

# Memorandum

**TO:** Jennifer Thoreson  
City of Minneapolis  
250 South 4<sup>th</sup> St.,  
Minneapolis, MN 55415

**FROM:** Matt Pavek, Civil Engineer/Partner  
Civil Site Group

**DATE:** 09/01/2016

**RE:** 1203 South Washington

---

Dear Jennifer,

Below are the written comments regarding 1203 South Washington in Minneapolis, Minnesota dated August 23<sup>rd</sup>, 2016. We have included our response below each question in bold red. Please feel free to contact me if you have any questions.

Matt Pavek, Civil Engineer/Partner  
Civil Site Group  
763-213-3944

# Preliminary Development Review Report

Development Coordinator Assigned: JENNIFER THORESON  
(612) 673-5867  
[jennifer.thoreson@minneapolismn.gov](mailto:jennifer.thoreson@minneapolismn.gov)

<b>Status *</b>	<b>Tracking Number:</b>	PDR 1001483
<b>RESUBMISSION REQUIRED</b>	<b>Applicant:</b>	BOBBY & STEVE'S AUTO WORLD 1203 WASHINGTON AVE S MPLS, MN 55415
	<b>Site Address:</b>	1203 WASHINGTON AVE S 1205 WASHINGTON AVE S 1207 WASHINGTON AVE S 245 12TH AVE S
	<b>Date Submitted:</b>	09-AUG-2016
	<b>Date Reviewed:</b>	23-AUG-2016

## Purpose

The purpose of the Preliminary Development Review (PDR) is to provide Customers with comments about their proposed development. City personnel, who specialize in various disciplines, review site plans to identify issues and provide feedback to the Customers to assist them in developing their final site plans.

The City of Minneapolis encourages the use of green building techniques. For additional information please check out our green building web page at: [http://www.ci.minneapolis.mn.us/mdr/GreenBuildingOptions\\_home.asp](http://www.ci.minneapolis.mn.us/mdr/GreenBuildingOptions_home.asp).

**DISCLAIMER:** *The information in this review is based solely on the preliminary site plan submitted. The comments contained in this report are preliminary ONLY and are subject to modification.*

## Project Scope

Proposed parking lot and public plaza/event space

## Review Findings (by Discipline)

### Addressing

- The plans for the proposed parking lot and public plaza, as submitted, meet City of Minneapolis Street Naming and Address Standard requirements. All existing addresses will remain the same.

### Parks - Forestry

- Contact Craig Pinkalla (612-499-9233 [cpinkalla@minneapolisparcs.org](mailto:cpinkalla@minneapolisparcs.org)) regarding any questions related to planting, removal or the process for protection of trees during construction in the city right of way.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

---

\*Approved: You may continue to the next phase of developing your project.

\*Resubmission Required: You cannot move forward or obtain permits until your plans have been resubmitted and approved.

**❑ Zoning - Planning****• Identified applications at this time for this project:**

- Conditional use permit to allow for a surface parking lot in the DP Overlay District.

**CSG RESPONSE: NOTED**

- Conditional use permit to allow for a surface parking lot with 20 spaces in the DP Overlay District.

**CSG RESPONSE: NOTED**

- Plaza application. In reviewing with my manager. We thought this would be required. Plazas are spaces that are defined as an exterior open space designed for community gathering that is primarily hardscaped and accessible to the public, fronting along a public street, public sidewalk, or public pathway. Plazas shall include those on privately-owned property, public property and public right-of-way intended for active or passive use by the general public for circulation, seating, or activity space. (2009-Or-026, § 1, 3-27-2009). They are required to be a minimum of 2,000 square feet.

**CSG RESPONSE: NOTED**

- Vacation application

**CSG RESPONSE: NOTED****Other recommendations:**

- If there are building openings that you are proposing in the 1205 Washington Avenue building to get to the outdoor area, we should loop in Building Plan Review people.

**CSG RESPONSE: WE DON'T KNOW THE DOOR CONFIGURATIONS YET.**

- Please review the plaza application details and incorporate those elements into the site plan for formal land use review: [http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert\\_265691.pdf](http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert_265691.pdf)

**CSG RESPONSE: SEE SHEET C2.0, L1.0 FOR PLAZA SQUARE FOOTAGE, SEATING, AND LANDSCAPING.****❑ Historical Preservation Committee**

- There is not a HPC flag on this property. Preservation review is not required at this time.

**❑ Right of Way**

- There do not appear to be any streetscape elements proposed within the public right-of-way. The plan as submitted meets the requirements of the Public Works Right-Of-Way Division.

**❑ Street Design**

- Please provide clarification on whether the remnant public alley that exists on site will be maintained as the curb cut that leads to the public alley is proposed to be expanded, as is by default the perceivable width of the public alley. Please be aware that if a vacation of the public alley is being pursued, sign off on final plans cannot occur until the approval of that request is final. In addition, which property is the proposed surface parking lot serving? Please be aware that cross access easements will likely be needed in order to secure access for abutting properties.

**CSG RESPONSE: ALLEY TO REMAIN, EXPANDED PER PLAN. THE PARKING LOT WILL BE SERVING PROPERTY 1203 (BUILDING NORTH OF PARKING LOT).**

- There are no curb cut removals/alterations or sidewalk impacts proposed in the project scope along Washington Ave S. However, one curb cut is proposed to be removed and the other expanded along 12th Ave S which leads to the remnant public alley. The expanded curb cut must be dimensioned. It also appears that overhead utilities would be impacted by the proposed modifications to the curb cut and width of the access in this location. This should be noted on the submitted plans. Please indicate that you are coordinating with Xcel Energy/other applicable utility agencies and further indicate whether the utility lines are merely being relocated or buried underground.

**CSG RESPONSE: UTILITIES TO BE REMOVED AND REPLACED AS REQUIRED, SEE SHEET C1.0.**

- Required standard plates are not included in the plan submittal. For detailed information related to City of Minneapolis standard specifications, details, and standard plates refer to the following:

<http://www.minneapolismn.gov/publicworks/plates/index.htm>

**CSG RESPONSE: DETAILS ADDED, SEE SHEET C5.1**

- All driveway aprons shall be designed and constructed to City standards. All driveway aprons shall be shown graphically correct on all related plan sheets. Please refer to the following: [http://www.minneapolismn.gov/publicworks/plates/public-works\\_road](http://www.minneapolismn.gov/publicworks/plates/public-works_road). Add the following details from the ROAD-2000 Series - Driveways to the plans: ROAD-2000-R1, ROAD-2001-R1, ROAD-2002, and ROAD-2003-R1.

**CSG RESPONSE: DETAILS ADDED, SEE SHEET C5.1**

- All curb & gutter in the Public right-of-way shall be designed and constructed to City standards, curb & gutter to be City standard B624 Curb and Gutter. Please refer to the following: [http://www.minneapolismn.gov/publicworks/plates/public-works\\_road](http://www.minneapolismn.gov/publicworks/plates/public-works_road). Add the following details from the ROAD-1000 Series - Curbs and Gutters to the plans: ROAD-1003 and ROAD-1010.

**CSG RESPONSE: DETAILS ADDED, SEE SHEET C5.1**

- Top of Curb profiles shall be provided for any section of curb replacement in excess of 50 feet.

**CSG RESPONSE: N/A – NO CURB SECTIONS EXCEED 50 FEET.**

- Note to the applicant: It does not appear that any ADA ped ramps are proposed or required as part of this project. Please remove the unnecessary curb ramp details from the plans sheets.

**CSG RESPONSE: DETAILS REMOVED FROM PLANS.**

**☐ Sidewalk**

- The plans must indicate that there are existing trees in the public right-of-way that will be maintained. In addition, south of the curb cut that is proposed to be closed off of 12th Ave S, the green boulevard will need to be restored given its condition.

**CSG RESPONSE: NOTED, EXISTING TREES HAVE BEEN ADDED, SEE SHEET C1.0. GREEN BOULEVARD ADDED, SEE SHEET L1.0**

- Given the closure of the drive-way apron off of 12 Ave S, a segment of the public sidewalk along 12th Ave S will need to be reconstructed. Limits of sidewalk removal and construction shall be shown on the plans. The reconstructed sidewalk will need to be at a continuous grade.

**CSG RESPONSE: SIDEWALK ADDED, SEE SHEET C2.0.**

- Note to the Applicant: Any currently defective sidewalks or other concrete infrastructure within the public right of way, or any concrete infrastructure damaged during construction, must be removed and replaced.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0.**

**☐ Traffic and Parking**

- Current ordinance states that all maneuvers associated with loading, parking or sanitation pick up for a private development shall occur on private property. Please provide a narrative explaining the trash removal operations and show turning maneuvers for all truck type vehicles that will be using the parking entrance area as part of the project.

**CSG RESPONSE: TRUCK MANEUVERS AND NARRATIVE ADDED, SEE SHEET C2.0**

**Note to the Applicant: Please add the following notes to the site plan:**

- Street lighting installed as part of the Project shall be inspected by the City. Contractors shall arrange for inspections with the Traffic Department, please contact Dave Prehall at (612) 673-5759 for further information. Any lighting installations not meeting City specifications will be required to be reinstalled at Owner expense.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

- An obstruction permit is required anytime construction work is performed in the Public right-of-way. Please contact Scott Kramer at (612) 673-2383 regarding details of sidewalk and lane closures. Log on to <http://minneapolis.mn.roway.net/> for a permit.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

- Contact Allan Klugman at (612) 673-2743 prior to construction for the temporary removal/temporary relocation of any City of Minneapolis lighting or traffic signal system that may be in the way of construction.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

- All costs for relocation and/or repair of City Traffic facilities shall be borne by the Contractor and/or Property Owner.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

- Contact Doug Maday at (612) 673-5755 prior to construction for the removal of any City of Minneapolis right of way signs that may be in the way of construction.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

**☐ Water**

- The plan as submitted meets the requirements of the Public Works Water Maintenance & Distribution Division.
- Note to the applicant: Depending on the users of the plaza, you may want to consider including water and electrical connections.

**CSG RESPONSE: ELECTRICAL CONNECTIONS ADDED AT ALL LIGHT POLES, SEE SHEET LT1.0.**

**☐ Business Licensing**

- Continue to work with Jennifer Thoreson (612-673-5867) concerning a Food Plan Review/Business License should a food related business decide to operate in any of the outdoor space.

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

**☐ Sewer Design****Utility Connections:**

- Please verify what is being removed on the site. There is a note on Sheet C1.0 stating "Remove existing pavement and base material and parking signs, typ" where there appears to be an existing building. The removals legend has a hatch type for removal of structures, but does not appear to be used on the plan view.

**CSG RESPONSE: BUILDING REMOVED IN PREVIOUS PROJECT WITH BUILDING PERMIT.**

- It appears that the building would be removed, if so, please identify what is to happen with the existing services.

**CSG RESPONSE: BUILDING REMOVED IN PREVIOUS PROJECT WITH BUILDING PERMIT.**

- For comments or questions on Public Works Surface Water & Sewers Division related requirements please contact Jeremy Strehlo, (Professional Engineer) at (612) 673-3973, or [jeremy.strehlo@minneapolismn.gov](mailto:jeremy.strehlo@minneapolismn.gov)

**CSG RESPONSE: NOTE ADDED, SEE SHEET C2.0**

**☐ Construction Code Services**

- The plan as submitted meets City of Minneapolis requirements for Construction Code Services
- The Building Code Plan Review comments for this Modified PDR are not intended as a complete code review, but to confirm basic design elements for exterior building code items. No building code issues were observed in these plans.

**END OF REPORT**