

**City of Saint Paul – Department of Safety and Inspections**  
**Site Plan Review Report**

**Date of Report:** November 30, 2018

**SPR File #** 18-117595

**Address Location:** 401 Selby Ave and 173 Western Ave

**Project:** Fitzgerald's Patio and Parking Lot



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Madison Equites  
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On Tuesday, November 13, 2018, you met with City staff to discuss the site plan for Fitzgerald's Patio and Parking Lot project including establishment of an accessory surface parking lot at 401 Selby Ave and patio addition at 173 Western Ave. The comments from that meeting are summarized below.

**1. Site Plan Approval Process**

- a) The project's Site Plan is *conditionally approved* pending updates based on the comments summarized in this letter.
- b) Provide a pdf version of the updated Site Plan package for review by the Site Plan Review Committee.
- c) A Final Site Plan Approval letter will be issued after City Staff sign-off on the updated Site Plan. A Final Site Plan approval decision may be appealed within ten days after the date of the decision per Leg. Code Sec. 61.701 – Administrative Appeals.
- d) 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.
- e) Building permits will not be issued until the Site Plan has final approval.

**2. Zoning**

Reviewer: Amanda Smith/651-266-6507

[amanda.smith@ci.stpaul.mn.us](mailto:amanda.smith@ci.stpaul.mn.us)

Reviewer: Tia Anderson/651-266-9086

[tia.anderson@ci.stpaul.mn.us](mailto:tia.anderson@ci.stpaul.mn.us)

Comments:

- a) The proposed use of the property as a restaurant with a patio and an accessory parking lot is permitted at this location in a B2 Zoning District.
- b) Applicable Zoning standards and conditions of an accessory parking lot use are as follows:
  - A building, structure or use which is clearly incidental to, customarily found in connection with, and (except as provided in section 63.300) located on the same zoning lot as, the principal use to which it is related, per Leg. Code Sec. 65.900.
  - Accessory off-street parking spaces, open or enclosed, are subject to the accessory off-street parking regulations for the district in which the zoning lot is located.
  - Off-street parking for other than residential use shall be either: (b) In a VP vehicular parking district, the same or less restrictive zoning district as the principal use, or within a more restrictive zoning district providing the principal use is also an allowed use in that zone; this parking shall be located within three hundred (300) feet of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the off-street parking lot, per Leg. Code Sec. 63.304.
    - The separation distance is approximately one hundred and twenty-three (123) feet measured from the building at 173 Western to the property line of 401 Selby.
  - Adequate entrances and exits to and from the parking facility shall be provided by means of clearly defined and limited drives. The number of curb cuts shall be minimized, and shared curb cuts for adjacent parking areas are encouraged. When driveways no longer lead to legal off-street parking, the driveway and curb cut shall be removed and landscaping and curbing shall be restored.

- c) *Update the architectural and civil plans with proposed setbacks for both 401 Selby Ave and 173 Western Ave.* In B2 Zoning District, off-street parking spaces shall not be within a required front or side yard and shall be a minimum of 4' from any lot line.
- d) The off-street parking requirement for restaurant uses is one space per 400 SF gross floor area. Thirty-one (31) off-street parking spaces are required based on square footage of 12,600 GFA.
  - *Update the architectural and civil site plans to be consistent.* The civil site plan shows 27 proposed parking spaces and the architectural site plan shows 28 proposed parking spaces at 401 Selby, and the location of certain spaces are not consistent.
  - The architectural site plan shows 4 proposed parking spaces at 173 Western Ave on the existing paved surface. Those spaces shall meet setback and dimensional standards.
  - There is a shared parking agreement on file with DSI that indicates Fitzgerald's is leasing thirteen spaces from the YWCA from 1/1/18-12/31/18. The project team indicated at the site plan meeting that Fitzgerald's intends to maintain said lease agreement, but intends to meet the off-street parking requirement without said lease.
  - Bicycle parking may be substituted for up to 10% of the minimum off-street parking requirement. For the purpose of calculating a substitution, 4 spaces in a secure bicycle rack are the equivalent of 1 parking space, per Leg. Code 63.210(b). The maximum parking reduction is 3 required spaces for 12 secure bike spaces (in addition to the minimum required bicycle parking), which would reduce the minimum required off-street parking requirement to 28 spaces.
- e) *Update the site plans with the number and location of proposed bike racks.* Consider an alternative location for bicycle parking at 401 Selby Ave; bike parking proposed at the driveway entrance may not be the safest location. Bicycle parking shall be provided in a convenient, safe, and secure location. Off-street parking facilities shall provide a minimum of one secure bicycle parking space for every 20 motor vehicle parking spaces, disregarding fractional bicycle spaces. A minimum of one secure bicycle parking space shall be provided for an off-street parking facility.
- f) Parking spaces and passenger loading zones for persons with disabilities shall be designed in accordance with the provisions of the Accessibility Guidelines for Buildings and Facilities of the Americans with Disabilities Act (ADA).
  - Parking lots with 26-50 spaces require 2 accessible parking spaces, one of which must be van accessible.
  - Required spaces need not be provided in the particular lot but may be provided in a different location if equivalent or greater accessibility is ensured, per Leg. Code Sec. 62.213. The location of the required parking spaces are more accessible at the 401 Selby site, near a sidewalk pedestrian connection. (Locating the required accessible spaces at 173 Western would result in pedestrian travel via a drive aisle.)
- g) *Update the Site Plan with a detail for the compact parking sign.* Accessory parking facilities may designate up to 50% of the spaces for compact cars only, in which case, the minimum layout dimensions may be reduced to 8' in width and 16' in length. Compact spaces shall be designated by signs with a minimum of one sign per every four compact spaces.
- h) *Update the Site Plans to indicate maneuvering lane widths* per Leg. Code Sec. 63.308. – Maneuvering lanes.
  - Note that vehicles maneuvering within the parking lot shall not access the adjoining property at 393 Selby Ave without a private access easement. The proposed islands with breaks at the drive aisles along the eastern property may imply use of the adjoining property; consider a landscaped buffer along the property line as a means to control vehicle access and meet landscape requirements as outlined in #3 below.
- i) *Update the site plan to show a pedestrian connection to the public sidewalk,* without utilizing a drive aisle at 401 Selby Ave.
- j) *Update the Site Plan with location, setback and a detail of the proposed trash and recycling enclosure* at 173 Western Ave. Garbage dumpsters and trash containers shall be located to the rear of the principal building and enclosed by a visual screen. Accessory structures shall be set back at least three (3) feet from all interior lot lines.
- k) *Provide a survey for 173 Western Avenue and update the Site Plan accordingly.* The site plan for 173 Western Ave shall reflect the surveyed property lines for setbacks and dimensions of the proposed patio and parking and existing drive aisle.

- l) *Document the ingress and egress for the remaining off-street parking at 173 Western Ave.* If an access agreement is deemed necessary with 185 Western Ave, relative to a shared drive aisle, provide a copy of the private easement agreement.
  - Based on the proposed patio on the former parking lot area, when driveways no longer lead to legal off-street parking, the driveway and curb cut shall be removed and landscaping and curbing shall be restored. It appears a situation is being created where the existing driveway on Western Ave may not be wide enough for two-way traffic.
- m) *Update the site plan for 173 Western Ave to include a protective barrier* such as landscaping and a fence between the parking spaces and adjoining property. Per Leg Code Sec. 63.311 – Wheel stops. Provisions shall be made to prevent vehicles from damaging or overhanging adjacent property or public rights-of-way, or damaging required landscaping by use of such devices as curbs, wheel stops, or other protective barriers.
- n) *Update the site plan to indicate the location of snow storage*, or indicate that snow will be removed from both 401 Selby and 173 Western Ave.

### 3. **Lighting and Landscaping for the Site and Exterior Parking Lot**

- a) *Update the site plan to include parking lot lighting at 401 Selby Ave.* All parking facilities, including bicycle parking, shall be illuminated to a level to allow safe, secure access to the parking facility and within it.
- b) Exterior lighting shall meet Zoning Code Sec. 63.116. - Exterior lighting.
  - All outdoor lighting shall be shielded to reduce glare and shall be so arranged as to reflect lights away from all adjacent residential districts or adjacent residences in such a way as not to exceed three (3) footcandles measured at the residence district boundary.
  - All lighting in all districts used for the external illumination of buildings shall be placed and shielded so as not to interfere with the vision of persons on adjacent highways or adjacent property.
- c) All required yards and any underdeveloped space shall be landscaped using materials such as trees, shrubs, sod, groundcover plants, or stormwater landscaping per Leg. Code Sec. 63.314. - Landscaping.
  - On the civil site plan for 401 Selby Ave there is a jog on the northern construction limits to maintain a small portion of sidewalk. *Indicate why this small area of existing concrete sidewalk is proposed to remain.*
  - *Update the site plan with landscaping along the eastern property line for 401 Selby Ave.* The proposed islands with breaks at the drive aisles along the eastern property line appear to be concrete or bituminous on the civil and landscape plan sheets.
- d) For off-street parking facilities that adjoin a residential use or zoning district, a visual screen shall be provided and maintained. For the 401 Selby site:
  - *Update the site plans to clearly identify the required visual screening on the northern and western property lines adjoining RM2 Residential zoning district.* If the existing chain link fence on the northern property line is owned by 401 Selby Ave, then said fence is encroaching the neighbor's property, and shall be relocated onto the 401 Selby property.
  - *Update the site plan with a detail of the fence(s).* On the civil site plan for 401 Selby there is a proposed vinyl fence along the western property line.
  - The visual screen shall be of sufficient height and density to visually separate the screened activity from adjacent property. The screen may consist of various fence materials, masonry walls, earth berms, plant materials or a combination thereof. For off-street parking facilities, the visual screen shall be between 4.5' – 6.5' in height.
  - The land between the screen and the property line shall be landscaped and maintained so that all plant materials are healthy and that the area is free from refuse and debris.
- e) For any parking facility, landscaping shall be provided to buffer the facility from adjacent properties and from the public right-of-way; reduce the visual glare and heat effects of large expanses of pavement; and provide areas for the retention and absorption of stormwater runoff. The standards can be found in Sec. 63.314 of the Zoning Code. *Update per the following for 401 Selby Ave:*

- *Update the site plans to show the required minimum 4' landscaped yard.* A landscaped yard at least four (4) feet wide along the public street or sidewalk.
  - *Update the site plan with a detail of proposed brick pier rail fence.* Screening Landscape shall be provided consisting of a masonry wall or decorative fence (not including chain link) between 3' and 4.5' tall along public street or sidewalk supplemented with a landscape buffer.
  - *The civil site plan indicates 8,126SF of all pavements, requiring an additional 1,215SF of interior landscaping, update the site plan to show the additional interior landscaping.* Parking facilities with more than twenty (20) parking spaces shall provide fifteen (15) square feet of interior landscaped area for every one hundred (100) square feet of paving. Interior landscaping may not substitute for perimeter landscaping, but may join perimeter landscaping as long as it extends at least four (4) feet into the parking area from the perimeter landscape line.
  - *Update the site plans with the required number of shade trees for the site.* At least 1 shade tree shall be planted for every 5 surface parking spaces.
- f) *Update the site plans to indicate any existing and/or proposed visual screening for off-street parking at 173 Western Ave.* The architectural site plan includes a landscaped 4' setback but no screening on the northern property line.

#### 4. **Signs**

Reviewer: Ashley Skarda/651-266-9013 [ashley.skarda@ci.stpaul.mn.us](mailto:ashley.skarda@ci.stpaul.mn.us)

##### Comments:

Business signs require a separate review and Sign Permit from the Department of Safety and Inspections. Site plan approval does not constitute approval of signs shown on the site plan. Contact Ashley Skarda of DSI Zoning regarding signs.

#### 5. **Licensing**

Reviewer: Jeff Fischbach/651-266-9106 [jeff.fischbach@ci.stpaul.mn.us](mailto:jeff.fischbach@ci.stpaul.mn.us)

##### Comments:

- a) DSI Licensing Division must review and approve any proposed changes to the operation of a City licensed business. This review process is separate and in addition to the Site Plan Review process. Changes that could impact a license include a proposed increase the operation/service area (either inside or outside), changes that would necessitate modifications to existing conditions placed on a license, etc. This review process may require DSI Licensing Division send a separate License public notification to neighboring property owners and the affected District Council that could result in the need for a Public Hearing and City Council review.
- b) Extension of liquor service to the outdoors requires City Council review and approval.

#### 6. **Planning**

Reviewer: Tony Johnson/651-266-6620 [tony.johnson@ci.stpaul.mn.us](mailto:tony.johnson@ci.stpaul.mn.us)

##### Comments:

No comments.

#### 7. **Heritage Preservation**

Reviewer: Christine Boulware/651-266-6715 [christine.boulware@ci.stpaul.mn.us](mailto:christine.boulware@ci.stpaul.mn.us)

##### Comments:

According to letter from SHPO dated 1/31/18, 401 Selby does not meet the EAW requirement for review. 401 Selby was built after the period of significance for the Hill State and National Districts (which SHPO has established to be from 1854-1930). Should the proposed demolition of 401 Selby be approved, the owner will not be required to produce an EAW, and the building may be demolished in part or in whole.

#### 8. **District Council 8**

The site is located in the District 8 Community Council. A copy of the site plan was provided to the District Council for comments. Staff reserves the right to make additional comments and conditions based on their feedback.

**9. Parkland Dedication**

Proposed use does not require payment of a Parkland Dedication fee.

**10. Public Works Records and Mapping**

Contact Number: 651-266-6150

Comments:

No comments.

**11. Public Works Construction**

Reviewer: Charles Hansen/651-266-6071 [charles.hansen@ci.stpaul.mn.us](mailto:charles.hansen@ci.stpaul.mn.us)

Comments:

No comments

**12. Public Works Transportation Planning**

Reviewer: David Kuebler/651-266-6217

[david.kuebler@ci.stpaul.mn.us](mailto:david.kuebler@ci.stpaul.mn.us)

Reviewer: Colleen Paavola/651/266-6104

[colleen.paavola@ci.stpaul.mn.us](mailto:colleen.paavola@ci.stpaul.mn.us)

Comments:

- a) Please be advised that a Temporary Pedestrian Access Route (TPAR) and/or a Temporary Traffic Control (TTC) plan may be required as part of the Right-of-Way (ROW) permitting process. Said TTC or TPAR plans must be approved by the City prior to the ROW Permitting office issuing a permit(s).
- b) Per Minnesota State Statute 326, the final plans submitted must be signed by the appropriate licensed Professional, i.e. PE, LA, PLS, etc., responsible for plan development.
- c) Please provide a detailed survey that includes the site at 385 Selby/173 Western Ave.
- d) Please provide a full set of civil engineering plans that include: a demolition/removals plan, a site plan, a utilities plan and a landscaping plan. The set needs to show work associated with either site, i.e. 401 Selby and 385 Selby/173 Western Ave.
- e) Please provide consistency between plan sheet sets, i.e. between Architectural and Civil, Civil and Building, etc.
- f) Please provide turning movement exhibit(s) for the design vehicle entering and exiting the parking lot at 401 Selby Ave with the understanding that backing into Selby is not allowed. Circulation will be needed on-site such that vehicles exit using a standard exiting maneuver of "nose" first.
- g) Circulation of traffic into, around and out of the parking lot needs to be determined. Currently there appears to be two crossovers between the parking lot proposed for 401 Selby and the existing parking lot at 393 Selby Ave, which is a different property owner.
- h) For two-way access the minimum driveway width needs to be 22 feet. The existing apron into the parking lot proposed for 401 Selby will need to be replaced to accommodate two-way access. Narrower drives are allowed for "Enter Only" or "Exit Only" as long as the opposite maneuver is provided for elsewhere (if off-site) and is allowed by the City.
- i) Please provide sight triangles for vehicles exiting the site at the parking lot proposed for 401 Selby. The vertical clear zone within said triangles is two feet to seven feet. The horizontal limits of the triangle are based on Stopping Sight Distance as defined and determined by AASHTO and as modified by the City.
- j) The legend on Plan Sheet C2.0 appears to not be applicable to the plan sheet. Please eliminate/modify said legend.
- k) Please show flared apron returns on Plan Sheet C2.0. Also, include the applicable 1206D standard City Plate on the details plan sheet, Plan Sheet C5.0. The standard plate can be obtained from the City's Sidewalk office with the contact information stated below in number thirteen.
- l) Update the Architectural plan sheets with removal of the driveway into what will become the patio. Said removal and restoration needs to be included in the civil plan sheets referenced in item (d) above.
- m) Identify in the plan sheets where the trash and recycle dumpsters/containers will be stored and how vehicles will access the site for trash/recycle pickup.

- n) Please clarify whether or not the street light shown on the architectural plan sheets adjacent to the driveway for 401 Selby will need to be relocated. If the light needs to be relocated be sure to include in both the demo/removals plan as well as the plan showing it being reinstalled.
- o) Add the following notes to the plans:
- **INSPECTION CONTACT:** The developer shall contact the Right of Way inspector Tom Johnston at 651.485.4398 one week prior to beginning work to discuss traffic control, pedestrian safety and coordination of all work in the public right of way. Note: If a one week notice is not provided to the City, any resulting delays shall be the sole responsibility of the Contractor. As part of the ROW permitting process, two weeks before any work begins that impacts the ROW in any way the developer shall provide to the ROW Inspector the name and contact information of the Construction Project Manager or Construction Project Superintendent. If this information is not provided there may be a delay in obtaining permits for the work in the ROW. Said delays will be the sole responsibility of the developer
  - **SAFE WORK SITE REQUIREMENTS:** The Contractor shall provide a continuous, accessible and safe pedestrian walkway that meets ADA and MN MUTCD standards if working in a sidewalk area, and traffic control per MN MUTCD requirements for work in the public right of way.
  - **ENCROACHMENTS:** Per Chapter 134 of the Legislative Code, no person shall construct and maintain any projection or encroachment within the public right-of-way.  
Construction of the development that necessitates temporary use of the Right-of-Way (ROW) for construction purposes shall be limited to equipment, personnel, devices and appurtenances that are removable following construction. Encroachment permits will not be granted for devices such as tie backs, rock bolts, H-piles, lagging, timbers, sheet piling, etc. that the owner is seeking to abandon in the ROW.  
Section 3201.3 of the Minnesota Building Code defers final authority of encroachments into public rights-of-way/public property to the local authority. City Legislative Code governs management of the public rights-of-way. Provided such installations are approved by Public Works, footings may be allowed to encroach into City ROW no more than twelve (12) inches at depths below eight (8) feet as provided for in Minnesota Building Code Section 3202.1. Said encroachments would require an encroachment permit from the City per Chapter 134 of the Legislative Code.  
Encroachments installed in the ROW without authorization will be removed at no expense to the City/County/State.
  - **NO PRIVATE FACILITIES IN THE RIGHT OF WAY:** The developer is strictly prohibited from installing private electrical wiring, conduit, receptacles and/or lighting in the City's Right of Way. This includes stubbing conduit or cable into the public right of way to accommodate utility feeds to the site. Coordinate with each utility prior to construction to determine feed points into the property. Utilities are responsible for securing excavation permits to run their service into a site, and (where required) submitting plans for review by the Public Works Utility Review Committee. The Contractor shall contact Don Bjorkman, General Foreman, Lighting - Signal Maintenance, (651-266-9780), 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.  
Access to signal controller and lighting cabinets must be maintained at all times. If fencing is required for a job site, a key or other means of access must be provided to the City of St. Paul's Traffic Operations Department. Contact Don Bjorkman, General Foreman Signals and Lighting at 651.266.9780 for more information.
  - **ROADWAY RESTORATION:** As per the City's "Standard Specification for Street Openings" policy, restoration on roadway surfaces less than 5 years old will require full width mill and overlay or additional degradation fees. Degradation fees are determined by contacting the Right of Way Service Desk at (651) 266-6151. Pavement restoration shall be completed by the St. Paul Public Works Street Maintenance Division. All related costs are the responsibility of the developer/contractor. Contact Street Maintenance at (651) 266-9700 for estimate of costs for pavement restoration.



- **SIGNING:** 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 (ROW). Removal of signs within the public ROW shall be completed by the City. New signs or the reinstallation of existing signs, as approved by Public Works Traffic Engineering, regulating parking and/or traffic in the public ROW for this development shall be installed by the City at the expense of the development. Contact Chris Gulden of Public Works 651-266-9778 two weeks in advance of needed sign work.
- **STREET SWEEPING:** Street sweeping is an important temporary erosion control best management practice and shall be performed with the use of water. Dry sweeping is prohibited. Additionally, trucks hauling in and out of the site, for any activity including but not necessarily limited to paving, excavation, etc., needs to ensure clean off all mud flaps to avoid any buildup on the street pavement.
- **MISCELLANEOUS:** Any infrastructure damage resulting from the contractors activities, incidental or otherwise, shall be repaired/replaced to the satisfaction of the City at no cost to the City.
- **CITY OF ST. PAUL PERMIT REQUIREMENTS:**
  - **ORDERING OBSTRUCTION AND EXCAVATION PERMITS:** Contact Public Works Right of Way Service Desk at (651) 266-6151. It is strongly recommended that contractors call for cost estimates prior to bidding to obtain accurate cost estimates.
  - **OBSTRUCTION PERMITS:** The contractor must obtain an Obstruction Permit if construction (including silt fences) will block City streets, sidewalks or alleys, or if driving over curbs.
  - **EXCAVATION PERMITS:** All digging in the public right of way requires an Excavation Permit. If the proposed building is close to the right of way, and excavating into the right of way is needed to facilitate construction, contact the utility inspector.
  - **FAILURE TO SECURE PERMITS:** Failure to secure Obstruction Permits or Excavation Permits will result in a double-permit fee and other fees required under City of St. Paul Legislative Codes.

### 13. Metro Transit

Reviewer: Berry Farrington [berry.farrington@metrotransit.org](mailto:berry.farrington@metrotransit.org)

#### Comments:

A copy of the Site Plan was provided to Metro Transit for review. Staff reserves the right to make additional comments and conditions based on their feedback.

### 14. Public Works Sidewalks

Reviewer: Al Czaia/651-266-6108 [al.czaia@ci.stpaul.mn.us](mailto:al.czaia@ci.stpaul.mn.us)

#### Comments:

- a) Contractor is responsible for damage to the mainline sidewalk, curb, drive access and boulevard landscaping cause during the construction. Contractor advised to document pre-existing condition of the right of way prior to commencement of the construction.
- b) Sidewalk grades must be carried across driveways.
- c) Update the Site Plan with the following notes:
  - **CONSTRUCTION IN RIGHT OF WAY:** All work on curbs, driveways, and sidewalks within the public right of way must be done to City Standards and Specifications by a contractor licensed to work in the City right-of-way under a permit from Public Works Sidewalk Section (651-266-6108). Sidewalk grades must be carried across driveways.
  - **RIGHT OF WAY RESTORATION:** 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 651-266-9700. Procedures and unit costs are found in Street Maintenance's "General Requirements - All Restorations" and are available at the permit office.

## 15. Public Works Sewers

Reviewer: Anca Sima/651-266-6237 [anca.sima@ci.stpaul.mn.us](mailto:anca.sima@ci.stpaul.mn.us)

### Comments:

- a) Parking lot for 401 Selby approved by Sewers, with removal sanitary permit for: a2672(demo)
- b) Patio for 173 Western:
  - Verification needed that existing storm water rate control is maintained- provide HydroCAD calculations.
  - Provide survey plan sheet.
  - Show the drainage from the patio and how you propose to use the existing cb (sewer permit: 11-266974)
  - Sanitary connection from the bar will connect inside (only plumbing permit)

### Update the Site Plan with the following notes:

- SEWER REPAIR PERMIT: Plumbing Contractor to obtain "Repair Permits" from Public Works for proposed modification to the existing storm sewer connections. Call St Paul PW permit desk (651-266-6234) for information on obtaining this permit.
- SEWER REMOVAL/ABANDONMENT PERMIT: 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.

## 16. Water Quality/Erosion Control

Reviewer: Wes Saunders-Pearce/651-266-9112 [wes.saunders-pearce@ci.stpaul.mn.us](mailto:wes.saunders-pearce@ci.stpaul.mn.us)

### Comments:

- a) Erosion control plan must include a note for street sweeping responsibility.
- b) Provide on the erosion control plan sheet SW1.0 the location for a stable construction entrance. Include in quantities tabulation on sheet SW1.3.
- c) Update the Site Plan with the following notes:
  - 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.

## 17. Water Utility

Reviewer: Jeff Murphy/ 651-266-6276 [jeffrey.murphy@ci.stpaul.mn.us](mailto:jeffrey.murphy@ci.stpaul.mn.us)

Reviewer: Amanda Leier/651-266-6276

[amanda.leier@ci.stpaul.mn.us](mailto:amanda.leier@ci.stpaul.mn.us)

### Comments:

- a) There is an existing abandoned uncapped water service lateral and an existing copper water service lateral. This project will not require disconnected at the main, based on the scope of the project being a parking lot.
- b) Permits will be required for disconnects at the property line prior the demo of the existing building.
- c) Plumbing permit applications to be made to SPRWS at 1900 Rice Street, Saint Paul, MN.

## 18. Fire

Reviewer: Ann Blaser/651-266-9140 [ann.blaser@ci.stpaul.mn.us](mailto:ann.blaser@ci.stpaul.mn.us)

### Comments:

- a) Provide proper exiting paths through patio - correct number of exits, correct travel distances from patio and from interior of building if building occupants are egressing over the patio
- b) Provide proper exiting hardware on any gates that may be installed around new patio
- c) Ensure all required exits from the building are kept open during the construction period

## 19. City Forestry

Reviewer: Zach Jorgensen/651-632-2437 [zach.jorgensen@ci.stpaul.mn.us](mailto:zach.jorgensen@ci.stpaul.mn.us)

### Comments:

- a) Existing street trees are to be protected at all times. Trees damaged or removed during construction shall be restored or replaced to the satisfaction of, and at no cost to, the City as determined by the Forestry manager.



- b) Sheet C1.0:
  - Add tree protection fencing to the existing street trees on Selby Avenue. Tree protection fencing shall be shown on the plan and a tree protection detail included in the plan set.
- c) Sheet L1.0:
  - Parking lot design standards require 1 tree per 5 parking stalls. Based on the current striping plan, 5 trees are required within the parking lot. Boulevard trees do not count towards parking lot trees.
- d) Update the site plan for 173 Western Ave for landscaping. A new street tree will be required adjacent to the patio where the driveway is being removed.
  - Tree to be New Horizon or Discovery Elm
  - Pavement to be removed and boulevard restored per notes below.
- e) Additional review will be required if the proposed driveway at the west end of the site requires work within the drip line or removal of the existing street tree due to driveway or lighting conflicts.
- f) Update the Demo and Landscape Plan Sheets with the following notes:
  - The removal, pruning, and/or planting of trees on the public boulevard requires an approved permit from the City Forester (651-632-2437). Any work must be completed by a licensed tree contractor.
  - Construction supplies, materials, spoils, equipment, and vehicles shall not be stored or operated within the drip line of any public street tree or on turf boulevards without prior written approval from the City Forester. If the boulevard must be used for construction activities, site access routes, material storage or other related activities, protective measures approved by the City Forester shall be taken to reduce soil compaction and protect tree(s) from damage.
  - Street trees shall be protected by establishing a tree protection zone using 4' tall fencing installed at the drip line of the tree. Tree protection fencing shall be installed prior to the start of any site work and maintained for the duration of the project. Proposed work within, or changes to the location of tree protection fencing shall be reviewed by the City Forester prior to alteration.
  - Boulevard restoration is to include the following:
    - Where driveways, sidewalks or other surface paving are removed all concrete, asphalt and base materials shall be removed.
    - Boulevard soils are to be protected during construction. Soil compaction due to construction activities shall be mitigated and soils loosened prior to final grading.
    - Boulevards shall be restored with a minimum of 6" of topsoil.

## 20. Parks and Recreation

Reviewer: Paul Sawyer/651-266-6417

[paul.sawyer@ci.stpaul.mn.us](mailto:paul.sawyer@ci.stpaul.mn.us)

Comments:

No comments

## 21. Plumbing

Reviewer: Rick Jacobs/651-266-9051 [rick.jacobs@ci.stpaul.mn.us](mailto:rick.jacobs@ci.stpaul.mn.us)

Comments:

- a) Provide a Civil Plan for proposed plans at 173 Western Ave. A comprehensive Civil Plan is needed to ascertain the ability to relocate the primary roof drainage that currently flows where the new patio will be.
- b) Show the canopy connected to the existing building so the "wet bar" Building Drain can flow into and connect to the existing structure.
- c) Verify the existing catch basin located in the parking lot is not connected to the sanitary sewer.

## 22. Building Code Requirements

Reviewer: James Williamette/651-266-9077 [james.williamette@ci.stpaul.mn.us](mailto:james.williamette@ci.stpaul.mn.us)

Comments:

- a) This proposal will require a building (grading) permit from this office to proceed with the grading activity.
- b) This proposal will require a building permit to proceed. The building permit is issued only after all necessary city staff have approved and signed off on the proposed design. In addition to the building permit, separate permits are required for any plumbing, electrical and mechanical work, elevator installation and any fire sprinkler modifications. These permits must be obtained and the work performed by city licensed contractors in each of the respective trades.
- c) One PDF and two sets of complete construction documents stamped by public works must be submitted with the building permit application to the DSI Main Office/ Permit Desk.
  - The construction documents shall include architectural, structural, mechanical, electrical and plumbing plans signed and stamped by design professionals registered in the State of Minnesota. The architect shall provide a complete code analysis and a color-coded exit plan showing all fire rated walls and shafts and include exit access and travel distances. The plans shall have the energy code noted on the plans along with the compliance path chosen. The submittal should include compliance documents detailing how the energy code requirements are met.
  - Plans must be dimensioned, drawn to scale and sufficiently detailed to denote the scope of work to be performed and the method of construction.
  - Mechanical ventilation plans will need to be prepared by a mechanical engineer, registered with the State of Minnesota. In some cases, a "Master in the Trade" may prepare plans. The ventilation contractor should contact our senior warm air inspector Gary Reinsberg (651-266-9064) or by e-mail at [Gary.reinsberg@ci.stpaul.mn.us](mailto:Gary.reinsberg@ci.stpaul.mn.us) The Energy code and path must be noted on these plans also.
  - The plumbing and electrical contractors for this project should contact our office if they have questions about whether engineered plans need to be submitted with their permit request. The senior plumbing inspector is Rick Jacobs at 651-266-9051 [Rick.jacobs@ci.stpaul.mn.us](mailto:Rick.jacobs@ci.stpaul.mn.us) and the senior electrical inspector is Dan Moynihan at 651-266-9036 [Dan.monihan@ci.stpaul.mn.us](mailto:Dan.monihan@ci.stpaul.mn.us)

Note: **The building permit will not be issued until all signoffs are received** from Zoning, HPC, HVAC, Public Works, or other departments that are assigned to the project.

### 23. Service Availability Charge (SAC)

The proposed project will need a SAC determination before a building permit can be issued. You must submit a copy of the plans to the Metropolitan Council Environmental Services (MCES) for a SAC determination. Please see their website at <https://metro council.org> for additional information. If MCES determines that a SAC fee is due, the City will collect that payment with the building permit fee. SAC Questions and Determination Review Submittal Information email:

[SACprogram@metc.state.mn.us](mailto:SACprogram@metc.state.mn.us) or call 651-602-1770 to speak to a SAC representative.

Report Prepared By:

*Amanda Smith*

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cc: File, Site Plan Review Staff, HPC, DSI Licensing, Metro Transit, City Council Ward 1 Office, District Council 8