



CITY OF WEST ST. PAUL
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

OPEN COUNCIL WORK SESSION
January 11, 2016
5:00 p.m.
MUNICIPAL CENTER
ADMINISTRATION CONFERENCE ROOM

1. Roll Call

2. Approve Agenda

3. Review The Regular Meeting Consent Agenda

4. Agenda Item(S)
 - 4.A. Closed Session To Discuss Robert Street Property Easement Acquisitions
Estimated time required: 15 minutes

 - 4.B. Discussion Regarding SMFD Commercial Inspection Fee
Estimated time required: 20 minutes
Documents: [COMMERCIAL INSPECTION FEE PROGRAM.PDF](#)

 - 4.C. Discussion Regarding Future Of Thompson Oaks Golf Course
estimated time required: 30 minutes
Documents: [COUNCIL REPORT- GOLF COURSE.PDF](#)

 - 4.D. Net Ministries Rental License Applications
Estimated time required: 15 minutes
Documents: [COUNCIL REPORT - NET MINISTRIES.PDF](#)

 - 4.E. Potential Zoning Amendment 260 Wentworth Ave
Documents: [COUNCIL REPORT - 260 WENTWORTH.PDF](#), [ATTACHMENT - 260 WENTWORTH.PDF](#)

5. Adjourn

Parking Lot of Upcoming Topics - Anticipated OCWS, Expected Time

- NDC4 Discussion - January 25, 25 min.
- Multi-Family Licensing Issue - January 25, 30 min.
- St. Paul Water Board Staff - January 25, 30 min.

- Sheriff Tim Leslie - February 8, 15 min.
- Sidewalk/Trail Assessment Policy - TBD, 30 min
- Emergency Management Training - TBD, 45 min.
- Solid Waste Management Discussion - TBD, 90 min.

Future Topics for Discussion & Consideration

- North Gateway Development
- Organic Food Recycling Program - Dakota County
- NDC4 presentation – Jodie Miller
- 212 Thompson - Feb/March
- Trash/Rubbish Storage Amendment

If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting

www.wspmn.gov EOE/AA



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: January 6, 2016

TO: Mayors and Council Members

FROM: Mike Pott, Fire Chief

RE: Proposed Commercial Inspection Fee Program

Summary:

At their September 16, 2015 meeting, the South Metro Fire Board requested staff to explore the concept of implementing a Commercial Property Inspection Fee Program as a cost recovery measure for services provided. As a result, over the last few months staff has presented the information to both City Councils and the business community through a direct mailing and discussion at a couple of meetings (Local Issues Chamber of Commerce and SSP Lions Club). We have also received feedback through numerous emails and phone calls.

The associated feedback has been compiled and an overview is provided below. With the exception of two people, there didn't appear to be concerns or objections to conducting the life safety fire inspections; instead, the concerns raised were specific to the implementation of the new fee.

- The most often asked question is why are these fees being implemented now since the fire inspections have been occurring for years?
- Inspections aren't beyond the basic services of the fire department, so there shouldn't be a charge.
 - o Property taxes should be the funding source, not another fee.
- If this is going to be implemented, then a business owning more than one building or leasing more than one occupancy should have the square footage grouped together when determining the fee.
 - o A strip mall should pay one fee, not charge each individual business.
- \$75 fee too high for small offices.
 - o Small businesses struggle to pay their share of the taxes, let alone another fee.

There has been considerable negative feedback from private hangar owners at the SSP Airport. Although these private hangars don't operate businesses, annual inspections are required in their lease agreements.

- Concerns regarding the direct mailing notification.
 - o Most of the letters were sent to the hangar addresses; the Post Office returned many as undeliverable. South Metro staff hand delivered as many of these letters as possible once they were returned.
 - o The letter was addressed to "Business Owner", so many hangar owners discarded the letter since they didn't consider themselves as business owners or having commercial property.
- It's just another tax that will push people out of the airport.
- The \$75 fee is excessive since a typical inspection takes less than 5 minutes.
- They already pay lease fees and property taxes that should pay for the fire department services.

In addition to seeking feedback on the proposed fees, we also explored the necessary steps required to implement the inspection fees. From a process perspective, Ms. Land has determined that each City Council will need to amend its fire prevention ordinance to provide the authority to allow the collection of fire prevention inspection fees. Once the authority has been established, the Board would then need to adopt a resolution implementing the fees.

Following discussions at the December Board meeting, the Board requested this topic be brought back to the Councils at their respective worksessions for further discussions. We look forward to this discussion at your upcoming worksession.

TO: Mayor and City Council
FROM: Matt Fulton, City Manager
DATE: January 11, 2016
SUBJECT: 2016 Golf Course Decisions



BACKGROUND INFORMATION: The purpose of this discussion is to consider the future of Thompson Oaks municipal golf course. There are a variety of community issues discussed below that makes this City Council discussion timely and important.

DISCUSSION: Thompson Oaks municipal golf course has been in operation since 1997. The golf course has served the community very well, although financially it has consistently required property tax support to cover expenses. As the attachments indicate, community usage of the golf course has steadily declined over the past decade, which then results in a greater demand for a property tax subsidy to cover expenses, unless the City is fortunate with weather which allows for a longer golfing season. In 2015, the golf course required \$53,125 in property tax support, as well as a transfer in from other municipal funds in the amount of \$16,936 to cover a negative cash balance. The golf course also has outstanding internal debt in the amount of \$ 335,000, scheduled to be paid back to other municipal funds. There are a variety of capital items that have been mostly deferred until the future of the golf course is better understood.

The City has contracted with GM Management for all golf course maintenance. This past Fall, the company owner, Gerry Murphy, passed away. As a result, the City would need to consider retaining another maintenance company for maintaining the golf course next year.

The City Council has been informally discussing what to do with the golf course, given the added pressure it places on the City's finances, its declining use by the public, and the potential for creating significant additional property tax base for the community through redevelopment. The Cunningham Group has been developing design concepts for areas along Robert Street and has shared ideas for how the golf course might be redeveloped into private and public spaces. The City Council still needs to formally consider the Cunningham design concepts which should be available in early 2016.

There has been work undertaken to assess potential barriers for developing the golf course. Stage 1 and 2 Environmental reviews have been completed and soil borings have been taken to gain a better understanding of subsoil conditions. While additional work is needed, the studies have identified areas of construction debris and soft/organic soils. This results in added costs for any type of structural development and would need to be carefully incorporated into any future redevelopment plan to minimize development costs. Highlights from the soils report are attached to this memo

A non-related issue which has a potential impact on this discussion relates to the Robert Street reconstruction project. The general contractor, Eureka Construction, understands that the staging areas for construction materials will need to be relocated from its current location. The City has an obligation of replacing about a ½ acre area for restaging and the golf course would be a possible location for meeting this need as well as for any additional staging area needed by Eureka.

There are two primary questions that staff is asking the City Council to discuss and consider.

- Should the City continue to plan on operating a public golf course operation into the foreseeable future? This would mean that staff would immediately start the effort to find a maintenance company to assist with its operations and plan for undertaking the necessary capital improvements to serve the golf course.
- If the Council elects to repurpose the golf course into some type of private and public redevelopment, should it be this year? This would result in immediate budget relief and allow the opportunity to more seriously consider redevelopment options and development issues relating to the soils.

Communicating the Council's decision to the community will be an important part of any decision. With the neighborhood meeting series coming up this month, it provides the Council a good opportunity to discuss this issue with the public.

From a staff perspective, it is our collective thought that it is the appropriate time to move forward with the repurposing of the golf course. The opportunity to create a stronger property tax base as well as preserve public areas around the lake would result in a greater community benefit. It would benefit the entire community as opposed to the golf course which has been serving a small and declining portion of the community. Repurposing the golf course also frees up the opportunity to get a better understanding of any redevelopment barriers and/or soil issues that will need to be addressed without impacting golf play.

This site, given its location and size, will be a very attractive redevelopment site. Aligning any redevelopment with the completion of the Robert Street reconstruction project would be very positive.

Based on Council direction, staff will need to develop an approach for either gearing up for another year of operation or for developing a plan for communicating the Council's decision to the community and moving forward with a logical plan and approach for redeveloping the golf course for private redevelopment and public space.

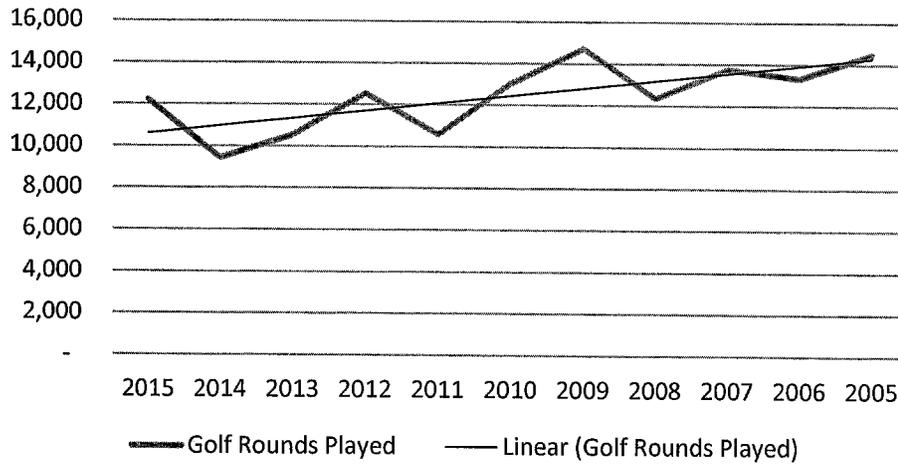
STAFF REQUEST FOR CONSIDERATION

Staff is requesting the Council to discuss this important issue and provide direction.

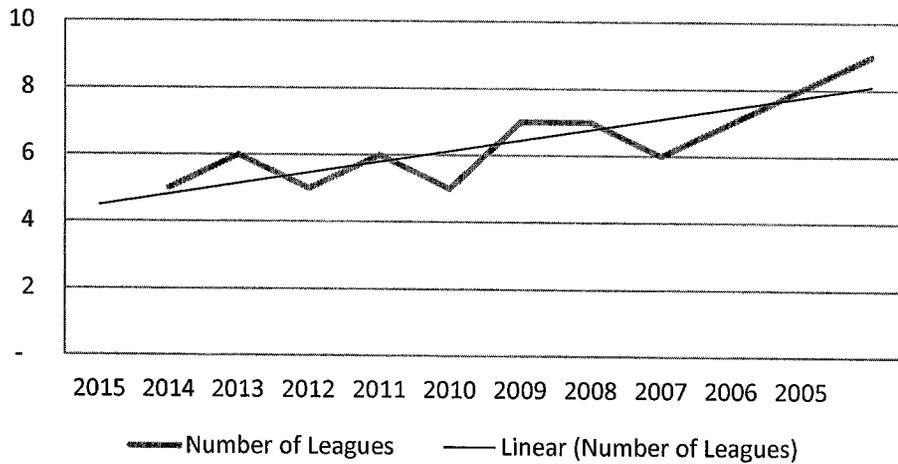
**WSP Municipal Golf Course
Income Statements 2005-2015**

| Account Description | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008 | 2007 | 2006 | 2005 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| REVENUE | | | | | | | | | | | |
| Tax Levy and MVC | 53,125 | 54,500 | 4,350 | 4,700 | 10,222 | 61,991 | 65,220 | 65,159 | 60,057 | - | - |
| Interest and Other Misc Rev | 877 | 325 | (15) | 781 | 193 | (872) | 542 | 77 | 1,728 | - | 58 |
| Fee - Golf Youth Program | - | 5 | 25 | - | - | 400 | 355 | 275 | - | - | - |
| Fee - Golf Youth Leagues | 375 | 765 | 1,055 | 1,480 | 1,402 | 1,420 | 1,270 | 500 | - | - | - |
| Fee - Golf Greens Fees | 110,332 | 99,400 | 105,369 | 132,884 | 112,110 | 128,426 | 142,097 | 136,287 | 112,121 | 109,974 | 114,979 |
| Fee - Golf Season Passes | 1,038 | 820 | 435 | 746 | 406 | 406 | 1,306 | 79 | 59 | 76 | 80 |
| Fee - Golf Leagues | 5,398 | 3,331 | 5,650 | 4,201 | 2,965 | 3,514 | 3,974 | 6,127 | 38,309 | 42,955 | 44,910 |
| Fee - Golf Tournaments | - | 2,400 | 616 | 463 | - | - | - | 19 | 131 | 113 | 118 |
| Fee - Golf Adult Program | 924 | 744 | 1,323 | 617 | - | 257 | 473 | 326 | 531 | 920 | 962 |
| Cart/Club Rental | 15,232 | 12,496 | 13,185 | 13,185 | 10,180 | 11,782 | 11,376 | 9,065 | 8,863 | 4,418 | 4,619 |
| Concessions | 6,064 | 5,961 | 6,346 | 7,231 | 5,724 | 7,058 | 7,135 | 7,111 | 7,481 | 7,884 | 8,242 |
| 3.2 Beer | 5,948 | 5,079 | 6,810 | 7,114 | 6,788 | 7,394 | 9,129 | 8,137 | 9,272 | 9,837 | 10,285 |
| Product Sales | 1,931 | 1,715 | 1,845 | 2,217 | 2,020 | 2,153 | 3,704 | 3,369 | 2,995 | 2,963 | 3,098 |
| Transfers In | - | 4,674 | 68,300 | 22,000 | 38,420 | 13,544 | 16,570 | 88,348 | 60,000 | 136,850 | 110,000 |
| REVENUE TOTALS | 201,244 | 192,213 | 215,019 | 197,246 | 190,407 | 237,472 | 263,151 | 324,877 | 301,545 | 315,991 | 297,351 |
| EXPENSE | | | | | | | | | | | |
| Personnel Costs | 44,531 | 40,346 | 32,054 | 37,859 | 30,593 | 55,202 | 139,821 | 157,246 | 142,480 | 141,947 | 127,234 |
| Motor Fuels & Lubricants | 1,779 | 2,484 | 2,566 | 2,603 | 3,497 | 3,974 | 2,313 | 4,616 | 1,602 | 3,095 | 3,321 |
| Equipment Parts | 5,141 | 3,219 | 9,728 | 3,256 | 4,877 | 8,814 | 2,036 | 7,599 | 3,581 | 5,555 | 5,961 |
| Ground Supplies | 4,250 | 5,886 | 5,660 | 6,959 | 4,412 | 6,306 | 4,051 | 6,511 | 10,061 | 11,581 | 12,426 |
| Supplies - General | 1,347 | 1,330 | 1,110 | 1,804 | 1,662 | 3,201 | 5,057 | 5,941 | 8,842 | 6,446 | 6,916 |
| General Merch for Resale | 3,646 | 3,377 | 4,577 | 6,147 | 4,888 | 6,540 | 5,870 | 6,720 | 4,240 | 5,290 | 5,676 |
| Liquor for Resale | 1,440 | 2,420 | 568 | 2,936 | 340 | 2,173 | 2,425 | 1,713 | 2,418 | 2,414 | 2,591 |
| Auditing Services | 1,500 | 1,500 | 1,000 | 1,800 | 2,945 | 1,250 | 1,539 | 1,607 | 1,188 | 1,120 | 1,254 |
| Instructor Fees | - | - | - | - | - | 473 | 665 | 180 | 180 | 265 | 297 |
| Communications | 3,576 | 3,420 | 4,229 | 4,074 | 2,811 | 2,663 | 1,604 | 1,588 | 1,876 | 1,624 | 1,818 |
| Advertising | 3,383 | 6,756 | 8,098 | 5,592 | 9,714 | 7,081 | 5,821 | 5,797 | 5,682 | 3,487 | 3,904 |
| Printing & Publishing | 1,229 | 670 | 879 | - | 1,030 | 12 | - | - | - | 177 | 198 |
| Insurance | 3,170 | 2,480 | 2,475 | 3,976 | 4,163 | 4,042 | 3,851 | 5,676 | 5,848 | 4,616 | 5,167 |
| Utility Charges | 7,217 | 6,731 | 8,045 | 8,175 | 9,826 | 7,799 | 9,207 | 10,208 | 9,177 | 10,844 | 12,138 |
| Contractual - Misc Serv | 63,586 | 55,170 | 47,399 | 50,249 | 50,566 | 52,587 | 1,703 | 1,886 | 3,925 | 1,610 | 1,802 |
| Contractual Maint - Equip | 9,411 | 725 | 300 | 1,786 | 379 | 3,938 | 250 | 5,539 | 311 | 259 | 290 |
| Rental - General | 3,740 | 2,996 | 3,789 | 4,115 | 4,000 | 3,739 | 4,315 | 4,620 | 7,411 | 1,070 | 1,197 |
| Deprec - Purchased Assets | 19,867 | 19,867 | 19,119 | 21,617 | 23,861 | 26,097 | 26,097 | 29,897 | 25,047 | 22,547 | 24,156 |
| Bank Fees | 2,381 | 1,972 | 2,070 | 2,900 | 2,234 | 2,989 | 3,068 | 2,425 | 3,530 | 2,405 | 3,882 |
| Subscriptions,Memberships | 215 | 423 | 166 | 166 | 110 | 190 | 440 | 890 | 870 | 535 | 864 |
| Recreation Program Cost | 216 | 161 | 254 | 317 | 576 | 88 | 394 | 333 | 306 | 496 | 800 |
| Misc Expenses | 591 | 913 | 816 | 792 | 1,284 | 1,341 | 109 | 1,368 | 2,120 | 1,202 | 1,781 |
| Bond Interest | 13,125 | 14,410 | 15,810 | 17,053 | 18,170 | 19,600 | 20,701 | 21,947 | 21,363 | 45,879 | 48,588 |
| EXPENSE TOTALS | 195,342 | 177,254 | 170,713 | 184,175 | 181,938 | 220,097 | 241,336 | 284,308 | 262,058 | 274,465 | 272,260 |
| REVENUE TOTALS | 201,244 | 192,213 | 215,019 | 197,246 | 190,407 | 237,472 | 263,151 | 324,877 | 301,545 | 315,991 | 297,351 |
| EXPENSE TOTALS | 195,342 | 177,254 | 170,713 | 184,175 | 181,938 | 220,097 | 241,336 | 284,308 | 262,058 | 274,465 | 272,260 |
| NET INCOME | 5,903 | 14,959 | 44,306 | 13,071 | 8,468 | 17,375 | 21,815 | 40,569 | 39,487 | 41,526 | 25,091 |
| Tax Levy/MVC | 53,125 | 54,500 | 4,350 | 4,700 | 10,222 | 61,991 | 65,220 | 65,159 | 60,057 | - | - |
| Transfer In | 18,085 | 4,674 | 68,300 | 22,000 | 38,420 | 13,544 | 16,570 | 88,348 | 60,000 | 136,850 | 110,000 |
| Total Levy and Transfer In | 71,210 | 59,174 | 72,650 | 26,700 | 48,642 | 75,535 | 81,790 | 153,506 | 120,056 | 136,850 | 110,000 |
| Year End Cash Balance | - | 152 | 9 | 485 | - | - | 502 | 1,436 | 1,206 | 2,703 | 932 |
| Golf Rounds Played | 12,204 | 9,419 | 10,542 | 12,539 | 10,580 | 13,035 | 14,713 | 12,348 | 13,758 | 13,330 | 14,472 |
| Number of Leagues | 5 | 6 | 5 | 6 | 5 | 7 | 7 | 6 | 7 | 8 | 9 |
| cost per round | 16.01 | 18.82 | 16.19 | 14.69 | 17.20 | 16.89 | 16.40 | 23.02 | 19.05 | 20.59 | 18.81 |
| city subsidy per/round | 5.83 | 6.28 | 6.89 | 2.13 | 4.60 | 5.79 | 5.56 | 12.43 | 8.73 | 10.27 | 7.60 |

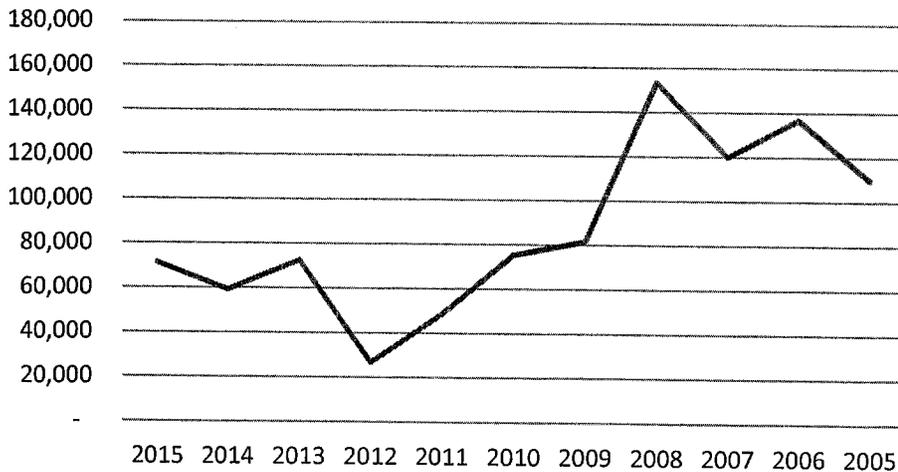
Golf Rounds Played



Number of Leagues



City Funding Support



January 7, 2016

HGTS Project Number: 15-0358

Mr. Ben Boike
City of West St Paul
1616 Humboldt Avenue
West St. Paul, MN 55118

**Re: Preliminary Geotechnical Exploration Report
Proposed Thompson Oaks Golf Course Redevelopment
SW Quadrant of County Road 73 and Thompson Ave East
West St. Paul, Minnesota**

Dear Mr. Boike:

We have completed the preliminary geotechnical exploration report for the proposed Thompson Oaks Golf Course Redevelopment in West St. Paul, Minnesota. The purpose of this preliminary geotechnical exploration was to characterize subsurface soil and ground water conditions and provide recommendations for site development. Development plans are conceptual at this time but the redevelopment will likely contain the new city hall, commercial/retail buildings, residential buildings and a segment of a regional trail.

The soil borings generally encountered variable thicknesses (ranging from about 5 to 15 feet) of fill soils associated with the construction of the Thompson Oaks golf course and other activities. The fill soils typically were variable in composition, dark brown to black in color and portions contained debris and organic material. Only borings SB-2 and SB-14, located near the existing houses and golf course maintenance building, encountered surficial topsoil and no fill soils. In the low lying center portion of the golf course, compressible swamp deposited soils were encountered below the existing fill soils. The swamp deposited soils are associated with a creek that runs through the golf course and eventually discharges into the Mississippi River.

The fill soils, topsoil and/or swamp deposited soils are generally underlain by clayey or silty sand glacial till soils that extend to the boring termination depths. The glacial till soils are generally suitable for building support but soil corrections will be required to remove the vegetation, fill soils, topsoil, swamp deposited soils and very loose/soft soils. Engineered fill would then be placed for building support.

The fill and swamp deposited soils at boring SB-7 extended to a depth of 29 feet. At this depth supporting a building on a deep foundation instead of a soil correction is likely more cost effective. A deep foundation such as a helical anchor foundation system would extend through the compressible soils (fill, organic soils and very loose/soft soils) and bear on the underlying native glacial till soils to support the building foundation walls and floor slabs. In very general terms, helical anchors are metal rods fitted with "Helical" shaped flanges that are "screwed" into suitable bearing soils at depth. Additional deeper soil borings would be required for the design of the deep foundations.

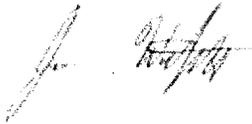
Groundwater was encountered in about half of the borings at depths ranging from about 5 to 15 feet below the ground surface and we anticipate that dewatering will be required for the deeper soil corrections and for utility installations.

Specific details regarding our procedures, results and recommendations follow in the attached geotechnical exploration report.

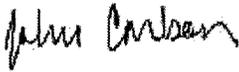
Thank you for the opportunity to assist you on this project. If you have any questions or need additional information please contact Joe Westphal at 612-269-4027 or John Carlson at 612-979-3542.

Sincerely,

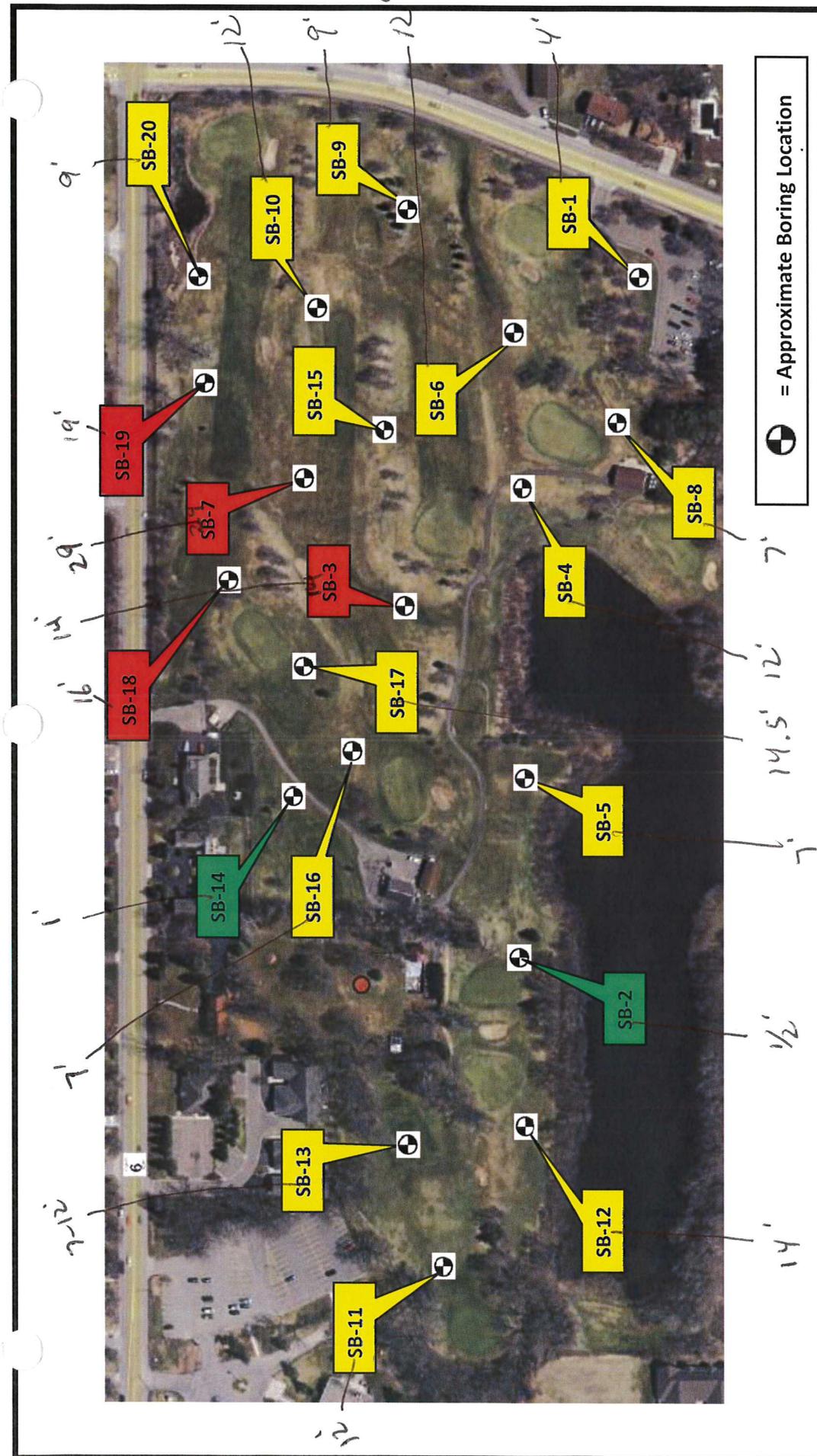
Haugo GeoTechnical Services, LLC.

A handwritten signature in black ink, appearing to read "Joe Westphal".

Joe Westphal, P.E.
Project Engineer

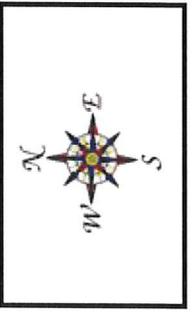
A handwritten signature in black ink, appearing to read "John T. Carlson".

John T. Carlson, P.E.
Senior Engineer



Handwritten Numbers reflect depth of necessary soil correction needed
Anticipate Soil Work Need

Figure #: 1
 Drawn By: MCC/JLW
 Date: 1/6/2016
 Scale: None
 HGTS Project #: 15-0358



Soil Boring Location Sketch
Proposed Redevelopment
Thompson Oaks Golf Course
West Saint Paul, Minnesota

Haugo GeoTechnical Services.
 2825 Cedar Avenue S
 Minneapolis, MN

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Korine Land, City Attorney
DATE: January 11, 2016
SUBJECT: Net Ministries Rental License Application



City of West St. Paul

BACKGROUND INFORMATION:

We recently changed the rental license ordinance so that any property owner who provides living accommodations to 3rd parties, whether for free or not, will be required to obtain a rental license. This change will impact Net Ministries, located at 110 Crusader. Net Ministries provides missionary training to college-age students who desire to serve on mission's teams throughout the United States. Net Ministries owns 3 residential properties, located at 76 Crusader, 1990 Stryker and 1924 Bidwell in which they house some of their training staff. A map showing the location of Net Ministries' headquarters and the relevant houses is attached.

76 Crusader is located on its main campus and using the convent housing exception in our ordinance, is allowed up to 10 people.

1990 Stryker was purchased about 10 years ago and the City apparently informed them that due to the close proximity of the main campus, which is across the street, the City would consider it the same as the convent housing exception, and allow up to 10 people. (*technically the Stryker property is not on-site, but it is contiguous to the main campus*)

1924 Bidwell was purchased within the last couple of years. Prior to purchasing the property, Net Ministries contacted the City and inquired about the number of occupants that would be allowed. Specifically, they asked about the definition of "Dwelling Unit" in our ordinance which states the following:

Dwelling Unit. A building or portion thereof which contains living Facilities including provisions for sleeping, eating, cooking and sanitation for not more than one family *or a congregate residence for ten or less persons.* (emphasis added)

Net Ministries was informed by City Staff that based upon this definition they could have up to 10 occupants. There have been no reported police or code enforcement issues at any of the Net Ministries properties in the last 5 years.

With the change in the rental license ordinance which now requires Net Ministries to obtain a rental license, it became clear that Net Ministries is violating the ordinance that does not allow more than 3 unrelated persons to reside in a rental dwelling unit, specifically in regard to the Bidwell property, but potentially the Stryker property as well. When this was brought to Staff's attention, we discussed several options to address the issue, including an ordinance amendment, but ultimately decided to meet with Net Ministries and see if a reasonable solution could be reached.

We met with representatives of Net Ministries who disagreed with the enforcement of the “no more than 3 unrelated” rule as it applies to them based on previous assertions made by the City, but were open to discussing a compromise.

Given the facts:

- Prior to the purchase of 1924 Bidwell, Net Ministries was provided information by City staff that they would be allowed to house up to 10 people;
- There have been no code enforcement or police issues at any of the Net Ministries properties, which have been used in the same manner for a considerable number of years;
- The occupants of the properties are and will continue to be staff members of Net Ministries;

We propose the following:

1. The City Council approves a rental license for 76 Crusader for up to 10 occupants, using the convent exception.
2. The City Council approves rental licenses for both 1990 Stryker and 1924 Bidwell for up to 8 occupants, with the conditions that the occupants are staff members of Net Ministries, and that they comply with all city codes and zoning regulations, including complying with the number of vehicles stored outside.

FISCAL IMPACT:

none

STAFF RECOMMENDATION:

Discuss and provide direction to Staff

ATTACHMENTS:

Map of properties

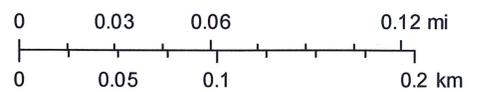
Net Ministries



January 5, 2016

1:3,787

- Tax Parcels
- Tax Parcel
- Dedicated Right of Way
- Water
- Multi-owner Parcel
- Water in Tax Parcel
- Right of Way Easement
- Pending New



TO: Mayor and City Council
THROUGH: Jim Hartshorn Community Development Director
FROM: Ben Boike, Assistant Comm. Dev. Dir.
DATE: January 11, 2016
SUBJECT: Proposed Use at 260 Wentworth Ave E.



City of West St. Paul

BACKGROUND INFORMATION:

Staff recently received a request to locate a commercial catering business/banquet hall at 260 Wentworth Ave E. (formally the RMS building). Please see attached for a description of the proposed Use.

Zoning does not currently allow “Commercial Kitchens” or “Banquet Halls” in the I1 District. Should Council be in favor of amending the code to allow them in the district, Staff recommends allowing them through a Conditional Use Permit to provide the Planning Commission, Council, and the public an opportunity to review the proposed Use through the public hearing process and place appropriate conditions on it.

FISCAL IMPACT:

N/A

| | | Amount |
|--------------------|--|--------|
| <i>Fund:</i> | | |
| <i>Department:</i> | | |
| <i>Account:</i> | | |

STAFF RECOMMENDATION:

Staff is requesting direction on whether or not to proceed with a zoning amendment to allow banquet halls in the I1 District through a Conditional Use Permit.

Premier Catering & Event Center

Business Plan (11/2015)

Location: **260 Wentworth Avenue East, West Saint Paul, MN 55118**

Premier Catering and Events is a unique commercial kitchen dedicated to providing delicious tasty ethnic foods and excellent service at reasonable prices to the diverse communities of St Paul. There is also an event center that can host private events such as weddings, graduations, memorials, khites, birthdays parties, reunions and private functions.

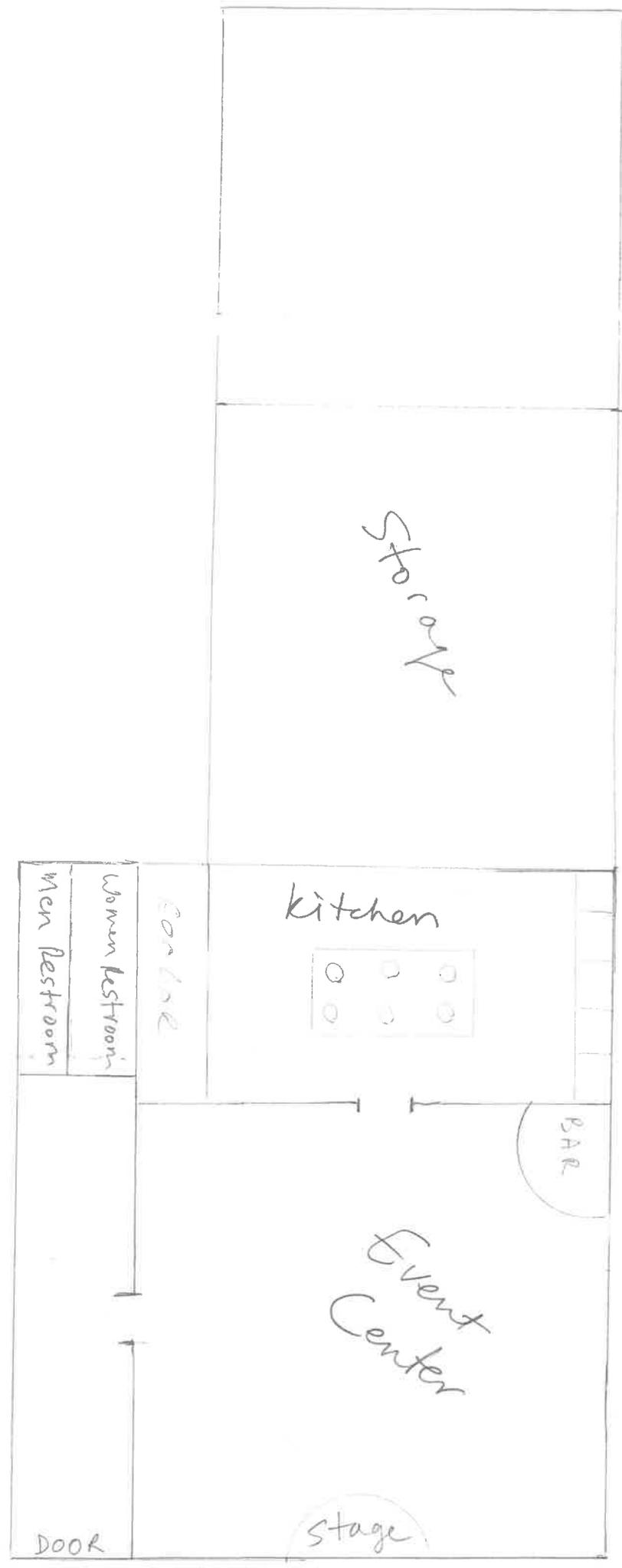
The location at 260 Wentworth Avenue East consists of three buildings. The first building is 16,000. The commercial kitchen will consist of 3000 square feet. See rough sketch of commercial kitchen. An additional 1000 square feet will be used for a built in cooler and freezer. The rest of the building will be transformed into an event center. It will be a large rectangular room with a sound system and dance floor and be able to seat up to 400 hundred people. It will have bathroom facilities for men and women. It will also have a bar to serve alcohol.

The second building which is 6000 square feet will be used to store tables, chairs, linens, and decorative items used in the event center. The third building is currently a warehouse. There are no plans at this time for this third building. It will be renovated and perhaps leased out, though that will be in the future.

We plan to repave the parking lot and have it marked again for 160+ parking spaces. The outside of the building will be repaired and made to look nice and presentable. There are some leaks in the roof and that will need to be repaired. The heating/ac system needs to be looked at and will be repaired as well. New dry wall and plumbing will need to be installed to provide for the event center and commercial kitchen. All electrical wiring will be brought up to code.

East

Front



West Bldg

East Bldg

ST Building

North

West

South

Wentworth