



City Hall  
 1616 Humboldt Avenue  
 West St. Paul, MN 55118  
 651-552-4190  
[www.wspmn.gov](http://www.wspmn.gov)

**CONDITIONAL USE PERMIT APPLICATION**

Filing Fee: \$275  
 Escrow Amount: \$400 (Residential)  
 \$800 (Commercial)  
 TOTAL FEES: \$ 800.00 + \$275 = \$1,075

|                 |                   |
|-----------------|-------------------|
| Office Use Only |                   |
| Case No:        | <u>PC 21-09</u>   |
| Date Received:  | <u>07/23/2021</u> |
| Receipt #       | <u>2021-1155</u>  |
| 60 Day Date:    | <u>09/21/2021</u> |

Street Address of Parcel: 34 East Moreland. W. St. Paul, MN 55118

Name of Applicant: Steve Wallin Phone # 651-303-1770  
 Address of Applicant: 819 Delaware Ave  
St. Paul, MN 55107 Email: stevew@rvnco.com

Name of Owner: Steve Wallin Phone # 651-303-1770  
 Address of Owner: 819 Delaware Ave  
St. Paul, MN 55107 Email: stevew@rvnco.com

Legal/PID # 420170058050

Present Zoning: B1 - Limited Business

Proposed Use of Parcel: Lease to medical business / office / clinic

Zoning Section Authorizing CUP: 153.141(I)

What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding parcels? None

What will be the effect on existing and anticipated traffic conditions, including parking facilities and adjacent streets? None

What will be the effect of the proposed use on the Comprehensive Plan? Postive - More people drawn to the city

**EXHIBITS REQUIRED**

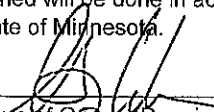
A. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies, of a map or plat showing the property on which the Conditional Use Permit is requested, and all parcel within 150 feet of the boundaries of the subject parcel.

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, 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, and
  - 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)

651-303-1770  
\_\_\_\_\_  
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:**

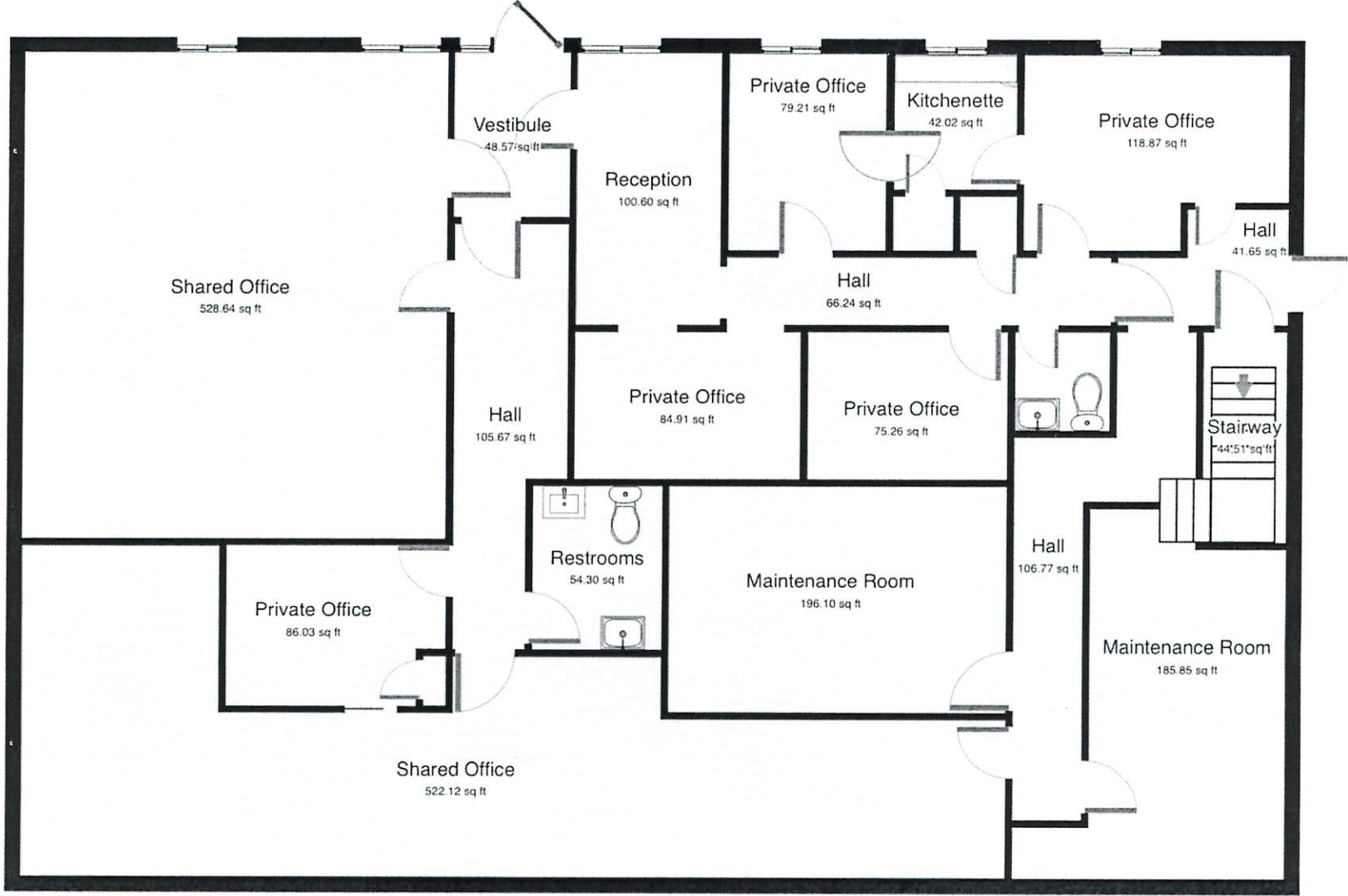
An approved Conditional Use Permit shall lapse and become null and void six months following the date on which the Conditional Use Permit was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued 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:**

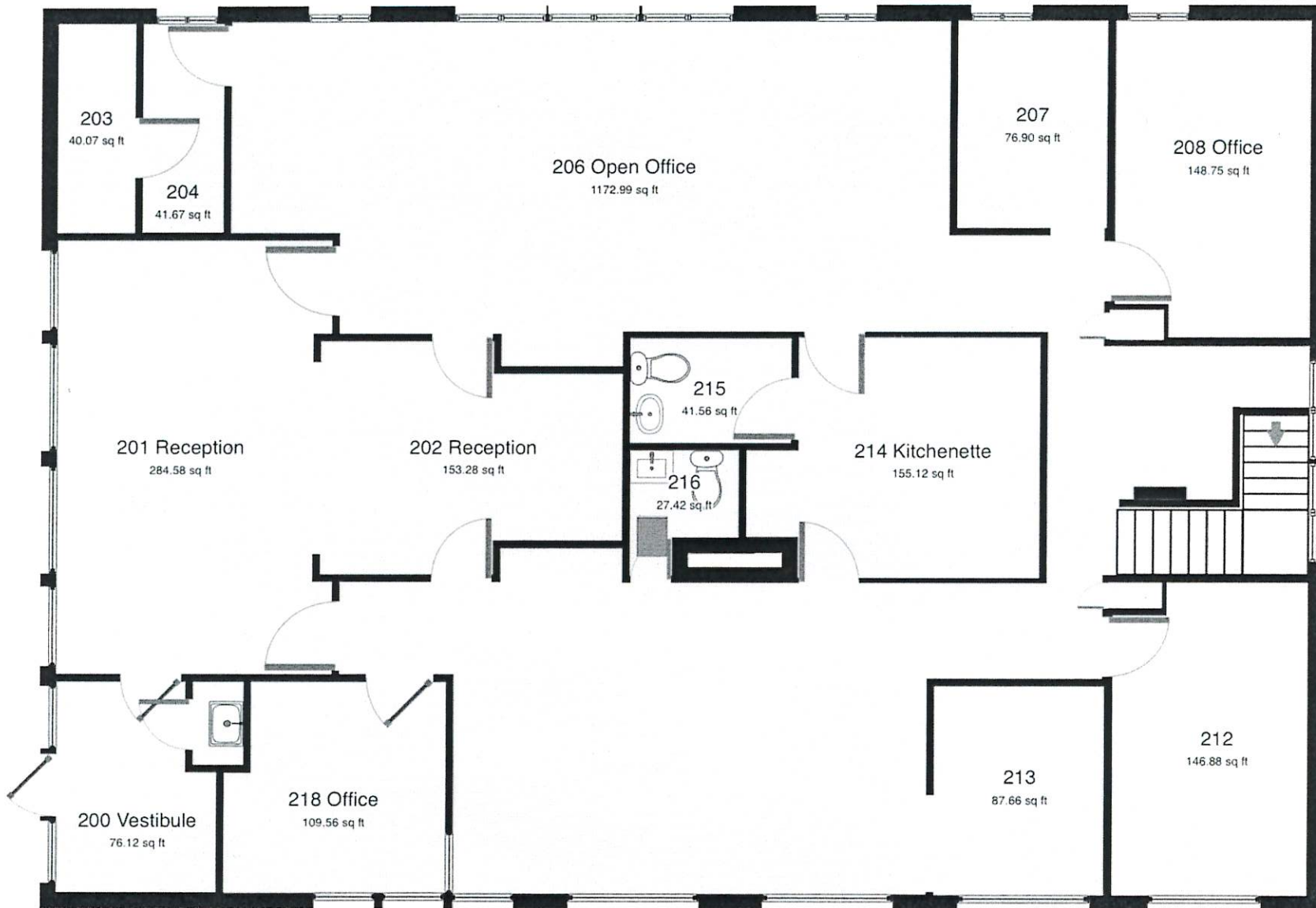
1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the City Planner and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. 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.

LOWER



UPPER



**CITY OF WEST ST. PAUL, MN  
NOTICE OF PUBLIC HEARING**

The listed item below will be a Public Hearing at the Planning Commission meeting Tuesday, August 17, 2021 at 6:30 p.m. and a Public Hearing at the City Council meeting Monday, August 23, 2021 at 6:30 p.m.:

**PC Case 21-09 – Conditional Use Permit to Allow two Medical Offices/Clinics in a B1 – Limited Business District at 34 Moreland Ave. E. – Steve Wallin**

If you have any questions regarding the hearing item listed above, please contact Melissa Sonnek, City Planner 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.

Nicole Tillander  
City Clerk  
City of West St. Paul

Published: August 6, 2021  
Twin Cities Pioneer Press

Posted: August 3, 2021  
City of West St. Paul

To: **Planning Commission**  
From: **Melissa Sonnek, City Planner**  
Date: **August 17, 2021**

**PC Case 21-08 - Conditional Use Permit for a Medical Office at 34 Moreland Avenue East – Steve Wallin**

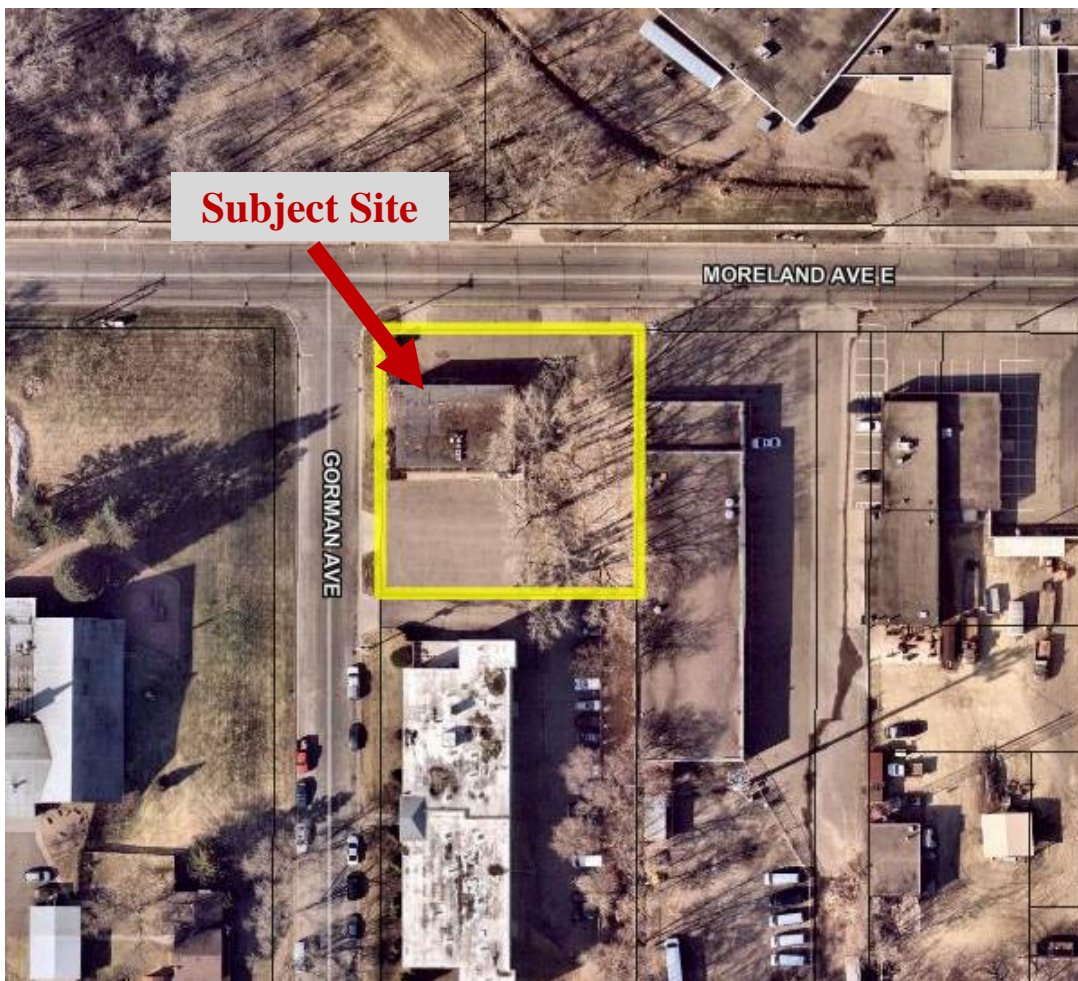
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**REQUEST:**

Property owner, Steve Wallin, has requested two Conditional Use Permits (CUP) to allow a medical office/clinic in the B1 – Limited Business zoning district at 34 Moreland Ave. E.

**ATTACHMENTS:**

Application  
Public Notice





## EXISTING LAND USES AND ZONING:

|                            | <b>Land Use</b>                           | <b>Zoning</b>                    |
|----------------------------|---|----------------------------------|
| <b>Subject Property</b>    | Commercial<br>(Offices)                   | B1 – Limited Business            |
| <b>Properties to North</b> | Commercial<br>(Signal Hills Mall)         | B4 – Shopping Center             |
| <b>Properties to East</b>  | Commercial<br>(Eclipse Transportation)    | B3 – General Business            |
| <b>Properties to South</b> | Residential<br>(Colonial Terrace Apts)    | R4 – Multiple Family Residential |
| <b>Properties to West</b>  | Residential<br>(Riverview Baptist Church) | R1 – Single Family Residential   |

## ANALYSIS:

### Zoning Ordinance

Section 153.141 (I), states that no structure or land shall be used for the following uses, except by conditional use permit

- (I) – Dental or medical office or clinic

## CONDITIONAL USE PERMIT #1 – FORWARD MORTION RECOVERY:

Forward Motion Recovery is requesting a conditional use permit to open a medical office/clinic. Their primary focus will be around behavioral and mental health care for individuals 19 and older, offering treatments to address trauma and recovery for substance use/abuse as well as the associated co-occurring disorders both in individual and group therapy settings. As is typical with these types of treatment facilities, they will also hold Driving with Care classes, levels one and two.

### Hours of Operation

Monday – Saturday

- 7:30am to 6:00pm

### Employees

There is an expected employee count of about 6 employees, which may increase if business and services expand.

## CONDITIONAL USE PERMIT #2 – HORIZON AUTISM CENTER:

Horizon Autism Center is requesting a conditional use permit to open a medical office/clinic. The 34 Moreland Ave. location will serve as both an office space and outpatient/therapy area. All therapy sessions are done in a one-on-one fashion and include in-home and in-school sessions as well as the typical office therapy. Initially early intervention/ABA based therapies will be provided, and there is the potential for speech and/or occupational therapy if/when the business grows.

## **Hours of Operation**

Monday – Friday

- 7:00am to 6:00pm

## **Employees**

There is an expected employee count of about 10 employees, which may increase if business and services grow.

## **Parking**

Office buildings that have 6,000 or more sq. ft. of floor area are required to have one parking space per each 250 sq. ft. of floor space.

### **Parking Breakdown**

Total sq. ft. – 6,072 – 1 stall per 250 = 24

Total Required Stalls 24 – Existing stalls 24

This site has roughly 16 stalls in the southern parking lot and has room for at least 8 stalls on the north side of the lot. This meets the parking minimum requirement. However, with the parking lines being extremely faded, it is difficult to determine how many stalls there are and where. Therefore, City Staff is recommending as a condition of approval that the parking lot be re-striped prior to the new tenants moving into the building.

## **STAFF RECOMMENDATION:**

**Staff recommends the APPROVAL of the Conditional Use Permits to allow two medical offices/clinics in the B1 – Limited Business District at 34 Moreland Ave. East, subject to the following conditions:**

1. The applicant shall apply for and obtain all applicable building and sign permits with the City of West St. Paul, and
2. The applicant shall re-stripe both the north and south parking lot stalls to be clearly visible prior to the new tenants occupying the building.