One or more commission members and/or staff may be attending this meeting virtually.

PUBLIC HEARINGS - PHONE LINE:

Members of the public may monitor meetings by tuning in to Cable Channel 14 for standard definition, Channel 799 for high definition, or online at www.townsquare.tv/webstreaming during the posted meeting times. Meetings can be viewed on-demand starting the day following the original, airing at www.wspmn.gov/agendacenter. Items requesting public input will offer a telephone call-in option during live broadcasts only. Please view meetings during their original posted times to participate.

1. PLANNING COMMISSION

2. Roll Call

3. Adopt Minutes

3.A. Planning Commission Meeting Minutes - January 18th, 2022

   Documents:

   01.18.2022 - PC MINUTES.PDF

4. Public Hearings

4.A. PC Case 22-05 – Ordinance Amendment To Code Section 153.349 Regarding Off-Street Loading And Unloading Regulations – City Of West St. Paul

   Documents:

   PC REPORT - 03.15.2022.PDF
   PC ATTACHMENTS - 03.15.2022.PDF

5. New Business

6. Old Business
7. Other

8. Adjourn
WEST ST. PAUL PLANNING COMMISSION

The regular meeting of the West St. Paul Planning Commission was called to order by Interim Chair Kavanaugh on Tuesday, January 18, 2022 at 6:31 pm in the Municipal Center Council Chambers, 1616 Humboldt Avenue, West St. Paul, Minnesota 55118.

ROLL CALL: Tori Elsmore (virtual), Maria Franzmeier, Liz Gillen, Tim Haubrich, Morgan Kavanaugh, Dan McPhillips, Lisa Stevens.

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

ADOPT MINUTES - The minutes from the November 16, 2021 regular Planning Commission meeting were approved as written.

PUBLIC HEARINGS -

PC Case 22-01 – Ordinance Amendment to Code Sections 153.004, 153.171, 153.188, and 153.251 Regarding Storage Facilities – City Of West St. Paul

The public hearing was opened at 6:42pm.

Russell Zellmer of Langer Construction came forward to speak. He remarked that Langer was not aware of the ordinance amendment until a couple days ago. Their intention always was to develop the Oakdale property into a self-storage building. The pandemic in 2020 shut down their plans. West St. Paul is short on storage. He is building similar storage facilities in convenient areas, not tucked back in industrial parks. His facilities are convenient, visible, and in retail-like areas.

With no other comments or questions from the public, the public hearing was closed at 6:50 pm.

A motion was made by Stevens to recommend approval of the ordinance and to add self-storage as a conditional use in the I1 – Light Industrial district with a distance requirement to limit the allowable number in the district to just one. Kavanaugh summarized the motion to say the Commission recommends approval of the change to the City’s storage facility code with the change being that storage facilities would continue to be allowed within the I1 zoning district with a distance limitation being placed in the code language. Haubrich seconded the motion.

Votes: 7 ayes, 0 nays. The motion carried.

PC Case 22-02 – Ordinance Amendment to Code Sections 153.028, 153.031, and 153.032 Regarding Public Hearings for Conditional Use Permit and Site Plan Approvals - City Of West St. Paul

The public hearing was opened at 7:24 pm. With no comments or questions from the public, the public hearing was closed at 7:25 pm.

A motion was made by McPhillips to recommend approval of the ordinance amendment as written. Franzmeier seconded the motion.

Votes: 7 ayes, 0 nays. The motion carried.
PC Case 22-03 – Ordinance Amendment to Code Sections 153.004 and 153.380 Regarding Free Standing Solar Energy Systems – City Of West St. Paul

The public hearing was opened at 7:23 pm. With no comments or questions from the public, the public hearing was closed at 7:24 pm.

A motion was made by Haubrich to recommend approval of the ordinance amendment as presented by City Staff. Franzmeier seconded the motion.

Votes: 7 ayes, 0 nays. The motion carried.

OLD BUSINESS - NA

OTHER BUSINESS -

Doddway - Boike mentioned that Doddway is continuing to work on their TIF (Tax Increment Financing) analysis in terms of redevelopment of the site.

City Hall Reconstruction - Boike said that favorable bids for the reconstruction of the administration side of City Hall would be presented to City Council on Monday night.

NEW BUSINESS -

By ballot, Kavanaugh and Franzmeier were elected as Chair and Vice-Chair of the Commission.

ADJORN

A motion was made to adjourn the regular Planning Commission meeting at 7:46 pm.

All ayes. The motion carried.

Respectfully submitted,

Sharon G. Hatfield
To: Planning Commission
Through: Ben Boike, Community Development Director
From: Melissa Houtsma, City Planner
Date: March 15, 2022

PC Case 22-05 – Ordinance Amendment Regarding Off-Street Loading and Unloading Regulations – City of West St. Paul

BACKGROUND:

Presently the zoning ordinance reads, “Loading berths shall not occupy the front yard or a side yard adjacent to a street”. However, after some review and discussions with an industrial property owner, City Staff has elected to revisit this language and recommends an amendment that would allow more flexibility for some industrial properties while still maintaining the intent of the code.

The attached ordinance alters the code in order to allow loading berths/docks to be in the front yard in industrial districts, as long as said yard does not sit adjacent to a property of a different zoning district (such as commercial or residential). City Staff believes the intent of the current language was to lessen the visibility of loading docks from the street and/or adjacent properties. However, loading docks and larger scale vehicles are much more common in industrial areas and therefore, City Staff does not believe allowing the loading docks in the front yard (not abutting a different zoning district) to be detrimental to the views of the adjacent properties.

Visual Example:

- Lot 1 – Zoned Residential
- Lot 2 – Zoned Industrial
  - Front yard is the eastern property line,
  - Lot 2 could not have a loading dock in the front yard
  - Lot 2 could have a loading dock in the side yard facing the street (south)
- Lot 4 – Zoned Industrial
  - Front yard is the northern property line,
  - Lot 4 could have a loading dock in the front yard
  - Lot 4 could not have a loading dock in the side yard facing the street (east)
CURRENT ENVIRONMENT:
In addition to offering the industrial properties a little more flexibility, this amendment would also help to better align with the current environment of the I1 – Light Industrial zoning district as many properties currently have a loading dock in the front yard or in the side yard adjacent to the street (see image below).

STAFF RECOMMENDATION:
Staff recommends the Planning Commission hold a public hearing and make a recommendation on the proposed ordinance amendment.

ATTACHMENTS:
Staff Presentation
Redlined Ordinance

TIMELINE:
March 15: Planning Commission (Public Hearing)
March 28: City Council First Reading
April 11: City Council Final Reading
Planning Commission – March 15th, 2022

Ordinance Amendment – Off-Street Loading and Unloading Regulations (Loading Docks)
Amendment
Off-Street Loading and Unloading Regulations

Current City Code Language – Loading Berths/Docks
- Does not allow loading berths/docks to be in the front yard or a side yard adjacent to a street.
  - Applies to all zoning districts.

Proposed Change
- Allows loading berths/docks in the front yard and side yard adjacent to a street if:
  - The subject property is zoned industrial, and
  - The front yard does not face a different zoning district.
Amendment

Examples

• Lot 1 – Zoned Residential
• Lot 2 – Zoned Industrial
  • Front Yard = East property line
  • Lot 2 would not be able to have a loading dock in the front yard
  • Lot 2 could have a dock in the side yard (south) facing the street
• Lot 3 – Zoned Residential
• Lot 4 – Zoned Industrial
  • Front Yard = North property line
  • Lot 4 could have a loading dock in the front yard
  • Lot 4 could not have a loading dock in the side yard (east) facing the street
Amendment

Why Make the Change?

Meetings and discussion with an industrial property owner

- What is the intent of the code? Who is it helping to protect?
  - Proposed change protects the value and visual aesthetics of adjacent, non-industrial, properties while allowing added flexibility to the industrial properties.
- This will also help to align the code with the current environment of the I1 district.
  - *The image to the right shows I1 properties that have a dock in the front or side yards.*
Amendment

Staff Recommendation

City Staff is requesting that the Planning Commission:

1. Review the proposed amendment,
2. Hold a public hearing, and
3. Recommend approval of the proposed amendment.
CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. 22-

AN ORDINANCE AMENDING SECTION 153.349 OF THE WEST ST. PAUL CITY CODE REGARDING THE APPLICATION OF OFF-STREET LOADING AND UNLOADING REGULATIONS

The City of West Saint Paul does ordain:

SECTION 1. West St. Paul City Code Section 153.349 relating to the application of off-street loading and unloading regulations is hereby amended as follows:

§ 153.349 APPLICATION OF OFF-STREET LOADING AND UNLOADING REGULATIONS.

(A) The regulations and requirements set forth in this subchapter shall apply to the required and non-required loading and unloading facilities in all districts.

(B) If, in the application of the requirements of this section, a fractional number is obtained, one loading space shall be provided for a fraction of one-half or more, and no loading space shall be required for a fraction of less than one-half.

(1) Location.

(a) All loading berths shall be 25 feet or more from the intersection of two street rights-of-way.

(b) In all Commercial and Residential zoning districts, loading berths shall not occupy the front yard or a side yard adjacent to a street.

(c) In all Industrial zoning districts, loading berths shall not occupy the front or side yard if the front or side yard abuts a non-industrial different zoning district.

(2) Size.

(a) Unless otherwise specified, the first berth required shall not be less than 12 feet in width and 50 feet in length.

(b) Additional berths shall be not less than 12 feet in width and 25 feet in length. All loading berths shall maintain a height of 14 feet or more.

(3) Access. Each loading berth shall be located with appropriate means of access to a public street or alley in a manner that will least interfere with traffic.

(4) Surfacing. All loading berths and access ways shall be improved with a durable, dust-free material.

(5) Accessory uses. Any area allocated as a required loading berth or access drive so as to comply with the terms of this chapter shall not be used for the storage of goods,
inoperable vehicles nor be included as a part of the area necessary to meet the off-
street parking area.

(6) **Screening.** Loading berths must be completely screened from eye level view of
streets and open spaces by means of landscaping that is at least 75% opaque within
two years or by a screen wall of the same materials and color as the principal
building.

**SECTION 2. SUMMARY PUBLICATION.** Pursuant to Minnesota Statutes Section 412.191,
in the case of a lengthy ordinance, a summary may be published. While a copy of the entire
ordinance is available without cost at the office of the City Clerk, the following summary is
approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The ordinance amendment clarifies allowable locations for loading docks in different
zoning districts.

**SECTION 3. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and
after its passage and publication according to law.

Passed by the City Council of the City of West St. Paul, Minnesota, this 11th day of April,
2022.

Attest:

David J. Napier, Mayor
Nicole Tillander, City Clerk