

**MEETING MINUTES  
WEST ST. PAUL PLANNING COMMISSION**

The regular meeting of the West St. Paul Planning Commission was called to order by Vice-Chair LaRue on Tuesday, July 18<sup>th</sup>, 2023, at 6:30 p.m. in the Municipal Center Council Chambers at 1616 Humboldt Avenue, West St. Paul, Minnesota 55118.

**Roll Call:** Commissioners: Alex Dahlquist, Nathan Gallus, Tim Haubrich, Kyle Hoff, Lance LaRue, Dan McPhillips, and Lisa Stevens.  
Absent: Maria Franzmeier (e), Liz Gillen (e)

**Also present:** Community Development Director, Ben Boike; City Planner, Melissa Houtsma; and City Council Liaison, John Justen.

**Adopt Minutes:** The minutes from the May 16<sup>th</sup>, 2023 regular planning commission meeting were approved as written.

**Public Hearings:**

**PC Case 23-09 – Site Plan for the Construction of a 2,000 Square Foot Club House Addition at 430 Mendota Road West (Charlton West, LLC)**

City Planner Houtsma introduced the item and summarized the staff report to the commission. The applicant representative, Martin Schreier was present to answer questions from the commission.

The public hearing was opened at 6:49 pm. As there was no comment from the audience and no one called in through the phone line, the public hearing was closed at 6:51 pm.

**A motion was made by McPhillips to recommend the City Council approve the application as recommended by City Staff. The motion was seconded by Haubrich.**

**Votes: 7 Ayes, 0 Nays.**

**The motion carried.**

**PC Case 23-10 – An Ordinance Amending Chapter 153 of the West St. Paul City Code Regarding Requirements for Drive-Throughs**

Houtsma summarized the history and reasoning of the code changes as well as each of the changes individually.

The public hearing was opened at 7:09 pm. As there was no comment from the audience and no one called in through the phone line, the public hearing was closed at 7:12 pm.

Discussion amongst the commission continued.

**A motion was made by Hoff to recommend the city council and city staff review the minimum screening height to allow for proper screening of vehicle headlights while also preserving pedestrian visibility and safety. Stevens seconded the motion.**

**Votes: 5 Ayes, 2 Nays** (*Haubrich and Dahlquist as nay votes*)

**The motion carried.**

**A motion was made by commissioner Stevens to recommend the city council approve the amendment as written and presented, with the additional review of minimum screening requirements.**

**Commissioner Hoff also made a motion to recommend the city council remove drive-throughs as a conditional use in the B2 – Neighborhood Commercial zoning district.**

Staff explained that only one motion can be presented at a time before another is acted on. Commissioner Stevens then retracted her motion. General questions were asked around the best process for making motions and recommendations, to which staff explained that if there is consensus the item can be voted on as a whole with any amendments, then if that motion does not pass the commission can further dissect the amendments or recommendations individually.

**Commissioner Hoff restated his motion to recommend the city council remove drive-throughs as a conditional use in the B2 – Neighborhood Commercial zoning district.**

Discussion ensued.

**Commissioner Hoff later added to his original motion to also recommend the city council approve the amendment as a whole.**

**Motion died for lack of a second.**

**Vice-Chair LaRue made a motion to recommend the city council approve the amendment as written and presented by city staff, with the additional recommendation to review minimum screening requirements. Commissioner Hoff seconded the motion.**

**Votes: 7 Ayes, 0 Nays.**

**The motion carried.**

**New Business:** None

**Old Business:** None

**Adjourn:**

**A motion was made to adjourn the meeting at 7:19pm**

**All ayes. The motion carried.**

Respectfully submitted,

Sharon G. Hatfield  
Recording Secretary