

<p>Chair: John Ross Vice-Chair: Ryan Briese Commissioners: Tim Felton Justin Humenik Ruth Krueger Jason Pacht Stephanie Yendell</p>		<p align="center">City of South St. Paul Planning Commission Agenda</p> <p align="center">Wednesday, April 13, 2016 7:00 p.m.</p>	<p>City of South St. Paul 125 Third Avenue North South St. Paul, MN 55075 Phone: (651) 554-3217 Fax: (651) 554-3211 www.southstpaul.org</p>
<p>Hearing assistance PA system is available – if you need a hearing assistance unit please notify City staff before the meeting. <i>(If you use the hearing assistance PA system, please remove your hearing aid so it does not cause a feedback problem)</i></p>			
<p>Roll Call</p>			
<p>1. Agenda</p>			
<p>2. Minutes</p>			
<p>A. February 10, 2016 meeting</p>			
<p>3. New Business</p>			
<p>A. (none)</p>			
<p>4. Public Hearings</p>			
<p>A. <u>City of South St. Paul Service Center CUP</u> (400 Richmond St. E.): A Conditional Use Permit for an accessory building over 200 square feet on the South St. Paul Service Center property.</p> <p>B. <u>Robert Brown III Car Show IUP</u> (1725 Henry Ave.): An Interim Use Permit to allow a car show on the ramp of the South St. Paul Fleming Field Airport.</p> <p>C. <u>Commemorative Air Force IUP</u> (310 Airport Rd.): An Interim Use Permit to hold the beer sales tent for the Robert Brown III Car Show IUP at the South St. Paul Fleming Field Airport.</p> <p>D. <u>Wallace Properties Garage CUP/Variance</u> (218 13th Ave. S): A Conditional Use Permit for an accessory building over 200 square feet and a 5-foot side setback variance for a detached accessory building (garage) on the Wallace Electric property.</p>			
<p>5. Other Business</p>			
<p>A. Planning Commission Rules of Order B. Planning Commission Officers C. 2015 Annual Planning Commission Report D. Updates</p>			
<p>6. Adjournment</p>			

Next Planning Commission Meeting: May 4, 2016

This meeting is being taped by Town Square Television (NDC4): phone: 651-451-7834 web: www.townsquare.tv
Replays can be viewed on Government Channel 19 on the Thursday following the meeting at 1:00 p.m. & 7:00 p.m.

Motion to approve the CUP contingent upon meeting conditions of staff's report including the condition that parking is restricted to the front of the unit and front overhead door – Briese/Krueger (5-0), Felton – abstained.

The matter will be forwarded to the City Council for consideration at the February 16th meeting.

B. New Mixed-Use Zoning for Southview Hill: Consider an ordinance that would create a new Mixed-Use zoning district for the Southview Hill Area (*continued discussion from January 6, 2016*).

Mr. Hellegers reported the January discussion revolved around the merits of the mixed-use zoning district and uses within it. A requested was made to continue the public hearing to the March meeting in order to obtain additional information including citizen input.

Chair Ross queried whether Met Council was on board. Mr. Hellegers responded that creation of a new mixed-use zoning district has nothing to do with Met Council's wants or needs. Discussion ensued regarding Met Council's projections for employment and housing and whether the projections are attainable. It was noted that a worksession with Met Council representatives may be beneficial.

Commissioner Briese stating he is not in support of an ordinance that allows additional low income housing. Mr. Hellegers reported the zoning ordinance addresses density with regard to types of buildings whether single family or multi-family and uses within the district.

Motion to continue discussion to the March meeting – Humenik/Briese (6-0)

Chair Ross closed the public hearing.

5. OTHER BUSINESS

There was none.

6. ADJOURNMENT

Motion to adjourn – Krueger/Humenik (6-0)

Planning Commission Meeting Date: Wednesday, April 13, 2016	 City of South St. Paul Planning Commission Report	PC Agenda Item: 4.A
---	---	-----------------------------------

Project Name:	South St. Paul Service Center CUP	
Site Address:	400 Richmond St. E.	PIDs: 360340006010
Applicant(s):	City of South St. Paul	
Request:	Consider the request for a Conditional Use Permit for an accessory building over 200 square feet, Site Plan Review	
Proceeding:	Public Hearing / Planning Commission Recommendation	
Tentative City Council Meeting Date:	April 18, 2016	
Deadline:	May 20, 2016* <small>*The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.</small>	
Exhibits:	A. Location map B. Correspondence from neighboring property owners - (none) C. Materials submitted by the applicant	

Surrounding Area			
Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Light Industrial	I: Industrial	(I) Cemstone
South	Industrial	I: Industrial	(I) Midwest Warehouse
East	Industrial	I: Industrial	(I) Dakota Bulk Terminal
West	Mixed-Use	I: Industrial/ GB: General Business	(MU) Wesmoe Holdings/ (MU) Independent Diesel
Subject Property Site Data			
Future Land Use Plan	Institutional		
Existing Land Use	Industrial – City Maintenance Garage		
Zoning	I: Industrial		
Property Size	4.66 acres (202,990 square feet)		
Topography	Varies (generally low – floodplain area)		

BACKGROUND

The South St. Paul Police Department currently utilizes a small portion of the South St. Paul Service Center building for storage as well as outside storage on the site. The proposed accessory building would provide the Police Department with a secure inside storage which would be large enough to accommodate their needs and would free up space that they currently use in the Service Center building to be utilized by Public Works. On balance the construction of the new accessory building would decrease amount exterior storage on the property.

EVALUATION OF THE REQUEST

A. CONDITIONAL USE PERMIT

Following are standards from the City's Zoning Code that apply specifically to the application.

1. **Land Use/Setbacks**

The City Code calls for setbacks of side and rear setbacks of 20 feet in the Industrial zoning district. The proposed building would be set back 24 feet from the closest property line.

2. **Architectural Standards**

The proposed accessory building would be constructed of rock face block on the lower 2/3 of the building face and 1/3 smooth block on the 3 sides that have visibility from adjacent properties or public streets and utilizes all smooth block on the east wall which abuts the City's salt shed building. The block would have integral color to correspond with the Service Center building colors while not requiring additional maintenance for painting the block walls. These design elements comply with the City's Architectural Standards (Section 118-9).

3. **Site Plan**

In addition to the accessory building the Service Center would see additional paving in the area in front of the proposed building, replacing one of the last areas of gravel surface on the lot. Drainage would be directed to the stormwater BMP pond at the southeast corner of the site that was created as part of previous improvement plans for salt shed, paving, and storage bins.

4. **Correspondence from Neighboring Property Owners**

None

5. **Conditional Use Permit Findings:**

The applicant is seeking as Conditional Use Permit (CUP) for a 40-foot by 60-foot accessory building on the South St. Paul Service Center (Public Works). The Council may grant a Conditional Use Permit, if the following criteria can be met:

- ✓ *The proposed conditional use conforms to the general purpose and intent of the zoning code.*
- ✓ *The conditional use will not substantially diminish or impair property values within the neighborhood, and in consideration of this question the comparison of the use shall be with respect to uses that are permitted without a Conditional Use Permit in the district which the use is located.*
- ✓ *The conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district affected.*
- ✓ *Adequate utilities, access roads, streets, drainage, and other necessary facilities have been provided.*
- ✓ *Adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.*

Staff has reviewed the proposal and determined that the use conforms to the general purpose of the Zoning Code and with conditions should not substantially diminish or impair property values, will not impede the normal and orderly development of property in the neighborhood, already has adequate utilities, ingress and egress are not impacted.

ALTERNATIVES

The Planning Commission has the following actions available on the proposed application:

- A. **Approval.** If the Planning Commission has review the application and determined that the application is consistent with the Conditional Use Permit findings (see p.2 of this report), then staff would recommend the following conditions for a *recommendation* for approval:
- **(Step 1) Findings:** The Planning Commission would need to include findings (see the section above) that the proposed Conditional Use would not have an adverse impact on other properties and the general area or that potential impacts would be mitigated through specific conditions. Additionally the Commission would need to include findings that the Interim Use was compliant with the City Code.
 - **(Step 2) Recommendation for Approval:** Approval of the **Conditional Use Permit** for an accessory building over 200 square feet for the property located at 400 Richmond Street East, subject to the following conditions:
 - 1) **Compliance with Plan Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

a) Application/Narrative (City of South St. Paul)	dated 3/22/2016
b) Sign Elevations / Plans (Oertel Architects)	dated (fall/winter) 2015
 - 2) **Building Permits Required.** Building Permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal.

3) **Termination of the Conditional Use Permit.** The Conditional Use Permit and will terminate if improvements have not substantially begun within 1-year from the date of approval of the CUP. The violation of any condition of approval shall terminate the CUP.

B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.

- **Recommendation for Denial:** Denial of the proposed **Conditional Use Permit** for the property located at 400 Richmond St. E. for the following reasons:

1) _____

STAFF RECOMMENDATION

Staff recommends **approval** of the proposed Conditional Use Permit for the property located at 400 Richmond St. E., subject to the conditions listed in this report.

Respectfully Submitted,

Peter Hellegers

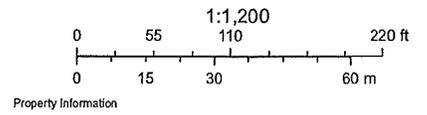
Peter Hellegers, City Planner

A

400 Richmond St. E.



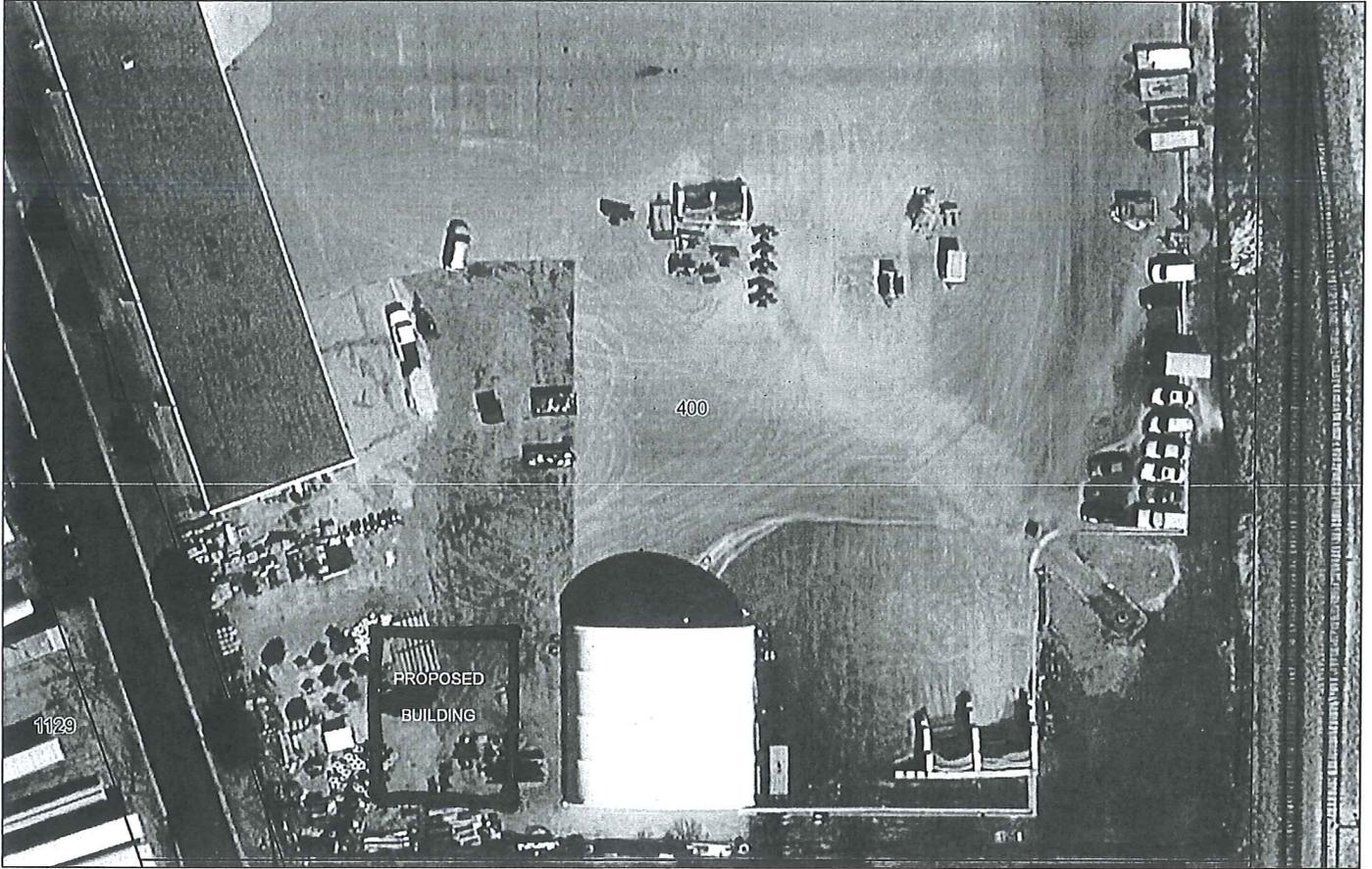
March 28, 2016



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

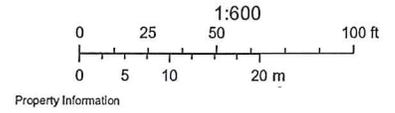
A₂

400 Richmond St. E.



March 28, 2016

NA



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.



City of South St. Paul
Police Department

William M. Messerich
Chief of Police

March 22, 2016

South St. Paul Planning Commission
125 3rd Avenue North
South St. Paul, MN 55075

Planning Commission Members,

The South St. Paul Police Department and the City of South St. Paul are requesting a Conditional Use Permit to build a storage building at the Municipal Service Center, 400 East Richmond Street. The building would be a 40' X 60' decorative stone face and burnished block structure with a precast concrete roof. The block work will be prefinished so no painting or maintenance will be necessary in the future. The building will have one overhead garage door and one service door (ADA compliant) with exit lighting.

The South St. Paul Police Department currently occupies one bay in the south wing of the Municipal Service Center for storing vehicles, bicycles, miscellaneous property and files. Due to the design of the building, security and integrity maintenance of these items is a concern for the Police Department. Additionally, the size of the current building is not large enough to store many items under the control of the Police Department.

The building being requested would be larger than the current space to allow for inside storage of vehicles which are currently parked in the outside lot of the Municipal Service Center. The Police Department currently stores seven vehicles being held for forfeiture, one trailer and a speed monitoring trailer in the outside lot. Some of these vehicles have sustained damage from weather, vandalism and theft of parts due to being stored outdoors.

The proposed building would be for Police Department use only, thereby allowing the Police Department to control access and better secure items inside the building. The South St. Paul Maintenance Department would take over use of the Department's existing space for their needs which would allow the additional items currently being stored outside by the Maintenance Department to be moved inside, minimizing exterior storage at the site.

Thank you for your consideration.

Sincerely,

William Messerich
Chief of Police

APPLICABLE CODES:

2015 MINNESOTA BUILDING CODE
 2015 MINNESOTA ENERGY CODE
 2015 MINNESOTA ACCESSIBILITY CODE

OCCUPANCY:

CHAPTER 3
 S-2 STORAGE

FIRE SUPPRESSION:

FIRE SUPPRESSION IS NOT REQUIRED FOR THIS OCCUPANCY AND BUILDING SIZE (903.2.10 - EXCEPTION 1)

CONSTRUCTION TYPE:

I-B

ALLOWABLE AND PROPOSED SQUARE FOOTAGE

OCCUPANCY GROUP	S-2	PROPOSED FLOOR AREA	2,400 < 26,000 = OK
CONSTRUCTION TYPE	I-B		
MAXIMUM HEIGHT:	55 FEET		
MAXIMUM STOREYS:	3		
MAXIMUM GROSS FLOOR AREA:	26,000		

ARCHITECT:

OERTEL ARCHITECTS
 1795 ST. CLAIR AVENUE
 ST. PAUL, MINNESOTA 55105
 (651) 696-5186
 (651) 696-5186 (FAX)
 CONTACT: ANDREW COOPER - acooper@oerTELarchitects.com

DRAWING INDEX:

A100	-	TITLE PAGE
A101	-	PLANS
A102	-	ELEVATIONS
A103	-	SECTIONS AND DETAILS

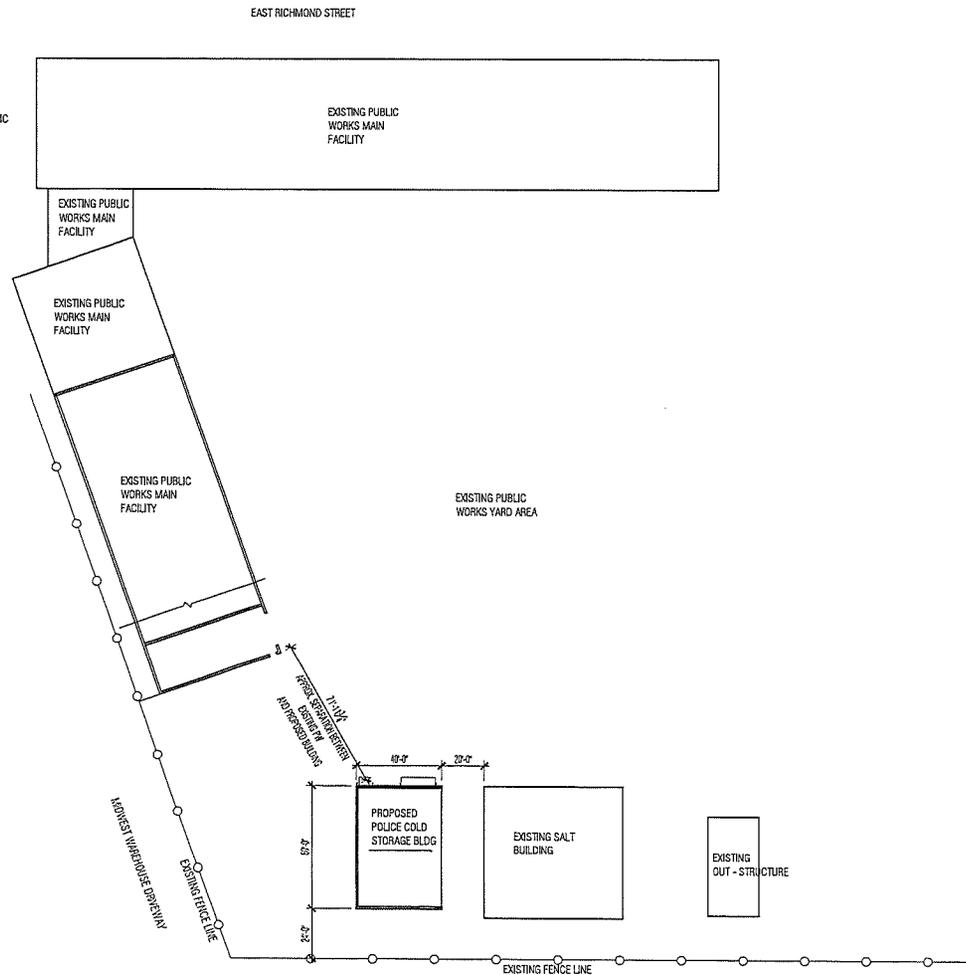
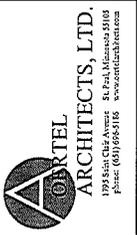
FIRE RESISTANCE:

IBC TABLE 601 FOR TYPE I-B-B

STRUCTURAL FRAME	0	FIRE RATING
EXTERIOR BEARING WALLS	0	FIRE RATING
INTERIOR BEARING WALLS	0	FIRE RATING
EXTERIOR NONBEARING WALLS	0	FIRE RATING
INTERIOR NONBEARING WALLS	0	FIRE RATING
FLOOR CONSTRUCTION	0	FIRE RATING
ROOF CONSTRUCTION	0	FIRE RATING
<u>IBC TABLE 602 FOR TYPE I-B-B</u>		
EXTERIOR WALLS	0	BUILDING IS GREATER THAN 30' FROM ALL PROPERTY LINES

**CITY OF SOUTH ST. PAUL
 PUBLIC WORKS CAMPUS
 POLICE COLD STORAGE BUILDING**

CITY OF SOUTH ST. PAUL, MN
 400 E RICHMOND STREET, SOUTH ST. PAUL, MN 55075
 OERTEL ARCHITECTS PROJECT NUMBER 15-24



1 REFERENCE SITE PLAN
 REFERENCE ONLY
 1" = 40'-0"

DATE: 10/15/15
 SCALE: AS SHOWN
 SHEET NO: 1 OF 1

PROJECT NAME:
 SCHEDAING DESIGN

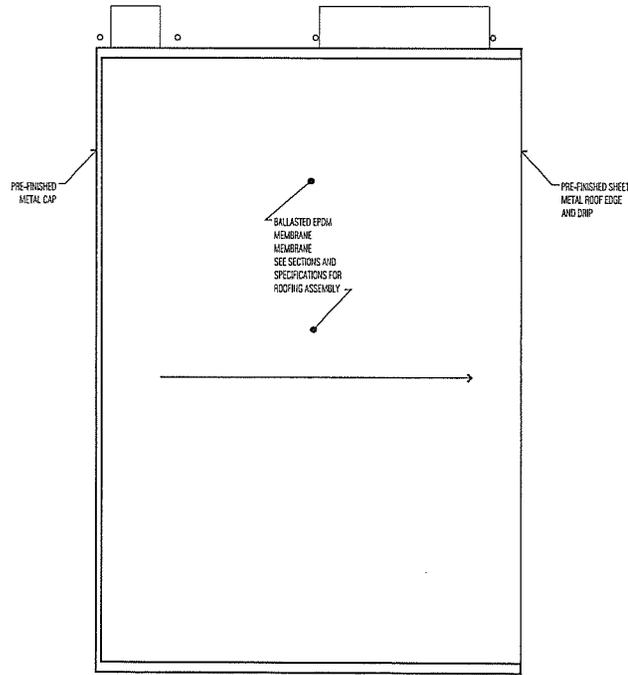
CITY OF SOUTH ST. PAUL
 PUBLIC WORKS CAMPUS
 POLICE COLD STORAGE BUILDING
 SOUTH ST. PAUL, MN

NO.	DATE	DESCRIPTION
1	FALL/NOV 2015	ISSUED FOR PERMIT
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

TITLE

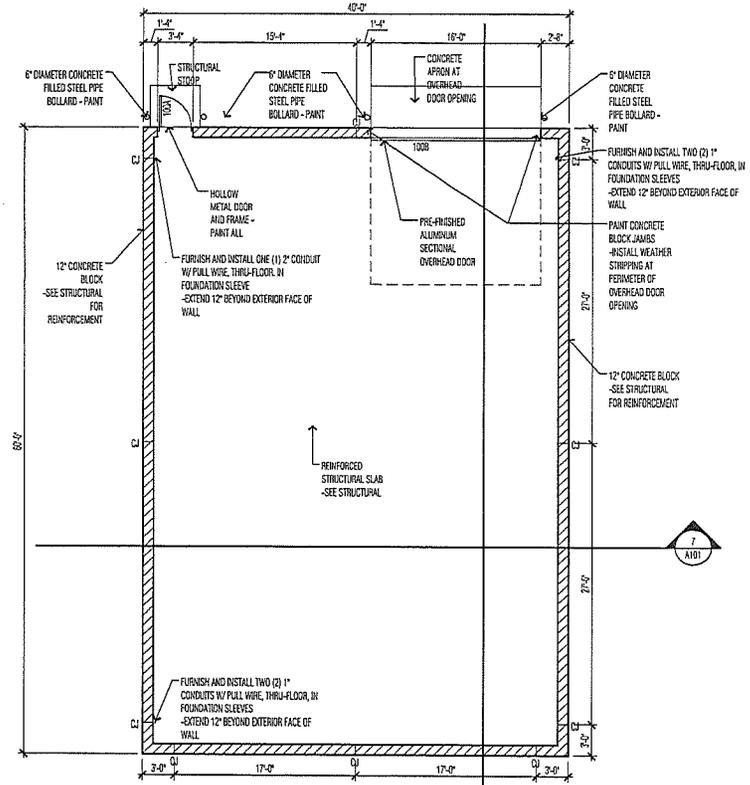
10/15/15
A100

C2



2 ROOF PLAN
POLICE COLD STORAGE

1/8" = 1'-0"



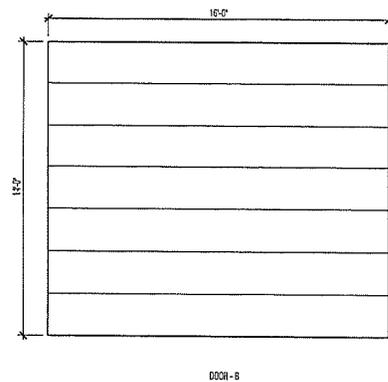
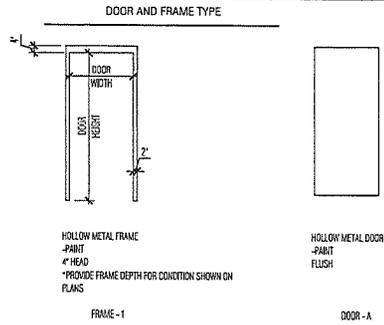
1 FLOOR PLAN
POLICE COLD STORAGE

1/8" = 1'-0"



DOOR AND FRAME SCHEDULE

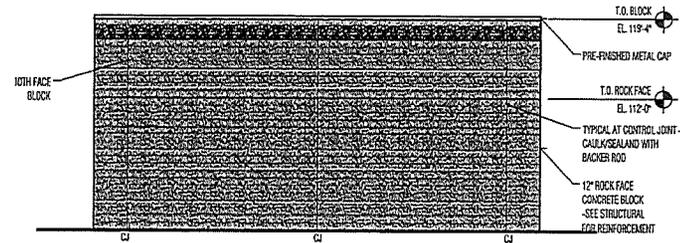
ROOM NO.	WIDTH	HEIGHT	THICKNESS	DOOR MATL	DOOR TYPE	FRAME MATL	FRAME TYPE	HARDWARE GROUP	FIRE LABEL
100A	3'-0"	7'-0"	1 3/4"	H.M.	A	H.M.	1	-	-
100B	16'-0"	14'-0"	-	M.L.	B	-	-	-	OVERHEAD DOOR



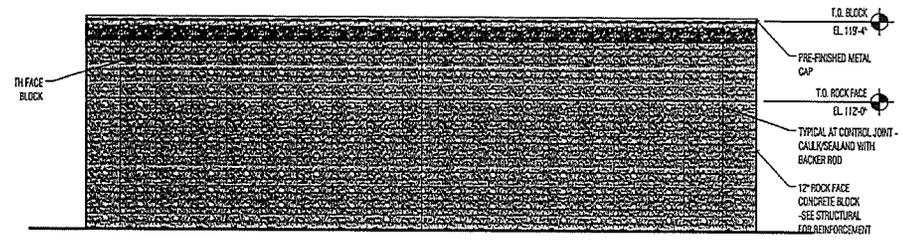
PROJECT NO. 100-01
 CITY OF SOUTH ST. PAUL
 PUBLIC WORKS CAMPUS
 POLICE COLD STORAGE BUILDING
 SCHEDULED DESIGN
 DATE 02/11/11
 DRAWN BY
 CHECKED BY
 APPROVED BY
 DATE 02/11/11

PLANS
 A101

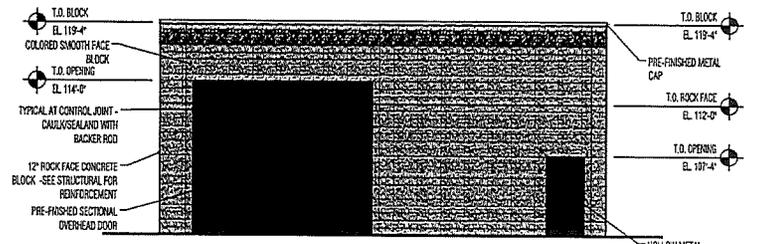
3



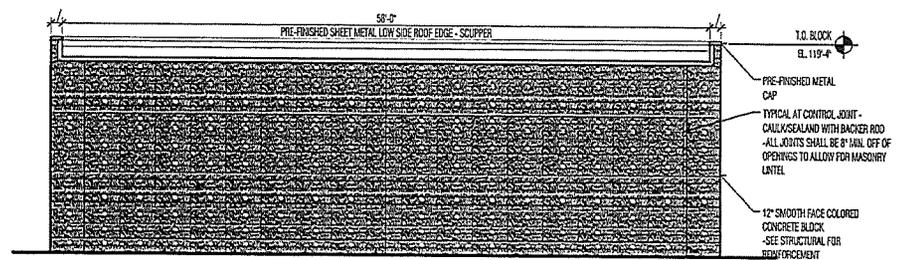
1 EXTERIOR ELEVATION
SOUTH ELEVATION - POLICE COLD STORAGE 1/8" = 1'-0"



2 EXTERIOR ELEVATION
WEST ELEVATION - POLICE COLD STORAGE 1/8" = 1'-0"



3 EXTERIOR ELEVATION
NORTH ELEVATION - POLICE COLD STORAGE 1/8" = 1'-0"



4 EXTERIOR ELEVATION
EAST ELEVATION - POLICE COLD STORAGE 1/8" = 1'-0"



SCHEMATIC DESIGN

CITY OF SOUTH ST. PAUL
PUBLIC WORKS CAMPUS
POLICE COLD STORAGE BUILDING

DATE PLOTTED	10-24
DATE PRINTED	10-24
DATE	10-24
SCALE	AS SHOWN
PROJECT NO.	17-0000
SHEET NO.	102
TITLE	ELEVATIONS

ELEVATIONS

A102

CF

Planning Commission Meeting Date: Wednesday, April 13, 2016	 City of South St. Paul Planning Commission Report	PC Agenda Item: 4.B
---	---	-----------------------------------

Project Name:	Robert Brown III Car Show IUP – Fleming Field Airport	
Site Address:	1725 Henry Avenue	PID: 361113000011
Applicant:	Robert Brown III Car Show (Les Blake, Chair)	
Request:	Consider the request for an IUP to have a car and motorcycle show (with swap meet and silent auction) at the Fleming Field airport ramp on September 11, 2016.	
Proceeding:	Public Hearing / Planning Commission Recommendation	
Tentative City Council Meeting Date:	April 18, 2016	
Deadline:	May 9, 2016 <small>*The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.</small>	
Exhibits:	A. Location map B. Correspondence from neighboring property owners— (none) C. Materials submitted by the applicant	

BACKGROUND

The Robert Brown III Car Show is requesting an Interim Use Permit to hold their annual car show event at Fleming Field Airport for the next three years. The event would be from 11 am to 3 pm on Sunday, September 11, 2016 and would have similarly scheduled 1 day event for September of 2017 and 2018. The event includes a car and motorcycle show, swap meet and silent auction with the purpose of raising money for the Gillette Hospital Ronald McDonald house.

Subject Property Site Data	
Future Land Use Plan	Airport
Existing Land Use	Airport
Zoning	I: Industrial
Property Size	14.23 acres (619,859 square feet) - terminal parcel and ramp area
Topography	Flat

EVALUATION OF THE REQUEST

A. INTERIM USE PERMIT

Following are standards from the City's Zoning Code that apply to specifically to Interim Use Permits.

1. Interim Use Permit Findings

The applicant is seeking an Interim Use Permit (IUP) for their annual car show which would run from approximately 11 am to 3 pm on Saturday, September 11, 2016 and would follow a similar schedule for September of 2017 and September of 2018. The Interim Use Permit would terminate at the end of September 2018. City Code Section 118-41, states that the City Council may grant an interim use permit for the interim use of property, if the following criteria can be met:

Interim Use Permit Criteria:

- ✓ *The use conforms to the zoning regulations.*
- ✓ *The date or event that will terminate the use can be identified with certainty.*
- ✓ *Permits for the use will not impose additional costs on the City, if it is deemed necessary for the City to take the property in the future; and.*
- ✓ *The user agrees in writing to any conditions that the City Council deems appropriate for permission of the interim use.*

City staff has determined that the proposed interim use would meet the criteria. First, the proposed use as a special event would be allowed in the Industrial zoning district and the airport has hosted several such events. Second, the use would be one weekend day in September for each of the next three years with the IUP terminating on September 30, 2018. Third, the permit would not impose additional costs should it be necessary to acquire the property, as the City already owns the property. Finally, the conditions are listed in staff's recommendation and would be incorporated into the resolution to approve the Interim Use Permit.

ALTERNATIVES

The Planning Commission has the following actions available on the proposed application:

A. **Approval.** If the Planning Commission finds the application to be acceptable, the following action should be recommended for approval:

- Approval of the **Interim Use Permit** for a car and motorcycle show at the South St. Paul Fleming Field Airport subject to the following conditions:

1) **Compliance with Plans/Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

- | | |
|---|------------------|
| a) Application / Proposal (Robert Brown III Car Show) | dated 03/11/2016 |
| b) Event Site Map (Robert Brown III Car Show) | dated 03/11/2016 |

2) **Lease Required.** The applicant shall be required to have a lease with the City of South St. Paul for the use of the property.

- 3) **Sales/Display Limited to the Designated Area.** No selling or display shall occur outside of the designated areas.
- 4) **Applicant Responsible for Clean-up.** The applicant shall be responsible for all clean-up activities.
- 5) **License Required for Food Vendors.** The food vendors must obtain the necessary licenses from the Minnesota Department of Health (MDH) before the applicant and/or food vendor business can begin conducting business in the city. The food vendors must also keep the MDH license in good standing.
- 6) **Noise.** The applicant and event bands, DJ, vendors, exhibitors, and food vendors shall comply with all City regulations regarding noise levels and shall make reasonable efforts to minimize loud noises that may impact the nearby residential areas. Speakers and noise emitting equipment shall be directed away from residential properties.
- 7) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
- 8) **Term of the Interim Use Permit.** The Interim Use Permit shall allow for one annual car show and the term of the Interim Use Permit shall be for three (3) years beginning on April 18, 2016 and terminating on September 30, 2018. The applicant will be allowed to host one car show for each of these three years on a weekend day in September with hours that run from 11 am through 3 pm. Additional time for set-up before the event and clean-up after the event is subject to the approval of the Airport Manager. The final dates for the car show in 2017 and 2018 are subject to the approval of the Airport Manager.
- 9) **Termination of the Interim Use Permit.** The violation of a condition of approval shall terminate the Interim Use Permit.

B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.

STAFF ANALYSIS

Staff has reviewed the proposal and believes that the proposed 1-day event can reasonably be administered through the IUP process. The applicant has shown that they will take measures to minimize the potential for nuisances on nearby residential properties.

STAFF RECOMMENDATION

Staff recommends **approval** of the proposed car show Interim Use Permit, subject to the conditions listed in this report.

Respectfully Submitted,

Peter Hellegers

Peter Hellegers, City Planner

NARRATIVE:

Requesting to have the
ROBERT BROWN III CAR & motorcycle
show AT the Fleming Field Airport
ON Sept 13th 2016 from
8AM TO 5:00 PM would like
to have for 3 years.

IT WAS A huge SUCCESS last year.
everyone had A GREAT TIME.

Jan A Blake

MASTER TRANSMISSION

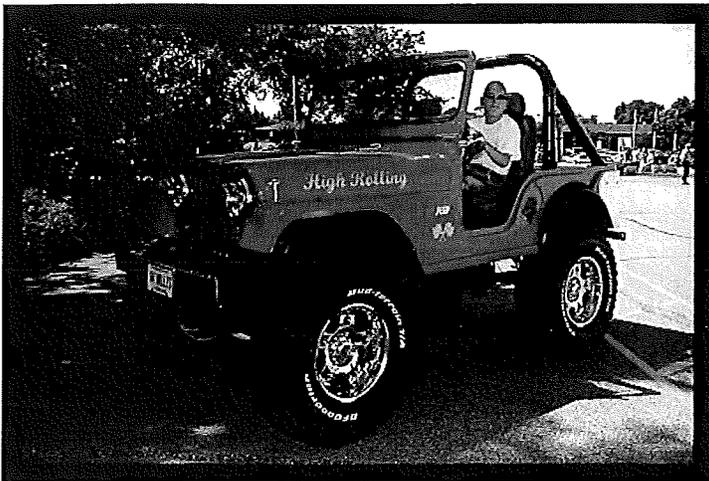
Rosemount, MN ~ 651.423.4221

Proudly Sponsors

THE 3RD ANNUAL ROBERT BROWN III MEMORIAL CAR & MOTORCYCLE SHOW SWAP MEET & SILENT AUCTION



C2



**ALL PROCEEDS TO BENEFIT THE
RONALD MCDONALD HOUSE
AT GILLETTE HOSPITAL**

**Date: Sunday, September 11, 2016
Location: Fleming Field Airport
1725 Henry Ave.
South St. Paul, MN
Time: 11am to 3pm**

Featuring the:



**Cars ~ Top 20 Trophies
Motorcycles ~ Top 5 Trophies
Best of Show Car & Motorcycle
\$10.00 Donation
Dash Plaques 1st 250 Vehicles**

**Live Music by:
The Johnny "No Cash" Band**

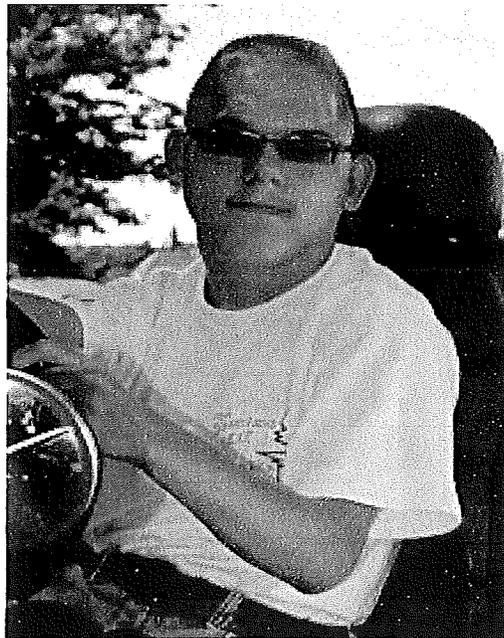
RAIN OR SHINE!!!!



Questions & Donations contact Les at: 651.402.6004

Proposal to the City of South St. Paul for:

**2nd Annual
Robert Brown III Memorial
Car & Motorcycle Show
Swap Meet & Silent Auction**



**Date: September 13, 2015
Location: Fleming Field
Time: 11am to 3pm**

Introduction

The Robert Brown III Memorial is organizing a car / motorcycle show, swap meet and silent auction to raise money for the Gillette Hospital Ronald McDonald house. Robert was a huge car and motorcycle enthusiast and this event means a great deal to his family. The 2014 event in his honor brought more than 400 cars and motorcycles and raised over \$10k for the Ronald McDonald House. The event is organized and put on completely by volunteers and all proceeds will benefit the Ronald McDonald house.

Location

We propose to host the event at the Fleming Field CAF Hangar and aircraft deck. With the expected amount of people, this site is easily accessible and provides enough space for each of the activities.

Partnership

The Robert Brown III Memorial committee has already been discussing the event with the Twin Cities chapter of the Commemorative Air Force (CAF). With this partnership, there will be great exposure to the CAF. The partnership will also help in sharing costs for the restrooms and garbage removal.

Advertising

The event will be advertised on social media, the internet, word of mouth, flyers passed out at cars shows preceding ours and hopefully on the radio. Last year we were lucky enough to get KQRS to advertise the event. Advertising will also be done by the Minnesota Street Rod Association as they have announced that the Robert Brown III car and motorcycle show will be a voting event for their car of the year.

Registration

FILL IN HERE.

Parking

Upon arrival, we will require the registered car show cars to check in at the gate. There will be numerous volunteers that will ensure the show cars are parked in the correct area. Cars will be parked so that the doors may open without hitting another car. There will be room behind vehicles for chairs and other personal items. We will work closely with the CAF to make sure we are following Fleming Field guidelines. Spectator parking will be provided as well and will be located outside of the ramp area. Volunteers will be directing traffic to make sure people park in the correct areas to try and prevent traffic delays.

Food Service

We plan to invite local food trucks to the event, depending on who is available. With the CAF partnership, food trucks are able to set up near the hangar for electrical service.

Washroom and Waste Facilities

There are numerous restroom facilities located near the hangar, as well as trash bins located throughout the ramp. We are collaborating with CAF to ensure that we have adequate restrooms, trash bins and recycling for the show. The CAF is allowing us to use their waste facility services for this event. The CAF has a dumpster that will be empty for the car show and dance as well as numerous trash bins that will be placed throughout the show grounds. Volunteers will be making sure all garbage is picked up and put in the dumpster.

Entertainment and Noise Ordinance

The event is planning to hire a band. We plan to have a small area set up near the CAF hangar. We will work with the CAF and Fleming Field concerning City Ordinances regarding noise and speaker placement.

Setup/ Cleanup

We would like to start set up on Saturday evening before the Sunday car show with access to the ramp and hangar around 8am the day of the event. Registration will begin at 9am and the show will start at 11am. We will ask vendors to take down signage, clean their vendor area and leave by 4pm. We will also ask the public and show vehicles to leave by 5pm.

Safety Plan

Date: 9/13/2015

Start time: 8:00am

End time: 5:00pm

Venue: Fleming Field

Communications: Event coordinators will communicate with event volunteers in person before the event and during setup as well as during the event as needed. We will discuss our safety plan and layout. Event coordinators will be available by cell phone or radio throughout the event. Announcements and signs will be posted throughout the event pertaining to the schedule and safety information. Announcements will also be made via sound system.

Command and Control: Les Blake 651-402-6004

Responsibility of Individual Agencies / Groups:**Parking/Traffic Control: Cavin**

Cavin will supervise 9 to 12 volunteers that will direct vehicles on the ramp and make sure they are parked in the correct areas. Volunteers will be identifiable by Robert Brown III staff shirts. They will communicate via cell phone.

Ramp/Aircraft Safety: Mike Peterson

Mike will ensure attendees behave in a safe manner around the aircrafts. There will also be Fleming Field staff and CAF staff on hand to make sure the aircraft is secure and attendees behave in a safe manner.

Hangar Safety/Crowd Control: Steve Ingram

Steve, along with a Fleming Field staff member and members of CAF will ensure crowd order is maintained within the designated show field and hangar area. We will have 2 Robert Brown III volunteers available as floaters as well.

All Volunteers:

All volunteers will be briefed on standard information (restroom locations, emergency exits, fire extinguishers, etc.) and will be identified by a Robert Brown III staff shirt or CAF logo shirt. All volunteers will also be briefed on how and who to contact in case of an incident/emergency. All volunteers will assist in preventing unauthorized access to secured areas, and will actively work to keep any noise to a minimum.



Safety Resources:

Fire extinguishers, hand held/portable radios, cell phones, first aid kits, security barriers, signs.

Event Signage:

Signage will be ready before hand and taken down by 5pm.

Lost/Found Persons:

In the event of lost and found persons, volunteers will be directed to notify event coordinators. Coordinators will assign a hold location and make an announcement over the PA system.

Lost/Found Property:

We will have a lost and found bin stationed in a main area of the event. If items are not claimed during the event, the items will be held at the Commemorative Air Force to be picked up on Wednesdays and Saturdays.

Evacuation Plan:

1. Event coordinators will make the decision to evacuate. Police officers will be consulted/called.
2. Event coordinators will be in charge and will brief/call the staff via cell phone or radios.
3. Event coordinators will be responsible to make sure all attendees have exited the building. Safety office and ramp safety will direct people to evacuation area.
4. Public will be directed to the posted emergency exits.
5. For a fire, the public will be evacuated to the grass area west of the hangar.
6. For severe weather emergency, the public will be instructed to stay inside the hangar.
7. All other emergencies will be handled as necessary.
8. Event coordinators will inform the emergency services.
9. Event coordinators and police officers will direct emergency services when they arrive.

Traffic Management Plan:

TBD

First Aid Services:

First aid tent will be located near the dining area. It will be accessible for ambulances through the normal entrance.

Media:

If there were an incident at the event that attracted media interest, the event managers, a member from the CAF or legal counsel would speak to the media.

Impact on the Neighborhood:

The show should have minimal impact to the neighborhood and local residents in the following ways:

1. The car show is during the day from 8am-5pm and organizers will work within city ordinances.
2. Volunteers will help with parking location and direction for both spectators and show cars.
3. To reduce traffic and traffic noise, we will include directions to the airport coming to and from Concord, Dawn Ave, Crossman Lane and 61st Ave.
4. By using those streets, we would both minimize impact to residential areas and be able to direct parking/traffic from airport road will before people arrive at the show field entrance.
5. We will work closely with the CAF to make sure we have adequate crowd control as well as following the City of South St. Paul noise ordinances.

Contact:

Please contact any of the following event coordinators with any questions:

1. Les Blake- 651.402.6004
2. Bopper- 269.2977
3. Cavin- 245.9728

Traffic Control Map:

TBD

Insurance:

Documentation to come at a later date.

Planning Commission Meeting Date: Wednesday, April 13, 2016	 City of South St. Paul Planning Commission Report	PC Agenda Item: 4.C
---	---	-----------------------------------

Project Name:	Commemorative Air Force IUP – Fleming Field Airport	
Site Address:	310 Airport Road	PID: 361113000011
Applicant:	Commemorative Air Force	
Request:	Consider the request for an IUP to host the beer garden for the Robert Brown III Car Show	
Proceeding:	Public Hearing / Planning Commission Recommendation	
Tentative City Council Meeting Date:	April 18, 2016	
Deadline:	May 1, 2016 <small>*The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.</small>	
Exhibits:	A. Location map B. Correspondence from neighboring property owners — (none) C. Materials submitted by the applicant	

BACKGROUND

The Commemorative Air Force (CAF) is requesting the IUP to host the beer garden for the Robert Brown III Car Show (which does not fall under their existing IUP for 2 hangar dances). The Robert Brown III Car Show which is on Sunday, September 11, 2016 from 11 am to 3 pm. The CAF's IUP allows them up to 2 hangar dances per year but did not account for additional events on that property. The proposed use would primarily use the "ramp" area of the airport with the CAF hosting the beer garden portion of the events.

Subject Property Site Data	
Future Land Use Plan	Airport
Existing Land Use	Airport
Zoning	I: Industrial
Property Size	14.23 acres (619,859 square feet) - terminal parcel and ramp area
Topography	Flat

EVALUATION OF THE REQUEST

A. INTERIM USE PERMIT

Following are standards from the City's Zoning Code that apply to specifically to Interim Use Permits.

U:\City Planner\Planning Cases\2016\04-13-16 PC Report - CAF Beer Garden for Car Show IUP.docx

1. Interim Use Permit Findings

The applicant is seeking an Interim Use Permit (IUP) to host the beer gardens for the car show which would run from approximately 11 am to 3 pm on September 11, 2016. City Code Section 118-41, states that the City Council may grant an interim use permit for the interim use of property, if the following criteria can be met:

Interim Use Permit Criteria:

- ✓ *The use conforms to the zoning regulations.*
- ✓ *The date or event that will terminate the use can be identified with certainty.*
- ✓ *Permits for the use will not impose additional costs on the City, if it is deemed necessary for the City to take the property in the future; and.*
- ✓ *The user agrees in writing to any conditions that the City Council deems appropriate for permission of the interim use.*

City staff has determined that the proposed interim use would meet the criteria. First, the proposed use as a special event would be allowed in the Industrial zoning district and the airport has hosted several such events. Second, the use will terminate after September 11, 2016. Third, the permit would not impose additional costs should it be necessary to acquire the property, as the City already owns the property. Finally, the conditions are listed in staff's recommendation and would be incorporated into the resolution to approve the Interim Use Permit.

ALTERNATIVES

The Planning Commission has the following actions available on the proposed application:

A. **Approval.** If the Planning Commission finds the application to be acceptable, the following action should be recommended for approval:

- Approval of the **Interim Use Permit** to host the beer garden for two events at the South St. Paul Fleming Field Airport subject to the following conditions:

1) **Compliance with Plans/Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

- | | |
|---|------------------|
| a) Application / Proposal (CAF) | dated 03/03/2016 |
| b) Event Site Map (Robert Brown III Car Show) | dated 03/03/2016 |

2) **Lease Required.** The applicant shall be required to have a lease with the City of South St. Paul for the use of the property.

3) **Sales/Display Limited to the Designated Area.** No selling or display shall occur outside of the designated areas.

4) **Applicant Responsible for Clean-up.** The applicant shall be responsible for all clean-up activities.

- 5) **License Required.** The applicant must also obtain a temporary liquor license through the City.
- 6) **Noise.** The applicant and event bands, DJ, vendors, exhibitors, and food vendors shall comply with all City regulations regarding noise levels and shall make reasonable efforts to minimize loud noises that may impact the nearby residential areas. Speakers and noise emitting equipment shall be directed away from residential properties.
- 7) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
- 8) **Term of the Interim Use Permit.** The term of the Interim Use Permit shall be from 11 am through 3 pm on September 11, 2016. Additional time for set-up before the event and clean-up after the event is subject to the approval of the Airport Manager.
- 9) **Termination of the Interim Use Permit.** The violation of a condition of approval shall terminate the Interim Use Permit.

B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.

STAFF ANALYSIS

Staff has reviewed the proposal and believes that the proposed 1-day event can reasonably be administered through the IUP process. The applicant has shown that they will take measures to minimize the potential for nuisances on nearby residential properties.

STAFF RECOMMENDATION

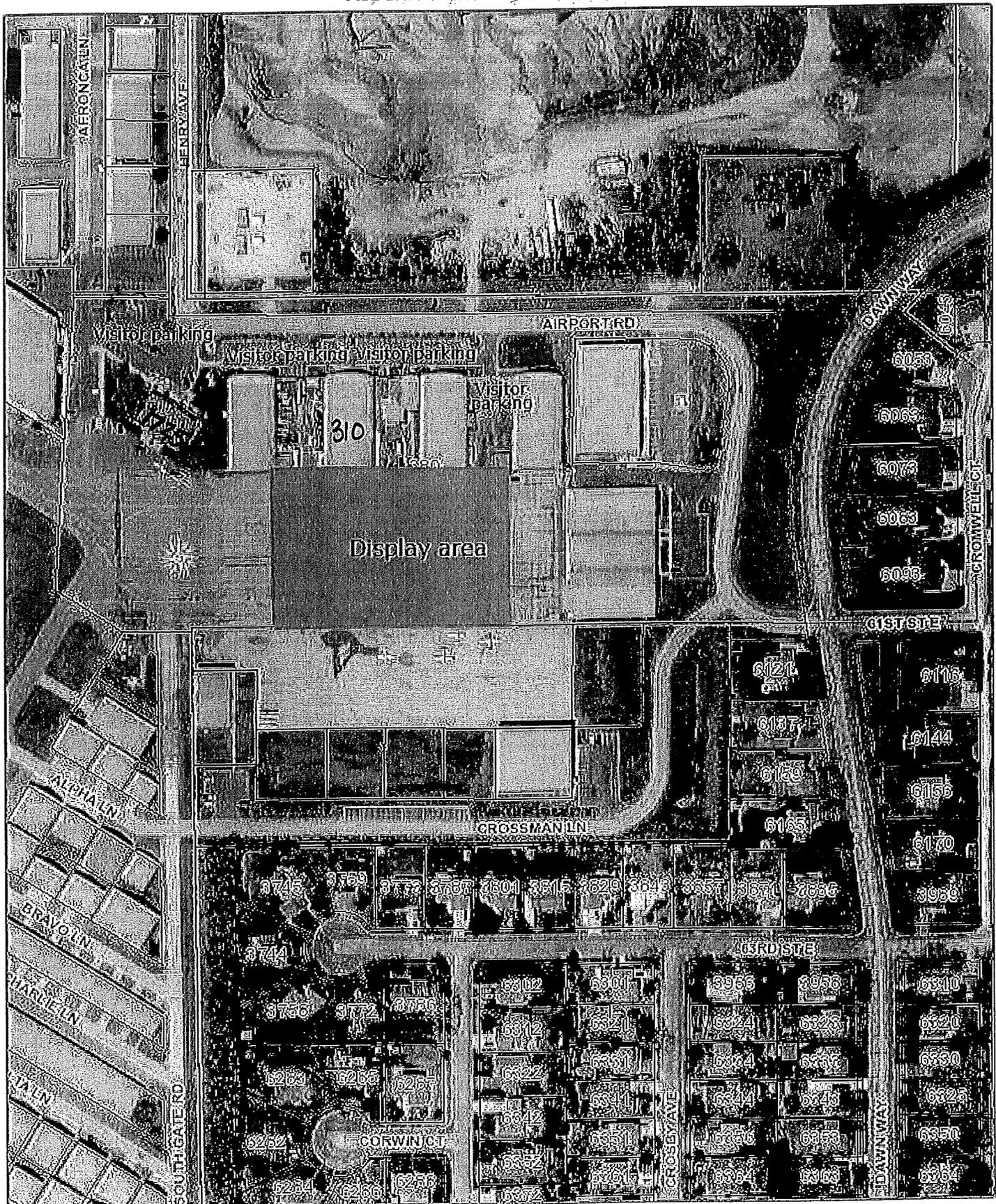
Staff recommends **approval** of the proposed car show Interim Use Permit, subject to the conditions listed in this report.

Respectfully Submitted,

Peter Hellegers

Peter Hellegers, City Planner

Robert Brown III Car Show IUP



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification. Dakota County assumes no legal responsibility for the information contained in this data.

Map Scale
 1 inch = 226 feet
 4/21/2015

COMMEMORATIVE AIR FORCE MINNESOTA WING



310 Airport Road ☎ Hangar 3, Fleming Field ☎ South Saint Paul, MN 55075
Phone: 651-455-6942 ☎ Fax: 651-455-2160 ☎ www.cafmn.org

March 1, 2016

Peter,

Attached is a request for an IUP for the Robert Brown Car Show for September 11, 2016. The car show is being held at Fleming Field in South Saint Paul. The Commemorative Air Force Minnesota Wing has been asked to host the beer garden for the show. We have included the beer garden tent layout for your reference. We would like to host the beer garden in conjunction with their car show. A separate permit has been submitted for the liquor license.

Please call me with any questions.

Best Regards,

Amy Lauria
Event Coordinator
CAF MN Wing
651-373-1185
Amy.lauria@cafmn.org



COMMEMORATIVE
SERVICE

STRONG BEER LAYOUT

Emergency Exit

Hangar #2

Emergency Exit

CAF Hangar
Hangar #3

All doors will be
open during the
dance

Hangar Door

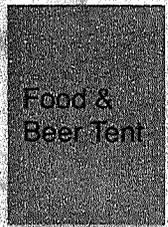
Motor Pool
Building

Motor Pool
Building

Hangar #4

Emergency Exit

Porta Potty



Food &
Beer Tent

-  Beer Tent
- Alcohol will be served here to people 21 and over
 - Patrons will be carded and receive a stamp on hand from designated CAF personnel. (21 years of age or older)

Temporary Fencing →

↑
I.D. Checkpoint/Security

C2

Planning Commission Meeting Date: Wednesday, April 13, 2016	 City of South St. Paul Planning Commission Report	PC Agenda Item: 4.D
---	--	-----------------------------------

Project Name:	Wallace Electric Variance and CUP	
Site Address:	218 13 th Avenue South	PID: 368390010071
Applicant:	Wallace Electric; Peder Wallace	
Request:	Consider the request for a Conditional Use Permit and a Variance for a detached garage building.	
Proceeding:	Public Hearing / Planning Commission Recommendation	
Tentative City Council Meeting Date:	April 18, 2016	
Deadline:	May 5, 2016* <small>*The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.</small>	
Exhibits:	A. Location Map, previous approvals B. Correspondence from neighboring property owners (None) C. Materials submitted by the applicant	

BACKGROUND

Wallace Properties is currently requesting a Conditional Use Permit and variances to allow for the construction of a detached garage and exterior parking lot area. Previously Wallace Properties purchased the lot at 224 13th Avenue South and received approval to combine the parcel with the property at 218 13th Avenue South through Resolution 2011-43 on March 21, 2011. At the time of the proposal Wallace included some notations about a proposal for a detached garage on the new property but the conditions of approval included that a separate site plan approval process was required for the proposed garage building. Wallace Properties returned later that year with a different proposal for a 3,800 square foot building addition with attached two sections of attached garage space and two exterior parking spaces off of 13th Avenue, the variances for the addition were approved on September 19, 2011. In August of 2012 the applicant returned to the City and proposed that the front section of the garage addition would instead be retail/office space and only the rear portion of the addition would be garage space. The current proposal is similar to the original proposal for a detached garage and would follow the same 5-foot side building setback as approved through the 2012 variance.

Surrounding Area			
Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Commercial	C-1: Retail Business	Commercial (Wong's)
South	Commercial	C-1: Retail Business	Detached Single Family Residential
East	Commercial	C-1: Retail Business	Commercial (Southview Shopping Center)
West	Low Density Residential	R-2: Single and Two-Family Residence	Detached Single Family Residential

Subject Property Site Data	
Future Land Use Plan	Commercial
Existing Land Use	Commercial (old Neighbors, Inc. building)
Zoning	C-1: Retail Business
Property Size	.34 acres (14,924 Total square feet)
Topography	Front – flat, sloping upward from 13 th Avenue going west to the alley

ZONING SUMMARY:

Bulk Requirements	Required	Existing	Proposed
Setbacks:			
Front yard	40 ft. from centerline / block avg.	24 ft	46 ft
Side yard (south)	10 ft.	41 ft	5 ft.
Rear yard	10 ft.	24 ft	10 ft.
Building Height: (access. bldg.)	16 ft Max floor to peak	N/A	18 ft floor to peak
Site Design	Required	Existing	Proposed
Parking Standards:			
Parking stalls	N/A	12	21
Accessible parking stalls	1	0*	0*
Exterior Building Materials:			
Other Critical Zoning Items			
Floodplain		No	
Shoreland		No	
MNRRRA		No	
Utility easements		No	

*ADA accessible parking spaces need to be striped and signed and include the required access aisle space. One space is required for parking with 25 spaces or less, 26 or more would require 2 accessible spaces.

EVALUATION OF THE REQUEST

A. VARIANCE / CONDITIONAL USE PERMIT

Following are standards from the City's Zoning Code that apply to specifically to the application.

1. Zoning / Land Use

The property is zoned C-1: Retail Business District. The C-1 District allows offices and retail service spaces as permitted uses in the district. The garage use would be considered an accessory use on the property and the only vehicular access to the garage would come from 13th Avenue.

2. Exterior materials

The dominant building material is cement board ("Hardieboard") siding. There is some variation in the pattern of the cement board siding for the south side of the building where it faces the residential property and there is inclusion of brick veneer on the front of the building to match the existing structure. While the C-1 district does not use the same architectural standards as the GB and I zoning districts the Planning Commission may want to discuss these materials. It would make sense to require additional brick on the 13th Avenue side to match the principal building and arguably there should be more brick on the south side as well. However, since that side abuts residential property in close proximity it may give the feel of walling off that side too much so having siding with 2 different patterns may be preferable there. The rear side of the garage would be all siding which would make it blend in with the other residential garages that are off of that alley.

3. Parking/Parking Surfaces

The City Code states that parking surfaces be paved and include curbing. The parking in front of the existing building is concrete but without curbing and requires backing up onto 13th Avenue. The proposed parking spaces in front of the garage are turned to face the side which allow access to the garage and also would have parking spaces operate in a more typical fashion. Privacy fencing consisting of wood, PVC, or composite fencing to a minimum height of 3.5 feet should be installed along the south side of the parking spaces to provide adequate screening for the residential property to the south.

4. Correspondence from Neighboring Property Owners

Staff had not received any correspondence from neighboring property owners prior to the writing of this report.

5. Variances Proposed in the Application

The City's Zoning Code (Sec. 118-270) requires a side yard setback of 10 feet for commercial structures in the C-1 district. The application shows a side setback of 5 feet. Additionally, the application also shows parking spaces without the require parking setback (approximately 1 foot of space provided). The height of the garage and sidewall height of the garage also exceed the maximum height. The site does have an elevation change from the alley and as shown the sidewalls would only be about 5 feet tall at the alley side of the property.

6. Variance Findings

In variance cases the City is required to make findings in regard to practical difficulties as used in connection with the granting of a variance as defined by State Statute 462.357, subd. 6 and in City Code Section 118-39. The City must make the following findings in considering approval of a variance:

- a. *The variance is in harmony with the general purpose and intent of the ordinance*
- b. *The terms of the variance are consistent with the Comprehensive Plan, and*
- c. *The applicant for the variance establishes that there are practical difficulties in complying with the ordinance. (Economic considerations alone do not constitute practical difficulties). Practical difficulties as used in connection with the granting of a variance means that:*
 - i. *The property owner proposes to utilize the property in a reasonable manner.*
 - ii. *The plight of the property owner is due to circumstances unique to the property that were not created by the property owner, and*
 - iii. *The variance will not alter the essential character of the neighborhood.*

Staff has reviewed the proposal and determined that the use conforms to the general purpose of the Zoning Code and with conditions should not substantially diminish or impair property values, will not impede the normal and orderly development of property in the neighborhood, already has adequate utilities, and as an existing building has adequate ingress and egress.

7. Conditional Use Permit Findings:

The applicant is seeking as Conditional Use Permit (CUP) for a 30-foot by 64-foot accessory building/ garage on the property at 218 13th Avenue South. The Council may grant a Conditional Use Permit, if the following criteria can be met:

- ✓ *The proposed conditional use conforms to the general purpose and intent of the zoning code.*
- ✓ *The conditional use will not substantially diminish or impair property values within the neighborhood, and in consideration of this question the comparison of the use shall be with respect to uses that are permitted without a Conditional Use Permit in the district which the use is located.*

- ✓ *The conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district affected.*
- ✓ *Adequate utilities, access roads, streets, drainage, and other necessary facilities have been provided.*
- ✓ *Adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.*

Staff has reviewed the proposal and determined that the use conforms to the general purpose of the Zoning Code and with conditions should not substantially diminish or impair property values, will not impede the normal and orderly development of property in the neighborhood, already has adequate utilities, ingress and egress are not impacted.

ALTERNATIVES

The Planning Commission has the following actions available on the proposed application:

- A. **Approval.** If the Planning Commission has review the application and determined that the application is consistent with the Variance findings (see p. 4 of this report) and the Conditional Use Permit findings (see p.5 of this report), then staff would recommend the following conditions for a *recommendation* for approval:
- **(Step 1) Findings:** The Planning Commission would need to include findings (see the section above) that the proposed Conditional Use would not have an adverse impact on other properties and the general area or that potential impacts would be mitigated through specific conditions. Additionally the Commission would need to include findings for the Variances.
 - **(Step 2) Recommendation for Approval:** Approval of the **Conditional Use Permit** an accessory building over 200 square feet and **Variances** of 2 feet for garage height, 2 feet for sidewall height on the garage, 5 feet for the side yard setback, and 9 feet for parking setback for the property located at 218 13th Avenue South, subject to the following conditions:
 - 1) **Compliance with Plan Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

a) Application / Narrative (Wallace Properties)	dated 03/07/2016
b) Site Plan (Wallace Properties)	dated 03/07/2016
c) Exterior Elevations (Wallace Properties)	dated 03/07/2016
 - 2) **Building Permits Required.** Building permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal.

- 3) **Parking and ADA Accessible Parking.** The applicant shall stripe the parking spaces and shall sign and stripe the parking lot to provide ADA accessible parking spaces at the building site.
- 4) **Revised South Side Architectural Elevation Plans and/or Landscaping Plans.** The applicant shall submit revised architectural and/or landscaping plans to break up the blank wall span along the south side of the property.
- 5) **Parking Lot Screening and Dumpster Screening.** The proposed surface parking area shall require privacy fence to a minimum height of 3 ½ feet to help screen the adjacent residential property from headlight glare. Dumpsters shall be screened in accordance with City Code, such screening is subject to the review and approval of the City Planner.
- 6) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
- 7) **Extinguishing Previous Variances.** The Variances approved by City Council Resolutions 2011-161 and 2012-140 for a building addition on the south side of the building were never substantially begun and have therefore terminated as per the conditions of approval for the variances.
- 8) **Termination of the Conditional Use Permit / Variances.** The Conditional Use Permit / Variance will terminate if improvements have not substantially begun within 1-year from the date of approval of the Conditional Use Permit / Variances. The violation of any condition of approval shall terminate the Conditional Use Permit / Variances.

B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.

- **Recommendation for Denial:** Denial of the proposed **Conditional Use Permit/Variance** for the property located at 218 13th Avenue South for the following reasons:

1) _____

STAFF RECOMMENDATION

Staff recommends **approval** of the proposed Conditional Use Permit/Variances for the property located at 218 13th Avenue South subject to the conditions listed in this report.

Respectfully Submitted,

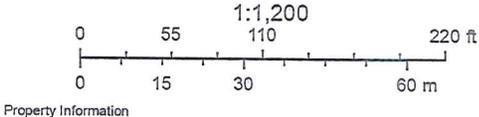
Peter Hellegers

Peter Hellegers, City Planner

218 13th Ave S



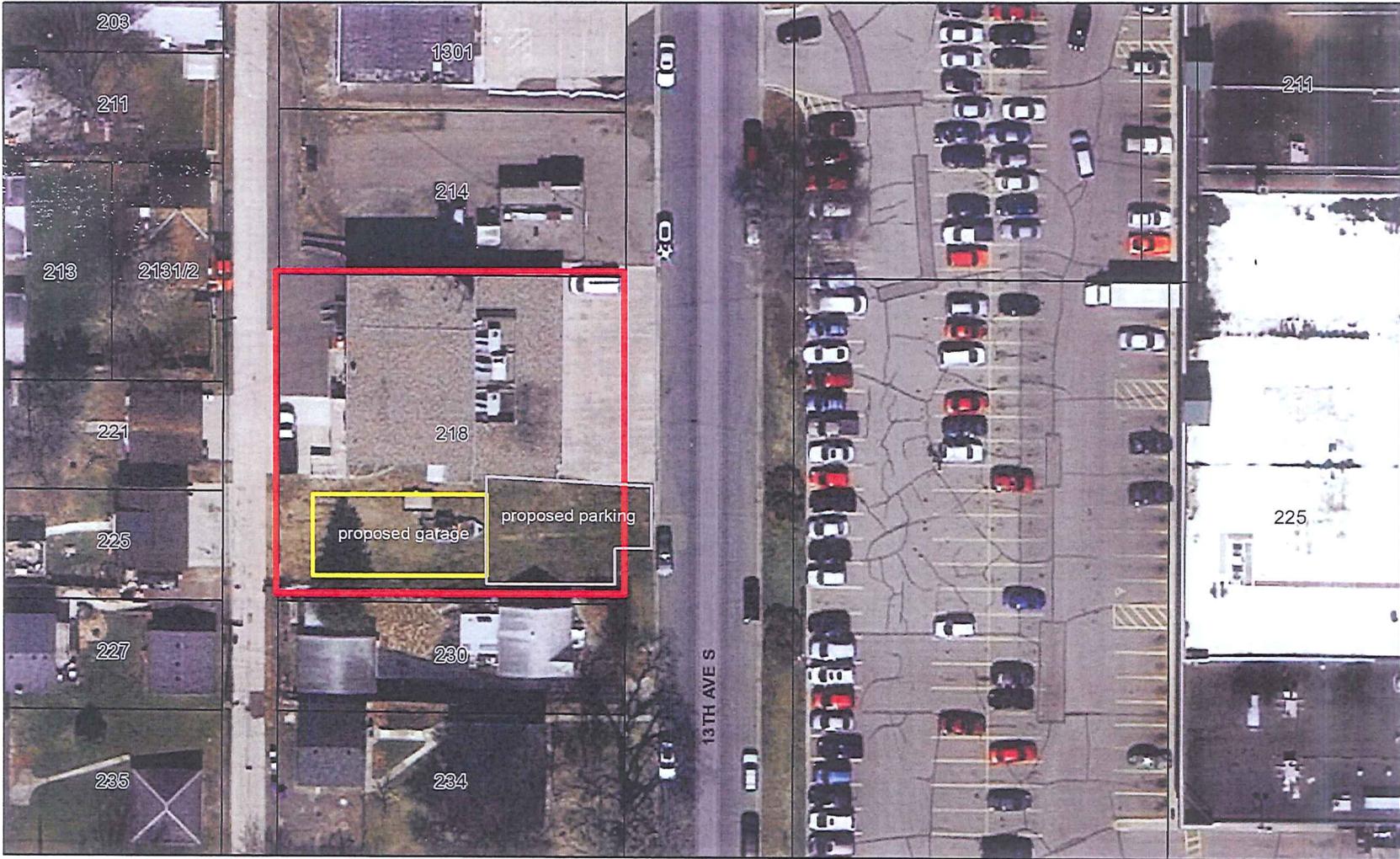
April 1, 2016



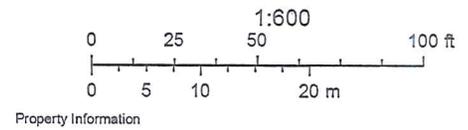
Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

A

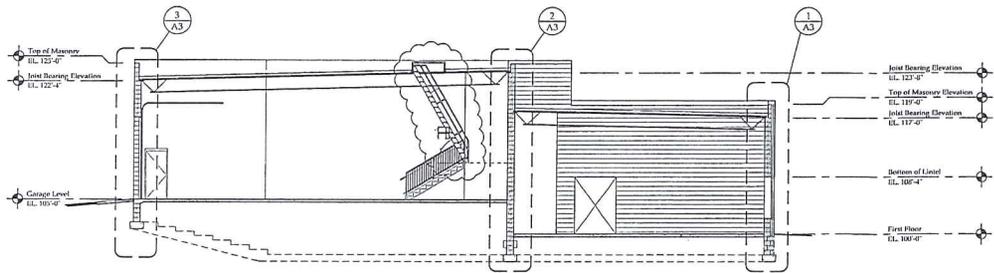
218 13th Ave S



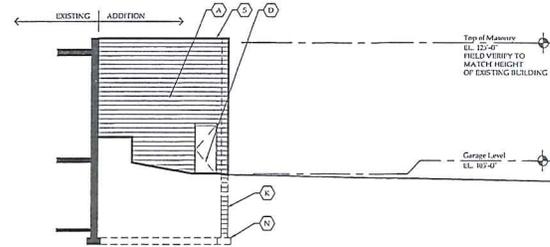
April 1, 2016



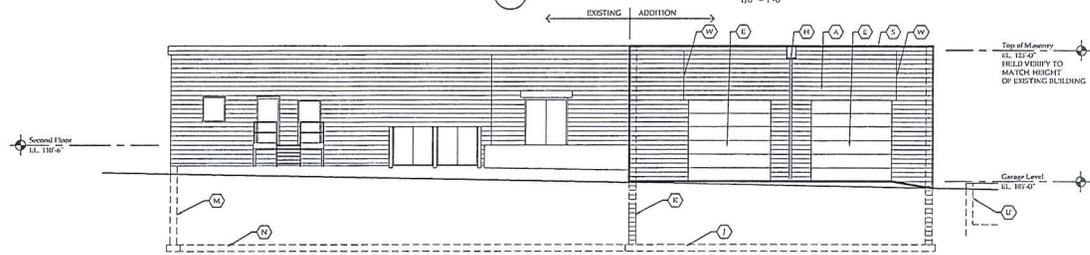
Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.



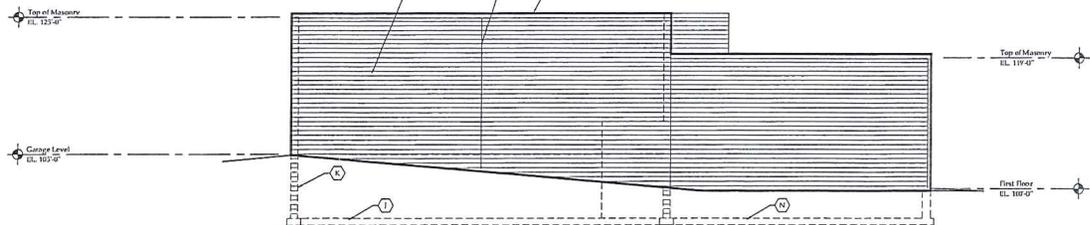
5 BUILDING SECTION
1/8" = 1'-0"



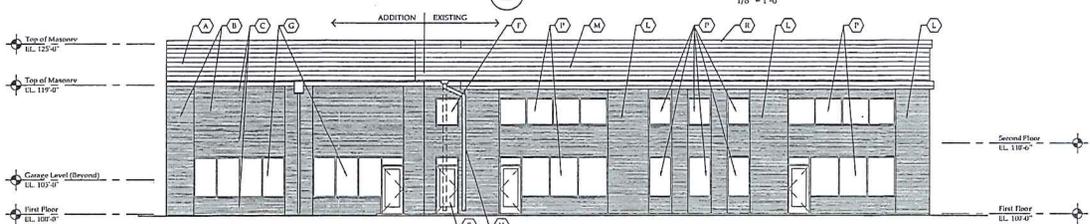
4 NORTH ELEVATION
1/8" = 1'-0"



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



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



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

Michael Mann Architects
7933 GRINNELL WAY
LAKEVILLE, MN 55044-9030
P (612) 247-5476
E mkm@mmarchitects.com

© 2012 Michael Mann Architects
All rights reserved.

This document is an instrument of service used in the project of Michael Mann Architects, and shall not be used or copied without prior written consent.

Consent
I have reviewed this plan, specification or report was prepared for me or under my direct supervision and that I am duly licensed Architect under the laws of the State of Minnesota.

Michael J. Mann Registration No. 21772

- Elevation Keynotes**
- (A) CONCRETE BLOCK - FINISH 'A'
 - (B) STANDARD BLOCK FINISH - PAINTED
 - (C) FACE BRICK - COLOR 'A'
 - (D) FACE BRICK - COLOR 'B'
 - (E) INSULATED HELLOW METAL DOOR & FRAME - PAINTED
 - (F) INSULATED PREFINISHED OVERHEAD DOOR
 - (G) NEW WINDOW UNIT - CLEAR ANODIZED ALUMINUM FRAMING SYSTEM W/ CLEAR INSULATED GLASS
 - (H) NEW STOREFRONT UNIT - CLEAR ANODIZED ALUMINUM FRAMING SYSTEM W/ CLEAR INSULATED GLASS
 - (I) PREFINISHED METAL SCUPPER & DOWNSPOUT
 - (J) CONCRETE STEP FOOTING - SEE STRUCTURAL
 - (K) CONCRETE BLOCK FOUND. WALL
 - (L) EXISTING BRICK FACADE TO REMAIN
 - (M) EXISTING CONC. BLOCK WALL
 - (N) EXISTING CONC. STEP FOOTING
 - (O) EXISTING ALUMINUM STOREFRONT TO REMAIN
 - (P) EXISTING PREFINISHED METAL COPING
 - (Q) NEW PREFINISHED METAL COPING
 - (R) NEW AWNING - FABRIC ON ALUMINUM FRAME
 - (S) EXISTING RETAINING WALL TO REMAIN
 - (T) EXISTING DOWNSPOUT TO BE RE-ROUTED TO BETWEEN DOORS
 - (U) CONTROL JOINT

Revised

- 1 City Comments 2012-06-05
- 2
- 3
- 4
- 5
- 6

Project Number
11153

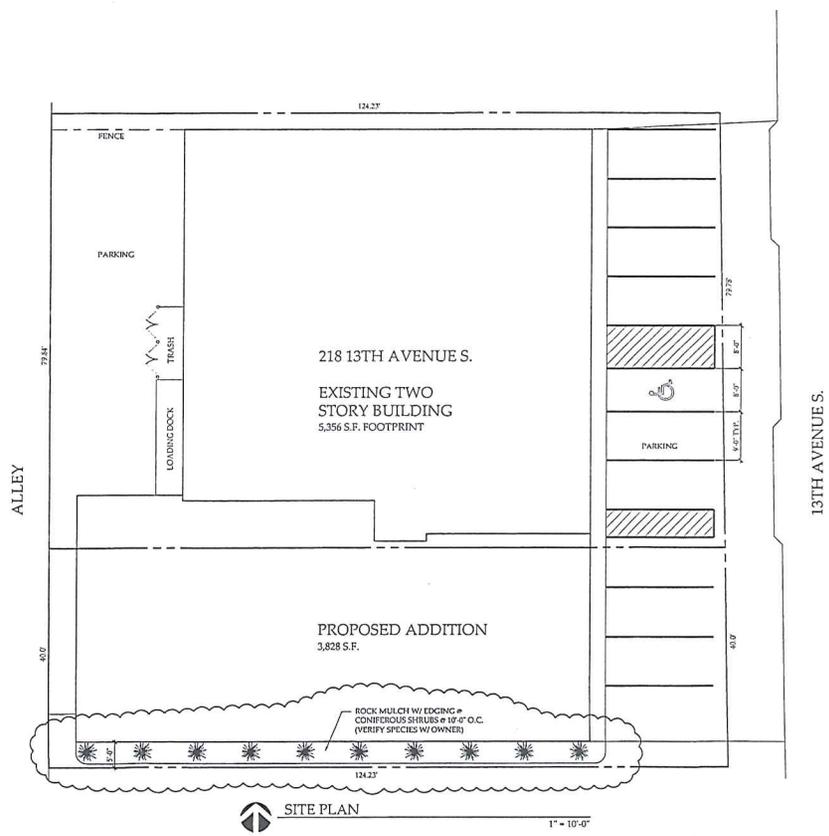
Date
4/18/2012 Issue for Permit

Project
Wallace Electric
218 13th Avenue South
S. St. Paul, Minnesota

Sheet Title
Exterior Elevations
Building Sections

Sheet Number
A2

2012 proposal A3



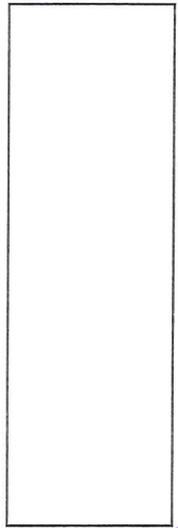
Michael Mann Architects
7233 CHINNELL WAY
LAKEVILLE, MN 55044-9060
P (612) 247-5405
E michaelmannarchitects.com

© 2012 Michael Mann Architects
All rights reserved.

This document is an instrument of
service and is the property of Michael Mann
Architects, and may not be used or
copied without prior written consent.

Consent:
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.

Michael J. Mann Registration No. 21772



Revisions
1 Added Landscaping 2012-04-30
2 City Comments 2012-06-05
3
4
5
6
Project Number 11153
Date 4/18/2012 Issue for Permit
Project Wallace Electric 218 13th Avenue South S. St. Paul, Minnesota
Sheet Title Site Plan
Sheet Number SP1

2012 Proposal A5

Ag

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NUMBER 2012-140

**RESOLUTION RELATED TO ZONING: APPROVING
VARIANCES FOR A BUILDING ADDITION AND RELATED PARKING
VARIANCES FOR THE PROPERTY LOCATED AT 218 13TH AVENUE SOUTH**

WHEREAS, the City Council approved variances for a 3,800 square foot building addition and related parking variances for the property located at 218-13th Avenue South; and legally described as:

A: Lot 5, 6, & 7, Block 10, Wharton and Miller's Addition to South St. Paul

WHEREAS, an application was received in July of 2012 from Wallace Electric to allow for a change in use of part of the building addition from the previously approved garage space to a lease space for office and retail uses which would require additional parking spaces under the City's zoning code; and

WHEREAS, the previous variance approval conditions from Resolution 2011-161 have been incorporated into this resolution so that the previous resolution may be extinguished and there would be one record of the variance approval; and

WHEREAS, the Planning Commission held a public hearing on the application at their August 1, 2012 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission took action to recommend approval of the Variances (6-0) at their August 1, 2012 meeting; and

WHEREAS, the City Council has considered the application, the recommendation of the Planning Commission and other evidence presented for consideration;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota as follows:

1. Facts. The facts found by the Planning Commission as stated in the Planner's report regarding this matter are hereby adopted and included herein by reference
2. Determination. The City Council determines that the proposed Variances will not be detrimental to the health, safety, or general welfare of the community, nor will it cause serious traffic congestion or hazards, nor will it seriously depreciate surrounding property values, and it is in harmony with the general purpose and intent of the Zoning Code. Additionally, the City Council determines that the applicant has

A7

proposed to utilize the property in a reasonable manner, that the plight of the applicant is due to circumstances unique to the property that were not created by the applicant, and the proposed Variances would not alter the essential character of the neighborhood.

3. Variances. A 5-foot side yard setback where a 10-foot setback is required, a 2-foot side yard setback (existing building) where a 10-foot setback is required, a variance expanding a nonconforming building, head-in parking with direct access from 13th Avenue, and a variance for the number of off-street parking spaces (19-space variance), for the property located at 218 13th Avenue South, South St. Paul, Dakota County, Minnesota, are hereby granted subject to the following conditions:

1) **Compliance with Plan Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

- a) Application/Narrative (Wallace Properties) dated 08/30/2011
- b) ~~Site Plan (Wallace Properties) dated 08/30/2011~~
- e) ~~Exterior Elevations (Wallace Properties) dated 08/30/2011~~
- d) Survey (Lot Surveys Company, Inc.) dated 03/08/2011
- e) Application / Narrative (Wallace Properties) dated 07/03/2012
- f) Site Plan (Wallace Properties) dated 07/03/2012
- g) Exterior Elevations (Wallace Properties) dated 07/03/2012

2) **Building Permits Required.** Building permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal.

3) **Extinguishing Previous Variances and Incorporation of Previous Conditions.** All prior Variances are extinguished in conjunction with the approval of this Variance approval and the conditions of approval from the Variances approved by City Council Resolution 2011-161 for a building addition are hereby incorporated into this Variance. The conditions are as follows:

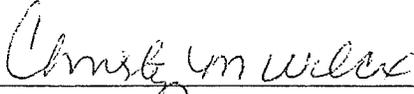
4) **Revised South Side Architectural Elevation Plans and/or Landscaping/Drainage Plans.** The applicant shall submit revised architectural and/or landscaping plans to break up the blank wall span along the south side of the property.

~~5) **Recording the Previously Approved Lot Combination.** The applicant must record the lot combination approved through Resolution 2011-43 with Dakota County before a building permit for the proposed addition may be issued.~~

AB

- 6) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
- 7) **Recording of the Variance.** The applicant shall have the Variance recorded at the Office of the Dakota County Recorder and shall provide the City with a copy of the recorded Variance.
- 8) **Termination of the Variance.** The variance will terminate if improvements have not substantially begun within 1-year from the date of approval of the variance. The violation of any condition of approval for the variance shall terminate the variance. The property must be continually operated for use specified in the Variance to remain valid. If the property is not used for the use listed in this Variance for a period of 1-year then the Variance shall terminate.

Adopted this 6th day of August 2012.



City Clerk

Established in 1962
LOT SURVEYS COMPANY, INC.
 LAND SURVEYORS
 REGISTERED UNDER THE LAWS OF STATE OF MINNESOTA

7691 73rd Avenue North
 Minneapolis, Minnesota 55423 (763) 569-3093
 Fax No. (763) 569-3522

Surveyors Certificate

SITE PLAN SURVEY FOR:
PEDER WALLACE

INVOICE NO. 79227 / 79646
 F.B.NO. 1053-21
 SCALE: 1" = 20'

- Denotes Found Iron Monument
- Denotes Iron Monument

x000.0 Denotes Existing Elevation

(Survey from 2011 proposal)

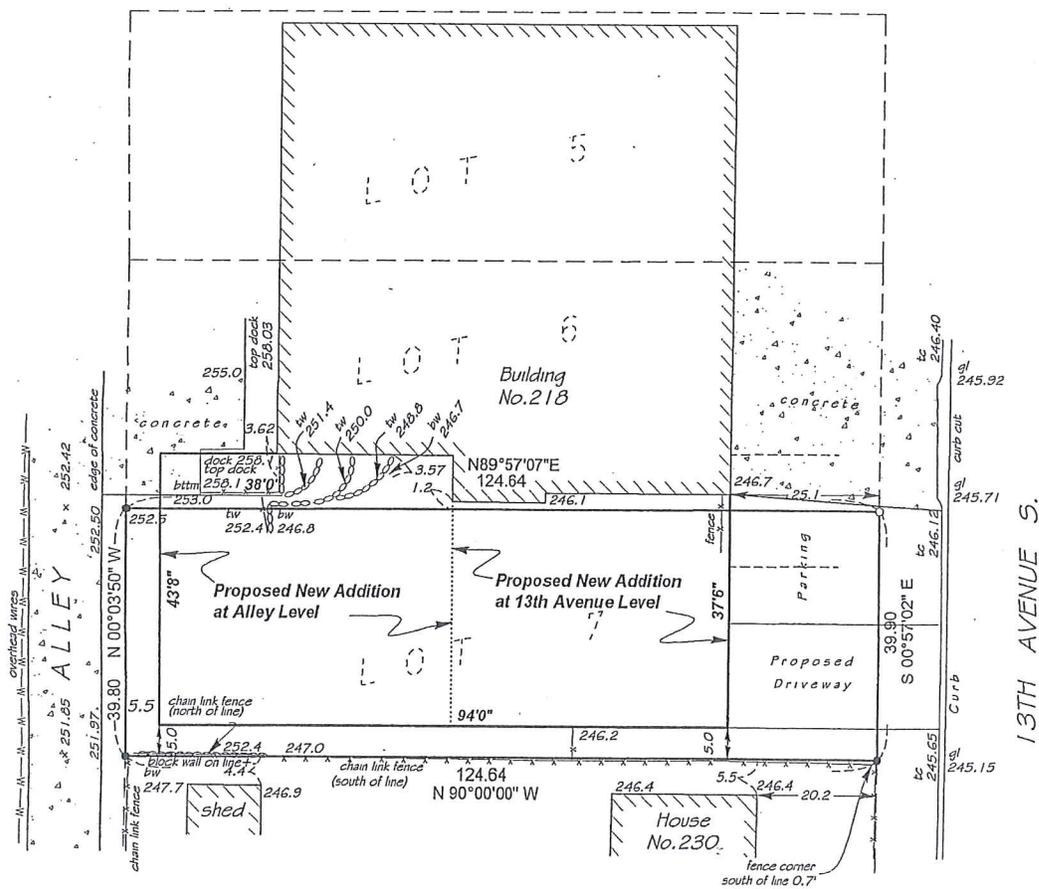
basis of bearings is assumed.

Property located in Section 28, Township 28, Range 22,
 Dakota County, Minnesota.

Property Address: 224 13th Avenue S, South St. Paul, MN

Benchmark: Top nut of hydrant located at the northwest
 corner of 13th Ave. S. & 3rd Street S.
 Elevation = 244.34 feet (City of South St. Paul datum)

Heavy snow cover at time of fieldwork.



Lot 7, Block 10, WHARTON AND MILLER'S ADDITION TO SOUTH ST. PAUL,
 Dakota County, Minnesota.

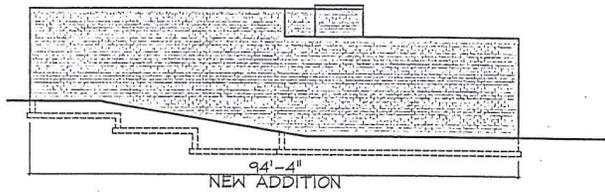
The only easements shown are from plats of record or information provided by client.
 I certify that this plan, specification, or report was prepared by
 me or under my direct supervision and that I am a duly Licensed
 Land Surveyor under the laws of the State of Minnesota.

Surveyed by us this 8th day of March 2011.

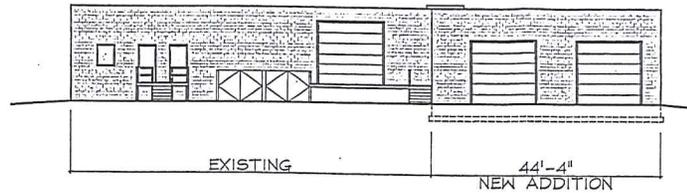
Rev	8-30-11 proposed Building Addition	Drawn By	DJB
		File Name	Wam-7-10fb105321inv79646proposed.dwg

Signed *[Signature]*
 Gregory R. Prasch, Minn. Reg. No. 24992
 RECEIVED
 SEP 07 2011

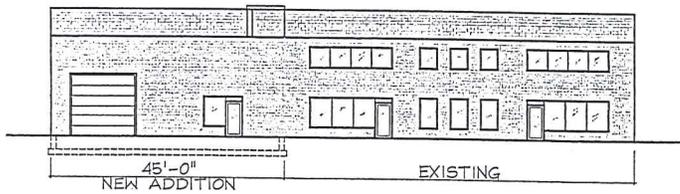
A10



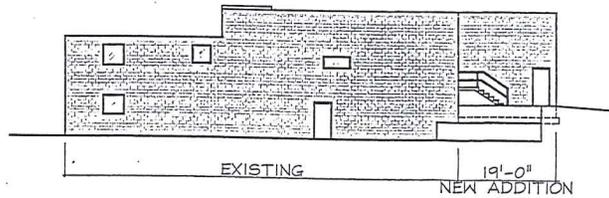
SOUTH ELEVATION



WEST ELEVATION - ALLEY



EAST ELEVATION - 13th AVE. SOUTH



NORTH ELEVATION

CONSULTANTS

WALLACE BUILDING
218 13TH AVE SOUTH
SOUTH ST. PAUL, MN

space:
store:
construction
type:
opening
date:

condition
number:

drawn:
reviewed:

- preliminary D/S/11
- final
- bidding
- permit
- revision

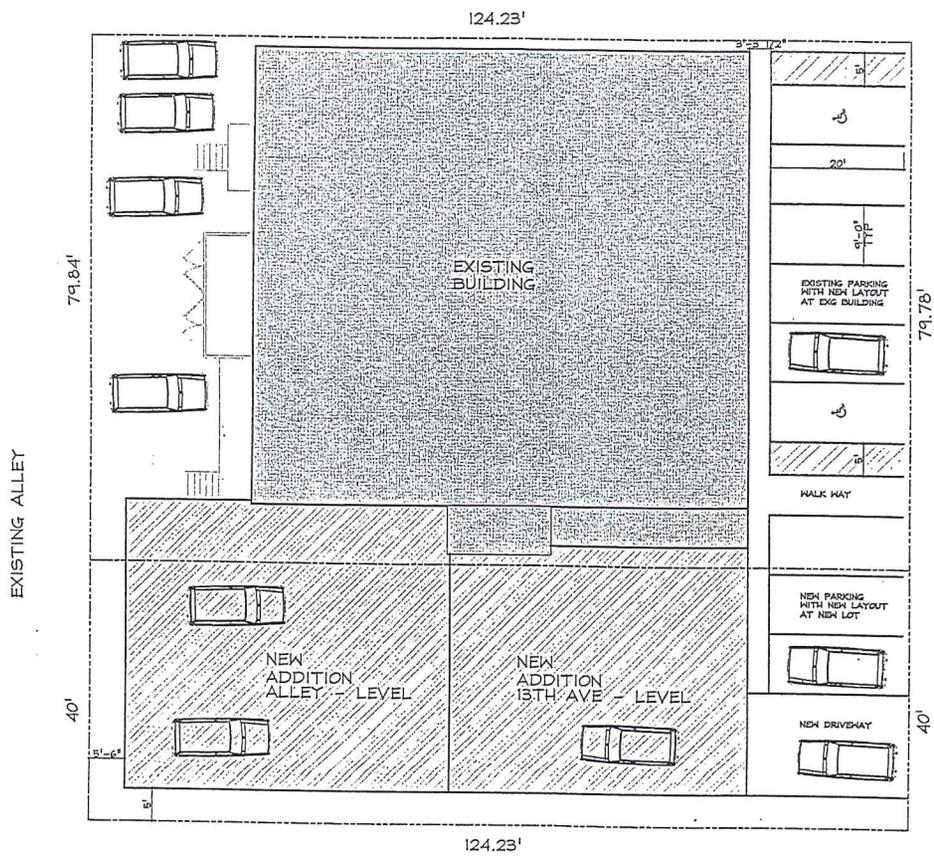
drawing title

EXTERIOR
ELEVATIONS

sheet number

2 OF 2

(2011 proposal)



SITE PLAN

CONSULTANTS

HALLACE BUILDING
218 15TH AVE SOUTH
SOUTH ST. PAUL, MN

- apoc:
- atroc:
- construction type:
- opening size:
- conclusion:
- notes:
- reference:
- primary 0/0/11
- end
- holding
- perm.
- release

drawing title
SITE PLAN

sheet number
1 OF 2

(2011 proposal)

A11

Wallace Properties
218 13th Ave. S. Suite 200
South St. Paul, MN 55075

February 29, 2016

Wallace Properties is asking for a variance to construct a garage to the current property located at 218 13th Avenue S. With this variance, we are asking for a 5 foot side set back in lieu of the standard 10 ft side set back on the South side of the proposed garage and a 3' backside set back on the west side alley portion to match the residential setback code for alleys.

We would experience several hardships without this variance. Some of these include:

** Service vehicles and delivery indoor parking would be very difficult if not impossible without this extra 5 feet of indoor clearance for turning radius.

** The current elevation of the property we are using for the garage has an 8 foot elevation change from front to back thus it is a very difficult structure to fit on this property for parking purposes.

** If this variance is granted, it will not change the nature of the locality. This is all commercial property with a single family residence on the south side. The height of the new garage is no taller than the existing structure. Therefore, giving the same appearance of the current structure.

***The reason we are adding a garage is to add off-street indoor parking to free up or lessen the street parking needed by employees. Also, due to the harsh winter elements, we need additional covered storage for our tools and equipment.

***The addition is approximately 1980 square feet (66 ft x 30 ft). Construction will consist of block wall construction on three walls stepped down. Then stick framing for remainder of the garage. The front of the building (facing 13th Avenue) will be finished with brick veneer to match the existing building and cement lap siding on 3 sides. .

*** Landscaping will consist of shrubs or mulch located on the south wall of the building and will be discussed with the adjacent home owner to ensure their approval of all landscaping. There will also be a privacy fence from the SE corner of the building toward the street to deter any vehicle headlights infringing on neighbors home.

*** Parking area will be constructed of concrete to match the existing layout for the current building.

*** There are no current plans for any added signage needed on the new building addition. There is currently signage on the current building.

Sincerely,



Peder Wallace/President

C₂

Wallace Electrical Construction, Inc.

218 13th Street S. Suite 200
South St. Paul, MN 55075
Phone: 651-458-3476
Fax: 651-451-8839

Wallace Electrical Construction is an electrical contracting company that specializes in temperature controls. We currently employ 20 employees and carry closer to 30 during the summer months. Our electricians often stop by the shop to pick up materials and currently we need to use the alley for all loading and unloading. The new garage would be accessible from 13th Avenue and would reduce congestion in the alleyway. We also have several vehicles and materials that we would like to be able to house in a covered garage.

Wallace Properties has renovated the property at 218 13th Avenue S. and has made it attractive to commercial renters. This is great for the city of SSP but we do need additional off street parking to accommodate all the employees and customers needing access to the building.

The building is usually occupied from 7:30-5:30 Monday through Friday.

We believe the additional garage and parking spaces will keep more vehicles off the street and it will be aesthetically pleasing since we intend to match the brick and elevation of the existing building.

Sincerely,



Peder Wallace
Vice President.

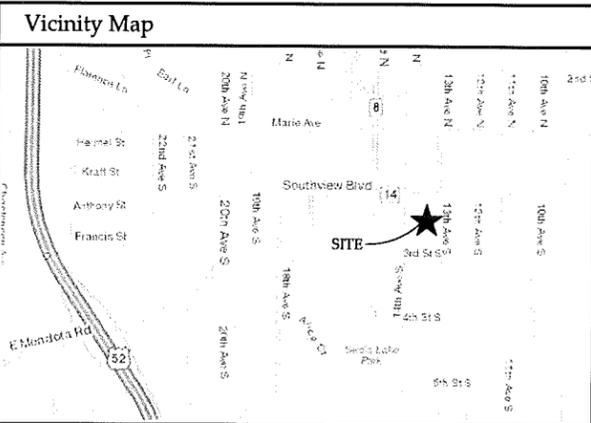
Abbreviations

ACT	ACOUSTICAL CEILING TILE	F.D.	FLOOR DRAIN	PNT.	PAINT
A.F.F.	ABOVE FINISHED FLOOR	F.S.	FLOOR SINK	PK.	PANEL
ADJ.	ADJUSTABLE	FLUR.	FLUORESCENT	PNL.	PARTITION
AGG.	AGGREGATE	FT.D.	FOOTING	P.T.D.	PAPER TOWEL DISPENSER
A/C	AIR CONDITIONING	FND.	FOUNDATION	PART.	PARTITION
ALUM.	ALUMINUM	FR.	FRAME	PED.	PEDESTRIAN
ALT.	ALTERNATE	FUT.	FUTURE	P.LAM.	PLASTIC LAMINATE
A.B.	ANCHOR BOLT	FL.	FLATE	PL.	PLUMBING
&	AND	GA.	GAUGE	PLBG.	PLUMBING
ANOD.	ANODIZED	GALV.	GALVANIZED	PLWD.	PLYWOOD
APPROX.	APPROXIMATE	G.C.	GENERAL CONTRACTOR	PT.	POINT
ARCH.	ARCHITECTURAL	GL.	GLASS	P.S.I.	POUNDS PER SQUARE INCH
#	AT	CL.BLK.	CLASS BLOCK	P.S.F.	POUNDS PER SQUARE FOOT
<	ANGLE	GLAZ.	GLAZING	P.C.	PRECAST
AUTO.	AUTOMATIC	G.R.	GRAB BAR	PREFIN.	PREFINISHED
BSMT.	BASEMENT	GR.	GRADE	Q.T.	QUARRY TILE
BM.	BEAM	GF.I.	GROUND FAULT INTERRUPTER	QTY.	QUANTITY
BGC.	BEARING	GVZ.	GYPSON WALL BOARD	RAD.	RADIUS
B.M.	BENCH MARK	GWB.	GYPSON WALL BOARD	R.W.L.	RAIN WATER LEADER
BIT.	BITUMINOUS	HDCP.	HANDICAPPED	RCP.	REFLECTED CEILING PLAN
BLKG.	BLOCKING	HDWR.	HARDWARE	REC.	RECEIVING
BD.	BOARD	HDR.	HEADER	REF.	REFERENCE
B.O.	BOTTOM OF	HTR.	HEATER	REIN.	REINFORCE(ING)
BTM.	BOTTOM	H.D.	HEAVY DUTY	REQ'D.	REQUIRED
BLDG.	BUILDING	HT.	HEIGHT	REV.	REVERSE
B.U.R.	BUILT UP ROOF	H.C.	HOLLOW CORE	R&S.	ROOF & SHELF
CAB.	CABINET	H.M.	HOLLOW METAL	R.D.	ROUGH DRAIN
C.I.P.	CAST IN PLACE	HORIZ.	HORIZONTAL	R.O.	ROUGH OPENING
C.B.	CATCH BASIN	H.B.	HOSE BIBS	RM.	ROOM
CPT.	CARPET	HR.	HOUR	SAN.	SANITARY
CLG.	CEILING	H.V.A.C.	HEATING, VENTILATING, & A/C	S.N.D.	SANITARY NAPKIN DISPENSER
CEM.	CEMENT	HYD.	HYDRANT	S.N.R.	SANITARY NAPKIN RECEPTACLE
CTR.	CENTER	H.P.	HIGH POINT	SECT.	SECTION
CER.	CERAMIC	IN.	INCH	SHT.	SHEET
C.T.	CERAMIC TILE	LD.	INSIDE DIAMETER	SIM.	SIMILAR
CHAN.	CHANNEL	INSUL.	INSULATION	S.D.	SOAP DISPENSER
C.L.R.	CLEAR	INT.	INTERIOR	SPEC.	SPECIFICATION
C.O.	CLEAN OUT	INV.	INVERT	SQ.	SQUARE
COL.	COLUMN	JAN.	JANITOR	S.F.	SQUARE FEET
COMM.	COMMUNICATION	JT.	JOINT	STD.	STANDARD
CONC.	CONCRETE	JST.	JOIST	STL.	STEEL
CMU.	CONCRETE MASONRY UNIT	KIT.	KITCHEN	STRUC.	STRUCTURAL
CONF.	CONFERENCE	K.O.	KNOCKOUT	SUSP.	SUSPENDED
CONST.	CONSTRUCTION	LAM.	LAMINATE	SW. BD.	SWITCH BOARD
CONT.	CONTINUOUS	LAV.	LAVATORY	TELE.	TELEPHONE
CONTR.	CONTRACTOR	LH.	LEFT HAND	TEMP.	TEMPERED
CJ.	CONTROL JOINT	LG.	LENGTH	THR.	THICKNESS
COORD.	COORDINATE	LT.	LIGHT	THRU.	THROUGH
CORR.	CORRIDOR	LG.	LINEAL FEET	T.P.H.	TOILET PAPER HOLDER
DEMO.	DEMOLITION	LOC.	LOCATION	T.P.D.	TOILET PAPER DISPENSER
DEPT.	DEPARTMENT	L.F.	LOW POINT	T.O.	TOP OF
DIAG.	DIAGONAL	LB.	POUND	T.C.	TOP OF CURB
DIAM.	DIAMETER	M.O.	MASONRY OPENING	T.E.B.	TOP OF FOOTING ELEVATION
DIM.	DIMENSION	MATL.	MATERIAL	T.O.S.	TOP OF STEEL
DISP.	DISPENSER	MEX.	MANUFACTURER	T.B.	TOWEL BAR
DN.	DOWN	M.H.	MANHOLE	T.S.	TUBE STEEL
DR.	DOOR	MAX.	MAXIMUM	TYP.	TYPICAL
D.S.	DOWNPOUT	MECH.	MECHANICAL	U/S.	UNDERSIDE
DWG.	DRAWING	MEMB.	MEMBRANE	U.H.	UNIT HEATER
EL.F.S.	EXT. INSUL. FINISH SYSTEM	MTD.	MOUNTED	UR.	URINAL
EA.	EACH	MTL.	METAL	V.B.	VAPOR BARRIER
BSMT.	BASEMENT	MISC.	MISCELLANEOUS	VERT.	VERTICAL
E.	EAST	MIN.	MINIMUM	VEST.	VESTIBULE
ELEC.	ELECTRIC	MLDG.	MOULDING	V.C.T.	VINYL COMPOSITION TILE
E.W.C.	ELECTRIC WATER COOLER	MULL.	MULLION	V.W.C.	VINYL WALL COVERING
EL.	ELEVATION	MAS.	MASONRY	V.W.F.	VINYL WALL FABRIC
ELEV.	ELEVATION	MEZZ.	MEZZANINE	WHSE.	WAREHOUSE
EQUIP.	EQUIPMENT	MT.	MOUNT	W.C.	WATER CLOSET
EQ.	EQUIPMENT	MULL.	MULLION	WH.	WATER HEATER
EXH.	EXHAUST	N.F.C.	NO FINISHED CEILING	W.F.	WATER PROOF(ING)
EXIST.	EXISTING	NOM.	NOMINAL	W.W.M.	WELDED WIRE MESH
EXP.	EXPANSION	N.A.	NOT APPLICABLE	W.M.B.	WHITE MARKER BOARD
EJ.	EXPANSION JOINT	N.C.	NOT IN CONTRACT	W.F.	WIDE FLANGE
EXT.	EXTERIOR	N.I.S.	NOT TO SCALE	WDW.	WINDOW
FT.	FEET	NO.	NUMBER	W/O.	WITHOUT
F.E.	FIRE EXTINGUISHER	O.C.	ON CENTER	WD.	WOOD
F.E.C.	FIRE EXTINGUISHER CABINET	OPNG.	OPENING		
FO.	FACE OF	OPP.	OPPOSITE		
F.F.E.	FINISHED FLOOR ELEVATION	O.A.	OVERALL		
FIN.	FINISH(ED)	O.D.	OVERFLOW DRAIN OR OUTSIDE DIAMETER		
F.H.	FIRE HYDRANT	O.F.S.	OVERFLOW SCUPPER		
F.T.	FIRE TREATED	O.H.	OVERHEAD		
FKT.	FIXTURE				
FL.	FLASHING				
FLR.	FLOOR				

Symbols Legend

	DRAWING/SECTION NUMBER		ROOM NAME
	SHEET NUMBER		ROOM NUMBER
	ELEVATION NUMBER		KEYNOTE DESIGNATION
	SHEET NUMBER		KEYNOTE DESIGNATION
	DETAIL NUMBER		PARTITION TYPE
	SHEET NUMBER		PARTITION TYPE SEE LEGEND
	ELEVATION NUMBER		WINDOW TYPE
	SHEET NUMBER		WINDOW TYPE SEE LEGEND
	HEIGHT LOCATION		INDICATES EXISTING PARTITION TO REMAIN
	ARCHITECTURAL ELEVATION		INDICATES EXISTING PARTITION TO BE REMOVED
			NEW CONSTRUCTION

Proposed new project for: 218 13th Ave. S. South St. Paul, MN



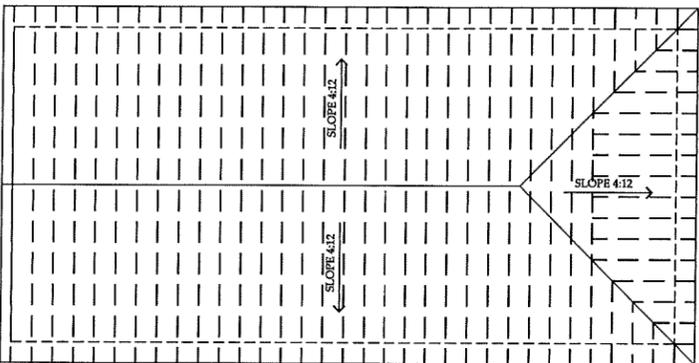
Michael Monn Architects
7933 GRINNELL WAY
LAKEVILLE, MN 55044-9060
P (612) 247-5406
E mike@michaelmonnarchitects.com

© 2016 Michael Monn Architects
All rights reserved.

This document is an instrument of service and is the property of Michael Monn Architects, and may not be used or copied without prior written consent.

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.

Michael J. Monn Registration No: 21772



PROVIDE ROOF ATTIC VENTILATION AT A RATIO OF 1:300.
1,980 S.F. @ 1300 = 6.6 S.F.

PROVIDE A MINIMUM OF 50% AND A MAXIMUM OF 80% OF THE VENTILATION IN THE UPPER PORTION OF THE ROOF (AT LEAST 3 FEET ABOVE THE EAVE) WITH THE BALANCE PROVIDED BY SOFFIT VENTILATION.

PROVIDE PRE-ENGINEERED ROOF TRUSSES AT 24" O.C. WITH HIP SETS.

PROVIDE PREFINISHED METAL GUTTERS AND DOWNSPOUTS TO DIVERT ROOF RUNOFF WATER TO THE STREET AND ALLEY.

Index of Drawing Sheets

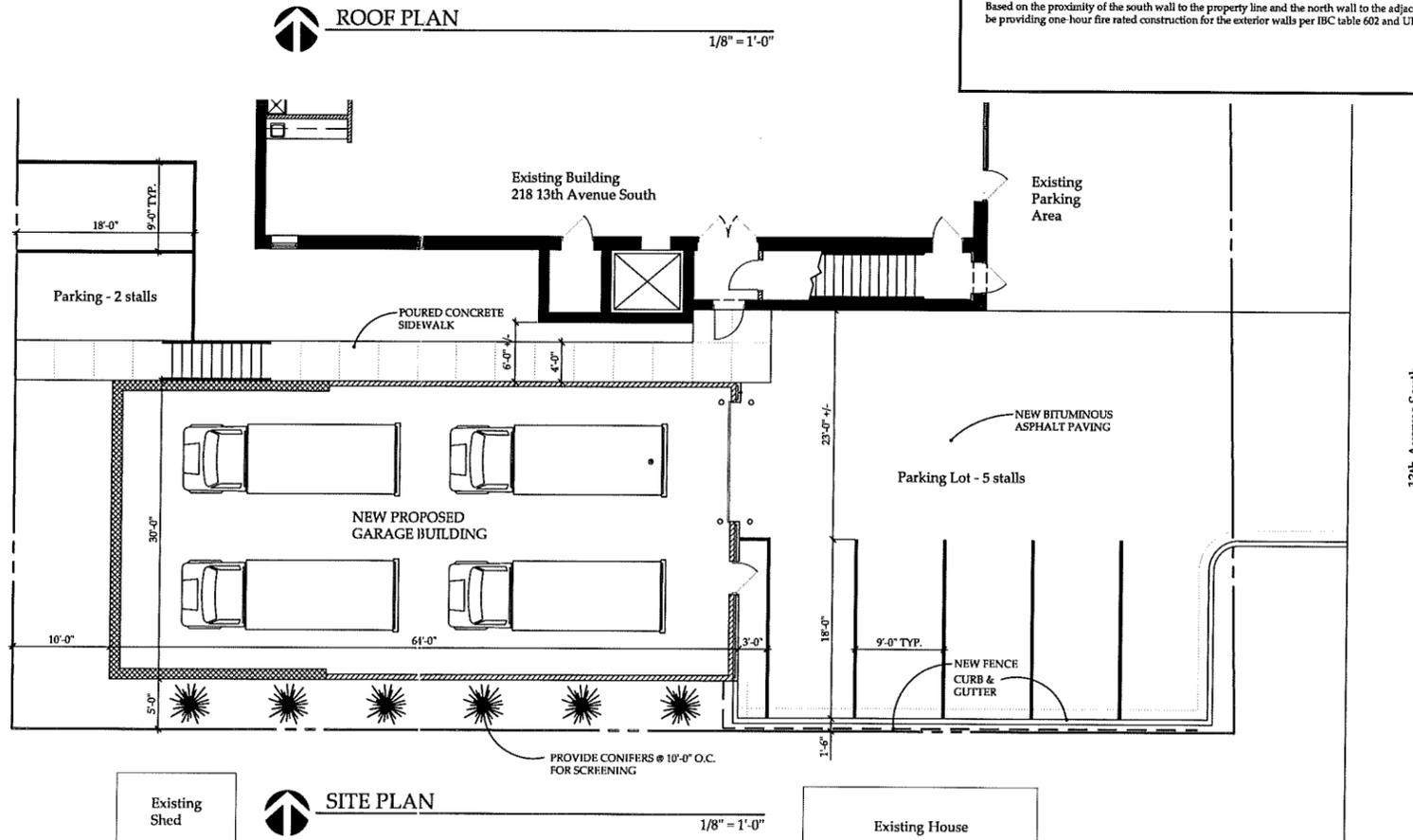
Sheet	Description	Issue for XXX
G1	Cover Sheet	
A1	Floor Plan, Exterior Elevations	
A2	Wall Sections, Details	

Code Analysis

The scope of this project is to add a single story private garage on the existing commercial property at 218 13th Avenue South.

Occupancy Group: "U" - Private Garage
Construction Type: V - B
Allowable Area: 5,500 s.f. maximum, One story
Proposed Building Area: 1,980 s.f.

Based on the proximity of the south wall to the property line and the north wall to the adjacent building, we will be providing one-hour fire rated construction for the exterior walls per IBC table 602 and UL U305 fire test.



SITE PLAN
1/8" = 1'-0"

Revisions

1	
2	
3	
4	
5	
6	

Project Number: 16110
Date: 3/2/2016
Project: 218 13th Avenue South, South St. Paul, MN

Sheet Title: Cover Sheet, Site Plan, Roof Plan
Sheet Number: G1

4

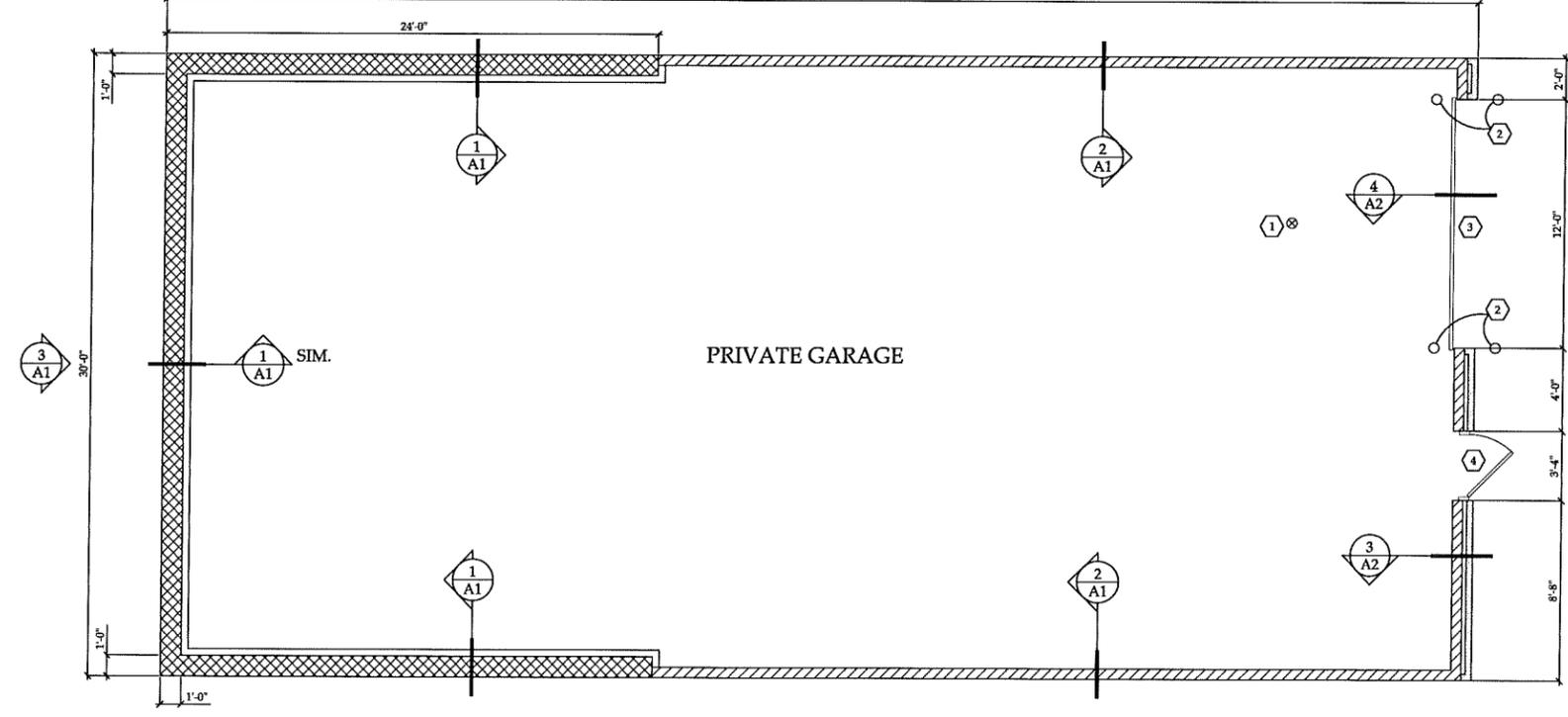
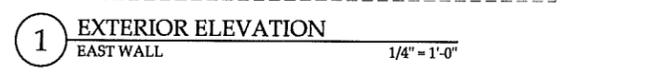
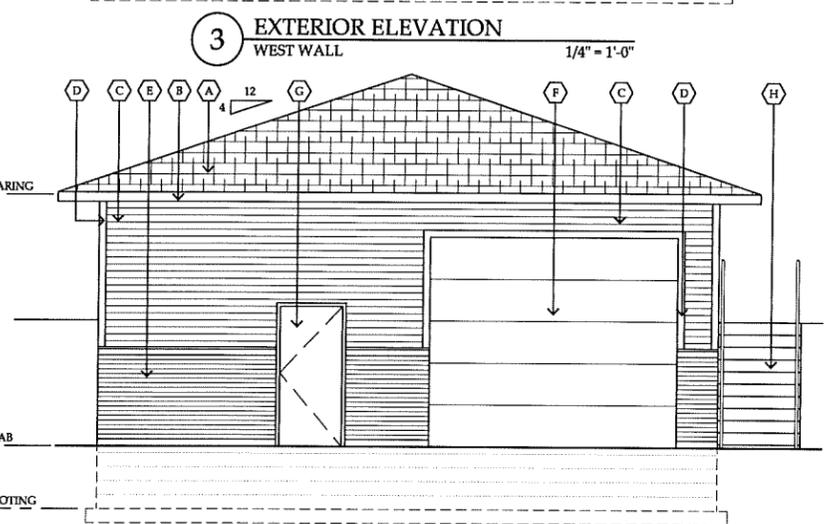
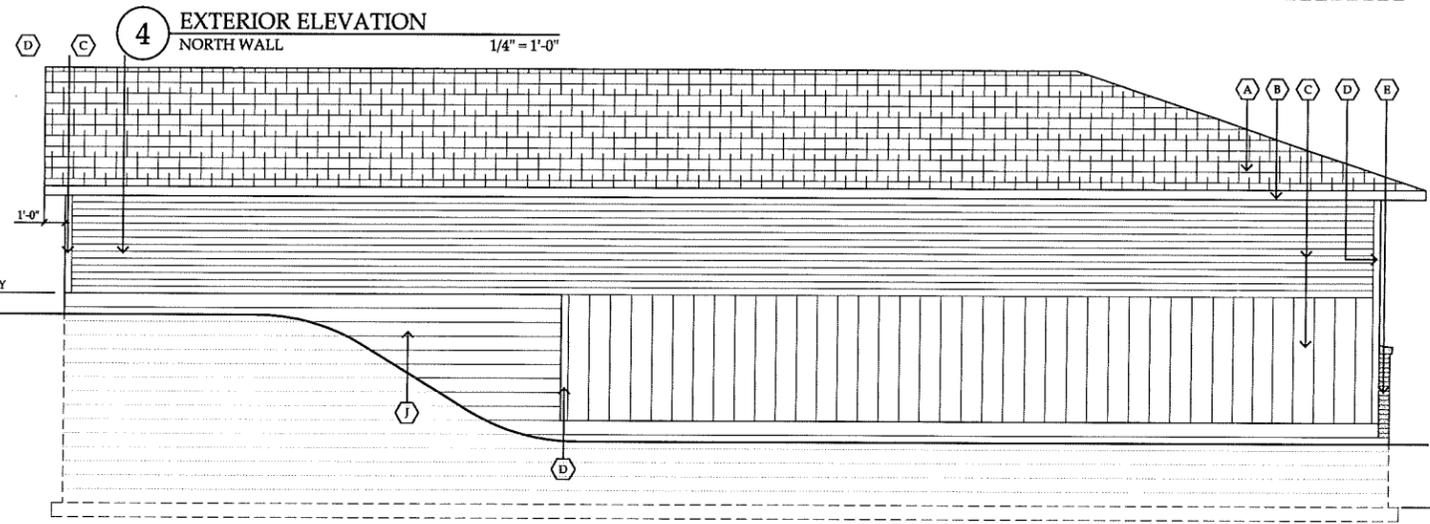
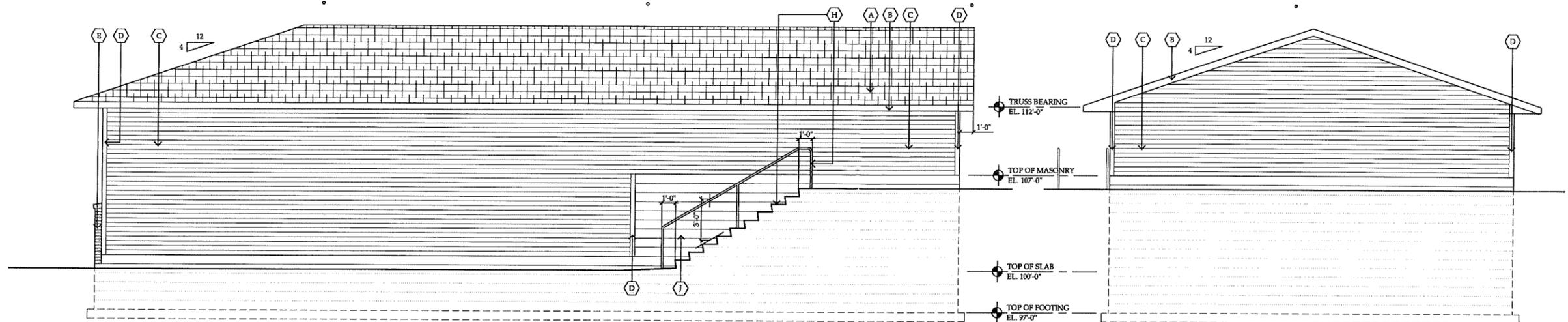
Michael Monn Architects
 7933 GRINNELL WAY
 LAKEVILLE, MN 55044-9060
 P (612) 247-5406
 E mike@michaelmonnarchitects.com

© 2016 Michael Monn Architects
 All rights reserved.

This document is an instrument of service and is the property of Michael Monn Architects, and may not be used or copied without prior written consent.

Certification
 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.

Michael J. Monn Registration No.: 21772



Exterior Elevation Keynotes

- A SHINGLE ROOF
- B PREFINISHED METAL FASCIA & SOFFIT
- C CEMENT BOARD SIDING
- D CEMENT BOARD TRIM
- E FACE BRICK
- F OVERHEAD DOOR
- G HOLLOW METAL DOOR & FRAME
- H CONCRETE STAIR W/ METAL HANDRAIL W/ 1 1/4" STANDARD PIPE HANDRAILS ON BOTH SIDES OF STAIR
- J CONCRETE BLOCK FOUNDATION WALL

Floor Plan Keynotes

- 1 FLOOR DRAIN
- 2 PROTECTION BOLLARD - SEE DETAIL 5/A2
- 3 INSULATED OVERHEAD DOOR: 12' WIDE x 10' TALL W/ ELECTRIC OPERATOR
- 4 INSULATED HOLLOW METAL DOOR & HOLLOW METAL FRAME: 3'-0" WIDE x 7'-0" TALL FRAME: HOLLOW METAL W/ 2" JAMBS & 4" HEAD HARDWARE: 1 1/2" PAIR BUTTS W/ NON-REMOVABLE HINGES, CLOSER, LOCKSET, THRESHOLD & WEATHERSTIPPING

Revisions

1
2
3
4
5
6

Project Number
16110

Date
3/2/2016

Project
218 13th Avenue South
South St, Paul, MN

Sheet Title
Floor Plan
Elevations

Sheet Number
A1



FLOOR PLAN

1/4" = 1'-0"



Planning Commission
Meeting Date:

**Wednesday,
April 13, 2016**



**City of South St. Paul
Planning Commission Report**

PC Agenda
Item:

5.A

Consider Adoption of PC Rules

The Planning Commission is supposed to adopt rules governing the operation of the group each year. The attached Rules of Order are the same formal rules of order that the Planning Commission adopted for the last few years.

Staff recommends that the Planning Commission adopt PC Resolution 2016-03 approving the South St. Paul Planning Commission Rules of Order.

Proceeding: Review / Consider Approval of PC Resolution 2016-03

City of South St. Paul
Dakota County, Minnesota

**PLANNING COMMISSION
RESOLUTION NUMBER 2016-03**

ADOPTING PLANNING COMMISSION RULES OF ORDER

WHEREAS, the City Code requires that the Planning Commission adopt rules of order to govern how the commission conducts their meetings; and

WHEREAS, on April 13, 2016, the Planning Commission reviewed the Planning Commission Rules of Order and considered approval of the rules of order; and

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of South St. Paul, Minnesota, as follows:

1. Approval of Planning Commission Rules of Order. The Rules of Order for the South St. Paul Planning Commission are hereby adopted and included herein by reference.

Adopted this 13th day of April, 2016.

Chair

ATTEST:

City Planner

South St Paul Planning Commission
Rules of Order

April 13, 2016

SECTION 1 MEETINGS

1.1 TIME Regular meetings shall be held on the first Wednesday of each month at 7:00 p.m., unless otherwise agreed to and so stated in the Agenda. When the regular meeting day falls on a legal holiday, the meeting shall be rescheduled to the Tuesday before the meeting date, Thursday following the meeting date, or the following Wednesday.

1.2 SPECIAL MEETINGS Special meetings may be called by the Chair or the City Planner.

1.3 PLACE Meetings shall be held at the South St. Paul City Hall, 125 Third Avenue North. Upon a majority vote of the Members, special meetings may be held at a location convenient to the matter under consideration.

1.4 PUBLIC All meetings and hearings, records, and minutes are open to the public.

1.5 QUORUM Four Members shall constitute a quorum for the transaction of business. When a quorum is not present, the Chair may adjourn the meeting or hold the meeting for the purpose of hearing interested parties on items on the agenda. No final or official action shall be taken at such a meeting, however, the facts and information gathered at such a meeting may be taken as a basis for action at a subsequent meeting at which a quorum is present.

1.6 VOTE Voting shall be by voice vote, except as otherwise stated herein. Members shall voice votes on each issue, which shall be recorded. All Members, except Staff Members, have the right to vote.

SECTION 2 ORGANIZATION

2.1 MEMBERSHIP "Members" refers to all members of the Planning Commission.

The Planning Commission shall consist of seven Members appointed by the City Council and may be removed by a five-sevenths vote of the Council. Members shall be appointed for terms of four years and until their successors are appointed or qualified. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall, before entering upon the discharge of official duties, taken an oath to faithfully discharge the duties of office. All members shall serve without compensation.

2.3 ELECTION OF OFFICERS At the March meeting each year, the Members shall elect from its membership a Chair and a Vice-Chair by secret ballot. Each Member shall cast a ballot for Chair. If no one receives a majority of votes, the balloting shall continue until one Member receives majority support. The Vice-Chair shall be elected from the remaining Members by the same procedure.

If the Chair retires, the Vice-Chair becomes Chair. If both Chair and Vice-Chair retire, new Officers are elected at the next meeting. If the Chair and Vice-Chair are absent from a meeting, the Members shall elect a temporary Chair by voice vote.

The Commission may create and fill such other offices as it may determine.

2.4 TENURE OF OFFICERS The Chair and Vice-Chair take office immediately following their election and hold office until their successors are elected and assume office.

2.5 DUTIES OF OFFICERS The Chair, or in the absence of the Chair, the Vice-Chair presides at meetings, appoints committees, and performs other duties as may be ordered by the Members.

The Chair conducts meetings so as to keep them moving as rapidly and efficiently as possible and reminds the Members, witnesses, and applicants to discuss only the matter at hand.

SECTION 3 STAFF SUPPORT

3.1 SECRETARY The Secretary is responsible for recording the minutes and keeping records of actions.

3.2 CITY PLANNER The City Planner shall approve all items placed on the agenda. Approval is given only when all required data has been submitted by the applicant, and when the application fee and required information are submitted by the required deadline for the meeting. Upon receipt of an application or request for an item to appear on the agenda, the City Planner shall determine as to whether all necessary information and exhibits have been submitted. If the submitted information is deficient, the City Planner shall notify the applicant of the deficiencies.

Upon approval of the agenda, the City Planner shall forward copies of the application and supporting documentation to the appropriate Staff Members.

Written Staff reports are required from the City Planner. Written Staff reports may be submitted by any other City Department, including the Building Official, Engineering Department, and Fire Department.

The City Planner shall prepare the final agenda and assemble the packet of material (“the Packet”) for the meetings. The Packet shall contain the application and or application narrative, Staff reports and all other relevant information. The Packets shall be mailed to the Members and Staff Members no later than the Thursday preceding the next meeting or personally delivered by the Friday preceding the next meeting.

The City Planner shall be available for consultation with any applicant by appointment.

SECTION 4 PROCEDURE

4.1 PARLIAMENTARY PROCEDURE Parliamentary procedure governed by Robert Rules of Order shall be followed at meetings. At special meetings and when useful, the Members may hold group discussions not following any set parliamentary procedure, unless motions are before the Members.

4.2 PURPOSE OF HEARING The purpose of a hearing is to collect information and facts in order for the Members to make decisions or to develop a recommendation for the City Council.

4.3 HEARING PROCEDURE At hearings, the following procedure shall be followed on each matter:

- a. The Chair shall identify the case to be heard.
- b. The Chair may call upon the appropriate Staff Member to summarize the reports contained in the packets. A Staff Member from each Department that submitted a report should be present, when possible.
- c. The Chair shall ask the applicant to come forward and be heard on the application.
- d. Interested persons may address the Members regarding the particular matter, after providing their full name and address.
- e. After all new facts and information have been heard, the hearing shall be closed and interested persons shall not be heard again unless the hearing is reopened and unless all interested parties are given an opportunity to be heard again. Upon completion of the hearing on each matter, the Members shall discuss the matter and render a decision.

4.4 OTHER MATTERS Matters for discussion that do not appear on the agenda are considered and discussed by the Members only when initiated and presented by Staff or other Member, and shall be placed at the end of the regular agenda.

SECTION 5 MISCELLANEOUS

5.1 SUSPENSION OF RULES The Members may suspend any of these rules by majority vote.

5.2 AMENDMENTS These Rules of Order may be amended at any regular or special meeting by a vote of six (6) Members.

5.3 REVIEW At the March meeting of each year these Rules of Order shall be adopted by the Members.

5.4 ORIENTATION All new Members shall receive an orientation by the appropriate City Staff Members. At that time, the new Members shall be given a copy of the South St Paul Zoning Ordinance, Subdivision Regulations, Comprehensive Plan, Zoning Map, the Rules of Order and any other relevant information necessary to carry out their duties and responsibilities.

<p>Planning Commission Meeting Date:</p> <p>Wednesday, April 13, 2016</p>	 <p>City of South St. Paul Planning Commission Report</p> <hr/>	<p>PC Agenda Item:</p> <p>5.B</p>
--	---	--

Election of PC Officers

The Planning Commission Rules of Order state that each year the Planning Commission is to elect officers. The Planning Commission has typically had two officers; the Chair and Vice-Chair. However, the Rules state that the PC could also elect additional officers should they so choose. The Chair will typically lead the meeting and the Vice-Chair will fill that role if the Chair is absent. PC Officers serve the position for the year and/or until officers can be elected for the following year.

Staff recommends that the Planning Commission elect officers for 2016 and adopt PC Resolution 2016-04 approving the 2016 Planning Commission Officers.

Proceeding: Review / Consider Approval of PC Resolution 2016-04

City of South St. Paul
Dakota County, Minnesota

**PLANNING COMMISSION
RESOLUTION NUMBER 2016-04**

ADOPTING PLANNING COMMISSION OFFICERS

WHEREAS, the Planning Commission rules of order state that each year the Planning Commission shall elect its officers; and

WHEREAS, on April 13, 2016, the Planning Commission reviewed the Planning Commission Rules of Order and considered election of Planning Commission Officers for Chair and Vice-Chair for 2016; and

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of South St. Paul, Minnesota, as follows:

1. Approval of _____ as Planning Commission Chair for the period of March, 2016 through March, 2017.
2. Approval of _____ as Planning Commission Vice-Chair for the period of March, 2016 through March, 2017.

Adopted this 13th day of April, 2016.

Chair

ATTEST:

City Planner

<p>Planning Commission Meeting Date:</p> <p>Wednesday, April 13, 2016</p>	 <p>City of South St. Paul Planning Commission Report</p> <hr/>	<p>PC Agenda Item:</p> <p>5.C</p>
--	---	--

Consider Adoption of 2015 PC Report

City Code states that the Planning Commission is to submit an annual report of their activities to the City Council. The attached report recounts the activities and attendance of the Planning Commission for 2015.

Proceeding: Review / Consider Approval of 2015 PC Report

**2015 ANNUAL REPORT
CITY OF SOUTH ST. PAUL
PLANNING COMMISSION**

PURPOSE

This report provides relevant information about the Commission’s activities and fulfills the requirements of City Code 101-22 which specifies that the South St. Paul Planning Commission is to submit to the City Council an annual report of its work during the preceding year.

2015 PLANNING COMMISSION MEMBERS

Ryan Briese – Vice Chairman
 Tim Felton
 Justin Humenik
 Ruth Krueger (9 meetings)
 Mike Madland (1 meeting)
 John Mandt (5 meetings)
 Jason Pachl
 John Ross – Chairman
 Stephanie Yendell (5 meetings)

BACKGROUND – SUMMARY

The City has been working on matching up short-term with Interim Use Permits and long term uses with Conditional Use Permits. The number of Interim Use Permits for 2015 is a reflection of that change with 14 such permits issued on the year. Some of these uses are also multi-year interim uses that will not require City review every year. The most notable projects considered for the year were the Shadegg Mechanical expansion, which involves the construction of a 60,000 square foot office/warehouse building in BridgePoint, an ordinance allowing the keeping of chickens on residential properties, and a new pharmacy use in an existing building in the Southview Hill area across from Central Square.

CONDITIONAL USE PERMITS (CUP)

Case:	Staff Recommendation	Planning Commission Action	Council Action
Powers Automotive, 1505 Concord St. S.	AC	AC (6-1)	D (7-0)
Royal Star Auto Sales, 494 Villaume	AC	AC (6-1)	AC (6-0)
*Fenton Garage, 305 18 th Ave. S. (½ of appl.)	AC	AC (6-0)	AC (7-0)
West Side Transport, CUP Amendment, 411 Farwell	D	T (6-0)	
	AC	AC (6-0)	AC (6-0)
*St. Sava Church, 357 2 nd Ave. S. (½ of appl.)	AC	AC (5-0)	AC (7-0)
*SSP Rod & Gun Club Rifle Range, 600 Gun Club Road (½ of appl.)	AC	AC (5-0)	AC (7-0)
*Powers Garage, 1608 Waterloo	AC	AC (7-0)	AC (6-0)
*Sportsman’s Guide, 490 Hardman Ave. S.	AC	AC (7-0)	AC (6-0)

A=Approval, AC=Approval w/ conditions, D=Denial, T=Table

*Partial – also see the Variance section or IUP section

**2015 Planning Commission Annual Report
Page 2**

INTERIM USE PERMITS (IUP)

Case:	Staff Recommendation	Planning Commission Action	Council Action
Lao Hmong Commemoration Day @ Fleming Field	AC	AC (6-0)	AC (6-0)
SSP Public Archery Range, 405 Kaposia Blvd.	AC	AC (7-0)	AC (6-0)
Robert Brown Auto Show, 1725 Henry Ave.	AC	AC (6-0)	AC (7-0)
Farmers Market, 217 12 th Ave. S.	AC	AC (6-0)	AC (7-0)
Danner Temporary, 843 Hardman Ave S.	AC	AC (5-0)	AC (5-1)
Swan Companies, 455 Concord St. S.	AC	AC (5-0)	AC (7-0)
Ochis Home Occupation, 1688 Stickney Ave. N.	AC	AC (5-0)	AC (6-0)
Commemorative Air Force (CAF), 310 Airport Rd.	AC	AC (6-0)	AC (6-0)
MadFurther Car Show, 1725 Henry Ave.	AC	AC (6-0)	AC (6-0)
Pharmacy Drive Thru, 621 Marie Ave.	D	D (6-1)	A (5-1)
Fury Motors Temporary, 1000 Concord St. S.	AC	AC (7-0)	AC (6-0)
Fury Motorcycle Temporary, 740 Concord St. N.	AC	AC (7-0)	AC (6-0)
Sanimax Temporary Bldg., 545 Hardman Ave. S.	D	D (7-0)	Withdrawn
Sportsman's Guide, 490 Hardman Ave. S.	AC	AC (7-0)	AC (6-0)

A=Approval, AC=Approval w/ conditions, D=Denial, T=Table

MISCELLANEOUS CONSIDERATIONS

Case:	Staff Recommendation	Planning Commission Action	Council Action
PC Rules of Order	A	A (6-0)	N/A
Elect Chair (Ross)	N/A	A (6-0)	N/A
Elect Vice-Chair (Ryan Briese)	N/A	A (6-0)	N/A
2014 Annual Planning Commission Report	A	A (6-0)	Accepted

A=Approval, AC=Approval w/ conditions, D=Denial, T=Table

PLANNING STUDIES AND ORDINANCE CONSIDERATIONS

Case:	Staff Recommendation	Planning Commission Action	Council Action
Urban Chicken Ordinance	A	D (4-3)	A (6-0)
Sign Ordinance Amendment	T	T (6-0)	
	A	A (6-0)	1 st Reading
Amending Minimum Bldg. Size in "I" District	A	A (6-0)	1 st Reading

A=Approval, AC=Approval w/ conditions, D=Denial, T=Table

2015 Planning Commission Annual Report
Page 3

PLANNED UNIT DEVELOPMENTS (PUD) / PLATS / SUBDIVISIONS

Case:	Staff Recommendation	Planning Commission Action	Council Action
Schadegg Mechanical PUD Amend., Removing previous PUD from Property	AC	A (6-0)	AC (6-0)
Bridgepoint Station 2 Plat Amendment - Canal Addition Replat/Road Dedication, 100 Bridgepoint Curve (Outlot A)	A	A (6-0)	A (6-0)
Sanimax PUD Amend. 505 Hardman Ave. S.	AC	AC (7-0)	AC (4-2)

A=Approval, AC=Approval w/ conditions, D=Denial, T=Table

SITE PLAN REVIEWS

Case:	Staff Recommendation	Planning Commission Action	Council Action
BridgePoint Business Park, Building 3, 201 Armour Ave.	AC	AC (6-0)	AC (6-0)
Schadegg Mechanical, 100 Bridgepoint Curve	A	A (6-0)	A (6-0)
Central Bank, 835 Southview Blvd.	AC	AC (5-0)	AC (7-0)

A=Approval, AC=Approval w/ conditions, D=Denial, T=Table

VARIANCES

Case:	Staff Recommendation	Planning Commission Action	Council Action
*Fenton Garage, 305 18 th Ave. S.	AC	AC (6-0)	AC (7-0)
*St. Sava Church, 357 2 nd Ave. S.	AC	AC (5-0)	AC (7-0)
*SSP Rod & Gun Club Rifle Range, 600 Gun Club Rd.	AC	AC (5-0)	AC (7-0)
Ramaley Garage, 818 15 th Ave. N.	AC	AC (5-0)	AC (6-0)
Vocovich Fence, 505 17 th Ave. N.	AC	AC (5-0)	AC (6-0)
521 Stewart/HRA, 521 Stewart	AC	AC (6-0)	AC (7-0)
*Powers Garage, 1608 Waterloo	AC	AC (7-0)	AC(6-0)

A=Approval, AC=Approval w/ conditions, D=Denial, T=Table

*Partial – also see the CUP section

PLANNING COMMISSION MEETINGS

Regular Meetings

In the year 2015, the Planning Commission held 10 meetings during the calendar year. The attendance record of current members is provided below. All absences were noted to staff or the Chair prior to the meetings.

Regular Meetings

	<u>Present</u>	<u>Absent</u>	<u>% Attendance</u>
Ryan Briese	7	3	70 %
Tim Felton	7	3	70 %
Justin Humenik	9	1	90 %
Ruth Krueger (9 meetings)	8	1	90%
Mike Madland (1 meeting)	1	0	100 %
John Mandt (5 meetings)	5	0	100 %
Jason Pacht	9	1	90 %
John Ross	10	0	100 %
Stephanie Yendell (5 meetings)	5	0	100%

DEVELOPMENT AND BUILDING PERMITS

Permits were issued in calendar year 2015 for a total of 3 building permits for new residential housing units, all of which were single-family units. There were also 6 homes that were demolished during 2015 which were not the sites of the 5 homes built during the year. There were 456 building permits during the year with the largest number of permits coming from alterations/remodels, reroofing, and windows. The single family lot numbers have been aided by the HRA's Rediscover SSP program that acquires undervalued lots and clears them for development of new housing. It should be noted that the majority of the single family homes built over the last several years have been on Rediscover SSP lots.

Year	Building Permits for new residential units	Single Family	Duplex/ Townhome	New Residential Units
2015	3	3	0	3
2014	6	6	0	6
2013	5	5	0	5
2012	7	4	3	7
2011	3	3	0	3