# APPENDIX II

## DESIGN REVIEW SUBCOMMITTEE RECOMMENDATION (JUNE 18, 2014)

June 19, 2014

Mr. Daniel Neff, P.E.
Neff and Associates
6405 York Rd.
Parma Heights, OH 44130

Re: ***Application for Site Plan Approval***
***Landscape Plan***
***Gateway Hotel***
***Oberlin College***
***7 North Main Street***
***City of Oberlin, Ohio***

Dear Mr. Neff:

This letter will confirm that the Design Review Subcommittee considered the above-referenced application and landscape plan for the same at its meeting on June 18, 2014. The site landscape plan and plant selections were reviewed and determined to be acceptable by the Subcommittee. The Subcommittee then moved to recommend to the Oberlin Planning Commission that the site landscape plan be approved as submitted.

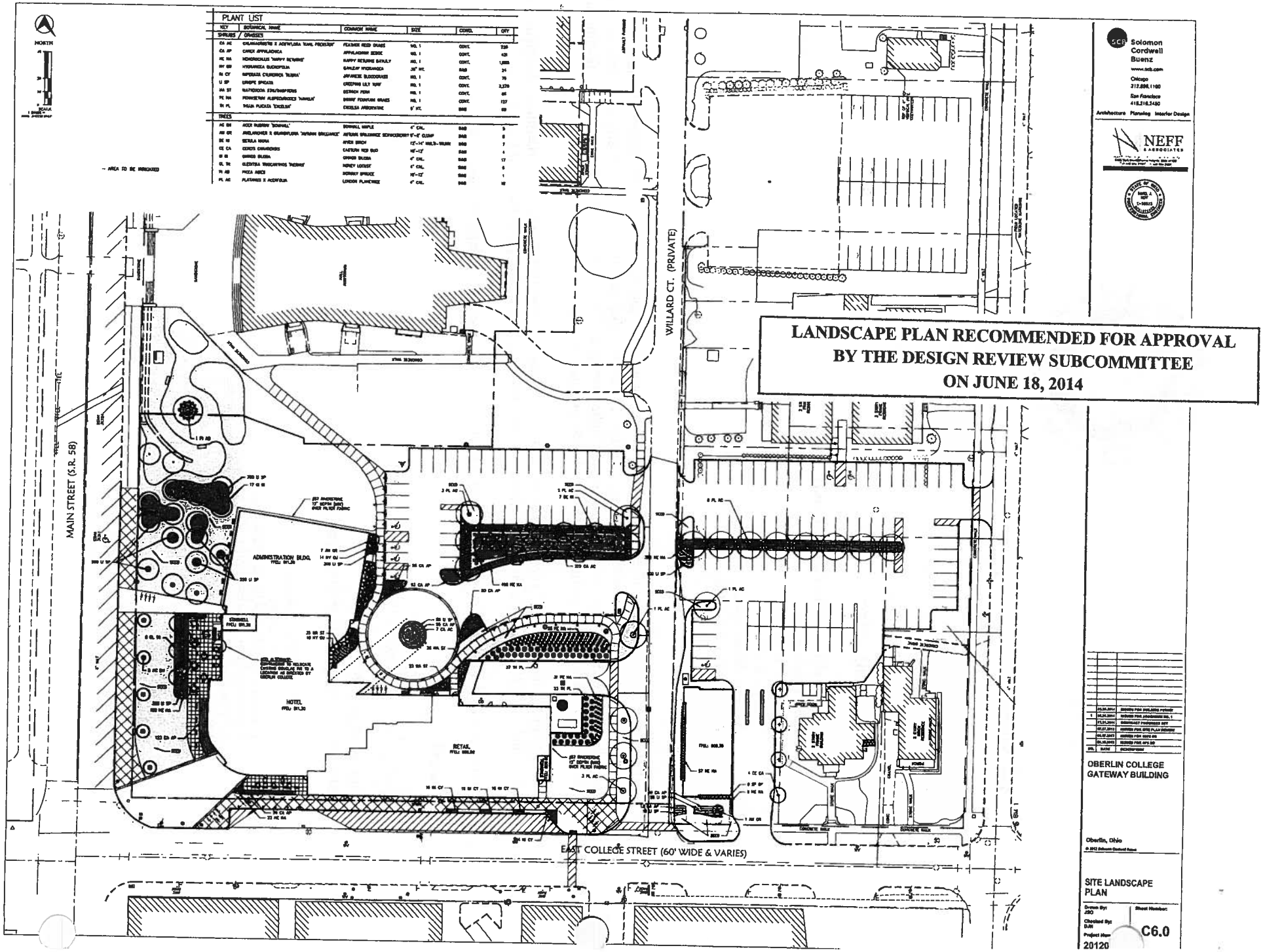
It is noted that the site landscape plan and the Design Review Subcommittee's recommendation on that plan will be submitted to the Planning Commission when it is scheduled to consider this application for site plan approval.

Should you have any questions concerning this application, please do not hesitate to contact us.

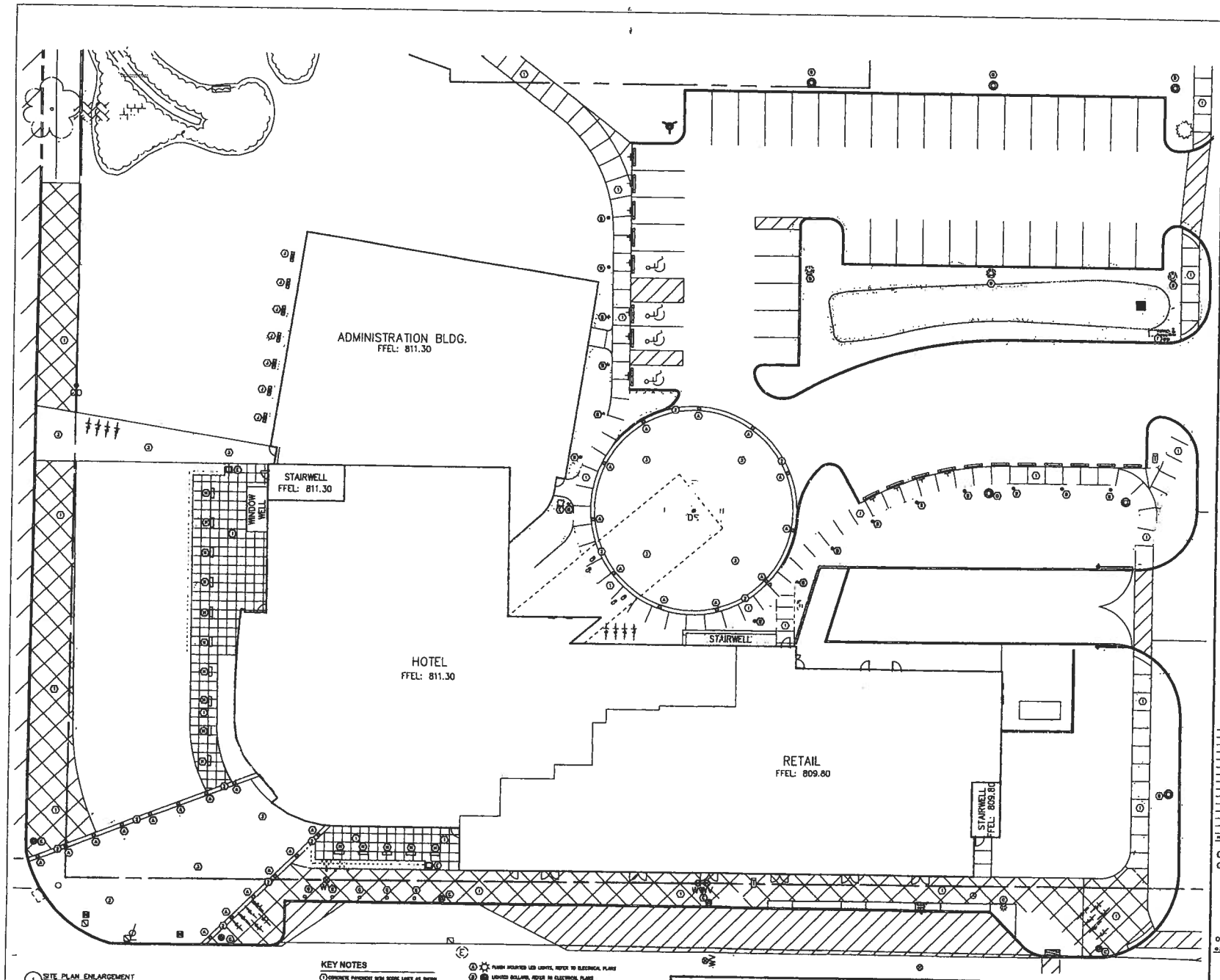
Sincerely,

Gary Boyle, AICP
Director of Planning and Development

cc: C. Noble, Smart Hotels Group
T. Reed, Oberlin College
J. Young, Chair, Design Review Subcommittee
P. Crowley, Chair, Oberlin Planning Commission
E. Norenberg, City Manager
J. Baumann, Public Works Director
Chief D. Kirin, Oberlin Fire Dept.
Chief T. Miller, Oberlin Police Dept.
S. Dupee, Director, OMLPS
R. Roberts, PE, City Engineer
T. Evans, Line Distribution Superintendent, OMLPS
S. Mularoni, Chief Building Official




**LANDSCAPE PLAN RECOMMENDED FOR APPROVAL BY THE DESIGN REVIEW SUBCOMMITTEE ON JUNE 18, 2014**




1 SITE PLAN ENLARGEMENT
SCALE: 1" = 10'

KEY NOTES

1. CONCRETE PAVEMENT WITH SCORE LINES AS SHOWN
2. 36" CONCRETE BENCH WITH GROUND MOUNTED LIGHTS
3. STAMPED CONCRETE
   COLOR: CROSS (NATURAL FROM BASE COLORS)
   PATTERN: RANDOM SLATE
4. FLUSH MOUNTED LED LIGHTS, REFER TO ELECTRICAL PLANS
5. LIGHTED BOLLARD, REFER TO ELECTRICAL PLANS
6. CITY STANDARD LIGHT POLE, REFER TO ELECTRICAL PLANS
7. MOUNTED POLE LIGHT, REFER TO ELECTRICAL PLAN
8. TRASH RECEPTACLE
9. SIGN MONUMENT SIGN LIGHT, REFER TO ELECTRICAL PLANS
10. SIGN 42X 20WSH SLOPED STAINLESS STEEL BOLLARD, OR APPROVED SIMILAR
11. LINEAR GROUND MOUNTED FLOOD LIGHT, REFER TO ELECTRICAL PLANS
12. GRID ARENE GRADE FLOOR LIGHT, REFER TO ELECTRICAL PLANS

**LANDSCAPE PLAN RECOMMENDED FOR APPROVAL BY DESIGN REVIEW SUBCOMMITTEE ON JUNE 18, 2014**

Solomon Cordwell Buenz
www.scb.com
Chicago 312.896.1100
San Francisco 415.318.3480
Architecture Planning Interior Design

NEFF & ASSOCIATES

| NO. | DATE | DESCRIPTION |
|---|---|---|
| | 03.04.2014 | ISSUED FOR BUILDING PERMIT |
| 1 | 03.04.2014 | ISSUED FOR ADDENDUM NO. 1 |
| | 03.24.2014 | CONTRACT PROGRESS SET |
| | 06.13.2014 | ISSUED FOR DRB PLAN REVIEW |
| | 06.20.2014 | ISSUED FOR DRB SP |
| | 07.08.2014 | ISSUED FOR DRB SP |

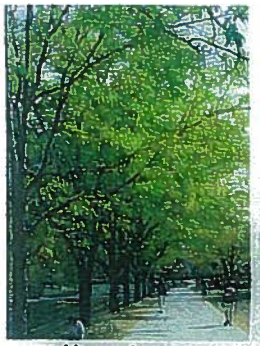
OBERLIN COLLEGE
GATEWAY BUILDING

Oberlin, Ohio



SITE LANDSCAPE ENLARGEMENTS

Drawn By: JEO
Checked By: SJH
Project Number: 2012007
Sheet Number: C6.1


Honey Locust


River Birch


Serviceberry


Eastern Red Bud


Dwarf Fountain Grass


Oakleaf Hydrangea

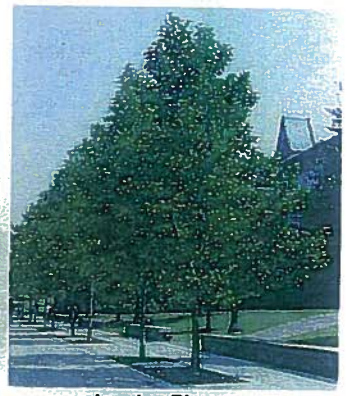

Bowhall Maple


Feather Reed Grass


Japanese Bloodgrass


Happy Returns Daylily


Norway Spruce


London Planetree


Appalachian Sedge


Creeping Lilyturf


Ginkgo Biloba


Ostrich Fern


Excelsa Arborvitae

Date: May 2014
Project #: 13640

**PLANT MATERIAL SELECTION RECOMMENDED FOR APPROVAL BY THE DESIGN REVIEW SUBCOMMITTEE ON JUNE 18, 2014**

# Plant Material

Gateway Building - Oberlin College

NEFF & ASSOCIATES

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

**OBERLIN PLANNING COMMISSION**
**CONDITIONS OF SITE PLAN APPROVAL**

**Proposed Gateway Hotel Complex**
**Oberlin College**
**7 North Main Street**
**22 – 40 East College Street**
**52 East College Street**

The Oberlin Planning Commission's approval on June 18, 2014 applies to the site plan submittal by Soloman Cordwell Buenz and Neff & Associates, identified as Project Number 2012007, and stamped as received on June 13, 2014 illustrating the redevelopment of the Oberlin Inn complex including a new hotel, conference center, restaurant/bar, retail and College administrative offices as well as off-street parking and truck loading facilities subject to compliance with the following conditions:

1. That the applicant obtain demolition permits from the Building Division prior to any demolition of existing buildings or parts of buildings;
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;
3. That the applicant obtain building permits for any new construction from the Building Division prior to the commencement of any construction activity;
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;
5 That the applicant comply with the provisions of Ordinance 903.11 "Excavations in Newly Paved Streets;"
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;
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;
8. That all aerial fire apparatus access routes have a minimum unobstructed width of 26.0 ft. per the Fire Code;
9. That all fire apparatus access routes with fire hydrants thereon have a minimum width of 26.0 ft. per the Fire Code;
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;
11. That the Fire Department Connection be located within 50 ft. of a fire hydrant in accordance with the requirements of the Fire Chief;
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;
13. That all fire hydrant locations be approved by the Fire Chief;

14. That the fire test pump location and connection on the north side of the building be approved by the Fire Chief;
15. That emergency radio coverage comply with the Fire Code, and be available as required by the Fire Chief;
16. That an accessible pedestrian crosswalk be provided on Willard Court between the east and west parking areas, and be shown on the final site plan;
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;
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;
19. That the applicant provide suitable pavement markings for bicycle traffic along the East College St. frontage of the project. Said markings to be reviewed and approved by the Public Works Department and shown on the final site plan;
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;
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;
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 on the shortest accessible route of travel to an accessible facility entrance;
23. That the "drop off" area in the "court yard area" be posted as "15 Minute Parking Zone;"
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;
25. That the "drop off' area on East College Street be posted to prohibit unattended vehicle parking;
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;
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;
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;
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;

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;

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

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;

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;

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

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

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

37. That the applicant provide suitable facilities for the collection of 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 rear 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.

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, 15 KV 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;

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;

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;
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;
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.
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 the review and approval of the City;
44. That the applicant submit a "revised" final site plan submittal reflecting the requirements of 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;
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
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.

# REPORT

Planning and Development Dept.

**To:** Chair and Members of the Oberlin Planning Commission

**From:** Gary Boyle, Director of Planning and Development

**Subject:** Application for Site Plan Approval
Revised Final Site Plan Submittal
Proposed Gateway Hotel Complex
College Properties of Northern Ohio, Inc.
Oberlin College
7 North Main Street

**Date:** July 1, 2014

## I. BACKGROUND:

This report has been prepared as a follow-up to the Planning and Development staff report dated June 27, 2014 on the above-noted application. The purpose of this report is to provide information related to the review of the most recent "revised" plan sets by City departments.

## II. DEPARTMENT COMMENTS:

The following additional comments have been received from City departments on the applicant's "revised" site plan submittal received on June 26, 2014.

(a) Director, OMLPS:

The electrical information provided to date is lacking in sufficient detail such that a meaningful review is not possible at this time. Electrical service elements should include the following items:

1. 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 **would include specifications** for primary cables and conduits, 15 KV switches with fusing, main building transformer, utility metering, and system grounding for the conference center service, combined retail and bank service details, and existing service to Hall Auditorium.
2. 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.

A site lighting material and location plan was submitted. However, the lighting plan does not correctly identify the required East College Street light fixture and pole specification previously provided to the engineer on May 14th. A site photometric plan has been provided but does not include summary data (e.g. min, max and average foot candles) necessary to provide a complete review.

(b) Police Chief:

After reviewing the "revised" plans, the Police Department comments are as follows:

1. Handicap Accessible Parking Spaces.

   The revised plans now show 6 handicap accessible parking spaces in the vicinity of the court yard entrance to the building. The revised plans also shows 1 space on the proposed "bank" parcel to the east of Willard Court that is not part of the overall hotel parcel.

   Based on the overall number of parking spaces to be provided, the applicant should have 7 accessible parking spaces located close to an accessible entrance to the building in order to comply with the intent ADA. The applicant should further revise the plans to show an additional accessible space on the hotel site.

2. Court Yard Area Drop Off Area Signage.

   The revised plans indicate that signage will be provided as previously requested.

3. On-Street Drop Off Area Use.

   The applicant reflects the temporary nature of this drop off area zone on East College Street as requested on the revised plans. The Department will evaluate the use of this on-street drop off area to determine whether practical or operational issues related to traffic movements occurs prior to the completion of Phase 2 construction.

4. On-Street Drop Off Area Signage.

   The revised plans indicate the requested signage.

5. East College Street Right-of-way.

   The plans continue to show a striped, no parking area along the East College Street. As previously noted, there is concern that this will create a parking enforcement issue for the Police Department, and it has the potential to create traffic circulation concerns as well. It is, however, understood that the developer is being asked to work with the City on a future design for this area that would avoid that issue.

6. Truck Deliveries.

   The revised plans continue to accommodate truck access to East College Street from Willard Court. As previously noted, the preference is that truck traffic use the State highway system to access commercial properties.

   It is understood that truck traffic currently uses State Route 511 for the most part. Since the site plan currently indicates that Willard Court will remain available for truck and other motor vehicle traffic, delivery truck access can continue to use that private street and access the State highway.

7. Crosswalks.

   The revised plans include sidewalks along the west side of Willard Court as well as a crosswalk between the parking area to the east of Willard Court and the hotel site located to the west of Willard Court.

   A crosswalk is shown on East College Street near that street's intersection with Willard Court as previously recommended.

(c) Fire Chief:

The Fire Department has reviewed the revised site plan for this project. There remain some areas still of concern to the Fire Department, to wit:

1. Fire apparatus access.

   The revised site plan indicates compliance with the Fire Department response to this facility, providing arrival at the main entrance on East College Street. Drawings do depict an acceptable temporary drop-off space in this location. However, to facilitate fire access, the designer has incorporated a marked fire lane along the front of the building.

   There are still concerns with this component:

- The new design provides "No Parking – Fire Lane" signage that does not meet the Fire Code standard of one sign every 50 feet, and pavement lettering "Fire Lane – No Parking". If this design is going to be used, it must meet these requirements.
- A site plan that simply provides striping and signage creates the future enforcement problem for City public safety departments. As the design intends to leave the present street curb cut back, the remaining space will attract drivers to park or stop in that area. Fire Department strongly recommends that the curb be moved forward to the west travel lane in the street with park-scape added behind.

2. Fire access roadways.

Portions of the north parking lot, Willard Court and the College Street drop-off area do <u>not meet</u> the Fire Code requirements, as follows:

- D102.1: Roads shall be asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds.
- D103.1: Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet.

3. Fire hydrants.

The Fire Department Connection (FDC) has been located on East College Street, near the main entrance, within 50 feet of a new fire hydrant. Unfortunately, the fire hydrant is located against the building. The following changes are required:

- Relocate this new hydrant to curbside, not against the building.
- Existing hydrant at East College should be moved along with the curb to street edge.

4. Future issues.

Although water supply is appropriate for this building, there still remains a lack of water supply along Willard Court. Considering the unknown future development along Willard Court and the lack of water for fire protection to all existing structures, it is the recommended that a water supply line be installed along the entire length of Willard Court.

5. Building features. The following components are inherent in the building plan approval process, and will be reviewed at that time:

- Fire command center.

- Fire pump test header.
- Lack of storage
- Basement occupancies
- Emergency radio coverage.

Approval of this revised site plan should be contingent on the owner complying with the above issues.

(d) City Engineer:

The revised plans have been reviewed with the Public Works Director and the Director will be forwarding comments under separate cover, the following additional comments are provided:

1. ADA spaces: The parking demand analysis prepared by Graelic for the College regarding the Gateway Building indicated a peak demand of 226 parking spaces, of which twelve (12) were for the bank. Over several submissions, the Bank has been shown as part of the development plans, not part of the plans, "future" and "by others". The revised plan shows one ADA space at the bank, which makes sense if the bank is to become a reality. However, if the bank is never built, and only six spaces provided for the Hotel, Retail and Administration spaces, the design falls short of the minimum number of Accessible spaces. It goes without saying that the minimum requirement can be exceeded. I believe that the parking plan should be approved as a standalone and seven (7) spaces be provided at the entrance.

2. Several water valves are shown in the area of the geothermal wells. The connection and purpose and ultimate disposition of these valves are not shown. Have the construction plans been revised to show the current location of the geothermal wells? The plans submitted for construction permit show the geothermal wells where on the east side of the building.

3. The grading for the bio-retention cell needs to be modified so that the cross slope of the sidewalk to the east does not exceed the maximum of 2 %. Shown now there is an 6-8" difference in 6 feet?

4. Concern is expressed about the condition and location of the "existing" sanitary laterals – they may only be stubs that do not extend beyond the pavement. The applicant needs to do exploratory investigation **now** before Main Street (SR 58) is paved to confirm the location and condition. This comment has been previously provided. If the laterals extend beyond the pavement, the cost to do this investigation should be minimal.

(e) Public Works Director:

Comments will be provided to the Commission separately.

III. CONCLUSION:

The applicant's most recent "revised" plan sets have been reviewed by City departments and officials. In this regard, staff notes that City departments have identified various design matters that require further staff review and approval by those departments. Should the Planning Commission decide to grant site plan approval to the most recent "revised" plan set, it is recommended that any such approval be contingent upon the applicant entering into a Development Agreement with the City, and the applicant complying with the requirements of City departments as noted in this report, and the staff report dated June 27, 2014.

This report is hereby respectfully submitted for your consideration.

**Public Works Department:**

1) **General**

Many of the Public Works Department review comments from previous plan reviews remain applicable. **Notwithstanding the Planning Commission's specific charge to the Developer at its June 18th meeting to meet with staff to resolve outstanding issues, the Developer has not been in meaningful contact with the Public Works Department.**

Significant updates and outstanding issues associated with the review of the most recent submittal received on June 26 are in **bold font**. Notes may also be coded to reflect staff response to the June 25, 2014 letter from Daniel Neff, P.E. to Christopher Noble at Smart Hotels, LLC, hereinafter referenced as "DN 6-25-2014".

**Coded notes shown on the building demolition drawings submitted to the City's Chief Building Official on sheets C4.0 and C4.1 are not shown on the review submittal distributed to the Planning Department. In addition to the various other requirements below and from other City Departments, the Developer should re-issue sheets C4.0 and C4.1 at a scale that will allow the inclusion of the coded notes for review. This requirement is repeated from previous review comments. Coded notes on the plan set are a critical factor in review. The Department would not recommend or approve the existing plan set absent inclusion of those notes.**

2) **Water**

Outstanding issues include:

- Construction sequencing – to ensure that all work in SR58 is completed prior to ODOT's planned resurfacing. **ODOT's scheduled resurfacing of SR511 & SR58 has begun. Timing for improvements on the North Main St. side of the Gateway Building is currently unknown but should be expected within the next few weeks. The Developer's failure to construct necessary improvements prior to re-paving will necessitate Councilmatic action to authorize such improvements after the paving work is completed per C.O. 903.11.**

  **Notwithstanding DN 6-25-2014 #2, in which is indicated that "we plan to terminate all connections outside the roadway, within the right-of-way", there remain outstanding issues with regard to the existing water services in North Main St. At the Public Works Department's previous suggestion, the Developer is re-purposing the existing 6" fire**

**service line in North Main for extension of a private water main to a new hydrant to be located near the NE corner of the future building. No provision has been made to properly abandon the existing 2" domestic water service lateral connected to the City's water main in North Main St. This is the valve shown in the foreground in the photograph, below:**

**Abandonment of the existing 2" tap is to be made by excavating that tap at the water main in the street and shutting off and capping the corporation stop in the main. This is exactly the same requirement that the Department has provided to Oberlin College and its contractor for the water line that has been abandoned in association with the Stadium/Athletic Field Complex Improvements currently underway. Standard specifications for trench backfill in the state highways is available from the Public Works Department, and almost certainly has been previously provided to the Developer.**

- **Per DN 6-25-2014 #5, the relocation of the fire hydrant near the southwest corner of the project from the water main in North Main St. to the water main in East College St. is acceptable to the Public Works Department (with the approval of the Fire Chief). This will eliminate the necessity of excavation work in North Main for this service.**

Details related to the water service have not yet been developed to the point that they can be approved by the Department for the issuance of an Excavation/Utility Tap-In permit.

**3) Sanitary Sewer**

Outstanding issues include:

- Construction sequencing – to ensure that all work in SR58 is completed prior to ODOT's planned resurfacing. **ODOT's scheduled resurfacing of SR511 & SR58 has begun. Timing for improvements on the North Main St. side of the Gateway Building is currently unknown but should be expected within the next few weeks. The Developer's failure to construct necessary improvements prior to re-paving will necessitate Councilmatic action to authorize such improvements after the paving work is completed per C.O. 903.11. Notwithstanding DNF 6-25-2014 #2, in which is indicated that "we plan to terminate all connections outside the roadway, within the right-of-way", there remain outstanding issues with regard to the existing sanitary sewer service in North Main St. including whether or not re-connection to existing tap(s) could be allowed.**

  **In the most recent plan set, the Developer proposes to connect to two existing sanitary sewer taps in North Main, identified by the CCTV work (but not the tap currently in service). The tap in service goes to the manhole, shown in the photograph, below:**

  **The Public Works Department does allow re-use of existing sanitary sewer taps, provided they are shown to be in good condition. The CCTV report does not provide information about the connections proposed for re-use. These taps may have already been abandoned in which case service is not available to re-connect as the Developer suggests. The Department cannot approve re-use based on the currently available information.**

**The Public Works Department reviewed the CCTV reports of both the sanitary and storm sewer systems provided by United Survey on behalf of Neff & Associates and the Developer. The detailed assessment, sent to Neff & Associates on May 23, 2014, regarding the sanitary sewer is excerpted below in** blue**, status in black:**

Thanks for the report from United Survey. This survey is referenced against the most recent site utility plan, Sheet C4.0, dated 2-28-2014. Our review comments and requirements follow:

Sanitary Sewer

1. Main St. MH#1 to MH#2.
    a. The report indicates that there are (4) taps on the east side of this line, fronting the proposed development: at 33.8', 52.7', 85.8' and at 114.1'. These existing taps must be properly abandoned to prevent inflow and/or infiltration or re-used. These connections must be terminated, permanently sealed and made watertight at the main. Sheet C4.0 is to be modified accordingly.
    b. Sheet C4.0 shows two new taps in this segment of SAS main, one at approximately 30' and one at approximately 89'. Public Works suggests that Sheet C4.0 be modified as required to show the two proposed new taps installed at the location of existing taps at 33.8' and at 85.8'. Connect to existing wye if usable and unbroken – site approval to re-connect (rather than replace) from the Public Works Department is required. Make transition from VCP to PVC using fernco elastomeric coupling with stainless steel bands.
    c. The survey report also indicates two locations (at 112.9' and at 268.7') where the main is broken. Sheet C4.0 is to be modified as required to show repair at these locations. Remove and replace pipe segments with SDR 26 PVC and connect using fernco elastomeric coupling with stainless steel bands.
    d. The manhole inspection report for MH#1 indicates a "connection in manhole from west 6"". Given that the College's undeveloped property at Tappan Square is west of this manhole, it appears unlikely that this could be an appropriate sanitary sewer service connection. This connection should be further investigated, prior to abandonment. Sheet C4.0 is to be modified accordingly. Note that if there is a storm drainage connection from Tappan Square to the City's sanitary sewer main, suitable provision will be required to re-route to a storm sewer and to properly terminate this connection in the manhole.

**DN 6-25-2014 #31, in response to the proposed condition to "locate and design sanitary sewer connections on North Main St. in accordance with the requirements of the Public Works Department", indicates that *"This has been coordinated with the Public Works Department and we are utilizing existing connections..."*. The preceding information regarding the Department's standards for re-use of existing sanitary sewer laterals, along with the Department's previous guidance to the Developer make it evident that, in fact, the Developer has <u>not</u> coordinated with the Public Works Department.**

2. College St. MH#2 to MH#1.
    a. Sheet C4.0 suggests a distance between these manholes of approximately 330'. The inspection report indicates "Camera Will Not Pass. No Reset." This is at 251.8' west of MH#2. The Public Works Department requests further information on why the camera

would not pass and since it wouldn't, why United Survey did not re-set the CCTV from MH#1 to MH#2. The long and short of it is, we need to know about the westernmost +/- 80' of this line.

b. Note also that the survey report lists this material as "PVC"; it appears that the letters were inadvertently switched around as this should read "VCP".
c. The report indicates that there are (4) taps on the north side of this line, fronting the proposed development: at 26.7', 76.2', 126.7' and at 181.2'. These existing taps must be properly abandoned to prevent inflow and/or infiltration or re-used. Each lateral must be terminated, permanently sealed and made watertight at the main.
d. Sheet C4.0 shows one new tap in this segment of SAS main, at approximately 190'. Public Works suggests that Sheet C4.0 be modified as required to show installation of the new tap at the location of the existing tap at 181.2'. Connect to existing wye if usable and unbroken– site approval to re-connect (rather than replace) from the Public Works Department is required. Make transition from VCP to PVC using fernco elastomeric coupling with stainless steel bands.
e. Finally the report for this segment indicates grease deposits. Specifications to clean this pipe segment are to be included in the plan set.

**Neither the previously proposed conditions of site plan approval or DN 6-25-2014 address these issues related to the College St. sanitary sewer fronting the development. The Developer has not submitted additional information regarding 2.a. above. The most recent plan set makes no provision for proper abandonment of existing sanitary sewer laterals serving the development site. Although plan notes may address 2.e., those have not been provided for review.**

3. Sanitary Sewer (other). Please note that Sht. C4.0 shows a private sanitary sewer main with a manhole near the northeast corner of the proposed bio-retention cell. That manhole apparently has a connection (to Hall Auditorium?) from the west-northwest. This private main extends east across Willard Court into the parking lot to a manhole and continues east to connect to a manhole in South Pleasant St. It will be necessary to survey this sewer main as well to ensure its condition for continued service and to plan for any disconnects. **Although DN 6-24-2014 #33 suggests that this "is a new request", the Department has made repeated requests for information regarding this sanitary sewer. This was also reported to Planning Commission in the September 13, 2013 Planning Department report on this project.**

As a result of these numerous outstanding issues related to existing and proposed sanitary sewer service, the Department could not issue the Excavation/Utility Tap-In permit required for construction.

## 4) Storm Water

**The Public Works Department reviewed the CCTV reports of both the sanitary and storm sewer systems provided by United Survey on behalf of Neff & Associates and the Developer. The detailed assessment, sent to Neff & Associates on May 23, 2014, regarding the storm sewer is excerpted below in** blue**, status in black:**

Storm Sewer

1. We're confused by the locations vis a vis the map. Segment A to B appears to be about 254' as indicated. This is approximately the c/l distance between Willard Court and N. Pleasant St. The mark-up on our map suggests there is a mid-block STS MH between Willard and Pleasant – labeled STM-B on the map. But that doesn't make sense distance wise. This makes it a challenge to locate subsequent defects. My best guess is that STM-B is at Pleasant St.; STM- C is approximately mid-block between Pleasant and Park streets; STM-D is approximately 80'-100' west of Park St.; and STM-E is at Park St. Would you please review and clarify.
2. Segment B-C. At 141.5' survey report notes "Camera Will Not Pass". This survey started at STM-B with the direction of flow. The next report – from STM-C to STM-B also starts at STM-B but is reported as "against the direction of flow". This survey length is 194.4'. This survey indicates a broken pipe at 120.7'. This should be repaired...but we're having trouble locating it (on paper) based on apparently conflicting information in the surveys. Please review, clarify and develop repair specifications.
3. Segment D to E...and re-set Segment E to D. Segment E to D at 69.6 feet notes "Camera Will Not Go". No explanation is given. Please identify the deficiency at this location.

**See DN 6-25-2014 #34, in which it is indicated that "this will be re-televised and will follow up on corrective measures".**

- On Sht. C2.2, the Erosion and Sedimentation Control Plan, the submittal dated 5/26/2014 now shows a gap in the silt fence near the northwest corner of the site. No information relative to this change has been provided by the Developer.

**Per DN 6-25-2014 #35, this has been addressed.**

## 5) Traffic Circulation

**The Public Works Department's most significant concern remains traffic circulation to, from and through this site. A primary purpose of the site plan review process is "to protect adjoining properties from adverse impacts of site and structure design" (C.O. 1357.01) Circulation issues related to the site plan must be resolved prior to Site Plan Approval.**

The significant change in the previous iteration of the plan set was the relocation of the proposed bank and its drive through to the east side of Willard Court. In the submittal dated 5/26/2014, some drawing sheets show "Bank Project (By Others)"; other drawing sheets appear to show the elimination of the bank from the plan set entirely. It is staff understanding that the bank proposes to re-locate off-site. However, no apparent consideration to improve site circulation has been undertaken as a result of the changed land use(s). **The most recent plan set continues to indicate "Bank Project (By Others)".**

**The City Administration's concerns related to traffic conflicts in and around the loading dock remain significant and have not been addressed.**

Delivery Scenario:
Deliver vehicles stage entirely from Willard Court. Upon arrival, the driver will presumably park in the (private) street, leave the truck, walk across traffic to open the gates to the loading dock. Return to the vehicle, then back the vehicle across both lanes of traffic into the loading dock area. The driver will, presumably, perform a similar function to close the gates upon leaving – in which case the truck will be staged southbound, essentially at the East College St. intersection. As there is no plan for a truck staging area, except Willard Court, other drivers, bicyclists and pedestrians will be required to maneuver around the service vehicle(s) to continue north or south, while watching out for other turning movements from the multiple points of connection.

The design concept ensures problems with north/south traffic along Willard Court which are reasonably expected to extend into East College St. as well.

The Developer's proposal to mitigate traffic impacts by prohibiting through-truck traffic north to SR511 is <u>wholly</u> inadequate in that:

a) As a private street, it is unenforceable by the Oberlin Police Department
b) Truck drivers are reasonably expected (and usually required) to take the most direct route to the state highway system (i.e. north on Willard Court)
c) All of the delivery truck traffic is forced back out onto East College St. where, by the Developer's own calculation, those trucks will have to cross the centerline not just of Willard Court but also on East College (into eastbound traffic, right in front of Eric Nord Way) in order to turn west to SR58.

d) Truck drivers who do continue north will, when turning east on SR511, cross the center-line of SR511 to make the turn.

Rather than mitigating traffic impacts, this proposed measure to prohibit through truck traffic to the north will almost certainly make traffic circulation worse on Willard Court at East College and at the intersection of East College and Main St.

**See DN 6-25-2014 #26, "Willard Court is a private access drive that is not intended to accommodate truck traffic to Lorain St." Notwithstanding this assertion, Willard Court has, does and almost certainly will continue to accommodate truck traffic to Lorain St. The College's [future] ability to make this "primarily a pedestrian access" is severely constrained by existing loading docks/service areas at the Art Building, at Hall Auditorium, the proposed project not to mention the numerous parking lots that empty solely or primarily onto Willard Court.**

**The newly revised plan set does not address previous comments related to the durability of the existing and proposed paving along Willard Court. The entire width of Willard Ct will be subject to truck turning movements backing into the loading dock. It is unlikely (baring core sampling and analysis) that the pavement section proposed not to be replaced will hold up over time. This is expected to quickly become a maintenance issue for Oberlin College if not addressed now. Staff continues to recommends more detailed engineering analysis and/or full depth reconstruction.**

**Staff has discussed issues related to the loading dock at length internally and with the Developer. It is our opinion that the various proposed uses <u>can</u> be accommodated in lands available to the Developer, either at or immediately adjacent to the proposed site. Notwithstanding their assertion that the loading dock cannot be accommodated on the north edge of the site (perhaps shared with Hall Auditorium access as it is now), the Developer has failed to provide any concrete information about why this is the case. Lacking that information, the Public Works Department continues to disagree with the Developer's conclusion. The Department is obligated to report the known and anticipated defects.**

**<u>Pedestrian Circulation</u>**

**DN 6-25-2014 #16, #17, #20, #21 address the previous proposed conditions. However, in addressing the specifics at each location, the ability to achieve a unified whole appears to have been lost. Pedestrian circulation, especially for the mobility impaired, to and through the site could certainly be improved. This is an area where I would anticipate that staff and the Developer could quickly come to some consensus on the best ways to accommodate pedestrians. Notwithstanding the Planning Commission's previous suggestions, I am unaware of planning for such a meeting.**

**Bicyclists**

**See DN 6-25-2014 #18 and #19. The Developer has made a recent submittal "Proposed Bike Rack", a style of bike rack manufactured by Bike Garden. Although attractive, the proposed design does not meet fundamental criteria established by the Association of Pedestrian and Bicycle Professions for such bike racks. Most specifically, the proposed racks do not "support the bicycle upright by its frame in *two* places".**

**DN 6-25-2014 #19 indicates that "adding a bicycle lane along East College Street is the responsibility of the Municipality". Please see C.O. 1357.04.n. (Site Plan) Application Requirements in which the Developer is charged with providing a "vehicular, bicycle, and pedestrian circulation plan...showing the planned route of vehicles, bicycles, and pedestrians onto, through, and out of the site, including any safety considerations."**

Per my previous review:

> "it is unclear how bicyclists safely arrive at their destination. No provision (other than streets and sidewalks) is provided for bicycle transit along Willard Court, East College or North Main fronting the site. On Willard Court, with the known traffic circulation flaws, the savvy bicyclist will take to the sidewalk to protect his/her safety. Since College St. is a popular and logical bike route connecting downtown to east side neighborhoods and the bike path, consideration should be given to developing a suitable bike lane on our adjacent to East College St. in the area immediately south of the proposed building (see below).

**The assertion that the City is responsible for such a bike lane, does not change the fact that it is the Developer's responsibility to show how bicyclists safely transit the site. Given the various traffic circulation issues previously described, the addition of a striped bike lane within the existing pavement width seems to have merit.**

## East College St. R/W

**See DN 6-25-2014 #43, "there is no consideration at this time". My previous comments are still applicable:**

> **The plan set eliminates diagonal parking along the south side of complex on East College St. by means of extensive diagonal striping. The Developer is missing a huge opportunity to open up nearly 30' of quasi-public space from the newly proposed retail building(s) to the edge of the pavement. The curb line of East College St. should be re-established consistent with the southerly terminus of the bump-outs shown for the crosswalks at Main St. and at Eric Nord Way. Suitable amenities, including landscaping and street furnishings, should be provided for patrons and visitors. Whether or not a loading/unloading zone for hotel guests can be safely accommodated is dependent on final design and concurrence of the Police and Fire Chiefs.**

## 6) Refuse/Recycling Collection Services

**The Public Works Department had drafted the previous proposed condition of site plan approval regarding refuse and recycling collection services:**

"That the developer provide suitable facilities for the collection of 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 rear 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."

**DN 6-25-2014 indicates that "Room 117 just off the loading dock is designated for trash and recycling". How the Public Works Department (or any private sector provider) is going to get its Refuse and Recycling Collection trucks into Room 117 to pick up trash and recyclables is entirely unclear. The proposed facilities (excepting co-mingled recyclables) are commensurate with the existing level of service to the Oberlin Inn which includes servicing the dumpster 6 days/week.**

## 7) Other

- **See DN 6-25-2014 #4. Note that the Excavation/Utility Tap-In Permit Application is available through the Public Works Department and not through "the building permit process".**
- **See DN 6-25-2014 #22. (7) ADA parking spaces are required. The 7th space on the plan set is shown in the area denoted as "Bank Project (By Others)". Clarification is required.**

## 8) Conclusion

Water, sanitary and storm sewer service is available to serve the proposed project. Additional work is required to properly locate and evaluate existing systems and to plan for the new service installations including finalizing service locations, construction details, construction sequencing and any upgrades that may be necessary.

Notwithstanding the City Administration's repeated attempts to address traffic circulation, the Developer has failed to adequately address traffic circulation flaws, particularly related to the loading dock at the proposed development. Staff believes that multiple potential solutions exist that the Developer appears to be unwilling to seriously consider. Until these issues are adequately resolved, this proposed development, based on the most recent submittal, should not receive site plan approval from the Planning Commission.