

Memorandum

TO: Ben Boike, Assistant Community Development Director/City Planner
FROM: Darin Rezac, Civil Engineer
DATE: November 8, 2016
SUBJECT: Site Review 260 Marie Ave

The engineering department has completed its review of the above-referenced project. In conjunction with the site plan approval, the following conditions must be met.

RECOMMENDED CONDITIONS OF APPROVAL

1. Permits from the appropriate regulatory agencies must be obtained, including but not limited to the MPCA, Dakota County, MnDOT, etc.
2. Parkland dedication shall be paid upon application of a building permit. Fee shall be in accordance to City Ordinance, Section 1022.11.
3. Insert standard plate sheet. Add applicable West St. Paul, Watershed, and MnDOT plates and standard plans. City staff to provide electronic copies of needed city plates.
 - B612 Curb & Gutter (include tipout)
 - B618 Curb & Gutter
 - Bituminous Trail
 - Catch Basin 2'x3' Rectangular
 - Catch Basin Manhole
 - Commercial Driveway Apron
 - Development Info Sign
 - Concrete Sidewalk
 - Concrete Washout Area
 - Flared End Section and Trash Guard
 - HDPE Pipe Bedding
 - Rock Construction Entrance
 - Silt Fence

- Sod Placement
 - Any applicable Saint Paul Regional Watershed standard plates/plans
 - MnDOT Std. Plate 7113A (Concrete Approach Nose Detail)
 - MnDOT Std. Plan 5-297.250 (Pedestrian Curb Ramp Details)
 - MnDOT Std. Plan 5-297.405 (Storm Drain Inlet Protection)
 - Dakota County SWCD Bioretention Plates
 - i. Installation Notes
 - ii. Typical Cross Section
 - iii. Curb & Gutter Opening to Retention Cell
 - iv. Under-drain Valve & Valve Box
4. Rain gardens 2 & 4 are too small to be functional. Re-size rain gardens 1, 3, 5, & 6 to accommodate the removal of rain gardens 2 & 4.
 5. 5' concrete walk along Marie Ave to be replaced with 8' bituminous trail. City staff will provide pavement section to be inserted into plan set.
 6. Update plan to show no curb cut at mid-block pedestrian crossing at Kathleen Dr. Sidewalk can be poured to back-of-curb, however, no permanent pedestrian crossing will be allowed.
 7. Applicant will be required to remove 25' of existing concrete raised median on Marie Ave. to accommodate a full-access entrance to the parking garage. Concrete approach nose to be added. Bituminous patch to be placed in the void.
 8. Display all proposed signage on the plans.
 9. Update plans to show commercial concrete aprons at all entrances. Label widths and curb radii. Label the transition between B618 & B612 at concrete aprons.
 10. Label proposed curb & gutter type and radii on plan. Update the grading plan to show difference between regular and tip out curb & gutter.
 11. Add "Inlet protection to be installed prior to all construction activities begin." on Grading and Erosion Control Plan.
 12. Remove "Underground Filtration Basin" detail from pg. 3. Contractor to follow Dakota County Soil and Conservation District standard detail.
 13. Update Landscape Plan with hatching/shading to show the difference between sodded areas and seeded areas. Restoration in the public right-of-way is to be sod.
 14. City owned street lights to be impacted by concrete apron installation. Add note to Utility Plan, "Contractor to install conduit and reroute direct-bury wire in conduit at three driveway locations."

C: Ross Beckwith, City Engineer/Public Works & Parks Director
Chuck Price, Engineering Tech III

TO: Asst. Community Dev. Dir.
THROUGH: Asst. Parks & Recreation Dir.
FROM: Environmental Committee
DATE: November 7, 2016



SUBJECT:

CASE #16-17 – Site Plan review for the construction of a new Multi-family Apartment Building at 260 Marie Ave.

BACKGROUND INFORMATION:

At the November 2, 2016 Environmental Committee (EC) meeting, members reviewed the Site Plan submitted by Westview Park Apartments to construct a new four-story 56 unit market rate apartment building. The EC members were very pleased with the overall plan. They agreed with the Assistant Community Development Director's recommendations. They were encouraged by the addition of the rainwater gardens and the preservation of the 15 mature trees by the developer. The EC unanimously voted to approve the site plan, with an additional comment that they strongly encourage the developer to use "pollinator friendly" native plants that were not treated with "neonicotinoids".

RECOMMENDATION:

Environmental Committee members approve the site plan for the construction of a new Multi-family Apartment Building at 260 Marie Ave. with the recommendations listed above.

WESTVIEWPARK APARTMENT HOMES

285 Westview Drive
West St. Paul, Minnesota 55118
Office 651-451-2998 Fax 651-455-4948

10-14-2016

City of West Saint Paul
Ben Boike, City Planner
1616 Humboldt Avenue
West St. Paul, MN 55118

Re: 260 Marie Avenue East

Mr. Ben Boike, City Planner

Please accept our application for the redevelopment of 260 Marie Avenue.

Our vision for 260 Marie Avenue East is to build a green energy efficient contemporary building with underground parking and amenities that include: native landscaping, rainwater gardens, preservation of the existing trees, and creation of a treed and vegetated buffer screen for our neighbors. The proposed building includes: a grand glass entry; studio, one, and two bedroom apartments, plus several unique two-story loft apartment homes; a rooftop picnic area with solar panels; community areas for gathering; a fitness room; bicycle storage; and other services for the residents.

Westview Park Apartments was built and has been family owned and operated for over 50 years in West Saint Paul. Our long-term plan is to own and manage 260 Marie Avenue East along with our other apartment homes with the same dedication and commitment to our residents and to the community as we have had for four generations.

We invited the community together to discuss the plan to replace the vacant building with a new apartment building at 260 Marie Avenue East. On July 18, 2016, we hosted a neighborhood meeting to listen to their ideas and concerns. Twelve people signed in and a total of 20 people attended. We received 5 comment cards in support of the proposal and 4 opposed. Concerns raised included pedestrian traffic, vehicular traffic, parking, line of sight entering Marie, crime, noise, view, water runoff, and youth hanging out. Suggestions from the meeting included upscale apartments needed, install more trees, need more parks and green space. Since that meeting we have studied each of these issues, met with staff, and are taking the issues raised into consideration during the design of the project and beyond.

We are very excited to be working with you and the City of West Saint Paul to create this flagship apartment building and 56 new homes in our great city.

Thank you,

Westview Park Apartments LP


Daniel Tilsen, General Partner


Jim Tilsen, General Partner

Westview Park Apartments Limited Partnership



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118-3972

MUNICIPAL CENTER 651-552-4100
PARKS/RECREATION 651-552-4150
FAX 651-552-4190

POLICE 651-552-4200
FIRE 651-552-4176
TDD 651-552-4222

CONDITIONAL USE PERMIT APPLICATION

Filing Fee: \$275.00

(OFFICE USE ONLY)

Escrow Amount: \$400.00 (residential)
\$800.00 (commercial)

CASE NO. _____
DATE RECEIVED _____
RECEIPT # _____
60 DAY DATE _____

TOTAL FEES _____

1. STREET ADDRESS OF PARCEL 260 Marie Avenue East, West Saint Paul, Mn 55118
2. NAME OF APPLICANT Jim Tilsen Phone # 651-552-7118
3. ADDRESS OF APPLICANT 285 Westview Drive Email JAT111@msn.com
West Saint Paul, Mn 55118
4. NAME OF OWNER Westview Park Apartments LP Phone # 651-451-2998
5. ADDRESS OF OWNER 285 Westview Drive Email JAT111@msn.com
West Saint Paul, Mn 55118
6. LEGAL/PID # 420200083020 and 420290006032
7. PRESENT ZONING I-1
8. PROPOSED USE OF PARCEL Apartment Building
9. ZONING SECTION AUTHORIZING CUP 153.126 (B) AND 153.126 (D)
10. WHAT WILL BE THE EFFECT OF THE PROPOSED USE ON THE HEALTH, SAFETY, & WELFARE OF THE OCCUPANTS IN THE SURROUNDING PARCELS?
The project is a redevelopment project replacing a blighted property with 56 unit market rate apartment homes.
11. WHAT WILL BE THE EFFECT ON EXISTING AND ANTICIPATED TRAFFIC CONDITIONS, INCLUDING PARKING FACILITIES ON ADJACENT STREETS?
The proposed project will add 56 Apartment Homes at average of 4 trips per apartment would add 224 trips per day to Marie Avenue.
12. WHAT WILL BE THE EFFECT OF THE PROPOSED USE ON THE COMPREHENSIVE PLAN?
The proposed use would requires a Comp. Plan Amendment under consideration

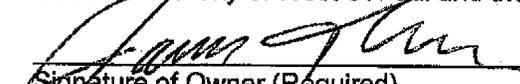
**PROMOTING AND PRESERVING A COMMUNITY OF EXCELLENCE
BY THE ETHICAL, RESPONSIVE, EFFICIENT AND INNOVATIVE PROVISION OF SERVICES
EOE/AE**

EXHIBITS REQUIRED

- A. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies, of a map or plat showing the property on which the Conditional Use Permit is requested, and all parcel within 150 feet of the boundaries of the subject parcel.
- B. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded plans, showing application information as follows:
 - a. Proposed and existing topography and drainage.
 - b. A complete plan prepared and signed by a registered Civil Engineer, Architect, and/or Landscape Architect showing:
 - i. The parking layout, access provisions, structure locations, landscaping, drainage, trees and shrubbery including types and locations, and sizes.
 - ii. Any fences, walls, or other screening, including height and type of material.
 - iii. All lighting provisions, including type, location, and lumens affecting the surrounding parcels and streets.
 - iv. Curb type and location on site.
 - v. Proposed plans for sidewalk to service, parking, recreation and service areas within the site.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.


Signature of Owner (Required)
Partner, Westview Park Apts.

651 451-2998
Phone Number

Signature of Applicant (If different)

Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF CONDITIONAL USE PERMIT:

An approved Conditional Use Permit shall lapse and become null and void six months following the date on which the Conditional Use Permit was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site, or a Certificate of Occupancy is issued by the Building Official. A Conditional Use Permit may be renewed once for a period of one year by the City Council.

FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.
2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118-3972

MUNICIPAL CENTER 651-552-4100
PARKS/RECREATION 651-552-4150
FAX 651-552-4190

POLICE 651-552-4200
FIRE 651-552-4176
TDD 651-552-4222

SITE PLAN APPLICATION

Filing Fee: \$275.00

(OFFICE USE ONLY)

Escrow Amount: \$1300.00

CASE NO. _____

DATE RECEIVED _____

RECEIPT # _____

60 DAY DATE _____

TOTAL FEES _____

1. STREET ADDRESS OF PARCEL 260 Marie Avenue East, West Saint Paul, Mn 55118

2. NAME OF APPLICANT Jim Tilsen

Phone # 651-552-7118

3. ADDRESS OF APPLICANT 285 Westview Drive

Email JAT111@msn.com

West Saint Paul, Mn 55118

4. NAME OF OWNER Westview Park Apartments LP

Phone # 651-451-2998

5. ADDRESS OF OWNER 285 Westview Drive

Email JAT111@msn.com

West Saint Paul, Mn 55118

6. LEGAL/PID # 420200083020 and 420290006032

7. PRESENT ZONING I-1

8. PROPOSED USE OF PARCEL Apartment Building

9. WHAT WILL BE THE EFFECT ON EXISTING AND ANTICIPATED TRAFFIC CONDITIONS, INCLUDING PARKING FACILITIES ON ADJACENT STREETS _____

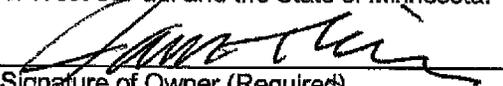
The proposed project will add 56 Apartment Homes at average of 4 trips per apartment would add 224 trips per day to Marie Avenue.

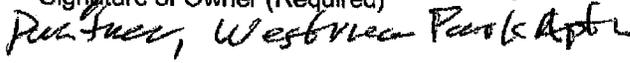
EXHIBITS REQUIRED

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies in sets and folded plans, showing application information as follows:
 - a. A survey scaled and dimensioned site plan showing pertinent existing conditions such as parking layout, access provisions, structure locations, drainage, lot area, and yard dimensions, including but not limited to the surrounding parcels within 150 feet.
 - b. A complete set of preliminary drawings prepared and signed by a registered Civil Engineer, Architect, and/or Landscape Architect showing:
 - (i) A site plan indicating parking layout, access provisions, structure locations, any fences, walls, or other screening, including height and type of material, landscaping, drainage, trees and shrubbery including types and locations, and sizes.
 - (ii) Building Elevations including finishes on all buildings all sides.
 - (iii) All lighting provisions on site, including type, location, and lumens affecting the surrounding parcels and streets.
 - (iv) Curb type and location on site.
 - (v) Proposed plans for sidewalk to service, parking, recreation and service areas within the site.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.



Signature of Owner (Required)


Signature of Applicant (If different)

651 457-2998

Phone Number

Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF SITE PLAN: An approved Site Plan shall lapse and become null and void six months following the date on which the Site Plan was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site. An approved Site Plan may be renewed once for a period of one year by the City Council.

FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.
2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118-3972

MUNICIPAL CENTER 651-552-4100
PARKS/RECREATION 651-552-4150
FAX 651-552-4190

POLICE 651-552-4200
FIRE 651-552-4176
TDD 651-552-4222

REZONING APPLICATION

Filing Fee: \$325.00

(OFFICE USE ONLY)

Escrow Amount: \$800.00

CASE NO. _____

DATE RECEIVED _____

RECEIPT # _____

TOTAL FEES _____

60 DAY DATE _____

1. STREET ADDRESS OF PROPERTY 260 Marie Avenue East, West Saint Paul, Mn 55118

2. NAME OF APPLICANT Jim Tilsen Phone # 651-552-7118

3. ADDRESS OF APPLICANT 285 Westview Drive Email JAT111@msn.com
West Saint Paul, Mn 55118

4. NAME OF OWNER Westview Park Apartments LP Phone # 651-451-2998

5. ADDRESS OF OWNER 285 Westview Drive, WSP Mn 55118 Email JAT111@msn.com

6. LEGAL/PID # 420200083020 and 420290006032

7. PRESENT ZONING I-1 PROPOSED ZONING R-4 PUD

8. PRESENT USE Vacant Building PROPOSED USE Apartment Building

9. WHAT CHANGED OR CHANGING CONDITIONS MADE THE PASSAGE OF THIS AMENDMENT NECESSARY Parcel in need of Redevelopment, vacant for several years

10. WHAT IS THE EFFECT OF THE PROPOSED AMENDMENT? Creation of 56 new apartment homes

11. WHAT ERROR, IF ANY, IN THE EXISITING ORDINANCE WOULD BE CORRECTED BY THE PROPOSED AMENDMENT? _____

12. WHAT OTHER CIRCUMSTANCES JUSTIFY THE AMENDMENT? lot to small for most industrial uses, no demand for office space, new apartment homes needed in the area resaulting in an assett to the community and a stronger tax base.

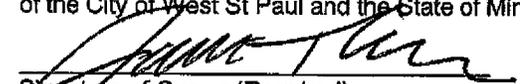
**PROMOTING AND PRESERVING A COMMUNITY OF EXCELLENCE
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EOE/AEE**

EXHIBITS REQUIRED

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded, of a map or plat showing the lands proposed to be rezoned and all lands within 350 feet of the boundaries of the property proposed to be rezoned.
2. Written proof of ownership or legally recognized financial interest of the property on which the rezoning is requested.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.


Signature of Owner (Required)
Parker, Westview Park Npts

651-451-2998
Phone Number

Signature of Applicant (If different)

Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or the Planning Commission. Fees shall include the application fee, filing fees, consultants, legal, planning, and engineering fees.
2. Applicants shall deposit with the City, together with the application filing fees, the sums required by City Council resolution toward prepayment of the Consultants and Attorneys expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118-3972

MUNICIPAL CENTER 651-552-4100
PARKS/RECREATION 651-552-4150
FAX 651-552-4190

POLICE 651-552-4200
FIRE 651-552-4176
TDD 651-552-4222

PLATTING APPLICATION

Filing Fee: \$275.00 + \$2 each lot

(OFFICE USE ONLY)

Required Escrow: \$600.00 (1-2 Lots)
\$1600.00 (3 or more Lots)

CASE NO. _____
DATE RECEIVED _____
RECEIPT # _____
60 DAY DATE _____

TOTAL FEES _____

CONTACT INFORMATION

1. NAME OF APPLICANT Jim Tilsen Phone # 651-552-7118

2. ADDRESS OF APPLICANT 285 Westview Drive Email JAT111@msn.com
West Saint Paul, Mn 55118

4. NAME OF OWNER Westview Park Apartments LP Phone # 651-451-2998

5. ADDRESS OF OWNER 285 Westview Drive Email JAT111@msn.com
West Saint Paul, Mn 55118

6. NAME OF SURVEYOR Geoff G Griffin Phone # 507-867-1666

7. ADDRESS OF SURVEYOR 14070 Hwy 52 S.E. Email geoffg@ggg.to
Chatfield, Mn 55923

8. NAME OF ENGINEER Mark Welch Phone # 507-867-1666

9. ADDRESS OF ENGINEER 14070 Hwy 52 S.E. Email markw@ggg.to
Chatfield, Mn 55923

PLAT INFORMATION

10. LEGAL/PID # OF PROPERTY INVOLVED 420200083020 and 420290006032

11. TOTAL ACREAGE 2.0 12. NUMBER OF PROPOSED LOTS 1

13. PROPOSED NAME OF PLAT Tilsen's Westview Park Second Addition

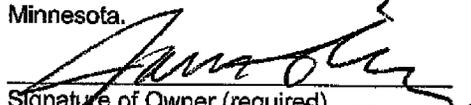
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EOE/AEE**

EXHIBITS REQUIRED

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies of the proposed plat/final plat in sets
2. Plat meets all minimum subdivision requirements. If not, explain:

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.


 Signature of Owner (required)
 Partner, Western Park Plaza

651 451-2998
 Phone Number

 Signature or Applicant (if different)

 Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF PLAT: An approved Plat shall lapse and become null and void six months following the date on which the Plat was approved, unless prior to the expiration of six months the Plat is recorded at Dakota County

FEES

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**CITY OF WEST ST. PAUL
NOTICE OF PUBLIC HEARINGS**

TO WHOM IT MAY CONCERN:

The listed items below will be a public hearing at the Planning Commission meeting on November 15, 2016 at 7:00 p.m. and a public hearing at the City Council meeting on November 28, 2016 at 6:30 p.m.:

Case #16-17 – Applications for Rezoning (I-1, Light Industrial to a Planned Mixed-use Development (PMD) with R-4, Multiple Family Residential underlying zoning), a Conditional Use Permit to allow more than 16 units and to allow a building taller than 3 stories in an R-4, Multiple Family Residential District, Site Plan review, and Preliminary/Final Plat, all for the construction of a new 56-unit apartment building at 260 Marie Ave. E – Jim Tilsen

Interested persons will be heard at the meeting. If you have any questions, please contact City Planner Ben Boike at 651-552-4134. If you need any type of accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4102 at least 5 (five) business days prior to the meeting.



Chantal M. Doriott
City Clerk
City of West St. Paul

Published: November 6, 2016