

APPENDIX I

**REVISED SITE PLAN SUBMITTAL
(JUNE 26, 2014)**



25 June, 2014

Mr. Gary Boyle
Director of Planning and Development
City of Oberlin, OH
85 South Main Street
Oberlin, OH 44074

Re: **Peter B. Lewis Gateway Building**
7 North Main Street, Oberlin OH
Application for Revised Site Plan Approval (for “greener” parking field area)
Application for Landscape Approval

Dear Mr. Boyle,

As a follow up to our discussion with you and Eric Norenberg, attached please find a fully detailed narrative letter response to the proposed list of conditions of site plan approval which we received at the Planning Commission’s meeting on June 18. The letter, from Neff & Associates, combines responses from Oberlin College, Smart Hotels, Neff & Associates, SCB Architects and our mechanical and electrical engineers, KJWW. Additionally, please see the revised and proposed final site plan, submitted herewith, which graphically incorporates requested changes from City staff.

For purposes of simplification and understanding we effectively broke down the list of 46 conditions into the following categories:

1. **Items that describe “standard procedure” for development and construction projects or correspond to building permit review (13 of the 46 conditions);** i.e. “. . . obtain demolition permits from the Building Division prior to any demolition . . .”.
2. **Items that have already been completed and/or submitted for staff review (18 of the 46 conditions);** i.e. “That the applicant implement the storm water management plan approved by the Public Works Department.”.
3. **Items that correspond to City requests to assess and potentially improve off-site and on-site utility and other municipal infrastructure, the scope of which is a work in process (6 of 46 conditions);** i.e. “That the applicant provide suitable pavement markings for bicycle traffic along the East College Street frontage . . .”.



4. **The last category are items to be changed or modified (9 of 46 conditions)**, these correspond to legitimate requests by the City that we understood may have appeared on a list of conditions for Planning Commission's consideration. As mentioned above, these items are detailed in narrative form in the attached letter and/or are shown on our revised plans. Simply listed, however, the modifications are:
- a. Pedestrian crosswalk – add to Willard Court between the east and west parking areas
 - b. Pedestrian crosswalk - add across East College Street at Willard Court
 - c. Concrete sidewalk – add across the bank's entrance drive
 - d. Handicap accessible ramp – add from the ADA parking space at the bank parking lot to the adjacent sidewalk
 - e. Relocate all ADA parking spaces closer to the building entrance
 - f. "15 minute only" parking signs – add at the court yard drop off circle
 - g. Signs to prohibit unattended vehicle parking – add at the "drop off" area on East College Street
 - h. Sanitary flow calculations for the building – submission requested (and, now, completed)
 - i. Public sidewalks on East College Street - design details to coordinate with opposite side of street

We appreciate the opportunity to continue to hone the details of this project and look forward to reviewing the matter further with the Planning Commission and City staff as is appropriate.

Sincerely,

Christopher Noble
Smart Hotels

Copy: Marvin Krislov, Oberlin College
Ron Watts, Oberlin College
Sandhya Subramanian, Oberlin College
Tita Reed, Oberlin College
Dan Neff, Oberlin College
Brett Boaz, SCB Architects
Eric Norenberg, City of Oberlin
Peter Crowley, City of Oberlin Planning Commission
Jon Adams, Smart Hotels
Ed Small, Smart Hotels



NEFF
& ASSOCIATES

Civil Engineers · Landscape Architects · Planners · Surveyors
Traffic Engineers · Environmental Engineers

June 25, 2014

Attn: Smart Hotels LLC
20600 Chagrin Boulevard, Suite 705
Shaker Heights, OH 44122
ATTN: Christopher Noble

Email: cnoble@smarthotelsgroup.com

From: Daniel J. Neff, Neff & Associates

RE: Gateway Project
Oberlin Planning Conditions Response
File No. 13640-007_City Conditions Response.doc

Christopher,

We have all reviewed the comments/and or conditions the Oberlin Staff would like add to the Gateway project approval. As we can see many of the items are comments about procedures that need to be followed to obtain a building permit. We have developed responses to all the items as listed below.

1. *That the applicant obtain demolition permits from the Building Division prior to any demolition of existing buildings or parts of buildings;*

This is the normal procedure for demolition and construction and is a part of the process. We will comply as requested.

2. *That the applicant submit details for termination of existing water, sanitary and storm sewer connections to the building(s) to be demolished for the review and approval of the Public Works Department, prior to the commencement of demolition activities;*

We plan to terminate all connections outside the roadway, within the right-of-way. These connections will be terminated and permanently sealed. This will be clearly shown on the final Site Demolition Plan.

3. *That the applicant obtain building permits for any new construction from the Building Division prior to the commencement of any construction activity;*

This is the normal course required, we will comply as requested.

4. *That the applicant obtain an excavation permit from the Public Works Department for all work within the public rights-of-way prior to the commencement of any construction activity;*

This is normal procedure and will be done through the building permit process.

5. *That the applicant comply with the provisions of Ordinance 903.11 "Excavations in Newly Paved Streets";*

Because sanitary sewer connections will connect to existing connections, and the originally proposed fire hydrant connection will now be made off East College Street, we do not anticipate needing to open North Main Street.

6. *That all fire apparatus access routes be designed and constructed to support imposed truck weight of at least 75,000 lbs. per the Fire Code;*

The approved apparatus route is Main and College and they both meet the requirements.

7. *That all approved and designated fire apparatus access routes be provided with markings and signage per the Fire Code and to the satisfaction of the Fire Chief;*

The Fire Chief has made it clear that the approved fire access is from Main and East College (Site Plan Application Report dated 6/13/2014, Section IV(b)(1)(b)). We have marked the curb drop off lane on East College as a fire lane and appropriate signage has been included.

8. *That all aerial fire apparatus access routes with fire hydrants thereon have a minimum unobstructed width of 26.0 ft per Fire Code;*

The approved apparatus route is Main and College and they both meet the requirements.

9. *That all fire apparatus access routes with fire hydrants thereon have a minimum width of 26.0 ft. per the Fire Code;*

See answer 8 above.

10. *That the Fire Department Connection be located on the East College Street side of the building in accordance with the requirements of the Fire Chief;*

This was shown on the prior submittal to planning dated 5/28/2014.

11. *That the Fire Department Connection be located within 50 ft. of a fire hydrant in accordance with the requirements of the Fire Chief;*

This was shown on the prior submittal to planning dated 5/28/2014.

12. *That the Fire Department Connection consist of a single free-standing 5 inch Storz-type connection in accordance with the requirements of the Fire Chief;*

A note has been added indicating the specified Fire Department Connection.

13. *That all fire hydrant locations be approved by the Fire Chief;*

Fire hydrant locations were relocated to meet comments by the Fire Chief on the 5/25/2014 Planning Submittal.

14. *That the fire test pump location and connection on the north side if the building be approved by the Fire Chief;*

The fire test pump is located on the north side of the building as indicated in Note 9 of Sheet FP2.02, which was submitted for Building Permit.

15. *That emergency radio coverage comply with the Fire Code, and be available as required by the Fire Chief;*

Documentation of testing will be provided with assistance of local authorities. It is understood that if signal strength is not sufficient, a means of signal amplification will be installed as a condition of receiving the Certificate of Occupancy.

16. *Than an accessible pedestrian crosswalk be provided on Willard Court between the east and the west parking areas, and be shown on the final site plan;*

This cross-walk has been added to the site plan as requested.

17. *That a pedestrian crosswalk be provided from the west side of Willard Court, across East College St. including fully accessible ramps on each side, and be shown on the final site plan;*

This has been added to the site plan as requested.

18. *That the applicant provide the necessary bicycle parking sites adjacent to the development as required by the Planning and Zoning Code. The location, number and type of said facilities to be reviewed and approved by the Planning and Public Works Departments and shown on the final site plan.*

Bicycle racks were shown on the site plan beginning with the Site Plan Submittal for the 2/28/2014 submittal. As shown a total of 20 bicycle parking spaces are provided with these bicycle racks. This number meets the LEED requirement based on 5% total building occupancy. We did not see a requirement for bicycle parking in the Planning and Zoning Code, but if there is a requirement we will add bicycle racks as needed to meet the requirement.

19. *That the applicant provide suitable pavement markings for bicycle traffic along the East College St. frontage of the project. Said markings to be review and approved by the Public Works Department and shown on the final site plan;*

We believe that adding a bicycle lane along East College Street is the responsibility of the Municipality.

20. *That a concrete sidewalk be provided in or adjacent to the north right-of-way of East College Street across the entrance drive to the "bank" lot in accordance with the requirements of the Public Works Department, and shown on the final site plan;*

This has been added to the plans as requested.

21. *That a handicap accessible ramp from the ADA parking space on the "bank" lot to the new sidewalk along the east side of Willard Court be shown on the final site plan;*

This has been added to the plans as requested.

22. *That handicap accessible parking spaces both in location and number comply with the ADA, and be shown on the final site plan, specifically, the number of spaces required needs to be based on the total parking demand for the facility (parking facilities with 201-300 parking spaces require 7 accessible parking spaces) and those spaces need to be located in the shortest accessible route of travel to an accessible facility entrance;*

The required 7 ADA spaces was included on the 6/13/2014 planning submittal. We have revised the layout to cluster 6 spaces adjacent to the building, removing 2 ADA spaces from the east parking lot.

23. *That the "drop off" area in the "court yard area" be posted as "15 Minute Parking Zone";*

Signage has been added to the plans as requested.

24. *That the "drop off" on East College Street be permitted on a temporary basis and used until the completion of Phase Two construction activities. The continued use of that "drop off" area will be re-evaluated by the Police Chief at that time;*

A note has been added to the site plan indicating that drop-off is to be used for Phase 1 only and will be re-evaluated by the Police Department upon completion of Phase 2 construction.

25. *That the "drop off" area on East College Street be posted to prohibit unattended vehicle parking;*

Signage has been added as requested.

26. *That all truck delivery traffic use West Lorain Street(State Route 511) to access Willard Court and the proposed loading zone, and not use East College Street;*

Willard Court is a private access drive that is not intended to accommodate truck traffic to Lorain Street. The College anticipates further restricting vehicular traffic along Willard Court, making it primarily a pedestrian access. This item was reviewed and approved with the Planning Commission approval dated 10/23/2014.

27. *That the proposed water line connection mid-block on East College Street be located near other valves in the right-of-way in accordance with the requirements of the Public Works Department;*

This correction has been made as requested.

28. *That all fire hydrant valves be located 2.5 ft from any fire hydrant in accordance with the requirements of the Public Works Department;*

This correction has been made as requested.

29. *That the applicant comply with the requirements of the Public Works Department for proper termination of existing service connections in the sanitary sewer main on North Main St., fronting the site;*

See response to Comment 2.

30. *That the applicant comply with the requirements of the Public Works Department for the repair of structural defects, identified by the applicant, in the sanitary sewer main on North Main St, fronting the site;*

We have reviewed the CCTV footage and the city comments and recommend re-lining or grouting the defects on this section of sanitary sewer, to be performed by the municipality.

31. *That the applicant locate and design sanitary sewer connections on North main Street in accordance with the requirements of the Public Works Department;*

This has been coordinated with the Public Works Department and we are utilizing existing connections for the new facility as shown on the site plan submittal for 5/09/2014.

32. *That the applicant provide flow calculations and information on the condition of receiving sanitary sewers for the review and approval of the Public Works Department;*

The required flow data has been provided to the City as requested on 6/23/2014.

33. *That the applicant provide CCTV and a survey report on the 6 inch sanitary sewer that crosses Willard Court and connects with North Pleasant Street to the Public Works Department. The survey report shall identify the location and source of all connections to this sanitary sewer. All storm water connections to the sanitary sewer must be terminated. If this is an active service and the survey report indicates structural defects and/or blockage(s), the applicant is to repair said sanitary sewer main in accordance with the requirements of the Public Works Department. If this is not an active service, the applicant is to abandon the connection to the manhole in North Pleasant Street in accordance with the requirements of the Public Works Department;*

The request to televise the sanitary sewer is a new request. We have made contact with United Survey to clean and televise this section of sanitary sewer. We will abandon sanitary connections if they are not used in accordance to the Public Works Department.

34. *That the applicant complete CCTV work and the survey report on the storm sewer receiving runoff from this project to the Public Works Department and that the applicant she cause to be corrected all structural defects and/or blockages in accordance with the requirements of the Public Works Department;*

This will be re-televised and will follow up on corrective measures.

35. *That drawling number C2.2 Erosion/Sediment Control be revised to eliminate the gap in the design of the slit fencing per the requirements the Public Works Department;*

This has been corrected as requested.

36. *That the applicant implement the storm water management plan approved by the Public Works Department;*

Full storm water management calculations and report were submitted to the City Engineers office a month ago, we understand that they are approved and await a final letter of approval.

37. *That the applicant provide suitable facilities for the collection of the refuse and recyclable materials from the site. At a minimum, such facilities must include adequate spatial allocation to place and service a 6 yard rear load refuse collection dumpster; a 2-yard load corrugated cardboard collection dumpster; and at least (4) 95 gallon carts for mixed recycling collection. All such containers shall be screened in accordance with the requirements of the Planning & Zoning Code.*

Room 117 just off the loading dock is designated for trash and recycling. In addition to this we have also created a temporary queuing area in the basement just off the service elevator (#5) for any trash being moved from the Northwest end of the building in case the elevator is already in use.

38. *That the applicant submit a complete power riser diagram from the utility pole to the main secondary switchgear located in the building electrical room. The elements of the diagram are to include specifications for primary cables and conduits, 15KV switches with fusing, main building transformer, utility metering, and system grounding for the conference center service, retail and bank service details, and existing service to Hall Auditorium for the review and approval of OMLPS;*

The requested information is shown in the electrical drawings and specifications of the full building permit set. Only new or modified elements of the system have been fully detailed. Applicable electrical drawings from the building permit set have been included with this Planning submittal.

39. *That the applicant submit a plan view showing the complete geographic path of all major electrical service elements such as utility pole location, roadway, conduit crossing, electrical vaults reused or eliminated, existing duct bank path reused or replaced, new duct bank section views, pull boxes 15 KV switch locations, and transformer locations for the review and approval of OMLPS;*

See Response 38 above.

40. *That the applicant submit a street lighting plan for the north side of East College Street illustrating the location, height and design of all poles, and light fixture details for the review and approval of OMLPS;*

The details and plans were presented to planning at the 6/18/2014 meeting, identifying all the site and street lighting.

41. *That all on-site lighting be designed to prevent glare on abutting streets and nearby properties in accordance with the requirements of the Zoning Code;*

Lighting photometric plans were provided with the 6/13/2014 planning submittal showing the required light levels.

42. *That the applicant submit details concerning the future design of public sidewalks adjacent to the site for the review and approval of the City Administration, said details to be included in the final site plan.*

The Landscaping plan has been revised to match City requirements along North Main and East College Streets with this planning submittal.

43. *That the applicant give consideration to the future use of the East College Street right-of-way adjacent to the site as a result of elimination of on-street parking spaces and submit any plan(s) for that area for review and approval of the City;*

There is no other consideration at this time.

44. *That the applicant submit a "revised" final site plan submittal reflecting the requirements of the City Departments and the Planning Commission and that no demolition or construction activities shall commence until said final site plan reflecting said requirements had been reviewed and approved;*

This is the normal process which we are aware of and fully understand.

45. *That the applicant submit details related to construction phasing and time-lines, the location of staging areas for construction equipment and materials, contractor and construction parking areas, etc. for the review and approval of the City; and*

The plans submitted for building and demolition reflect project phasing. The project contractor will provide the anticipated staging areas prior to construction activities.

46. *That the applicant enter into a Development Agreement with the City of Oberlin for the construction of all public improvements related to the Development. Said Development Agreement shall specifically reference the "revised" final site plan reflecting the requirements of City Departments and the Planning Commission as described above.*

We will comply with this requirement.

Should you have any questions regarding this matter please do not hesitate to contact the office.

Very truly yours,

Daniel J. Neff, P.E.
President

