

Date: May 21, 2019

To: Tia Anderson – City of Saint Paul

From: Benton Ford, P.E. – Rehder & Associates, Inc.

Re: Updated Site Plan 18-117556 Twin Cities German Immersion School Addition

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.

Noted

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.

Noted

3. Final plans shall not be marked "preliminary" or "not for construction."

Noted

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

Existing bicycle spaces is shown under the bicycle parking provided table on Sheet C1.

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.

Minimum bicycle parking required is shown under the bicycle parking required table on Sheet C1.

6. Update C1 Site Plan to reflect the anticipated number of staff FTEs. The Variance application indicates up to 86.5 FTEs.

The anticipated school staff FTE's is shown under the parking stalls required table on Sheet C1.

Variance wording on staff recommendations as it relates to parking

- TCGIS will operate a maximum of 27 class sections simultaneously at 1031 Como Ave.

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.
 - a. 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.

TCGIS is finalizing the rental agreement with Mission Orthodox Church and will submit the required shared parking agreement.

- b. 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.

TCGIS is finalizing the rental agreement with Mission Orthodox Church and will submit the required shared parking agreement.

- c. The shared parking facility shall be clearly designated with an identification sign.

TCGIS is finalizing the rental agreement with Mission Orthodox Church and will submit the required shared parking agreement. Signage will be placed as required.

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.

The total number of off-street parking stalls provided can be seen on the Site Dimension Plan, Sheet C1.

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.

An 80% opaque 6' fence is now shown along the eastern property line on Sheet C1.

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.

As directed by David K., we are leaving it in.

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:
 - a. Update the Site Plan to include a marked pedestrian crossing on Como Ave at Oxford St.

Pedestrian crosswalks are shown on Sheet C1.

- b. 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.

See document **TCGIS Traffic Impact Study Progress (Communication between Elizabeth Stiffler and TCGIS began April 29th, 2019)**

- c. 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.

See document **TCGIS Traffic Impact Study Progress (Communication between Elizabeth Stiffler and TCGIS began April 29th, 2019)**

- d. 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.

See document **TCGIS Traffic Impact Study Progress (Communication between Elizabeth Stiffler and TCGIS began April 29th, 2019)**

12. Update the Site Plan Notes per the November 21, 2018, Committee Report for both A53679 and A24638:

- a. 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.

See City of St. Paul Note 31 on Sheet C2. As discussed with Anca Sima on May 17th, 2019, A24638 was removed in 2017.

13. Provide Public Work Sewers the autoCAD for the utility plan once the Site Plan is approved.

Noted

14. Please add notes below to page C2 along with previous notes that were added.

- a. 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:
 - i. Pipework within right of way for 6" DI.
 - ii. Cut off of existing unused water services at the main.
 - iii. Inspection of water facility work performed by owner's contractor.

See Utility Note 5 on Sheet C2.

15. Ratio of fire suppression to domestic takeoff must be no less than 4:1.

See Utility Note 6 on Sheet C2.

16. Plumbing permit applications to be made with SPRWS at 1900 Rice Street, Saint Paul, MN.

See Utility Note 7 on Sheet C2.

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.

See Utility Note 8 on Sheet C2.

18. Provide completed project data sheets to determine meter sizing.

Noted, will be provided during permit.

19. Furnish one set of interior fire suppression mechanical plans for review and approval by SPRWS plumbing inspection unit.

Will be provided during permit.

20. Furnish one set of revised site plans for review. Following approval by SPRWS, furnish one set of approved plans.

Noted