

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

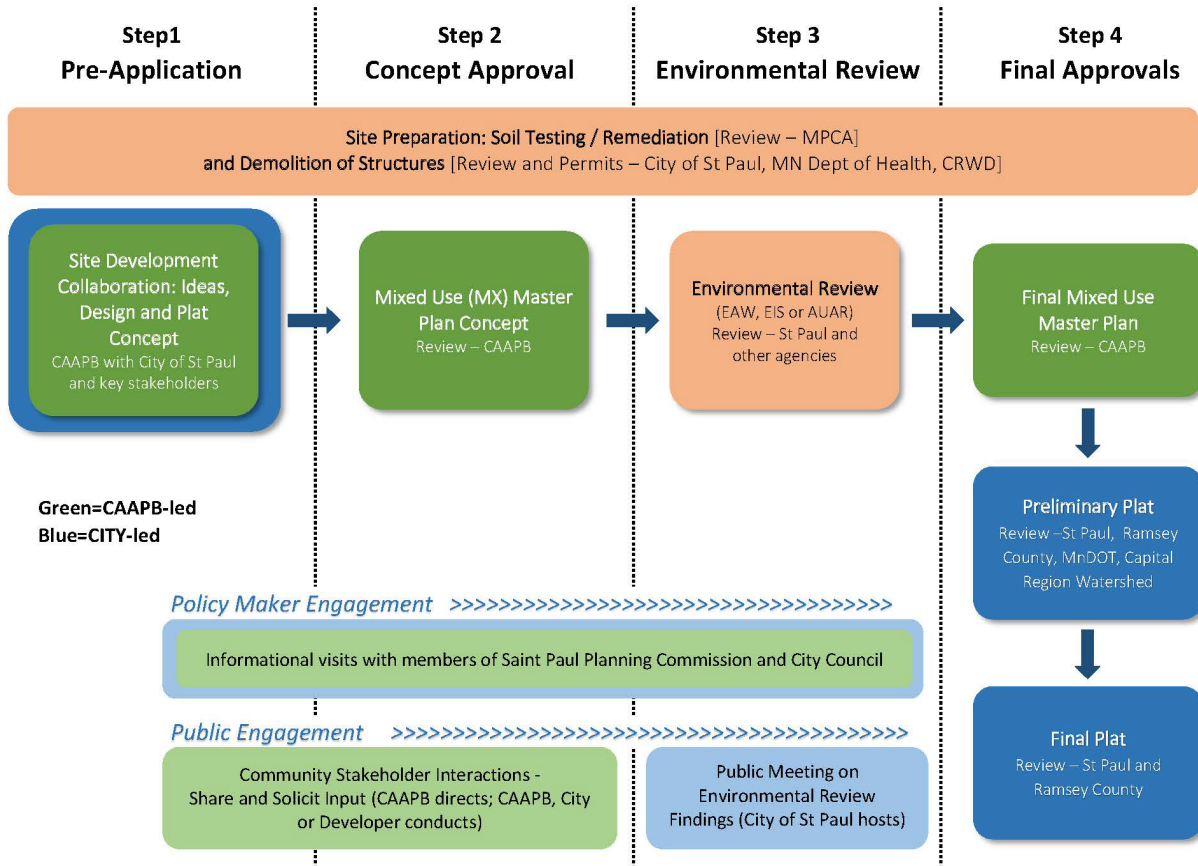
- 3A) CAAPB – After Board approval of *Concept* MX Master Plan, continue CAAPB and CITY planning and design interactions, as needed: CAAPB staff and Architectural Advisors (with City of Saint Paul, as needed), structure the process and meetings for the applicant with key staff, stakeholders and the public 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.

PREDEVELOPMENT PROCESS



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)