

**City of West St. Paul
Planning Commission Meeting
April 21, 2020**

1. Call to Order

Chair Kavanaugh called the meeting to order at 7:00 p.m.

2. Roll Call

Present: Chair Morgan Kavanaugh
Commissioners Maria Franzmeier, Samantha Green,
Tori Elsmore, Dan McPhillips, Lisa Stevens and Peter Strohmeier

Absent: None

Others Present: City Planner Melissa Sonnek
Council Liaison John Justen
Marketing & Communications Manager Dan Nowicki
City Clerk Shirley Buecksler

3. Adopt Minutes

Motion was made by Commissioner McPhillips and seconded by Commissioner Stevens to adopt the Planning Commission Minutes of December 17, 2019, as presented.

Vote: 7 ayes / 0 nays. Motion carried.

4. Public Hearings

A. PC Case 20-04 – Site Plan, Preliminary and Final Plat Review to Allow a Climate Controlled Storage Building at 1665 Oakdale Avenue – More Space, LLC

City Planner Sonnek stated that the Applicant has requested this item be continued to the May 19, 2020 meeting to allow the Applicant extra time to make the recommended changes from Dakota County and City Staff to the Site Plan.

Motion was made by Commissioner McPhillips and seconded by Commissioner Franzmeier to continue this item to the May 19, 2020 Planning Commission Meeting.

Vote: 7 ayes / 0 nays. Motion carried.

B. PC Case 20-05 – Final Plat Review for One Parcel Located at 110 Crusader Avenue West – Net Ministries

City Planner Sonnek said 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. Since the Planning Commission was unable to meet last month, Sonnek provided a quick review.

The City Council granted the Applicant the Site Plan and Preliminary Plat approvals at their March 23, 2020 meeting for the construction of Net Ministries' 12,000 square foot addition to their existing building. As is typical with the Site Plan process, if the site is not currently platted, the City requests that the site be platted in order to formally record the property, as well as any easements, dedicated right-of-way, and things of that nature. Tonight we will be reviewing the final plat for the property.

Details of the plat include designating the parcel as one lot. Lot 1 Block 1 of the Net Ministries addition. The proposed plat dedicates the 30 feet of right-of-way on Crusader, as well as Stryker Avenue and some utility and drainage easements along the property lines. Pre-plat, the property line goes all the way through the middle of Crusader Avenue.

As part of this platting process, we will have them designate 30 feet of right-of-way, which will pull the property line back and we will ask for 10 feet of utility and drainage easements along the property lines that abut the road. Pine Ridge Drive on the northwest corner, along Crusader Avenue, along Stryker Avenue, and then interior property lines we ask for 5 feet of utility and drainage easements. These are very common easement requests for plat applications. We also had our Engineering Department review the proposed plat and they didn't have any specific additions to it.

City Staff recommends approval of the final plat for the one parcel located at 110 Crusader Avenue, subject to the condition that the plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

Commissioner Stevens asked if this is a campus. Sonnek said yes, that it is an existing campus. Commissioner Stevens said it seems pretty straight forward.

Chair Kavanaugh asked about easement dedications and right-of-ways. Is that sufficient space to add a sidewalk in the future or how does that work with the plat review process if a sidewalk comes through? Chair Kavanaugh said it is listed in our bike/ped plan as a connection and believes Stryker is also in there as potential for proposed future sidewalks. He asked Sonnek to explain how that works.

Before the plat planning process, Sonnek said the property line does go out to the middle of Crusader Avenue. Similar to a County review, the City reviews the plat and the property for what our plans are for the road, whether we are looking at expanding the road or other infrastructure options such as sidewalk, bike lanes, utility poles, or whatever that may be. Sonnek said we requested 30 feet of right-of-way, so that pulls the property line back and does allow for some sidewalk and possibly a 10 foot trail in there. There is some additional room for utility and drainage easement, just to give it a little more room for utility poles and things of that nature. The 30 foot right-of-way would allow for future sidewalk. Sonnek discussed it with the Public Works Director. Crusader Avenue is on the Capital Improvement Plan for 2022 to be reconstructed, so we can look closer at the sidewalk at that time.

Chair Kavanaugh asked Sonnek if she's comfortable that 30 feet is enough room to fit a sidewalk in at that time. Sonnek said yes, that we usually like to ask for 30 feet of right-of-way if the property is adjacent to a city road, in order to allow enough room.

Chair Kavanaugh opened the Public Hearing at 7:11 p.m.

Receiving no calls from anyone wishing to speak, Chair Kavanaugh closed the Public Hearing at 7:13 p.m.

Motion was made by Commissioner Green and seconded by Commissioner Stevens to recommend approval of the final plat for one parcel located at 110 Crusader Avenue West for Net Ministries.

Vote: 7 ayes / 0 nays. Motion carried.

5. New Business

There was no new business to discuss.

6. Old Business

There was no old business to discuss.

7. Other

A. Election of Officers

Chair Kavanaugh said he enjoyed his term as Chair but found it more challenging and difficult than when he took it on in 2017. He believes three plus years is plenty, so he is stepping down as Chair and looks for new leadership on the Planning Commission going forward. Chair Kavanaugh said he thinks it is a good thing to rotate this position on any of these committees at the City level so no one is in one spot for too long. He said rotating helps with providing different perspectives and that it has been interesting and helpful to work with Staff more closely.

Chair Kavanaugh said he is proud to have served as Chair through some important planning documents that we were able to get through over the last few years, such as the Renaissance Plan, the 2040 Comp Plan, the Smith/Dodd Small Area Plan, and some fairly large developments. He said it has been really enjoyable that way but that he is not interested in being Chair at this time.

Chair Kavanaugh nominated Commissioner Green to position of Chair. There were no other nominations for Chair. Commissioner Green accepted the nomination.

Chair Kavanaugh nominated Commissioner Franzmeier to position of Vice Chair. There were no other nominations for Vice Chair. Commissioner Franzmeier accepted the nomination.

Motion was made by Commissioner McPhillips and seconded by Commissioner Stevens to elect Commissioner Green as Chair and Commissioner Franzmeier as Vice Chair.

Vote: 7 ayes / 0 nays. Motion carried.

8. Adjourn

Motion was made by Commissioner Stevens and seconded by Commissioner Green to adjourn the meeting at 7:18 p.m.

Vote: 7 ayes / 0 nays. Motion carried.

A handwritten signature in cursive script that reads "Shirley Buecksler".

Shirley Buecksler
City Clerk
City of West St. Paul