

## City of Saint Paul – Department of Safety and Inspections

### Site Plan Review Report

Date of Report: March 22, 2019

SPR File # 19-015088

Address Location: 2375 Como Ave, 1490 Fulham St, 1465 Branston St

Project: Luther Seminary South Campus Site Modifications



Michael Morrow  
Luther Seminary  
2481 Como Ave  
St Paul, MN 55108

Paul Schroeder  
SRF Consulting Group  
1 Carlson Pkwy N, Ste 150  
Plymouth, MN 55447

On Tuesday, March 12, 2019 you met with City staff to discuss the site plan for the Luther Seminary project including site modifications to the South Campus for sidewalks, off-street parking (1465 Branston St), stormwater management, and landscaping, as well as remodel of the Olson (1490 Fulham St) and Gullixson (2375 Como Ave) buildings. 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) Site Plan decisions may be appealed within ten days after the date of the decision per Leg. Code Sec. 61.701 – Administrative Appeals, to the Planning Commission. An Appeal of a Site Plan shall be filed with the Zoning Administrator.
- c) Provide a pdf version of the updated Site Plan package for review by the Site Plan Review Committee.
- d) 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.
- e) 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.
- f) Building permits will not be issued until the Site Plan has final approval.

#### 2. Zoning

Reviewer: Tia Anderson/651-266-9086

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

Reviewer: Amanda Smith/651-266-6507

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

##### Comments:

- a) The proposed use of the property as a college, university, or seminary is a conditional use at this location in a R3 Single Family Residential (1490 Fulham St and 1465 Branston St) and permitted use in a T1 Traditional Neighborhood Zoning District (2375 Como Ave).
  - There is an existing Conditional Use Permit for the campus boundary approved by Planning Commission on March 22, 2019, to be modified to include 1465 Branston Street where off-street surface parking is proposed.
  - At the March 12, 2019, Site Plan Review Committee meeting, the project team indicated that Luther Seminary's long-term plan is to split the campus and consolidate operations on the current South Campus; the CUP for the campus boundary may be modified in the future to reflect such change.
- b) Applicable Zoning standards and conditions of a college, university, or seminary include:
  - Additional parking spaces shall be provided for each subsequent gain of more than ten (10) percent or three hundred (300) in the total number of employees, staff or students.
  - To determine compliance with parking requirements, the institution must file an annual report with the planning administrator stating the number of employees, staff and students associated with the institution.

- c) At the March 12, 2019, Site Plan Review Committee meeting, the project team confirmed that existing parking agreements are in place with Ecumen for Luther Seminary's use of the parking lot at Zvago Cooperative at 2265 Luther Pl., and Sunrise Bank for their use of off-street parking on Luther Seminary's campus. Copies of the agreements were provided to Saint Paul Planning and Economic Development as part of the annual compliance report for parking.
- d) In the modified parking lots on Fulham St and Branston St, 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.
- e) At the March 12, 2019, Site Plan Review Committee meeting, staff and the project team discussed that the ADA parking is distributed across the site. 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).
- f) *Update the Site Plan to indicate any compact parking spaces and provide a compact parking sign detail.* The new parking spaces in the Fulham St parking lot depict an 8.5' width; standard width is 9'. 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.
- g) *Update the Site Plan to indicate location of existing and proposed bicycle parking.* 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.
- h) *Provide a narrative on deliveries, trash and recycling operations. Update the site plan with a detail of the trash/recycling enclosure if the enclosure is on a building exterior.* Garbage dumpsters and trash containers shall be located to the rear of the principal building and enclosed by a visual screen.

### 3. Building Design Standards

- a) *Include architectural elevations and roof plans (for drainage detail and roof top equipment) for Olson Campus Center and Gullixson Hall in the updated Site Plan set.*
- b) The façade modifications for Olson and Gullixson buildings shall comply with building design standards per Leg. Code Sec. 63.110:
  - A primary entrance of principal structures shall be located within the front third of the structure; be delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features; and have a direct pedestrian connection to the street.
  - Building materials and architectural treatments used on sides of buildings facing an abutting public street should be similar to those used on principal facades.
  - *Provide the percentage of window and door openings on new facades on the Site Plan.* For principal buildings, above grade window and door openings shall comprise at least 15% of the total area of exterior walls facing a public street or sidewalk. Windows may be clear, translucent, or opaque.
  - The visual impact of rooftop equipment shall be reduced through such means as location, screening, or integration into the roof design. Screening shall be of durable, permanent materials that are compatible with the primary building materials. Exterior mechanical equipment such as ductwork shall not be located on primary building facades.

### 4. Lighting and Landscaping for the Site and Exterior Parking Lot

The project shall comply with lighting and landscaping design standards, as follows:

- a) *Update the site plan to include proposed parking lot lighting fixtures.* 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.

- b) *Update the site plan to include parking lot curbing for grading and drainage.*
- c) All required yards and any underdeveloped space shall be landscaped using materials such as trees, shrubs, sod, groundcover plants, or stormwater landscaping.
- d) For off-street parking facilities that adjoin a residential use a visual screen shall be provided and maintained.
- 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. 63.313 and 63.314 of the Zoning Code.
  - A landscaped yard at least four (4) feet wide shall be provided along the public street or sidewalk.
  - *Update the Site Plan to include screening along the Branston St parking lot frontage.* Screening 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 a with landscape buffer.
  - Parking facilities with more than 20 parking spaces shall provide 15 square feet of interior landscaped area for every 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 4 feet into the parking area from the perimeter landscape line.
  - At least 1 shade tree shall be planted for every 5 surface parking spaces.

**5. 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 a new campus sign plan if needed.

**6. Planning**

Reviewer: Michael Wade/651-266-8703 [michael.wade@ci.stpaul.mn.us](mailto:michael.wade@ci.stpaul.mn.us)

Comments:

- a) On March 22, 2019, the Planning Commission approved Luther Seminary's application (File #19-014-075) to amend its conditional use permit to adjust the campus boundary.
- b) No comments on the site plan.

**7. District Council 12**

The site is located in the Saint Anthony Park Community Council. A copy of the site plan was provided to the District Council for comments. SAPCC sent a letter of support for the updated CUP for the campus boundary and site plan. SAPCC requests Luther Seminary manage the Branston St parking lot so as to limit traffic to/from the lot and slow traffic on Branston St. At the March 12, 2019, Site Plan Review Committee meeting, the project team discussed the use of permit parking as a mechanism for limiting the use of the Branston St parking lot.

**8. Public Works Records and Mapping**

Contact Number: 651-266-6150

Comments:

Please file a request for Combination of Contiguous Properties form with Ramsey County, to combine the separate parcels, and provide DSI a copy of the receipt.

**9. Public Works Construction**

Reviewer: Ahmed Omer/651-266-6082 [ahmed.omer@ci.stpaul.mn.us](mailto:ahmed.omer@ci.stpaul.mn.us)

Comments:

No comments.

## 10. 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) Update the Site Plan with the following notes:
  - **INSPECTION CONTACT:** The developer shall contact the Right of Way inspector Dick Rohland, 651-485-1688 (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.
  - **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.

### 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.

## 11. 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) Sidewalk on Fulham St. should be 6' wide, not 4'.
- d) Update the Site Plan to remove private encroachments from the Fulham St right-of-way, e.g., depressed planter.

- e) Parking lot curb and gutter needs to end at mainline sidewalk and not cross. Please show on civil and landscape drawings.
- f) Driveway apron to be Standard plate 1206D.
- g) Driveway sidewalk crossings need to meet ADA cross slopes of 2%.
- h) Replace City Standard plates for PED Ramps and add MnDOT Standard plates for PED Ramps.
- i) 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.

## 12. 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 provide additional conditions based on subsequent feedback.

## 13. Public Works Sewers

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

### Comments:

- a) The plan for storm water rate control meets city requirements.
- b) We will check (when weather will allow) to see if the previous storm permits connect into a catch basin as shown or into a man hole as it is on your survey plan.
- c) If the building remodeling requires SAC recalculation, please provide us the SAC calculation, in order to verify the sewer capacity for the upgrade.
- d) Send Public Works Sewers the autoCAD file for utility plan.
- e) Update the Site Plan with the following notes:
  - If the pipe installed has less than 2% slope, laser equipment is required.
  - 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.

## 14. 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:

Erosion control plan is satisfactory as shown.

## 15. Water Utility

Reviewer: Jeff Murphy/651-266-6813 [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)

Reviewer: Brian Galloway/651-266-6265 [brian.galloway@ci.stpaul.mn.us](mailto:brian.galloway@ci.stpaul.mn.us)

### Comments:

- a) Water services cannot run under proposed storm water system.
- b) Show locations of services inside property on existing conditions page.
- c) Show proposed relocation of water services on utility page.
- d) Plumbing permit applications for work inside private property to be made with SPRWS at 1900 Rice Street, Saint Paul, MN.

- e) Furnish one set of revised site plans for review. Following approval by SPRWS, furnish one set of approved plans.
- f) Additional notes to follow once updates are made.

## 16. Fire

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

### Comments:

- a) Visibility of the Fire Department connection must be maintained in a visible, accessible location at all times without obstruction by fences, bushes, trees, walls, or other objects for a minimum of 3 feet to the front and each side. This requirement is applicable for the duration of the construction time as well.
- b) Automatic Fire Sprinkler System to be extended into new entrance to Olson Campus Center. Plans and permits required by licensed contractor. Flow test is required to determine adequacy of water service for proposed fire suppression system. The fire prevention section of the Dept. of Safety and Inspections reviews sprinkler plans, issues permits and does the necessary inspections of the installation. Contact Jeff Hemenway 651-266-8952 with questions on obtaining this permit and the procedure for arranging a time to perform this test.
- c) Provide fire truck turning movements showing truck driving through from street to street using the new fire access lane. Also provide turning movements showing a truck making the turn into the West parking lot from the new driveway.
- d) Recommended to provide fire access lane signs at both entrances to the fire lane from both parking lots.
- e) Update the Site Plan with the following notes:
  - Contractor to maintain access to the fire department connection for fire department personnel at all times during the construction period.

## 17. 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 C2.0:
  - Indicate all tree removals including street tree removals on the demo plan. It appears three street trees will need to be removed to accommodate the proposed drop off area and driveway.
  - Street trees to remain are to be protected with tree protection fencing placed at the drip line or a minimum of 5' from the trunk, whichever is greater.
    - The location of tree protection fencing is to be shown on the demo plan.
- c) Sheet L102:
  - Four new street trees are to be planted on Fulham St.
    - Tree species to be 'Spring Snow' crabapple, 'Espresso' Kentucky coffeetree, and/or 'New Horizon' elm.
- d) Update the Demo Plan Sheet C2.0 and Landscape Plan Sheet L100 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.
- Contractor shall contact the City Forester (651-632-2437), prior to demolition or other land disturbance associated with site construction, to verify tree protection measures.

e) Update the Landscape Plan Sheet L100 with the following note:

- 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.

**18. 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.

**19. MPCA Permit**

This project will be affecting more than one acre. A General Storm Water Permit for Construction Activity from the Minnesota Pollution Control Agency is required. No land disturbance activity for the project is allowed, until this permit is obtained and is in addition to any City or watershed district permits required. Call the Brian Green MPCA Statewide Compliance Coordinator for the Storm water Program MPCA at 507-206-2610 if you have questions about the process for obtaining this permit.

**20. Capitol Region Watershed District**

Reviewer: Forrest Kelley/651-644-8888

[forrest@capitolregionwd.org](mailto:forrest@capitolregionwd.org)

Comments:

- The project area is an acre or more in size and will require a permit from the Capitol Region Watershed District. A copy of the watershed permit or other written authorization from the district must be provided before the site plan will be approved or any permits are issued, allowing construction to proceed.
- Permit application was received at CRWD on February 25, 2019. Review is underway.

**21. Plumbing**

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

Comments:

- Contact Saint Paul Regional Water Services (SPRWS) for questions, permits, fees, inspections, specifications, plans, or information that may be required for the water service and/or the water meter.
- Sanitary and/or storm sewer service passing within 10 feet of the building are governed by the MN Plumbing Code. Specification for pipe material selection and notes for required air test of the piping, compliant with MN State Plumbing Code 4714 Section 1109.0, must be shown on the plan. This system must be reviewed and approved by Rick Jacobs, Senior Plumbing Inspector (651-266-9051) to ensure that it meets Plumbing Code standards.
- Contact the City of Saint Paul Department of Public Works Sewer Division for questions, permits, fees, inspections, specifications, plans, or information that may be required for sewer and storm piping work performed outside the building, including retention systems located outside the building.
- Gutters and open down spouts shall be reviewed and approved by DSI's Building Plan Review for compliance.
- Provide DSI's Building Plan Review with the provisions made to prevent plumbing piping from freezing. MPC 4714.312.6.

- h) The “grates” that receive the roof open downspout discharge shall be a minimum of the same cross-sectional area of the pipe or downspout and centered under the downspout.
- i) Update the Site Plan with the following notes:
- Plans indicate roof drainage in the form of gutters to open downspouts discharging into a “grate” at grade, piped underground to the storm sewer. All primary roof discharge shall be connected to the storm sewer. MPC 4714.1101.1.

## 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:



Tia Anderson  
Senior City Planner

cc: File, Site Plan Review Staff, CRWD, Metro Transit, City Council Ward 4 Office, District Council 12