



CITY OF SAINT PAUL

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3400 Federal Drive, Ste. 110
Eagan, MN 55122

RE: **Updated Site Plan 18-117556** – Twin Cities German Immersion School Addition at 1031 Como Ave – Site Plans with revisions through 11/29/2018 and exhibits with revisions through 1/16/2019.

Ted Anderson, Deb Rathman, and Ben Ford,

On December 13, 2018, a Site Plan Status Update memo was sent to the project team in response to the Site Plan updated with revisions through November 29, 2018. Below is a summary of outstanding conditions for the Twin Cities German Immersion School addition Site Plan. The conditions include those identified in the December 13, 2018 status update, as well as conditions that have emerged through review of the Traffic Impact Study and Zoning Committee discussion.

General Comments

1. The site plan and zoning variances for building height, lot coverage and minimum off-street parking were reviewed by the Zoning Committee of the Planning Commission at a public hearing on December 20, 2018 and a laid over to January 17, 2019. The Zoning Committee's recommendations were presented to the Planning Commission on January 25, 2019. The City Attorney's Office has advised staff that the variances and site plan were not properly approved because the Commission reached a tie vote. Because of this, the Planning Commission will re-open the vote on the same items so that it may reach a final vote at their February 8, 2019 meeting. Decisions of the Planning Commission are appealable to the City Council. Approval of the site plan and variances are required.
2. Per Minnesota State Statute 326, the final plans submitted shall be signed by the appropriate licensed Professional, i.e. PE, LA, RLS, etc., responsible for plan development.
3. Final plans shall not be marked "preliminary" or "not for construction."

Zoning

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4. Update the Site Plan to indicate any existing bicycle parking to remain on site.

5. Update the Site Plan to include both the minimum bicycle parking (1 space) and the proposed excess bicycle parking (36 spaces). The minimum required bicycle parking is one secure bicycle parking space for every 20 motor vehicle parking spaces. As well, the project is proposing to include additional bicycle parking as allowed for up to a 10% off-street parking reduction.
6. Update C1 Site Plan to reflect the anticipated number of staff FTEs. The Variance application indicates up to 86.5 FTEs.
7. The property owner has agree in principle a Shared Building Use and Parking Agreement for off-street parking spaces with the church at 1040 Como Ave. The zoning administrator may authorize a reduction in the total number of required parking spaces for two or more uses jointly providing off-street parking when their respective hours of peak operation do not overlap.
 - An application for shared parking shall be submitted to the Department of Safety and Inspections for review and approval. The zoning administrator may impose reasonable conditions to mitigate potential negative effects of a shared parking agreement.
 - Parties to a shared parking agreement shall submit an annual statement to the zoning administrator which verifies the non-concurrent peak parking hours of the buildings involved with the shared parking agreement and a list of uses within each building to verify no changes have occurred that would require additional parking.
 - The shared parking facility shall be clearly designated with an identification sign.
8. Update the Site Plan set to reflect expanded off-street parking within the West surface lot as proposed in the site plan exhibit dated 1/16/2019.
9. Update the Site Plan to include an obscuring wood fence at least 80% opaque and 6' in height along the length of the east property line to buffer the abutting properties. The site plan updated 11/29/2018 includes salvaging and locating the existing fence within the east property line. Any fence will need to meet site line requirements for vehicles using the alley.

Public Works Transportation Planning

David Kuebler/651-266-6217 david.kuebler@ci.stpaul.mn.us

10. In an email exchange on January 16, 2019, with Ben Ford, Rehder and Associates, it was identified that the outwalk on Como Ave adjacent to the driveway proposed for removal, shall remain or may be modified by a new crosswalk at Como Ave and Oxford St.
11. Public Works Transportation Planning and Safety Division is in general agreement with the results of the Traffic Impact Study (TIS) prepared by Spack Consulting dated 1/15/2019. Per the TIS recommendations:
 - Update the Site Plan to include a marked pedestrian crossing on Como Ave at Oxford St.
 - Work with Public Works to determine appropriate time-of-day parking restrictions and provide a public realm sign plan, to be implemented as part of the site plan.
 - TCGIS staff indicated that they've started to implement TIS recommendations within their operations: staff as crossing guards at Como and Oxford intersection; staff and parents directed not to park on Como Ave; arrival/dismissal reminder sent to TCGIS families with designated pedestrian crossings highlighted; and exploring other Transportation Demand Management Plan strategies to reduce single-passenger vehicle trips to/from the site.
 - Public Works Traffic Engineering staff have an existing and ongoing role working with schools to assess and implement changes to improve safety; the school shall implement prescribed solutions as directed by Public Works.

Public Works Sewers

Anca Sima/651-266-6237 anca.sima@ci.stpaul.mn.us

12. Update the Site Plan Notes per the November 21, 2018, Committee Report for both A53679 and A24638:
 - SEWER REMOVAL/ABANDONMENT PERMIT for A53679 & a24638: Plumbing Contractor to obtain "Removal Permits" from Public Works to cut off existing sewer connections services to the property. Call St Paul PW permit desk (651-266-6234) for information on obtaining this permit.
13. Provide Public Work Sewers the autoCAD for the utility plan once the Site Plan is approved.

Water Utility

Jeff Murphy/ 651-266-6276 jeffrey.murphy@ci.stpaul.mn.us

14. Please add notes below to page C2 along with previous notes that were added.
 - The following work shall be performed by SPRWS on an actual cost basis. An estimate will be provided and payment in the amount of the estimate must be received before the work can be scheduled. Work of this type is currently being scheduled 4 to 6 weeks after payment and required signatures have been received:
 - Pipework within right of way for 6" DI.
 - Cut off of existing unused water services at the main.
 - Inspection of water facility work performed by owner's contractor.
15. Ratio of fire suppression to domestic takeoff must be no less than 4:1.
16. Plumbing permit applications to be made with SPRWS at 1900 Rice Street, Saint Paul, MN.
17. Before construction of a new water service can be scheduled, SPRWS must receive a Water Service Contract signed by the owner and all required payments.
18. Provide completed project data sheets to determine meter sizing.
19. Furnish one set of interior fire suppression mechanical plans for review and approval by SPRWS plumbing inspection unit.
20. Furnish one set of revised site plans for review. Following approval by SPRWS, furnish one set of approved plans.

If you have questions, please contact me at 651-266-9086 or tia.anderson@ci.stpaul.mn.us.



Tia Anderson
Senior City Planner

cc: File, Site Plan Review Committee