

THORNE MIXED USE

September 15, 2011

Address: 1440 Roblyn Ave

File #: 11 272055

Copy of email sent to Frederick W Thorne at fax #651-642-0968

On September 20, 2011, you met with City staff to discuss the site plan for your project. The comments from that meeting are summarized below.

Project

1440 Roblyn Avenue is located in the I1 light industrial zoning district.

The structure moved onto this property is classified as a vacant building category 3. You have furnished us with a copy of a \$5,000 cashier's check that is ready to be posted per code enforcement requirements for vacant buildings prior to pulling any building permits. You have submitted a copy of a signed statement from Associated Bank confirming adequate funds are available for you to do this project. And, you have provided copies of bids from building and trade contractors to perform the work required for this project.

You stated at the meeting that you are proposing to lease space out of this structure for a mixed commercial-residential use. (The first floor will be occupied by an office use. The second floor will be for two (2) residential units.)

Revised Plans

You must send me nine (9) half-sized sets of the site plan revised to reflect the comments in this email. If available, in addition to the nine (9) half-sized sets, please send a PDF version on a CD or as an email to corinne.tilley@ci.stpaul.mn.us.

Zoning

In the I1 light industrial zoning district, residential uses are limited to not more than fifty (50) percent of the basement and first floor. The entire upper floors may be used for residential use. At least fifty (50) percent of the basement and first floor shall be devoted to a principal use permitted in this district, except residential use.

Merritt Clapp-Smith of Planning and Economic Development submitted the following information: "In general, the area around the property, with the exception of the property to the immediate west, is commercial and industrial in nature. Our land use plan shows the area remaining industrial, so if reinvestment is occurring, the preference would be for jobs based redevelopment."

Address

Terri Vasquez of Public Works Technical Services (651-266-6128) is okay with using 1440 Roblyn Avenue as the address for the project. You said that you will use suite numbers for each unit.

Traffic

Elizabeth Stiffler and David Kuebler of Public Works Traffic Engineering (651-266-6210; 651-266-6217) said

- The proposed new driveway is not wide enough for 2-way traffic. The 13' driveway must be widened to 20'.
- The proposed location of the new trash enclosure will not work on this site because the trash pickup truck will have to use the public street for maneuvering. Trash pickup can not use the public street for maneuvering.
- The developer will include the usable area for each floor on the plans so that trip

generation can be determined for the development

You said that you will submit a revised site plan that shows a wider driveway and a better location for the trash enclosure with ample on-site maneuvering for the trash pickup truck.

A note must be added to the plan stating:

"Signs regulating parking and/or traffic on private property shall be installed by the property owner or contractor outside of the public right-of-way. Signs approved by Public Works Traffic Engineering regulating parking and/or traffic in the public right-of-way for this development shall be installed by City forces at the expense of the development. Contact Traffic Engineering 651-266-6200 six weeks in advance of needed sign(s)."

Sidewalks

Al Czaia of Public Works Sidewalks (651-266-6108) said that the proposed new driveway must be concrete. An asphalt driveway is not acceptable.

The curb must die at the property line. The standard detail plate was given to you at the meeting.

Since the driveway must be designed with the potential for a new sidewalk, the potential sidewalk grade must be carried across the driveway.

A note must be added to the plan stating "All work on curbs, driveways, and sidewalks within the public right of way must be done to City Standards and Specifications by a licensed and bonded contractor under a permit from Public Works Sidewalk Section (651-266-6120).

A note must be added to the plan stating "Restoration of asphalt and concrete pavements are performed by the Public Works Street Maintenance Division. The contractor is responsible for payment to the City for the cost of these restorations. The contractor shall contact Public Works Street Maintenance to set up a work order prior to beginning any removals in the street at 651-292-6600. Procedures and unit costs are found in Street Maintenance's "General Requirements - All Restorations" and are available at the permit office."

Sewers

Anca Sima of Sewer Engineering (651-266-6237) said

- The manhole for the storm sewer connection to the street should be a city's standard plate.
- Add manhole details to the plan sheets. Note: Adjusting rings are not allowed.
- Submit a revised plan indicating the material to be used for the sanitary pipe.

Sewer connection permits are required. Only a house drain contractor licensed to work in the City of St Paul may apply for the sewer permits after the proposal is approved. This Division requires an inspection of all sewer connections.

A note must be added to the plan stating "Abandoning existing sewer service or making new connections to City sewer must be done to City standards by a Licensed House Drain Contractor under a permit from Public Works Sewer Section (651-266-6234)."

Once Public Works Sewers Division has approved the site plan, you will need to submit the following to them:

PDF or AutoCad files

The applicant must email the approved drawings of the site plan in PDF and AutoCad along with any custom line type files and external references to: anca.sima@ci.stpaul.mn.us

Construction Record Drawings

As a condition of the approved site plan, the applicant must provide as-built drawings (paper or PDF) of all sanitary and storm sewer lines and all appurtenances which were installed on a site for which a final site plan was approved. The drawings shall be submitted to Saint Paul Public Works no later than 60 days following installation of the sewer facilities. As-built changes to text including: invert elevations, dimensions, notes, etc. shall be lined out with the record drawing text placed near it. Do not alter, modify or erase original approved construction drawing text. The construction as-built drawings shall show, but are not limited to, such information as the exact size, length, type and location of pipes; location and size of manholes and catch basins; depth and slopes of retention basins. The drawings shall show plan and profile views of all new public sanitary and storm sewer lines and plan views of all private sewer lines. The construction as-built drawings shall show all work as actually installed and as field verified by a professional engineer or a representative thereof. The drawings shall be identified as "Construction As-built Drawings" in the title block of each drawing and shall bear the signature and seal of a professional engineer.

Construction Record Drawings should be submitted to:

Anca Sima
Public Works Sewers Division
700 City Hall Annex
25 West 4th Street
Saint Paul, MN 55102
anca.sima@ci.stpaul.mn.us

Erosion Control

Wes Saunders-Pearce, Water Resources Coordinator (651-266-9112) said

- Add inlet protection for the two catch basins in the street.
- Add a note to the plan sheet detailing the contractors' scope of work in relation to sediment and erosion control devices. The contractor (excavator/landscaper) will install the silt fence/perimeter controls and street inlet protections prior to any land disturbance and/or remove the erosion control measures upon completion of the project.
- Add a note to the grading plan detailing the protection measures.

A note must be added to the grading plan stating "Upon completion of storm sewer installation, storm sewer inlets shall be protected from sediment by silt fence, or equivalent measures. Protection shall remain in place until bituminous areas have been paved and lawn areas have been established."

A detail for a rock construction entrance must be added to the plan along with a note stating "A rock construction entrance must be installed and maintained at entrances to existing hard surface roads. The rock construction entrance shall be no less than 50' in length and as wide as necessary for traffic. Use 1" to 2" washed rock."

A note must be added to the plan stating "Adjacent streets and alleys must be swept to keep them free of sediment. Contractor must monitor conditions and sweep as needed or within 24 hours of notice by the City."

All disturbed ground left inactive for fourteen or more days must be stabilized by seeding, sodding, or mulching.

Water

David Marruffo (651-266-6813) of Saint Paul Regional Water Service (SPRWS) said

- You have an existing ¾" copper service.
- SPRWS will disconnect the existing water connection. All excavation and restoration will be done by owner's contractor. SPRWS will install new water service connection in the right of way.
- You are proposing a new 1 1/2" copper line. Indicate on the plan the new line. Note:

The line must have 10' of separation in the right of way.

Include note on plan: All water main and services to be installed according to 'SPRWS Standards for Installation of Water Mains', and "SPRWS Water Code'.

Include note on plan: All existing water services not being reused must be cut-off and abandoned per SPRWS Water Code'.

Show all existing water services on plan. Application for any new water service to be made with SPRWS at 1900 Rice St, St Paul, MN

All pipework inside the property must be performed by a plumber licensed by the State of Minnesota and Certified by the City of St Paul. SPRWS will perform all work in the public right-of-way on an actual cost basis.

Street Lights

A note must be added to the plan stating "The Contractor shall contact John McNamara, General Foreman, Lighting - Signal Maintenance, (651-487-7209), if removal or relocation of existing facilities is required or in the event of damage to the lighting or signal utilities. The Contractor shall assume responsibility (and related costs) for any damage or relocations."

"The installation of private electrical wiring, conduit, receptacles and/or lighting is strictly prohibited in the City's ROW (Right of Way)."

Signs

Business signs will require a separate review and Sign Permit from the Department of Safety and Inspections. Site plan approval does not constitute approval of business signs shown on the site plan. Contact Yaya Diatta of DSI Zoning (651-266-9080) if you have any questions about signs.

Survey Monuments

A note must be added to the plan stating "Care must be taken during construction and excavation to protect any survey monuments and/or property irons. Call Sam Gibson of Public Works Surveying (651-266-6075) if you have any questions."

Parkland Dedication

As a part of this project, the property owner will need to dedicate land (to be used as park land) or contribute a fee in lieu of land (to be used by the City for acquiring park land or other capitol improvements).

Staff estimates the dedication will be approximately \$648.00 or 300 square feet. These figures are calculated based on a number of factors, including the number of new parking spaces being provided and the value of the property. You can contact Tom Beach (651-266-9086) or Corinne Tilley (651-266-9085) if you have questions about this.

The City prefers that land be dedicated, but typically requires the fee rather than the land dedication because the size and/or location of the land that would be dedicated often makes it unsuitable for park land. If the land is of a suitable size and location, acceptance of land by the City would need to be approved by the City Council. You can contact Jody Martinez (651-266-6424) if you have questions about this.

This dedication is due at the time building permits are approved and paid for.

Accessible Parking Spaces

Handicapped accessible parking spaces must be provided as required by the standards of the Americans with Disabilities Act. These spaces must be located as close as possible to the

building entrance.

Snow removal

Include snow removal procedures with your plans.

General site plan comment

Submit revised plans that show consistent dimensions on each plan sheet.

District Council

The site is located in District 13. Staff sent them a copy of the site plan for comments but we have not heard back from them yet. Staff reserves the right to make additional comments and conditions once we have heard from them.

Building Plan Review

Architectural plans for permit review have not yet been submitted. You can submit the architectural plans during the site plan review process. As part of your application for building plan review you will need to submit the following:

- Two (2) complete sets of signed construction (architectural, structural, mechanical and electrical) plans and specifications. *Design-build is not accepted. Plans stamped "Not for Construction" and/or "Preliminary" is not accepted.* (The construction documents must include, but is not limited to, information detailing fire separation between residential units, doors, door swings, sound barriers, accessible routes in the exterior, exterior ramping, foundation, retaining walls, first floor commercial use,...)
- Four (4) certified surveys of the whole site showing existing building(s), new structure(s), and addition(s), as well as site drainage.
- Any other information or plans required for special inspections so they can be reviewed by the Department of Safety and Inspections Structural Engineer, Frank Berg (651-266-9072 or frank.berg@ci.stpaul.mn.us).
- SAC - Contact Karen Cappaert of Metropolitan Council (651-602-1118) for information regarding the Service Availability Charge rate.

Note: The building permit will not be issued until all signoffs are received.

If you have any questions, please contact me at 651-266-9085 or corinne.tilley@ci.stpaul.mn.us.