencies of inspection and maintenance activities, designate who will conduct inspection and maintenance activities, and outline reporting requirements. The Agreement should be recorded with the Final Plat.

- a. Agreement shall include right of entry provisions for City personnel and watershed personnel to access and inspect stormwater management facilities.

CSG Response: Maintenance agreement to be finalized prior to construction.

3. Complete plan modifications as indicated on the plans marked with comments and labeled "**Bolton & Menk Engineering Comments – 7/8/2026**".

CSG Response: Noted

4. Additional comments may be forthcoming once additional materials are submitted as requested.

CSG Response: Noted.

5. Record drawings must be provided upon completion of the project.

CSG Response: See sheet C2.0.

6. Developer must conduct televising of the sanitary sewer system and provide two copies of the report and televising data for review by the City staff.

CSG Response: See sheet C2.0