Capitol Area Architectural and Planning Board

204 Administration Building
50 Sherburne Avenue
Saint Paul, Minnesota 55155
Zoning Help-Line: 651.757.1501
www.mn.gov/CAAPB
TTY: 800.627.3529

DRAFT

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APPLICATION for PERMITS and APPROVALS

Follow these permitting steps before you temporarily or permanently modify, construct, tear down, improve, rebuild, move or remove any feature of any site or building in the Capitol Area of Saint Paul:

STEPS TO TAKE

STEP 1: PRE-APPLICATION HELP - *Optional*
For questions and guidance regarding this form, its requirements, or for information about the permitting process, contact the Zoning Administrator by mail, email, visiting or by calling the help-line above.

STEP 2: APPLY for PERMIT from CAAPB
Submit this completed application to the Capitol Area Architectural and Planning Board with notarized signature. This begins the process of working with the CAAPB's Zoning Administrator to comply with procedures and standards set forth in the *Rules for Zoning and Design in the Minnesota State Capitol Area (2009)*. *(See CAAPB PERMIT APPLICATION PROCEDURES to the right..)*

STEP 3: OBTAIN NECESSARY PERMIT and LICENSING from CITY OF SAINT PAUL
After obtaining a CAAPB Permit or Approval, it is always necessary to acquire a Building Permit (or other licensing) from the City of Saint Paul Department of Safety and Inspections (DSI) Public Service Counter, 651-266-8989. Online forms: www.stpaul.gov/departments/safety-inspections/

STEP 4: OBTAIN CERTIFICATE OF DESIGN COMPLIANCE from CAAPB
Obtain a Certificate of Design Compliance from CAAPB Zoning Administrator. This is easy to obtain from CAAPB and verifies that the project approved by the City (for Building Permit) still conforms with what CAAPB approved in Step 2.

CAAPB PERMIT APPLICATION PROCEDURES

"**Subpart 1. Submittal of application.** Applications for the permits and certificates listed in parts 2400.3135 to 2400.3160 must be submitted to the Zoning Administrator. The Zoning Administrator must determine whether all the information required by parts 2400.3135 through 2400.3160 has been provided. The Zoning Administrator must notify the applicant in writing within ten days of receipt of the application if the application is incomplete and state what information is missing.

Subpart. 2. Timing. Once the application is complete, the application must be approved or denied within 60 days of the zoning administrator's receipt of the complete application, except as described in items A to C. **A**. If the zoning administrator extends the consideration period, the zoning administrator must provide written notice to the applicant that the time is being extended, the anticipated length of the extension, and the reasons for the extension. The extension may not exceed 60 days unless approved by the applicant. **B**. If the application is for a certificate of design compliance under part 2400.3140, the time limit is automatically extended by 60 days to provide additional time to study the effect of the proposal on the beauty, dignity, and architectural integrity of the Capitol Area. **C.** If the application is for a variance under part 2400.3160, the time limit is automatically extended by 60 days to provide additional time to solicit the necessary public input on the proposal.

Subpart. 3. Approval or denial. Applications must be approved if they meet the requirements of this chapter. If the application is denied, reasons for the denial must be stated in writing as required by Minnesota Statutes, section 15.99.

Subpart. 4. Expiration of permit. A zoning permit or certificate of design compliance expires one year from the date of issuance, unless a building permitted for erection or alteration is started and is proceeding with the terms of its permit or certificate."

Part 1. Type of Permit Needed

Type of Permit Needed:
(Check One.)

- [X] **Zoning Permit** - includes related ***Conditional Use Permits*** and ***Variances***
- [ ] **Sign Permit** - includes related ***Conditional Use Permits*** and ***Variances***
- [X] **Approval for Demolition** - *requires this application and staff review*

Temporary or Permanent?
(Check One.)

- [ ] *My project is temporary (in place for a time-limited period), and will not result in permanent modifications. (Proceed to Part 1a.)*
- [X] *My project will result in permanent improvement(s). (Skip Part 1a.)*

Part 1a. Temporary Use Permits

Time Period. *

Start of Project/Event Set Up or Construction:

Date: / / Time:

Project/Event Dates:

/ / - / /

End of Project/Event Take Down:

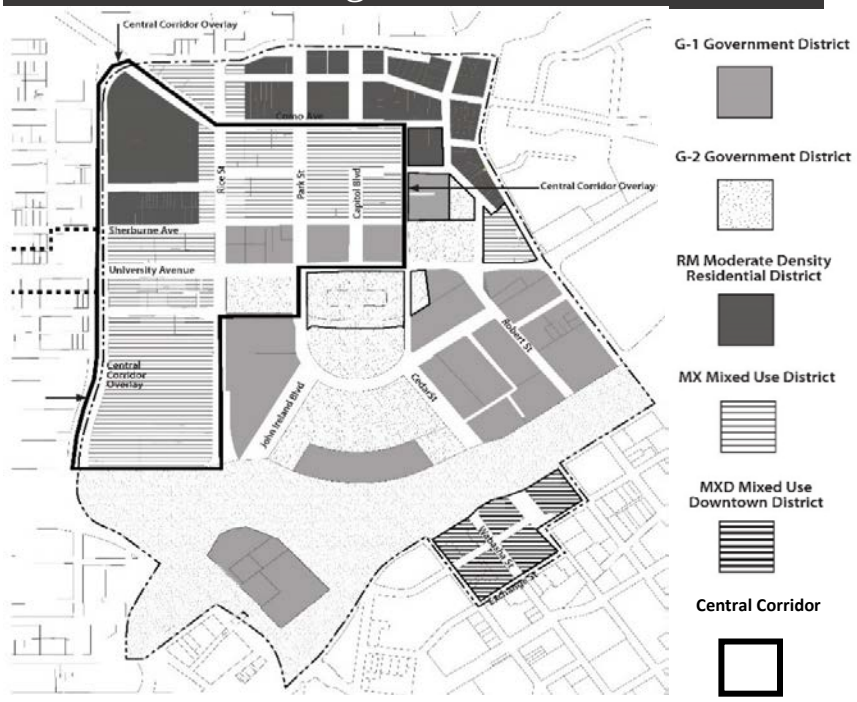
Date: / / Time:

☐ **I am applying on behalf of a temporary event or project on land owned by State of Minnesota.** If yes, then a PERMIT FOR USE OF CAPITOL COMPLEX FACILITIES FOR PUBLIC EVENTS from the State of Minnesota Facilities Management must be attached.

☐ **I am applying on behalf of a temporary event or project in an area *not* owned by the State of Minnesota*.** If checked, then a memo with the following information is required with this application: a) name of event; b) purpose of event or project; c) sponsoring organization (with contact info); d) if not drawn*, area or site needed for event or project; e) anticipated attendance and time periods of that attendance; f) if not drawn*, description of all temporary materials and structures (such as but not limited to equipment, art installations, tents, signs, shelters, event features, stages, etc.), and; g) quantitative description of provisions for health, public safety, and sanitary facilities.

(= Consult CAAPB Zoning Administrator for any clarity needed - and for instructions on Section V, Drawings Required.)*

Part 2. Zoning District *(mark if known)*



Base Zoning District of Property. * *(mark one)*

- [X] G-1 Government District
- [ ] G-2 Government District
- [ ] RM Moderate Density Residential District
- [ ] MX Mixed Use District
- [ ] MXD Mixed Use Downtown District

Central Corridor Overlay (CCO) District. *

- [X] Yes, the property is *also* subject to CCO's rules.

Part 3. By-Right Permits vs. Conditional Use Permits and Variances*

If a project is designed 'by the book' it can be approved by CAAPB Zoning Administrator without going before the Board for a vote. These are known as 'By-Right' projects. Some proposals automatically require "Conditional" permitting, where the Zoning Administrator requires approval vote by CAAPB Board. Sometimes a proposed change is not permitted by rule, it cannot be approved as a Conditional permit, and requires a formal Variance* (exception to the rules) in order to be approved. In the case of a Variance, formal community notice to property owners nearby is required, and the comment period delays any approval by the CAAPB Board. (Tables of Permitted vs Not Permitted vs Conditional land uses and sign configurations (by zoning district) are found in the Zoning and Design Rules for the Minnesota State Capitol Area (mn.gov/caapb).) Check one of the below, to the best of your knowledge. Its OK if you are uncertain at the time of application. The Zoning Adminstrator will review your application and formally determine which apply*:

- ☐ I believe my project likely includes entirely allowed or **by-right** elements (requiring no Conditional Use Permits or Variances).
- [X] I believe my project likely includes one or more elements that require **Conditional Use Permit(s)** or other elements that will require a Board vote.
- [X] I believe my project includes one or more elements or characteristics that is (are) not permitted in my zoning district and my permit will be approved through a formal **Variance*** process that includes a public comment period and a Board vote.
- ☐ I am uncertain.

Understanding of Variance Form V

Initialling here > **JM** *(required)* means, as the Applicant, that I understand; a) this application cannot formally be deemed 'Complete' by the Zoning Administrator until all necessary Variance requests are submitted via *Form V;* b) one *Form V* per Variance is required; c) Form V's can be submitted anytime before or after submittal of this application, and; d) the CAAPB Zoning Administrator typically determines, confirms and then formally informs the Applicant of the necessity of any and all Variance(s) after submittal of permit application packages.

Part 4. Drawings Typically Requested *(Please circle or mark those attached.)*

Below is a list of drawings required in the submittal package. One hardcopy of the following drawings are required along with the signed application. It is requested that all drawings should be scaled, dimensioned and labeled to professional standards. Zoning Administrator may ask for improvements or clarifications to drawings or may request additional drawings in order for an application to be judged complete. Appeals as to the Zoning Administrator's judgement as to the quality or completeness of drawings can be made directly to the CAAPB Executive Secretary.

	Zoning *(Typical Project Types)*				Signs
	New Buildings & Major Additions	**Minor Expansions**	**Building Reuse or Renovations**	**Site Improvements or Demolitions**	**New or Upgraded Signage**
	New buildings; major additions (Projects expanding foundation of existing building more than ~25%)	Minor additions (projects expanding foundation of existing building(s) less than ~25%).	All improvements to existing structures and property with no expansion of building footprint.	Site renovations; new site uses; and site improvements with no changes to existing buildings.	New signs; changes to existing signage (includes windows).
Survey of Existing Property and Site Features When required or requested (see right), should include Legal Description and at minimum, show existing site information property lines, utilities, easements, grading, landscaping, paved areas and structures.	✓ **required with application**	desired but not required with initial application, may be requested if proposing changes to storm-water drainage patterns, site vehicular access or parking	not required with application but may be requested upon review of application	✓ **required with application** unless waived by Zoning Administrator	not required
Site Landscape Plan(s) When required or requested (see right), should show all proposed improvements such as changes to grading, exterior lighting, plantings, walks, drives, structures, etc.	✓ **required with application**	✓ **required with application**	not required with application but may be requested upon review of application	✓ **required with application**	not required unless applicable to approvals
Floor Plans	✓ **required w/application** for all new (or modified) levels (plans for other floors are often requested if not included)	✓ **required w/application for all new or modified levels** (all floors are often requested if not included)	not required but may be requested upon review of application	not required unless applicable to approvals	not required
Sections (Cross-Sectional Elevations)	✓ **required,** must at least show proposed frontages (buildings' relationship to street); other sections sometimes requested	✓ **required**	not required but may be requested upon review of application	not required but site sections may be requested if needed to show critical issues such as visual impacts/sight lines	not required
Typical Wall Section Should show typical sample of proposed construction and exterior materials on all new or modified floors from foundation through roof.	✓ **required with application**	not required but desired, sometimes requested	not required but desired, sometimes requested	not required but may be requested for new retaining walls or other new site features	not required but desired (showing sign construction), sometimes requested
Elevations When required or requested (see right), these drawing(s) should adequately show proposed design (existing and/or proposed architectural character) of all new structures, identifying all proposed exterior materials.	✓ **required with application** showing all existing walls and proposed (new or modified) exterior walls	✓ **required with application** showing all existing walls and proposed (new or modified) exterior walls	✓ **required with application** showing all existing walls and proposed (new or modified) exterior walls	not required - but may be requested upon review of application	✓ **required w/ application** show dimensioned signage in full color in place on building or site
3D Rendering(s) or 3D Computer Model* Should show design/character/scale of project and its relationship to surrounding context. (*SketchUp compatible or w/viewer provided)	✓ **required with application** (may be waived by Zoning Admin. in certain circumstances)	not required but desired, sometimes requested	not required but desired, sometimes requested	not required but desired, sometimes requested	not required but desired, sometimes requested

Part 5. Property Information

*Street Address(es) of Site or Property in Capitol Area Subject to Permit.**

FORD BUILDING -- 117 UNIVERSITY AVENUE W., SAINT PAUL, MN 55103

*Owner of Site or Property.**

Name* **STATE OF MINNESOTA** Length of Ownership **ACQUIRED 1952**

Email* **WAYNE.WASLASKI@STATE.MN.US** Phone* **(651) 201-2548**

Full Mailing Address of Property Owner* **309 ADMINISTRATION BUILDING**

50 SHERBURNE AVE., SAINT PAUL, MN 55155

Applicant. (This information is required if not same as Owner)

Name* **WOLD ARCHITECTS & ENGINEERS** Applicant's Role on Project* **ARCHITECT**

Email* **JMCNAMARA@WOLDAE.COM, JMEDEIROS@WOLDAE.COM** Phone* **(651) 227-7773**

Full Mailing Address of Applicant* **332 MINNESOTA ST., SUITE W2000**

SAINT PAUL, MN 55101

* = *Required Information. All other information will be completed collaboratively with Zoning Administrator if applicable.*

Part 6. Notarized* Signature of Applicant

NOTICE: The filing of this application does not exempt the applicant from any requirements of the City of Saint Paul for the filing of applications to the city for building permits or certificates of occupancy. Such applications must be filed according to city procedures with the appropriate city office.

The undersigned hereby makes application for the permit indicated above to do building work as herein specified, and the applicant agrees to do all work in strict accordance with all ordinances of the Capitol Area Architectural and Planning Board of the State of Minnesota.

STATE OF MINNESOTA)
: SS
COUNTY OF RAMSEY)

I **JORDAN MEDEIROS**, hereby swear that I have read the above application and that to the best of my knowledge the contents are true.

Subscribed and sworn to before me this
19 day of Jun, 20 23

exp 1/31/2028

JOY ESTHER CARLSON
Notary Public-Minnesota
My Commission Expires Jan. 31, 2028

*Note: Notary services may be available on site at CAAPB (in Administration Building). Please call ahead.

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Form V. Variance Application

For each variance request in an application for permit, CAAPB requires that Applicants submit this form which conforms to instructions in 2400.3160 Variances in The Zoning and Design Rules for the Minnesota State Capitol Area ("the Rules") (available at CAAPB office or as PDF file ound at www.mn.gov/caapb).

"Subpart 1. Variance application. An application for a variance from the requirements of The Zoning and Design Rules for the Minnesota State Capitol Area, 2009* must be submitted to the zoning administrator and contain: A. a statement setting forth the precise nature and extent of the proposed variance and the reasons the variance is being requested; B. supporting documentation necessary to provide a complete description of the proposal including site plan, architectural plans and drawings, topographical information, and project cost data; and C. a detailed statement addressing each of the applicable variance criteria contained in the Rules and the reasons the variance request conforms to those criteria."

*Street Address(es) of Site or Property in Capitol Area Subject to Permit.**

FORD BUILDING -- 117 UNIVERSITY AVENUE W., SAINT PAUL, MN 55103

*Applicant.**

Name* **WOLD ARCHITECTS & ENGINEERS** Owner? If no, state relationship: **ARCHITECT**

Email* **JMCNAMARA@WOLDAE.COM, JMEDEIROS@WOLDAE.COM** Phone* **(651) 227-7773**

Full Mailing Address of Property Owner* **309 ADMINISTRATION BUILDING**

50 SHERBURNE AVE., SAINT PAUL, MN 55155

V.1-A Statement Describing the Variance Requested

Please provide a statement (below or attached) decribing the precise nature and extent of the proposed variance and the reasons the variance is being requested. Please identify the specific zoning or design rule (provide rule number if possible*) for which a Variance is requested. Please describe the new/proposed element or condition that will be allowed by the Variance. Specify exact dimensions when possible.

SEE ATTACHED MEMO FOR STATEMENTS.

V.1-B Drawings & Documentation

Drawings and Documentation (Check One):

[X] **Already on File.** All drawings are on file with CAAPB, as this Variance request relates to submitted permit application now in review by CAAPB Zoning Administrator. *(Note to Applicant: Zoning Amdinistrator may request additional documentation or cost data.)*

[ ] **Attached with this Form.** This Variance request is being submitted ahead (or independent) of a CAAPB permit application. *(Note to Applicant: The Zoning Administrator may notify you with a request for additional "...documentation necessary to provide a complete description of the proposal including site plan, architectural plans and drawings, topographical information, and project cost data; ...")*

[ ] **Yet To Be Submitted.** This Variance request is being submitted ahead (or independent) of a CAAPB permit application. *(Note to Applicant: The Zoning Administrator will notify you with a request for "...documentation necessary to provide a complete description of the proposal including site plan, architectural plans and drawings, topographical information, and project cost data; ...")*

V.2 Variance Process

Subp. 2. Disposition of variance requests. The board shall grant or deny a variance request pursuant to the procedures in items A to E and the standards in subpart 3 (See V.3 Arguments for Variance. I**nitialing items A-E below confirms that you have read and understand each of the following:**

JM A. Upon receipt of a variance request, or the determination by the zoning administrator that a variance is needed, the zoning administrator must send written notice to all persons who have registered their names with the board for the purpose of being notified of rulemaking proceedings or variance requests and to all parties who may be affected by the decision. The notice must be sent to all owners and possessors of record of property within 350 feet of the property. The notice must contain a brief description of the variance request, a statement that any person wishing to comment on the request may do so in writing, and a statement that the board will not act on the variance request until interested persons have been afforded at least 30 calendar days after the issuance of the notice to submit their comments.

JM B. If, after receiving the variance request, the board determines that additional information is needed, it may direct the person seeking the variance to submit additional data regarding the variance request to the board or the zoning administrator, or appear before the board or the zoning administrator to provide additional information.

JM C. To facilitate full consideration of a variance request the board may, in its discretion, request that the person seeking the variance and other persons who have submitted written comments regarding the variance appear before the board to make arguments to the board. The board must provide persons requested to appear notice of the request at least seven days before the board meeting at which the variance request is to be considered. This procedure does not constitute a contested case as defined in Minnesota Statutes, section 14.02, subdivision 3.

JM D. If a person requesting a variance fails to follow the variance procedures specified in this part, the variance shall be denied.

JM E. Within 30 days after its action on the request, the board must set forth in writing and submit to the person requesting the variance and other persons who have submitted written comments the reasons why it has granted or denied the variance request.

V.3 Arguments for Variance

(Covers Variance to any Rule except for Design Standards (See V.4 next pg) and Sign Rules (See V.5 next page)

"**Subp. 3. Standards for review of variance requests.** The board may grant a variance to the application of any of its rules, except for its design standards and sign rules, only if it determines that **all of the following criteria have been met (...and the CAAPB Board Members vote in favor of the Variance request)**. Please provide explanations as to how the proposed Variance meet these criteria:..."

"A. the property in question cannot be put to a reasonable use under the strict application of the rules; ..."

SEE ATTACHED MEMO FOR STATEMENTS.

"B. the plight of the landowner is due to circumstances unique to the property, and the circumstances were not created by the landowner; ..."

"C. the proposed variance is in keeping with the spirit and intent of... *[The Zoning and Design Rules for the Minnesota State Capitol Area, 2009]*... and is consistent with the health, safety, comfort, morals, and welfare of the inhabitants of the Capitol area and the city of St. Paul;..."

"D. the proposed variance does not impair an adequate supply of light and air to adjacent property, nor does it alter the essential character of the surrounding area or unreasonably diminish established property values within the surrounding area; …"

E. the variance request, if granted, does not permit any use that is not permitted under the Rules for the property in the district where the affected land is located, nor does it alter or change the zoning district classification of the property;

F. the request for variance is not based solely on the desire to increase the value or income potential of the land parcel.

V.4 Arguments for Variance to Design Standards

(Also requires completion of V.3, items B-F)

Subp. 4. Variances to design standards. The board may grant a variance to the application of the design standards in the Rules only if it determines that:

A. strict application of the design rules would prevent implementation of a design that, in terms of meeting the intent of the Rules, is equal to or superior to the design alternatives authorized by the Rules;

SEE ATTACHED MEMO FOR STATEMENTS.

B. the criteria in subpart 3 (See V-3 above), items B to F, have been met.

V.5 Arguments for Variance to Sign Rules

(Also requires completion of V.3, items B-F)

Subp. 5. Variances to sign rules. The board may grant a variance to application of its sign rules *(Specifically: Sign Regulations 2400.2900-2940 (pages 63- 69)* only if it determines that:

A. unusual conditions exist with respect to a specific building or lot that require the installation of a unique sign;

B. the granting of the variance does not result in the installation of a sign in a zoning district in which such a sign is not permitted by the Rules;

C. the criteria in subpart 3 (See V-3 above), items B to F, have been met.

V.6 Notarized* Signature of Applicant

NOTICE: The filing of this application does not exempt the applicant from any requirements of the City of Saint Paul for the filing of applications to the city for building permits or certificates of occupancy. Such applications must be filed according to city procedures with the appropriate city office.

The undersigned hereby makes applicatiojn for the permit indicated above to do building work as herein specified, and the applicant agrees to do all work in strict accordance with all ordinances of the Capitol Area Architectural and Planning Board of the State of Minnesota.

STATE OF MINNESOTA)
: SS
COUNTY OF RAMSEY)

I **JORDAN MEDEIROS**, hereby swear that I have read the above application and that to the best of my knowledge the contents are true.

Subscribed and sworn to before me this
19 day of June, 2023
exp 1/31/2028

JOY ESTHER CARLSON
Notary Public-Minnesota
My Commission Expires Jan. 31, 2028

**Note: Notary services may be available on site at CAAPB (in Administration Building). Please call ahead.*