



## PLANNING COMMISSION MEETING

**MUNICIPAL CENTER COUNCIL CHAMBERS**

**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**

**TUESDAY, MARCH 17th, 2020**

**7:00 P.M.**

1. PLANNING COMMISSION

2. Roll Call

3. Adopt Minutes

3.A. PC Minutes - December 17, 2019

Documents:

[12-17-19 PC MINUTES.PDF](#)

4. Public Hearings

4.A. PC Case - 20-01 - Conditional Use Permit, Site Plan, And Rezoning Review For The Construction Of A 54-Unit Apartment Building At 895 Robert Street – Dakota County CDA

Documents:

[PC REPORT 03.17.2020.PDF](#)

[PC ATTACHMENTS.PDF](#)

4.B. PC Case - 20-02 - Conditional Use Permit, Site Plan, And Preliminary Plat Review For The Expansion Of An Existing Building At 110 Crusader Avenue – Net Ministries

Documents:

[PC REPORT 03.17.2020.PDF](#)

[PC ATTACHMENTS.PDF](#)

4.C. PC Case - 20-03 - HyVee Plat Amendment

Documents:

[PC REPORT - 03.17.2020.PDF](#)

[PLAT - 03.12.2020.PDF](#)

5. New Business

6. Old Business

7. Other

7.A. Election Of Officers

8. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at  
651-552-4108 or email [ADA@wspmn.gov](mailto:ADA@wspmn.gov) at least 5 business days prior to the meeting  
[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*

## WEST ST. PAUL PLANNING COMMISSION

The regular meeting of the West St. Paul Planning Commission was called to order by Chair Kavanaugh on Thursday, December 17, 2019 at 7:37 pm in the Municipal Center Council Chambers, 1616 Humboldt Avenue, West St. Paul, Minnesota 55118.

**ROLL CALL:** Morgan Kavanaugh, Samantha Green, Peter Strohmeier, Dan McPhillips, Lisa Stevens, Maria Franzmeier

**Also Present:** Melissa Sonnek, Community Development Coordinator; Ben Boike, Assistant Community Development Director/City Planner; Kori Land, City Attorney; John Justen, Council Liaison

### PUBLIC HEARINGS

#### **PC Case 19-15-Conditional Use Permit, Site Plan and Preliminary Plat review for the Construction of a New Medical Office building at 1140 Robert St.- Dan Saad**

Kavanaugh said that the recommendation was to deny the item if the variance was denied. Since the item was continued, it is Kavanaugh's assumption that the item should be continued into January's meeting. City Planner Boike concurred.

**A motion to continue the item was made. The motion carried. All Ayes**

### NEW BUSINESS-NA

### OLD BUSINESS- NA

### OTHER

Kavanaugh announced that Ben Boike is leaving the City of West St. Paul to start his new position as Community Development Director in Cottage Grove. It is exciting professional news, and Kavanaugh is sad to see Ben go. Community Development Coordinator Sonnek said that Ben will be sorely missed, and West St. Paul is losing a great employee. She related that presenters would thank Ben for his thorough and accurate representation of their projects. Ben's demeanor makes it easy for citizens and developers alike. He is a quality planner, great mentor and teacher. There was no better person to show her the world outside a college textbook. Not only is the City losing a great planner and a great boss, but also a great friend.

Kavanaugh said that the commission is in great hands with Melissa. Cottage Grove is extremely lucky to get Ben. Commissioner McPhillips said goodbye to Ben and said that Ben has changed his mind about civil servants. He said he will miss Ben.

**Commissioner Stevens made a motion to adjourn, seconded by Commissioner McPhillips. All Ayes.**

**Meeting was adjourned at 7:48pm**

**Respectfully submitted,  
Sharon G. Hatfield**

To: **Planning Commission**  
From: **Melissa Sonnek, City Planner**  
Date: **March 17, 2020**

**Site Plan, Conditional Use Permit, and Rezoning Review for 895 Robert St**

**REQUEST:**

Dakota County Community Development Authority (CDA) is requesting the approval of multiple applications for the construction of a new 54-unit apartment building at the southwest corner of Robert and Annapolis (895 Robert Street).

***Attachments:***

*Application and Narrative*

*Notices*

*Submitted plans*

*Memos from the Env. Comm. & Engineering*



## Site History and Proposal

As a result of adopting the original Robert Street Renaissance Plan in 2001, the concept for creating a “north gateway” was put into place. Implementing concepts such as shared parking, mixed uses, improvements to the existing streetscape, etc. During this time, several properties were acquired by the Dakota County CDA with the intention of redevelopment and mixed use. However, after properties were acquired and the existing structures demolished, the site has sat vacant for a number of years due to the difficulty of establishing a viable multi-use building in this location due to lot depth and distance from other commercial spaces in West St. Paul. Details on this can be found in the market study conducted by Santec in 2014 (see attached executive summary).

After a number of years of continued effort to develop the site, the CDA came to the decision to construct affordable housing themselves as a part of their county wide effort to create and maintain a variety of affordable housing. Therefore, the applicant is proposing to redevelop several vacant lots along the north side of town to construct a three story 54-unit affordable apartment building, with a mix of one bedroom and efficiency units with both underground and surface parking.

## CURRENT USES AND ZONING:

	Use	Zoning
<b>Subject Property</b>	Vacant Lot	B5 – North Gateway Mixed Use
<b>Properties to North</b>	City of St. Paul	City of St. Paul
<b>Properties to East</b>	Senior Living Apartments	B5 – North Gateway Mixed Use
<b>Properties to South</b>	Children’s Minnesota Clinic	B5 – North Gateway Mixed Use
<b>Properties to West</b>	Single Family Homes	R1 – Single Family

### 1) REZONING ANALYSIS:

The property is currently zoned B5 – Gateway North Mixed Use, however, the applicant is proposing to rezone the property to a Planned Residential Development (PRD) with the same B5 underlying zoning. Doing so will allow added flexibility to facilitate better utilization of the site. However, City Staff believes it is important to follow the code as much as possible, therefore, when the proposed project does not meet the outlined requirements, it will be noted in this memo.

The current zoning ordinance outlines a density maximum of 12 units per acre, which would limit the density of this property to 11 units (.944 acres). However, the City’s 2040 Comprehensive Plan allows for a higher density of up to 40 units per acre (comp plan overrules the zoning code if/when there are discrepancies). The proposed development has a density of 57.2 units/acre (more information on this later in the density section).

### 2) CONDITIONAL USE PERMIT ANALYSIS:

Within the B5 - Gateway North Mixed Use District, no structure or land shall be used for the following uses, except by conditional use permit:

- (I) R3 and R4 residential dwelling units.

### Employees

The building will be staffed by a property manager and regular maintenance technician, both of which would manage other Dakota County CDA rentals in West St. Paul so would have an office at the site but would not consistently occupy said space. The CDA contracts out for cleaning and exterior maintenance of the property, therefore there would be no parking regularly utilized by this service.

## Plan Consistency

For larger scale projects, City Staff performs a review the proposed project in relation to long term planning documents (such as 2040 Comp Plan and Renaissance Plan) to ensure the proposal is a good fit for the subject property as well as the City as a whole.

The following recommendations are listed in both plans, all of which are supported in the proposed project:

- Increase variety of housing options, including life cycle housing,
- Increase density and mix of uses along Robert Street,
- Infill with residential development,
- Reduction of land dedicated to parking to allow for compact development, and
- Creation of a distinct identity (north gateway).

### 3) SITE PLAN ANALYSIS:

#### Density

The B5 district outlines a density maximum of 3,500 sq. ft. of lot area per unit (12 units/acre). As such, the maximum number of units that would be allowed on this site (.944 acres), by code, would be 11 units. However, as mentioned in the rezoning section, the planned development tag allows for flexibility for things such as density. Similarly, long term planning documents, such as the 2040 Comprehensive plan, recommend that urban communities, like West St. Paul, plan for an increased density of units per acre for development and redevelopment.

The subject property is just under one acre (.944 acres), which with the proposed 54 units the site would total to 57 units per acre. While this exceeds the code's outlined density, City Staff feels comfortable recommending approval when considering the recommendations of the long term planning documents and similar recent redevelopment projects that had increased density.

Recent Re-Development Projects	Units per Acre
1631/1645 Marthaler Ln (DARTs)	59
252 Marie Ave (Rooftop 252)	28
1746 Oakdale Ave (The Sanctuary)	32
240 Wentworth Ave (Golf Course)	28

#### Building Setbacks

The B5 district requires the below listed building setbacks. The proposed building setbacks are not all compliant with city code, as can be seen below. The proposed front yard setback (abutting Robert St) is very close to the required 10 foot minimum. The northern side yard setback is greater than what is outlined in the code to allow for a sign, as Annapolis Street is the border between St. Paul and West St. Paul, as well as the border between Ramsey County and Dakota County.

	Code Setbacks	Proposed Setbacks
<b>Front</b>	10 – 40 ft.	9 ft. *
<b>Rear</b>	20 ft. min	63 ft.
<b>Side</b> (North) <i>Adjacent to a Street</i>	10 - 30 ft.	48 ft. *
<b>Side</b> (South)	0 ft.	0 ft.

*\*Proposed varies from the code requirement\**

This area and set of lots is unique in a few different ways. First being the land itself, the lots are very narrow (measuring just over 140 feet deep) and the elevation/grade of the land is steep and therefore difficult to build on (grade change of 13 feet in just under 300 feet from north to south). This area is also unique because the code defines the front yard as the shortest lot line, which in this case would be Annapolis. However, the intent of the B5 zoning district is to bring the building front up to the street and have parking to the rear of the property, which cannot be accomplished when fronting the building along Annapolis St. Therefore, the proposed building runs in a north to south direction fronting Robert St.

**Parking Setbacks**

The B5 district requires the below listed parking setbacks. The proposed site plan details that all parking setbacks meet code requirements, with the exception of the rear yard setback which is proposed to be 7 feet rather than 10 feet. City Staff feels comfortable recommending approval of the proposed parking setbacks.

	<b>Code Setbacks</b>	<b>Proposed Setbacks</b>
<b>Front</b>	Not Permitted	N/A
<b>Rear</b>	10 ft. min	7 ft. *
<b>Side (North)</b> <i>Adjacent to Street</i>	10 ft, min	10 ft.
<b>Side (South)</b>	0 ft.	0 ft.

*\*Proposed varies from the code requirement\**

**Parking Counts**

The applicant is proposing a total of 84 parking stalls for this project, 34 underground stalls, and 49 surface parking stalls. This would equate out to 1.54 stalls per unit. The applicant has stated that since the units are efficiency and one bedroom, they would limit the number of occupants per unit to one or two people to limit the number of vehicles on site.

The Zoning Code currently requires 2 parking stalls per unit. However, with recent development with the City, the typical parking proposal has been closer to 1.5 stalls per unit. See below for recent development comparison. This apartment is also adjacent to a bus route, which would allow residents to be less reliant on a personal vehicle.

<b>Recent Re-Development Projects</b>	<b>Stalls per Unit</b>
1631/1645 Marthaler Ln (DARTs) <i>1br &amp; 2br</i>	1.41
252 Marie Ave (Rooftop 252) <i>Studio, 1br, &amp; 2br</i>	2.00
240 Wentworth Ave (Golf Course) <i>Studio, 1br, &amp; 2br</i>	1.68

**Drive Aisle and Parking Stall Dimensions**

The submitted plans show a drive aisle width of 20 ft. and parking stall depths of 18 ft. Both of which are slightly below the code minimums which are 22 feet and 20 feet respectively. The City has approved more shallow parking stalls in previous recent applications due to the average vehicle being smaller. Similarly, the Fire Department has stated they are comfortable with a 20 ft. drive aisle.

**Curbing**

The proposed parking lot will include B612 curbing as required by code.

### Site Access and Sidewalk Connectivity

Proposed ingress and egress for the property will be provided by a driveway on the south side of the property onto Haskell St, while the northern side of the site can be accessed off of Annapolis St. The site will also have sidewalks along the north, east, and south sides of the property.

As a part of this project, the CDA has agreed to re-construct the residential alleyway to the west of the site.

### Lighting

The submitted lighting plans do not contain information on lighting levels or foot-candles. Therefore, City Staff is requiring as a condition of approval that all lighting levels must not exceed zero foot-candles at all abutting property lines, and no direct glare may extend into the public street, public open space, or neighboring properties.

### Landscaping

The submitted plans detail the removal of 11 trees (132 caliper inches). The zoning ordinance requires that whenever the removal of quality trees occurs, a minimum of 30 percent must be replaced. For the proposed removal, the required caliper inches to be replaced equates out to 40 caliper inches (or 16 trees that measure 2.5 caliper inches). The applicant exceeds this minimum and is proposing 20 trees at 2.5 caliper inches each (totaling 50-caliper inches).

In addition, with all new multi-family residential development, the code requires one new tree per 40 lineal ft. of property, which for this property (870 lineal ft.) equates out to 22 trees. As was previously stated, the applicant is proposing 20 deciduous trees measuring at 2.5 caliper inches. In addition, the applicant is proposing 10 clump form trees, 5 ornamental trees, and 10 coniferous trees. See below for list of plantings.

<b>Deciduous Trees</b> <i>Measuring 2.5''</i>	<b>Number</b>
Hackberry	4
Princeton Sentry Ginkgo	6
Skyline Thornless Honey Locust	5
Regal Prince Oak	5
<b>Clump Form</b> <i>Measuring 8ft or #20 Container</i>	
'Shiloh Splash' Birch	5
Quaking Aspen	5
<b>Ornamental Trees</b> <i>Measuring 2.0''</i>	
Minnesota Strain Redbud	2
Snow Cap Japanese Tree Lilac	3
<b>Coniferous Trees</b> <i>Measuring 6ft or #20 Container</i>	
American arborvitae	7
Pine or Spruce	3

### Environmental Committee Review

The Environmental Committee reviewed the proposed landscape plan at their March 4<sup>th</sup>, 2020 meeting; the committee was fine with the development and understood the site and lot limitations. The Committee approved the proposed variety and number of trees for the site, they also liked the additional shrubs and bio-retention tank.

In addition to the proposed, the committee agreed that dark sky compliant lighting and a green roof would be a great addition to this development.

The Environmental Committee recommends approval of the plans with following additions:

- Strongly encourage the developer to use “pollinator friendly” native plants that were not treated with “neonicotinoids”,
- Recommend the addition of a green roof to treat stormwater onsite, and
- Encourage that all exterior lighting is Dark Sky compliant.

Staff is recommending as a condition of approval that the applicant consider to the additions and recommendations of the Environmental Committee.

### **Screening**

Since the proposed development is directly adjacent to single family homes, the code requires additional screening. According to code section 153.032 (E)4, screening can be accomplished through one or a combination of any of the following items: a decorative fence, masonry wall, or landscaping.

The applicant held a neighborhood meeting to discuss the project with the surrounding property owners on Tuesday, March 10<sup>th</sup>. Feedback was mixed on the preferred method of screening between the properties. As such, the applicant is proposing a combination of both, fencing along some areas of the property line and landscaping along the others. Said fencing must comply with the fencing section of the code 153.381.

### **Construction Materials/Design**

Section 153.031 of the zoning code, which outlines residential site plan requirements, does not detail specific building materials or design standards for new buildings as is required for commercial buildings. However, the code does outline that exterior building materials shall be comprised of siding, stucco, brick, glass, or other comparable material. The applicant is proposing a combination of brick, stucco, glass, and lap siding.

### **Trash Enclosure**

The applicant is proposing to locate the trash enclosure within the underground parking area. As such, no additional screening is necessary.

### **Signage**

The proposed plans do not include signage specifics at this time. Staff is recommending a condition of approval requiring that all signage meet the requirements of Section 153 of the Zoning Ordinance.

### **Engineering/Storm water Review**

The site plan was reviewed by an engineering consultant to specifically review storm water run-off, rate control, and filtration, as well as the proposed stormwater filtration basin.

The engineering consultant listed a number of recommendations regarding obtaining proper permits, storm, drainage calculations, and other plan specifics. As such, City Staff is requiring as a condition of approval, that the applicant adhere to all items outlined in the WSB Engineering Memo dated March 11<sup>th</sup>, 2020.

In addition, Staff is recommending a condition of approval that prior to obtaining a building permit, the applicant enter into a stormwater management agreement with the city for the proposed stormwater filtration basin.

**STAFF RECOMMENDATION:**

**Staff recommends APPROVAL of the REZONING of 895 Robert St from B5 – Gateway North Mixed Use to PRD, Planned Residential Development with B5 – Gateway North Mixed Use underlying zoning subject to the following condition:**

1. Council approval of the corresponding site plan and conditional use permit applications.

**Staff recommends APPROVAL of the CONDITIONAL USE PERMIT to allow an R4 Residential Dwelling in the B5 – Gateway North Mixed Use District subject to the following condition:**

1. Council approval of the corresponding rezoning and site plan applications.

**Staff recommends APPROVAL of the SITE PLAN to allow for the construction of a 54-unit apartment building at 895 Robert St. subject to the submitted plans and the following conditions:**

1. Council approval of the corresponding rezoning and conditional use permit applications,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. The applicant shall ensure that all fencing comply with section 153.381 of the zoning code,
5. All signage must comply with section 153 of the zoning ordinance,
6. The applicant shall consider the recommendations of the Environmental Committee per the attached memo dated March 11, 2020,
7. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated March 11<sup>th</sup>, 2020, and
8. The applicant shall enter into a storm water management agreement prior to the application of a building permit.



TO: City of West St. Paul  
FROM: Dakota County Community Development Agency (CDA)  
DATE: February 21, 2020  
RE: Application for Gateway Place Housing

Enclosed please find an application from the Dakota County CDA for a 60 - unit workforce housing development for the site located at the corner of Annapolis and Robert Street. A site plan showing two 60 - unit buildings is provided for planning purposes but the CDA is only proposing to construct the first building at this time. A separate application would be submitted in the future for a second building. If fewer units are preferred on the site, an adjustment could be made to the second building. The CDA does not have a construction timeline for the future building.

At the City Council Work Session on January 27, 2020, there was some discussion regarding the north elevation and adding retail on the first floor including interest in getting a grocery store at this location. The northeast corner elevation of the building has been revised and the changes are noted in the memo from the architect. The area with the monument size will have enhanced landscaping and lighting in this area.

We discussed the retail component internally the possibility of adding a retail component to the proposed residential but the CDA is not in a position to so for the following reasons:

1. The site is challenging in several ways. It is not a deep site; it only goes to the alley which limits the site options. In addition, there is no on-street parking allowed on Robert, so all parking needs to be accommodated on-site. To provide enough parking for retail would take away parking needed for the residential portion of the building. Also, each retail space could require both a front and a rear entrance which is not desired by most retail uses.
2. The CDA owns The Dakota on the east side of Robert Street which is a senior building with retail on the first level. When the building first opened, we had difficulty renting that retail space and part of it was vacant for some time. We have been able to rent the space only to office-type uses, not the retailers originally desired.
3. When this property was being marketed for-sale by a commercial real estate broker, the only parties interested in purchasing the site were considering affordable housing without retail; we did not receive any interest from others in doing mixed use at this site.

The CDA respectfully requests that the City Council consider the application submitted. If the City really truly envisions retail or a grocery on this site, the CDA would not be able to move forward with this proposal. We would then again attempt to market the site to other developers.



City Hall  
1616 Humboldt Avenue  
West St. Paul, MN 55118  
651-552-4190  
[www.wspmn.gov](http://www.wspmn.gov)

## CONDITIONAL USE PERMIT APPLICATION

Filing Fee: \$275  
Escrow Amount: \$400 (Residential)  
\$800 (Commercial)  
TOTAL FEES: \$ 675.00

Office Use Only	
Case No:	<u>20-01</u>
Date Received:	<u>02/21/2020</u>
Receipt #	<u>2020-00000407</u>
60 Day Date:	<u>04/21/2020</u>

Street Address of Parcel: 11 parcels located between Annapolis and Haskell west of Robert Street

Name of Applicant: Dakota County CDA

Phone # 651-675-4477

Address of Applicant: 1228 Town Centre Drive  
Eagan MN 55123

Email: kgill@dakotacda.state.mn.us

Name of Owner: Dakota County CDA

Phone # 651-675-4477

Address of Owner: 1228 Town Center Drive  
Eagan MN 55123

Email: kgill@dakotacda.state.mn.us

Legal/PID # 424810001010,020,030,031,040,052,060,080,090,100,110

Present Zoning: B-5 Gateway North Mixed Use District

Proposed Use of Parcel: develop site into two separate 60-unit apartment buildings that will consist of studio and one bedroom units

Zoning Section Authorizing CUP: Section 153.206(i) R3 and R4 type residential units are conditional use within the B5 District.

What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding parcels? This will be a general occupancy, new construction apartment building; it will provide additional housing options to an existing neighborhood.

What will be the effect on existing and anticipated traffic conditions, including parking facilities and adjacent streets? See attached.

What will be the effect of the proposed use on the Comprehensive Plan? The 2040 Future Land Use Plan guides this area for mixed use and the site was identified as a redevelopment site.

**EXHIBITS REQUIRED**

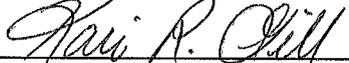
A. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies, of a map or plat showing the property on which the Conditional Use Permit is requested, and all parcel within 150 feet of the boundaries of the subject parcel.

B. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded plans, showing application information as follows:

- a. Proposed and existing topography and drainage.
- b. A complete plan prepared and signed by a registered Civil Engineer, Architect, and/or Landscape Architect showing:
  - i. The parking layout, access provisions, structure locations, landscaping, drainage, trees, and shrubbery including types, locations, and sizes,
  - ii. Any fences, walls, or other screening, including height and type of material,
  - iii. All lighting provisions including type, location, and lumens affecting the surrounding parcels and streets,
  - iv. Curb type and location on site, and
  - v. Proposed plans for sidewalk to service, parking, recreation and service areas within the site.

**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.

  
\_\_\_\_\_

Signature of Owner (Required)  
*Deputy Executive Director DCCDA*

**651-675-4477**  
\_\_\_\_\_

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 Operating Procedures for Applicants page.**

The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

**LAPSE OF CONDITIONAL USE PERMIT:**

An approved Conditional Use Permit shall lapse and become null and void six months following the date on which the Conditional Use Permit was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site, or a Certificate of Occupancy is issued by the Building Official. A Conditional Use Permit may be renewed once for a period of one year by the City Council.

**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 City Planner 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.

## Conditional Use Permit Application

What will be the effect on existing and anticipated traffic conditions, including parking facilities and adjacent streets?

The units will be efficiency and one-bedroom units with one or two people per unit. Underground and surface parking will be available with the construction of each building. Little to no impact is anticipated on surrounding parking options. The site is on a good bus route and it is expected that some residents will use the bus for transit. All traffic will exit onto Annapolis or Haskell.



City Hall  
 1616 Humboldt Avenue  
 West St. Paul, MN 55118  
 651-552-4100  
 FAX 651-552-4190  
[www.wspmn.gov](http://www.wspmn.gov)

## SITE PLAN APPLICATION

Filing Fee: \$275.00  
 Escrow Amount: \$1,300.00  
 Total Fees: \$ 1,575.00

OFFICE USE ONLY	
Case No: <u>20-01</u>	
Date Received: <u>02/21/2020</u>	
Receipt No: <u>2020-00000407</u>	
60 Day Date: <u>04/21/2020</u>	

Street Address of Parcel: 11 parcels located between Annapolis and Haskell west of Robert Street

Name of Applicant: Dakota County CDA Phone # 651-675-4477  
 Address of Applicant: 1228 Town Centre Dr Email: kgill@dakotacda.state.mn.us  
Eagan MN 55123

Name of Owner: Dakota County CDA Phone # 651-675-4477  
 Address of Owner: 1228 Town Centre Dr Email: kgill@dakotacda.state.mn.us  
Eagan MN 55123

### SITE INFORMATION

Legal/PID # of the Property Involved: 424810001010, 020, 030, 031, 040, 052, 060, 080, 090, 100, 110

Present Zoning: B-5 Gateway North Mixed Use District

Proposed Use of Parcel: Develop site into two separate 60-unit apartment buildings that will consist of efficiency and one-bedroom units.

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: The units will be efficiency and one-bedroom units with one or two people per unit. Both underground and surface parking will be made available with the construction of each building. Little to no impact is anticipated on surrounding parking options. It is not anticipated that off-site parking will be needed.  
The site is on a good bus route and it is expected that some residents will use the bus for transit. All traffic will exit onto Annapolis or Haskell.

**EXHIBITS REQUIRED**

An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies in sets and folded plans, showing application information as follows:

- a. A survey, scaled and dimensioned, site plan showing pertinent existing conditions, such as: parking layout, access provisions, structure locations, drainage, lot area, and yard dimensions, including but not limited to the surrounding parcels within 150 feet.
- b. A complete set of preliminary drawings prepared and signed by a registered civil engineer, architect, and/or landscape architect showing:
  - i. A site plan indicating parking layout, access provisions, structure locations, any fences, walls, or other screening, including height and type of material, landscaping, drainage, trees and shrubbery, including types, locations, and sizes,
  - ii. Building elevations, including finishes on all buildings on all sides,
  - iii. All lighting provisions on site, including type, location, and lumens affecting the surrounding parcels and streets,
  - iv. Curb type and location on site, and
  - v. Proposed plans for sidewalk to service, parking, recreation, and service areas within the site.
- c. Stormwater Management information, including:
  - i. Modeling showing proposed rates are meeting the existing rates for the Atlas-14, 10- and 100-year storm events,
  - ii. Existing and proposed drainage area maps,
  - iii. Utility plan showing existing and proposed storm sewer (if applicable) to verify modeling,
  - iv. Site grading plan,
  - v. If proposing infiltration, soil borings should be submitted to confirm adequate separation,
  - vi. If disturbing more than one acre, water quality modeling showing a 50% total phosphorus removal from runoff
  - vii. If creating more than an acre of net new impervious, volume control calculations to show 1" over the net increase in impervious being infiltrated.

**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.

*Yuri P. Miller*  
 Signature of Owner (Required)  
*Deputy Executive Director DECDA*

651-675-4477  
 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 SITE PLAN:** An approved site plan 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 a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site. An approved Site Plan may be renewed once for a period of one year by the City Council.

**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.



City Hall  
 1616 Humboldt Avenue  
 West St. Paul, MN 55118  
 651-552-4100  
 FAX 651-552-4190  
[www.wspmn.gov](http://www.wspmn.gov)

## REZONING/TEXT AMENDMENT APPLICATION

Filing Fee: \$325  
 Escrow Amount: \$800

Total Fees: \$ 1,125

OFFICE USE ONLY	
Case No: <u>20-01</u>	
Date Received: <u>02/21/2020</u>	
Receipt No: <u>2020-00000407</u>	
60 Day Date: <u>04/21/2020</u>	

Street Address of Property: 11 parcels located between Annapolis and Haskell west of Rolfe

Name of Applicant: Dakota County CDA  
 Address of Applicant: 1228 Town Centre Dr  
Eagan, MN 55123

Phone # 651-675-4477  
 Email: kgill@dakotacda.state.mn.us

Name of Owner: Dakota County CDA  
 Address of Owner: 1228 Town Centre Dr  
Eagan MN 55123

Phone # 651-675-4477  
 Email: kgill@dakotacda.state.mn.us

Legal/PID # 424810001010,020,030,031,040,052,060,080,090,100,110

Present Zoning: B-5 Gateway North Mixed Use District  
 Present Use: Vacant

Proposed Zoning: High Density Residential  
 Proposed Use: Apartment Building

What changed or changing condition(s) made the passage of this amendment necessary? Over  
the course of many years the Dakota County CDA has been purchasing properties as owner's where interested in selling. In working with City Staff it was determined that high density residential was the preferred use for the site.

What is the effect of the proposed amendment? This amendment will allow the development of two apartment buildings.

What error, if any, in the existing ordinance would be corrected by the proposed amendment? N/A

What other circumstances justify the amendment? This will be a general occupancy, new construction apartment building; it will provide additional housing options to an existing neighborhood.

**EXHIBITS REQUIRED**

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded, of a map or plat showing the lands proposed to be rezoned and all lands within 350 feet of the boundaries of the property proposed to be rezoned.
2. Written proof of ownership or legally recognized financial interest of the property on which the rezoning is requested.

**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.

<i>Kari A. Hill</i>	651-675-4477
Signature of Owner (Required) <i>Deputy Executive Director, DCCDA</i>	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.**

---

**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 the Planning Commission. Fees shall include the application fee, filing fees, consultants, legal, planning, and engineering fees.
2. Applicants shall deposit with the City, together with the application filing fees, the sums required by City Council resolution toward prepayment of the Consultants and Attorneys 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.

**CITY OF WEST ST. PAUL, MN  
NOTICE OF PUBLIC HEARING**

The listed items below will be a Public Hearing at the Planning Commission Meeting Tuesday, March 17, 2020 at 7:00 pm and a Public Hearing at the City Council Meeting Monday, March 23, 2020 at 6:30 p.m.:

**PC Case 20-01 – Conditional Use Permit, Site Plan, and Rezoning review for the construction of a 54-unit apartment building at 895 Robert Street – Dakota County Community Development Agency (CDA)**

If you have any questions regarding the hearing item listed above, please contact Melissa Sonnek, City Planner at (651) 552-4134.

---

For Informational Purposes Only – Not for Publication

Shirley Buecksler  
City Clerk

Published: March 6, 2020  
Twin Cities Pioneer Press

Posted: March 4, 2020  
City of West St. Paul

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# Neighborhood Meeting

Tuesday, March 10  
6:00 – 7:00 p.m.

The Dakotah  
900 South Robert Street, West St. Paul  
Community Room

The Dakota County Community Development Agency (CDA) is proposing to construct a 54-unit housing development on Robert Street between Annapolis and Haskell. Phase I will consist of one 3-story building with efficiency and one-bedroom units and underground parking.

It will be constructed with durable, maintenance free exteriors and will be designed to meet all requirements of the City of West St. Paul. The development and property will be owned and managed by the CDA. A map of the parcel is shown on the reverse of this page.

CDA staff will provide information about the proposed development at the meeting and respond to questions and comments regarding the proposed development.

If you have questions, please contact:

Lori Zierden at 651-675-4479 or [lzierden@dakotacda.state.mn.us](mailto:lzierden@dakotacda.state.mn.us)  
Kari Gill at 651-675-4477 or [kgill@dakotacda.state.mn.us](mailto:kgill@dakotacda.state.mn.us)

The project is expected to be reviewed by the Planning Commission on Tuesday, March 17<sup>th</sup> at 7:00 p.m., the City Council on Monday, March 23<sup>rd</sup> at 6:30 p.m. (First Reading for Rezoning) and the City Council on Monday, April 13<sup>th</sup> at 6:30 p.m. (Final Reading for Rezoning).

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# PROJECT RENDERING



# GATEWAY SITE HOUSING - PHASE 1

## WEST ST. PAUL, MN 55118



701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | 612.338.2029

## PROJECT TEAM

**OWNER**  
Dakota County Community Development Agency  
1228 Town Centre Drive  
Eagan, MN 55123  
Contact: Kari Gill  
651.675.4400

**LANDSCAPE ARCHITECT**  
LHB  
701 Washington Ave N, Suite 200  
Minneapolis, MN 55401  
Contact: Nikki Schlepp  
612.338.2029

**STRUCTURAL ENGINEER**  
Mattson Macdonald Young, Inc.  
901 North 3rd Street, Suite 100  
Minneapolis, MN 55401  
612.827.7825

**MEP ENGINEER**  
Steen Engineering  
5430 Douglas Drive N.  
Crystal, MN 55429-3106  
763.585.6742

**ARCHITECT**  
LHB  
701 Washington Ave N, Suite 200  
Minneapolis, MN 55401  
Contact: Andy Madson  
612.338.2029

**GENERAL CONTRACTOR**  
TBD  
Contact: TBD  
XXX.XXX.XXXX

**CIVIL ENGINEER**  
LHB  
701 Washington Ave N, Suite 200  
Minneapolis, MN 55401  
Contact: Adam Besse  
612.338.2029

## STATE MAP



## SHEET INDEX

- GENERAL**  
G0.00 TITLE SHEET
- CIVIL & SURVEY**  
C001 NOTES AND LEGEND  
C002-003 STORMWATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE  
C004 INDEX PLAN  
C101 REMOVALS AND EROSION CONTROL PHASE 1  
C201 GRADING PLAN PHASE 1  
C221 PARKING LOT PLAN AND PROFILE  
C222 ALLEY PLAN AND PROFILE  
C301 UTILITY PLAN PHASE 1  
C302 UTILITY ENLARGEMENT PHASE 1  
C311 UTILITY PLAN PHASE 2  
C401 LAYOUT AND SURFACING PLAN PHASE 1  
C411 LAYOUT AND SURFACING PLAN PHASE 2  
C501 CITY STANDARD PLATES  
C511-517 CIVIL DETAILS
- LANDSCAPE**  
L100 PLANTING PLAN - INDEX  
L101 PHASE 1 PLANTING PLAN - TREES & GROUNDCOVER  
L102 PHASE 2 PLANTING PLAN - TREES & GROUNDCOVER  
L103 PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS PARKING LOT SOUTH  
L104 PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS PARKING LOT NORTH  
L105 PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS WEST BUILDING FACADE  
L106 PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS MEADOW ZONE  
L107 PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS CITY SIGN ZONE  
L501 PLANTING DETAILS  
L502 LANDSCAPE DETAILS
- ARCHITECTURAL**  
A1.01 BASEMENT PLAN - PRESENTATION  
A1.11 FIRST FLOOR PLAN - PRESENTATION  
A1.21 SECOND AND THIRD FLOOR PLAN - PRESENTATION  
A1.31 TYP. UNIT TYPES  
A2.02 BUILDING ELEVATIONS SKETCHUP  
A2.03 BUILDING PERSPECTIVE IMAGES

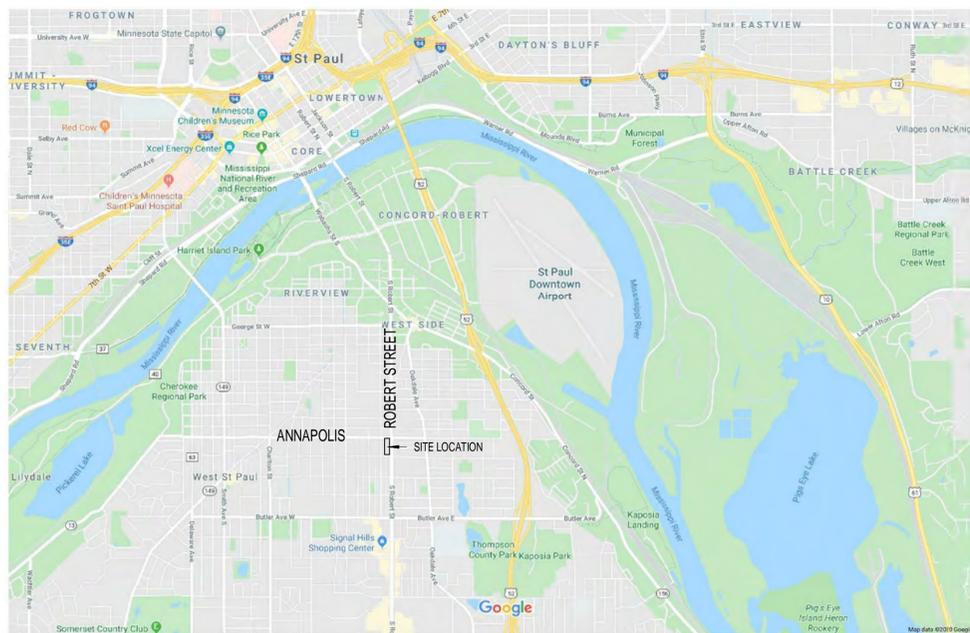


1228 Town Centre Drive  
Eagan, MN 55123

THIS SQUARE APPEARS 1/2"x1/2"  
ON FULL SIZE SHEETS

NO	DATE	ISSUED FOR
	02.21.2020	CITY APPLICATION
NO	DATE	REVISION

## REGIONAL MAP



## BUILDING DATA

BUILDING AREA TABULATION		
Floor Name	Description	Area (GSF)
Basement/Garage	MECH/ELEC, Trash, Maint., Bikes & Parking (11,528)	12,887
First Floor	Apartments & Common Spaces	12,887
Second Floor	Apartments	12,887
Third Floor	Apartments	13,839
<b>TOTAL</b>		<b>51,500</b>

**PRELIMINARY**  
NOT FOR CONSTRUCTION  
2/21/20

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PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN 55107

DRAWING TITLE:  
**TITLE SHEET**

FILE: O:\16Proj\160344\600 Drawings\A  
DRAWN BY: ADM  
CHECKED BY: ADM  
PROJ. NO: 190536  
DRAWING NO:

**GO.00**

- KEY**
- A** City Sign with Ornamental Plantings
  - B** Tree Grove with Artistic Up-Lighting
  - C** Building Entry
  - D** Parking Garage Entry
  - E** Bioretention Garden
  - F** Decorative Fence
  - G** Property Line
  - H** Existing Street Trees to Remain, Typ. Approximately 90 New Trees Proposed



**GATEWAY PLACE HOUSING SITE PLAN**

190536 | Dakota County Community Development Agency

March 6, 2020





PERFORMANCE DRIVEN DESIGN.  
LHBcorp.com

701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | 612.338.2029

**PRELIMINARY**  
NOT FOR CONSTRUCTION  
01/24/2020

CLIENT:  
 Dakota County Community Development Agency

1228 TOWN CENTRE DRIVE  
EAGAN MN 55123

THIS SQUARE APPEARS 1/2" x 1/2" ON FULL SIZE SHEETS.

NO	DATE	ISSUED FOR
02/21/2020	CITY RE-SUBMITTAL	
01/24/2020	CITY APPLICATION	
NO	DATE	REVISION

I HEREBY CERTIFY that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

SIGNATURE:   
TYPED OR PRINTED NAME: ADAM BESSE  
DATE: 02/21/2020 REG. NO.: 52597

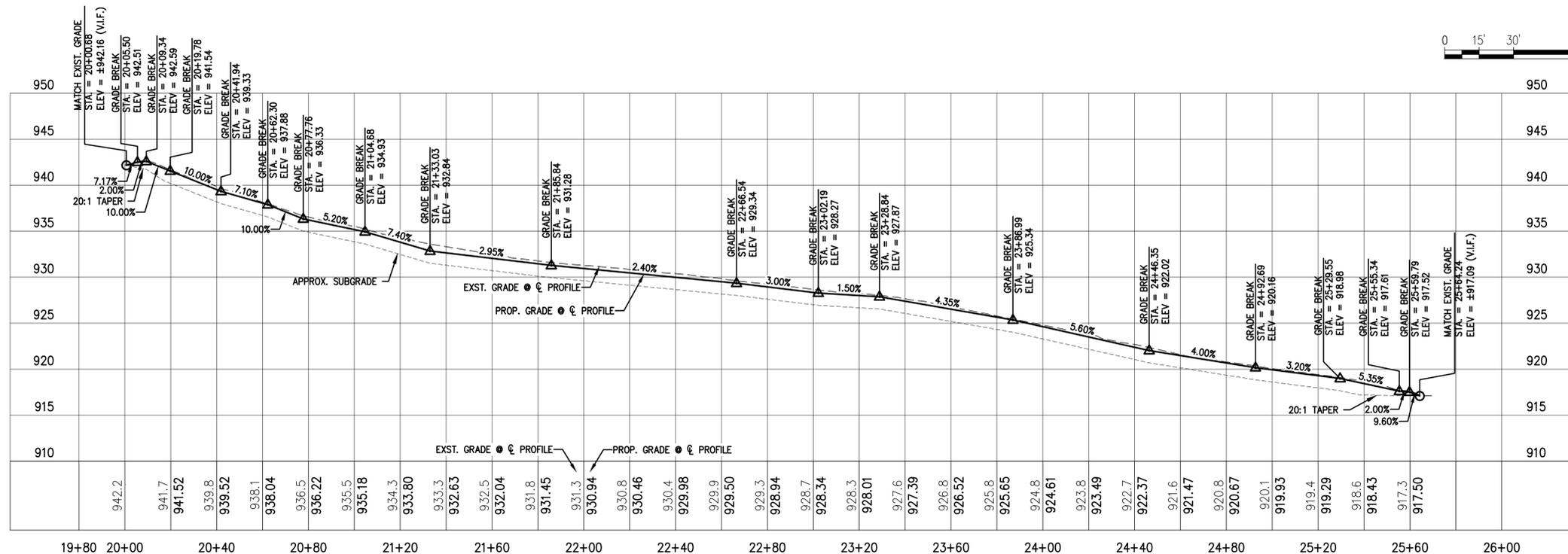
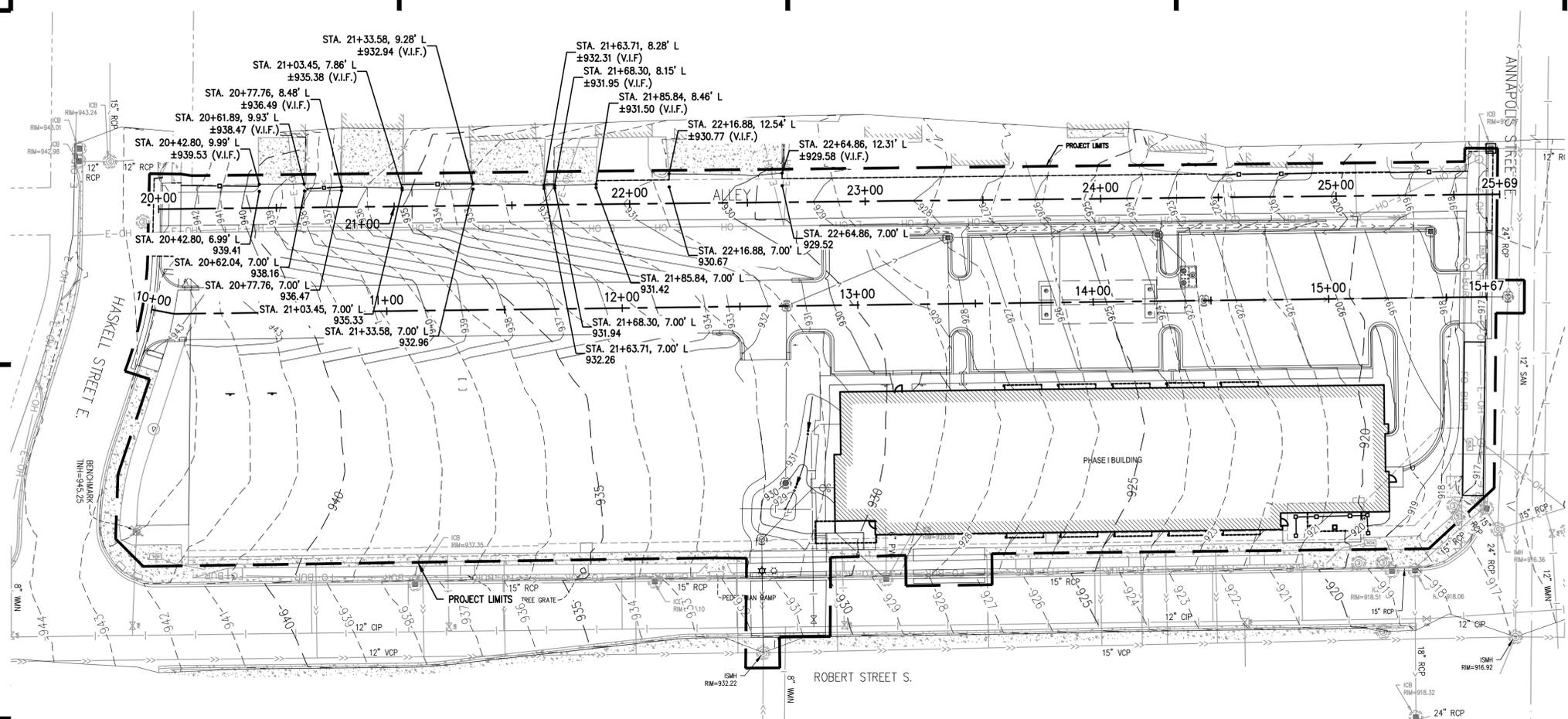
COPYRIGHT 2020 BY LHB, INC. ALL RIGHTS RESERVED.

PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN

DRAWING TITLE:  
**ALLEY  
PLAN AND PROFILE**

FILE: J:\190536\500 Drawings\Civil\190536 C222 PLAN AND PROFILE.dwg  
DRAWN BY: DPG  
CHECKED BY: AFB  
PROJ. NO.: 190536  
DRAWING NO.: **C222**



**WARNING**  
LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR. CALL BEFORE DIGGING.  
  
MINNESOTA ONE-CALL SYSTEM  
1-800-252-1166  
REQUIRED BY MN STATUTE 216D



**PERFORMANCE  
DRIVEN DESIGN.**  
LHBcorp.com

701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | 612.338.2029

**PRELIMINARY  
NOT FOR CONSTRUCTION  
01/24/2020**

CLIENT:  
 Dakota County Community  
Development Agency

1228 TOWN CENTRE DRIVE  
EAGAN MN 55123

THIS SQUARE APPEARS 1/2" x 1/2" ON  
FULL SIZE SHEETS.

02/21/2020	CITY RE-SUBMITTAL
01/24/2020	CITY APPLICATION
NO	DATE ISSUED FOR

NO	DATE	REVISION
----	------	----------

I HEREBY CERTIFY that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

SIGNATURE:

TYPED OR PRINTED NAME: ADAM BESSE

DATE: 02/21/2020 REG. NO.: 52597

COPYRIGHT 2020 BY LHB, INC. ALL RIGHTS RESERVED.

PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN

DRAWING TITLE:  
**LAYOUT AND SURFACING  
PLAN PHASE I**

FILE: .1190536\500 Drawings\Civil\190536 C401 SURFACING PH I.dwg  
DRAWN BY: JPH/PAB  
CHECKED BY: AFB  
PROJ. NO: 190536  
DRAWING NO:

**C401**

**SHEET NOTES**

1. PREVENT FROM DAMAGE ALL SURFACES OUTSIDE THE CONSTRUCTION LIMITS. RESTORE ALL DISTURBED AREAS DUE TO CONSTRUCTION ACTIVITIES TO PRECONSTRUCTION CONDITION UNLESS OTHERWISE NOTED IN THE DRAWINGS.
2. ADJUST ALL CASTINGS, VALVE BOXES AND JUNCTION BOXES TO FINISH GRADE.
3. PROVIDE BITUMINOUS TACK COAT BETWEEN PROPOSED BITUMINOUS PAVEMENTS AND ALL ADJACENT CONCRETE OR BITUMINOUS SURFACES.
4. PROVIDE BITUMINOUS TACK COAT BETWEEN THE WEARING AND NON-WEARING COURSES FOR ALL PROPOSED BITUMINOUS PAVEMENTS.
5. SAW CUT ALL EXISTING PAVEMENTS ADJACENT TO PROPOSED PAVEMENTS ALONG A NEAT LINE AND FULL DEPTH. SAW CUT ALL EXISTING CONCRETE PAVEMENTS, OR CURB AT THE NEAREST EXISTING JOINT.
6. UNLESS OTHERWISE NOTED, ALL LAYOUT DIMENSIONS ARE TO BACK OF CURB, AND ALL STRIPING DIMENSIONS ARE TO FACE OF CURB.
7. PROVIDE 1/2" EXPANSION JOINT AT ALL INTERFACES BETWEEN STRUCTURES AND ALL CONCRETE PAVEMENT OR WALKS UNLESS OTHERWISE NOTED.
8. ONLY PLACE FILL MATERIALS ON COMPETENT, INSPECTED SUBGRADE.
9. ALL PEDESTRIAN AREAS OR WALKING SURFACES SHALL COMPLY WITH THE REQUIREMENTS OF THE MN ACCESSIBILITY CODE. REFER TO SHEET C517 FOR ADDITIONAL REQUIREMENTS.

**SHEET SIGNAGE LEGEND**

- 1 STOP SIGN R1-1, 24" X 24"
- 2 HC PARKING SIGN R7-8

**SHEET LEGEND**

1ST DIGIT WIDTH  
4, 8, ETC.

2ND DIGIT PATTERN  
S - SOLID  
B - BROKEN  
D - DOTTED/DOUBLE

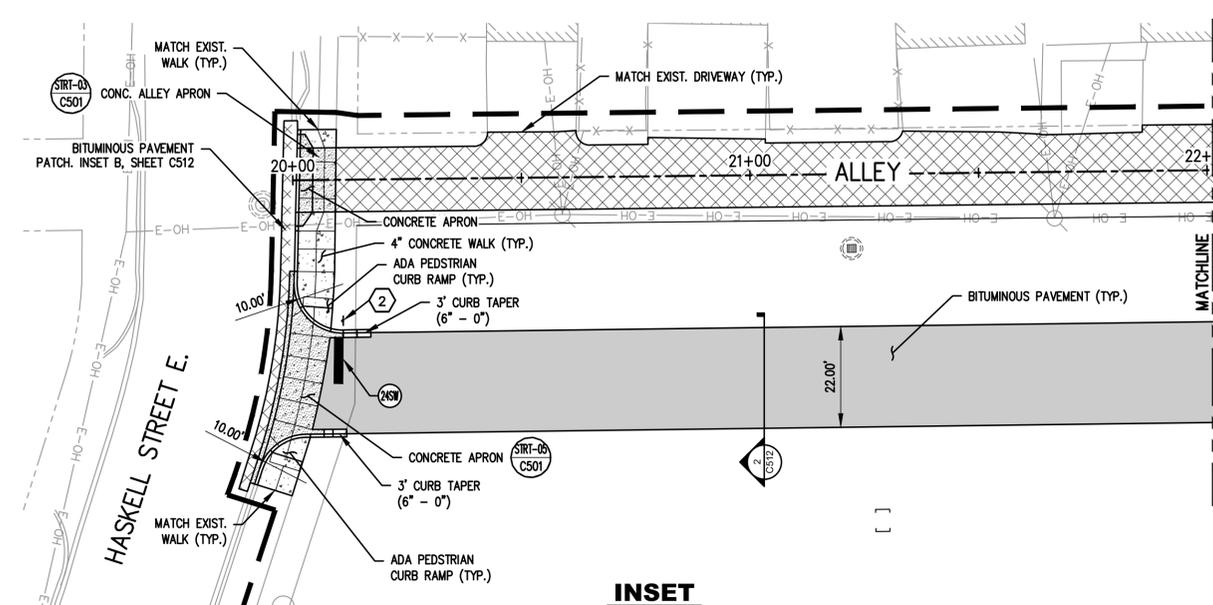
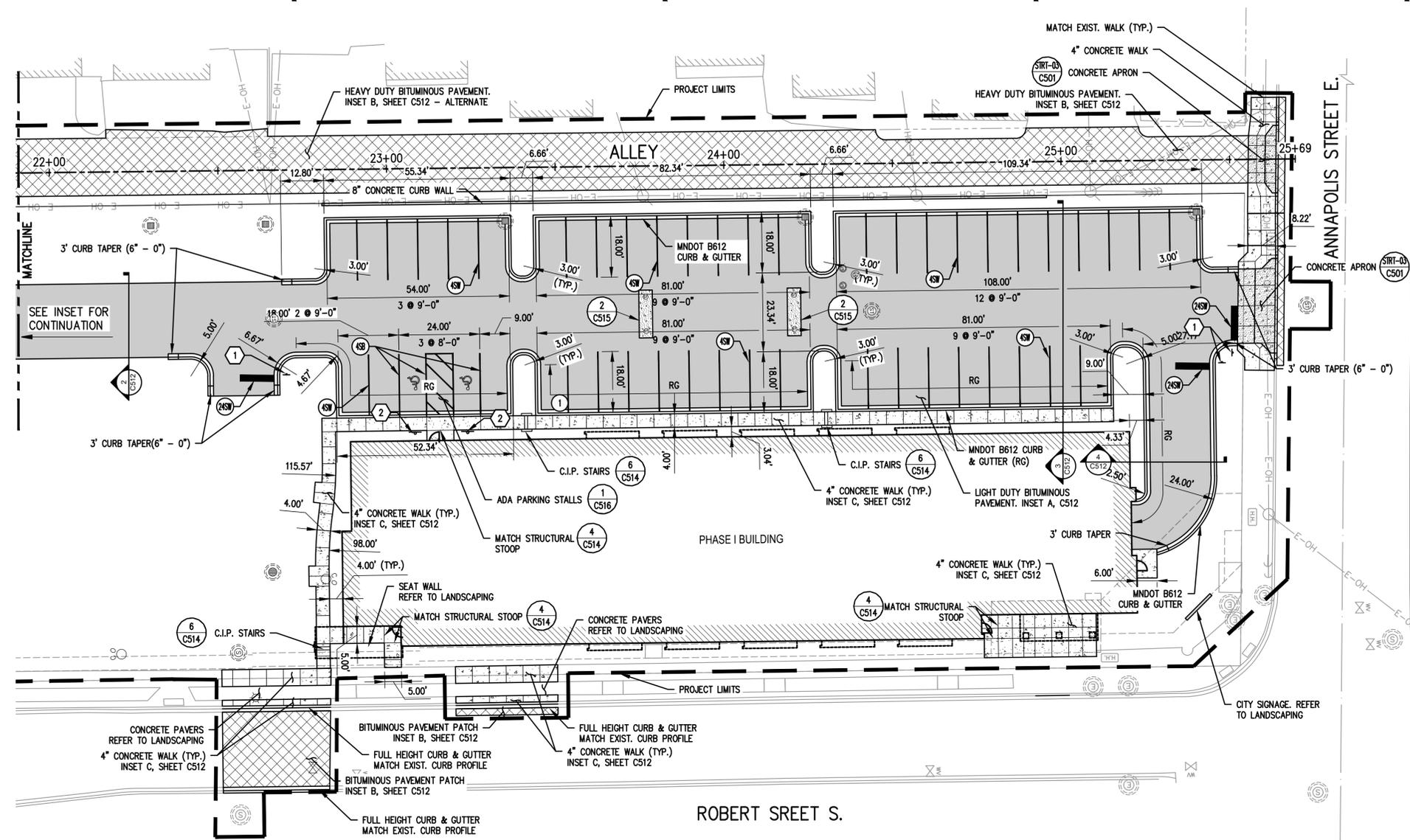
3RD DIGIT COLOR #  
W - WHITE  
Y - YELLOW  
B - BLUE

EXAMPLE: 4SW = 4" SOLID LINE WHITE

- BITUMINOUS PAVEMENT  
INSET A, SHEET C512
- HEAVY DUTY BITUMINOUS PAVEMENT  
INSET B, SHEET C512
- 4" CONCRETE WALK  
INSET C, SHEET C512
- 6" CONCRETE PAVEMENT  
INSET D, SHEET C512
- CURB & GUTTER

**WARNING**  
LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR. CALL BEFORE DIGGING

MINNESOTA  
ONE-CALL SYSTEM  
1-800-252-1166  
REQUIRED BY  
MN STATUTE 216D



**INSET**



**PERFORMANCE  
DRIVEN DESIGN.**  
LHBcorp.com

701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | 612.338.2029

**PRELIMINARY  
NOT FOR CONSTRUCTION  
01/24/2020**

CLIENT:  
 Dakota County Community  
Development Agency

1228 TOWN CENTRE DRIVE  
EAGAN MN 55123

THIS SQUARE APPEARS 1/2" x 1/2" ON  
FULL SIZE SHEETS.

NO	DATE	ISSUED FOR
02/21/2020		CITY RE-SUBMITTAL
01/24/2020		CITY APPLICATION

NO	DATE	REVISION

I HEREBY CERTIFY that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.

SIGNATURE: *Nichole Schlep*

TYPED OR PRINTED NAME: Nichole Schlep

DATE: 01/24/2020 REG. NO.: 50143

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PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN

DRAWING TITLE:  
**PLANTING PLAN - INDEX**

FILE: ..190536\500 Drawings\Landscape Architecture\190536 L101 Landscape Plan.dwg  
DRAWN BY: JHV  
CHECKED BY: NLS  
PROJ. NO: 190536  
DRAWING NO:

**L100**

**SHEET INDEX**

L101	PHASE I PLANTING PLAN - TREES & GROUND COVER
L102	PHASE II PLANTING PLAN - TREES & GROUND COVER
L103	PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS PARKING LOT SOUTH
L104	PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS PARKING LOT NORTH
L105	PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS WEST BUILDING FACADE
L106	PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS MEADOW ZONE
L107	PLANTING PLAN ENLARGEMENT - SHRUBS & PERENNIALS CITY SIGN ZONE
L501	PLANTING DETAILS
L502	LANDSCAPE DETAILS

**MAINTENANCE AND CARE**

1. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF PLANTINGS IS COMPLETE. INSPECTION HAS BEEN MADE AND PLANTING IS ACCEPTED EXCLUSIVE OF THE GUARANTEE.
2. MAINTENANCE SHALL INCLUDE WATERING, WEEDING, MULCHING, REMOVAL OF DEAD MATERIAL PRIOR TO GROWING SEASON, RE-SETTING PLANTS AND PROPER GRADE, AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
3. WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK. IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.

**IRRIGATION**

1. PROVIDE AN IRRIGATION PLAN TO BE APPROVED BY LANDSCAPE ARCHITECT.
2. IRRIGATION SERVICE SHALL BE PROVIDED FOR ALL PARKING LOT MEDIAN ISLANDS, SHRUBS & PERENNIAL BEDS.
3. DRIP LINE IRRIGATION WILL NOT BE ACCEPTED.
4. IRRIGATION SYSTEM TO CONNECT TO CITY WATER.
5. SEE SECTION 328000.

**PLANT MATERIAL & MULCHES**

1. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY.
2. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK", ANSI-Z60. LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC.
3. ALL PLANTS SHALL BE GUARANTEED FOR TWO COMPLETE GROWING SEASONS (APRIL 1-NOVEMBER 1 OF FOLLOWING YEAR), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
4. PROVIDE SHREDDED HARDWOOD MULCH. CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 2" DEPTH FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED. APPLY PELLET WEED PREVENTER UNDER MULCH BEDS IN SHRUB AREAS.
5. ROCK MULCH SHALL BE 3/4" DRESSER TRAP ROCK.

**SOILS AND GROUND**

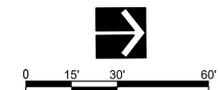
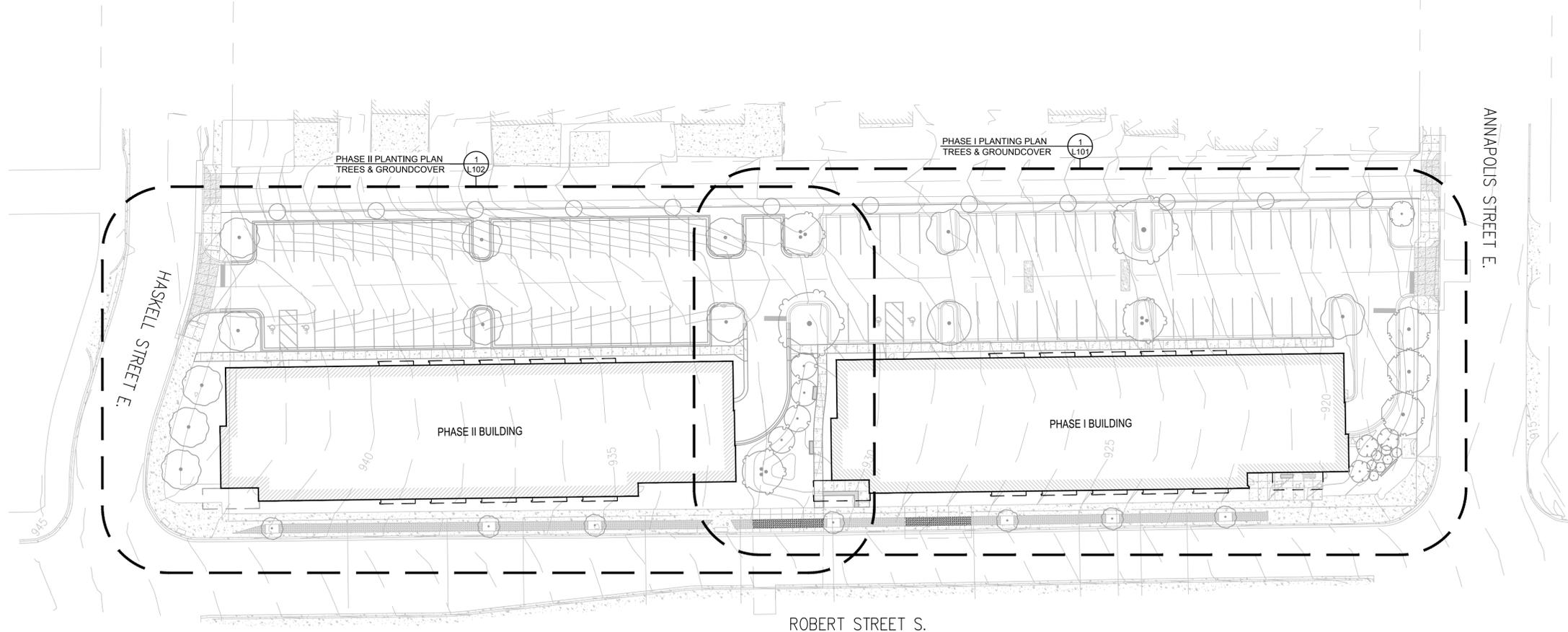
1. SOIL CORRECTION FOR TREES, SHRUBS AND TURF: DISC SOIL TO A FULL 5" DEPTH IN ALL AREAS TO BE PLANTED TO LOOSEN COMPACTED SOILS. IDENTIFY AND PROTECT ROOTS OF EXISTING TREES.
2. REFER TO SECTION 312323 FILL.

**GENERAL LANDSCAPE NOTES:**

1. THIS DRAWING DOES NOT CONSTITUTE AN OFFICIAL SURVEY OF THE SITE. CONFIRM ALL LOCATIONS OF SURFACE AND SUB-SURFACE FEATURES BEFORE BEGINNING INSTALLATION. ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
2. CONFIRM ALL QUANTITIES, SHAPES AND LOCATIONS OF BEDS, AND ADJUST AS REQUIRED TO CONFORM TO THE SITE CONDITIONS. CONFIRM ANY ADJUSTMENTS WITH THE LANDSCAPE ARCHITECT.
3. LOCATE ALL UTILITIES. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS WITH PLANT INSTALLATION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE PLANT SCHEDULE.
5. THE CONTRACTOR SHALL REMOVE FROM THE SITE ALL SOD/TURF WHICH HAS BEEN REMOVED FOR NEW PLANT BEDS. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.
6. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED.
7. THE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF DISCREPANCIES EXIST. ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.

**PROTECTIONS**

1. THE CONTRACTOR SHALL AVOID DAMAGING EXISTING TREES. DO NOT STORE OR DRIVE HEAVY MATERIALS OVER TREE ROOTS. DO NOT DAMAGE TREE BARK OR BRANCHES.
2. THE CONTRACTOR SHALL KEEP PAVEMENTS, FIXTURES AND BUILDINGS CLEAN AND UNSTAINED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. THE PROJECT SITE SHALL BE KEPT CLEAR OF CONSTRUCTION WASTES AND DEBRIS.
3. PROVIDE SILT FENCE IF NECESSARY TO PROTECT STREET FROM EROSION.
4. SOD ALL AREAS DISTURBED BY CONSTRUCTION. TPI CERTIFIED TURF/GRASS SOD QUALITY: 80% KENTUCKY BLUE GRASS, 20% PERENNIAL RYE; WITH STRONG FIBROUS ROOT SYSTEM, FREE OF STONES, BURNED OR BARE SPOTS; CONTAINING NO MORE THAN 5 WEEDS PER 1000 SQ FT. MINIMUM AGE OF 18 MONTHS, WITH ROOT DEVELOPMENT THAT WILL SUPPORT ITS OWN WEIGHT WITHOUT TEARING WHEN SUSPENDED VERTICALLY BY HOLDING THE UPPER TWO CORNERS.



**Landscape Plan Information**  
**Gateway Place Housing, Dakota County CDA**

2/21/2020 City Submittal: Plant Break-down	Totals	Revised Concept Comparison
<b>Deciduous Trees</b>	<b>26</b>	<b>56</b>
<b>2.5" CAL B&amp;B</b>	<b>15</b>	<b>41</b>
<i>Celtis occidentalis</i> / Hackberry	2	add 2
<i>Gingko biloba</i> 'Princeton Sentry' / Princeton Sentry Gingko	2	add 4
<i>Gleditsia triacanthos inermis</i> 'Skycole' TM / Skyline Thornless Honey Locust	3	add 2
<i>Quercus x warei</i> 'Regal Prince' / Regal Prince Oak	1	add 4
Unclassified "Phase 2" Trees	7	add 10 "Phase 2" trees
<b>Clump Form (8Ft or #20 Cont.)</b>	<b>7</b>	<b>10</b>
<i>Betula nigra</i> 'Shiloh Splash' / 'Shiloh Splash' Birch	4	add 1
<i>Populus tremuloides</i> / Quaking Aspen	3	add 2
<b>Ornamental Tree (2" CAL B&amp;B)</b>	<b>4</b>	<b>5</b>
<i>Cercis canadensis</i> 'Minnesota Strain' / Minnesota Strain Redbud	1	add 1
<i>Syringa reticulata</i> 'Elliott' / Snow Cap Japanese tree Lilac	3	
<b>Coniferous Tree (6ft B&amp;B or Equivalent #20 Cont.)</b>	<b>7</b>	<b>10</b>
<i>Thuja occidentalis</i> 'Rushmore' / American arborvitae	7	
		Add 3 Pine or Spruce Species

**Notes:**

*Additional species may be added to promote diversity. The selected species would be "quality type" as defined by the zoning code.*  
*All Phase 2 trees would be of hardwood or "quality type" as defined by the zoning code.*  
*Clump form equates to 1"-1.5" CAL per multi-stem. Each species presented is shown at its largest container size readily available.*  
*Ornamental trees were added for variety and seasonal interest. 2" CAL is the largest size readily available.*  
*Any additional coniferous tree chosen would be 6ft B&B or closest equivalent container size.*



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CLIENT:  
 Dakota County Community  
Development Agency  
CDA

1228 TOWN CENTRE DRIVE  
EAGAN MN 55123

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FULL SIZE SHEETS.

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01/24/2020	CITY APPLICATION	
NO	DATE	REVISION

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SIGNATURE: *Nichole Schlepp*  
TYPED OR PRINTED NAME: Nichole Schlepp  
DATE: 01/24/2020 REG. NO.: 50143

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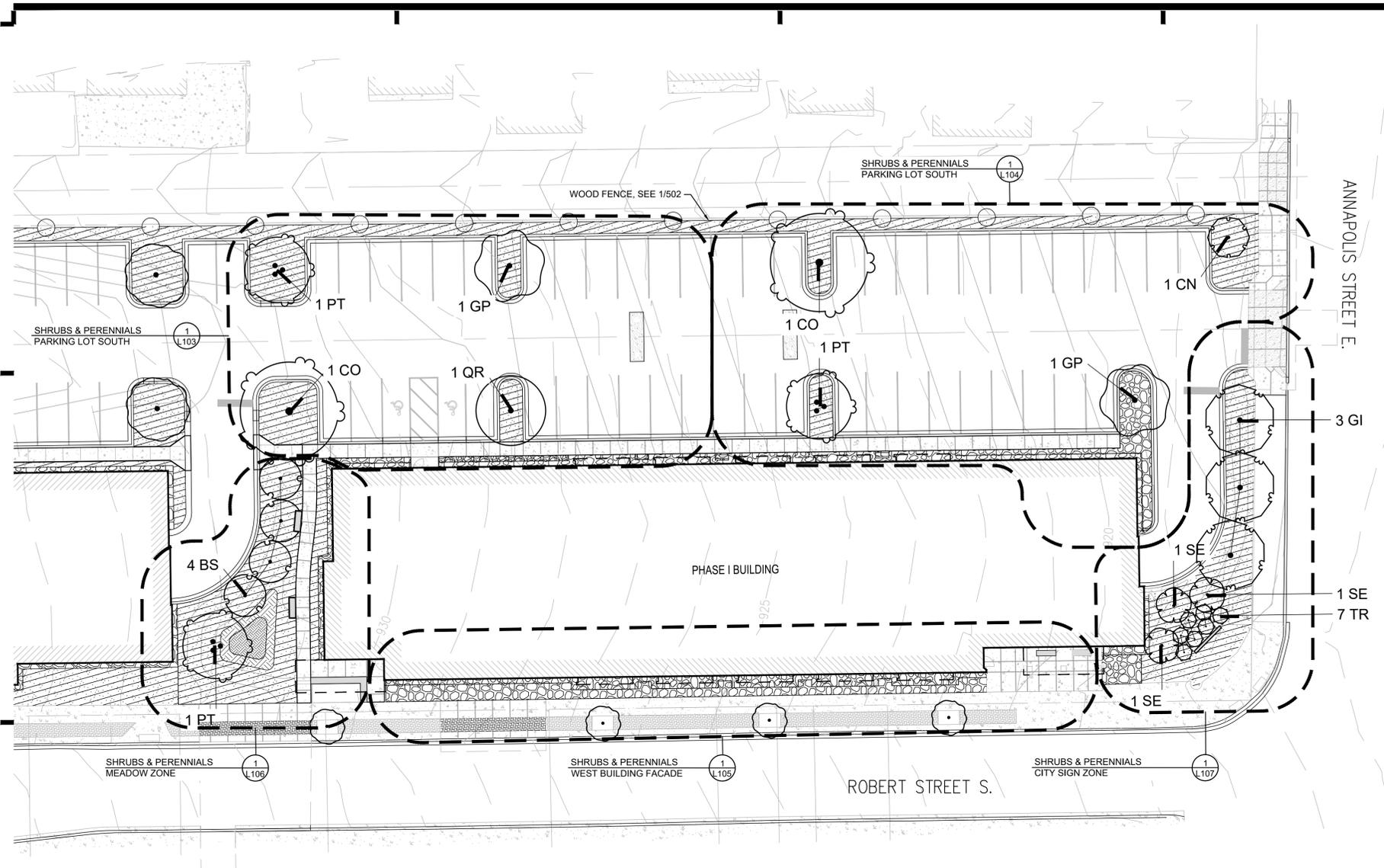
PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN

DRAWING TITLE:  
**PHASE I PLANTING PLAN -  
TREES & GROUNDCOVER**

FILE: ..190536\500 Drawings\Landscape Architecture\190536 L101 Landscape Plan.dwg  
DRAWN BY: JHV  
CHECKED BY: NLS  
PROJ. NO: 190536  
DRAWING NO:

**L101**



**1 PHASE I PLANTING PLAN - TREES & GROUNDCOVERS**  
Scale: 1"=20'

**PLANT SCHEDULE**

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT
	BS	4	BETULA NIGRA 'SHILOH SPLASH' / SHILOH SPLASH BIRCH	#10 CONT
	CO	2	CELTIS OCCIDENTALIS / COMMON HACKBERRY	EXISTING
	CN	1	CERCIS CANADENSIS 'MINNESOTA STRAIN' / MINNESOTA STRAIN REDBUD	2" BB
	GP	2	GINKGO BILOBA 'PRINCETON SENTRY' / PRINCETON SENTRY GINKGO	2" BB
	GI	3	GLEDTISIA TRIACANTHOS INERMIS 'SKYCOLE' TM / SKYLINE THORNLESS HONEY LOCUST	EXISTING

	PT	3	POPULUS TREMULOIDES / QUAKING ASPEN
	QR	1	QUERCUS X WAREI 'REGAL PRINCE' / REGAL PRINCE OAK
	SE	3	SYRINGA RETICULATA 'ELLIOTT' / SNOW CAP JAPANESE TREE LILAC
	TR	7	THUJA OCCIDENTALIS 'RUSHMORE' / AMERICAN ARBORVITAE

GROUNDCOVERS	
#10 CONT	ROCK MULCH
#10 CONT	SHRUB & PERENNIAL PLANTING BEDS
2" BB	BIORETENTION BASE (SEED MIX & PLUGS)
#10 CONT	BIORETENTION SIDE SLOPES (SEED MIX & PLUGS)



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TYPED OR PRINTED NAME: Nichole Schlepp  
DATE: 01/24/2020 REG. NO.: 50143

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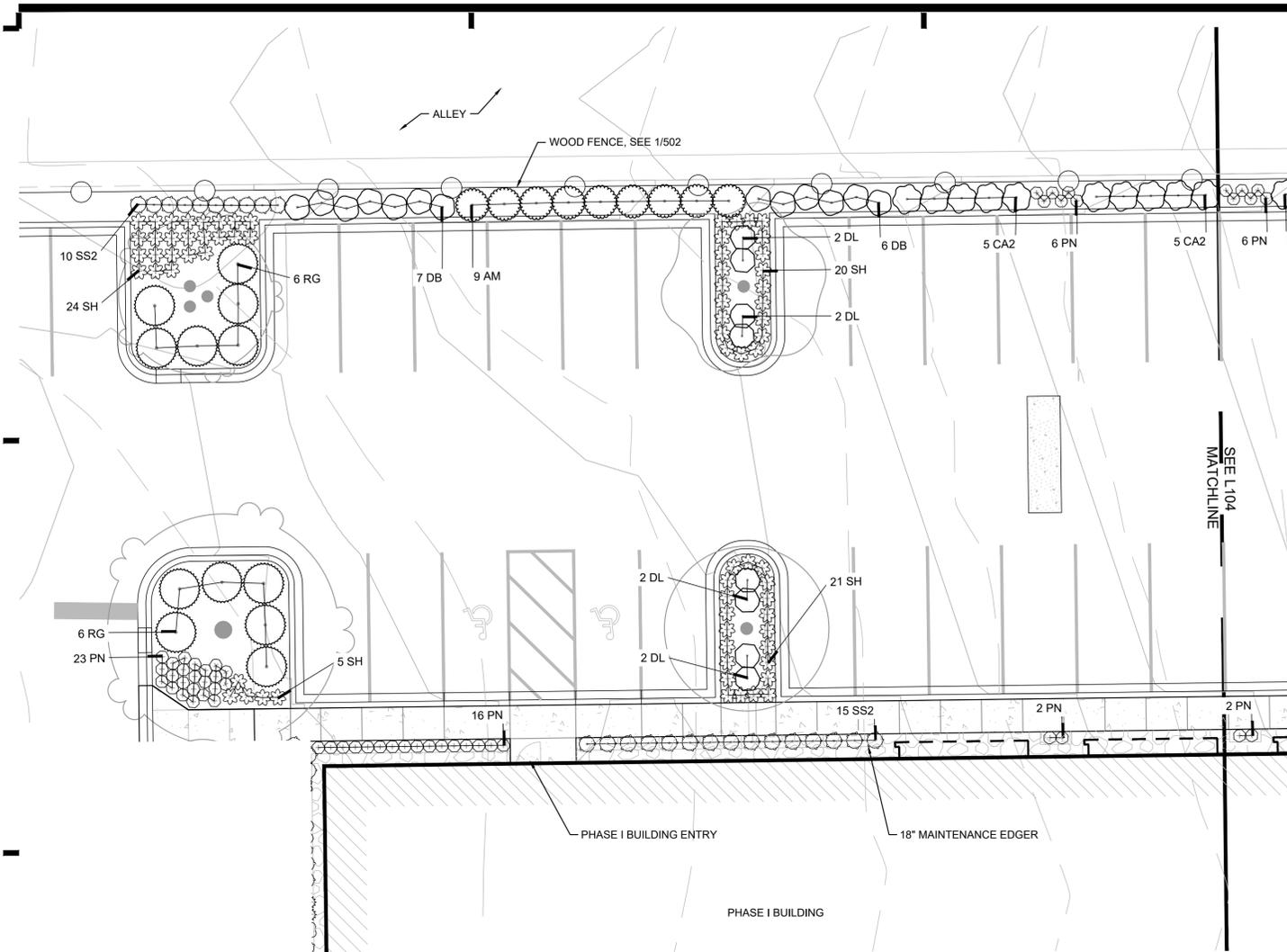
PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN

DRAWING TITLE:  
**PLANTING PLAN  
ENLARGEMENT - SHRUBS &  
PERENNIALS PARKING LOT  
SOUTH**

FILE: ..190536\500 Drawings\Landscape Architecture\190536 L101 Landscape Plan.dwg  
DRAWN BY: JHV  
CHECKED BY: NLS  
PROJ. NO: 190536  
DRAWING NO:

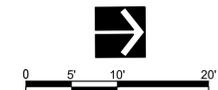
**L103**



**1 SHRUBS & PERENNIALS PARKING LOT SOUTH**  
Scale: 1"=10'

**PLANT SCHEDULE PARKING LOT SOUTH**

SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
	AM	9	ARONIA MELANOCARPA ELATA / GLOSSY BLACK CHOKEBERRY	#2 CONT.
	CA2	10	CORNUS STOLONIFERA 'ARCTIC FIRE' / ARCTIC FIRE DOGWOOD	#2 CONT.
	DL	8	DIERVILLA LONICERA / DWARF BUSH HONEYSUCKLE	#1 CONT.
	DB	13	DIERVILLA SESSILIFOLIA 'BUTTERFLY' / SOUTHERN BUSH-HONEYSUCKLE	#2 CONT.
	RG	12	RHUS AROMATICA 'GRO-LOW' / GRO-LOW FRAGRANT SUMAC	#2 CONT.
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
	PN	47	PANICUM VIRGATUM 'NORTH WIND' / NORTHWIND SWITCH GRASS	#1 CONT.
	SS2	25	SCHIZACHYRIUM SCOPARIUM 'STANDING OVATION' / STANDING OVATION LITTLE BLUESTEM GRASS	#1 CONT.
	SH	71	SPOROBOLUS HETEROLEPIS / PRAIRIE DROPSEED	#1 CONT.





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DATE: 01/24/2020 REG. NO.: 50143

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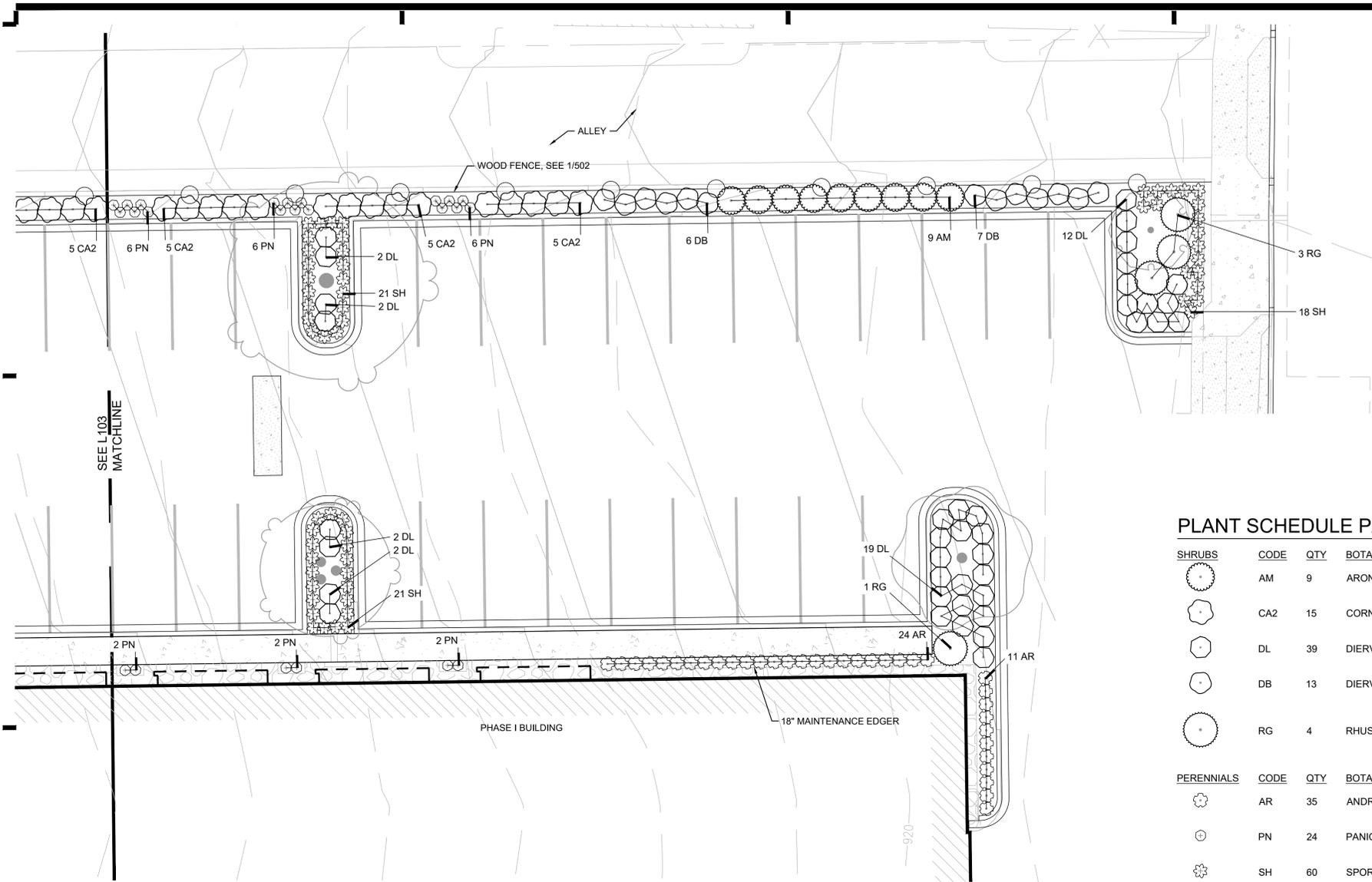
PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN

DRAWING TITLE:  
**PLANTING PLAN  
ENLARGEMENT - SHRUBS &  
PERENNIALS PARKING LOT  
NORTH**

FILE: ..190536\500 Drawings\Landscape Architecture\190536 L101 Landscape Plan.dwg  
DRAWN BY: JHV  
CHECKED BY: NLS  
PROJ. NO: 190536  
DRAWING NO:

**L104**



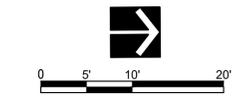
**PLANT SCHEDULE PARKING LOT NORTH**

SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
	AM	9	ARONIA MELANOCARPA ELATA / GLOSSY BLACK CHOKEBERRY	#2 CONT.
	CA2	15	CORNUS STOLONIFERA 'ARCTIC FIRE' / ARCTIC FIRE DOGWOOD	#2 CONT.
	DL	39	DIERVILLA LONICERA / DWARF BUSH HONEYSUCKLE	#1 CONT.
	DB	13	DIERVILLA SESSILIFOLIA 'BUTTERFLY' / SOUTHERN BUSH-HONEYSUCKLE	#2 CONT.
	RG	4	RHUS AROMATICA 'GRO-LOW' / GRO-LOW FRAGRANT SUMAC	#2 CONT.

PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
	AR	35	ANDROPOGON GERARDII 'RED OCTOBER' / RED OCTOBER BIG BLUESTEM	#1 CONT.
	PN	24	PANICUM VIRGATUM 'NORTH WIND' / NORTHWIND SWITCH GRASS	#1 CONT.
	SH	60	SPOROBOLUS HETEROLEPIS / PRAIRIE DROPSEED	#1 CONT.

**1 SHRUBS & PERENNIALS PARKING LOT NORTH**  
Scale: 1"=10'





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NO	DATE	REVISION

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TYPED OR PRINTED NAME: Nichole Schlepp

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PROJECT NAME:  
**GATEWAY PLACE**

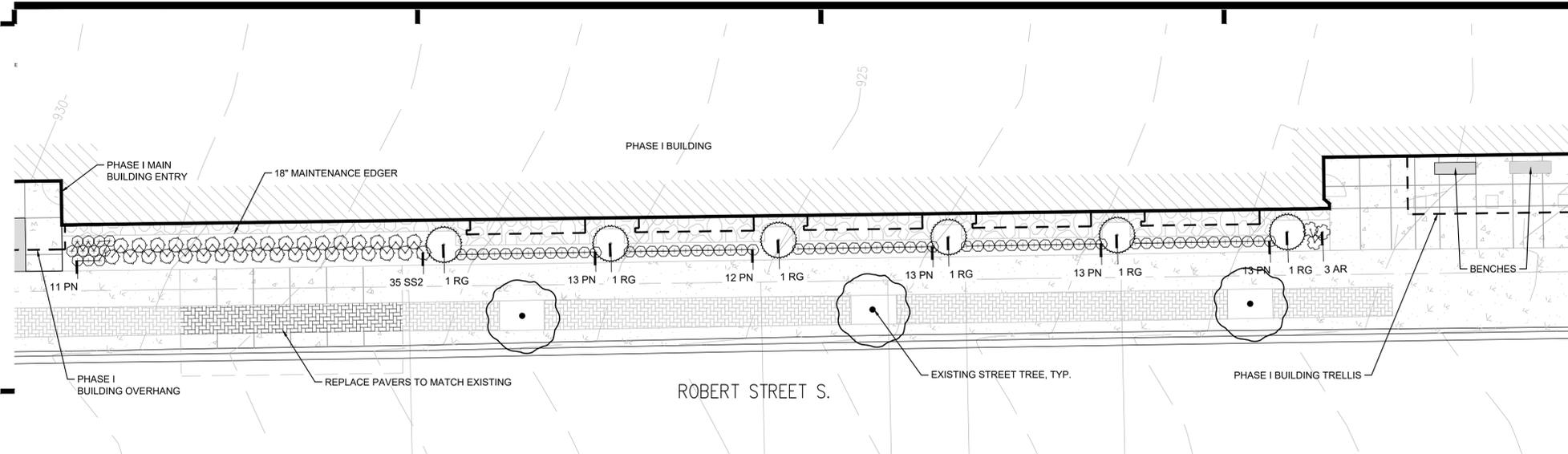
XXX ROBERT STREET  
WEST ST. PAUL, MN

DRAWING TITLE:  
**PLANTING PLAN  
ENLARGEMENT - SHRUBS &  
PERENNIALS WEST  
BUILDING FACADE**

FILE: ..190536\500 Drawings\Landscape Architecture\190536 L101 Landscape Plan.dwg

DRAWN BY: JHV  
CHECKED BY: NLS  
PROJ. NO: 190536  
DRAWING NO:

**L105**



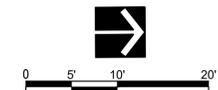
**3 SHRUBS & PERENNIALS WEST FACADE**  
Scale: 1"=10'

**PLANT SCHEDULE WEST FACADE**

SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
	RG	6	RHUS AROMATICA 'GRO-LOW' / GRO-LOW FRAGRANT SUMAC	#2 CONT.

PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
	AR	3	ANDROPOGON GERARDII 'RED OCTOBER' / RED OCTOBER BIG BLUESTEM	#1 CONT
	PN	75	PANICUM VIRGATUM 'NORTH WIND' / NORTHWIND SWITCH GRASS	#1 CONT
	SS2	35	SCHIZACHYRIUM SCOPARIUM 'STANDING OVATION' / STANDING OVATION LITTLE BLUESTEM GRASS	#1 CONT









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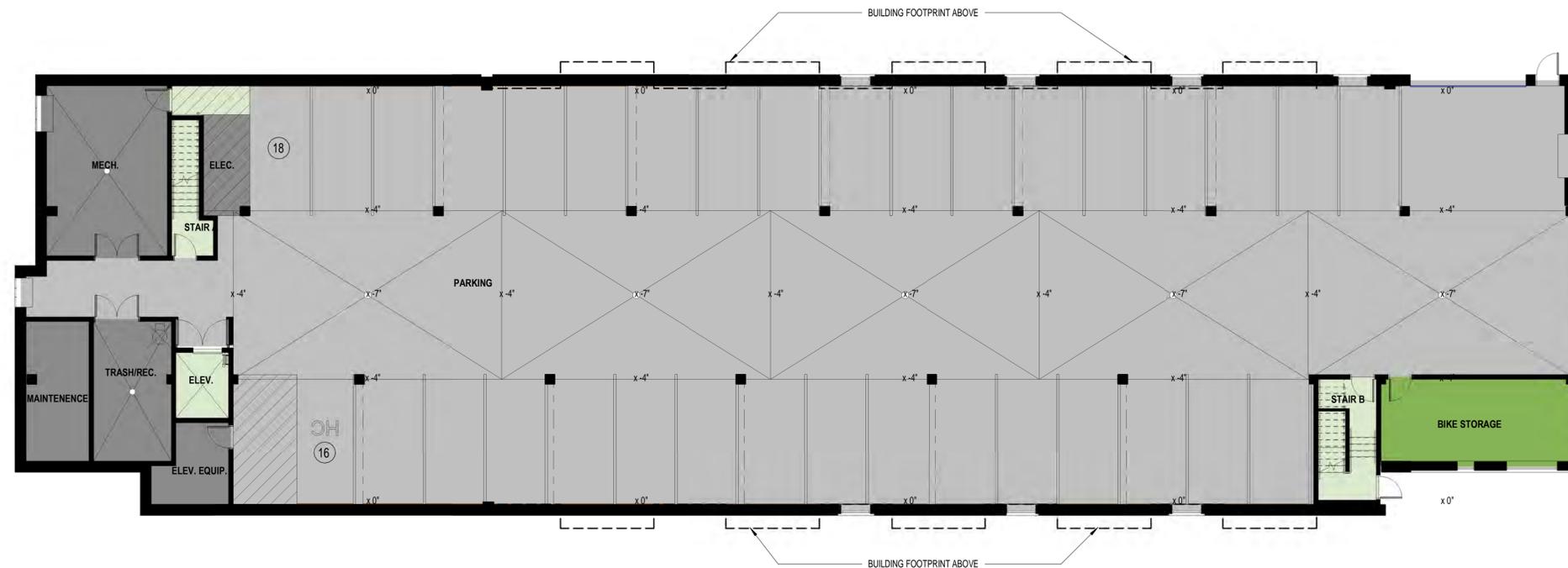
PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN 55107

DRAWING TITLE:  
**BASEMENT PLAN -  
PRESENTATION**

FILE: O:\16Proj\160344\600 Drawings\A  
DRAWN BY: Author  
CHECKED BY: Checker  
PROJ. NO: 190536  
DRAWING NO:

**A1.01**



ROOM USE  
 CIRCULATION  
 COMMON  
 MECH/ELEC  
 PARKING

AREAS (GSF)  
 THIRD 12,887  
 SECOND 12,887  
 FIRST 12,887  
 BASEMENT 12,839  
 TOTAL 51,500

PARKING - UNDERGROUND  
 STANDARD 33  
 HANDICAPPED 1  
 TOTAL 34

UNIT MIX  
 EFFICIENCIES 21  
 1BR 33  
 TOTAL 54



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PROJECT NAME:  
**GATEWAY PLACE**

XXX ROBERT STREET  
WEST ST. PAUL, MN 55107

DRAWING TITLE:  
**FIRST FLOOR PLAN -  
PRESENTATION**

FILE: O:\16Proj\160344\600 Drawings\A  
DRAWN BY: Author  
CHECKED BY: Checker  
PROJ. NO: 190536  
DRAWING NO:

**A1.11**



ROOM USE

<span style="display:inline-block; width:10px; height:10px; background-color:#d9ead3; border:1px solid black;"></span> EFF
<span style="display:inline-block; width:10px; height:10px; background-color:#f4cccc; border:1px solid black;"></span> 1BR
<span style="display:inline-block; width:10px; height:10px; background-color:#fff2cc; border:1px solid black;"></span> ADMIN
<span style="display:inline-block; width:10px; height:10px; background-color:#d9ead3; border:1px solid black;"></span> CIRCULATION
<span style="display:inline-block; width:10px; height:10px; background-color:#c8e6c9; border:1px solid black;"></span> COMMON

AREAS (GSF)

THIRD	12,887
SECOND	12,887
FIRST	12,887
BASEMENT	12,839
TOTAL	51,500

PARKING - UNDERGROUND

STANDARD	33
HANDICAPPED	1
TOTAL	34

UNIT MIX

EFFICIENCIES	21
1BR	33
TOTAL	54



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PROJECT NAME:  
**GATEWAY PLACE**

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WEST ST. PAUL, MN 55107

DRAWING TITLE:  
**SECOND AND THIRD  
FLOOR PLAN -  
PRESENTATION**

FILE: O:\16Proj\160344\600 Drawings\A  
DRAWN BY: Author  
CHECKED BY: Checker  
PROJ. NO: 190536  
DRAWING NO:

**A1.21**



ROOM USE  
 EFF  
 1BR  
 CIRCULATION  
 COMMON  
 MECH/ELEC

AREAS (GSF)  
 THIRD 12,887  
 SECOND 12,887  
 FIRST 12,887  
 BASEMENT 12,839  
 TOTAL 51,500

PARKING - UNDERGROUND  
 STANDARD 33  
 HANDICAPPED 1  
 TOTAL 34

UNIT MIX  
 EFFICIENCIES 21  
 1BR 33  
 TOTAL 54



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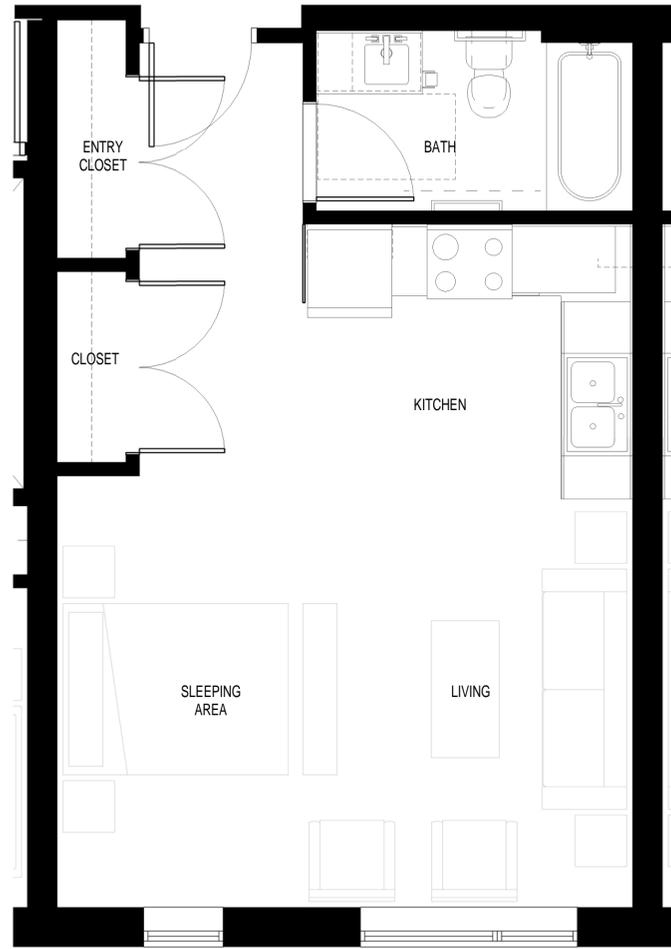
PROJECT NAME:  
GATEWAY PLACE

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DRAWING TITLE:  
TYP. UNIT TYPES

FILE: O:\16Proj\160344\600 Drawings\A  
DRAWN BY: Author  
CHECKED BY: Checker  
PROJ. NO: 190536  
DRAWING NO:

**A1.31**



**TYPICAL EFFICIENCY UNIT**  
473 GSF

**2** UNIT PLAN EFF B2  
3/8" = 1'-0"



**TYPICAL 1BR UNIT**  
647 GSF

**1** UNIT PLAN 1BR B  
3/8" = 1'-0"



**4 South Elevation Sketchup**  
3/32" = 1'-0"



**3 North Elevation Sketchup**  
3/32" = 1'-0"

**EXTERIOR ELEVATION KEY**

- AC THRU-WALL AIR CONDITIONING UNITS
- AS ASPHALT SHINGLES
- B BRICK, UTILITY SIZE
- BC BURNISHED CMU
- BD BRICK DETAILING, EVERY 4TH COURSE PROJECTS 1/2"
- BS BUILDING SIGNAGE
- C STEEL ENTRY CANOPY
- CCS WELCOME TO CITY/COUNTY MONUMENT SIGN
- CS CAST STONE
- CT ALUMINUM LAP SIDING CORNER TRIM
- FSL FIBER SUBSTRATE LAP SIDING - ALTERNATING 4" & 7" EXPOSURE
- FSP FIBER SUBSTRATE PANELS w/ REVEAL TRIM
- OH OVERHEAD GARAGE DOOR
- MC PREFINISHED METAL CAP FLASHING
- MG LOCKABLE METAL GRATE
- MW PREFINISHED METAL WRAPPED CORNICE
- MWS METAL WRAPPED SUBSTRATE
- VW VINYL WINDOW - REVERSE COTTAGE SINGLE HUNG
- S STUCCO
- SF ALUMINUM STOREFRONT WINDOW
- SR SEGMENTAL RETAINING WALL SYSTEM



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DRAWING TITLE:  
**EXTERIOR ELEVATIONS  
SKETCHUP**

FILE: O:\16Proj\160344\600 Drawings\A  
DRAWN BY: ADM  
CHECKED BY: ADM  
PROJ. NO: 190536  
DRAWING NO:

**A2.02**



**1 East Elevation Sketchup**  
3/32" = 1'-0"



**2 West Elevation Sketchup**  
3/32" = 1'-0"

To: **City Planner**  
From: **Asst. Parks & Recreation Dir.**  
Date: **March 11, 2020**

## **Case #20-01 – Site Plan Approval for the Redevelopment of the North Gateway Site**

### **BACKGROUND INFORMATION:**

At the March 4, 2020 Environmental Committee (EC) meeting, members reviewed the Site Plan submitted by the Dakota County Community Development Authority (CDA), for the redevelopment of the several vacant parcels on the southwest corner of Robert St. and Annapolis St. to construct an affordable housing complex.

The Committee discussed the plan, including looking at aerial images of the existing conditions. Knowing that the site was being fully developed members knew space was tight and were fine with the proposed number and variety of trees being proposed. They liked all the additional shrubs and perennials being planted on the site and were glad to see addition of a bio-retention garden to treat stormwater on site. Members agreed that Dark Sky compliant lighting and a green roof would be a great addition to this development.

Members are recommending approval of the plans with following additions:

- Strongly encourage the developer to use “pollinator friendly” native plants that were not treated with “neonicotinoids”,
- Recommend the addition of a green roof to treat stormwater onsite, and
- Encourage that all exterior lighting is Dark Sky compliant.

### **RECOMMENDATION:**

Environmental Committee members approve of the site plan for the redevelopment of the North Gateway Site, with the recommended additions listed above.

## Memorandum

To: Ross Beckwith, PE  
Melissa Sonnek

From: Kendra Fallon, EIT

Date: March 11, 2020

Re: CDA Gateway Property Stormwater Review  
WSB Project No. 013770-000

---

The following documents were submitted late February 2020 by LBH and were reviewed for compliance with the City of West St. Paul (City), Lower Mississippi River Watershed Management Organization (LMRWMO), and MPCA Engineering Guidelines:

- 190536\_Gateway Place\_Stormwater Management Plan\_Rev0 20200221
- Site Plan – 03.09.2020
- DWG SHEETS COMBINED

The project will disturb over an acre which requires an NPDES permit and triggers City water quality and rate control requirements. The following comments should be addressed as the project moves forward:

### General

1. A NPDES permit shall be obtained prior to construction.
2. Freeboard requirements will need to be met for this site. Applicant should rework rain garden/grading design in order to achieve two feet of separation between the HWL and FFE of the adjacent buildings.

### Plans

1. It is unclear how storm sewer is routed into the underground storage tanks. From sheet C302, there are outlets called out on the north side of the tank but there are no inlets shown into the tank. Applicant should clarify how water is routed to the storage tanks.
2. It is recommended the watermain and sanitary sewer be moved from underneath the proposed location of the rain garden.
3. Drain tile is shown on Detail 4 provided on sheet C515 but is not shown on the plans. Drain tile location and length should be added to the utility plan if proposed.
4. The storm sewer connecting to existing storm sewer along Annapolis should be RCP. It is recommended that all storm sewer below the parking lot be changed to RCP as well.
5. Storm sewer inlets are only shown on the west side of the parking lot. Applicant should confirm there aren't any low points along the gutter on the east side of the east side of the parking lot.
6. Drainage and utility easements should be included on the plans.

Modeling

1. Storm sewer calculations should be included for the full buildout condition with all future storm sewer included to confirm the downstream storm sewer constructed with Phase I will be adequately sized to handle future development.
  - a. In addition to what was included in the table, storm sewer sizing calculations should include the following for each run of pipe:
    - i. Drainage area to each inlet with corresponding rational method coefficients
    - ii. Pipe slope
    - iii. Time of concentration
2. Exfiltration should be included in the HydroCAD model for the rain garden as the design infiltration rate will likely control the discharge rate through the underdrain.
3. The grate elevation for the rain garden OCS differs between the HydroCAD model and the rim elevation called out on the utility plan. Application should update the HydroCAD model to be consistent with what is shown in the plans. Additionally, the grate should be modeled as a horizontal orifice.
4. HydroCAD models should use a MSE3 distribution.

We request the applicant respond with how each comment above has been addressed. Please reach out with any questions concerning the comment provided in this memo.

To: **Planning Commission**  
From: **Melissa Sonnek, City Planner**  
Date: **March 17, 2020**

**Site Plan, Conditional Use Permit, and Preliminary Plat Review for 110 Crusader Ave – Net Ministries**

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**REQUEST:**

Net Ministries is requesting the review of multiple applications for the expansion of their existing building at 110 Crusader Avenue. The applicant is proposing to construct a single level 12,000 square foot addition to the existing building which include of an expansion of an existing assembly/meeting space and several smaller spaces for meetings, office, storage, etc. This addition would bring the total square footage of the building to 53,976 square feet.

**Attachments:**

*Application and Narrative*

*Notice*

*Submitted plans*

*Memos from Env. Comm., Engineering, and Fire*



## CURRENT USES AND ZONING:

	<b>Use</b>	<b>Zoning</b>
<b>Subject Property</b>	Church/Educational Facility	R4 – Multi Family Residential
<b>Properties to North</b>	Emanuel Lutheran Church	R1 – Single Family Residential
<b>Properties to East</b>	Residential – Single Family Homes	R1 – Single Family Residential
<b>Properties to South</b>	Dakota County Service Center	R1 – Single Family Residential
<b>Properties to West</b>	Residential – Single Family Homes	R1 – Single Family Residential

### 1) CONDITIONAL USE PERMIT ANALYSIS

Within all residential zoning districts, churches are a permitted use. However, the zoning code details that an educational facility with on-site housing is allowed as a conditional use as long as it operates in conjunction with a permitted use (the church). Similar to St. Croix Lutheran Academy. Net Ministries has been operating at this location for a number of years, so this conditional use permit will officially bring the site into compliance.

#### **Proposal**

110 Crusader Ave. serves as the national office and training center for their youth ministry program. As a part of this, a long term goal for Net Ministries has been to provide education and training as well as temporary housing for those that come for missionary training during a few weeks in the summer. In addition to the dorms on site, Net Ministries also has a few nearby residential homes for the trainees to stay during their visit. With the combination of dorms and nearby residential homes, in 2018 both the City and Net Ministries agreed to re-zone the property as a planned residential development (PRD) with underlying R4 zoning, to have the zoning properly reflect the use of the property.

Aside from the annual summer training for the missionaries, Net also hosts several other events throughout the year, varying in size (see applicant narrative for additional details). Over time, these events have grown in size and popularity. So much so, that what was once used as a gymnasium is now be used as a cafeteria, while the cafeteria is being used as the primary large assembly room. This building expansion will not necessarily create an increase in the number of visitors to the site, but rather to allow for a better functioning space for the existing ones.

#### **Employees**

The number of employees and visitors on site can vary greatly depending on the schedule of events. In total, there are about 50 employees. However, it is rare for all employees to be at this site at one time. The applicant estimates that roughly half of the employees are at this site on a normal day. Many of the employees live nearby and walk to the site.

#### **Hours of Operation and Events**

Sunday

- 9am worship

Monday – Friday

- 8am – 5pm Office Hours and Classes

Saturday

- 6pm – Once a month evening event

As stated above, no new or additional functions or activities are planned once the building addition is completed.

## 2) SITE PLAN ANALYSIS:

### Plan Consistency

This property is currently utilized and is guided in the 2040 Comprehensive Plan as residential. It is common for schools and churches to fall into this category. As such, the proposed expansion and use are in compliance with the 2040 Comprehensive Plan.

### Parking Setbacks

The proposed site plan complies with all of the parking setbacks as detailed by the code.

	Code Setbacks	Proposed Setbacks
<b>Front</b>	20 ft.	20 ft.
<b>Rear</b>	20 ft.	360 ft.
<b>Side (East)</b> <i>Abutting Corner</i>	20 ft.	180 ft.
<b>Side (West)</b> <i>Abutting Residential</i>	20 ft.	250 ft.

### Parking Counts

As stated earlier, the expansion of the building will not bring or create additional traffic or events. The majority of students and visitors are bussed in for larger events and the majority of the parking lot is unused.

With the multiple uses included on site, City Staff has divided up the building by area and each relative use to determine the best parking analysis and need determination.

Use	Code	Requirement
<b>Office</b> 10,000 sq. ft.	1 stall/250 sq. ft.	40 Stalls
<b>Educational</b> 200 students & 15 classrooms	1 stall/7 students + 1 stall/3 classrooms	29 + 5 = 34 stalls
<b>Assembly</b> 1,051	1 stall/3.5 seats	300 stalls
<b>Dormitory</b> 10 units	2 stalls/unit	20 stalls
		394

The Net Ministries site currently contains 120 parking spaces, with 99 stalls for proof of parking, and a shared parking agreement with the church across the street providing 178 stalls. This brings the total available parking to 397 stalls. The proposed parking counts comply with code, as proof of parking is allowed, per code, to count toward the total number of stalls. City Staff is comfortable with the larger number of proof of parking stalls, as the applicant currently does and plans to continue bussing the majority of students/visitors to and from the site.

### Drive Aisle and Parking Stall Dimensions

The existing drive aisle (24 ft.) and parking stalls (20 ft.) are complaint with code requirements.

### Curbing

The existing parking lot includes B612 curbing as required by code.

### **Site Access and Sidewalk Connectivity**

The existing ingress and egress for the property will remain off of Crusader Ave. as well as a delivery drive aisle along the west side of the building for food delivery and garbage vehicles. There are also three sidewalks that can be used to travel from the parking lot to the building

### **Lighting**

The submitted lighting plans do not contain information on lighting levels or foot-candles. Therefore, City Staff is requiring as a condition of approval that all lighting levels must not exceed zero foot-candles at all abutting property lines, and no direct glare may extend into the public street, public open space, or neighboring properties.

### **Landscaping**

The submitted plans detail the removal of 15 trees (144 caliper inches). The zoning ordinance requires that whenever the removal of quality trees occurs, a minimum of 30 percent must be replaced. For the proposed removal, the required caliper inches to be replaced equates out to 43 caliper inches (or 17 trees that measure 2.5 caliper inches). The submitted plans detail the addition of 12 trees. However there are no details on the size of these trees. Therefore, City Staff is recommending the applicant either increase the number of new trees to 17, that measure 2.5 caliper inches, or increase the size of the proposed 12 trees to meet the 43 total caliper inches needing to be replaced.

Under the residential site plan review, the code requires one tree per 40 lineal ft. of property, which for this property (3,380 ft of property line) equates out to 85 trees. According to a tree survey done on site for a previous expansion, there are 247 trees on site. Therefore, this site well exceeds the minimum requirement.

### **Environmental Committee Review**

The Environmental Committee reviewed the proposed landscape plan at their March 4<sup>th</sup>, 2020 meeting. The committee discussed and reviewed the plan and were fine with the proposed number and variety of trees being proposed. Members agreed that Dark Sky compliant lighting and a green roof would be a great addition to this development.

Members are recommending approval of the plans with following additions:

- Strongly encourage the developer to use “pollinator friendly” native plants that are not treated with “neonicotinoids”,
- Consider the addition of a green roof to treat stormwater onsite, and
- Encourage that all exterior lighting is Dark Sky compliant.

Staff is recommending as a condition of approval that the applicant consider to the additions and recommendations of the Environmental Committee.

### **Construction Materials/Design**

Section 153.031 of the zoning code, which outlines residential site plan requirements, does not detail specific building materials or design standards as is outlined for commercial buildings. However, the code does require that exterior building materials be comprised of siding, stucco, brick, glass, or other comparable material. The applicant is proposing a combination of brick, EIFS, and glass to match the materials on the existing building.

### **Signage**

The proposed plans do not include signage at this time. Staff is recommending a condition of approval requiring that all signage meet the requirements of Section 153 of the Zoning Ordinance.

### **Engineering/Storm water Review**

The site plan was reviewed by an engineering consultant to specifically review storm water run-off and the proposed stormwater retention pond.

The engineering consultant listed a number of recommendations regarding obtaining proper permits, storm and drainage calculations, rate control, and other plan specifics. As such, City Staff is requiring as a condition of approval, that the applicant adhere to all items outlined in the WSB Engineering Memo dated March 9, 2020.

### **3) PLAT ANALYSIS:**

Since the subject property is currently unplatted, the City is requiring that the applicant plat the property (see attached preliminary plat) as a part of this building expansion. The existing property consists of one parcel encompassing 17.81 acres.

Staff is recommending a condition of approval requiring that the applicant submit the final plat for review within one year of approval.

### **STAFF RECOMMENDATION:**

**Staff recommends APPROVAL of the CONDITIONAL USE PERMIT to allow on-site residential housing for an educational facility operating in conjunction with a permitted principal use in the R4 – Multiple Family Residential District subject to the following conditions:**

1. Council approval of the corresponding site plan and plat applications.

**Staff recommends APPROVAL of the SITE PLAN to allow for the construction of an addition to an existing building at 110 Crusader Ave. W. subject to the submitted plans and the following conditions:**

1. Council approval of the corresponding conditional use permit and plat applications,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. All signage must comply with section 153 of the zoning ordinance,
5. The applicant shall either increase the number of new trees to 17, that measure 2.5 caliper inches, or increase the size of the proposed 12 trees to meet the 43 total caliper inches needing to be replaced,
6. The applicant shall consider the recommendations of the Environmental Committee per the attached memo dated March 11, 2020,
7. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated March 9, 2020, and
8. The applicant shall install an automatic sprinkler system throughout the building per South Metro Fire memo dated February 28, 2020.

**Staff recommends APPROVAL of the PRELIMINARY PLAT for 110 Crusader Ave. W. subject to the submitted plat drawings and the following conditions:**

1. Council approval of the corresponding conditional use permit and site plan applications,
2. The applicant shall revise the final plat per the recommendations outlined in the attached memos from the engineering consultant,
3. Upon submittal of the final plat, the applicant shall include 10 foot drainage/utility easements along the property lines that abut a roadway, and a 5 foot drainage/utility easement along property lines that abut another lot, and
4. The final plat shall be recorded within one year of approval and prior to application of a building permit.



## The Dennis Batty & Associates Group, Inc.

architects & planners

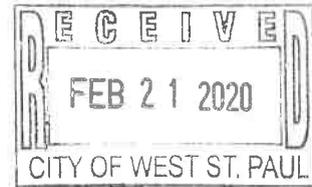
22770 Imperial Avenue North Forest Lake, Minnesota 55025

Phone 651-464-3756 Fax 651-464-3794

Email dennisbatty@dennisbatty.com

February 19, 2020

Melissa Sonnek, City Planner  
City of West St Paul  
1616 Humboldt Avenue  
West St Paul, MN 55118



Re: Application for Site Plan Review,  
Application for Conditional Use Permit and  
Application for Preliminary and Final Platting for  
The NET Ministries Addition

Dear Melissa,

The following is a cover letter for submittal of the applications and related submittal items for the proposed addition to NET Ministries building located at 110 Crusader Ave. Applications and plans are being submitted to the City of West St Paul Planning Department for the following requested actions.

1. Approval of an application for a Conditional Use Permit for an addition to the existing building in an R-4 residential zoning district on property located at 110 Crusader Avenue.
2. Approval of an application for a Site Plan Review for an addition to the existing building on the property identified above.
3. Preliminary and Final Platting of the single currently un-platted parcel of land on which the addition is proposed.

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. (3) Completed and signed Application Forms for Conditional Use Permit, Site Plan Review and Platting processes.

2. A check made out to the City of West St Paul for application fees in the amount of \$1,332.14.
3. Architectural Drawings:
  - A1.0 Site Plan
  - A3.1 Floor Plan
  - A6.0a Colored Exterior Elevations
  - A6.0b Un-colored Exterior Elevations
  - Aerial perspective of proposed addition
4. Surveyor's Drawing
  - Preliminary Plat
5. Civil Engineering Drawings
  - C100 Demolition Plan
  - C200 Paving and Dimension Plan
  - C300 Grading and Erosion Control Plan
  - C400 Utility Plan
  - C500 Details
  - Stormwater Calculations
6. Landscape Drawings
  - LA1.0 Existing Landscape Site Plan

Number of copies of drawings being submitted include:

1. 1 copy of drawings each at 11x17
2. 5 copies each at 24x36 (Full size)

Application fees are being paid as follows:

1. Conditional Use Application Fee - \$275 plus \$800 Escrow
2. Site Plan Review Application Fee - \$275 plus \$1,300 Escrow
3. Platting Application Fee - \$277 plus \$600 Escrow
4. Total Fees & Escrow - \$3,527

## **PROJECT DESCRIPTION/NARRATIVE**

### **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 120 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 178 spaces. Total parking currently available to NET Ministries is 298 spaces. The proposed site plan shows additional proof of parking of 99 spaces. This would bring total parking available to 397 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 120 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 (120) and the Crown of Life Lutheran Church parking lot (178) contain a total of 298 spaces. Constructing the proof of parking (99) shown on the site plan would bring the total spaces to 397.

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 298 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

#### Thursday

8:00AM to 5:00PM - Regular Office Hours

8:00AM to 5:00PM - Classes

#### Friday

8:00AM to 5:00PM – Regular Office Hours

8:00AM to 5:00PM - Classes

#### Saturday

6:00PM to 9:00PM – Once per Month Evening Event

**Response to Site Plan Application Question**

*What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets?* There will be little or no effect(s) on either the existing or anticipated traffic conditions in and around the site since no new functions or activities are anticipated at this time. All activities and functions proposed for the new addition are currently housed and carried out in the existing building. For instance, the major traffic generating event, the Saturday night event is housed in the existing gymnasium space. This same Saturday night event attendance can currently run more than 800 in the existing gymnasium space. The proposed multipurpose seating capacity of 1,050 represents a 21% over that of the present gymnasium. There is no off-street parking in the area used by NET Ministries and none is anticipated. Bussing of more than half of the participants to the Saturday evening Mass is expected to continue as a means of transportation.

**Response to CUP Application Questions**

*What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surround parcels?* Since the proposed project is an addition to an existing building that will continue the same functions and uses, any change in impact on the surrounding parcels would be minimal if any at all. The proposed addition and proof of parking will be located in the center of the 17+ acre site away from the Crusader Avenue and at least 100 feet from all property lines.

*What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets?* See response to same Site Plan Application question above.

*What will be the effect of the proposed on the Comprehensive Plan?* None, since the proposed project is an addition to an existing building with no change in or additional occupancies proposed.

**Additional Site Information**

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 is 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.

**Proposed Construction Schedule**

The Owner proposes to start construction on the new facility on or about April 15, 2020 and complete the project by March 1, 2021.

(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 & Planners  
Enc.



City Hall  
 1816 Humboldt Avenue  
 West St. Paul, MN 55118  
 651-552-4190  
[www.wspmn.gov](http://www.wspmn.gov)

**CONDITIONAL USE PERMIT APPLICATION**

Filing Fee: \$275  
 Escrow Amount: \$400 (Residential)  
 \$800 (Commercial)  
 TOTAL FEES: \$ 4,075

Office Use Only	
Case No:	<u>20-02</u>
Date Received:	<u>02/21/2020</u>
Receipt #	<u>2020-00000408</u>
60 Day Date:	<u>04/21/2020</u>

Street Address of Parcel: 110 CRUSADER AVE  
 Name of Applicant: MARK BEATHOM  
NET MINISTRIES Phone # 651.450.6833  
 Address of Applicant: 110 CRUSADER AVE. Email: MARK@NETUSA.ORG  
WSP, MN 55118  
 Name of Owner: SAME Phone # \_\_\_\_\_  
 Address of Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Legal/PID # 4203 0000 9012  
 Present Zoning: R-4 DENSITY C PD TYPE PRD  
 Proposed Use of Parcel: ADDITION TO EXISTING  
TRAINING CENTER  
 Zoning Section Authorizing CUP: \_\_\_\_\_

What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding parcels? SEE ATTACHED NARRATIVE

What will be the effect on existing and anticipated traffic conditions, including parking facilities and adjacent streets? SEE ATTACHED NARRATIVE

What will be the effect of the proposed use on the Comprehensive Plan? SEE ATTACHED NARRATIVE

**EXHIBITS REQUIRED**

A. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies, of a map or plat showing the property on which the Conditional Use Permit is requested, and all parcel within 150 feet of the boundaries of the subject parcel.

B. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded plans, showing application information as follows:

- a. Proposed and existing topography and drainage.
- b. A complete plan prepared and signed by a registered Civil Engineer, Architect, and/or Landscape Architect showing:
  - i. The parking layout, access provisions, structure locations, landscaping, drainage, trees, and shrubbery including types, locations, and sizes,
  - ii. Any fences, walls, or other screening, including height and type of material,
  - iii. All lighting provisions including type, location, and lumens affecting the surrounding parcels and streets,
  - iv. Curb type and location on site, and
  - v. Proposed plans for sidewalk to service, parking, recreation and service areas within the site.

**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 [Signature]  
Signature of Owner (Required)

651 450-6833  
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 Operating Procedures for Applicants page.**

The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

**LAPSE OF CONDITIONAL USE PERMIT:**

An approved Conditional Use Permit shall lapse and become null and void six months following the date on which the Conditional Use Permit was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site, or a Certificate of Occupancy is issued by the Building Official. A Conditional Use Permit may be renewed once for a period of one year by the City Council.

**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 City Planner 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.



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

**SITE PLAN APPLICATION**

Filing Fee: \$275.00  
Escrow Amount: \$1,300.00  
Total Fees: \$ 1,575

OFFICE USE ONLY	
Case No:	<u>20-02</u>
Date Received:	<u>02/21/2020</u>
Receipt No:	<u>2020-00000408</u>
60 Day Date:	<u>04/21/2020</u>

Street Address of Parcel: 110 CRUSADOR AVE  
 Name of Applicant: MARK BERCHGM  
NET MINISTRIES Phone # 651-450-6833  
 Address of Applicant: 110 CRUSADOR AVE, WEST ST. PAUL, MN 55118 Email: mark@netusa.org  
 Name of Owner: SAME Phone # \_\_\_\_\_  
 Address of Owner: \_\_\_\_\_ Email: \_\_\_\_\_

**SITE INFORMATION**

Legal/PID # of the Property Involved: 4203 0000 9012

Present Zoning: R-4 DENSITY C PD TYPE PRD

Proposed Use of Parcel: THE PARCEL CURRENTLY CONTAINS A TRAINING CENTER FOR NET MINISTRIES. IT CONTAINS OFFICES, CLASSROOMS, GYMNASIUM, DORMITORIES, AND LARGE MEETING SPACE USED FOR DINING & MEETINGS. AN ADDITION IS PROPOSED

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: SEE ATTACHED NARRATIVE LETTER.

IS PROPOSED TO THE EXISTING BUILDING THAT WILL INCLUDE ENLARGING THE EXISTING LARGE MEETING SPACE & ADD ADDITIONAL CLASSROOMS.

**EXHIBITS REQUIRED**

An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies in sets and folded plans, showing application information as follows:

- a. A survey, scaled and dimensioned, site plan showing pertinent existing conditions, such as: parking layout, access provisions, structure locations, drainage, lot area, and yard dimensions, including but not limited to the surrounding parcels within 150 feet.
- b. A complete set of preliminary drawings prepared and signed by a registered civil engineer, architect, and/or landscape architect showing:
  - i. A site plan indicating parking layout, access provisions, structure locations, any fences, walls, or other screening, including height and type of material, landscaping, drainage, trees and shrubbery, including types, locations, and sizes,
  - ii. Building elevations, including finishes on all buildings on all sides,
  - iii. All lighting provisions on site, including type, location, and lumens affecting the surrounding parcels and streets,
  - iv. Curb type and location on site, and
  - v. Proposed plans for sidewalk to service, parking, recreation, and service areas within the site.
- c. Stormwater Management information, including:
  - i. Modeling showing proposed rates are meeting the existing rates for the Atlas-14, 10- and 100-year storm events,
  - ii. Existing and proposed drainage area maps,
  - iii. Utility plan showing existing and proposed storm sewer (if applicable) to verify modeling,
  - iv. Site grading plan,
  - v. If proposing infiltration, soil borings should be submitted to confirm adequate separation,
  - vi. If disturbing more than one acre, water quality modeling showing a 50% total phosphorus removal from runoff
  - vii. If creating more than an acre of net new impervious, volume control calculations to show 1" over the net increase in impervious being infiltrated.

**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 [Signature]  
Signature of Owner (Required)

2/10/20  
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 SITE PLAN: An approved site plan 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 a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site. An approved Site Plan may be renewed once for a period of one year by the City Council.**

**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.

**PLATTING APPLICATION**

Filing Fee: \$275 + \$2 each lot  
Escrow Amount: \$600 (1-2 lots)  
\$1,600 (3 or more lots)  
Total Fees: \$ 877

OFFICE USE ONLY	
Case No:	<u>20-02</u>
Date Received:	<u>02/21/2020</u>
Receipt No:	<u>2020-00000408</u>
60 Day Date:	<u>04/21/2020</u>

**CONTACT INFORMATION**

Name of Applicant: NET Ministries Phone # \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner: MARK BERCHUM Phone # \_\_\_\_\_  
NET Ministries Phone # 651 450-6833  
Address of Owner: 110 Crusader Ave Email: Mark.B@netusa.org  
West St. Paul 55118

Name of Surveyor: LENNY CARLSON Phone # \_\_\_\_\_  
SUNDE LAND SURVEYING Phone # 952-886-3109  
Address of Surveyor: 9001 E. BLOOMINGTON Email: LENNY.CARLSON@SUNDE.COM  
FRWY SUITE 118  
BLOOMINGTON, MN 55420

Name of Engineer: MATT WOODRUFF Phone # \_\_\_\_\_  
LARSON Phone # 651.481.9120  
Address of Engineer: ENGINEERING Email: \_\_\_\_\_  
3524 LARSON  
RD, WHITE BEAR LAKE, MN 55110

**PLAT INFORMATION**

Legal/PID # of the Property Involved: 420300009012  
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 AVEN. FOREST LAKE  
MN 55025 612.819.9711  
denn@denisbatty.com



**CITY OF WEST ST. PAUL, MN  
NOTICE OF PUBLIC HEARING**

The listed items below will be a Public Hearing at the Planning Commission Meeting Tuesday, March 17, 2020 at 7:00 pm and a Public Hearing at the City Council Meeting Monday, March 23, 2020 at 6:30 p.m.:

**PC Case 20-02 – Conditional Use Permit, Site Plan, and Preliminary Plat review for the expansion of an existing building at 110 Crusader Avenue – Net Ministries**

If you have any questions regarding the hearing item listed above, please contact Melissa Sonnek, City Planner at (651) 552-4134.

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For Informational Purposes Only – Not for Publication

Shirley Buecksler  
City Clerk

Published: March 6, 2020  
Twin Cities Pioneer Press

Posted: March 4, 2020  
City of West St. Paul

# 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

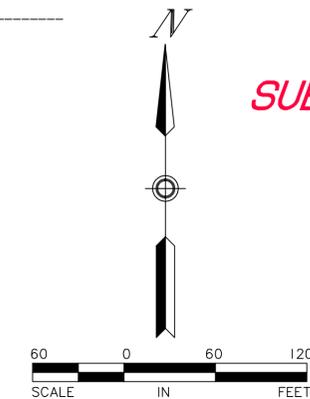
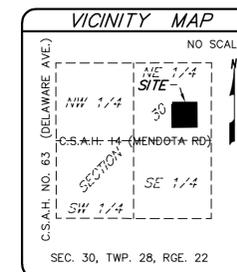
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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



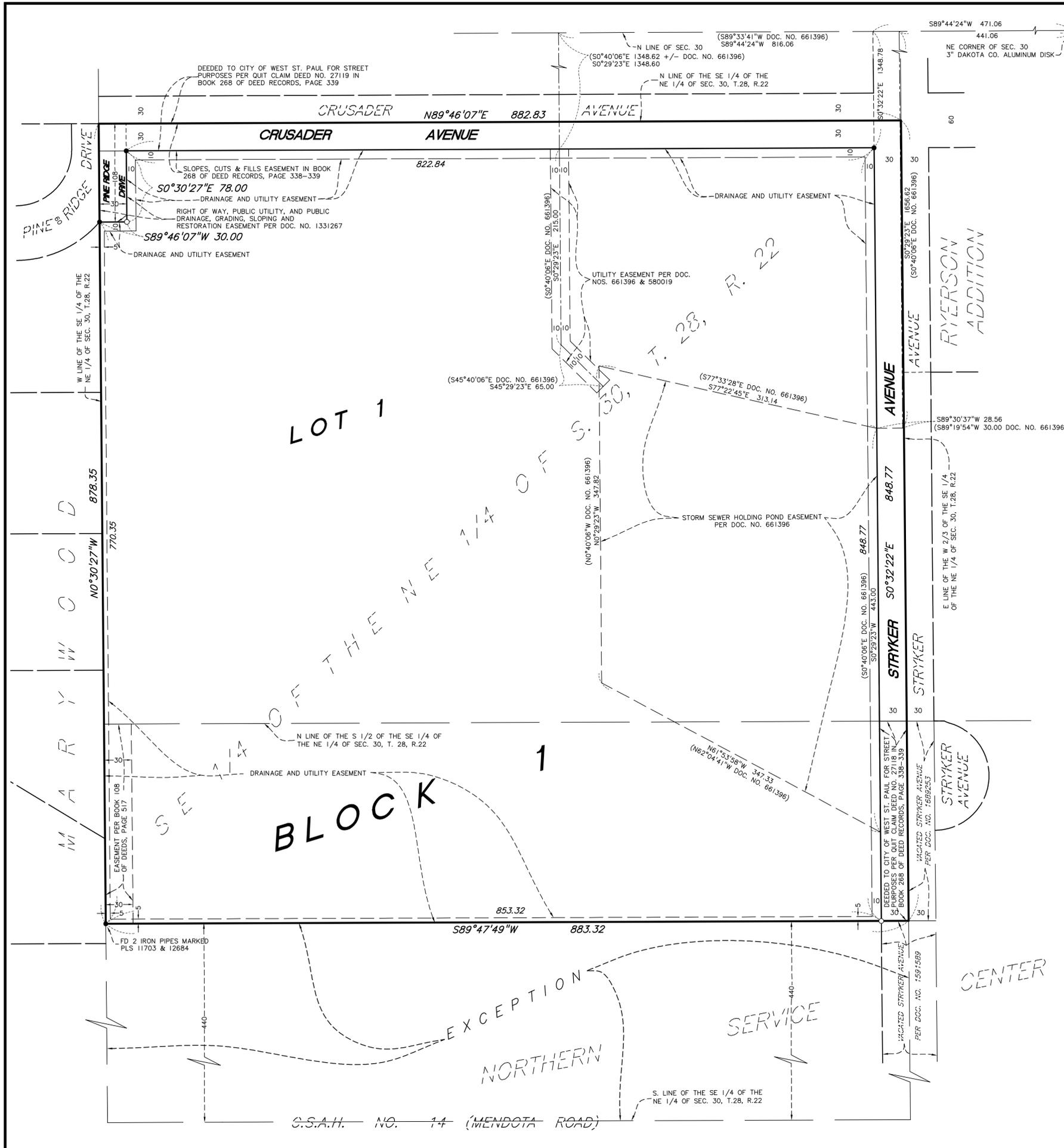
**PRELIMINARY  
SUBJECT TO REVISION**

### LEGEND

- Denotes iron monument set marked with P.L.S. No. 44890
- Denotes found 1/2" open iron monument unless otherwise noted

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.

**SUNDE  
LAND SURVEYING**



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

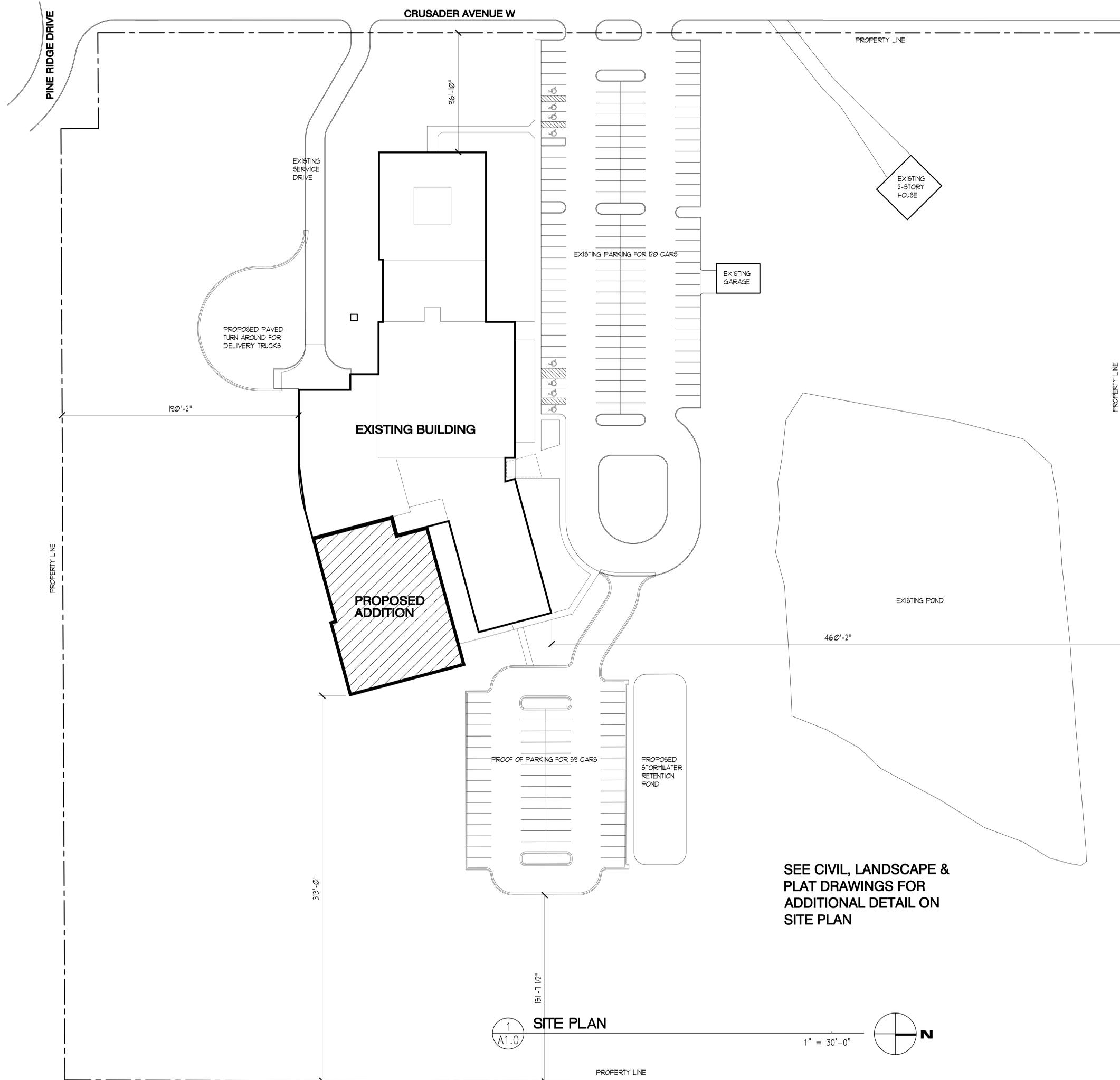
*Dennis Batty*  
DENNIS BATTY  
DATE: \_\_\_\_\_ REG. NO. 0130

ADDITION TO  
NET MINISTRIES

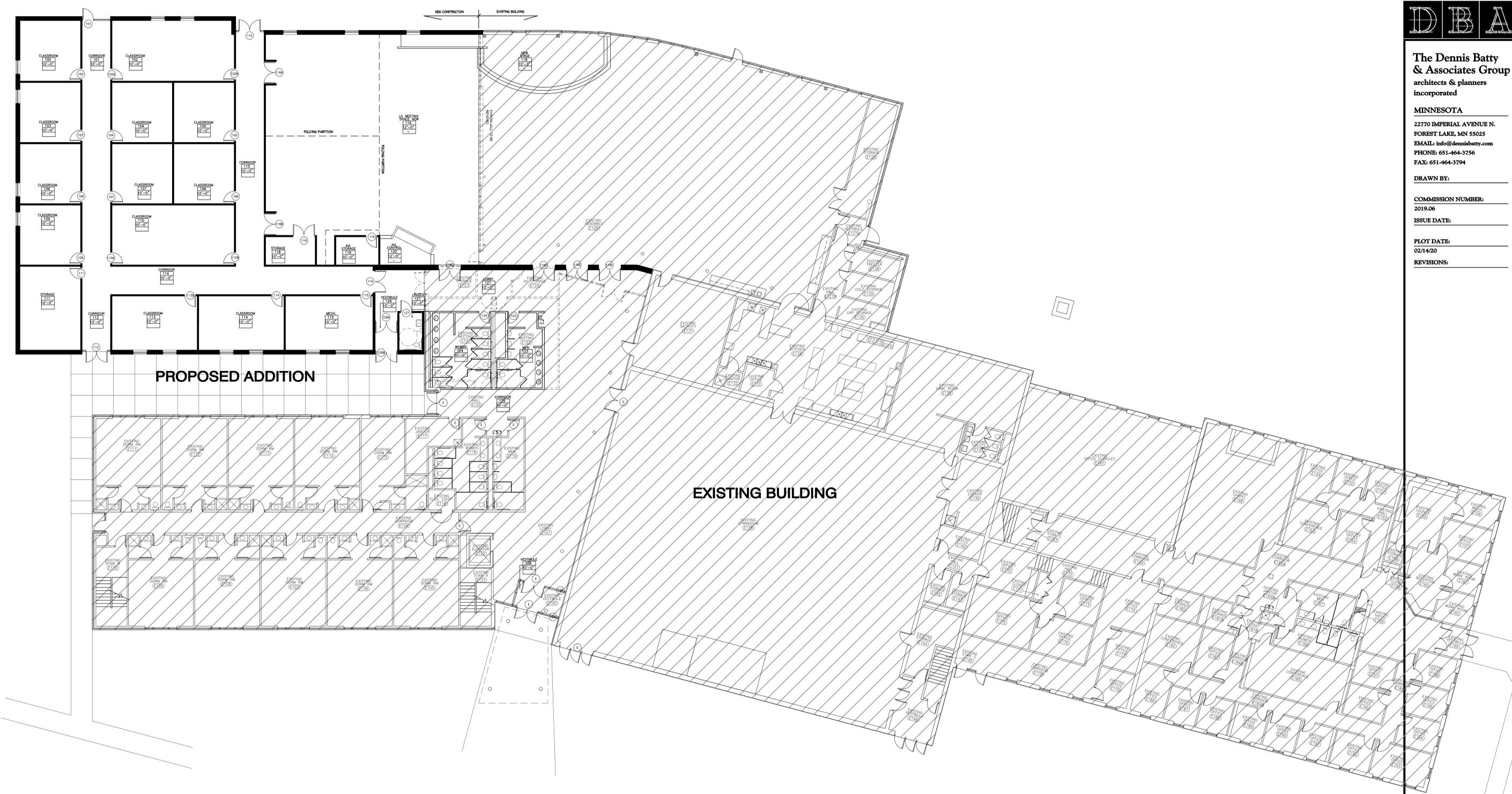
110 CRUSADER AVE W  
WEST ST PAUL, MN

SITE PLAN

**A1.0**



SEE CIVIL, LANDSCAPE &  
PLAT DRAWINGS FOR  
ADDITIONAL DETAIL ON  
SITE PLAN

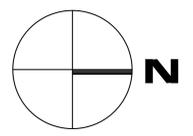


**PROPOSED ADDITION**

**EXISTING BUILDING**

1 **MAIN FLOOR PLAN**

3/32" = 1'-0"



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
*Dennis Batty*  
DENNIS BATTY  
DATE: \_\_\_\_\_ REG. NO. 0190

ADDITION TO  
NET MINISTRIES  
110 CRUSADER AVE W  
WEST ST PAUL, MN

**MAIN FLOOR PLAN**

**A3.1**



**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

ADDITION TO  
NET MINISTRIES

110 CRUSADER AVE W  
WEST ST PAUL, MN

**TREE REMOVAL  
SITE PLAN**

1  
LA1.1

**TREE REMOVAL SITE PLAN**

1" = 20'-0"

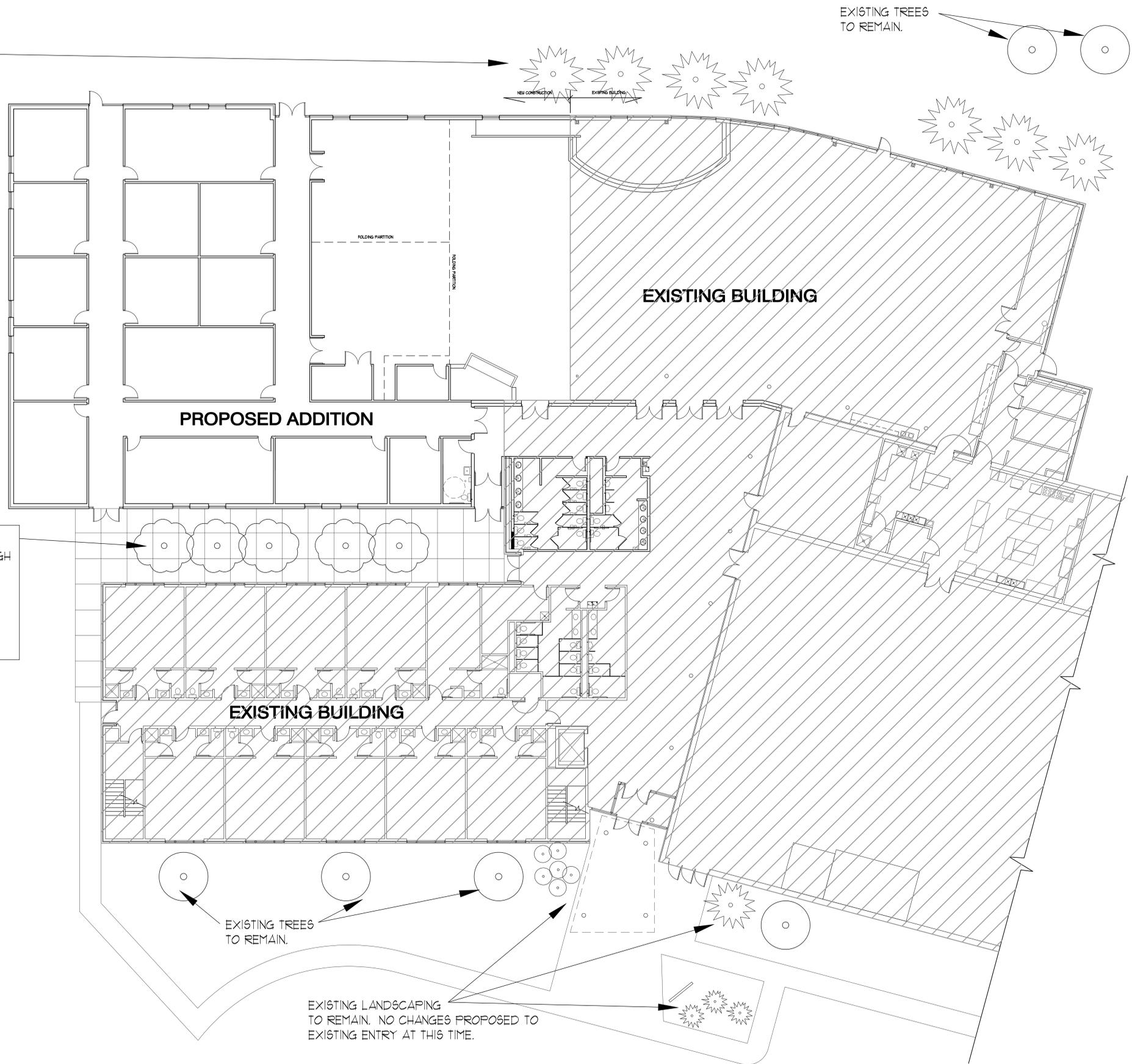


**LA1.1**

(7) PINES (TO BE DETERMINED) - CARE WILL BE TAKEN TO IDENTIFY PINES ON THE SOUTHERN END OF THE PROPERTY. THE INTENTION IS TO INTEGRATE THE NEW PLANTINGS BY MIXING AND EXTENDING THE USE OF THE REGAL PINE AND UNIFY THE CAMPUS' APPEARANCE.



(5) RED MAPLE (ACER RUBRUM) - THIS RED MAPLE IS CHARACTERIZED BY A HIGH COLUMNAR FORM WHICH CASTS A NARROW SHADOW ON THE RELATIVELY CONSTRICTED ALLEY. IT FORMS A NATURAL LEAFY CANOPY. EACH TREE "SQUARE" TO HAVE SHREDDED HARDWOOD MULCH.



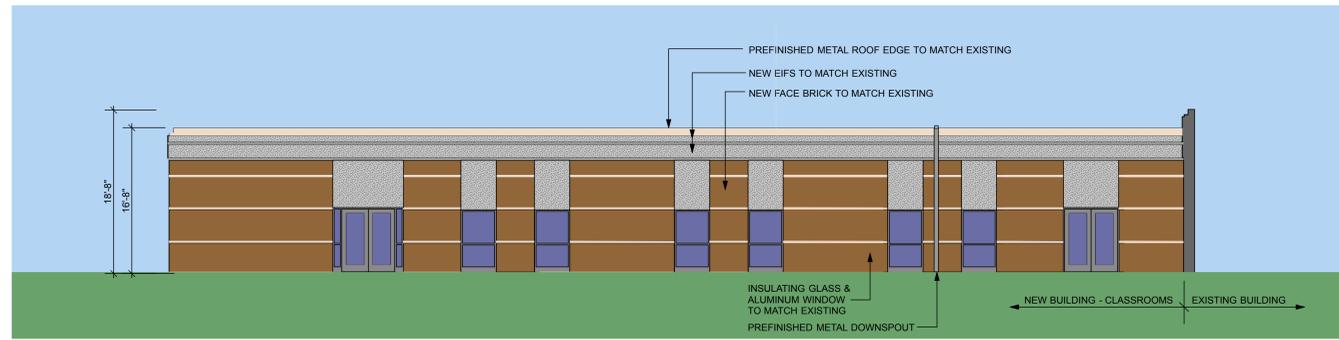
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Elm Nelson*  
ELM NELSON  
DATE: 2-21-20 REG. NO. 12882

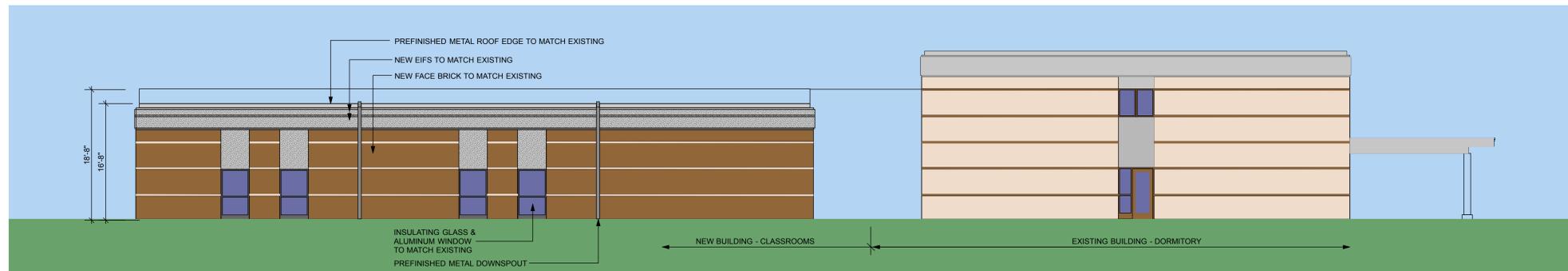
ADDITION TO  
NET MINISTRIES  
110 CRUSADER AVE W  
WEST ST PAUL, MN

LANDSCAPE  
PLAN

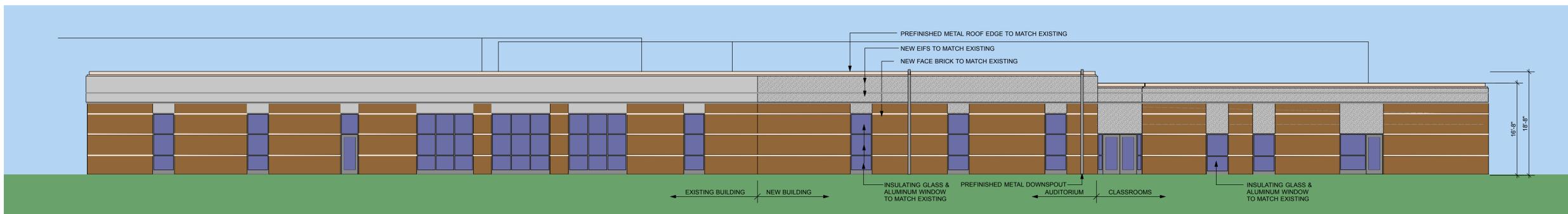
LA1.0



1 EAST ELEVATION  
A6.1 1/8"=1'-0"



2 SOUTH ELEVATION  
A6.1 1/8"=1'-0"



3 WEST ELEVATION  
A6.1 1/8"=1'-0"

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

*[Signature]*  
DENNIS BATTY  
DATE: 02-21-20 REG. NO. 12130

ADDITION TO  
NET MINISTRIES

110 CRUSADER AVE W  
WEST ST PAUL, MN

EXTERIOR  
ELEVATIONS

A6.0b

To: **Planning Commission**  
From: **Melissa Sonnek, City Planner**  
Date: **March 17, 2020**

**Plat Amendment for 150 Thompson Ave E & 1510 Robert St – HyVee Inc.**

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**REQUEST:**

HyVee is requesting a plat amendment from the original final plat approved on March 25<sup>th</sup>, 2019. This amendment will create a second outlet for the land necessary for the River-to-River Greenway, as well as remove a portion of the existing parcel that is located within City right-of-way.

**ATTACHMENTS:**

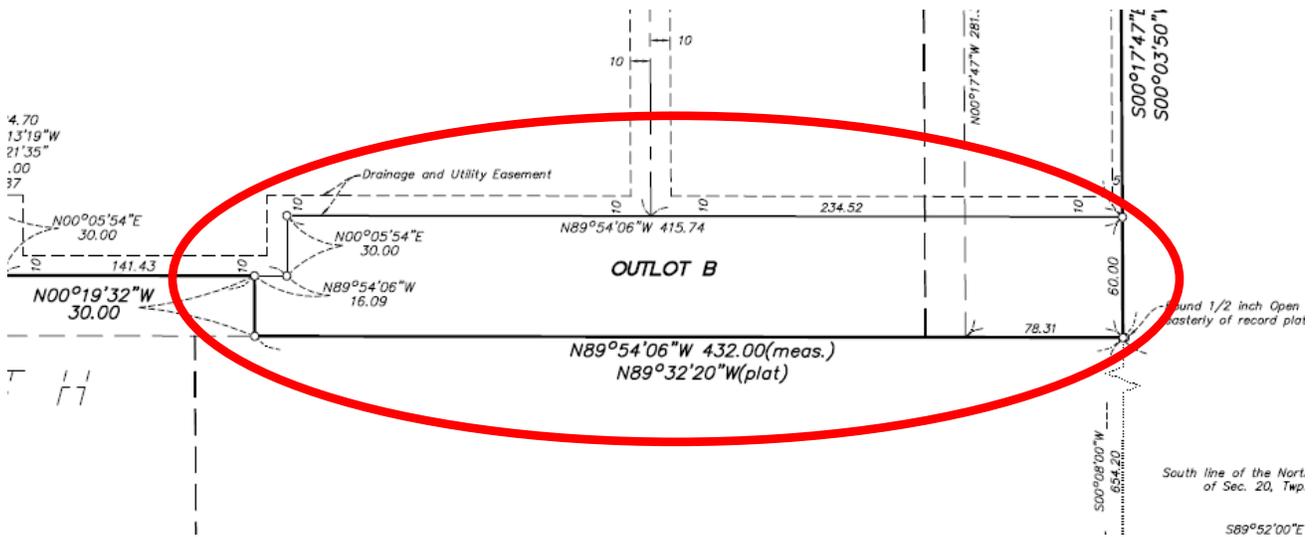
*Application*  
*Plat*



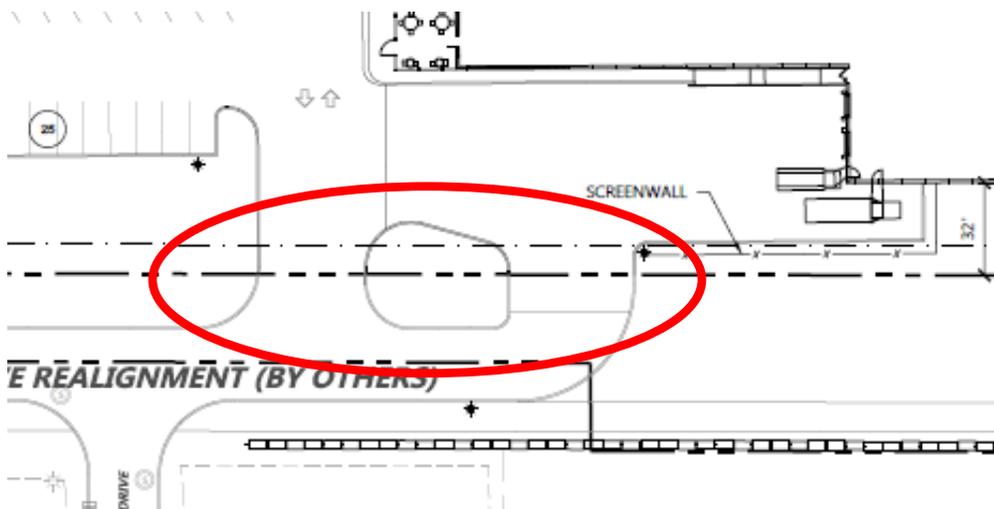
**PROPOSAL:**

The existing property consists of what was previously two lots: 150 E. Thompson, the YMCA parcel, and 1510 Robert St., the vacant lot fronting Robert St. totaling to 10.04 acres.

The applicant is requesting to amend the plat to create an additional outlet to provide the necessary land and easements needed for the River-to-River Greenway project, which Dakota County will then purchase as a part of the joint powers agreement between the City and the County. See below.



In addition, included in the current plat, a portion of the HyVee private drive to the loading dock area is located on City right-of-way. The plat amendment would remove that portion of the parcel from right-of-way.



**Plat Summary**

The existing property consists of 10.04 acres. The proposed amendment will result in one lot two outlots, Lot 1 consisting of the HyVee building, Outlot A (on the original plat) will be used as an access to and from HyVee off of Robert St, and Outlot B will be used for the Dakota County River-to-River Greenway.

**Easements and Right-of-way**

The approved plat dedicated 10 feet of drainage and utility easements and 70 feet of right-of-way along Thompson Ave. As well as 10 feet of drainage and utility easements along both Robert St. and Crawford Dr. All other property lines included a 5 foot easement. The proposed amendment would not alter these easements or dedicated right-of-way.

**STAFF RECOMMENDATION:**

**Staff recommends the APPROVAL of the PLAT AMENDMENT for 150 Thompson Ave. E. and 1510 Robert St. subject to the following condition:**

1. The plat shall be recorded with Dakota County within one year of approval

