

ZONING COMMITTEE STAFF REPORT

1. **FILE NAME:** Harriet Island Paddle Share Station **FILE #** 17-032-384
 2. **APPLICANT:** Saint Paul Parks and Recreation **HEARING DATE:** May 11, 2017
 3. **TYPE OF APPLICATION:** Conditional Use Permit
 4. **LOCATION:** Harriet Island Regional Park
 5. **PIN & LEGAL DESCRIPTION:** 06.28.22.34.0013, Harriet Island Subj To Sts, Esmts & Flood Control & Ry R/ws & Ex The Sely 25 Ft Of Lots 1 Thru 3 Blk D; Vac Sts & Alleys Accruing & Fol Lots 1 Thru 6 Blk C & All Of Blks D,e,f,g,h & Part Of Lot 188 Nly Of Ry R/w & Part Of Sd Ry R/w In Lot 1 Sd Blk 188 Lot
 6. **PLANNING DISTRICT:** 3 **PRESENT ZONING:** R4, FF
 7. **ZONING CODE REFERENCE:** §61.501, §61.502; §72.73; §72.74
 8. **STAFF REPORT DATE:** May 3, 2017 **BY:** Josh Williams
 9. **DATE RECEIVED:** April 25, 2017 **60-DAY DEADLINE FOR ACTION:** June 24, 2017
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- A. **PURPOSE:** Conditional use permit for location of an accessory recreational structure not elevated on fill in the FF Flood Fringe
- B. **PARCEL SIZE:** 2,742,345 sq. ft. (approx. 63 acres)
- C. **EXISTING LAND USE:** Park
- D. **SURROUNDING LAND USE:**
 - North: Park (R4)
 - East: Park (R4)
 - South: Park (R4)
 - West: Park (R4)
- E. **ZONING CODE CITATION:** §72.73 requires a conditional use permit for any structure in the FF flood fringe not elevated on fill to the regulatory flood protection elevation (RFPE); §72.74 lists standards for conditional uses in the FF flood fringe; §61.501 lists general conditions that must be met by all conditional uses; §61.502 authorizes the planning commission to modify any or all special conditions after making specified findings.
- F. **HISTORY/DISCUSSION:**
- G. **DISTRICT COUNCIL RECOMMENDATION:** The District 3 Council had not made a recommendation as of the date of this report.
- H. **FINDINGS:**
 1. In conjunction with the National Park Service, Saint Paul Parks and Recreation is proposing seasonal placement of paddle share stations in Hidden Falls and Harriet Island Regional Parks. The paddle share stations consist of a freestanding storage structure with multiple, secured compartments and/or external storage racks. The stations provide rental canoes, kayaks, paddles, and personal flotation devices. Rental can be done through online reservation or on a first-come, first-served basis. The location of the station in the FF flood fringe without elevation on fill to the regulatory flood protection elevation (RFPE) requires a conditional use permit.
 2. §72.74 lists standards for conditional uses in the FF flood fringe district.
 - (a) *Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. These*

alternative methods may include the use of stilts, pilings, parallel walls or above grade, enclosed areas such as crawl spaces or tuck-under garages. The base or floor of an enclosed area shall be considered above grade and not a structure's basement or lowest floor if: 1) the enclosed area is above grade on at least one (1) side of the structure; 2) is designed to internally flood and is constructed with flood-resistant materials; and 3) is used solely for parking of vehicles, building access or storage. The above-noted alternative elevation methods are subject to the following additional standards:

- (1) Design and certification. The structure's design and as-built condition must be certified by a registered professional engineer or architect as being in compliance with the general design standards of the Minnesota State Building Code and, specifically, that all electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities must be at or above the regulatory flood protection elevation or be designed to prevent floodwater from entering or accumulating within these components during times of flooding.*
- (2) Specific standards for above grade, enclosed areas. Above grade, fully enclosed areas such as crawl spaces or tuck-under garages must be designed to internally flood and the design plans must stipulate:*
 - a. A minimum area of "automatic" openings in the walls where internal flooding is to be used as a floodproofing technique. There shall be a minimum of two (2) openings on at least two (2) sides of the structure and the bottom of all openings shall be no higher than one (1) foot above grade. The automatic openings shall have a minimum net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice. The automatic openings may be equipped with screens, louvers, valves or other coverings or devices, provided that they permit the automatic entry and exit of floodwaters without any form of intervention.*
 - b. That the enclosed area will be designed of flood-resistant materials in accordance with the FP-3 or FP-4 classifications in the Minnesota State Building Code and shall be used solely for building access, parking of vehicles or storage.*
- (b) Basements, as defined in §72.14, shall be subject to the following:*
 - (1) Residential basement construction shall not be allowed below the regulatory flood protection elevation except as authorized in subsection (e) of this section.*
 - (2) Nonresidential basements may be allowed below the regulatory flood-protection elevation, provided the basement is protected in accordance with subsection (c) or (e) of this section.*
- (c) All areas of nonresidential structures including basements to be placed below the regulatory flood protection elevation shall be structurally dry floodproofed in accordance with the FP-1 or FP-2 floodproofing classifications in the Minnesota State Building Code. This shall require making the structure watertight, with the walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. Structures floodproofed to the FP-3 or FP-4 classification shall not be permitted.*
- (d) The storage or processing of materials that are, in times of flooding, flammable, explosive or potentially injurious to human, animal or plant life is prohibited. Storage*

of other materials or equipment may be allowed if readily removable from the area within the time available after a flood warning and in accordance with a plan approved by the planning commission, or if elevated above the regulatory flood protection elevation by alternative methods which meet the requirements of subsection (a) above. Storage of bulk materials may be allowed provided an erosion/sedimentation control plan is submitted which clearly specifies methods to be used to stabilize the materials on site for a regional flood event. The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the planning commission.

(e) When the Federal Emergency Management Agency has issued a letter of map revision-fill (LOMR-F) for vacant parcels of land elevated by fill to the one (1) percent chance flood elevation, the area elevated by fill remains subject to the provisions of this chapter. A structure may be placed on the area elevated by fill with the lowest floor below the regulatory flood protection elevation provided the structure meets the following provisions:

- (1) No floor level or portion of a structure that is below the regulatory flood protection elevation shall be used as habitable space or for storage of any property, materials, or equipment that might constitute a safety hazard when contacted by floodwaters. Habitable space shall be defined as any space in a structure used for living, sleeping, eating or cooking. Bathrooms, toilet compartments, closets, halls, storage rooms, laundry or utility space, and similar areas are not considered habitable space.*
- (2) For residential and nonresidential structures, the basement floor may be placed below the regulatory flood protection elevation subject to the following standards:*
 - a. The top of the immediate floor above any basement area shall be placed at or above the regulatory flood protection elevation..*
 - b. Any area of the structure placed below the regulatory flood protection elevation shall meet the "reasonably safe from flooding" standards in the Federal Emergency Management Agency (FEMA) publication entitled "Ensuring that Structures Built on Fill In or Near Special Flood Hazard Areas Are Reasonably Safe From Flooding," Technical Bulletin 10-01, a copy of which is hereby adopted by reference and made part of this chapter. In accordance with the provisions of this chapter, and specifically section 72.33(g), the applicant shall submit documentation that the structure is designed and built in accordance with either the "Simplified Approach" or "Engineered Basement Option" found in FEMA Technical Bulletin 10-01.*
 - c. If the ground surrounding the lowest adjacent grade to the structure is not at or above the regulatory flood protection elevation, then any portion of the structure that is below the regulatory flood protection elevation must be floodproofed consistent with any of the FP-1 through FP-4 floodproofing classifications found in the Minnesota State Building Code.*

The intent of these standards are met. The intent of the standards is to ensure that when structures--particularly permanent, habitable structures--are constructed in the flood fringe, they need to be protected by elevation to the Regulatory Flood Protection Elevation (RFPE, 2 feet above the 100-year regional flood) or represent a minimal investment, be of minimal size, and be floodproofed to standards found in the building code. The standards also require that the structures or use of structures does not create a risk of the conveyance of

harmful or flammable substances via floodwater. The proposed use is not typical of a structure in that it is intended to be moved on a seasonal basis, and is easily removed in times of anticipated flooding, thereby avoiding any of the negative impacts the standards are intended to prevent. The structure also represents a minimal investment, and is constructed primarily of floodproof materials, with the exception of a solar panel and communications and payment equipment. Under §61.502, the Planning Commission has the ability to modify required conditions, subject to the findings contained therein.

3. §72.32 lists thirteen (13) factors to be considered in evaluating applications for conditional use permits in the FF flood fringe or FW floodway district:

- (a) *The relationship of the proposed use to the comprehensive plan and floodplain management program for the city.* The proposed use is in compliance with the Saint Paul Comprehensive Plan and the city's floodplain management program. Strategy 3.5 of the Parks and Recreation Chapter of the Comprehensive Plan is to "provide programming and recreational opportunities that encourage people to participate in ecologically sound outdoor activities."
- (b) *The importance of the services provided by the proposed facility to the community.* The proposed facilities provide expanded recreational opportunities, consistent with the goals of the *Great River Passage* master plan.
- (c) *The ability of the existing topography, soils, and geology to support and accommodate the proposed use.* The area proposed for location of the proposed use is flat, and the soils and underlying geology in the area already support and accommodate accessory structures to the park, such as parking areas, roads, and boat ramps.
- (d) *The compatibility of the proposed use with existing characteristics of biologic and other natural communities.* The immediate area of the proposed use is characterized by pavement, turf, bare ground, and canopy trees. Sensitive, terrestrial, natural communities are not found in the immediate area.
- (e) *The proposed water supply and sanitation systems and the ability of those to prevent disease, contamination, and unsanitary conditions.* The proposed use does not include nor requires water or sanitary service.
- (f) *The requirements of the facility for a river-dependent location, if applicable.* The proposed use requires close location to the river.
- (g) *The safety of access to the property for ordinary vehicles.* Safe access to the site is available via existing roads and trails.
- (h) *The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.* The proposed facility will be removed in times of flooding. Submission and approval of a flood response plan specifying removal criteria and actions should be a required condition of approval.
- (i) *The dangers to life and property due to increased flood heights or velocities caused by encroachments.* The proposed encroachment will not be present in times of flooding. Submission and approval of a flood response plan specifying removal criteria and actions should be a required condition of approval.
- (j) *The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters expected at the site.* The proposed facility will not be present in times of flooding. Submission and approval of a flood response plan specifying removal criteria and actions should be a required condition of approval.

- (k) *The danger that materials may be swept onto other lands or downstream to the injury of others.* The proposed facility will not be present in times of flooding. Submission and approval of a flood response plan specifying removal criteria and actions should be a required condition of approval.
- (l) *The availability of alternative locations or configurations for the proposed use.* The proposed use is best located close to river, to minimize the distance users must portage boats and equipment.
- (m) *Such other factors as are relevant to the purposes of this chapter.* The factors and findings enumerated and described herein adequately evaluate the proposed use for the purposes of this chapter.

4. §61.501 lists five standards that all conditional uses must satisfy:

1. *The extent, location and intensity of the use will be in substantial compliance with the Saint Paul Comprehensive Plan and any applicable subarea plans which were approved by the city council.* This condition is met. Strategy 3.5 of the Parks and Recreation Chapter of the Comprehensive Plan is to "provide programming and recreational opportunities that encourage people to participate in ecologically sound outdoor activities."
 2. *The use will provide adequate ingress and egress to minimize traffic congestion in the public streets.* This condition is met. The existing facility is adequately served by existing roads, and the potential number of additional park patrons related to the proposed use is small relative to the number of existing users.
 3. *The use will not be detrimental to the existing character of the development in the immediate neighborhood or endanger the public health, safety and general welfare.* This condition is met. The proposed use is consistent with the purpose of the existing park as a recreational hub, and is well removed from adjacent non-park uses.
 4. *The use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.* This condition is met. The use is accessory to the existing park, and well removed from any non-park adjacent uses.
 5. *The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.* This condition is met. The use conforms to all other applicable regulations of the R1 single family residential district.
5. §61.502 provides for modification of special conditions: *The planning commission, after public hearing, may modify any or all special conditions, when strict application of such special conditions would unreasonably limit or prevent otherwise lawful use of a piece of property or an existing structure and would result in exceptional undue hardship to the owner of such property or structure; provided, that such modification will not impair the intent and purpose of such special condition and is consistent with health, morals and general welfare of the community and is consistent with reasonable enjoyment of adjacent property.*

The proposed use is an otherwise lawful accessory use of the property. As described in Findings 2, 3, and 4, the proposed use is consistent with the intent of applicable sections of Chapters 68 and 72 of the Saint Paul Legislative Code. Complying with all standards of those sections would not meaningfully improve the public health, safety, or general welfare, but would result in an undue, exceptional hardship to the applicant, as complying would

require construction of custom paddle share stations. There would also be a practical difficulty in waterproofing the solar power system and electronics used for communications and payment.

I. **STAFF RECOMMENDATION:** Based on the above findings, staff recommends approval of the conditional use permit for location of an accessory recreational structure not elevated on fill in the FF Flood Fringe subject to the following additional condition:

1. Submission and approval of a flood response plan to the Department of Safety and Inspections.



CONDITIONAL USE PERMIT APPLICATION

Department of Planning and Economic Development
Zoning Section
1400 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102-1634
(651) 266-6589

Zoning office use only
File #: 17-032384
Fee: 1030.00
Tentative Hearing Date: 5-11-17

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APPLICANT

Name Saint Paul Parks and Recreation
Address 400 City Hall Annex 25 West 4th Street
City Saint Paul St. MN Zip 55102 Daytime Phone 651-266-6576
Name of Owner (if different) _____
Contact Person (if different) Angie Tillges Phone 651-266-6576

PROPERTY LOCATION

Address / Location Kelly's Landing, Harriet Island
Legal Description _____
Current Zoning R4
RCZ/FF
(attach additional sheet if necessary)

TYPE OF PERMIT: Application is hereby made for a Conditional Use Permit under provisions of Chapter 72, Section 73, Paragraph _____ of the Zoning Code.

SUPPORTING INFORMATION: Explain how the use will meet all of the applicable standards and conditions. If you are requesting modification of any special conditions or standards for a conditional use, explain why the modification is needed and how it meets the requirements for modification of special conditions in Section 61.502 of the Zoning Code. Attach additional sheets if necessary.

Required site plan is attached

Applicant's Signature [Signature] Date 4.20.17 City Agent AT
pdd
4-24-17

Paddle Share at Harriet Island Regional Park





CITY OF SAINT PAUL
Mayor Christopher B. Coleman

400 City Hall Annex
25 West 4th Street
Saint Paul, Minnesota 55102
www.stpaul.gov/parks

Telephone: 651-266-6400
Facsimile: 651-292-7311

**EMERGENCY FLOOD RESPONSE PLAN
For Mississippi River Paddle Share Stations
Hidden Falls and Harriet Island Regional Parks**

The following is a flood response plan as required for Flood Management of Paddle Share Stations located within Harriet Island Regional Park and Hidden Falls Regional Park, in St. Paul, Minnesota. This plan will become part of the flood management procedures manual and will be reviewed, updated on a regular basis, and implemented in the event of a flood by St. Paul Parks & Recreation personnel.

Station Description:

The Paddle Share Stations are self-service kayak rental stations operated by Saint Paul Parks and Recreation in partnership with the National Park Service, Mississippi National Recreation Area.

Saint Paul Parks and Recreation will own and operate two, free standing Paddle Share stations at Hidden Falls Regional Park and two, free standing Paddle Share stations Harriet Island Regional Park for a 5-month seasonal operation. No power is required for these stations. Customers will have access to 16 kayaks and equipment at Hidden Falls Regional Park for a one way, 6.7-mile, paddle down the Mississippi River ending at Kelly's Landing at Harriet Island Regional Park.

Contacts:

Mike Hahm & Gary Korum of St. Paul Parks & Recreation are in charge of Parks Maintenance staff who would oversee the completion of all items listed in this document. They have trade related personnel to perform these tasks. Contact names and numbers are as follows:

- Tom Hagel, Building Trades Supervisor assigned to EOC for Flood – Cell 651-775-7482/ Office 651-632-2456
- Joe Buzicky, Parks Asset Manager – Cell 651-775-6210/ Office 651-632-2419
- Karin Misiewicz, Parks Maint Sup III - Cell 651-248-1387/ Office 651-632-2413
- Eric Stewart, Park Maint Sup I (Downtown Dist Sup) - Cell 651-755-8529/ Office 651-292-7012
- Diane Voyda, Park Maint Sup II (Special & Heavy Equipment & Project work) - Cell 651-248-2384, Office 651-632-2418
- Gary Korum, Operations Manager – Cell 651-248-0784/ Office 651-632-2402
- Angie Tillges, Paddle Share Program Liaison—651-266-6376



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Flood Management Measures:

The following actions are to be taken at the site in preparation for a flood event. The elevation listed is the trigger for the events shown.

The Paddle Share Stations would be removed at the following water levels, following the NOAA river forecasts and the Robert Street river gage "0" = 683.77'

<http://water.weather.gov/ahps2/hydrograph.php?wfo=mpx&gage=stpm5>

Hidden Falls Paddle Share Stations at gage (13.5) = 697.27

Harriet Island Paddle Share Stations at gage (14.5) = 698.27

General Preparation:

1. Monitor conditions for potential flood event.
2. Move Paddle Share Station at Hidden Falls adjacent to Restroom building above 14'
3. Move Paddle Share Stations at Harriet Island to offsite location above 17'.
4. Remove and store kayaks and equipment from the stations
5. Post signs and post on website reservation software that stations will be closed to the public and that flooding is eminent.

After Flood Event:

1. Visual inspection of stations for signs of damage.
2. Any questionable damage to structure will be inspected by iPaddleport the station manufacturer.
3. Wash stations and return kayaks and equipment.
4. Survey the site location for any damages or landscaping needs.
5. Move Paddle Share Stations back to their original site locations.

Mississippi River Paddle Share—Saint Paul

The Saint Paul Parks and Recreation will partner with the National Park Service to expand the [Mississippi River Paddle Share](#) program into Saint Paul in Summer 2017. Paddle Share in Saint Paul will be a key feature in the Great River Passage – which is the new identity for all proposed public development along Saint Paul’s more than 17 miles of Mississippi riverfront.

Paddle Share is a self-service kayak rental program for people 18 years and older with kayaking experience to enjoy the Mississippi River in Saint Paul.

Saint Paul Parks and Recreation will own and operate two, free standing Paddle Share stations at Hidden Falls Regional Park and two, free standing Paddle Share stations Harriet Island Regional Park for a 5-month seasonal operation. Customers will have access to 16 kayaks and equipment at Hidden Falls Regional Park for a one way, 6.7-mile, paddle down the Mississippi River ending at Kelly’s Landing at Harriet Island Regional Park.

Customers reserve a kayak online at www.paddleshare.org and are sent a code to unlock equipment during the allotted reservation period. The equipment is returned to the designated end point station. Nice Rides and public transit are available near to the start and end points allowing customers a non-motorized circuit to enjoy the river, bicycle pathways, and transit system. Saint Paul Parks and Recreation will contract a company to reposition the kayaks daily during the rental season.

Paddle Share annual season will be June 1st-October 31st and will operate Wednesday-Sunday, June 1st-September 3rd and Friday-Sunday, September 8th-October 31st.

Station locations are identified in attached maps. iPaddleport is the fabricator of the stations. Photos of the temporary, free standing stations models are included below. Stations do not require power or site preparation. Parks and Recreation Operations Division and Great River Passage staff will manage and maintain stations and equipment annually. A flood plan is attached. In addition, the National Park Service operation plan is attached and includes details on all equipment and daily safety protocols of the program.

iPaddleport free standing stations



Angie Tillges, Saint Paul Parks and Recreation
angie.tillges@ci.stpaul.mn.us

2016 version by
Chad Dayton
Outdoor Solutions

Updated for 2017 by
Ben Rasmussen
Volpe Center

St. Paul Paddle Share Program 2017 Operations Plan (Draft: 3/24/17)

A. Timing

The Paddle Share season will likely take place from Thursday, June 1, to the middle or end of October, weather permitting. From June to August, the paddle rental windows will be Wednesdays to Sundays from 8-11am, 12-3pm, and 4-7pm. In September and October, the paddle rental windows will be Fridays to Sundays from 8-11am, 12-3pm, and 4-7pm. The contractor will need to reposition the equipment each operating day: 11am-12pm, 3-4pm, and either from 7-8am or 7-8pm.

B. Locations

The St. Paul system (Phase 1) will have two locations: two rental stations at Hidden Falls Regional Park and two return stations approximately 6.3 river miles downstream at Kelley's Landing at Harriet Island Regional Park.

C. Equipment Provided

- **Stations:** Two 8-kayak iPaddlePort rental stations, likely with built in trailers, for kayaks and paddling equipment (paddles and PFDs) will be located at Hidden Falls Regional Park and two 8-kayak iPaddlePort return stations will be located at Kelley's Landing.
- **Kayaks:** 13 one-person kayaks and 5 two-person kayaks will be purchased for the operation of this program from Wenonah Canoes/Current Designs. Kayaks are: Current Designs "Solara 120" (one-person, color: yellow) and Current Designs "Solara 145T" (two-person, color: yellow). The kayaks must be inspected by the Ramsey County Sheriff's Department and registered with the DNR annually or as required.
- **Paddles:** A total of 25 kayak paddles will be purchased for the operation of this program. Paddles are Current Designs, 2-piece "Aura FG 230cm."
- **PFDs:** A total of 25 personal flotation devices will be purchased for the operation of this program. (MTI Adventure Wear PFDs, size universal adult "Day Tripper," all PFDs are new and U.S. Coast Guard compliant.)
- **Signage:** Appropriate permanent signs near each station will need to be installed to assist navigation during the paddle as recommended by Ramsey County Sherriff. The stations themselves will accommodate stickers and additional signage.

- Navigation materials: Laminated directions, maps, and supporting information will be affixed to each kayak and be clearly posted on the rental/return stations and website.

D. Repositioning Equipment

- Truck: The contractor will need a pickup truck or similar vehicle to use during each repositioning window (11am-12pm, 3-4pm, and either from 7-8am or 7-8pm) during program operation to transfer/reposition the kayaks, paddles, and PFDs between stations.
- Trailer: The contractor will need a kayak trailer to transport kayaks and paddle equipment between stations. The trailer will be DOT/Sheriff inspected.
- Boat: Alternatively, the contractor could outfit a boat (pontoon or similar) with racks, and if needed, it could tow a raft, to reposition kayaks on the river instead of a truck and trailer.

E. Logistics

- Rental reservations: Paddlers may make reservations ahead of time on their phones via paddleshare.org and the iPaddlePort website. Customers may also make reservations on-the-spot, provided there is cellular availability and customers' smartphones support the website. Reservations are non-refundable unless the system is shut down due to unsafe conditions.
- Cost: The cost per kayak for up to a 3-hour rental will be \$25. This includes a \$6 iPaddlePort fee per each rental and a ~\$1 credit card fee; tax will be paid in addition to the \$25 cost by the user.
- Revenue: All revenue (~\$18/rental) will be put into a fund that will be applied towards the cost of ongoing program operation and maintenance. Operational costs will be reimbursed by this fund. MPC will write a check from this fund to the City of St. Paul monthly. A monthly report and the month's revenue will be available at the end of each month.
- Special events/programming: The equipment will, as appropriate, be available on a limited basis for special events and programming during non-rental program hours and days. iPaddlePort will provide the City with a code each month for these purposes. NPS can use the equipment as well and will coordinate with the City on an events schedule.
- Moving of equipment: The contractor will move the equipment each morning/evening and during the program days and/or as needed in order to return the kayaks and equipment to the rental locations to meet the needs of customer reservations. Specifically, the contractor will need to reposition the equipment each operating day: 12-1pm, 3-4pm, and either from 6-7am or 7-8pm.
- Maintenance of equipment: Per the recommendation of the manufacturer, the contractor will need to rinse the boats. The manufacturer recommends a high-pressure water gun (a large Super Soaker would suffice) to spray the exterior of the kayaks before putting them back in the rental station.

- Storage of equipment during the off-season: After the operation season, all equipment, and possibly the iPaddlePort stations, will be stored at a specified location until the start of the 2018 season. In that time, any maintenance needed will be performed. All kayaks and paddles are covered under the manufacturer's warranty.

F. Risk Management

- PFDs: All paddlers are required to wear their USCG approved MTI PFD at all times and will electronically sign an appropriate waiver available through the online reservation system.
- The Volpe Center will determine when the system should be shut down (by 7am in the morning or at some point during the day) based on:
 - River flow/CFS: The Cubic Feet per Second (CFS) river flow at Anoka (RM 861.4) and St. Paul (RM 837.1) shall be between 2,500-25,000 CFS.
 - Wind speed: Wind speed shall not exceed 20 mph (17 knots).
 - Lightning: Paddling will halt if lightning strikes within 5 miles of the 35E Bridge (RM 843.1). After a thunderstorm, paddlers will wait 30 minutes after the last thunder heard before getting back on the water.
 - 90-degree rule: The combined temperature of water and air shall be greater than 90-degrees Fahrenheit.
- Emergency: 911 response from water or land. Paddle Share program partner leads will meet with the Ramsey County Sherriff before program launch.
- Notification: Ramsey County Sherriff, USCG, and Army Corps of Engineers will be notified of the operating dates and times of this project.
- Toll-free number: A toll-free number is provided on signs at all stations, on the paddleshare.org website, and on other materials for all customer service inquiries (during operating hours). A "virtual receptionist" will direct callers to press a number for the stretch of river they are paddling. The contractor will then assist the caller with their inquiry (equipment problem, reservation issue, etc.).
- All paddlers will be required to submit a liability waiver and adhere to DNR rules regarding general paddle safety, intoxicated boating, and all programmatic parameters/guidelines. Links to safety videos are provided on paddleshare.org and iPaddlePort's websites.
- Safety information and maps will be present on signage (on water-DNR and on iPaddlePort stations) and paddleshare.org, which is the portal to the iPaddlePort reservation system.
- In the event of an emergency (high water levels, bad weather) the contractor (or City of St. Paul staff) will manually shut down the paddle share stations. Users will be informed of this procedure for their safety and advised to make reservations within 48 hours so they can check and be aware of weather forecast before making a reservation.

G. Audience

- For single kayaks, this opportunity will be open to people 18 years old or older who have kayaked before. For tandem kayaks, at least one person must be 18 years old or older who has kayaked before. The other person can be younger and/or less experienced. Adults 18 or older will be responsible for younger paddlers in the tandems. First-time solo kayakers are directed to outfitter and guide services as listed on paddleshare.org.
- The primary audience is residents in the neighborhoods surrounding the river in St. Paul. Additionally, this is a great opportunity for tourists and people visiting the Twin Cities.
- Accessibility is a primary focus that will take some time to develop. The intention is that the lake stations to be funded in Phase 2 of the program will be paired with accessible docks. Unfortunately, if these docks were installed along the Mississippi River, they would catch a lot of debris and would likely become unmoored and/or damaged.

H. Publicity and Marketing

- Promotion: Each partner and organization will promote and advertise this project through their own means of communication and networks. All marketing and advertising must be coordinated with NPS and MPC. Please see MPC's Paddle Share Marketing Plan for more information.
- Website: paddleshare.org is the program's central website that links to iPaddlePort's reservation system. Paddleshare.org is the only official website for paddle share; all other websites should link to it.

I. Partners

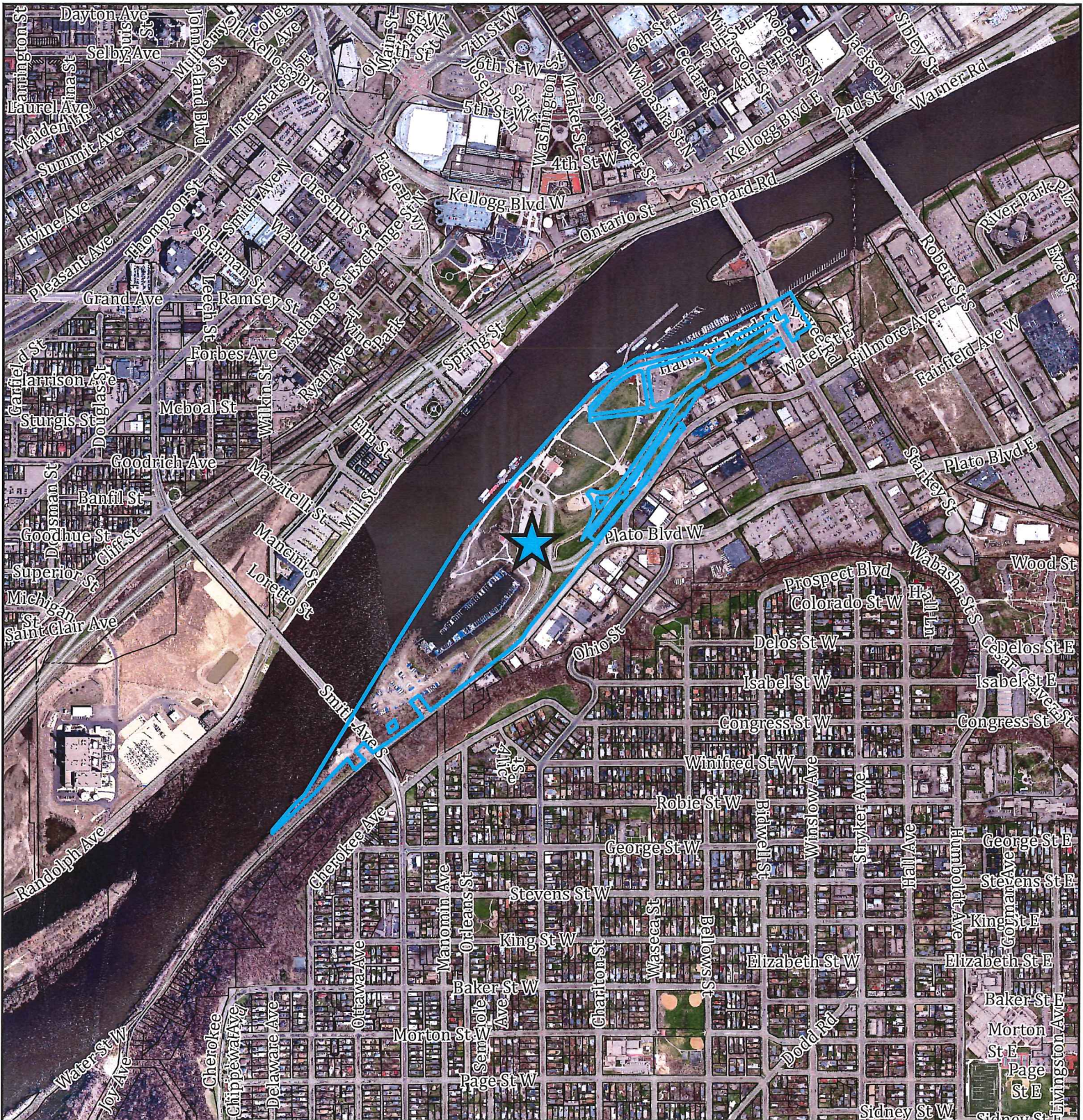
- National Park Service-Mississippi National River and Recreation Area (NPS-MNRRRA) will:
 - Secure and provide funding for the paddle share equipment and develop necessary agreements
 - Oversee, facilitate, and coordinate the project's implementation and expansion with land managers, project partners, and others to ensure a safe paddling experience and access to information about the project
 - In conjunction with the project partners, have the project equipment inspected and inventoried at least once every year
 - Promote paddle share program at visitor centers and at events
 - Assist other parks with establishing a paddle share program
 - Coordinate discussions with elected officials, media, and others to ensure consistency and compliance with NPS Director's Orders (DO) for publicity, brochures, NPS resource management, and others
 - Continue to work with the U.S. Department of Transportation John A. Volpe National Transportation Systems Center (Volpe Center) to maintain and expand a mobile-friendly website for the program

- Promote the project, safe paddling, and provide a procedure for responding to incidents on the river (shared responsibility with MPC)
 - Help obtain permits and authorizations as necessary
- Mississippi Park Connection (MPC) will:
 - Develop media/marketing/outreach plan
 - Serve as fiscal agent, handling financial components and transactions, for some aspects of the project
 - Help with branding the Paddle Share program
- City of St. Paul will:
 - Pass a council resolution to accept funding for the project
 - Enter into a grant agreement with NPS to receive federal funding to own, operate, and maintain paddle share stations.
 - Contract with an operator to reposition kayaks and maintain the system
 - Promote the project and safe paddling on the river
 - Assist in the posting of paddle share related signage
 - Notify appropriate agencies (i.e., Ramsey County Sheriff) of operating dates and times
- Minnesota Department of Natural Resources (MN-DNR) will:
 - Create and provide appropriate signage along the route and near Paddle Share stations to simplify navigation
 - Promote the project and safe paddling on the river
 - Support the installation of appropriate signage along the route
 - Support improvements to water access sites as funding is available.
- Nice Ride MN will:
 - Cross-promote the project and safe paddling on the river
 - Assist with large group events
 - Locate a Nice Ride MN bicycle share station at Hidden Falls Regional Park
- Minnesota Department of Transportation (MN-DOT) will:
 - Perform annual trailer inspection
- National Park Service-Rivers, Trails, and Conservation Assistance Program (NPS-RTCA) will:
 - Promote the project and assist safe paddling on the river
- Ramsey County Sherriff will:
 - Perform annual kayak and equipment inspections
 - Suggest and approve route and signage
 - Respond to 911 emergencies
- Volpe Center will:
 - Maintain and expand mobile-friendly website for NPS Paddle Share program as first point of contact for renters with direct link to iPaddlePort's reservation system
 - Determine when the system should be shut down by 7am in the morning or at some point during the day based on the Risk Management parameters as listed in Section F

- Contact all project partners and contractors when system is to be shut down
- Volpe also is involved with negotiating operations with contractors and partners, developing project budgets, creating site plans, developing a five year implementation plan, and overall project management as part of their funding agreement and technical assistance contract to NPS-MISS

J. Contractors

- iPaddlePort will:
 - Provide the rental and return stations (iPaddlePorts) at each location for the kayaks and paddle equipment
 - Provide the proprietary IT platform and mobile-friendly website for signing waivers and making reservations and receiving payments
 - Reimburse reservations when cancelled due to weather and unsafe conditions.
 - Provide monthly accounting of reservations and payments from reservation revenue to MPC, which will distribute to St. Paul to cover operations and maintenance costs.
- Operating contractor will:
 - Reposition kayaks and equipment among iPaddlePorts in order to meet reservation needs
 - Clean, maintain, inventory, and inspect kayaks and equipment as appropriate throughout the project period and inform NPS if there are any issues
 - Maintain complete and accurate records of the project property in the partner's possession, including information on the condition and location of any equipment which has been removed from the project's premises
 - Store all equipment during the off-season and reinstall before each season begins.
 - Provide a representative to field toll free calls during regular business hours and respond to any incidences relating to problems with equipment.
 - Promote the project and safe paddling on the river
 - Physically turn off stations/shut down system each day if Risk Management parameters are not met
 - Actively recruit staff from underserved communities and age groups
 - Coordinate with county sheriff, as appropriate.



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FILE NAME: City of St. Paul - Parks and Recreation **Aerial**

Subject Parcels

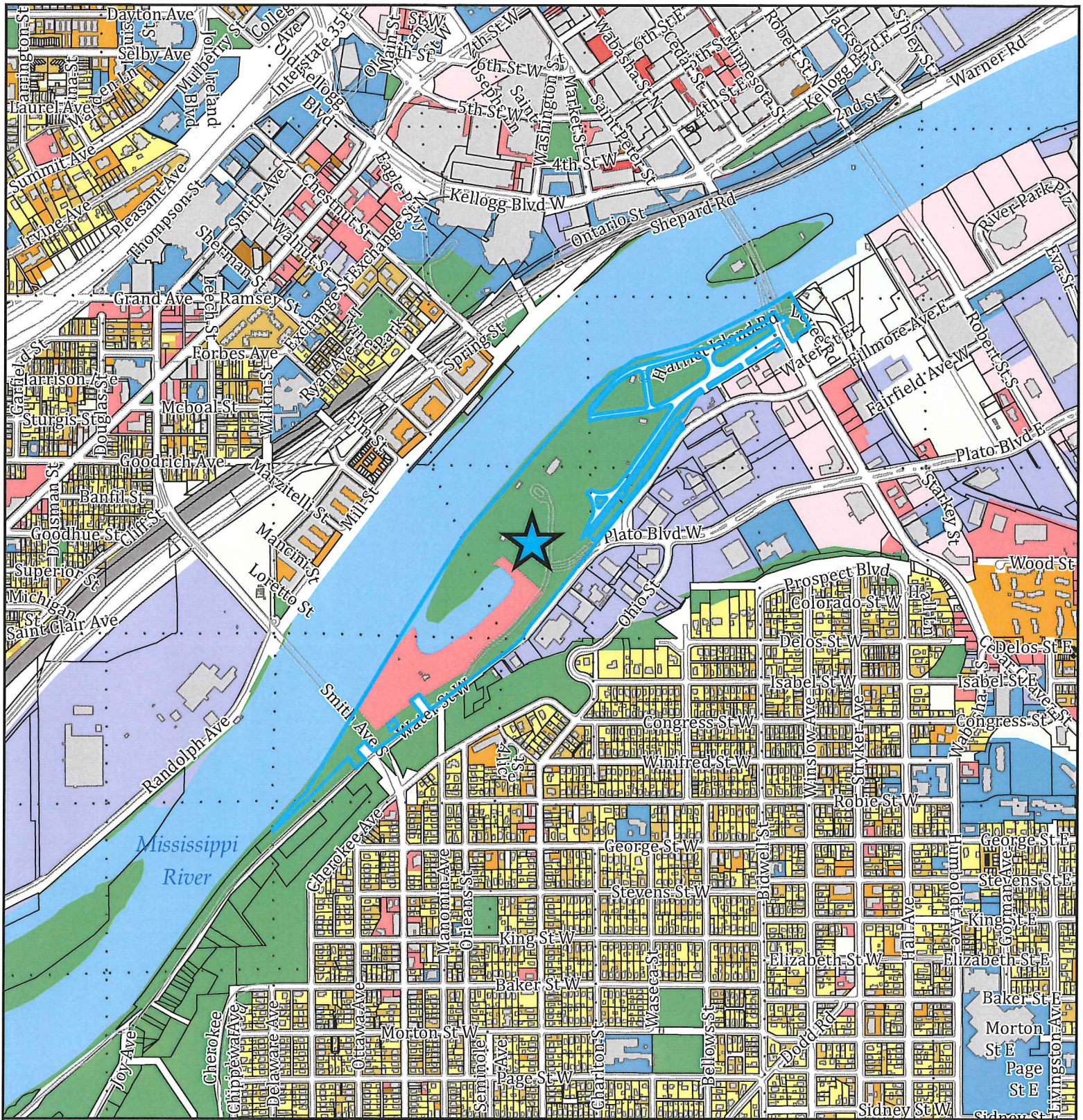
APPLICATION TYPE: CUP

FILE #: 17-032384 DATE: 4/25/2017

PLANNING DISTRICT: 3

















ZONING PANEL: 16



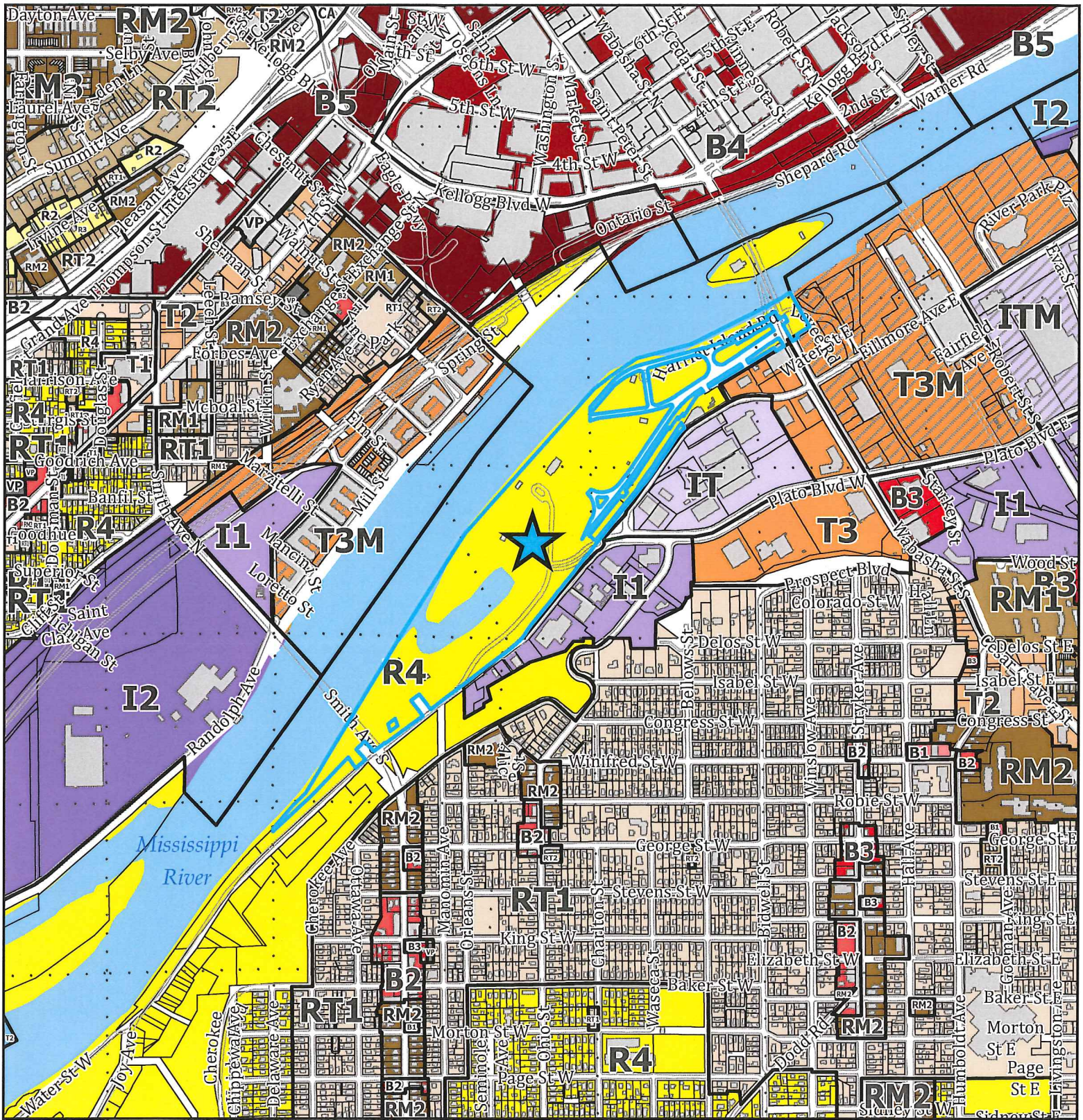


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FILE NAME: City of St. Paul - Parks and Recreation
 APPLICATION TYPE: CUP
 FILE #: 17-032384 DATE: 4/25/2017
 PLANNING DISTRICT: 3
 ZONING PANEL: 16

Land Use	
	Single Family Detached
	Single Family Attached
	Multifamily
	Office
	Retail and Other Commercial
	Mixed Use Residential
	Mixed Use Industrial
	Mixed Use Commercial and Other
	Industrial and Utility
	Institutional
	Park, Recreational or Preserve
	Railway
	Undeveloped
	Water
	Subject Parcels
	Section Lines





FILE NAME: City of St. Paul - Parks and Recreation

APPLICATION TYPE: CUP

FILE #: 17-032384 DATE: 4/25/2017

PLANNING DISTRICT: 3

ZONING PANEL: 16

Saint Paul Department of Planning and Economic Development and Ramsey County

Zoning

- Subject Parcels
- Section Lines
- R2 One-Family
- R3 One-Family
- R4 One-Family
- RT1 Two-Family
- RT2 Townhouse
- RM1 Multiple-Family
- RM2 Multiple-Family
- RM3 Multiple-Family
- T1 Traditional Neighborhood
- T2 Traditional Neighborhood
- T3 Traditional Neighborhood
- T3M T3 with Master Plan
- B1 Local Business
- B2 Community Business
- B3 General Business
- B4 Central Business
- B5 Central Business Service
- IT Transitional Industrial
- ITM IT with Master Plan
- I1 Light Industrial
- I2 General Industrial
- VP Vehicular Parking
- CA Capitol Area Jurisdiction

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