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.*

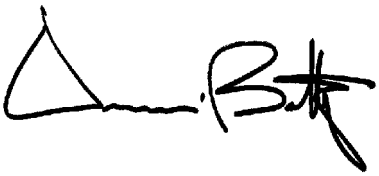
3. *The site contains a wetland area as delineated on the certified land survey. This actually a man-made designed and constructed stormwater retention pond. The architectural site plan also shows the wetland/stormwater pond. The proposed addition and proof of parking will not encroach on the wetland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

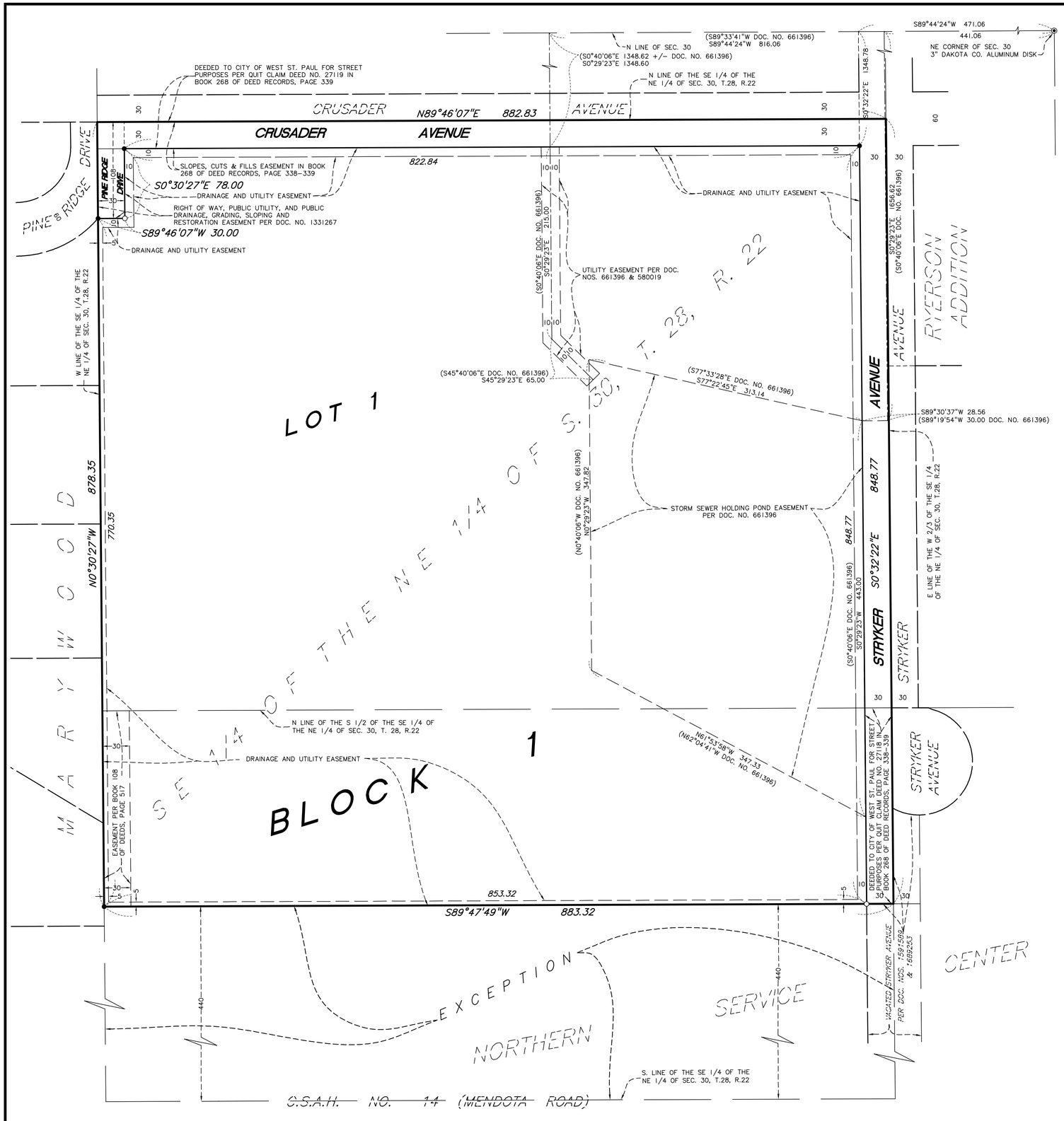
If you have questions or need further information please contact me.

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

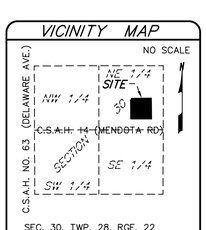
COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA

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.

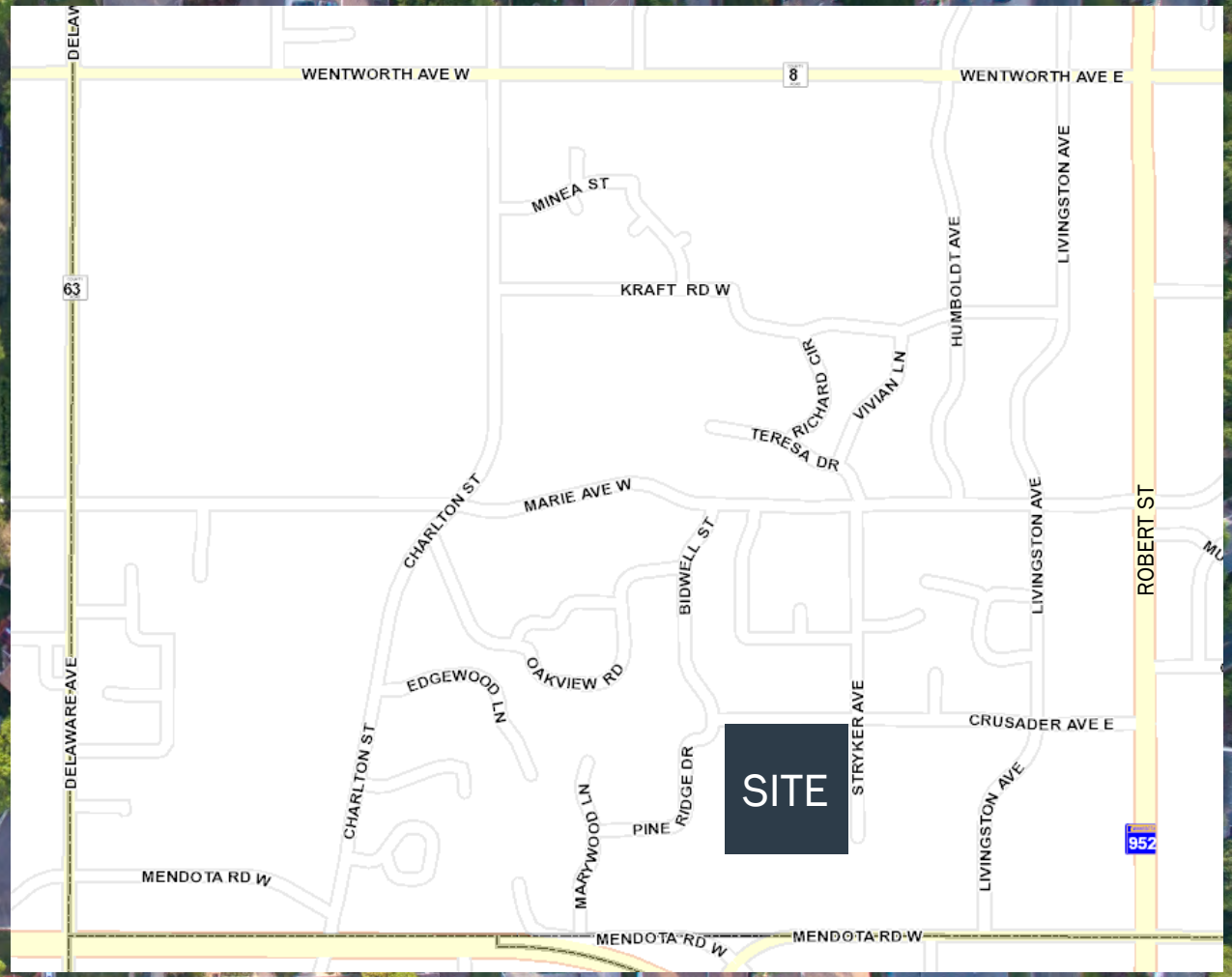
60 0 60 120
SCALE IN FEET

PRELIMINARY
Date: 03/30/2020

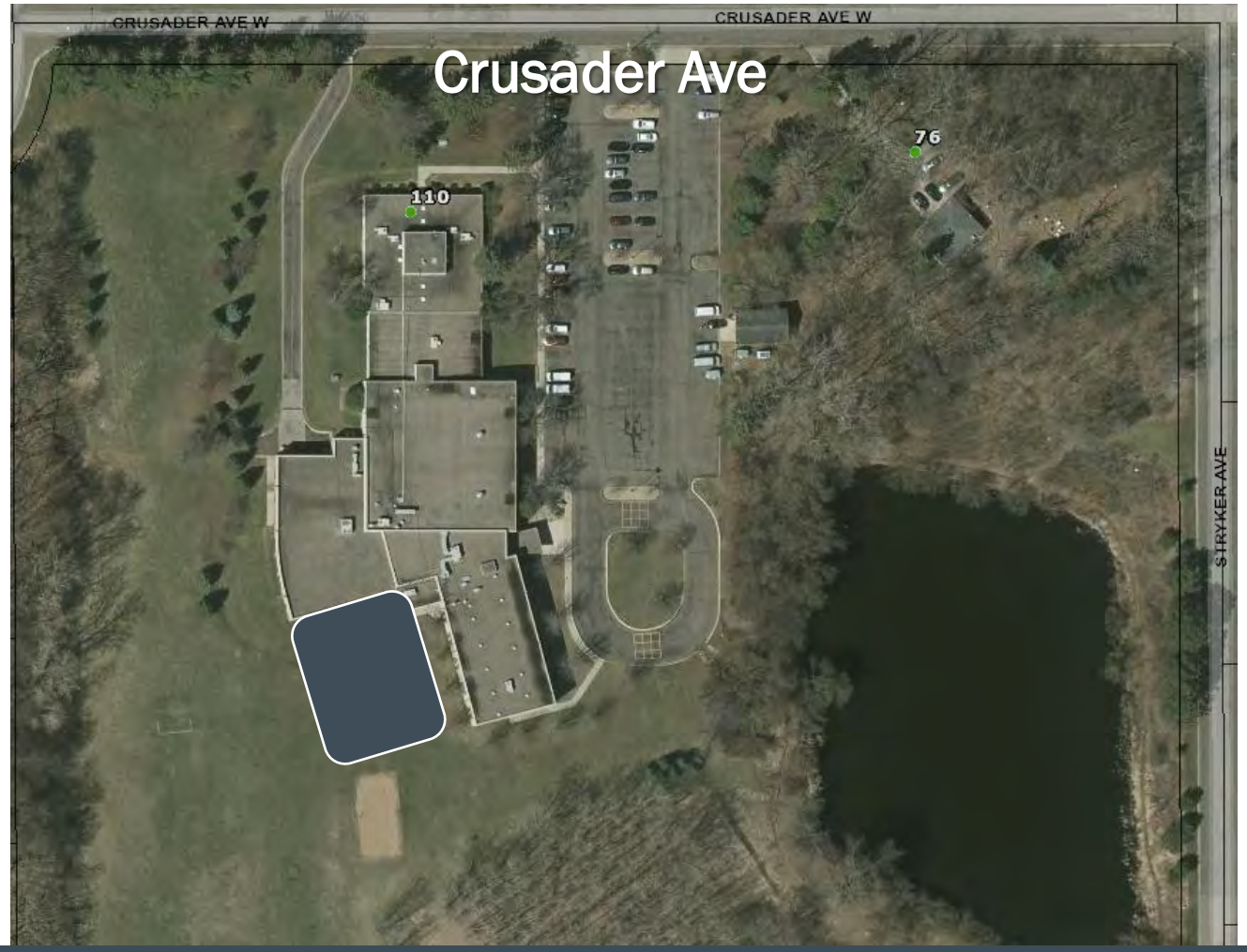
SUNDE LAND SURVEYING

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

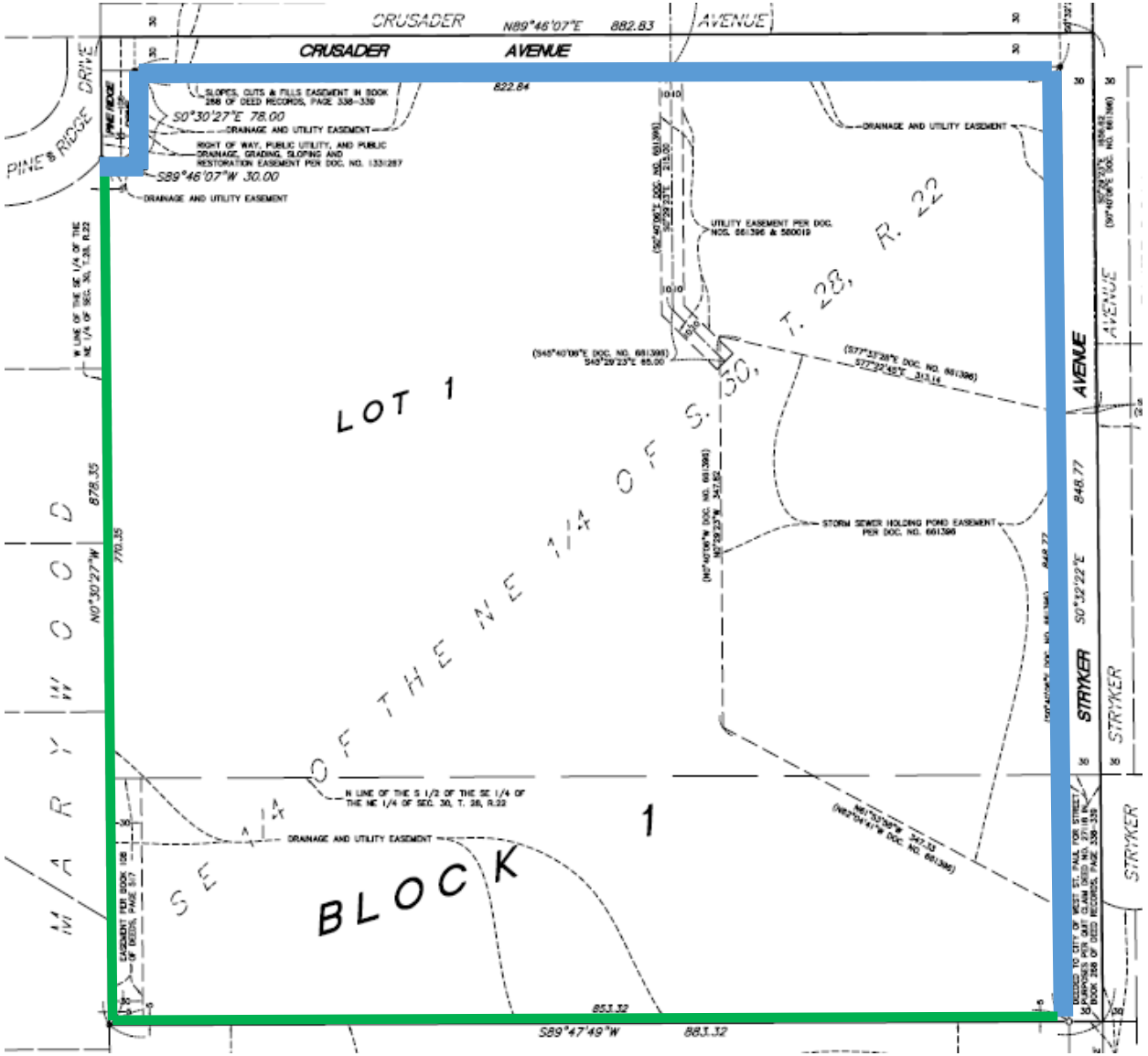
Easements

- 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.