Capitol Rice Development Framework

Addendum to Chapter 7A:

The Capitol Rice District is an Urban Village with Leif Erickson Park at its center.

The most significant potential for development in the Capitol Area in the next 10 years is within the Capitol Rice District. At the center is the Capitol Rice LRT station and Leif Erickson Park, with a growing vibrancy and unique sense of place integrated with a Mobility Hub for workers, community members and Capitol visitors.

Key Opportunity Sites:

1. League of Minnesota Cities Block
2. State Lot C and Ford Building
3. State Lot AA
4. Sears Site (includes State Lot X)

The Capitol Rice District

★ Capitol Rice LRT Station

Key Landmarks:

- **A.** Hmongtown Marketplace
- **B.** Frogtown Community Center
- **C.** Rice Triangle Park
- **D.** Como Place Apts
- **E.** Rivertown Commons
- **F.** Former Bethesda Hospital
- **G.** Minnesota Senate Building
- **H.** Christ on Capitol Hill Lutheran Church
- **I.** Ford Building
- **J.** League of Minnesota Cities
- **K.** State Office Building
- **L.** Transportation Building
- **M.** Capitol Mall
- **N.** Veterans Service Building
- **O.** Capitol Ridge (Best Western)
- **P.** Western Park
- **Q.** Ravoux Hi-Rise
- **R.** Saint Paul College
- **S.** Minnesota History Center

Introduction

The Capitol Rice Development Framework, as a part of the *2040 Comprehensive Plan for the Minnesota State Capitol Area*, is a set of guidelines, standards and policies for new investments in the Capitol Rice District that will be used to supply a predictable framework for growth to all stakeholders. Specifically, it will be used to guide changes to zoning and design rules, and to guide decision-making by the CAAPB board and staff over time.

Sections A-F cover urban form. This is a form-based, versus use-based, regulatory framework. The *Rules Governing Zoning and Design for the Minnesota State Capitol Area (2009)* established a framework for height, use flexibility, key public realm relationships, and development standards like sustainability and greening. This Development Framework affirms and clarifies that guidance for the Capitol Rice District.

Section G covers mobility and parking. Mobility and parking are interrelated challenges and a complex issue in the Capitol Area. It will take a set of holistic, creative and collaborative moves to address them effectively. This Development Framework calls for district-level mobility and parking solutions, formally encouraging the largest landowners, including the State, to take leadership by working together to solve issues.

Section H outlines the approval process for large redevelopments. Several development opportunities in the Capitol Rice District will require CAAPB zoning approval as well as City re-platting. This section outlines a streamlined and integrated process to work with both the CAAPB and the City of Saint Paul.

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Policy Summary

Existing Policy affirmed in this plan…	***Updates to the existing policy introduced in this plan…***
▪ Defines the Sears site as a future urban village with a new community park at the center of the urban village.	▪ Introduces the greater Capitol Rice District as an urban village – one integrated district, including areas to the north and south of University Avenue. ▪ Establishes Leif Erickson Park as the center of the urban village and an enhanced arrival/entry point for visitors to the Capitol Area. This update moves the center of the urban village north from the Sears site to the Capitol Rice Station.
▪ Names the Rice Station Area as a Neighborhood Node. ▪ Establishes a Mixed Use (MX) Zoning District in the Capitol Area.	▪ Provides flexibility on preferred uses identified on each site. Reflective of the flexibility embodied in the Mixed Use zoning - there is less specificity (greater flexibility) in the direction that this plan gives regarding preferred land uses for specific parcels or opportunity sites
▪ Calls for Rice Street to be restored to its historic character as a neighborhood Main Street. ▪ Promotes a grid of small blocks with range of building types.	▪ Stresses the importance of Rice Street as a neighborhood Main Street connector, functioning as a seam rather than a barrier between institutional and office uses to the east with residential uses to the west. ▪ Extends and amplifies the role of Rice Street as an active corridor farther south and farther north - connecting the northern reaches of our district and neighborhoods to the north *through the Capitol Rice District* to the Capitol Campus and Downtown. ▪ Stresses east-west connections from Marion Street to Rice Street to increase walkability in the district.
▪ Stresses transit-oriented development and multi-modal, pedestrian friendly streets. ▪ Calls for reduction of SOV to 50%.	▪ Stresses the increased role of University/Rice and the Capitol Rice LRT Station Area as an *Integrated Mobility Hub*, emphasizing truly multi-modal movement options. ▪ Addresses the interrelated challenges of mobility and parking *together* by stressing district-wide and site-by-site innovations in travel demand management practice and structured parking. ▪ Stresses the importance of transforming all surface parking lots into higher and better land uses and, where part of a 'land-banking practice', moving toward final build-out.
▪ Calls for equity in housing choices throughout the city and diversifying housing type and affordability within every neighborhood.	▪ Stresses increased diversity of housing choices within the neighborhood *and* within newly proposed multi-family buildings.
▪ Promotes ground level activation of streets. ▪ Sets standards for height limits, excellence in building design and protection of view-sheds in the Capitol Area.	▪ Affirms standards and stresses strengthening and adherence to current regulations set forth for frontages, extending current policy to new blocks.
	▪ Stresses participation in energy and water standards in new construction. ▪ Stresses role of the State of Minnesota's land in forming a strong core through great urban buildings.

Vision

The Capitol Rice Development Framework articulates three primary organizational design and development goals to fulfill the vision for the Capitol Rice District:

The Capitol Rice District is an Urban Village with Leif Erickson Park at its center.

1. The Capitol Rice District is an Urban Village.

The Capitol Rice District—one integrated district, including areas to the north and south of University Avenue—is an urban village, with Leif Erickson Park at the center. The village will provide an array of retail and commercial experiences to serve the local community as well as visitors to the Capitol. A variety of amenities will be encouraged, providing daily needs as well as destinations serving workers and visitors beyond nine to five. Interactive and engaging design at the ground level of new buildings will contribute to a greatly improved pedestrian experience. A robust and modern transportation system will provide an array of options to move about the city.

2. Leif Erickson Park and the Capitol Rice Station is (and will be strengthened as) the heart of the urban village and center of an integrated mobility hub.

In the coming years, as transit-oriented redevelopment projects replace surface parking, Leif Erickson Park will become the vital heart of a strengthening urban village. Leif Erickson Park has developed many of the necessary ingredients to become the anchor of the urban village, including its size and siting at the nexus of two major corridors and the seat of Minnesota state government. The adjacency of the Capitol Rice LRT station, the State Capitol and major public and private development opportunities make it ideal as a future landmark urban space that serves as the primary gateway and arrival point for visitors to the Capitol Area and Capital City.

Capitol Rice is historically a multi-modal district, and the urban village vision depends on the full restoration of a multi-modal balance, with the corner of University and Rice as the center of a convenient array of biking, parking, shared-mobility and public transit options, carefully integrated into a safe and connected walking environment.

A Mobility Hub is a place where people can connect among multiple modes of transportation in a safe, comfortable and accessible environment, facilitating convenient and reliable travel between origins and destinations.

3. Rice Street will be restored as a "Mainstreet" corridor unifying the district and linking downtown to neighborhoods north.

Capitol Rice is historically a commercial district. While the vibrancy of the past has waned, the vision for Rice Street is to be reclaimed as the heart of the Capitol Rice District, with a strengthening array of local goods and services for workers, residents and visitors. Walkability improvements should encourage residents, area workers and visitors to walk along Rice Street. This vibrancy will enable Rice Street to be restored as a *connector* for the area, rather than as a physical *barrier* between the institutional and office uses to the east and the residential and commercial uses to the west.

Rice Street is also a major thoroughfare for movement from the north of the district connecting to downtown Saint Paul and the Mississippi River. Historically a streetcar route, Rice Street can become a major connector for rapid bus connections to and through the Capitol Area, serving neighborhoods north of the district.

A. Capitol Rice Relationship to the Greater Context

As one moves about Saint Paul, views of the Capitol dome serve as a constant reminder that this is the capital city. Protection and enhancement of important views are important in strengthening ties between the Capitol Area and the capital city. While making sight lines to the Capitol more vivid, it is critical to emphasize the physical linkages that facilitate increased pedestrian and vehicular movement on Capitol approaches.

The development of the freeway system beginning in the 1950s created a physical separation between the Capitol Campus and downtown. This physical separation has wider symbolic effects in diminishing the pre-eminence of the Capitol Building and state government within the capital city. Several efforts have been made in past decades to reconnect and beautify the rift in the urban fabric, as summarized in the second chapter of the 2040 Comprehensive Plan for the Minnesota State Capitol Area. The Comprehensive Plan calls for the connection of the downtown, the Mississippi River and the Capitol Area, as originally envisioned by Cass Gilbert.

Entry points to the Capitol Area should clearly identify themselves as such, with a higher standard of urban fabric and minimum use of signage. The development of edge conditions at the perimeter of the Capitol Area need not divide the urban fabric into distinct areas of activity, but rather encourage the vibrant interaction of contrasting and complementary neighborhoods.

The development character in the Capitol Rice District should maintain its connection and relationship to the Capitol Building and Mall, as a key entry point into the Capitol Area. *Also see 2040 Comprehensive Plan Chapter 2 for Capitol Area-wide policy on Arrivals and View Corridors.*

Capitol Rice District highlighted in yellow. Capitol Rice Corridor show with red line.

District-Wide Policy

In the Capitol Rice District, the following policies are 'best practices' that will guide decisions by the Board, Staff and the Zoning Administrator when reviewing and approving projects, and will guide revisions to the Zoning and Design Rules:

a) Leif Erickson Park as the Center and Primary Arrival Point: Leif Erickson Park has been identified as a major arrival point in the Capitol Area as well as the hub of the Capitol Rice District. Public and private development in Capitol Rice should consider connection to this important arrival point in site design and circulation patterns.

b) Views Into and Out of the District: New developments should emphasize views to the three major landmarks: the Capitol Building, the Cathedral of Saint Paul and downtown Saint Paul. There is opportunity in some locations in Capitol Rice to frame two or three landmarks simultaneously. New development should seek to frame views of these landmarks from comfortable, public locations and make every effort to include these public views in the design of the site.

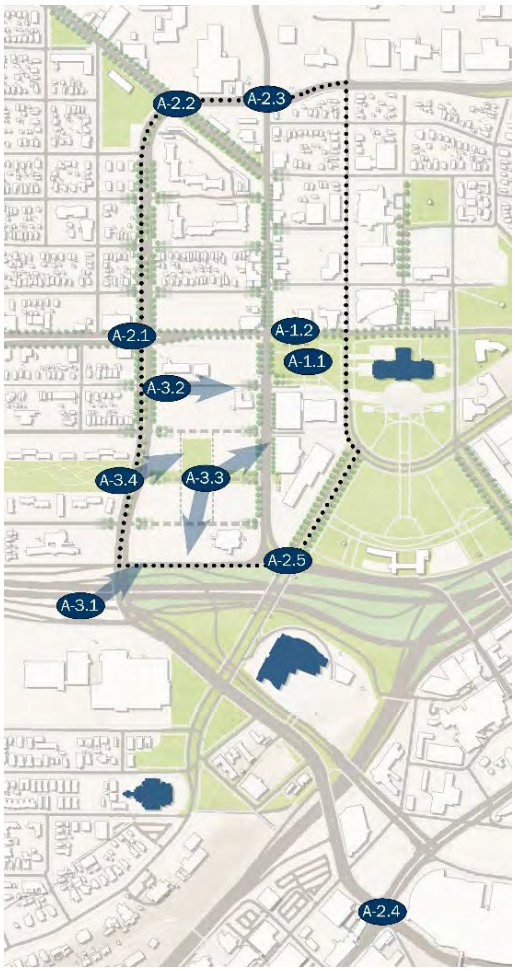
c) Building Height Limits: New development should preserve distant views to the Capitol by adhering to height limitations for new construction (as outlined in 2040 Comprehensive Plan Chapter 2). The entirety of the Capitol Rice District falls within *Height District 1* with a maximum height of 944' elevation (sea level). This is especially important in large development projects, such as the Sears site, where multiple new buildings may dramatically change access, both visual and physical, to the Capitol Building and Mall. *See 2040 Comprehensive Plan Chapter 2 for more information on heights in the Capitol Area.*

d) Street-Level Connectivity to Surrounding Neighborhoods: New development and street improvements should connect Capitol Rice to the existing surrounding neighborhoods. *See Capitol Area Vision and Principles 3 and 4. Also see Section C: Street Design and Block Pattern.*

e) North-South Connectivity Through the District: New development and street improvements should enhance north-south connectivity in the district. *See Capitol Area Vision and Principles 3 and 4. Also see Section C: Street Design and Block Pattern.*

Location-Specific Policy

The following are additional *location-specific* guidelines for the Capitol Rice District:



A-1 Arrival at the Center of the District

Leif Erickson Park is the primary arrival point to the Capitol Rice District, the Capitol Campus and the Capitol Area. The Green Line LRT and buses along Rice Street and University Avenue with stops near Leif Erickson Park provide connection to the Capitol Area at this location. A strong welcome in the park, with clear visitor signage and wayfinding, will strengthen the sense of arrival in the Capitol Area. *Also see Section B, policy B-1 (Leif Erickson Park) and Section G, policy G-4 (Integrated Mobility Hub).*

A-1.1 Continue to reinforce Leif Erickson Open Space as an entrance into the Capitol Campus.

A-1.2 Leverage the investment in the Green Line to transform the Capitol Rice LRT Station into a highly attractive and comfortable location.

A-2 Major Street-Level Connections to Surrounding Urban Fabric

Entry into the Capitol Area from surrounding neighborhoods along major transit corridors should provide a sense of place and orient the visitor to the Capitol. Safe accommodations for all modes of movement should be included, including pedestrian, bicycle and vehicle. These entry points provide a transition from the surrounding commercial and residential fabric to important governmental institution and civic gathering spaces. In some areas, welcome signage (ideally multi-lingual) may be included to orient visitors that they are approaching the Capitol. Key entry points include:

A-2.1 West connection: Marion Street and University Avenue*

A-2.2 Northwest Connection: Marion Street and Como Avenue*

A-2.3 North Connection: Rice Street and Pennsylvania Avenue*

A-2.4 South Connection: Kellogg and West 7th*

A-2.5 Downtown Connection: Rice Street and John Ireland / 12th / St. Peter Freeway Bridge*

**See Section C for specific information on each street.*

A-3 **View Corridors** *(Also see 2040 Comprehensive Plan Chapter 2.)*

A-3.1 Freeway exit from the west at Marion/Kellogg (across the Sears site). As vehicles exit I-94 at Marion/Kellogg, the view of the Capitol provides orientation to the Capitol Area. Height restrictions in the Sears site should be enforced to ensure views of the Capitol Dome as one travels along the exit ramp from I-94.

A-3.2 Marion Avenue, looking east along Aurora Avenue

A-3.3 Within the Sears site to frame the Capitol, Cathedral and Downtown. Views to the Capitol, the Cathedral of Saint Paul and downtown Saint Paul should be maintained from within the Sears site when it is redeveloped. There is opportunity in some locations to frame the Capitol and Cathedral, or the Capitol and downtown simultaneously. New development at Sears should include a comfortable, public location with views to the Capitol, the Cathedral and/or Downtown. Ideally, a minimum of two views would be maintained from one location.

A-3.4 Eastern Edge / Connection of Western Park *[To be determined based on collaboration with nearby stakeholders and Summit-University.]*

A-4 Street Terminations

A-4.1 Where streets end with buildings we have the opportunity to create terminated vistas. These vistas will be determined based on future development. *[Mapping of current opportunities under development.]*

B. Open Space and Public Art

Open spaces can influence and even shape community identities. They must serve a multicultural society, celebrating the diversity within neighborhoods while providing a measure of meaning for the community. Open spaces can provide a focus and orientation for buildings and other features around them. A series of linked open spaces can integrate neighborhoods to each other and to the Capitol Campus.

Public art enriches the built environment and can improve our understanding of a place and its meaning in ways that buildings, landscape and infrastructure do not. It can tell the story of where a place has been and where it hopes to go. There may be opportunities for public art that link the Capitol Campus to Capitol Area neighborhoods and vice-versa.

See 2040 Comprehensive Plan Chapter 4 for general policy on Open Space on Public Art.

District-Wide Policy

In the Capitol Rice District, the following policies are 'best practices' that will guide decisions by the Board, Staff and the Zoning Administrator when reviewing and approving projects, and will guide revisions to the Zoning and Design Rules:

a) Balanced Diversity of Public Spaces: Public spaces in the Capitol Area should serve visitors, workers and residents.

b) Temporary Parklets / Interim Park Space: Parklets are temporary parks along the street right-of-way, typically installed in one or two parking spaces, which provide new and interesting gathering spaces for the community. An interim park could occupy space between buildings or on empty lots to fill in gaps in the urban fabric. These parks provide more space and amenities for people using the street and are encouraged in Capitol Rice to enhance activity, community gathering and support of businesses.

c) Permanent Public Art Installations: Rice Street is a place of integration and settlement. The strong and diverse immigrant history should be celebrated as a place where a variety of people feel welcome and at home. Public art that humanizes spaces and the area, enjoyable at pedestrian scales and that celebrates the rich cultural and immigrant history of the district is encouraged.

d) Creative Placemaking and Temporary Art: Maximum consideration should be given to creating safe and practical settings within the public realm and, if possible, within private development, for temporary public art and other creative activities to occur. It is important that artistic activities of any kind are carefully pre-approved and curated following established regulations and standards to ensure safety, fairness and balance so that both the welfare of the general public and that of individual free speech are protected.

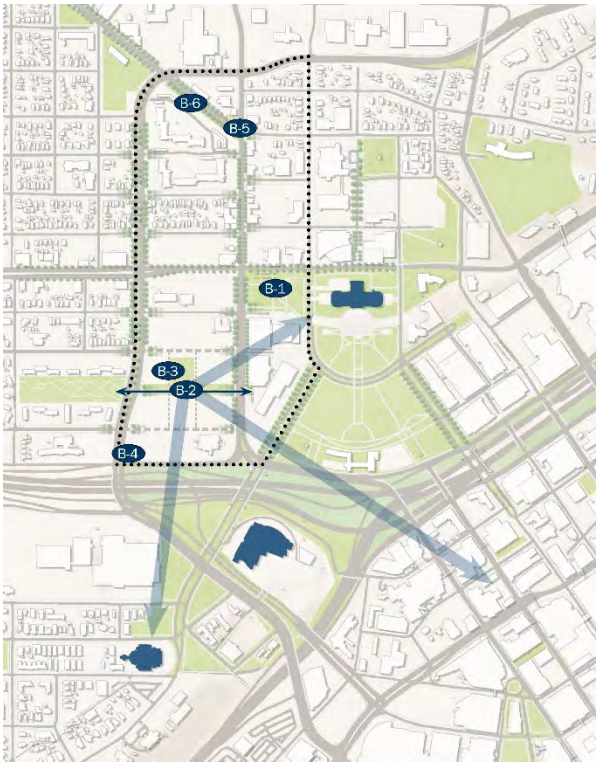
Location-Specific Policy

The following are additional *location-specific* guidelines for the Capitol Rice District:

B-1 Leif Erickson Park

Leif Erickson Park is a key arrival point in the Capitol Area. *See policy A-1.* Flanked by the Capitol Building to the east, State Office Building to the south, and new developments to the north and west, it already has many of the necessary components of a landmark urban space, similar to Mears Park and Rice Park downtown.

The primary arrival at Leif Erickson is the Capitol Rice LRT station or the multiple north/south bus routes. Pedestrians and bicycles from the south arrive from the east or west via John Ireland and Rice Street. A state parking structure is just south of the park. Enhancement of these arrival points, inclusion of bicycle and pedestrian amenities, and removal of parking of southern half of the park are the first steps in the improvements to this park.



B-1.1 Develop the Rice-University area as an Integrated Mobility Hub. *Refer to Section G. Mobility and Parking Planning, policy G-4.*

B-1.2 Consistent with G-2 Government (Open Space) District, remove the surface parking lot on the south side of the park as soon as possible, and in its place extend the green space to complete the park. *Refer to Section G. Mobility and Parking Planning, policy G-1.*

B-1.3 Improve park lighting to increase safety.

B-1.4 Add visitor wayfinding and information. This may be in the form of a kiosk (controlled, encased posting area that could highlight Capitol and Capitol Area events; educational information with session information; map with buildings; etc). Encourage visitors to connect to points of interest such as the Capitol, MN History Center, Rice Street and the station area, and others.

B-1.5 Daylight the pedestrian tunnel, including safe pedestrian accessibility into tunnel system of the Capitol Campus.

B-1.6 Leif Erickson Park could be considered as one of the prime locations of a future visitor center, designed to extend the current open space nature of the park, the critical views and sense of comfort and safety.

B-2 Greenway Connection from Western Park to Mall

A *Complete Street* connection from the Western Sculpture Park to the Capitol Mall through the Sears site has long been envisioned. This connection provides a two-way support of movement across the Capitol Rice District, providing a pathway for residents to Rice Street and beyond; and for Capitol workers and visitors to access the significant public art amenity in Western Park.

B-2.1 Support the development of a *Complete Street* greenway connection through the Sears site to connect Western Park to the Mall and to break up the scale of the superblock.

B-2.2 Create points along the Greenway with views to the three area landmarks: the Capitol Building, the Cathedral of Saint Paul and downtown Saint Paul.

B-3 Community Green Space in Sears Site Redevelopment

A new public community park at the heart of the redevelopment of the Sears site was envisioned in the Central Corridor Development Strategy (2007) and Rice Station Area Plan (2008). This flexible green space will be an active gathering space for the community with a range of activities serving the nearby land uses. The community park could take the form of a large central green, as illustrated in the Rice Station Area Plan *and/or* a linear park connecting Western Sculpture Park to the Capitol Mall, as illustrated in the Central Corridor Development Strategy.

B-3.1 A minimum of 9% of net developable area should be devoted to the park and other open spaces, to be verified as consistent with City of Saint Paul development standards.

B-3.2 Include an open, flat, low maintenance programmable space (minimum of .25 acres with a minimum width of 50 ft), to serve a variety of activities.

B-3.3 Include a range of dedicated active and passive community activities, such as community gathering spaces, places to sit, public art, designated dog park, and artful, attractive stormwater management.

B-3.4 Provide walkable (well-lit, protected, accessible, safe and interesting with engaging frontages) connections from the park to:
1) Western Sculpture Park,
2) the south end of the Capitol Mall and
3) Leif Erickson Park and the Capitol Rice LRT station.
Refer to Section C. Street Design and Block Pattern, policy C-9.

B-3.5 Create comfortable sitting points in or at the edge of the park with views to at least one of the three area landmarks: the Capitol Building, the Cathedral of Saint Paul and downtown Saint Paul.

B-3.6 Public right-of-way along the entire perimeter of the park dominated by pedestrians (allowing vehicular and emergency access to front doors and building facades).

B-4 Passive Open Space Between Ravoux and 12th on the east side of Marion Street

The east side of Marion Street between Ravoux and 12th has potential for improvement to advance social and environmental sustainability. The existing bus shelter is inadequate for the population in Ravoux Hi-Rise, a largely transit-dependent, older population that needs a more dignified bus shelter providing protection from the elements and a place to sit.

B-4.1 Encourage the city to examine issues regarding safety for pedestrians crossing this street and/or those who use the bus stops in this area.

B-4.2 If water detention becomes necessary as part of a stormwater management plan with the Sears site redevelopment, this area is a potential location for stormwater management strategies.

B-4.3 Reclaim, if possible, the west drive connecting Capitol Ridge Best Western Hotel access to Marion Street where the current drive passage to St. Anthony Avenue has been closed.

B-5 Rice Triangle Park (Rice Street and Como Ave)

The triangular shaped parcel created by the intersection of Como Avenue and Rice Street presents an opportunity for a new open space. A park in this location will help deal with the awkward parcel, act as a focus for redevelopment, anchor the retail strip running north up Rice Street, and provide a resting and meeting space for patrons of local shops and businesses. This new park would also create additional space within the pedestrian realm, which is narrow and offers little relief from vehicles on Rice Street.

B-5.1 Work with the land owner to develop an open space in the East Frogtown neighborhood at the intersection of Rice Street and Como Avenue to serve area residents as a pocket park on Rice Street, and provide visual terminus to Como Avenue.

B-6 Outdoor Market Along Como Avenue

Hmongtown Marketplace, on Como Avenue just northwest of Marion Street, is a vibrant urban market serving thousands of customers locally and from around the region and is a benefit to the area.

B-6.1 Planning and execution of a temporary market event. Using temporary approaches to 'try out' the street for market use on limited basis; this includes identifying an organization willing and able to run the market, establishing participation and access agreements with surrounding property owners.

C. Street Design and Block Pattern

The Capitol Rice District has the potential to greatly enhance the overall Capitol Area experience for visitors, workers and area residents. Improvements in the streetscape in this area will blur the lines between public and private development, encouraging community interaction and patronage of Rice Street businesses.

All streets redesigns must comply with the *Saint Paul Street Design Manual* and should include early engagement with local land use stakeholders to determine adequate and safe crossings and transit stops.

See 2040 comprehensive Plan Chapter 4 for general policy on Streetscapes in the Capitol Area.

District-Wide Policy

In the Capitol Rice District, the following policies are 'best practices' that will guide decisions by the Board, Staff and the Zoning Administrator when reviewing and approving projects, and will guide revisions to the Zoning and Design Rules:

a) Rice Street as Neighborhood "Mainstreet". Capitol Rice is historically a commercial district. While the vibrancy of the past has waned, the vision for Rice Street is to be reclaimed as the heart of the Capitol Rice District, providing goods and services to neighborhood residents as well as the work-day community. Key components include streetscape improvements and renovation of older buildings and their facades, as well as adding new commercial goods and services that contribute to vitality and serve local needs. Walkability improvements and more vibrant retail should encourage residents, area workers and visitors to walk along Rice Street. Increased street activity is critical to safety and the stability of local businesses.

b) Smaller Street Grid and Reduced Block Size. Over the years, streets have been closed or removed in favor of superblocks. The most notable example is the Sears site, once a fine-grained urban neighborhood and now a large commercial superblock dominated by surface parking. Large blocks that cut off streets hinder movement and connectivity. Even for pedestrians, crossing vast block faces with few human-scaled elements makes for an uncomfortable experience. Smaller block sizes will help with connectivity and street use.

c) Accessibility. Ensure that all projects of any scale attempt to meet or exceed ADA requirements, and look for opportunities in new projects to implement universal design principles.

d) East-West Walkability. Related to the overall goal of reducing block size, special emphasis is placed on movement east-west in the district. Encouraging east-west movement across the Capitol Rice District to Rice Street (in both directions) is critical to the success of the district, creating a safe, amenable environment for access to the Leif Erickson Park area Mobility Hub, the Capitol Mall, downtown Saint Paul and other points south. Block dimensions north-to-south are reduced by adding east-west streets to improve connectivity.

e) Retain existing streets throughout the district. Related to the overall goal of reducing block size, no additional streets should be closed or removed in the Capitol Rice District.

f) Green Boulevards. The Central Corridor Development Strategy (2006) identifies both Marion Street and Rice Street as "Green Boulevards". The Downtown Development Strategy (2005) calls for the completion of the "Green Loop Boulevard" encompassing the central business district, the Capitol Area, and Lafayette Park. Though primarily vehicular connectors, Green Boulevards should be enhanced and made comfortable for both pedestrians and cyclists. Strategies for Green Boulevards include: planting a double row of street trees with internal pathways; a continuous planting strip at curb edge to buffer pedestrians; providing new and enhancing existing bike lanes where possible; and applying cohesive streetscaping and signage to promote wayfinding.

g) Street Design – Safety Improvements. All streets should be reviewed and improved for safety. Street lighting improves safety and makes the street more inviting at night. Improved crosswalks with signage and better

street markings (as well as a narrowed street) will enhance safety. Today, crossing Marion or Rice at cross streets where there is no traffic light is hazardous.

h) Greening Guidelines to Guide Rain Gardens. Rain gardens and street trees make streets more pleasant for pedestrians and improve stormwater management, sending less runoff to the river. As improvements to Marion Street, Rice Street and University Avenue are made, street trees and stormwater management should be incorporated in the design. These guidelines also apply to new streets and edges of green spaces. *Defer to municipal standards (Capitol Watershed District) for stormwater detention or ponding, if any is required.*

i) Continuous Canopy of Street Trees. Street trees have several benefits, from making the street more pleasant for pedestrians to a wide range of environmental benefits, including stormwater management, urban heat island mitigation, and improvement of air quality. *Refer to municipal standards (City Forestry Department) for guidance on street trees.*

j) On-Street Parking. On-street parking should be retained and increased in the Capitol Rice District, possibly with special areas reserved for vanpools or other transit links.

k) Compliance with *Saint Paul Pedestrian Plan*. *See https://www.stpaul.gov/sites/default/files/Media%20Root/Public%20Works/Saint%20Paul%20Pedestrian%20Plan%206.13.19%20Compressed.pdf*

l) Compliance with *Saint Paul Bicycle Plan*. *See https://www.stpaul.gov/sites/default/files/Media%20Root/Public%20Works/Saint%20Paul%20Bicycle%20Plan.pdf*

Location-Specific Policy

The following are additional *location-specific* guidelines for the Capitol Rice District (all following the *Saint Paul Street Design Manual*):

What is a "Mixed Use Corridor" classification?

"Mixed Use Corridor streets provide access to a mix of small and medium size businesses. They have the highest volumes of vehicles and transit service as well as moderate to high volumes of pedestrian activity. These streets may host a variety of uses such as farmers' markets, street fairs and community gatherings. Where bicyclists cannot be accommodated, facilities are provided on adjacent streets to create a 'complete corridor'."(Saint Paul Street Design Manual, 160)

C-1 Rice Street

Rice Street is designated by the City of Saint Paul as a "Mixed Use Corridor." Mixed Use Corridors are thoroughfares that are served by public transit and include two-or more uses (residential, commercial, retail, office, small scale industry, institutional, and open space).

The intersection at Rice and Pennsylvania marks the transition to the Capitol Area from the north. A distinct transition should be apparent as one moves from the industrial rail area (aka North End Commercial District) north of Pennsylvania to the Rice Street commercial zone of the Capitol Area to the south of Pennsylvania.

C-1.1 Work with MN Department of Transportation, Ramsey County and City of Saint Paul staff to collaborate on street improvements for Rice Street in the Capitol Area to accommodate multi-modal transportation. Improvements may include: narrowed drive lanes, turn lanes, bike lanes, curb bump-outs, and bus loading areas.

C-1.2 The streetscape should be strengthened through the provision of new pedestrian amenities and landscaping. Pedestrian improvements may include items such as street trees, pedestrian-scale lighting,

wayfinding, street furniture, and widened sidewalks with space for sidewalk cafés and public art where space permits.

C-1.3 Create safe crosswalks at logical points to connect to future development.

C-1.4 Retain on-street parking.

C-1.5 Recommendations for improvements to Rice Street should be addressed at the same time as any Sears site Master Plan.

C-1.6 Redesign should include early engagement with local land use stakeholders to determine adequate and safe crossings and transit stops.

C-2 Marion Street

Marion Street is a broad boulevard with mature trees along the central green. The street is primarily residential, with multi-family housing south of University Avenue and single family homes to the north. South of University Avenue the street, like Rice Street, is designated as a "Mixed Use Corridor" in the *Saint Paul Street Design Manual* (however it currently has and should continue to retain a less active, more residential land use character to the south and to the north of University). Marion Street is wide and difficult to cross for pedestrians. In 2017 a community group at the Ravoux Hi-Rise succeeded in getting a temporary crosswalk at two points on Marion, including Ravoux Street. Still, the crossing of this wide boulevard is difficult for pedestrians. There is also no accommodation for bicycles.

C-2.1 Encourage on street improvements for Marion Street to accommodate multi-modal transportation. Improvements may include: narrowed drive lanes, turn lanes, bike lanes, curb bump-outs, and bus loading areas, but such improvements shall not come at the cost of loss of existing green infrastructure.

C-2.2 Create safe crosswalks at logical points to connect to future development.

C-2.3 Where possible, preserve existing levels of tree canopy within right-of-way.

C-2.4 Retain on street parking.

C-2.5 Recommendations for improvements to Marion Street should be addressed at the same time as any Sears site Master Plan.

C-2.6 Redesign should include early engagement with local land use stakeholders to determine adequate and safe crossings and transit stops.

C-2.7 The Marion Street bridge should be reviewed for multi-modal capacity, transitioning from downtown to the residential area just north of the freeway.

C-3 University Avenue

The intersection at Marion and University marks the transition to the Capitol Area from the west. As one moves along University Avenue from Marion Street to Rice Street, the transition from the commercial frontages of University Avenue give way to important governmental institution and civic gathering spaces.

University Avenue is both a vehicular and transit corridor. Since 2014 the LRT Green Line has run down University Avenue, connecting Saint Paul and Minneapolis by train. Several bus lines also run along this corridor. University Avenue is designated a "Mixed Use Corridor" in the *Saint Paul Street Design Manual*.

The unique condition along University Avenue between Marion and Rice Streets created by the south running alignment of the LRT creates a pedestrian safety hazard as the LRT runs adjacent to the pedestrian with no buffer. The Central Corridor Development Strategy calls for a University Avenue Pedestrian Promenade in this area, offering a high level of pedestrian amenity and buffering from the adjacent LRT infrastructure.

C-3.1 Work with City staff to collaborate on street improvements for University Avenue.

C-3.2 On the south side of the street between Marion Street and Rice Street, add deliberate, well-designed buffering amenities such as street furniture, street trees and vegetation to protect pedestrians from the adjacent LRT tracks.

C-4 Como Avenue

Como Avenue is a major vehicular entry into the Capitol Area from the northwest, as well as a freight corridor. Additionally, Como Avenue between Marion and Rice Streets is an important connection from Hmongtown Marketplace to the Rice Street commercial zone and the Capitol Area.

Como Avenue in the Capitol Area is designated a "Mixed Use Corridor" in the *Saint Paul Street Design Manual*. Right-of-way width is wider than in necessary for the current function of the street. Como Avenue between Marion and Rice is wide and difficult for pedestrians to cross. The street's adjacency to residences and a city park calls for improved pedestrian access and safety to provide a connection for people from Como Place Apartments to Frogtown Community Center and Hmongtown Marketplace. Today the street is more of a barrier than a connector.

C-4.1 Work with County staff to collaborate on right-of-way improvements for Como Avenue between Rice Street and Marion Street.

C-4.2 Complete the "Main Street" experience of Rice Street through Como Avenue to Frogtown Community Center and Hmongtown Marketplace.

C-4.3 Encourage the County to re-stripe Como (between Marion Street and Rice Street) to test changes to the street; explore lane narrowing and/or reduction to two lanes and adding parking - (where it can be safely accommodated), while retaining bicycle accommodations. Explore short-range and long-range options that allow for the possibility of an outdoor market in the right-of-way and/or neighboring public space. *Refer to Section B. Open Space and Public Art, item B-6.*

C-4.4 Encourage the county to do a Walkability/Access Study of Como/Pennsylvania/Marion to inform long-term decisions about pedestrian access to Rice Street, Como Place, Hmongtown Marketplace, and Frogtown Community Center.

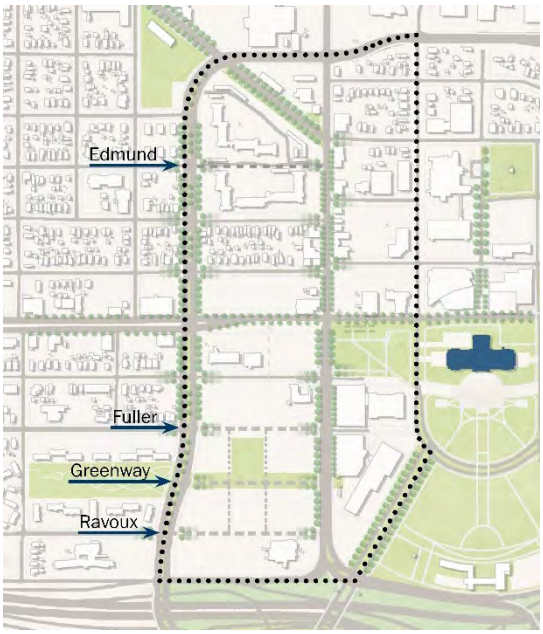
C-4.5 Encourage the City to perform a long-term land use study of NW quadrant and neighboring community to inform future development.

C-4.6 Explore ways to celebrate the rich cultural and immigrant history of the Capitol Area, such as murals or sidewalk art.

C-5 New East-West Street Connections

C-5.1 In new developments, introduce new streets where possible, extending existing streets west of Marion across to Rice Street. Candidates for extension include:

- Edmund Avenue (Converted to a through street between Marion and Rice, if feasible.)
- Fuller Street (Extended across the Sears site to Rice Street.)
- Ravoux Street (Extended across the Sears site to Rice Street, or as a street for internal movement due to proximity to 12th Street and land ownership.)
- Greenway Connection from Western Park to Mall. *Refer to Section B: Open Space and Public Art, policy B-2.*



C-6 New North/South Street in Sears Site

C-6.1 Explore creation of at least one north/south street connection from Aurora south to Community Green Space and/or Western Park - Mall Connection.

C-7 Pedestrian Connection to University Avenue

C-7.1 Allow for possibilities of a mid-block pedestrian passageways that connect to University Avenue.

C-8 Establish a continuous alley system along east side of Rice Street

The City should work with landowners and developers to encourage the development of a coherent rear alley system on the east side of Rice Street, starting with the block between Sherburne and Charles. This network will reduce demand for new curb cuts on Rice Street (thus reducing conflict with pedestrians), improve traffic operations on Rice Street, and provide access for limited on-site, surface parking opportunities

C-8.1 Encourage the City to work with landowners and developers to develop a coherent rear alley system on the east side of Rice Street, starting with the block between Sherburne and Charles.

C-8.2 Loading and service areas should not be visible from Rice Street. Where this condition cannot be avoided, the areas should be screened from public view with landscaping.

C-9 Connections to/from Community Greenspace

Connections to and from the community green space in the Sears site redevelopment should be made.

C-9.1 Provide walkable (well-lit, protected, accessible, safe and interesting with engaging frontages) connections from the park to:
1) Western Sculpture Park,
2) the south end of the Capitol Mall and
3) Leif Erickson Park and the Capitol Rice LRT station.

C-10 Connection to Downtown

Improve the civic connection between the Capitol Area and downtown. Safe accommodations for all modes of movement should be included.

C-10.1 At the time of redevelopment of the Sears site, comprehensively redesign the thoroughfares, intersections and bridges connecting the Capitol Rice District and downtown, including careful reconsideration of the intersection of John Ireland Boulevard, Rice Street and 12th Street.

C-10.2 The Capitol City Bikeway should be implemented to John Ireland. The existing Bikeway plan shows termination on 12th Street at John Ireland Boulevard.

C-10.3 Explore the extension of the Capital City Bikeway via protected bikeways or bike lanes northward along St. Anthony Boulevard, Rice Street and Marion Street.

Image: Capital City Bikeway Network Study and Design Guide, pg 7

C-11 Impacts on Park Street and Capitol Heights

Any changes to Rice Street have the potential to impact Park Street and the Capitol Heights area. Impact to traffic on Park Street, currently a wide 2-lane road with meter parking on both sides of the street south of Como Avenue, should be studied concurrent with studies of Rice Street. Further, street parking throughout the district should be studied to ensure residential parking in Capitol Heights is not unreasonably encroached upon by commuters.

C-11.1 Study traffic impact to Park Street with any changes to traffic patterns on Rice Street.

C-11.2 Encourage on-street improvements, including stop signs, bump-outs and other traffic calming measures, to maintain the neighborhood usage of Park Street, and discourage use as a through street.

C-11.3 Explore the parking utilization on Park Street and potential impact to the neighborhood and nearby office and institutional uses.

C-11.4 All traffic impact studies related to redevelopment in the Capitol Rice District shall include analysis of traffic patterns and on-street parking in Capitol Heights.

D. Land Use Mix & Opportunity Sites

The next twenty years will see the completion of a market driven urban village mix in the Capitol Rice District. As of the writing of this plan, the mix of land uses envisioned for the area is only partially realized and is largely spread out and separated by vacant parcels or surface parking lots. While taking care to be sensitive to these current uses, this plan supports the 'completion' of the urban village as development and investment increases, adding a vibrant diverse array of new activities, living choices and services, all within walking distance to Rice Street and Capitol Rice Station. New uses that will be encouraged include:

- Local Services
- Evening Dining and Entertainment Destinations (limited number/size)
- Grocery Store
- Diversity of New Housing (-types, sizes, and price-points)
- Workplaces
- Visitor Center, Mobility Hub & Welcoming
- Day Care
- Other missing goods and services supportive of the above, such as a copy center and hardware store

Also see 2040 Comprehensive Plan Chapters 6 covering land use diversity.

What is a Neighborhood Node?

The SAINT PAUL FOR ALL 2040 Comprehensive Plan designates the Rice Station Area as a Neighborhood Node. This municipal designation continues the long standing alignment with the Capitol Area's vision for the district as an 'urban village', and once again affirming the established in the Rice Station Area Plan and the previous Comprehensive Plan for the Minnesota State Capitol Area:

"Neighborhood Nodes are compact, mixed-use areas that provide shops, services, neighborhood-scale civic and institutional uses, recreational facilities and employment close to residences. They may be neighborhood centers, transit station areas or **urban villages**, and have often developed adjacent to major intersections or at former street car stops. Neighborhood Nodes serve a neighborhood's daily needs, including access to food; reduce public infrastructure disparities; improve livability; and accommodate growth. The intent is for Neighborhood Nodes to be denser concentrations of development relative to the adjacent future land use categories. Neighborhood Nodes foster an equitable system of compact, mixed-use and commercial centers across the city to increase access to community services (such as health care) and businesses, and support pedestrian-oriented neighborhoods. Investment in Neighborhood Nodes will tap the economic, cultural and human assets of Saint Paul's diverse neighborhoods, and can foster micro-economies that celebrate those assets." *(SAINT*

District-Wide Policy

In the Capitol Rice District, the following policies are 'best practices' that will guide decisions by the Board, Staff and the Zoning Administrator when reviewing and approving projects, and will guide revisions to the Zoning and Design Rules:

a) Preservation, Restoration and Re-Use. In each project, from small main-street rehabilitation projects to large block-scale redevelopment, work to document, respect and, where possible, restore the character of the historic urban village and look for opportunities to integrate existing historic buildings and resources into new development. Specifically, preservation guidelines *(see Secretary of Interior Standards in Glossary)* should be an important component of best practices and new development planning in all projects. In general building upgrades in the urban village and in any identified historic buildings, district-wide, special care should be taken that building rehabilitation and legacy commercial repairs are compatible with the district's historic character.

b) Anti-Displacement. Support measures at all levels to mitigate the most adverse impacts of rapid new investment on vulnerable populations.

c) Re-Investment. Encourage local property owners to invest in their holdings to maintain stability and appearance.

Business Development

d) Rice Street as Neighborhood "Mainstreet". Future development here should maintain the fine-grained, neighborhood "Main Street" quality of the corridor, with uses and building types geared to accommodate local goods and services.

e) Activate the Street. First-level Commercial/Retail public use is encouraged along Rice Street and University Avenue to promote pedestrian activity.

f) Small Business Development Fund. Targeted for tenant business and new entrepreneur development, the City of Saint Paul has established a Business Upgrade Fund (Commercial Vitality Zone) for Rice Street north of University Avenue. Businesses may apply for funding to help with items such as: marketing, graphic design, business consulting, interns, major asset purchases (ex: new stove), and a large array of code compliance issues, with priority given to investment in façade, signage and sidewalk vitality improvements which benefit the entire district. Explore municipal support to assist businesses in purchasing their space or the building in which they are located. This can also be a good approach to mitigating the impact of rising commercial rents. *See Commercial Vitality Zone website: https://www.stpaul.gov/departments/planning-economic-development/economic-development/commercial-vitality-zone-program*

g) Lunchtime Strategy. The large workforce in the area is an untapped market to bolster local restaurants. Strategies to encourage area workers to patronize restaurants along Rice Street and Como for lunchtime should be explored by local merchants.

h) Local community commercial business development. Support the efforts of members of the local immigrant community, as well as others opening businesses, that will contribute to the vitality of the area.

i) Small Scale Redevelopment. City should support private sector efforts to build out a range of smaller sites (~under 2 acres) that are candidates for rehabilitation, reuse, expansion and/or redevelopment. These smaller sites are often particularly difficult and risky projects for the private sector due to the uncertainties compared to return on investment. Assistance should be targeted to small developers and land-owners with projects that have invested in design and that meet or exceed current standards and best development practices in construction. Collaboratively developed (city/non-profit with private sector) grant applications can provide money for bricks and mortar. Sites could include:

   - Billboard sites at Rice/Como and Marion/Como
   - 511 Rice Street Vacant building on northwest corner of Sherburne and Rice
   - 562 Rice Street – formerly Rahn Engineering (just north of Women's Building)
   - General infill sites along Rice Street

j) Reintroduce a Day Care Center to serve Capitol Area Workforce. Having supported a state-employee day care center in the east campus in the 1990s, and the need still exists today, support a Day Care Center to serve residents and local workers. The center should be located in a non-government building.

k) Explore Development and Need for a Full Service Grocery Store. Full service grocery stores (or food co-ops) are important amenities for neighborhoods and often provide a sense of identity. They also can serve as an anchor to the area, increasing customer traffic and thus supporting surrounding businesses. Desire for a grocery store was affirmed during the recent Capitol Rice Planning process (2017-2018). Preferred locations for a new grocery store have been explored*. If a full service store is not feasible, other strategies for delivering a broad array of food options for local residents and workers should be considered, such as providing directional signage to Lunds (just south of the freeway) and Hmongtown Marketplace, building on existing offerings, or support for other local food options.

   **In 2017, Perkins+Will explored the Capitol Rice area and proposed locations for grocery stores. See Capitol Rice Commercial Vitality Zone Strategy, Appendix I.*

Housing

l) Diversity of Housing Within the Neighborhood. Support the retention and development of new "Missing Middle" housing types, both owner occupied and rental, in the Capitol Area, such as duplexes, townhomes, and medium density residential apartments that are compatible with the scale of existing development.

m) Diversity of Housing Unit Types Within Buildings. Support the diversification of unit type and size within buildings.

n) Diversity of Housing Affordability. Proactively encourage new development to incorporate a full range of choices from affordable to market rate and luxury.

o) Accessory Dwelling Units. Continue to support development of Accessory Dwelling Units throughout the Capitol Area where lot and/or structure is of adequate size.

The following Frogtown Housing policies are relevant to and will be supported in the Capitol Area: *(To be integrated as core policy later after consultation and review.)*

Missing Middle Housing *(Also see 2040 Comprehensive Plan Chapter 6*)

"The Missing Middle is a segment of the housing market that contains small-scale multifamily or clustered housing types compatible in scale with single-family neighborhoods. It is a land use, economic development and urban design strategy that allows cities to support walkable, transit-supportive neighborhoods without significantly increasing densities in predominantly single-family neighborhoods. Missing Middle housing provides more housing choice, is more sensitive to neighborhood context, and provides a way for urban neighborhoods to adapt to housing trends. Missing Middle housing types include accessory dwelling units, duplexes, triplexes, fourplexes, courtyard apartments, bungalow courts, mansion-style multi-family and multiplexes. Excellent examples of these housing types can be found throughout Saint Paul." (SAINT PAUL FOR ALL 2040 Comprehensive Plan, pg 108)

p) Shared Space and Open Space. "Support the incorporation of publically accessible open space into new multifamily residential and mixed use developments." "Encourage new multifamily housing developments to incorporate features in their designs that foster sharing, and resident interaction."

q) Home-based Businesses and Home Occupations. "Support home occupations, live work units, artist studios, and other home based commercial enterprises throughout the district."

r) Owner Occupancy. "Work to increase the number of owner-occupied single family houses and multifamily family structures."

See 2040 Comprehensive Plan Chapter 6 for general policy on land use diversity in the Capitol Area.

Location-Specific Policy

The following are additional *location-specific* guidelines for the Capitol Rice District:

Opportunity Sites *(see map on page 2)*

D-1 Northwest corner block at University and Rice (League of MN Cities block)

Development of the block currently occupied by the League of Minnesota Cities would provide an opportunity to create new mixed-use buildings along University Avenue and infill housing on the south side of Sherburne.

D-1.1 Support League of Minnesota Cities redevelopment as a transit-oriented development demonstration site.

D-1.2 Encourage, if possible, residential frontages along Sherburne, or, at the very least, well landscaped frontages.

D-1.3 Provide for a transition in scale from University Avenue to Sherburne Avenue in both height and density and encourage step-backs on south side of Sherburne Avenue to avoid adverse impacts on residential homes on north side of street.

D-1.4 Marion *Flexible Frontage Type* wrapping both corners 30 ft onto Sherburne and University. *Flexible Frontage Type* on University.

D-1.5 Strongly encourage retail or other active ground-level frontage within 75 ft. of corner of Marion and University.

D-1.6 As this corner block is one of the anchors of the Integrated Mobility Hub, strongly encourage participation in district mobility and parking planning. When new development occurs in the west portion of the block, strongly encourage structured parking to replace surface parking on the block. *Also see Section G: Mobility and Parking Planning*

Rice-University Intersection

The four corners at the intersection of University Avenue and Rice Street are critical to the success of the Capitol Rice District, and the Capitol Area as a whole. Improvement of the district has the extended effect of creating a positive work environment for the State of MN workforce.

D-2 Southwest corner block at University and Rice (includes State Lot AA)

Development of this southwest corner block will improve the vitality of the district. Surface parking hinders urban vitality. State of MN leadership in redevelopment on this block could lead to dramatic improvements in the district by encouraging more investment by the local businesses in changing the image of Rice Street today, especially now that the City has contributed to improvements to the area through small business support north of University Avenue on Rice Street.

The southern alignment of the Green Line LRT along University on this block creates a unique situation in the corridor. Building frontages could respond to …

D-2.1 Support assembly and complete redevelopment of all undeveloped parcels east of AFL-CIO Building and Sunrise Bank parcels.

D-2.2 Redeveloped as state building with parking below or…

D-2.3 Incorporation of Mobility Hub elements.

D-2.4 Ground-level retail.

D-2.5 *Flexible Frontage Type* with a step-back. *Refer to Section F: Frontages.*

D-2.6 Design and Development Steps (State-led, CAAPB with the Administration Department):

1. Conduct a study to determine scenarios of redevelopment, including site redevelopment guidelines that supply design parameters for future steps.
2. Pre-Design Study (required by law) to determine need and program for the particular use.
3. CAAPB-led design competition

D-3 Northeast corner block at University and Rice (includes State Lot C and Ford Building)

As above, development of this block will improve the vitality of the district. The state has a role in community development at the doorstep of the Capitol.

Also see above district-wide policy a) restoration of historic urban fabric and preservation of buildings and Chapter 7 of the 2040 Comprehensive Plan.

D-3.1 Complete redevelopment of State parking Lot C including re-use/redevelopment of Ford Building.

D-3.2 Develop a state office building to accommodate agencies with a strong tie to the Capitol.

D-3.3 Design and Development Steps (State-led, CAAPB with the Administration Department):

1. Ford Building Re-use Study: Conduct a re-use study to determine scenarios of redevelopment, including site redevelopment guidelines that supply design parameters for future steps. The re-use study should verify the structural stability of the building and explore a full range of alternatives for building disposition (outlining the full range of possible re-uses in each scenario) from full building to partial or complete demolition.
2. Site Pre-Design Study: Informed by the Ford Building Re-Use Study, conduct a site pre-design study (required by law) to determine need and program for the particular use.
3. Design Competition: CAAPB-led design competition.

D-3.4 Strongly encourage full or partial re-use of the Ford Building, recognizing the existing embodied energy and sustainability of re-using a solid structure, the benefit to the urban fabric of a historic building (ADD SIDEBAR?), and to take full advantage of existing tunnel connection.

D-3.5 Establish active ground-level uses facing University and Rice Streets.

D-3.6 Follow best practices for structured parking. *Refer to 2040 Comprehensive Plan Chapter 5 for guidelines for structured parking (policy 5.45).*

D-4 Sears Site

Redevelopment of the Sears site (approximately 17 acres), along with the underutilized block to the north, will have a major impact on the Capitol Rice District. This area makes up the entire southwest quarter of the district. Redevelopment will break up the scale of the superblock, establish a substantial population at the doorstep of the Capitol and act as a catalyst for the mixed-use regeneration of the district.

D-4.1 Support Sears site redevelopment as the core and largest element of the Capitol Rice Urban Village.

D-4.2 Encourage a master plan that introduces of a broad mix of uses, such as office, residential, retail, services and limited entertainment and dining destinations. *Refer to the general policies above.*

D-4.3 Development must follow the principles of transit-oriented development. *Refer to Section G: Mobility and Parking Planning.*

D-4.4 Organizing design principles for a site master plan:

- Provide east-west street corridors through the site to break up the superblock and encourage movement between Marion and Rice Streets. The street and block pattern should be based on an organizing design principle, such as water management, maintaining key views, or restoration of the historic grid. *Refer to Section C. Street Design and Block Pattern.*
- Encourage at least one north-south connection within the site. *Refer to Section C. Street Design and Block Pattern*
- Establish walkable connections to Leif Erickson Park, Western Park and the Mall. *Refer to Section A. Capitol Rice Relationship*
- Protect important view sheds and visual relationships. *Refer to Section A. Capitol Rice Relationship*
- Incorporate a community park in the site. *Refer to Section B. Open Space and Public Art*
- Create a greenway street connecting Western Park through the site across Rice Street to the Capitol Mall. *Refer to Section B. Open Space and Public Art*

D-5 Southwest corner block at Como Avenue and Rice Street (Como Place Apartments)

(The following policy affirms previous Comprehensive Plan policy, established in Rice Station Area Plan.) The Como Place residential community, which occupies the wedge-shaped parcel bordered by Rice Street, Como Avenue, Marion Street and Charles Avenue, is a distinct mid- rise residential enclave on the edge of the Capitol Area. In the community's current configuration, it creates fragmented and poorly-defined spaces that are neither public nor private in nature. Traffic conflicts associated with Hmongtown Marketplace farther north on Como Avenue further isolate this residential community. The result is an inward- focused development comprised of underutilized spaces and poorly- defined streets and pathways. Contextually, the development breaks the rhythm

in the Rice streetscape, and creates unwelcoming spaces along the important arterial streets of Como Avenue, Rice Street and Marion Street.

D-5.1 Measures to stabilize and support the range of housing choices provided to the Capitol Area by this site should be considered. The site currently serves lower and lower-middle income community members. This is a critical housing choice that needs to be preserved in the Capitol Area.

D-5.2 Redevelopment of edges of the site, dominated by surface parking and garages, will help to reverse this enclave condition by establishing a street wall presence to create a clear network of public streets and private courtyard spaces.

D-5.3 Long-range, as buildings deteriorate and redevelopment becomes necessary, site should be considered holistically for redevelopment. In a new development, new or expanded surface parking lots should not be permitted. Design focus should be on creating walkable streets and public spaces and reintroducing Edmund Avenue from Marion Street to Rice Street. If affordable options in the Capitol Area or nearby in Frogtown are not available at the time of redevelopment, measures should be taken to reestablish a range of affordable housing choices on this site.

Preservation & Reuse Opportunities

D-6 Housing Preservation and Development

D-6.1 Sherburne and Charles residential character: The existing low-rise neighborhood block between Charles to the north and Marion to the south is an important and defining part of the community fabric and should be preserved and enhanced. Investment in these neighborhoods will continue to happen slowly over time and consist primarily of restoration, renovation, rehabilitation and small in-fill projects on vacant lots.

D-7 Ford Building Reuse

D-7.1 Support re-use of the Ford Building within redevelopment of the property to the west on the northeast corner of University and Rice. Encourage an active, pedestrian-friendly first floor use engaging University Avenue. *Refer to Section D: Land Use Mix, policy D-3.4*

D-8 Christ on Capitol Hill Lutheran Church Preservation

D-8.1 Preserve the Christ Lutheran Church at the corner of Park Street and University Avenue and build upon the rest of the block. Support efforts to find a shared parking solution that solves church parking issues when redevelopment happens on the block.

E. Energy, Water and Waste Standards

This section is established in support of Capitol Area Principle 3—*The Capitol Area is a model for Minnesota, where best practices are expected in the planning, design and development of public and private projects.*

The best time to consider energy-efficient options is in the earliest stages of design. Retrofitting a building later for solar, electric vehicle charging or other features can be expensive. Going beyond standard energy efficiency up front can have long-term savings on energy bills and operating costs. In addition, financial incentives from utility companies may be available to developers that implement energy conservation investments in their projects.

District-Wide Policy

In the Capitol Rice District, the following policies are 'best practices' that will guide decisions by the Board, Staff and the Zoning Administrator when reviewing and approving projects, and will guide revisions to the Zoning and Design Rules:

Planning and Early Design Stages

These standards are identified within guidelines for *MX (Mixed Use District) Master Plans* within the Capitol Area. *See Section H for information on MX Master Plans. Also see 2040 Comprehensive Plan Chapter 3 for general policy on sustainability standards in the Capitol Area.*

a) Compliance with municipal standards. City of Saint Paul Site Plan Review (planning commission staff) and building reviews by Department of Safety and Inspection.
Insert certification mechanism, links, timing of submittal
Compliance: City of Saint Paul review

b) Compliance with City of Saint Paul Sustainable Building Ordinance. All new development shall comply with standards, guidelines and regulations set forth by the City of Saint Paul's Sustainable Building Ordinance. Large proposed phased re-developments, such as the Sears Site, may be able to comply with the certification requirements of that ordinance by certifying their development, the Central Corridor Overlay District, or the entire Capitol Rice District in **LEED for Neighborhood Development (LEED-ND)**. *See the Saint Paul Sustainable Building Policies at https://www.stpaul.gov/DocumentCenter/View7/Sustainable%20Building%20Policy%20for%20Public%20Buildings.PDF and https://www.stpaul.gov/DocumentCenter/View7/Building%20Policy%20for%20Private%20Development.PDF*
Compliance: City of Saint Paul Sustainable Building Ordinance – *to be verified*

c) Participation in the Basic Energy Design Assistance Program. Xcel Energy provides a suite of tools to help developers include energy savings in the design of the project. All new developments in the Capitol Area above 20,000 square feet must perform, minimally, the "Basic" Energy Design Assistance track provided by Xcel Energy. *See Xcel Energy's Energy Design Assistance website for more information: https://www.xcelenergy.com/programs_and_rebates/business_programs_and_rebates/new_construction_and_whole_building/energy_design_assistance*
Compliance: CAAPB Zoning Administrator review

d) Participation in SB 2030. The SB 2030 Energy Standard is required on all projects that receive general obligation bond funding from the State of Minnesota. SB 2030 can also be used on a voluntary basis on any project. Adherence to SB2030 standards is *strongly encouraged* in all commercial development in the Capitol Area. Compliance with SB 2030 may satisfy the energy requirements of the municipal Sustainable Building Ordinance (see item f. below). *See the State of Minnesota SB 2030 Energy Standard website for more information: http://www.b3mn.org/2030energystandard/*
Compliance: *clarify administration and certification and involvement of CAAPB*

e) Capitol Region Watershed District Review. The entire Capitol Area falls within the Capitol Region Watershed District. Multi-phased project plans or larger master plans of any type in the Capitol Area, and particularly in the Capitol Rice District, should make available their concepts for a preliminary review with Capitol Region Watershed District to ensure compliance with standards and practices for water management. A 'water plan' will be required (by the City).
Compliance: Capitol Region Watershed District review

f) Solar-Ready Flat Roofs. While solar is not required on new buildings, all flat roofs are encouraged to be built solar-ready. A solar-ready roof is one that is structurally built to make later installation of a solar power system an easier task. *See "Solar Ready Building Design Guidelines for the Twin Cities, Minnesota" for more information: http://mn.gov/commerce-stat/pdfs/solar-ready-building.pdf*
Compliance: CAAPB Zoning Administrator review

g) Electric Vehicle Ready. Parking for commercial, hotel, multi-residential are encouraged to provide electric vehicle charging capability. This includes wiring for every stall and a site transformer(?). Panels can be easily added as demand requires after development. Adding wiring at time of development greatly reduces long-term cost of converting to EV.
Compliance: CAAPB Zoning Administrator review

h) Organics Collection. New buildings should accommodate organics collection in the design of the building. Even if organics collection is not immediately planned for building operations, the design must incorporate future ability for organics collection.

i) District Energy. District energy is already in use in many parts of the Capitol Area and should be encouraged in large developments.

j) District Stormwater Management. District stormwater management functions should be considered in large development sites. Artful and unique use of stormwater management can help with placemaking.

k) Travel Demand Management Planning. *Refer to Section G: Mobility and Parking Planning.*

Building Maintenance and Monitoring

After construction, ongoing review helps to ensure a building is performing as planned.

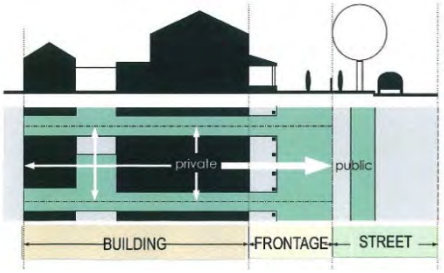
l) Energize Saint Paul - Energy Benchmarking.[1] The City of Saint Paul is working to require new buildings above 50,000 square feet to report energy and natural gas usage through a benchmarking tool—the Energy Star Portfolio Manager. All new developments in the Capitol Area are strongly encouraged to participate in the benchmarking program. *See the Benchmarking Guide at: https://www.stpaul.gov/departments/mayors-office/energize-saint-paul*
Compliance:

[1] "Benchmarking is the ongoing review of building energy and water performance to ensure a building is using energy and water as anticipated—over time and relative to peers. It allows owners and occupants to understand their building's relative energy performance, and helps identify opportunities to cut energy waste…

Building benchmarking and energy data transparency align with the City's vision to keep Saint Paul's property market competitive, enhance economic vitality, create green jobs, and initiate progress toward the City's climate and energy goals. Across the country, cities are embracing building benchmarking as a best practice to reduce waste, save money, and mitigate climate change.

In Saint Paul, commercial and residential buildings are responsible for 52% of citywide greenhouse gas emissions. This represents a significant opportunity for energy and cost savings, as it is estimated that the average commercial building wastes 30% of its energy consumption due to inefficiencies (Source: Environmental Protection Agency). The first step to reducing energy waste is to develop awareness and understanding of a building's efficiency, and in cities that currently require benchmarking, buildings have realized annual energy savings of 2-3% from just the process of benchmarking. (Source: Environmental Protection Agency)." *Quoted from City of Saint Paul*

F. Frontages



Frontages, defined simply, are the relationships of buildings – at ground level – to the public streets and public spaces those buildings address.

The careful design and ongoing regulation of these relationships is critical to the creation of an interesting, walkable urban environment. Frontages negotiate the transition from inside buildings out, and connect private spaces to the shared public realm. Configuring frontages correctly helps to define the **public-to-private** relationships from sidewalks inward. In addition, the arrangement of frontages on the street helps to define **urban-to-less urban and busy-to-quiet transitions** we often see in older urban fabric of America's most walkable cities (such as Saint Paul).

In the Capitol Rice District, there may be nothing more important to 'get right' in new development than the design of how buildings meet the street. As a new, finer-grained block pattern is introduced with a range of new building types, how the buildings address the street will be a primary determinant of whether the street feels comfortable, safe, walkable, and interesting visually. Along with the design of the street itself, and the overall enclosure ratio of the street, frontages are a primary determinant of a street's 'character'.

See 2040 Comprehensive Plan Chapter 4 for general policy on Frontages in the Capitol Area.

District-Wide Policy

In the Capitol Rice District, the following policies are 'best practices' that will guide decisions by the Board, Staff and the Zoning Administrator when reviewing and approving projects, and will guide revisions to the Zoning and Design Rules:

a) Calibration and Application of *The Zoning and Design Rules* in MX (Mixed Use District) Master Plans. *(See Section H for information on MX Master Plans.)* The *Rules Governing Zoning and Design* (2009), Chapter 2400.2400 *Frontage Map and Standards,* set in place design regulations for a range of blocks, residential frontages and non-residential frontages. These standards regulate the configuration and setbacks of building facades in relationship to the streets they face. Compliance with these standards should be carried through where they are currently specified. Furthermore, within any master plan proposing new blocks;

   1. Developments shall propose for each new block face, one of four *Frontage Types* from *the Zoning and Design Rules*: Capitol Mall, Civic, Flexible, or Residential. Those proposed frontage assignments will be mapped clearly and then reviewed by CAAPB staff. These mapped assignments may be adopted as conditions of master plan or zoning permit approval.

   2. Additional frontage types or location-specific conditions may be specified and approved concurrent with the proposed mapping of frontage types.

Location-Specific Policy

The following are additional *location-specific* guidelines for the Capitol Rice District:

F-1.1 Residential-friendly frontage along Sherburne between Marion Street and Rice Street.
F-1.2 Marion Street north of University: *Flexible Frontage Type* wrapping both corners 30 ft onto Sherburne and University.
F-1.3 *Flexible Frontage Type* on University.
F-1.4 Strongly encourage retail or other active ground-level frontage within 75 ft. of corner of Marion and University.
F-1.5 Southwest corner block at University and Rice (includes State Lot AA): *Flexible Frontage Type* with a step-back.
F-1.6 *Others to be added.*

G. Mobility and Parking Planning

Mobility/travel demand management (TDM) and parking are interrelated, but often planned separately. This plan supports comprehensive strategies that enhance existing infrastructure to make shared, sustainable transportation options more convenient than single occupant vehicle (SOV) travel. TDM is a set of strategies that encourage transit use, carpooling, bicycling, walking and working from home, as further described in Appendix A.

The Capitol Area Architectural and Planning Board will request large developments to submit an integrated **Mobility and Parking Plan(s) (MaPPs)** that will:

1. address district-wide supply and demand for parking;
2. address district-wide mobility and travel demand management practices; and
3. identify a set of investments developers will make to support sustainable transportation options.

The CAAPB strongly encourages developments within the Mixed Use zoning district to be compatible with the City of Saint Paul's Travel Demand Management Ordinance (Sec. 63.122) For fastest approval, MaPPs will include many of the commitments outlined in Appendix B. Assistance developing an effective MaPP may be available through the city's designated Transportation Management Organization.

MaPPs are developed and administered to achieve the following objectives:

1. Sustainable Commuting. Significantly increase the availability and attractiveness of alternatives to single occupant vehicle commuting through programs and policies that support transit, carpooling, bicycling, walking and working from home.
2. Parking Management. Effectively administer parking to maximize utilization and manage demand.
3. Education and Awareness. Educate community members about the availability of alternatives to traveling by single occupant vehicle, such as rideshare, transit, bicycle, walking and other shared mobility options.
4. Community Impact. Mitigate negative impacts of employee generated vehicle trips on the surrounding community, including traffic congestion and parking spillover into adjacent neighborhoods.
5. Commitment to Resources. Determine the costs and resources needed to develop and administer the TDM plan and identify the source of the funding that will support the TDM plan.
6. Ongoing Performance Evaluation. Develop a plan to assess and report progress toward TDM goals.

District-Wide Policy

In the Capitol Rice District, the following policies will guide decisions by the Board, Staff and the Zoning Administrator when reviewing and approving projects, and will guide revisions to the Zoning and Design Rules:

a) MaPP Submittal with *MX Master Plan* Application. A *District-scale* MaPP (boundaries identified below) will be requested* with any *MX (Mixed Use District) Master Plan* application *(see Section H)*. Benefits to developers of a district-scale plan:

   1. **Entitlement.** More efficient approval of master plan
   2. **Grants and Incentives.** Access to public sector grants
   3. **Flexibility****. Ability to customize parking ratios and mobility investments from the district-scale plan at each development phase in response to changing trends and observed outcomes from prior phases.

b) MaPP Submittal with Zoning Permit Application (building and/or phase). Updates to the district MaPP will be requested with *CAAPB Zoning Permit* applications for single phase plans or at time of building project proposal. This requirement may be waived at the discretion of the Zoning Administrator for buildings that are

not previously part of a district-wide *MX Master Plan*, or if the building use does not generate enough trips to justify its own plan.

c) Traffic Impact Study. With any large redevelopment, change in traffic patterns and increase in the volume of traffic may be likely. A traffic impact study is required as a part of any future redevelopment plan submittal. The study must include impacts to surrounding neighborhoods, including Capitol Heights. *(MnDOT guidance for Traffic Impact Studies is located at: http://www.dot.state.mn.us/accessmanagement/docs/pdf/manualchapters/chapter5.pdf)*

Mobility and Parking Plan Boundaries (for southern Capitol Rice District):

This parking district assumes coordination between the large stakeholders of the area, likely driven by redevelopment of the Sears site or similar large development. Completion of the district mobility and parking plan can serve as the master plan requirement for the participating land owners.

**Barring timely cooperation of other larger land owners and/or necessary parties, the developers of smaller properties under review will still be asked to complete a MaPP according to specifications above in a) and b) at the time of MX Master Plan application and as they apply for their building-scale (single parcel) Zoning Permit.*

***Alternative to district and building scale MaPPs is to proceed with traditional parking, traffic and TDMPs separately, and complying separately with CAAPB parking standards one building at a time*.

See Appendix A: Mobility and Parking Plan Requirements.

d) Parking Ratios. Reduce the parking ratios required for new development in areas within walking distance of Rice Street and the Capitol Rice LRT station. For non-residential uses, reduce the minimum parking ratio of dedicated parking within the Central Corridor Overlay Zone (CCO)[2] to 50% of allowed ratios and maximum at 85%; for residential uses, retain no minimum parking requirement, and the maximum of 1 space per unit, with more spaces allowed if the parking is structured. Maximums are subject to negotiation in cases of shared parking agreements.

e) Parking Minimums. Eliminate parking minimums for new State projects on State property. Parking amounts should be proposed by the Department of Administration in consultation with the CAAPB.

f) Surface Parking Reduction: Private Land. Surface parking lots on private land should be reduced in size or eliminated if they are underutilized. (Underutilized = less than 85% utilization at peak periods.)

g) Surface Parking Reduction: State Land. Surface parking lots on State land should be reduced or eliminated in Open Space areas. This means enforcing the existing zoning policy that currently designates all surface parking lots in G-2 Government (Open Space) District as 'temporary' or 'interim'. This impacts parking at Leif Erickson Park.

[2] **SIDEBAR: The Central Corridor Overlay District**. In 2010, following adoption of the 2009 Comprehensive Plan for the Minnesota State Capitol Area, a new zoning code was drafted. It created six zoning districts (shown) and an overlay district called the Central Corridor Overlay, set in place to support less auto-dependent transit-oriented development near the Capitol Rice Station. See Zoning and Design Rules for the Minnesota State Capitol Area (2009). The CCO reduces 'normal' parking ratios set in the Zoning and Design Rules to 65% as a new minimum, but also sets in place 80% of 'normal' ratios as a new maximum parking ratio. It sets in place a zero minimum for all residential uses in the district, while requiring a minimum 1.0 floor area ratio (FAR) for new projects. Most of the Capitol Rice District is in the **Mixed Use (MU) Zoning District**, as specified and regulated by the Zoning and Design Rules.

h) Visitor and Public Parking on State Land. With implementation of TDM policies and the addition of structured parking, surface parking lots remaining on State land should be used exclusively for public (visitor) parking.

i) Structured Parking. Structured parking with shared parking approaches should be encouraged within a district parking plan and within the guidelines set by this document. *Refer to Mobility and Parking Plan (MaPP) Commitments (pg 34) and to the 2040 Comprehensive Plan Chapter 5 for guidelines for structured parking (policy 5.45).*

j) On Street Parking. Maximize on-street spaces on commercial streets and allow on-street parking to be counted toward required parking ratios in new development.

k) Residential Permit Parking. Explore permit or time-limited parking for residential streets in Capitol Heights (if chosen by the community) to ensure commuters use employer-provided parking facilities and commercial street parking, as available.

l) Food Truck Parking. Work with City of Saint Paul to enforce rules governing food trucks for both payment and hours in order to increase availability of on-street parking for visitors.

Location-Specific Policy

The following are additional *location-specific* guidelines for the Capitol Rice District:

G-1 Remove Parking in Leif Erickson Park at the soonest possible date

G-1.1 Consistent with G-2 Government (Open Space) District zoning policy, remove the surface parking in the southwest corner of Leif Erickson Park to grow the park space and improve pedestrian comfort and safety. *Also see policy B-1.2.*

G-2 Develop the Leif Erickson Park Area/Rice-University intersection as an Integrated Mobility Hub

Capitol Rice Station is already a major intersection for several forms of transportation. The CAAPB supports Capitol Area aspirations to restore more balanced and sustainable multi-modal infrastructure through coordinated planning near Leif Erickson Park and the intersection of Rice and University as an *Integrated Mobility Hub*. A Mobility Hub is a place where people connect to multiple modes of transportation in a safe, comfortable and accessible environment, facilitating convenient and reliable travel between origins and destinations. An *Integrated* Mobility Hub is set within a well-designed public environment extending to origins and destinations (first mile / last mile). While it would be welcome if one project could provide all elements of a Mobility Hub, it will likely take a combination of development projects over time to complete and maintain the following private and public improvements:

Integration with Surrounding Context:

G-2.1 Co-locate Mobility Hub elements around the intersection of University and Rice, including in any new buildings, public or private.

G-2.2 Design connections to valuable destinations such as childcare facilities, grocery stores, etc.

G-2.3 Integrate seamlessly with existing transit options at adjacent intersections.

G-2.4 Design to orient people using sight lines, wayfinding to nearby destinations, and signage that clearly identifies mobility options.

G-2.5 Develop a multi-agency initiative to plan, program and implement mechanisms for possible Mobility Hub, leveraging public money to provide incentives for other parties to invest resources.

Mobility Hub Elements:

G-2.6 Information and wayfinding: Incorporate transit and shared mobility information in a kiosk at Leif Erickson Park. Commercial signage or advertising logos are prohibited.

G-2.7 Include car-share parking spots, ideally within structured parking (not just replacing one form of surface parking for another).
G-2.8 Provide Electric vehicle (EV) charging stations.
G-2.9 Dedicate areas for dockless bikes and scooters.
G-2.10 Incorporate comfortable, programmable public space.
G-2.11 Include security features and lighting.
G-2.12 Provide safe and comfortable waiting areas with places to sit.
G-2.13 Plan for comfortable pedestrian connections.
G-2.14 Provide space for ride-share drop-offs/pick-up.
G-2.15 Provide reserved or on-street parking for vanpools.
G-2.16 Provide preferred parking for carpools closest to building entrances and ideally within structured parking.
G-2.17 Adjacency to structured public parking buildings..
G-2.18 Provide bike end-of-trip facilities in new buildings that could include: bike commuter service center for commuters in multiple buildings, and a mix of bike storage and parking in each building designed to meet the needs of those buildings users.

G-3 Sears Parking Lots Before Redevelopment

Careful planning by site property owners and the State of Minnesota will be required to support commuters currently parking on the site that may be displaced by site redevelopment.

G-3.1 Ahead of the Sears site redevelopment, proactively plan for options to support displaced commuters. Consistent with District-wide policy C, above, complete a Traffic Study which includes impact analysis of traffic and on-street parking in adjacent neighborhoods, including Capitol Heights.

G-4 Sears Site Redevelopment Connection to Mobility Hub

G-4.1 Establish protected, safe, comfortable and clear pedestrian routes to and through the development to the Mobility Hub and Leif Erickson Park.

G-5 Customer Parking Along Rice Street

Short-term customer parking for local businesses is a concern; however there is extensive underutilized surface parking in the area.

G-5.1 Shared parking strategies should be explored by area property owners and tenants to better promote and utilize shared parking at State-owned Lot C (NE corner of University and Rice) and Lot AA (SW corner of University and Rice).
G-5.2 Parking behind Christ Lutheran Church could also be explored for shared parking opportunities, as could other private lots in the area.

G-6 Explore moving the bus stop at intersection of University Avenue and Rice Street from northwest corner to southwest corner

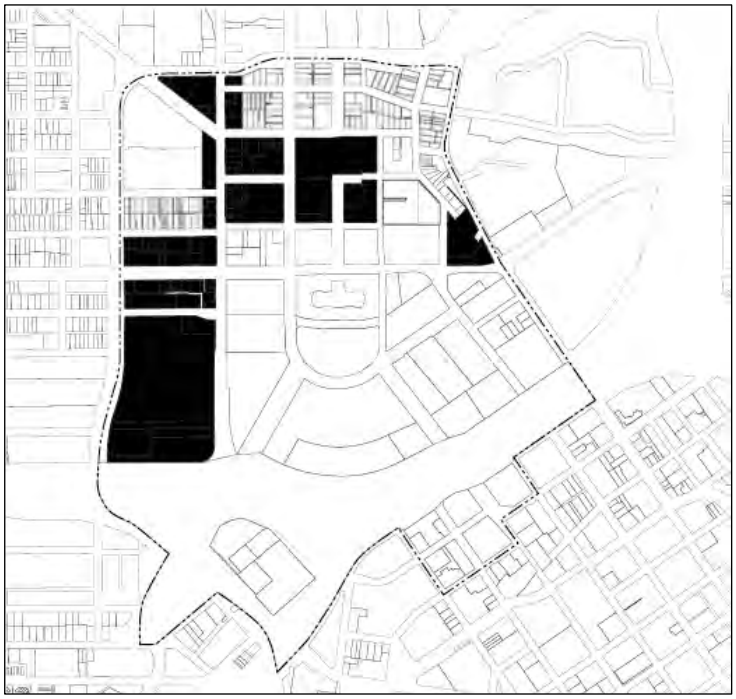
A large number of bus riders cross at this intersection to get to the Capitol Rice LRT Station and the Capitol campus, requiring crossing two streets – University and Rice. Both have long lights and can be difficult to cross in the winter due to snow and ice. Eliminating the University crossing would make this stop more efficient.

G-6.1 Strongly encourage exploration by the City of Saint Paul, Ramsey County and Metro Transit to relocate the bus stop at the northwest corner of University Avenue and Rice Street to the southwest corner.

H.Approvals Process For MX (Mixed Use District) Master Plans (MX Master Plan) In The Capitol Area

A Master Plan is required to be prepared and approved by the Capitol Area Architectural Review Board in advance of all zoning permit applications in the Mixed Use (MX) District for developments that include one or more of the following elements:

- multiple buildings on two or more parcels;
- new streets or public spaces;
- multiple development phases;
- property subdivisions and/or plat changes.*



MX District

***Rules Governing Zoning and Design for the Minnesota State Capitol Area**

2400.3120 Subdivisions of property.

All subdivisions of property, including lot splits, adjustments of boundaries, and plats, are subject to the applicable subdivision regulations of the city of St. Paul.

MX Master Plans must:

- Include "zoning lots" (as defined in *The Rules Governing Zoning and Design for the Minnesota State Capitol Area*) that are completely contained within the "Mixed Use (MX)" district of the Capitol Area, and that propose (exclusively) new Mixed Use;
- Be consistent with the guidelines in this Development Framework, an attachment to the 2040 Comprehensive Plan for the Minnesota State Capitol Area;
- Be consistent with the spirit of the existing Comprehensive Plan; and,
- Comply with *The Rules Governing Zoning and Design for the Minnesota State Capitol Area (2009)*.

PREDEVELOPMENT PROCESS

Site Preparation:

Redevelopment of a large, urban site typically requires significant preparation before new construction begins. Existing structures and above and below-ground utilities must be removed or prepared for reuse, and soils and groundwater must be cleaned to a standard approved for the intended new use. Depending on previous use of the site, potential contamination, and age of structures, this process may be relatively simple or take a number of years. Potential site preparation activities and agencies to be involved are outlined below. These site preparation activities can be conducted before or concurrent with site redevelopment planning and Application Steps 1-4 that follow.

- **Environmental Assessment:** Identify environmental condition of soil, water and existing buildings under a Phase I and Phase II environmental assessment.
- **Remediation Action Plan (RAP):** Prepare RAP to clean-up site to environmental reuse standards.
  [MN Pollution Control Agency and MN Department of Health review and approve RAP, based on Environmental Assessment information submitted and the identified future use of the property.]
- **Demolition Site Plan:** Prepare site plan identifying how structures, utilities and soils will be handled during demolition and clean-up, and upon completion of site activities.
  [CAAPB, City of Saint Paul Site Plan Review, Capitol Region Watershed and MN Department of Health review and approve plan.]

Application Steps 1-4 for MX Master Plan:

Step 1: PRE-APPLICATION
CAAPB Pre-Application Collaboration Meetings/Reviews (and Community Stakeholder Interactions)

- CAAPB – CAAPB staff and Architectural Advisors (with, as needed, City of Saint Paul staff, such as the Urban Design Collaborative group, Planning and Economic Development (PED), Department of Safety and Inspections (DSI), Public Works and Parks staff) will conduct preliminary site planning reviews with applicants *(see Appendix B, column 1 for the drawings and information requested at this stage)*. CAAPB will then recommend to the applicant a plan for future meetings and reviews and an adequate public process, including invitees and a format for each, as deemed appropriate to the scale of the project. Activities in this step will ensure that the application is on pathway to compliance with adopted Guidelines of the CAAPB *2040 Comprehensive Plan* and *The Rules Governing Zoning and Design,* and that the concerns of impacted community stakeholders are solicited and taken into consideration.

Step 2: CONCEPT APPROVAL
CAAPB Concept MX Master Plan Submittal

- CAAPB – Applicant submits ***Concept*** **MX Master Plan** application to CAAPB, as described in MX Master Plan Submission Requirements *(see Appendix B, column 2)*. Once CAAPB staff determines the application information is complete, CAAPB's Administrator of Zoning and Design Rules will notify applicant. At this point, administrator will also define and coordinate a structured review process with CAAPB planning and zoning staff, CAAPB advisors, and community stakeholders. The applicant will likely be asked to participate heavily in this process with CAAPB staff. During this step, CAAPB staff may also coordinate review meetings with the City of Saint Paul's Urban Design Collaborative. The applicant may wish to begin the City's Site Plan Review (SPR) process in preparation for the Preliminary Plat submittal in Step 3. After adequate refinements, staff will submit to Board members for their review and approval at a meeting of the Board called by the Executive Secretary.

Step 3: ENVIRONMENTAL REVIEW

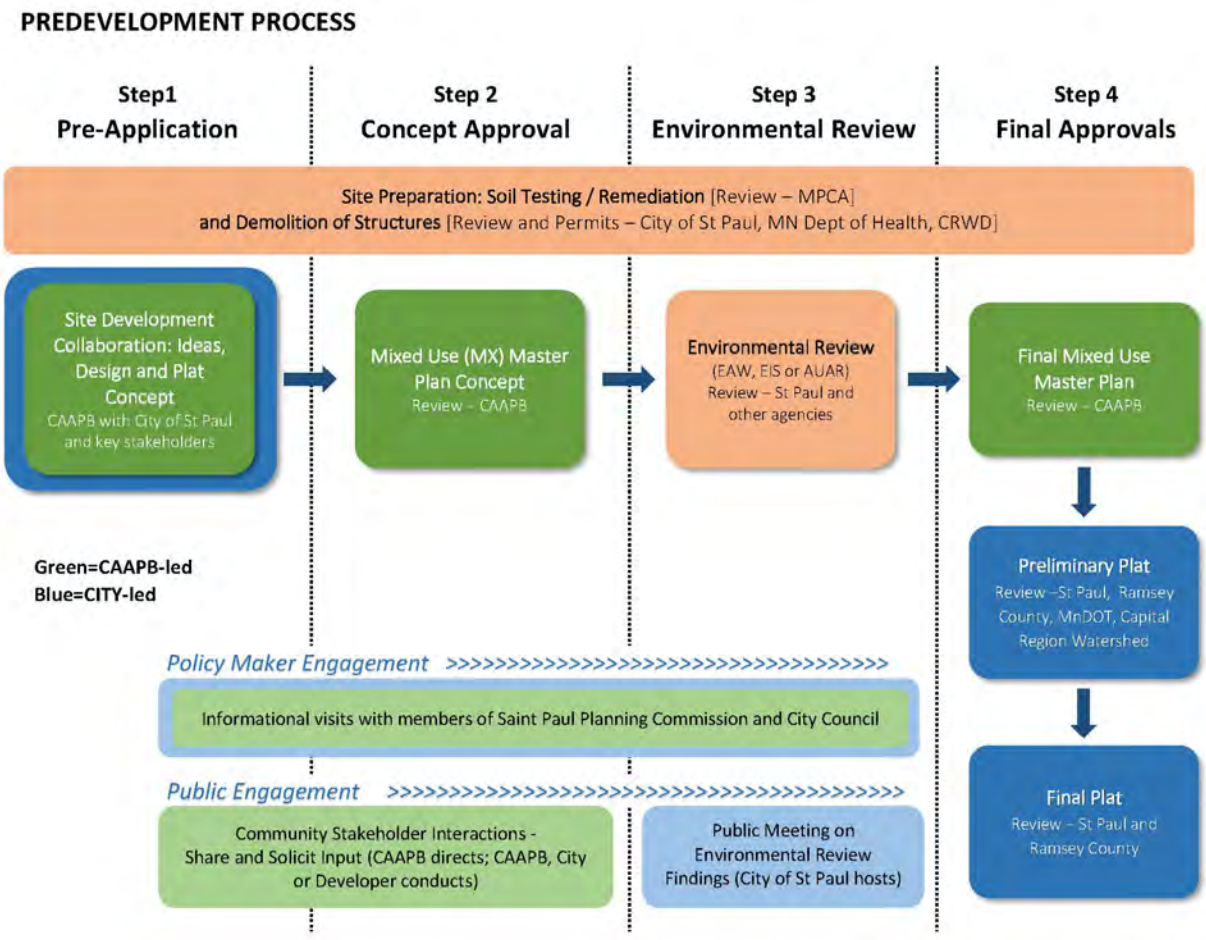
Environmental Review (if needed) and Refinement

- 3A) CAAPB – After Board approval of *Concept* MX Master Plan, continue CAAPB and CITY planning and design interactions, as needed: CAAPB staff and Architectural Advisors (with City of Saint Paul, as needed), structure the process and meetings for the applicant with key staff, stakeholders and the public to prepare application for Final MX Master Plan Submittal.
- 3B) CITY – Concurrent with 3A, CITY oversees Environmental Review study (if required for development under State rules) and City Council votes to approve review findings. Findings may require plan revisions for Final Plat.

Step 4: FINAL APPROVALS

CAAPB Final MX Master Plan Submittal and City Plat Submittals

- 4A) CAAPB – Applicant submits ***Final* MX Master Plan** application, as described in MX Master Plan Submission Requirements *(see Appendix B, column 3)*. Once CAAPB's Administrator of Zoning and Design Rules determines the application complete, a review process is defined and coordinated by CAAPB staff, involving CAPB staff and advisors and community stakeholders. At the end of this review process, CAAPB Board meeting will be called by CAAPB Executive Secretary for Board Member review and approval.
- 4B) CITY – Applicant submits City of Saint Paul's **Preliminary** and **Final Plat** applications, as soon as practical during or after Step 4A. In certain circumstances Preliminary and Final Plat Applications may be combined. CAAPB ***Final* MX Master Plan** approval is required ahead of City Final Plat approval.



See Appendix C for a full-page version of this chart.

Pre-Development Review Authorities

The following is a list of review authorities by agency involved in pre-development:

City of Saint Paul

- Review and approval of land subdivision through platting
- Parkland Dedication – land or fee-in-lieu (at time of platting or development)
- Review and permitting of demolition activities
- Review and permitting of all public infrastructure and building activities through Site Plan Review and permitting

Metro Transit

- Review references to transit access and improvements
- Review MaPP commitments

Designated Transportation Management Organization

- Review MaPP commitments

Ramsey County

- Review of development impacts and ingress/egress plans for County roads
- Impacts to or plans for County park or trail facilities
- Review, approval and recording of land subdivision (plats)

Capitol Region Watershed District

- Review and permitting approval of construction plans for Stormwater Pollution Prevention Plan
- Review and permitting approval of development plans to meet stormwater management requirements

Minnesota Department of Transportation

- Review and permitting approval to ensure drainage rates to MnDOT right-of-way will not be increased
- Traffic Impact Study, including how development will impact adjacent neighborhoods.

Minnesota Department of Health

- Review and approval of demolition plans to ensure removal and proper disposal of hazardous materials from structures prior to renovation or demolition.

Minnesota Pollution Control Agency

- May review environmental condition of property prior to sale to ensure compliance with State and Federal environmental standards and to issue “Certificates of Compliance” to facilitate property transfer.
- Environmental review under an EAW, EIS or AUAR process, if the proposed development meets or exceeds the thresholds which trigger environmental review. Thresholds for EAW, EIS and AUAR review are outlined in State Administrative Rules.

Xcel Energy and District Energy

- Review and approval of utility infrastructure plans.

DEVELOPMENT PROCESS

Summary of Permitting of Individual Parcels (CAAPB Zoning Permits and CITY Building Permits)

Development reviews are required for each parcel as it moves from the plan phase to the development phase for infrastructure or buildings. In this phase, development review begins with the CAAPB and then proceeds to the City of St. Paul Department of Safety and Inspections (DSI) and other regulatory entities as relevant. This process is outlined in the *Rules Governing Zoning and Design for the Minnesota State Capitol Area*.

- CAAPB facilitates conversation on parcel-based development ideas(s) with CITY and other stakeholders; applicant refines development concept for official application.
- CAAPB conducts design review on parcel-based zoning permit application and issues Zoning Permit.
- CITY reviews Site Plan application(s) for parcel-based development and issues Conditional Site Plan approval.
- CAAPB reviews documents included in Conditional Site Plan Approval for compliance with CAAPB's original Zoning Permit and issues Certificate of Design Compliance.
- CITY issues final Site Plan approvals and approves Building Permits.

See Appendix F: Step-By-Step Process for Permitting of Individual Parcels in the Capitol Area (CAAPB Zoning Permits and City Building Permits)

Appendix A: Mobility and Parking Plan Requirements

Mobility and Parking Plan (MaPP) Elements

MaPPs are required at the time of MX Master Plan Concept Plan Application and Final Plan Application submittals. Additional building- or phase-specific MaPPs will be required at each phase. Organizations assisting CAAPB and the City of Saint Paul as resources and reviewers include Metro Transit Commuter Programs and the designated Transportation Management Organization.

MOBILITY AND PARKING PLAN ELEMENTS REQ Required to be addressed Update MX-MP Information from earlier MX-MP should be updated within a letter from applicant, summarizing compliance with previous commitments by MX-MP applicant.	***w/MX Master Plan Application (MX-MP)***	***w/ Zoning Permit Application (building and/or phase)***
Project overview	REQ	REQ
Mobility and Parking (Travel Demand Management) Plan Goals	REQ	REQ
Relevant zoning requirements	REQ	REQ
Proposed building type(s)	REQ	Update MX-MP
Forecast of peak employment (include methodology)	REQ	Update MX-MP
Existing and planned onsite amenities	REQ	Update MX-MP
Existing and planned access to nearby amenities	REQ	Update MX-MP
Existing and planned transit access	REQ	Update MX-MP
Existing and planned bicycle facilities (paths, lanes, bike-share, parking, repair stations, etc)	REQ	REQ
Existing and planned pedestrian network	REQ	Update MX-MP
Demonstration of alignment (or noncompliance) with Saint Paul Bicycle and Pedestrian Plans	REQ	REQ
Existing and planned traffic operations (onsite, site access, and immediate context)	REQ	Update MX-MP
Demonstration of alignment (or noncompliance) with Saint Paul Street Design Manual	REQ	Update MX-MP
Existing and planned parking supply (phase by phase projections)	REQ	Update MX-MP
Planned parking map • Identify surface, on-street, and structured facilities • Identify locations for external utilization of supply (such as State of Minnesota leases) • Identify opportunities for shared parking (versus dedicated to single user)	REQ	Update MX-MP
Expected trip generation by phase (include methodology)	REQ	Update MX-MP
Current mode split (if applicable; include methodology)	REQ	Update MX-MP
Mode split goals by phase	REQ	Update MX-MP
Traffic Impact Study	REQ	Update MX-MP
Commitments (see table following)	REQ	REQ

An acceptable MaPP shall include all of the above, answered as fully as possible in text, charts or maps, as well as the developers' commitments drawn from the three following pages of best practices, with a focus on those listed as 'physical' and, where possible, those listed under 'operations and management.'

Mobility and Parking Plan (MaPP) Commitments

Applicants are encouraged to work with Metro Transit Commuter Programs on relevant elements marked with an asterisk (*) in the table below.

COMMITMENTS BY APPLICANT	***MaPP Submittal(s)***				
REQ Commitment by applicant necessary for CAAPB staff recommendation of MX Master Plan application or individual zoning permit application. ● Commitment is appropriate and applicable for the indicated project type M Multifamily O Office HR-E Hospitality/Retail-Employees HR-C Hospitality/Retail-Customers	***w/MX Master Plan Application***	***w/ Zoning Permit Application (building and/or phase)***			
		M	***O***	***HR-E***	***HR-C***
Parking Practices					
Physical					
Limited surface parking	REQ	REQ	REQ	REQ	REQ
Surface parking not visible to the street	●	●	●	●	●
Reduced parking ratios	●	●	●	●	●
Offer charging stations for electric vehicles District request to be EV-ready. *(Also see Section E: Energy, Water and Waste*)	●	●	●	●	●
Follow Structured Parking Guidelines: o Shared parking strategies: Day/night, seasonal and multiple tenants o Smart parking technology o Recyclable Building (Designed for Adaptive Reuse): Structured parking ramps should have mainly flat floors for designs compatible with current Capitol Area standards with internal circulation able to be removed in the future without jeopardizing the integrity of the building; adequate floor-to-floor heights to allow for other uses such as residential or office. o Interior vertical vehicular circulation o Bike parking o Reserved spaces for carpools and vanpools o Electric Vehicle (EV) wiring and charging stations o Safety technologies and lighting o Mid-block siting o Liners / Street-level activation o Wayfinding	REQ	REQ	REQ	REQ	REQ
Operations and Management					
Unbundle the price of parking from leases [1]Required unless prohibited by affordability funding requirements	●	●	●	●	●
Charge commuters for parking	●		●	●	
Daily parking rates (offered to commuters in addition to monthly contracts)	●		●	●	
Metered short-term parking on site	●	●	●		●
Metered short-term parking on street	●	●	●		●
Provide preferential parking and rates for high-occupancy vehicles (carpools and vanpools)	●		●	●	

Active Transportation: Programs and Infrastructure					
Physical					
Provide dockless mobility parking hubs	REQ	REQ	REQ	REQ	REQ
Implement traffic calming strategies to enhance the pedestrian experience	REQ	●	●	●	●
Provide sheltered exterior bicycle parking *(See Structured Parking Guidelines)*	REQ	REQ	REQ	REQ	REQ
Provide indoor bicycle parking *(See Structured Parking Guidelines)*	●	●	●	●	●
Provide shower facilities for active commuters	●		●	●	
Provide changing facilities for active commuters	●		●	●	
Provide/install a fix it bike repair station	●	●	●	●	●
Provide additional bike parking beyond required amount	●	●	●	●	●
Operations and Management					
Provide a bike fleet for checkout		●	●	●	●
Support biking through onsite repair classes, tune-ups and educational programming		●	●	●	
Incentivize multi-modal transportation options		●	●	●	●
Offer discounted/subsidized shared mobility memberships		●	●	●	
Partner with ZAP Twin Cities if within three blocks of reader	●	●	●	●	
Transit and Other Shared Mobility Support					
Physical					
Mark transit stops/stations and bicycle parking on all wayfinding and directional materials*	●	●	●	●	●
Pedestrian scale lighting within ¼ mile of transit stations	REQ	●	●	●	●
Drop-off area for rideshare and paratransit customers					
Operations and Management					
Subsidize transit passes*	●	●	●	●	
Sponsor and host a car sharing service, such as HOURCAR	●	●	●	●	●
Subsidize car-sharing or ride-sharing for employees/tenants	●	●	●	●	
Allow employees to use on-demand ride-hailing services for work trips			●	●	
Promotional and Marketing Campaigns					
Operations and Management					
Provide new hire/new tenant packets on transportation options*		●	●	●	
Designate a transportation coordinator	●	●	●	●	●
Negotiate move-in mobility incentives like Go-To Card with value and promotions for car-sharing, bike-sharing, and other shared mobility services*	●	●			
Maintain current information about transit options in shared/public spaces and on internal and external websites*	●	●	●	●	●
Conduct a commuter challenge campaign with prizes		●	●	●	
Offer educational programs about transportation options		●	●	●	

Mobility Hub					
Mobility Hub Elements: o Information and Wayfinding: Incorporate transit and shared mobility information. o Include car-share parking spots, ideally within structured parking. o Provide Electric Vehicle (EV) charging stations. o Dedicate areas for dockless bikes and scooters. o Incorporate comfortable, programmable public space. o Include security features and lighting. o Provide safe and comfortable waiting areas with places to sit. o Plan for comfortable pedestrian connections. o Provide space for ride-share drop-offs/pick-up. o Provide reserved or on-street parking for vanpools. o Provide preferred parking for carpools closest to building entrances and ideally within structured parking. o Adjacency to structured public parking buildings. o Provide bike end-of-trip facilities in new buildings that could include: bike commuter service center for commuters in multiple buildings, and a mix of bike storage and parking in each building designed to meet the needs of those buildings users.	●	●	●	●	●
Integration (with surrounding urban context): o Co-locate Mobility Hub elements in a number of locations surrounding the intersection of University and Rice, including in new buildings in the immediate area, public or private. o Design connections to valuable destinations such as childcare facilities, grocery stores, etc o Integrates seamlessly with existing transit options at adjacent intersections. o Orientation: sight lines, wayfinding to nearby destinations, signage clearly identifying available mobility options.	●	●	●	●	●

Appendix B: MX Master Plan Submission Requirements for Concept and Final Plans

A MX Master Plan, to be prepared by the applicant or developer, shall be provided for review and recommendation by the Zoning Administrator and the Capitol Area Architectural and Planning Board. The MX Master Plan submittals shall include all of the information noted in the following table.

NOTE 1: Location maps of suitable scale showing the boundaries and dimensions of the site within the context of the community and adjacent parcels, including:

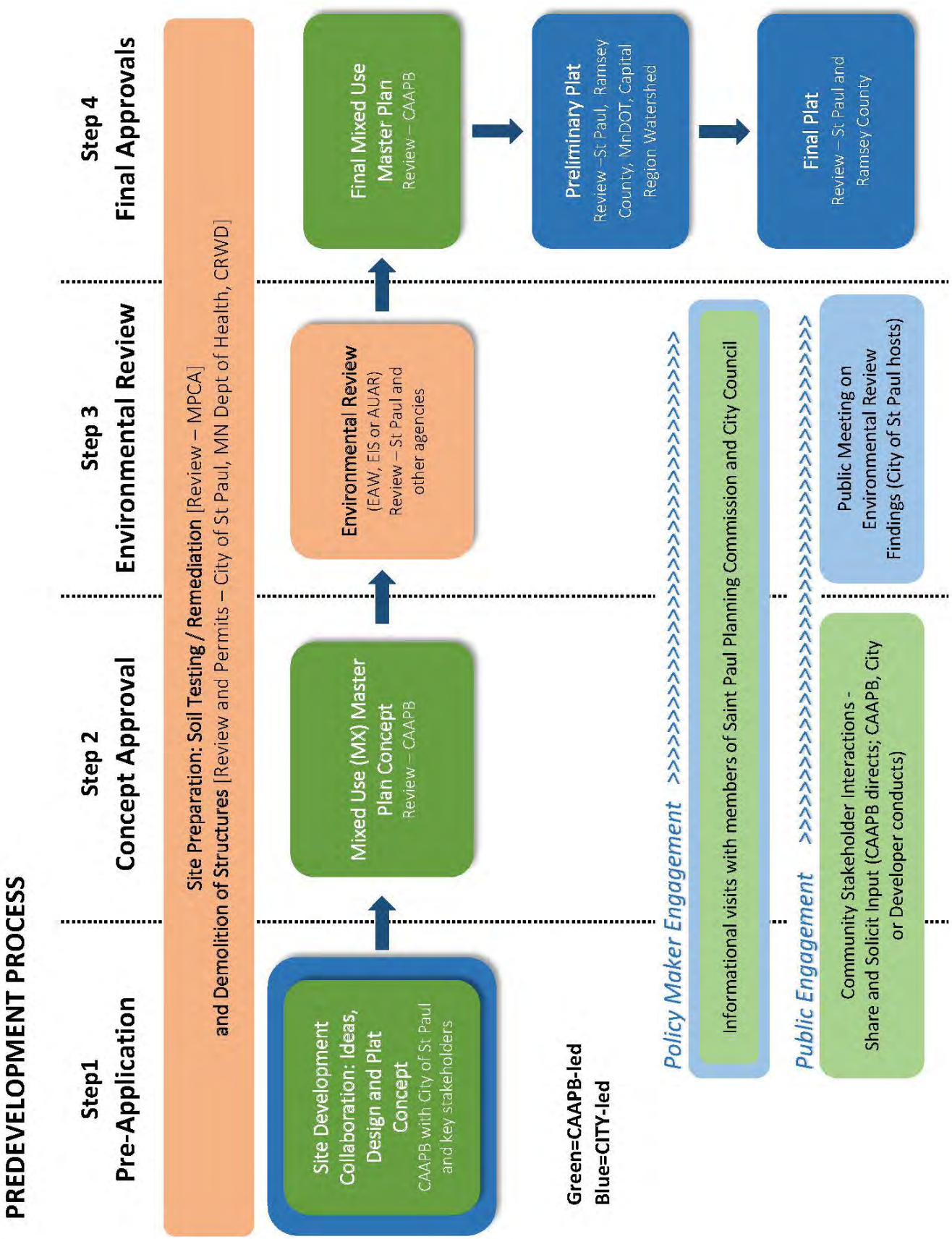
a) Locations of any streets; railroads; significant natural, geographic or topographic features; and other major features within five hundred (500) feet of the site; and
b) Existing parks, open space, major institutions, and concentrations of commercial use within one-half mile of the site.

NOTE 2: A site inventory and analysis to identify site resources and constraints, including floodplain, wetlands, poorly drained soils, soils with bedrock near surface, utility easements, slopes greater than twelve (12) percent, and areas of possible soil contamination.

NOTE 3: A preliminary stormwater plan, identifying any wetlands or floodplain, and preliminary locations of structures and methods to be used in managing stormwater and surface water on the site. Integration of stormwater treatment into the landscape and site design is encouraged, as is the use of natural methods such as ponds, wetlands or swales.

MX MASTER PLAN SUBMISSION REQUIREMENTS REQ Required ● As appropriate and applicable, at the discretion of CAAPB staff	***Step 1: Pre-Application (Collaboration)***	***Step 2: Concept Approval***	***Step 4a: Final Approval***
Base Mapping and Site Analysis			
o Location maps *(see note 1)*	REQ	REQ	REQ
o Site inventory and analyses *(see note 2)*	●	REQ	REQ
Public Realm Plan			
o Street and Block (Right-of-Way) Plan (delineate open spaces, curb lines, walks, vehicular and property lines)	REQ	REQ	REQ
o Street sections and street classification network map	REQ	REQ	REQ
o Key urban design features	●	REQ	REQ
o Landscape plan (indicating street trees and landscape requirements)		●	REQ
Development Regulating Plan			
o Potential building type menu w/ height ranges in stories	REQ	REQ	REQ
o Frontage map (include identification of ground floor retail/shopfront) *(See Section F: Frontages)*	●	REQ	REQ
o Phasing map (include phasing of open space and street improvements)	●	REQ	REQ
o Proposed first phase development program	●	REQ	REQ
o Proposed later phase(s) development program	●	REQ	REQ
Illustrative Imagery			
3D SketchUp model showing massing of project buildings and context (no architectural design and materials specified, only roof types, step backs, ground level frontages and balconies)	●	REQ	REQ
Illustrative birds-eye rendering(s) (minimum detail: as specified above)	●	REQ	REQ
Illustration(s) of street level experience	●	REQ	REQ
Plan details of key areas	●	●	●
Site sections / elevational views (include first phase architecture)	●	REQ	REQ
Mobility & Parking Plan (MaPP)			
See Appendix A: Mobility and Parking Plan Requirements *At the discretion of staff, a letter summarizing approaches and commitments may be satisfactory for concept approval.	●	REQ*	REQ
Other Requirements			
Master plan for community green	●	TBD	TBD
Topographic contours at five-foot intervals		TBD	TBD
Stormwater plan *(see note 3)*		TBD	TBD
District energy plan *(See Section E: Energy, Water and Waste)*		TBD	TBD
Memo: Later phase approach to architectural design and materials of buildings	●	REQ	REQ
Utility Plan		●	REQ
Impact on critical views and vistas		●	REQ
Palette of streetscape elements		●	REQ

Appendix C: MX Master Plan Process



Appendix D: City of Saint Paul – Standard Review Processes

PROPERTY SUBDIVISION AND PLATTING – City of Saint Paul

Subdivision of property is reviewed and approved by the City of Saint Paul, per the following steps.

Step 1: Pre-Application Sketch Plan - Optional

Request. A subdivider may request a pre-application conference with the City of Saint Paul office of planning administration for the purpose of determining if the proposed plat complies with City of Saint Paul requirements. Pre-application does not constitute formal application for a subdivision plat.

Subdividers may submit the following to the planning administrator for the purposes of pre-application:

1. A site location map showing the relationship of the proposed subdivision to existing community facilities; including, but not be limited to: major streets, schools, commercial centers, and other significant developments.

2. A sketch plan of the proposed subdivision including:
   a) Tract boundaries.
   b) North point and scale.
   c) Streets within and adjacent to the tract.
   d) Significant topographical and physical features.
   e) General street design within the subdivision.
   f) General lot size and orientation within the subdivision.

3. A general statement of proposed development of the subdivision.

Step 2: Preliminary Plat

Preliminary Plat - Application requirements.

The preliminary plat shall be drawn at a minimum scale of 1" = 100' and shall contain or have attached the following information. The plat shall be prepared by a registered surveyor.

1. Identification and description:
   a) Proposed name of subdivision.
   b) A written description of the location by section, town, range, plat, registered land survey or by other legal description.
   c) Graphic scale.
   d) North point.
   e) Date of preparation.

2. Existing conditions:
   a) Boundary line of the parcel.
   b) Present zoning classification.
   c) Total area.
   d) Within the parcel and to a distance of one hundred (100) feet beyond the boundary the following: all existing or previously platted streets, alleys or other public ways, showing the type and condition of

any improvements; easements, utility rights-of-way, parks or other public facilities; permanent buildings or structures; section and municipal lines.

e) Boundary lines and ownership of abutting land within one hundred (100) feet of the parcel.
f) Ground vertical contour intervals of the parcel expressed in city datum at intervals of at least two (2) feet; slopes of twelve (12) percent or greater.
g) Power transmission poles and lines and other significant features.

3. Subdivision design:
   a) Location, width, length and name of proposed streets.
   b) Location and widths of proposed alleys, pedestrian ways and utility easements.
   c) Centerline gradients of proposed streets and alleys.
   d) Layout, numbers and preliminary dimensions of lots and blocks.
   e) Minimum front and side street building setback lines.
   f) Size and location of areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use.
   g) Location of required street trees.

4. Other information:
   a) Statement of the proposed use lots, including residential building types and number of dwelling units and types of business or industrial use.
   b) Proposed protective covenants or homeowners' association rules.
   c) Provisions for sewage disposal, drainage and flood control.
   d) Proposed zoning plan for the area, including dimensions, if any zoning changes are contemplated.

Preliminary Plat - Procedures.

1. Applications for formal approval of a subdivision shall be submitted to the City of Saint Paul planning administrator. Applications shall include the required fee, ten (10) copies of the proposed subdivision plat plan, and evidence of ownership of the property to be subdivided.
2. The planning administrator and other staff shall review the proposed subdivision and notify the applicant of any required modifications requested. The proposed subdivision must complies with city subdivision regulations, the comprehensive plan and official maps, if any.
3. Within forty-five (45) days of application filing, the planning administrator shall forward it to the Saint Paul City Council with recommendations for modification, approval or disapproval.
4. A public hearing shall be had before the city council as soon as practicable after receipt of the recommendations.
5. The city council shall approve or disapprove by resolution the preliminary plat application within one hundred twenty (120) days following the date of application filing, unless an extension of the review period is agreed to by the applicant.
6. Approval shall not constitute acceptance of the subdivision by the city, but approves the preliminary plat design as a guide for preparation of the final subdivision plat.
7. For a period of one (1) year following preliminary approval, unless the city and the subdivider agree otherwise, no change in the comprehensive plan or other official controls shall affect the use, density, lot sizes, lots, layout, dedication or platting required or permitted by the approved application.

Step 3: Final Plat

Final plat - Application requirements and approval.

Application for approval. Within one year following approval of the preliminary plat, the subdivider shall apply for approval of the final plat. The final plat shall contain all modifications as they may have been recommended during preliminary plat review as well as the survey, content of plats, and boundary data.

Final plat—Procedures.

1. Applications for formal approval of the final subdivision plat shall be submitted to the planning administrator together with the required fee and ten copies of the final plat.
2. The planning administrator and other city staff shall review the proposed subdivision and notify the applicant of any required modifications requested. The proposed subdivision must complies with city subdivision regulations, the comprehensive plan and official maps, if any, and conditions and requirements stipulated in the preliminary approval.
3. Within thirty (30) days of application filing, the planning administrator shall forward it to the city council together with recommendations for approval or disapproval.
4. The city council shall approve or disapprove by resolution the application within sixty (60) days following the application filing date unless an extension of the review period is agreed to by the applicant.
5. For a period of two (2) years following final approval, unless the city and the subdivider agree otherwise, no change in the comprehensive plan or official control shall affect the use, density, lot sizes, lot layout, dedication or platting required or permitted by the approved application.

Option to Combine Subdivision Review Steps 2 and 3 (Preliminary and Final Plats)

A subdivider may choose to combine the preliminary and final approvals of a subdivision. In such cases, the following procedure shall apply:

1. Application for the preliminary plat shall be submitted together with the required fee, ten (10) copies of the proposed subdivision
2. The planning administrator and other city staff shall review the proposed subdivision and notify the applicant of any required modifications requested. The proposed subdivision must complies with city subdivision regulations, the comprehensive plan and official maps, if any.
3. Within thirty (30) days of preliminary plat filing, the planning administrator shall notify the applicant that the preliminary plat has been approved or denied. If all city departments approve the preliminary plat, the subdivider shall submit the final plat for approval.
4. Within thirty (30) days of application filing for final plat approval, the planning administrator shall forward it to the city council together with recommendations for approval or disapproval.
5. A public hearing shall be had before the city council as soon as practicable after receipt of the recommendations. The Saint Paul City Council shall either approve or disapprove the application within one hundred twenty (120) days following the application filing date unless an extension of the review period is agreed to by the applicant.

SITE PLAN REVIEW – City of Saint Paul

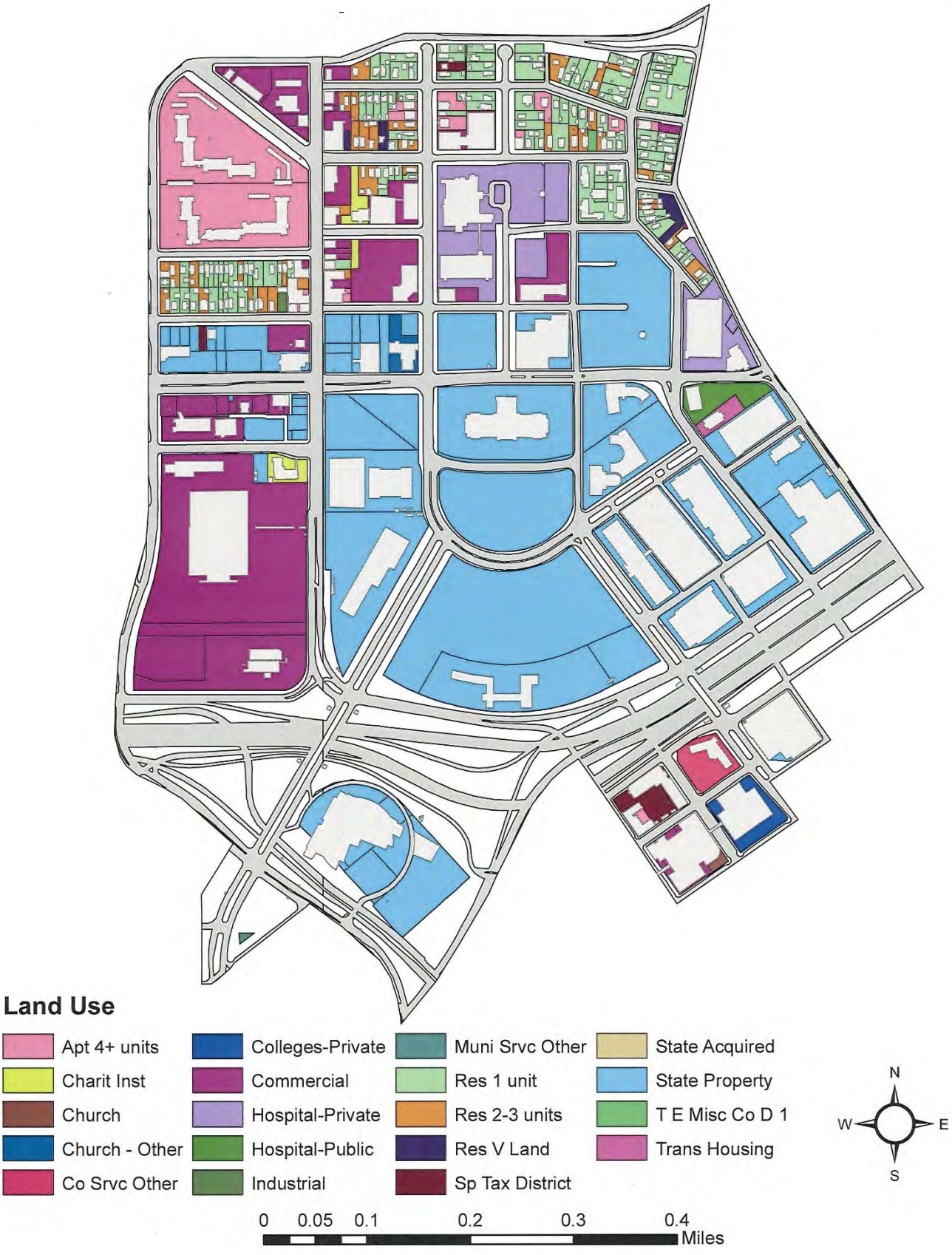
A site plan shall be submitted to and approved by the City of Saint Paul zoning administrator before building permits are issued for new buildings or building expansions. Building permit applications for new buildings or building expansions shall be accompanied by a site plan and building elevations drawn to scale and showing the following:

1. The actual shape, location and dimensions of the zoning lot.
2. The shape, size and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the zoning lot.
3. The existing and intended use of the zoning lot and of all such structures upon it, including, for residential uses, the number of dwelling units the building is intended to accommodate.
4. Such other information concerning the zoning lot or adjoining lots as may be determined by the zoning administrator as essential for determining whether the provisions of this code are being observed.

Additional information about City of Saint Paul Site Plan review and application requirements are available from the City of Saint Paul Department of Safety and Inspections.

Appendix E: Land Use in the Capitol Area

(updated 2018 by City of Saint Paul)



Appendix F: Step-By-Step Process for Permitting of Individual Parcels in the Capitol Area

CAAPB Zoning Permits and City Building Permits

Development reviews are required for each parcel as it moves from the plan phase to the development phase for infrastructure or buildings. In this phase, development review begins with the CAAPB and then proceeds to the City of St. Paul Department of Safety and Inspections (DSI) and other regulatory entities as relevant. This process is outlined in the *Rules Governing Zoning and Design for the Minnesota State Capitol Area*.

To Obtain CAAPB **Zoning permit** for Individual Parcels:

1. **CAAPB Zoning Application Submitted and Determined Complete.**
2. CAAPB Zoning Administrator determines if Site Plan Review by City of St. Paul is required*. If yes, proceed to next steps. If no, proceed to CITY **Building Permit** process (below).
3. CAAPB Zoning Administrator may refer item for a **DSI/CAAPB *joint preliminary project review meeting*.** CAAPB Zoning permit applicant schedules a *preliminary project review meeting* with DSI Site Plan Review and Building Plan Review staff.
4. **Joint** (**DSI/CAAPB) Preliminary Project Review Meeting(s) at DSI.** *(Optional, but nearly always recommended; this joint meeting can occasionally be moved to a later step, based on the size and extent of the project development).*
5. **CAAPB Approval.** Applicants obtain zoning and design approval from CAAPB.

   Note: Site Plan Review can be scheduled ahead of final CAAPB approval if applicant submits a memo to DSI demonstrating that CAAPB zoning approval is likely through:

   a) **Zoning Permit** from CAAPB, or;

   b) **Letter of Approval** from CAAPB Zoning Administrator.
6. **Other CAAPB referral.** DSI **Site Plan Review Meeting.**
7. Applicants obtain DSI **Conditional Site Plan Approval**.**
8. Applicants obtain DSI **Final Site Plan Approval**.**

* To determine if Site Plan Review is required by the City of St. Paul, contact the Department of Safety and Inspections (DSI). *Also see https://www.stpaul.gov/departments/safety-inspections/site-plan-review*.

** NOTE INCLUDED BY DSI WITH BOTH CONDITIONAL AND FINAL SITE PLAN APPROVAL: *"Notice: Before City of Saint Paul building permits are granted in any zoning district of the Capitol Area, compliance with Rules Governing Zoning and Design for the Minnesota State Capitol Area is required. At time of building permit reviews, projects will be sent for review and approval by CAAPB Zoning Administrator. For more information, call CAAPB Zoning and Design Review help-line at 651-757-1501, or check www.mn.gov/caapb."*

To Obtain CITY **Building Permit** for Individual Parcels:

1. Applicants seek **Building Permit(s)** at DSI.
2. Upon receipt of building permit application from applicant, DSI representative will send application to CAAPB for review for zoning compliance, as per normal.
3. CAAPB reviews the building permit application and indicates approval to DSI, or, in cases where Zoning Permits were required by CAAPB, issues formal **Certificate of Design Compliance.**
4. DSI reviews **Building Permit** application and if it meets requirements, approves Building Permit.