COMMITTEE OF ADJUSTMENTS / PLANNING COMMISSION MEETING

VIRTUAL MEETING - Cable Channel 21 - www.townsquare.tv/webstreaming

TUESDAY, APRIL 21, 2020

7:00 P.M.

Due to the Spread of COVID-19, City of West St. Paul public meetings will be held virtually until further notice. Members of the public may monitor meetings by tuning in to Cable Channel 21 or online at www.townsquare.tv/webstreaming during the posted meeting times. Meetings can be viewed on-demand starting the day following the original airing at www.wspmn.gov/agendacenter. Items requesting public input will do so via telephone call-in during live broadcasts only. Please view meetings during their original posted times to participate.

1. PLANNING COMMISSION

2. Roll Call

3. Adopt Minutes

3.A. PC Minutes - December 17, 2019

Documents:

12-17-19 PC MINUTES.PDF

4. Public Hearings

4.A. PC Case 20-04 – Site Plan, Preliminary And Final Plat Review To Allow A Climate Controlled Storage Building At 1665 Oakdale Ave. – More Space LLC

Documents:

PC REPORT 04.21.2020 - CONTINUE.PDF

4.B. PC Case 20-05 – Final Plat Review For One Parcel Located At 110 Crusader Ave. West – Net Ministries

Documents:

PC REPORT - 04.21.2020.PDF
PC ATTACHMENTS - 04.21.2020.PDF

5. New Business

6. Old Business

7. Other

7.A. Election Of Officers

Documents:

ELECTION OF OFFICERS - 2020.PDF

8. Adjourn

If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4108 or email ADA@wspmn.gov at least 5 business days prior to the meeting

www.wspmn.gov EOE/AA

WEST ST. PAUL PLANNING COMMISSION

The regular meeting of the West St. Paul Planning Commission was called to order by Chair Kavanaugh on Thursday, December 17, 2019 at 7:37 pm in the Municipal Center Council Chambers, 1616 Humboldt Avenue, West St. Paul, Minnesota 55118.

ROLL CALL: Morgan Kavanagh, Samantha Green, Peter Strohmeier, Dan McPhillips, Lisa Stevens, Maria Franzmeier

Also Present: Melissa Sonnek, Community Development Coordinator; Ben Boike, Assistant Community Development Director/City Planner; Kori Land, City Attorney; John Justen, Council Liaison

PUBLIC HEARINGS

PC Case 19-15-Conditional Use Permit, Site Plan and Preliminary Plat review for the Construction of a New Medical Office building at 1140 Robert St.- Dan Saad

Kavanaugh said that the recommendation was to deny the item if the variance was denied. Since the item was continued, it is Kavanaugh's assumption that is item should be continued into January's meeting. City Planner Boike concurred**.**

A motion to continue the item was made. The motion carried. All Ayes

NEW BUSINESS-NA

OLD BUSINESS- NA

OTHER

Kavanaugh announced that Ben Boike is leaving the City of West St. Paul to start his new position as Community Development Director in Cottage Grove. It is exciting professional news, and Kavanaugh is sad to see Ben go. Community Development Coordinator Sonnek said that Ben will be sorely missed, and West St. Paul is losing a great employee. She related that presenters would thank Ben for his thorough and accurate representation of their projects. Ben's demeanor makes it easy for citizens and developers alike. He is a quality planner, great mentor and teacher. There was no better person to show her the world outside a college textbook. Not only is the City losing a great planner and a great boss, but also a great friend.

Kavanaugh said that the commission is in great hands with Melissa. Cottage Grove is extremely lucky to get Ben. Commissioner McPhillips said goodbye to Ben and said that Ben has changed his mind about civil servants. He said he will miss Ben.

Commissioner Stevens made a motion to adjourn, seconded by Commissioner McPhillips. All Ayes.

Meeting was adjourned at 7:48pm

Respectfully submitted,
Sharon G. Hatfield

CITY OF WEST ST. PAUL

Planning Commission Report

To: **Planning Commission**

From: **Melissa Sonnek, City Planner**

Date: **March 17, 2020**

Site Plan, Preliminary, & Final Plat for 1665 Oakdale Ave – More Space LLC

REQUEST:

Larry Koland, on behalf of More Space LLC, is requesting the approval of site plan, preliminary, and final plat applications for the construction of a 120,186 square foot climate controlled storage building at 1665 Oakdale Avenue.

However, based on site alteration recommendations from City Staff and the Dakota County Plat Commission, the applicant has requested the applications be continued to the May 19th Planning Commission meeting in order to allow for additional time to incorporate requested changes to the site plan and preliminary and final plat.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission **CONTINUE** the **SITE PLAN** review and public hearing to the May 19th Planning Commission meeting.

Staff recommends the Planning Commission **CONTINUE** the **PRELIMINARY** and **FINAL PLAT** review and public hearing to the May 19th Planning Commission meeting.

CITY OF WEST ST. PAUL

Planning Commission Report

To: **Planning Commission**

From: **Melissa Sonnek, City Planner**

Date: **April 21, 2020**

Final Plat Review for 110 Crusader Avenue West – Net Ministries

REQUEST:

Net Ministries is requesting the review of a final plat for the 17.81 acre parcel located at the southwest corner of Crusader and Stryker Avenue, with the address of 110 Crusader Avenue West.

ATTACHMENTS:

Application
Plat
Staff Presentation

CURRENT USES AND ZONING:

	Use	Zoning
Subject Property	Church/Educational Facility	R4 – Multi Family Residential
Properties to North	Emanuel Lutheran Church	R1 – Single Family Residential
Properties to East	Residential – Single Family Homes	R1 – Single Family Residential
Properties to South	Dakota County Service Center	R1 – Single Family Residential
Properties to West	Residential – Single Family Homes	R1 – Single Family Residential

ANALYSIS:

Plat Summary

Gross Acres – 17.81
Proposed Number of Lots – One
Total Easement Sq. Ft. ~ 26,329.30
Total Right-of-Way Sq. Ft. ~ 55,038.30

Easements and Right-of-way

The proposed plat dedicates 10 feet of drainage and utility easements along Pine Ridge Drive, Crusader Avenue, and Stryker Avenue. As well as 5 feet of drainage and utility easements along all interior property lines. These are the standard easements requested by the City.

Existing Conditions

The site currently operates as a training/educational facility. The existing building is just under 42,000 square feet and includes an assembly area, classrooms, kitchen, gymnasium, offices, and dormitories. The site also currently has a parking lot with 120 stalls.

Access and Setbacks

The existing two access points off of Crusader Avenue are proposed to remain as is, one is used as a drive aisle for delivery and garbage/delivery vehicles while the other is for general access. All setbacks comply with code requirements.

	Code Setbacks	Site Setbacks
Front	20 ft.	20 ft.
Rear	20 ft.	400 ft.
Side (East) *Abutting Corner*	20 ft.	335 ft.
Side (West) *Abutting Residential*	20 ft.	380 ft.

ENGINEERING REVIEW:

The City Civil Engineer reviewed the plat application and has no specific recommendations or requirements to add to this memo.

STAFF RECOMMENDATION:

Staff recommends the APPROVAL of the FINAL PLAT for 110 Crusader Ave. W. subject to the following condition:

1. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

Timeline
April 21 – PC Public Hearing
April 27 – CC Public Hearing

CITY OF
WEST ST. PAUL

City Hall
1616 Humboldt Avenue
West St. Paul, MN 55118
651-552-4100
FAX 651-552-4190
www.wspmn.gov

PLATTING APPLICATION

Filing Fee: $275 + $2 each lot
Escrow Amount: $600 (1-2 lots)
$1,600 (3 or more lots)
Total Fees: $_____

OFFICE USE ONLY
Case No: _____
Date Received: _____
Receipt No: _____
60 Day Date: _____

CONTACT INFORMATION

Name of Applicant: NET Ministries Phone # _____
Address of Applicant: _____ Email: _____

Name of Owner: MARK BERCHEM NET Ministries Phone # 651 450-6833
Address of Owner: 110 Crusader Ave West St. Paul 55118 Email: markb@netusa.org

Name of Surveyor: LENNY CARLSON SUNDE LAND SURVEYING Phone # 952.886.3109
Address of Surveyor: 9001 E. BLOOMINGTON FRWY SUITE 118 BLOOMINGTON, MN 55420 Email: lenny.carlson@sunde.com

Name of Engineer: MATT WOODRUFF LARSON ENGINEERING Phone # 651.481.9120
Address of Engineer: 3524 LABORE RD, WHITE BEAR LAKE, MN 55110 Email: _____

PLAT INFORMATION

Legal/PID # of the Property Involved: 4203000009012
Total Acreage: 17.8 Proposed Number of Lots: 1
Proposed Name of Plat: NET MINISTRIES

Plat meets all minimum subdivision requirements. If not, explain: YES

ARCHITECT: DENNIS BATTY & ASSOC. INC.
22770 IMPERIAL AVE N. FOREST LAKE
MN 55025 612.819.9711
donn@dennisbatty.com

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.

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.

Mark Bra	651 450-6833
Signature of Owner (Required)	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.

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

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.

The Dennis Batty & Associates Group, Inc.

architects & planners

22770 Imperial Avenue North Forest Lake, Minnesota 55025
Phone 651-464-3756 Fax 651-464-3794
Email dennisbatty@dennisbatty.com

April 1, 2020

Melissa Sonnek, City Planner
City of West St Paul
1616 Humboldt Avenue
West St Paul, MN 55118

Re: Application Final Plat Approval for
The NET Ministries Addition Project Property

Dear Melissa,

The following is a cover letter for submittal of the application and related submittal items for the Final Plat Approval for the property for the proposed addition to NET Ministries building located at 110 Crusader Ave.

For purposes of this cover letter, the term the "Owner" and or "Property Owner" shall refer to NET Ministries. The term "Architect" shall refer to the Dennis Batty & Associates Group, Inc., Architects. The term "City" shall refer to the City of West St Paul. The term "CUP" shall refer to Conditional Use Permit.

SUBMITTALS

The following items are part this submittal:

1. Completed and signed Application Form for the Final Platting approval process.
2. Final Plat drawing prepared by Sunde Land Surveying.

Number of copies of drawings being submitted include:

1. 20 copies at 11x17
2. 4 copies each at 22x34 (Full size)

PROJECT DESCRIPTION/NARRATIVE

The following is the project description/narrative submitted with the initial preliminary plat, CUP and Site Review Applications.

Proposed Building Addition

NET Ministries proposes to build a single level 12,000 square foot addition to the south west corner of the existing 42,092 square foot building. Total area of the new and existing construction would be 53,976 square feet. The proposed addition would house expansion of

the existing large meeting space and add 15 classrooms, storage and other support spaces. A small amount of remodeling would be done in the existing building to provide additional restrooms.

Exterior Building Materials

The exterior finishes of the proposed addition will match those of the adjacent most recent addition of the existing building. Exterior building materials will be brick masonry, EIFS and aluminum framed windows and storefront. New landscaping will be provided around the perimeter of the proposed addition.

The overall height of the proposed addition will be 18'-8" matching the height of the adjacent existing building

Function and Use

The main work of NET Ministries is to recruit, train, and send out groups of young adult missionaries who travel around the US conducting retreats for teenagers. Currently, we have 170 missionaries. The NET Center serves as our main headquarters and training center. The missionaries are here in the building about seven weeks throughout the year. When our NET teams are not here in training we use the building to host retreats for confirmation students. Once a month we have a large youth event that draws 800 - 1000 youth. This is currently held in the existing gym. The plan is to move this event into the enlarged multi-purpose meeting room. A Catholic group also rents the main meeting room once a month for a 600 person gathering.

The normal set up for the large multi-purpose meeting room,(when there is no big gathering,) will include dining for 200 on the north end of the room and chair seating for 200 on the middle section of the room. The south end of the room will be subdivided by folding partitions into two classrooms. This would be the normal room set up 90% of the time. For the once-a-month large event, this space would completely opened up and chairs set up in

The small meeting rooms to the south will be used for team meetings during training and small group meeting rooms during retreats. The 17' x 17' classrooms will typically be used by 14 people and the larger classrooms by 30-40 people.

Proposed Parking

The existing building has a parking lot containing 115 spaces. NET Ministries has a shared parking agreement with Crown of Life Lutheran Church to north across Crusader Avenue. That church has a parking lot containing 155 spaces. Total parking currently available to NET Ministries is 270 spaces. The proposed site plan shows additional proof of parking of 58 spaces. This would bring total parking available to 328 spaces.

The City of West St Paul does not have a single category in their parking ordinance that would cover all of the uses in the NET Ministries facility.

If the facility were considered a post-secondary educational use, the City requires one parking space for each seven students and one space for each three classrooms. A single cohort of missionary students is 200 or less. 200 divided by 7 yields 29 spaces. There are 15 classrooms divided by 3 yields 5 spaces. Because this is the NET Ministries headquarters, it includes a significant amount of administrative space. Currently there are 42 work stations in the office area, and providing a parking space for each work station yields 42 spaces. Adding these three numbers together totals 76 spaces. As listed above, the existing parking lot contains 115 spaces.

If the parking requirement for the facility were to be based the seating capacity of the main multipurpose space, the parking requirements would be as follows. The City requires one space for each 3.5 seats in the main auditorium space of a church, performing arts center or other auditorium facility. Total seating of the main multipurpose space is 1,050. Dividing this by 3.5 seats per space yields a total of 300 spaces. As listed above, the existing NET Ministries parking lot (115) and the Crown of Life Lutheran Church parking lot (155) contain a total of 270 spaces. Constructing the proof of parking (58) shown on the site plan would bring the total spaces to 328.

Opening up the main multipurpose room and using it for a single event will take place on a Saturday evening once per month. This event is attended primarily by college and high school students. More than half of these students will be bussed to the NET Ministries facility for the event, thus reducing the amount parking needed to service this once-per-month event. We propose that the 270 parking spaces currently available will be adequate to meet the need for this multipurpose space the way NET Ministries proposes to use it. Net Ministries would agree to building out the proposed proof of parking spaces if the existing parking proved inadequate for the space as it's use reached it's maximum capacity.

In addition to the proof of parking shown on the plan, a new turn-around is proposed to be added to the existing service drive on the west side of the building. This will allow delivery trucks to pull into the drive instead of backing.

Ministry Activity Schedule and Plan of Operation

The activity schedule and plan of operation for the church is as follows:

Sunday
9:00AM to 11:00PM - Worship Service
Monday
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes

Tuesday
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes
Wednesday
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes

<u>Thursday</u>
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes
<u>Friday</u>
8:00AM to 5:00PM – Regular Office Hours
8:00AM to 5:00PM - Classes
<u>Saturday</u>
6:00PM to 9:00PM – Once per Month Evening Event

<u>Additional Site Information</u>

1. *The site is currently zoned R-4 Multi-family Residential PDR Planned Residential Development. This facility is conditional use in this zoning.*

2. *Total area of the site is 17.8 acres. About half of the site is wooded.*

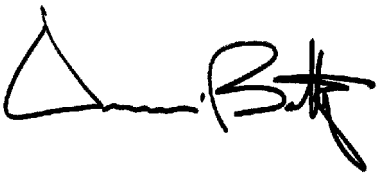
3. *The site contains a wetland area as delineated on the certified land survey. This actually a man-made designed and constructed stormwater retention pond. The architectural site plan also shows the wetland/stormwater pond. The proposed addition and proof of parking will not encroach on the wetland area.*

4. *The setbacks of the proposed building addition and proof of parking are both set back from property lines by a minimum of 175 feet. Less than 7% of the site is covered by building. Less than 18% is covered by building, parking and drives.*

(End of Project Description/narrative)

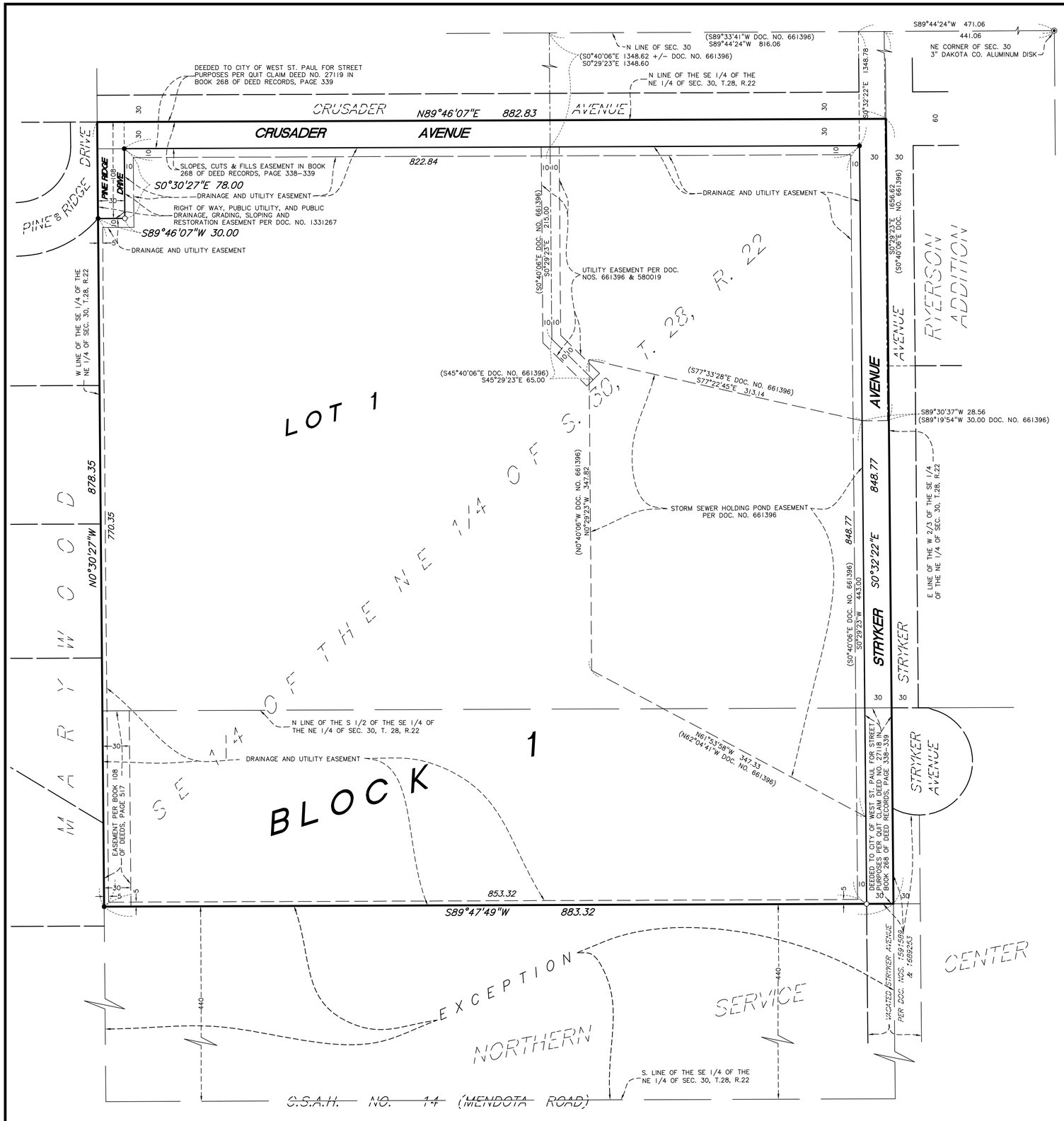
If you have questions or need further information please contact me.

Sincerely,



Dennis Batty, AIA
The Dennis Batty & Associates Group, Inc., Architects and Planners

Enc.



NET MINISTRIES

KNOW ALL PERSONS BY THESE PRESENTS: NET Ministries, a Minnesota nonprofit organization, owner of the following described property situated in the City of West St. Paul, County of Dakota, State of Minnesota:

The West Two Thirds (W 2/3) of the Southeast Quarter of the Northeast Quarter of Section 30, Township 28, Range 22, according to the United States Government Survey thereof, Dakota County, Minnesota, Except the South 440 feet thereof.

Has caused the same to be surveyed and platted as NET MINISTRIES and does hereby dedicate to the public for public use the public ways and drainage and utility easements as shown on this plat.

In witness whereof NET Ministries, a Minnesota nonprofit organization, has caused these presents to be signed by its proper officer this _____ day of _____, 20___.

Signed: NET Ministries

_____ its _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____, _____ of NET Ministries, a Minnesota nonprofit organization, on behalf of the organization.

_____
signature

_____
printed

Notary Public,_____ County, _____
My Commission Expires January 31, 20___

I Leonard F. Carlson, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20___.

_____
Leonard F. Carlson Licensed Land Surveyor
Minnesota License No. 44890

STATE OF MINNESOTA
COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____, 20___, by Leonard F. Carlson, a Licensed Land Surveyor.

_____
signature

_____
printed

Notary Public, Minnesota
My Commission Expires _____, 20___

CITY COUNCIL, CITY OF WEST ST. PAUL, STATE OF MINNESOTA

This plat was approved by the City Council of West St. Paul, Minnesota, this _____ day of _____, 20___ and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By _____, Mayor By _____, Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20___.

_____
Todd B. Tollefson, L.S.
Dakota County Surveyor

DEPARTMENT OF PROPERTY TAXATION AND RECORDS, COUNTY OF DAKOTA, STATE OF MINNESOTA

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20___ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20___.

_____
Amy A. Koethe, Director
Department of Property Taxation and Records

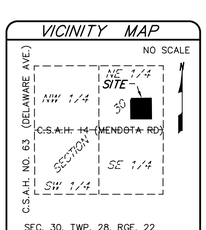
COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that this plat of NET MINISTRIES was filed in the office of the County Recorder for public record on this _____ day of _____, 20___, at _____ o'clock __M., and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

_____
Amy A. Koethe, County Recorder

VICINITY MAP

NO SCALE



SEC. 30, TWP. 28, RGE. 22

N

LEGEND

○ Denotes iron monument set marked with P.L.S. No. 44890

● Denotes iron monument found

The north line of the SE 1/4 of the NE 1/4 of Section 30, T. 28, R.22 is assumed to bear N89°46'07"E.

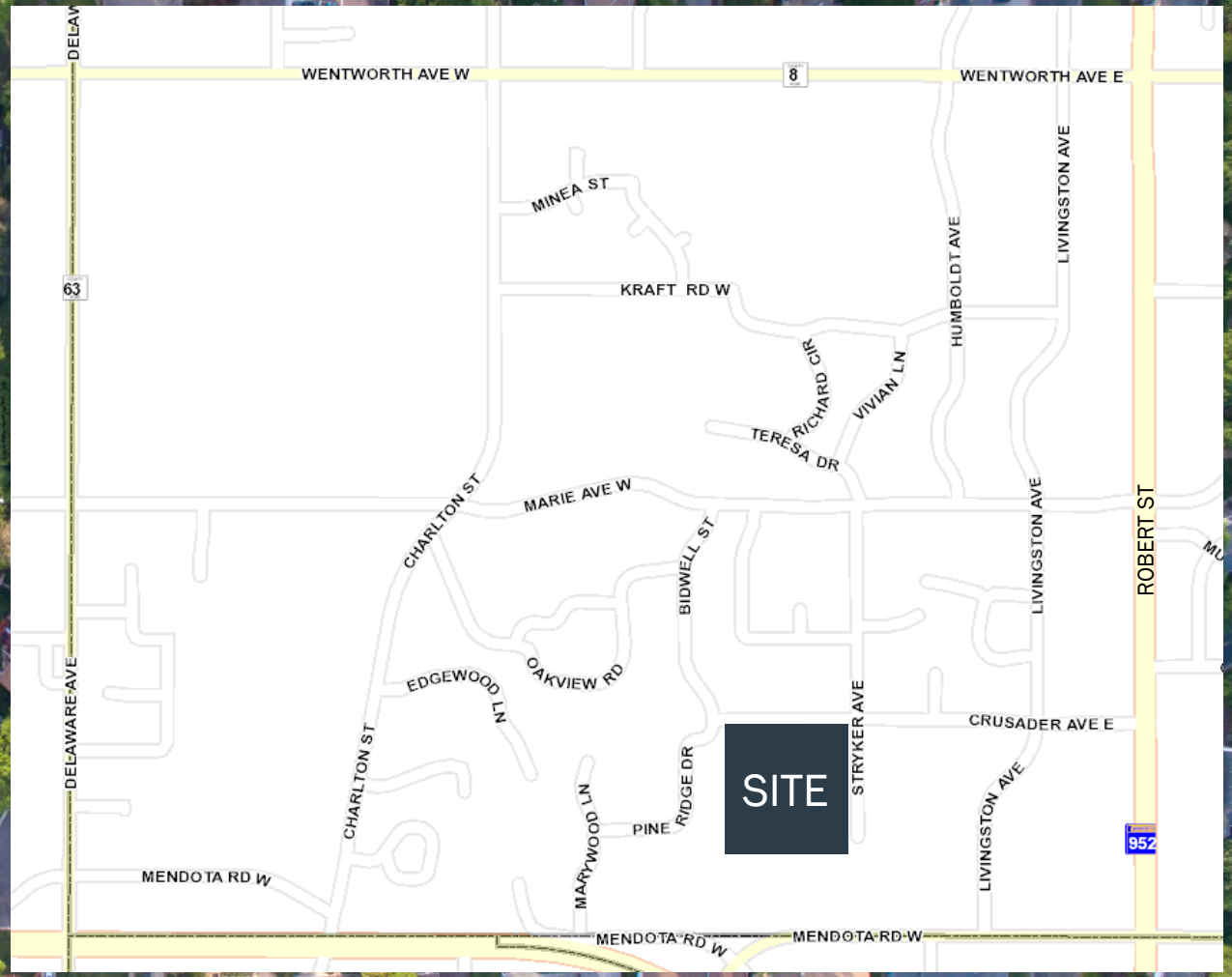
60 0 60 120
SCALE IN FEET

PRELIMINARY
Date: 03/30/2020

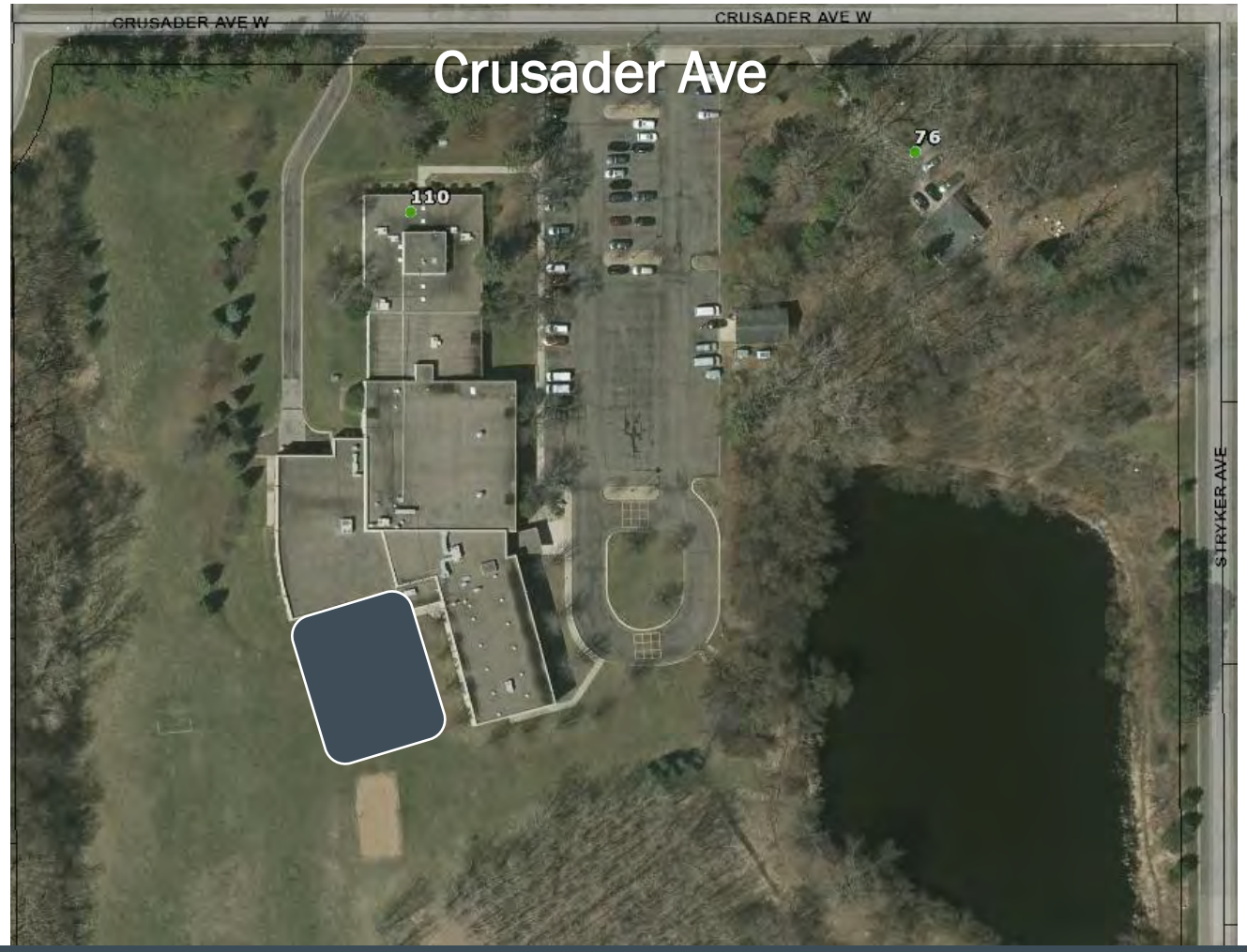
SUNDE LAND SURVEYING

PLANNING COMMISSION – April 21st, 2020

Final Plat Review for one Parcel at 110 Crusader Ave.
- Net Ministries



CITY OF WEST ST. PAUL



Addition

Net Ministries was granted Council approval to construct a 12,000 sq. ft. single story addition on the south-western side of their existing building

CITY OF
WEST ST. PAUL

Plat Summary
Analysis

Lot Size

- 17.81 Acres (775,779 sq. ft.)

Right of Way

- 30 ft. right of way on Crusader

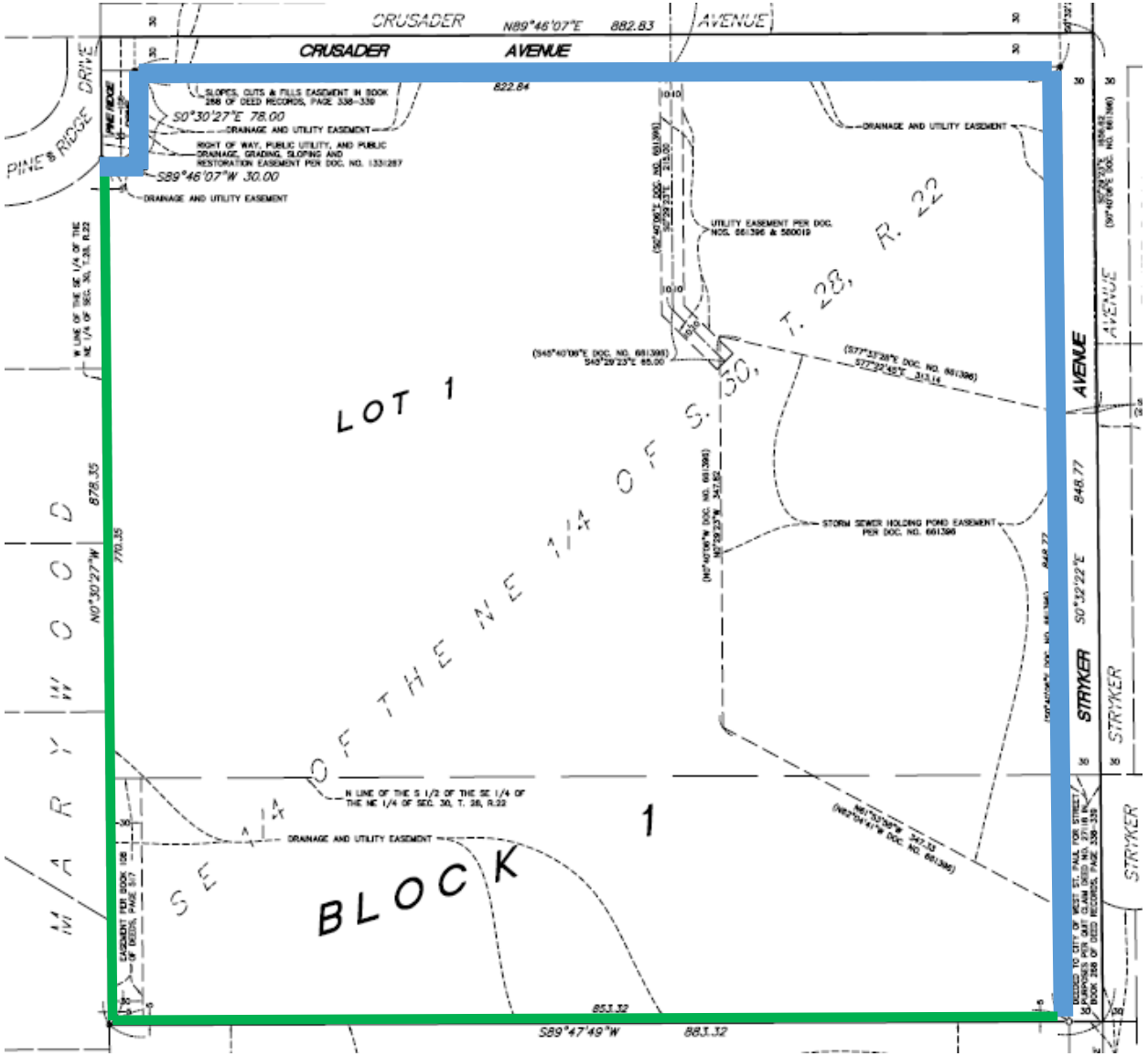
Easements

- 10 ft. along Pine Ridge, Crusader, and Stryker *(shown in blue)*
- 5 ft. along interior property lines

  (shown in green)

Engineering Review

- No specific additions/recommendations



Staff Recommendation

Final Plat

Staff recommends **APPROVAL** of the **FINAL PLAT** for one parcel located at 110 Crusader Avenue West, subject to the submitted plans and the following condition:

1. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

2020 Election of Officers
Committee of Adjustments/Planning Commission

Election of Chair (Vote for One)

- [ ] Tori Elsmore
- [ ] Maria Fransmeier
- [ ] Samantha Green
- [ ] Morgan Kavanaugh
- [ ] Dan McPhillips
- [ ] Lisa Stevens
- [ ] Peter Strohmeier

Election of Vice Chair (Vote for One)

- [ ] Tori Elsmore
- [ ] Maria Fransmeier
- [ ] Samantha Green
- [ ] Morgan Kavanaugh
- [ ] Dan McPhillips
- [ ] Lisa Stevens
- [ ] Peter Strohmeier