



The Dennis Batty & Associates Group, Inc.

architects & planners

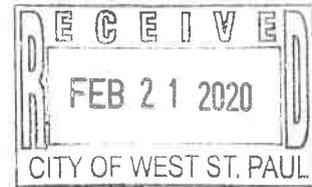
22770 Imperial Avenue North Forest Lake, Minnesota 55025

Phone 651-464-3756 Fax 651-464-3794

Email dennisbatty@dennisbatty.com

February 19, 2020

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



Re: Application for Site Plan Review,
Application for Conditional Use Permit and
Application for Preliminary and Final Platting for
The NET Ministries Addition

Dear Melissa,

The following is a cover letter for submittal of the applications and related submittal items for the proposed addition to NET Ministries building located at 110 Crusader Ave. Applications and plans are being submitted to the City of West St Paul Planning Department for the following requested actions.

1. Approval of an application for a Conditional Use Permit for an addition to the existing building in an R-4 residential zoning district on property located at 110 Crusader Avenue.
2. Approval of an application for a Site Plan Review for an addition to the existing building on the property identified above.
3. Preliminary and Final Platting of the single currently un-platted parcel of land on which the addition is proposed.

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. (3) Completed and signed Application Forms for Conditional Use Permit, Site Plan Review and Platting processes.

2. A check made out to the City of West St Paul for application fees in the amount of \$1,332.14.
3. Architectural Drawings:
 - A1.0 Site Plan
 - A3.1 Floor Plan
 - A6.0a Colored Exterior Elevations
 - A6.0b Un-colored Exterior Elevations
 - Aerial perspective of proposed addition
4. Surveyor's Drawing
 - Preliminary Plat
5. Civil Engineering Drawings
 - C100 Demolition Plan
 - C200 Paving and Dimension Plan
 - C300 Grading and Erosion Control Plan
 - C400 Utility Plan
 - C500 Details
 - Stormwater Calculations
6. Landscape Drawings
 - LA1.0 Existing Landscape Site Plan

Number of copies of drawings being submitted include:

1. 1 copy of drawings each at 11x17
2. 5 copies each at 24x36 (Full size)

Application fees are being paid as follows:

1. Conditional Use Application Fee - \$275 plus \$800 Escrow
2. Site Plan Review Application Fee - \$275 plus \$1,300 Escrow
3. Platting Application Fee - \$277 plus \$600 Escrow
4. Total Fees & Escrow - \$3,527

PROJECT DESCRIPTION/NARRATIVE

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 120 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 178 spaces. Total parking currently available to NET Ministries is 298 spaces. The proposed site plan shows additional proof of parking of 99 spaces. This would bring total parking available to 397 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 120 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 (120) and the Crown of Life Lutheran Church parking lot (178) contain a total of 298 spaces. Constructing the proof of parking (99) shown on the site plan would bring the total spaces to 397.

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 298 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

Thursday

8:00AM to 5:00PM - Regular Office Hours

8:00AM to 5:00PM - Classes

Friday

8:00AM to 5:00PM – Regular Office Hours

8:00AM to 5:00PM - Classes

Saturday

6:00PM to 9:00PM – Once per Month Evening Event

Response to Site Plan Application Question

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets? There will be little or no effect(s) on either the existing or anticipated traffic conditions in and around the site since no new functions or activities are anticipated at this time. All activities and functions proposed for the new addition are currently housed and carried out in the existing building. For instance, the major traffic generating event, the Saturday night event is housed in the existing gymnasium space. This same Saturday night event attendance can currently run more than 800 in the existing gymnasium space. The proposed multipurpose seating capacity of 1,050 represents a 21% over that of the present gymnasium. There is no off-street parking in the area used by NET Ministries and none is anticipated. Bussing of more than half of the participants to the Saturday evening Mass is expected to continue as a means of transportation.

Response to CUP Application Questions

What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surround parcels? Since the proposed project is an addition to an existing building that will continue the same functions and uses, any change in impact on the surrounding parcels would be minimal if any at all. The proposed addition and proof of parking will be located in the center of the 17+ acre site away from the Crusader Avenue and at least 100 feet from all property lines.

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets? See response to same Site Plan Application question above.

What will be the effect of the proposed on the Comprehensive Plan? None, since the proposed project is an addition to an existing building with no change in or additional occupancies proposed.

Additional Site Information

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 is 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.

Proposed Construction Schedule

The Owner proposes to start construction on the new facility on or about April 15, 2020 and complete the project by March 1, 2021.

(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 & Planners
Enc.



City Hall
 1816 Humboldt Avenue
 West St. Paul, MN 55118
 651-552-4190
www.wspmn.gov

CONDITIONAL USE PERMIT APPLICATION

Filing Fee: \$275
 Escrow Amount: \$400 (Residential)
 \$800 (Commercial)
 TOTAL FEES: \$ 4,075

Office Use Only	
Case No:	<u>20-02</u>
Date Received:	<u>02/21/2020</u>
Receipt #	<u>2020-00000408</u>
60 Day Date:	<u>04/21/2020</u>

Street Address of Parcel: 110 CRUSADER AVE
 Name of Applicant: MARK BEATHOM
NET MINISTRIES Phone # 651.450.6833
 Address of Applicant: 110 CRUSADER AVE. Email: MARK@NETUSA.ORG
WSP, MN 55118
 Name of Owner: SAME Phone # _____
 Address of Owner: _____ Email: _____

Legal/PID # 4203 0000 9012
 Present Zoning: R-4 DENSITY C PD TYPE PRD
 Proposed Use of Parcel: ADDITION TO EXISTING
TRAINING CENTER
 Zoning Section Authorizing CUP: _____

What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding parcels? SEE ATTACHED NARRATIVE

What will be the effect on existing and anticipated traffic conditions, including parking facilities and adjacent streets? SEE ATTACHED NARRATIVE

What will be the effect of the proposed use on the Comprehensive Plan? SEE ATTACHED NARRATIVE

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.

Mark Bernick
Signature of Owner (Required)

651 450-6833
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.



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

SITE PLAN APPLICATION

Filing Fee: \$275.00
Escrow Amount: \$1,300.00
Total Fees: \$ 1,575

OFFICE USE ONLY	
Case No:	<u>20-02</u>
Date Received:	<u>02/21/2020</u>
Receipt No:	<u>2020-00000408</u>
60 Day Date:	<u>04/21/2020</u>

Street Address of Parcel: 110 CRUSADOR AVE
 Name of Applicant: MARK BERCHGM
NET MINISTRIES Phone # 651-450-6833
 Address of Applicant: 110 CRUSADOR AVE, WEST ST. PAUL, MN 55118 Email: mark@netusa.org
 Name of Owner: SAME Phone # _____
 Address of Owner: _____ Email: _____

SITE INFORMATION

Legal/PID # of the Property Involved: 4203 0000 9012

Present Zoning: R-4 DENSITY C PD TYPE PRD

Proposed Use of Parcel: THE PARCEL CURRENTLY CONTAINS A TRAINING CENTER FOR NET MINISTRIES. IT CONTAINS OFFICES, CLASSROOMS, GYMNASIUM, DORMITORIES, AND LARGE MEETING SPACE USED FOR DINING & MEETINGS. AN ADDITION IS PROPOSED

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: SEE ATTACHED NARRATIVE LETTER.

IS PROPOSED TO THE EXISTING BUILDING THAT WILL INCLUDE ENLARGING THE EXISTING LARGE MEETING SPACE & ADD ADDITIONAL CLASSROOMS.

EXHIBITS REQUIRED

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, locations, and sizes,
 - ii. Building elevations, including finishes on all buildings on 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, and
 - v. Proposed plans for sidewalk to service, parking, recreation, and service areas within the site.
- c. Stormwater Management information, including:
 - i. Modeling showing proposed rates are meeting the existing rates for the Atlas-14, 10- and 100-year storm events,
 - ii. Existing and proposed drainage area maps,
 - iii. Utility plan showing existing and proposed storm sewer (if applicable) to verify modeling,
 - iv. Site grading plan,
 - v. If proposing infiltration, soil borings should be submitted to confirm adequate separation,
 - vi. If disturbing more than one acre, water quality modeling showing a 50% total phosphorus removal from runoff
 - vii. If creating more than an acre of net new impervious, volume control calculations to show 1" over the net increase in impervious being infiltrated.

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 [Signature]
Signature of Owner (Required)

2/10/20
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 SITE PLAN: An approved site plan 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 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.

PLATTING APPLICATION

Filing Fee: \$275 + \$2 each lot
Escrow Amount: \$600 (1-2 lots)
\$1,600 (3 or more lots)
Total Fees: \$ 877

OFFICE USE ONLY	
Case No:	<u>20-02</u>
Date Received:	<u>02/21/2020</u>
Receipt No:	<u>2020-00000408</u>
60 Day Date:	<u>04/21/2020</u>

CONTACT INFORMATION

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

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

Name of Surveyor: LENNY CARLSON Phone # _____
SUNDE LAND SURVEYING Phone # 952-886-3109
Address of Surveyor: 9001 E. BLOOMINGTON Email: LENNY.CARLSON@SUNDE.COM
FRWY SUITE 118
BLOOMINGTON, MN 55420

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

PLAT INFORMATION

Legal/PID # of the Property Involved: 420300009012
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 AVEN. FOREST LAKE
MN 55025 612.819.9711
denn@denisbatty.com

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

The listed items below will be a Public Hearing at the Planning Commission Meeting Tuesday, March 17, 2020 at 7:00 pm and a Public Hearing at the City Council Meeting Monday, March 23, 2020 at 6:30 p.m.:

PC Case 20-02 – Conditional Use Permit, Site Plan, and Preliminary Plat review for the expansion of an existing building at 110 Crusader Avenue – Net Ministries

If you have any questions regarding the hearing item listed above, please contact Melissa Sonnek, City Planner at (651) 552-4134.

For Informational Purposes Only – Not for Publication

Shirley Buecksler
City Clerk

Published: March 6, 2020
Twin Cities Pioneer Press

Posted: March 4, 2020
City of West St. Paul

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

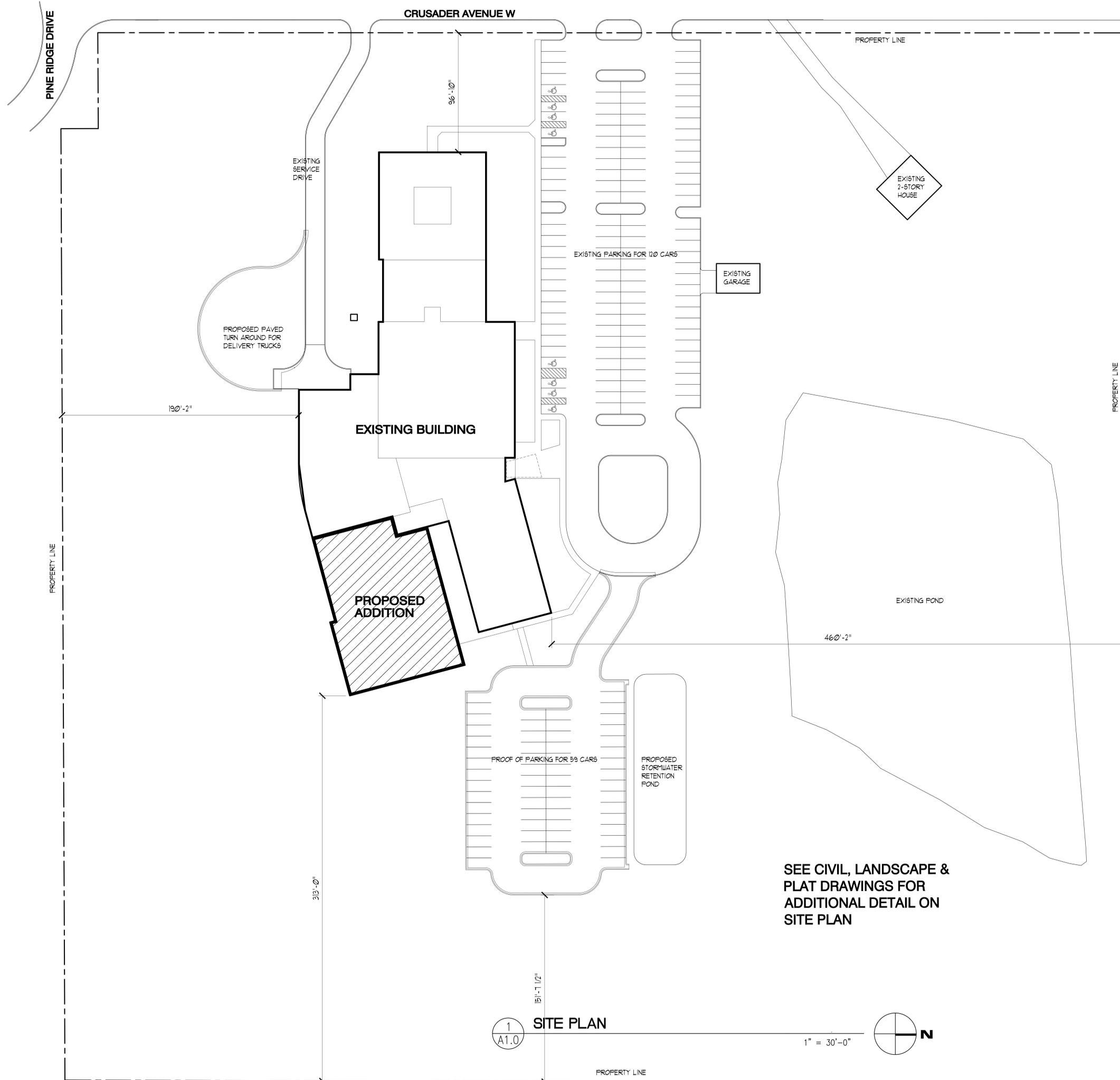
Dennis Batty
DENNIS BATTY
DATE: _____ REG. NO. 0130

ADDITION TO
NET MINISTRIES

110 CRUSADER AVE W
WEST ST PAUL, MN

SITE PLAN

A1.0



SEE CIVIL, LANDSCAPE &
PLAT DRAWINGS FOR
ADDITIONAL DETAIL ON
SITE PLAN

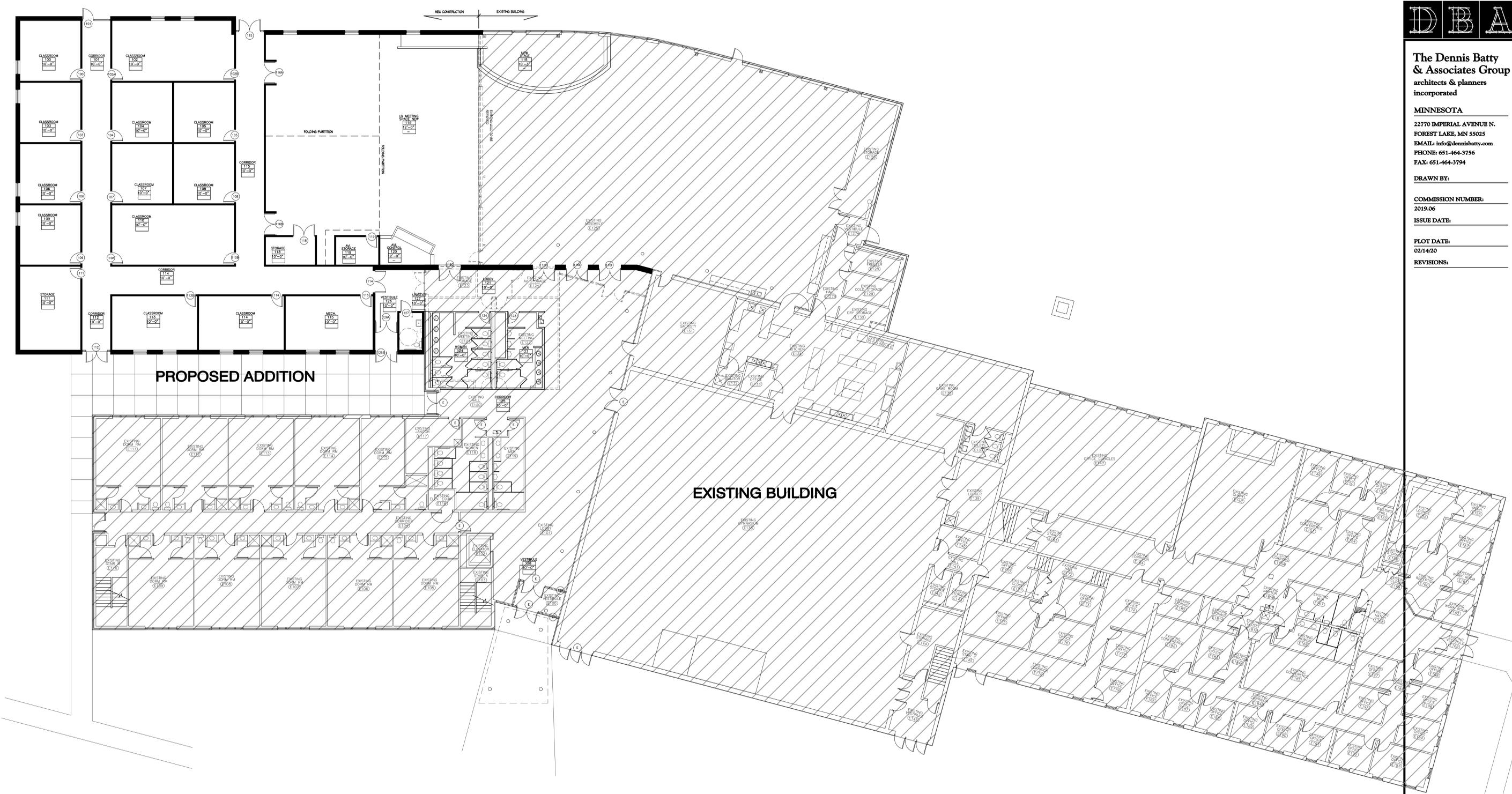
1
A1.0

SITE PLAN

1" = 30'-0"



PROPERTY LINE

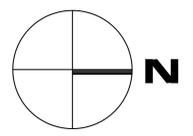


PROPOSED ADDITION

EXISTING BUILDING

1 **MAIN FLOOR PLAN**

3/32" = 1'-0"



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

DENNIS BATTY
DATE: _____ REG. NO. 0190

ADDITION TO
NET MINISTRIES

110 CRUSADER AVE W
WEST ST PAUL, MN

MAIN FLOOR PLAN

A3.1



**PRELIMINARY
NOT FOR
CONSTRUCTION**

ADDITION TO
NET MINISTRIES

110 CRUSADER AVE W
WEST ST PAUL, MN

**TREE REMOVAL
SITE PLAN**

1
LA1.1

TREE REMOVAL SITE PLAN

1" = 20'-0"

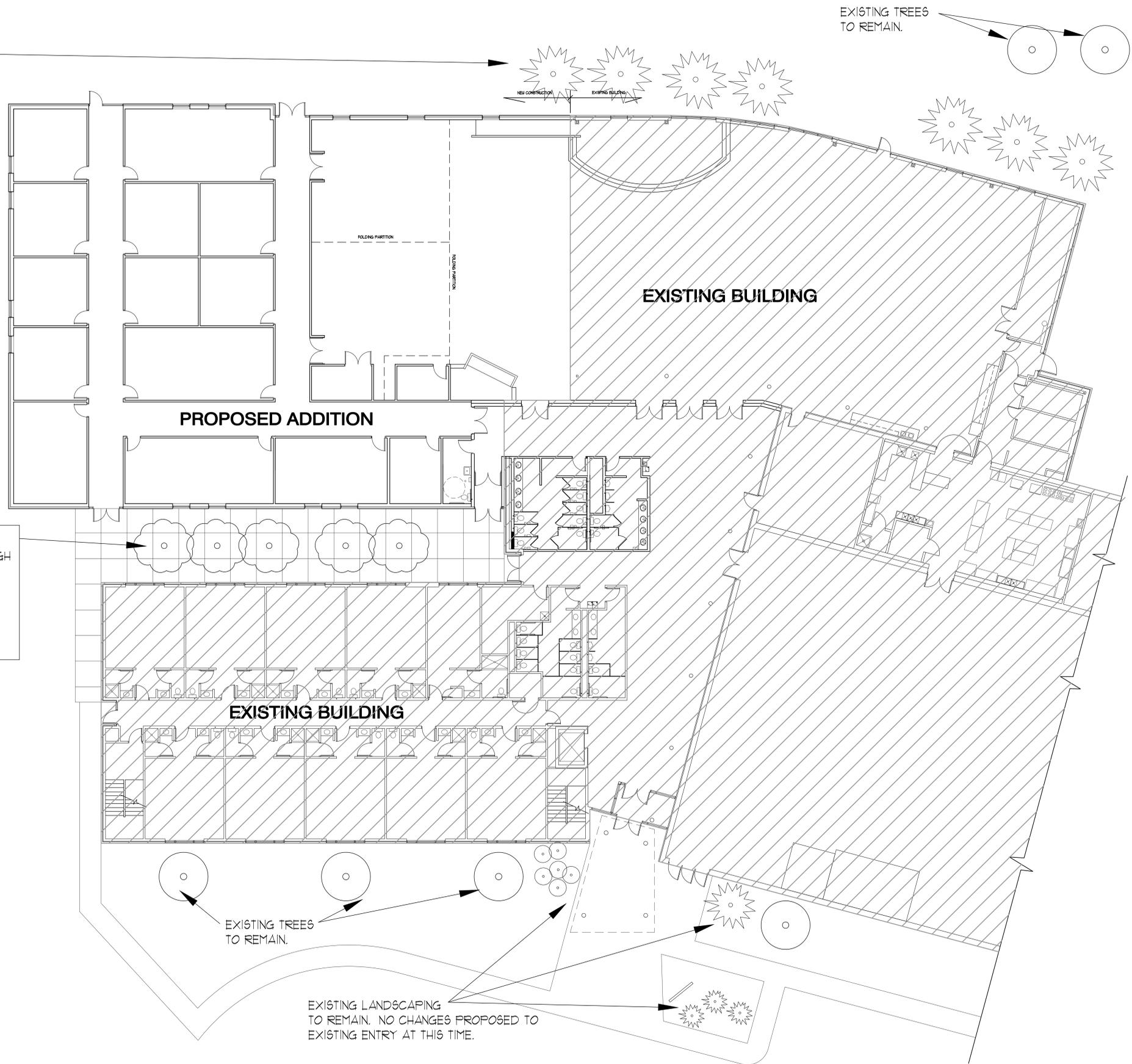


LA1.1

(7) PINES (TO BE DETERMINED) - CARE WILL BE TAKEN TO IDENTIFY PINES ON THE SOUTHERN END OF THE PROPERTY. THE INTENTION IS TO INTEGRATE THE NEW PLANTINGS BY MIXING AND EXTENDING THE USE OF THE REGAL PINE AND UNIFY THE CAMPUS' APPEARANCE.



(5) RED MAPLE (ACER RUBRUM) - THIS RED MAPLE IS CHARACTERIZED BY A HIGH COLUMNAR FORM WHICH CASTS A NARROW SHADOW ON THE RELATIVELY CONSTRICTED ALLEY. IT FORMS A NATURAL LEAFY CANOPY. EACH TREE "SQUARE" TO HAVE SHREDDED HARDWOOD MULCH.



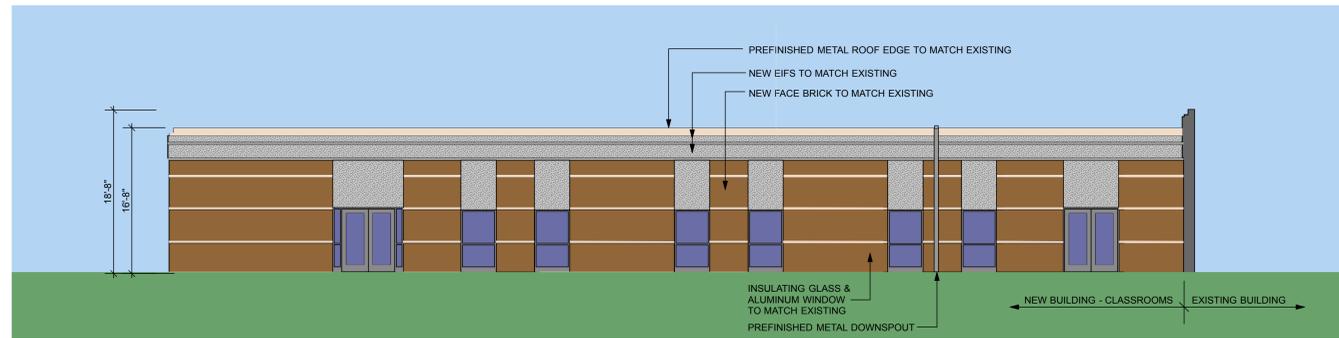
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Elm Nelson
ELM NELSON
DATE: 2-21-20 REG. NO. 12882

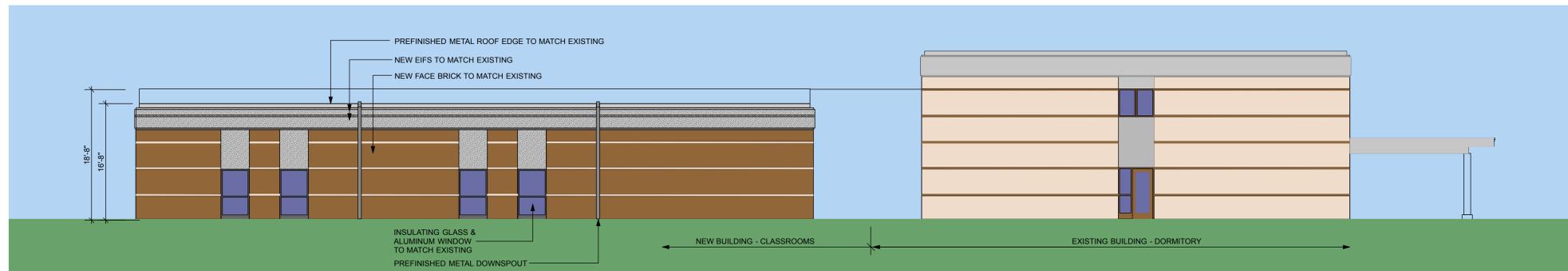
ADDITION TO
NET MINISTRIES
110 CRUSADER AVE W
WEST ST PAUL, MN

LANDSCAPE
PLAN

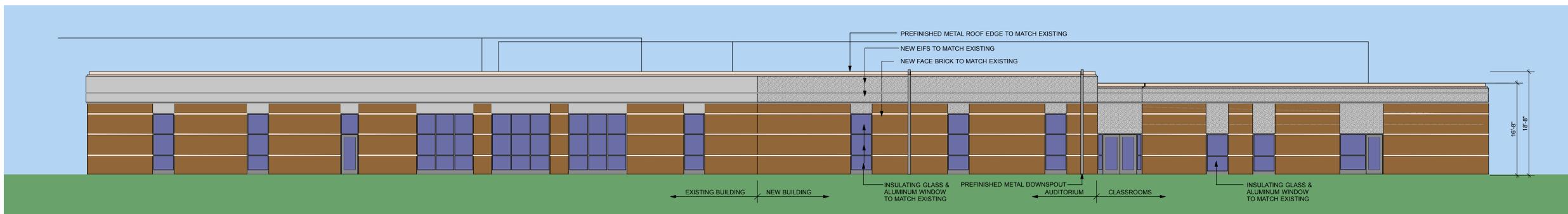
LA1.0



1 EAST ELEVATION
A6.1 1/8"=1'-0"



2 SOUTH ELEVATION
A6.1 1/8"=1'-0"



3 WEST ELEVATION
A6.1 1/8"=1'-0"

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

[Signature]
DENNIS BATTY
DATE: 02-21-20 REG. NO. 12130

ADDITION TO
NET MINISTRIES

110 CRUSADER AVE W
WEST ST PAUL, MN

EXTERIOR
ELEVATIONS

A6.0b

To: **Planning Commission**
From: **Melissa Sonnek, City Planner**
Date: **March 17, 2020**

Site Plan, Conditional Use Permit, and Preliminary Plat Review for 110 Crusader Ave – Net Ministries

REQUEST:

Net Ministries is requesting the review of multiple applications for the expansion of their existing building at 110 Crusader Avenue. The applicant is proposing to construct a single level 12,000 square foot addition to the existing building which include of an expansion of an existing assembly/meeting space and several smaller spaces for meetings, office, storage, etc. This addition would bring the total square footage of the building to 53,976 square feet.

Attachments:

Application and Narrative

Notice

Submitted plans

Memos from Env. Comm., Engineering, and Fire



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

1) CONDITIONAL USE PERMIT ANALYSIS

Within all residential zoning districts, churches are a permitted use. However, the zoning code details that an educational facility with on-site housing is allowed as a conditional use as long as it operates in conjunction with a permitted use (the church). Similar to St. Croix Lutheran Academy. Net Ministries has been operating at this location for a number of years, so this conditional use permit will officially bring the site into compliance.

Proposal

110 Crusader Ave. serves as the national office and training center for their youth ministry program. As a part of this, a long term goal for Net Ministries has been to provide education and training as well as temporary housing for those that come for missionary training during a few weeks in the summer. In addition to the dorms on site, Net Ministries also has a few nearby residential homes for the trainees to stay during their visit. With the combination of dorms and nearby residential homes, in 2018 both the City and Net Ministries agreed to re-zone the property as a planned residential development (PRD) with underlying R4 zoning, to have the zoning properly reflect the use of the property.

Aside from the annual summer training for the missionaries, Net also hosts several other events throughout the year, varying in size (see applicant narrative for additional details). Over time, these events have grown in size and popularity. So much so, that what was once used as a gymnasium is now be used as a cafeteria, while the cafeteria is being used as the primary large assembly room. This building expansion will not necessarily create an increase in the number of visitors to the site, but rather to allow for a better functioning space for the existing ones.

Employees

The number of employees and visitors on site can vary greatly depending on the schedule of events. In total, there are about 50 employees. However, it is rare for all employees to be at this site at one time. The applicant estimates that roughly half of the employees are at this site on a normal day. Many of the employees live nearby and walk to the site.

Hours of Operation and Events

Sunday

- 9am worship

Monday – Friday

- 8am – 5pm Office Hours and Classes

Saturday

- 6pm – Once a month evening event

As stated above, no new or additional functions or activities are planned once the building addition is completed.

2) SITE PLAN ANALYSIS:

Plan Consistency

This property is currently utilized and is guided in the 2040 Comprehensive Plan as residential. It is common for schools and churches to fall into this category. As such, the proposed expansion and use are in compliance with the 2040 Comprehensive Plan.

Parking Setbacks

The proposed site plan complies with all of the parking setbacks as detailed by the code.

	Code Setbacks	Proposed Setbacks
Front	20 ft.	20 ft.
Rear	20 ft.	360 ft.
Side (East) <i>Abutting Corner</i>	20 ft.	180 ft.
Side (West) <i>Abutting Residential</i>	20 ft.	250 ft.

Parking Counts

As stated earlier, the expansion of the building will not bring or create additional traffic or events. The majority of students and visitors are bussed in for larger events and the majority of the parking lot is unused.

With the multiple uses included on site, City Staff has divided up the building by area and each relative use to determine the best parking analysis and need determination.

Use	Code	Requirement
Office 10,000 sq. ft.	1 stall/250 sq. ft.	40 Stalls
Educational 200 students & 15 classrooms	1 stall/7 students + 1 stall/3 classrooms	29 + 5 = 34 stalls
Assembly 1,051	1 stall/3.5 seats	300 stalls
Dormitory 10 units	2 stalls/unit	20 stalls
		394

The Net Ministries site currently contains 120 parking spaces, with 99 stalls for proof of parking, and a shared parking agreement with the church across the street providing 178 stalls. This brings the total available parking to 397 stalls. The proposed parking counts comply with code, as proof of parking is allowed, per code, to count toward the total number of stalls. City Staff is comfortable with the larger number of proof of parking stalls, as the applicant currently does and plans to continue bussing the majority of students/visitors to and from the site.

Drive Aisle and Parking Stall Dimensions

The existing drive aisle (24 ft.) and parking stalls (20 ft.) are complaint with code requirements.

Curbing

The existing parking lot includes B612 curbing as required by code.

Site Access and Sidewalk Connectivity

The existing ingress and egress for the property will remain off of Crusader Ave. as well as a delivery drive aisle along the west side of the building for food delivery and garbage vehicles. There are also three sidewalks that can be used to travel from the parking lot to the building

Lighting

The submitted lighting plans do not contain information on lighting levels or foot-candles. Therefore, City Staff is requiring as a condition of approval that all lighting levels must not exceed zero foot-candles at all abutting property lines, and no direct glare may extend into the public street, public open space, or neighboring properties.

Landscaping

The submitted plans detail the removal of 15 trees (144 caliper inches). The zoning ordinance requires that whenever the removal of quality trees occurs, a minimum of 30 percent must be replaced. For the proposed removal, the required caliper inches to be replaced equates out to 43 caliper inches (or 17 trees that measure 2.5 caliper inches). The submitted plans detail the addition of 12 trees. However there are no details on the size of these trees. Therefore, City Staff is recommending the applicant either increase the number of new trees to 17, that measure 2.5 caliper inches, or increase the size of the proposed 12 trees to meet the 43 total caliper inches needing to be replaced.

Under the residential site plan review, the code requires one tree per 40 lineal ft. of property, which for this property (3,380 ft of property line) equates out to 85 trees. According to a tree survey done on site for a previous expansion, there are 247 trees on site. Therefore, this site well exceeds the minimum requirement.

Environmental Committee Review

The Environmental Committee reviewed the proposed landscape plan at their March 4th, 2020 meeting. The committee discussed and reviewed the plan and were fine with the proposed number and variety of trees being proposed. Members agreed that Dark Sky compliant lighting and a green roof would be a great addition to this development.

Members are recommending approval of the plans with following additions:

- Strongly encourage the developer to use “pollinator friendly” native plants that are not treated with “neonicotinoids”,
- Consider the addition of a green roof to treat stormwater onsite, and
- Encourage that all exterior lighting is Dark Sky compliant.

Staff is recommending as a condition of approval that the applicant consider to the additions and recommendations of the Environmental Committee.

Construction Materials/Design

Section 153.031 of the zoning code, which outlines residential site plan requirements, does not detail specific building materials or design standards as is outlined for commercial buildings. However, the code does require that exterior building materials be comprised of siding, stucco, brick, glass, or other comparable material. The applicant is proposing a combination of brick, EIFS, and glass to match the materials on the existing building.

Signage

The proposed plans do not include signage at this time. Staff is recommending a condition of approval requiring that all signage meet the requirements of Section 153 of the Zoning Ordinance.

Engineering/Storm water Review

The site plan was reviewed by an engineering consultant to specifically review storm water run-off and the proposed stormwater retention pond.

The engineering consultant listed a number of recommendations regarding obtaining proper permits, storm and drainage calculations, rate control, and other plan specifics. As such, City Staff is requiring as a condition of approval, that the applicant adhere to all items outlined in the WSB Engineering Memo dated March 9, 2020.

3) PLAT ANALYSIS:

Since the subject property is currently unplatted, the City is requiring that the applicant plat the property (see attached preliminary plat) as a part of this building expansion. The existing property consists of one parcel encompassing 17.81 acres.

Staff is recommending a condition of approval requiring that the applicant submit the final plat for review within one year of approval.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the CONDITIONAL USE PERMIT to allow on-site residential housing for an educational facility operating in conjunction with a permitted principal use in the R4 – Multiple Family Residential District subject to the following conditions:

1. Council approval of the corresponding site plan and plat applications.

Staff recommends APPROVAL of the SITE PLAN to allow for the construction of an addition to an existing building at 110 Crusader Ave. W. subject to the submitted plans and the following conditions:

1. Council approval of the corresponding conditional use permit and plat applications,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. All signage must comply with section 153 of the zoning ordinance,
5. The applicant shall either increase the number of new trees to 17, that measure 2.5 caliper inches, or increase the size of the proposed 12 trees to meet the 43 total caliper inches needing to be replaced,
6. The applicant shall consider the recommendations of the Environmental Committee per the attached memo dated March 11, 2020,
7. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated March 9, 2020, and
8. The applicant shall install an automatic sprinkler system throughout the building per South Metro Fire memo dated February 28, 2020.

Staff recommends APPROVAL of the PRELIMINARY PLAT for 110 Crusader Ave. W. subject to the submitted plat drawings and the following conditions:

1. Council approval of the corresponding conditional use permit and site plan applications,
2. The applicant shall revise the final plat per the recommendations outlined in the attached memos from the engineering consultant,
3. Upon submittal of the final plat, the applicant shall include 10 foot drainage/utility easements along the property lines that abut a roadway, and a 5 foot drainage/utility easement along property lines that abut another lot, and
4. The final plat shall be recorded within one year of approval and prior to application of a building permit.

To: **City Planner**
From: **Asst. Parks & Recreation Dir.**
Date: **March 11, 2020**

Case #20-02 – Site Plan Approval for Net Ministries at 110 Crusader Ave

BACKGROUND INFORMATION:

At the March 4, 2020 Environmental Committee (EC) meeting, members reviewed the site plan submitted by Net Ministries, for the 12,000 square foot expansion of the existing building at 110 Crusader Ave.

The Committee discussed the plan, including looking at aerial images of the existing conditions. This was a simple plan and members were fine with the proposed number and variety of trees being proposed. Members agreed that Dark Sky compliant lighting and a green roof would be a great addition to this development.

Members are recommending approval of the plans with following additions:

- Strongly encourage the developer to use “pollinator friendly” native plants that are not treated with “neonicotinoids”,
- Consider the addition of a green roof to treat stormwater onsite, and
- Encourage that all exterior lighting is Dark Sky compliant

RECOMMENDATION:

Environmental Committee members approve of the site plan for the redevelopment of the North Gateway Site, with the recommended additions listed above.

Memorandum

To: Ross Beckwith, PE
Melissa Sonnek

From: Kendra Fallon, EIT

Date: March 9, 2020

Re: Net Ministries Expansion Preliminary Stormwater Review
WSB Project No. 013770-000

The following documents were submitted February 21, 2020 by Larson Engineering and were reviewed for compliance with the City of West St. Paul (City), Lower Mississippi River Watershed Management Organization (LMRWMO), and MPCA Engineering Guidelines:

- A1.0 site plan
- A3.1 Main Flood plan CUP
- A6.0b ELEV – NET
- Applicant Narrative
- Color NET aerial perspective 11x17
- Net Ministries Civil Set 11x17 2020.02.21
- Stormwater Calcs – 02.21.2020

The project will disturb over an acre which requires a NPDES permit and triggers water quality and rate control requirements. The following comments should be addressed as the project moves forward:

General

1. Because a NPDES permit is required due to the project disturbing more than one acre, a SWPPP must be provided.
2. Applicant shall submit soil borings to confirm infiltration rate and separation to groundwater.
3. Because the project disturbs more than one acre, LMRWMO water quality rules are triggered. Applicant shall submit water quality modeling to confirm 50% TP removal requirement is being met.
4. Storm sewer sizing calculations should be provided to confirm proposed storm sewer is being sized for a 10-year event.

Plans

1. All existing and proposed contours should be labeled.
2. The area of disturbance and existing and proposed impervious areas should be noted on the plans to confirm modeling.
3. The utility plan shows a proposed 24" HPDE pipe being connected to an existing 15" RCP pipe which outlets to the existing stormwater pond.
4. The stormwater narrative mentioned rain guardians (and a detail was provided) but the locations of the rain guardians are not shown on the plans.
5. The elevation and location of the EOF for the proposed infiltration basin should be added to the plans.

6. Applicant should include the casting information for the proposed storm sewer structures to identify which structures will pick up drainage.
7. Inlet protection should be shown on all existing and proposed open grate catch basins.
8. A rock construction entrance is mentioned in the erosion control plans but the location should be shown on the plans.
9. Silt fence should be shown around the perimeter of the infiltration basin.
10. A note should be added stating the infiltration basin will be kept offline until impervious area construction is completed and vegetation has been established, per the Minnesota Stormwater Manual.
11. The FFE of the existing building should be added to the plans.

Modeling

1. Applicant shall include 2-year existing and proposed HydroCAD modeling to confirm rate control requirements are being met.
2. The infiltration basin will be required to draw down in 48 hours per the NPDES permit. Currently the infiltration basin is not meeting this requirement.
3. From the utility plan it appears like some of the new building's roof drainage and the adjacent pavement are being routed to the new infiltration basin. Applicant should update the drainage areas and HydroCAD model accordingly.
4. Applicant should confirm the TCs being used in the HydroCAD modeling for subcatchment B. The proposed TC is about 10 minutes longer than the existing Tc with the slope of the path being measured nearly cut in half.

We request the applicant respond with how each comment above has been addressed. Please reach out with any questions concerning the comment provided in this memo.



SOUTH METRO FIRE

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"PROUDLY SERVING THE CITIES OF SOUTH ST. PAUL AND WEST ST. PAUL"

TO: PLANNING COMMISSION MEMBERS

FROM: Terry Johnson, Fire Marshal

DATE: 02/28/2020

SUBJECT: Net Ministries Addition

In reference to the proposed addition to Net Ministries please note the following:

1. The proposed addition to the existing Net Ministries building will be required to have a sprinkler system installed per MN State Fire Code.

903.2.1 Group A.

An *automatic sprinkler system* shall be provided throughout buildings and portions thereof used as Group A occupancies as provided in this section. For Group A-1, A-2, A-3 and A-4 occupancies, the *automatic sprinkler system* shall be provided throughout the floor area where the Group A-1, A-2, A-3 or A-4 occupancy is located, and in all floors from the Group A occupancy to, and including, the nearest *level of exit discharge* serving the Group A occupancy. For Group A-5 occupancies, the *automatic sprinkler system* shall be provided in the spaces indicated in Section [903.2.1.5](#).

Terry Johnson
Fire Marshal
South Metro Fire Department