

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

The regular meeting of the West St. Paul Planning Commission was called to order by Chair Kavanaugh on Tuesday, September 20, 2022 at 6:30 p.m. in the Municipal Center Council Chambers at 1616 Humboldt Avenue, West St. Paul, Minnesota 55118.

**Roll Call:** Commissioners: Chair Morgan Kavanaugh, Alex Dalquist, Tori Elsmore, Maria Franzmeier, Tim Haubrich, Lance LaRue, Lisa Stevens  
Absent: Liz Gillen, Dan McPhillips

**Also present:** City staff: City Planner Melissa Houtsma, Assistant City Attorney Amanda Johnson, City Council Liaison John Justen

**Adopt Minutes:** The minutes from the August 16, 2022 Planning Commission meeting were approved as written.

**Public Hearings:**

**PC Case 22-16 – Site Plan Review for the Expansion of a Parking Lot at 1675 Livingston Ave (Colleen Loney Manor) - Dakota County CDA**

City Planner Houtsma presented the minor site plan application for the reconstruction and expansion of a parking lot.

The applicant, Vince Markell of the Dakota County CDA came forward to respond to Commission questions.

The public hearing was opened at 6:50 pm.

**The following persons came forward to speak:**

Joe Ferrer, 1670 Humboldt Avenue  
Mark Kinsel, 1686 Humboldt Avenue

With no further comments or questions from the public, the public hearing was closed at 6:54 p.m.

**A motion was made by Franzmeier to approve the site plan application subject to the five conditions listed in the staff recommendations and to add the following recommendations:**

- **Exterior building lighting be addressed to meet current code, either with new fixtures or retrofits,**
- **City staff review the existing curb cut width off of Livingston Ave. to ensure it meets minimums, and**
- **The planting of native landscaping and trees.**

**The motion was seconded by Stevens.**

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

**PC Case 22-17 - Ordinance Amending Sections 34.03 and 153.043 of the City Code regarding Zoning Application Fees**

The public hearing was opened at 7:07 pm. With no questions or comments from the public, the public hearing was closed at 7:07 pm.

**A motion was made by Haubrich to approve the ordinance amendments.**

**The motion was seconded by Elsmore.**

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

**New Business:**           None

**Old Business:**       None

**Other:**                 None

**Adjourn:**

**A motion was made to adjourn the meeting at 7:08 p.m.**

**All ayes. The motion carried.**

Respectfully submitted,

Sharon G. Hatfield  
Recording Secretary