

Planning Commission

Monday, August 10, 2020 12:00 PM

City Hall
704 6th Street
St. Paul, NE 68873

Agenda

1. A meeting of the St. Planning Commission was convened in open and public session on the 10th day of August, 2020 at 12:00 p.m. (noon) held in the City Council Chambers, 704 6th Street, St. Paul, Nebraska.
2. Chairman Charles Schmid called the meeting to order at ___ p.m. with a statement regarding the Open Meeting Act, which is posted on the west wall of the City Council Chambers. Member roll call: Chairman Chuck Schmid, Connie Becker, Arvilla Jacobs, Wilber Medbery, and Tony Walch, along with Zoning Administrator Matt Helzer and Laura Berthelsen (minutes). A notice of the meeting was posted in four (4) public places. The agenda was sent to the Board members prior to the meeting and posted in four (4) public places.
3. Discuss - Approve / Deny the July 27, 2020 minutes.
4. Chairman Schmid presented the following zoning permits:
 - (a) 2020-52 Steve & Shelly Shannon - Construct deck at 1115 Elm Street
 - (b) 2020-53 Sarah Townsend - Construct deck and utility shed at 1221 Custer Street
 - (c) 2020-54 Corey Hettinger - Construct deck at 121 6th Street
5. Discussion / Reports
6. Chairman Schmid announces the next Planning Commission meeting.
7. Public Comments
8. Zoning Administrator Helzer Report
9. Adjournment

St. Paul Planning Commission
July 27, 2020
Meeting Minutes

A meeting of the St. Paul Planning Commission was convened in open and public session on the 27th day of July, 2020 in the City Council Chambers, 704 6th Street, St. Paul, Nebraska.

Chairman Chuck Schmid called the meeting to order at 5:00 p.m. with a statement regarding the Open Meeting Act, which is posted on the west wall of the City Council Chambers. The agenda was sent to the Commission members prior to the meeting. The Notice of Meeting was published in the newspaper, and the Agenda was posted in four (4) public places. Commission members present: Chairman Chuck Schmid, Connie Becker, Arvilla Jacobs, and Tony Walch. Commission member absent: Wilber Medbery. Also present Zoning Administrator Matt Helzer, Laura Berthelsen (minutes).

Commission member Becker moved to approve / ratify all actions taken at the June 8, 2020 Planning Commission meeting that was held by teleconference pursuant to Governor Rickett's Executive Orders No. 20-03 and 20-24. Commission member Walch seconded the motion. Commission members Becker, Jacobs, Schmid, and Walch voted aye, nays none. Motion carried 4/0.

Commission member Becker moved to approve the June 29, 2020 meeting minutes. Commission member Walch seconded the motion. Commission members Becker, Jacobs, Schmid, and Walch voted aye, nays none. Motion carried 4/0.

Commission member Medbery joined the meeting at 5:04 p.m.

Chairman Schmid presented the following zoning permits:

- (a) 2020-44 Citizens Bank & Trust – Install new drive-thru canopy at 721 7th Street
- (b) 2002-45 Citizens Bank & Trust – Replace roof/canopy of ATM Building at 1006 2nd Street
- (c) 2020-46 Kurt & Danielle Harders – Install fence at 311 Kelly Street
- (d) 2020-47 Rick Lawver – Construct decks at 1302 Custer Street
- (e) 2020-48 Todd & Jill Jarecke Paulsen – Construct garage/fitness room at 4 Cougar Lane
- (f) 2020-49 Mary Joan Serbousek Living Trust – Construct deck at 1502 Jay Street
- (g) 2020-50 Dylan Woodgate – Install business sign at 217 Jay Street
- (h) 2020-51 MAD Development – Construct a townhouse (single family attached dwelling) at 1511 Jay Street

Commission member Jacobs moved to approve Zoning Permit applications 2020-44 through 2020-51. Commission member Medbery seconded the motion. Commission members Jacobs, Medbery, Schmid, and Walch voted aye, nays none. Commission member Becker abstained from voting. Motion carried 4/0.

A discussion was had regarding adding an accessory building at 1158 Highway 281 in Agricultural Residential (AGR) zoning district. Marcus Nielsen was present to answer questions on the proposed project. Mr. Nielsen indicated that the property has been removed from the special flood hazard area. Mr. Nielsen would like to add an accessory building to provide

catering services as a home occupation. It was determined that the current regulations do not support the project as presented. It was suggested that the regulations be amended to move forward with the project – either to expand the permitted accessory uses or to expand the permitted conditional uses. Mr. Nielsen requested that if the regulations would be amended, that the permitted use allow on-site seating within a catering operation. The Planning Commission will take the matter under advisement.

A discussion was had regarding zoning / allowable uses of property northeast of Highway 281 and Indian Street. Marshall Adams was present to answer questions on the proposed project. Mr. Adams would like to construct both indoor and outdoor storage space with a secure entrance. The current (AGR) Agricultural Residential Zoning district allows facilities used for commercial storage and motor vehicle storage yards as a conditional use. The area for the proposed project would not need sewer or water service, but would need electrical service. It was determined that an Administrative Plat would be necessary to purchase the property from the current owner, and that a Conditional Use Permit application would need to be submitted. A public hearing would be required on the proposed project. A copy of such regulations was submitted to Mr. Adams.

A discussion was had on allowable use of property at Lot 49, Kelly's First Addition. Jordan Meyer was present to discuss his plans for the property, and to answer questions. It was decided that Mr. Meyer would need to purchase the property adjoining his current residence, and combine the properties prior to obtaining a permit to construct an accessory building.

Chairman Schmid identified a property improvement that a property owner questioned whether a zoning permit was necessary. It was determined that the project was over 200 square feet, and would require a zoning permit.

Chairman Schmid also identified a property that may contain new structures that were built without obtaining a zoning permit. Zoning Administrator Helzer will investigate.

The next St. Paul Planning Commission meeting will be on Monday, August 10, 2020 at 5:00 p.m.

Chairman Schmid adjourned the meeting at 6:32 p.m.

Sincerely,

Matthew T. Helzer
Zoning Administrator

Charles M. Schmid
Chairman

Laura Berthelsen
Planning Secretary

Zoning Classification R-2 Value \$ 500⁰⁰
Please call 811 before completing form

PERMIT NUMBER 2020-52
FEE \$25.⁰⁰ CASH CHECK# 2782

APPLICATION FOR A RESIDENTIAL ZONING PERMIT

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all requirement information is furnished.

Property Owner Steve & Shelly Shannon Contractor Steve Shannon

Address 1115 Elm St. Address 1115 Elm St

City, State, Zip St. Paul, NE 68873 Phone Number 308-750-5086

Phone Number 308-750-~~022~~ 5086 Cell Phone as above

Complete Legal Description of the Property W 32' of Lot 6 - E 40' of Lot 7 Block 14 Mill km ADD St. Paul

Address of Construction Site 1115 Elm St.
(If none, one must be registered with City of St. Paul) In the Flood plain NO?

Proposed Structure Deck Dimension of Structure 11 x 16

Distance from Front property line North 49'

Rear Property Line South 99' Side Property Line East 16' Second Side Line West 40' Between other buildings (Min 10') ---

Is there a utility easement on either the back or side property? No If so attach a copy of neighbor approval.

Approximately when will construction Start Aug. 2020 Finish Oct. 2020

To Whom Should the Improvements be assessed? Steve + Shelly Shannon

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. Matt Helzer Date of visit 7-28-20
(Matt Helzer's signature)

Recommendations needed before approval: _____

(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel _____ and the Name of the Lot Split or Subdivision, _____

For Office Use Only:

Is the proposed use permitted within this zoning district? ✓ YES _____ NO

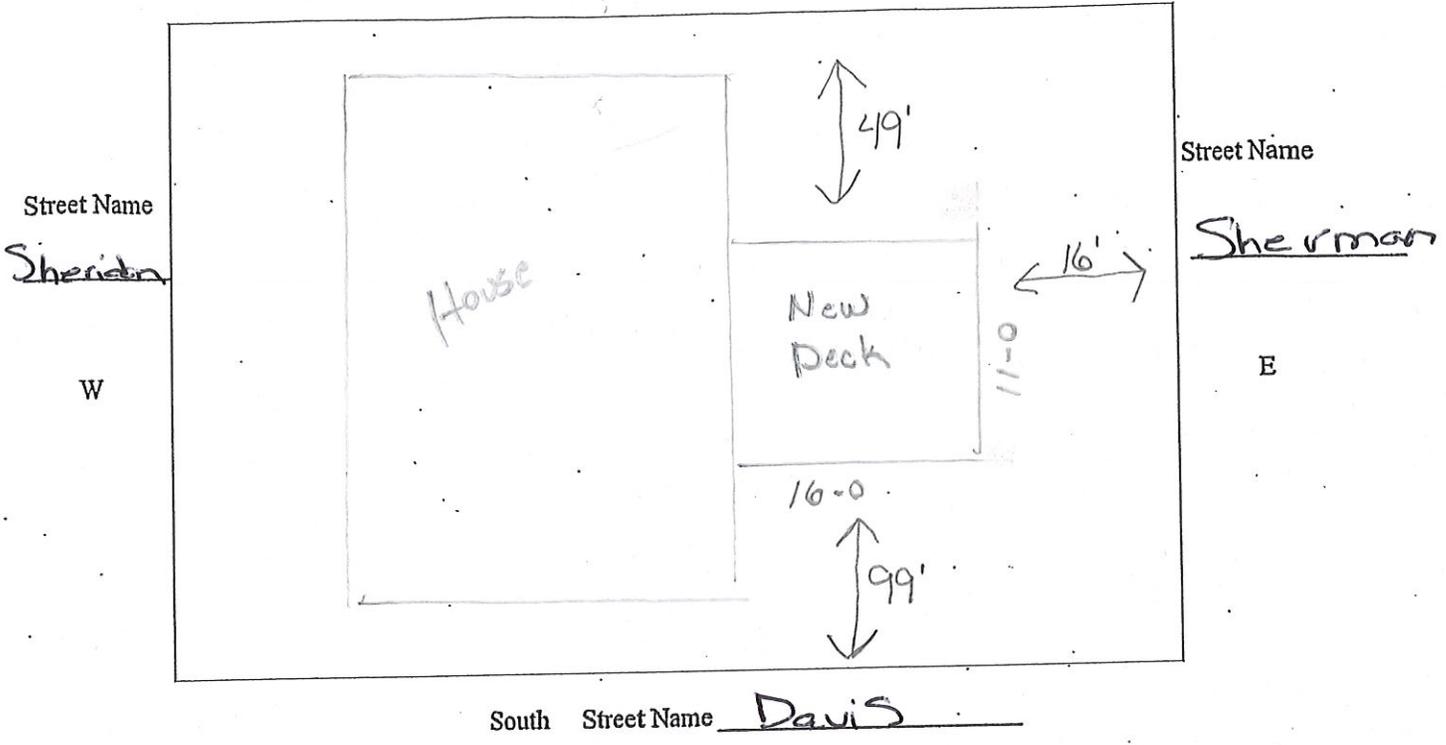
Does the proposed use meet all the required setback distances? ✓ YES _____ NO

Is a conditional use required for the proposed use? _____ YES ✓ NO

Has a Conditional Use Permit been issued for this proposed use? _____ YES ✓ NO
If yes, when does it expire? _____

Site Plan Sketch:

North Street Name Elm



Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING - CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED. NEW HOMES MUST CALL ELECTRICAL INSPECTOR, Kim Farnstrom 308-728-7612**

The above information is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention on my part, such as might, if known, cause a refusal of this application, or any alteration or change in plans made without the approval of the Zoning Administrator subsequent to the issuance of the Permit, shall constitute sufficient grounds for the revocation of such permit. **This permit is valid for one (1) year from approval date and work must be started within the first 6 months.**

The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed and a Certificate of Occupancy is issued.

Signature of Applicant Shelly Shannan Date 7/27/2020

For Office Use Only:

Permit is Approved _____ Denied _____ Date _____
Zoning Administrator

Reasons for Denial:

Zoning Classification A-2

Value \$ 300

PERMIT NUMBER 2020-53
FEE \$25.00 CASH CHECK# 1052
pd 8/5/20

APPLICATION FOR A RESIDENTIAL ZONING PERMIT

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all required information is furnished.

Property Owner Sarah M Call Townsend Contractor Self

Address 1221 Custer Street Address

City, State, Zip St. Paul, NE 68873 Phone Number

Phone Number 308-546-7212 Cell Phone

Complete Legal Description of the Property Tract in Lot 2 (68' x 100') Block 8 Dornalls Add St Paul

Address of Construction Site 1221 Custer Street
(If none, one must be registered with the City of St. Paul) In the Flood Plain? NO

Remove old deck

Proposed Structure 8' x 10' Utility Shed, 14' x 14' Deck Dimension of Structure

Distance from Front property line 59' Rear property line 9' and 27'

Distance from Side property line 8' and 17' Second Side property line 50' and 37'
East West

Is there a utility easement on either the back or side property? YES

Approximately when will construction Start Aug 2020 Finish Aug. 2021

Contact Utility Superintendent at (308) 754-4483 regarding Inspection. Matt Helzer Date of visit 8-5-20
(Matt Helzer's signature)

Recommendations needed before approval:

For Office Use Only:

Is the proposed use permitted within this zoning district? YES NO

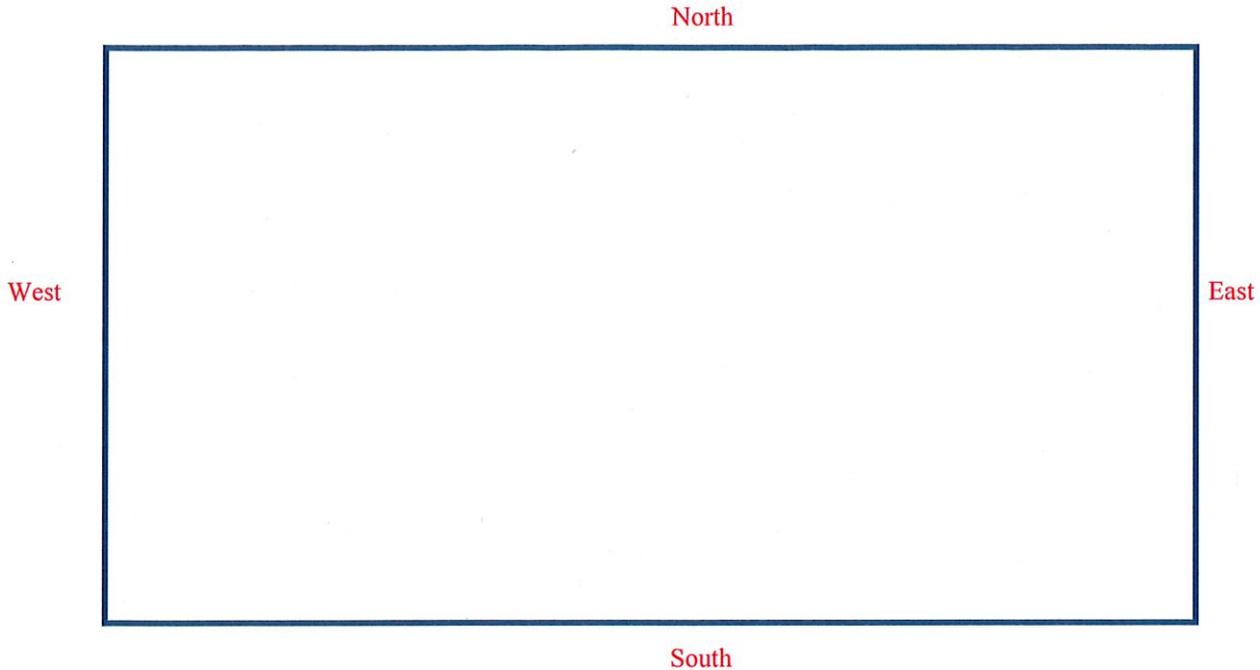
Does the proposed use meet all the required setback distances? YES NO

Is a conditional use required for the proposed use? YES NO

Has a Conditional Use Permit been issued for this proposed use? YES NO
If yes, when does it expire?

(One Mile radius outside city limits) If the structure is a residence on less than 10 acres, indicate the date this property was platted as a separate parcel . Name of the Lot Split or Subdivision

Site Plan Sketch:



Street Name: North boundary _____ South boundary _____
 Street Name: West boundary _____ East boundary _____

Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING – CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED.**

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The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed.

Signature of Applicant Sarah Townsend Date 8-5-20

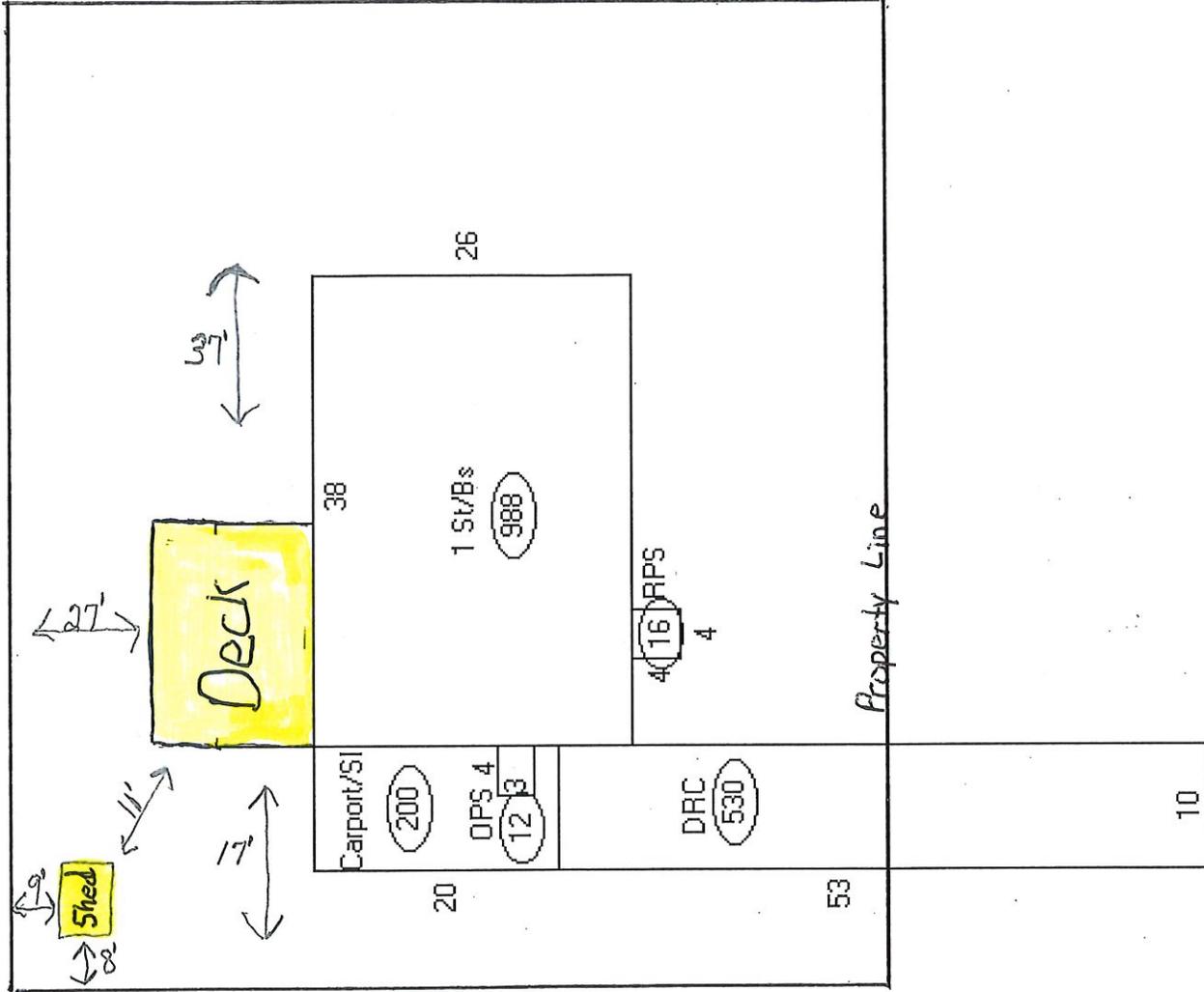
For Office Use Only:

Permit is Approved _____ Denied _____ Date _____
 _____ Zoning Administrator

Reasons for Denial: _____

2020-53

Jackson Street



Cluster Street

Zoning Classification R-2 Value \$ 1,500.00
Please call 811 before completing form

PERMIT NUMBER 2020-54
FEE \$ 25.00 CASH CHECK# 3188
pd 7/28/20

APPLICATION FOR A RESIDENTIAL ZONING PERMIT

St. Paul, Nebraska: DIRECTIONS: Fill in the following information as accurately and completely as possible. This application is not acceptable unless all requirement information is furnished.

Property Owner Corey Hettinger Contractor property owner

Address 121 6th Address

City, State, Zip St. Paul, NE 68873 Phone Number

Phone Number 308-750-7676 Cell Phone

Complete Legal Description of the Property Lots 1+2, Block 118, Original Town

Address of Construction Site 121 6th St.
(If none, one must be registered with City of St. Paul) In the Flood plain NO?

Proposed Structure Deck on back side Dimension of Structure 14 x 18

Distance from Front property line plenty

Rear Property Line 65 Side Property Line 65 Second Side Line 65 Between other buildings (Min 10')

Is there a utility easement on either the back or side property? NO If so attach a copy of neighbor approval.

Approximately when will construction Start Fall 2020 NA Finish NA Fall 2020

To Whom Should the Improvements be assessed? property owner

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. (Matt Helzer's signature) Date of visit

Recommendations needed before approval:

(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel and the Name of the Lot Split or Subdivision,

For Office Use Only:

Is the proposed use permitted within this zoning district? YES NO

Does the proposed use meet all the required setback distances? YES NO

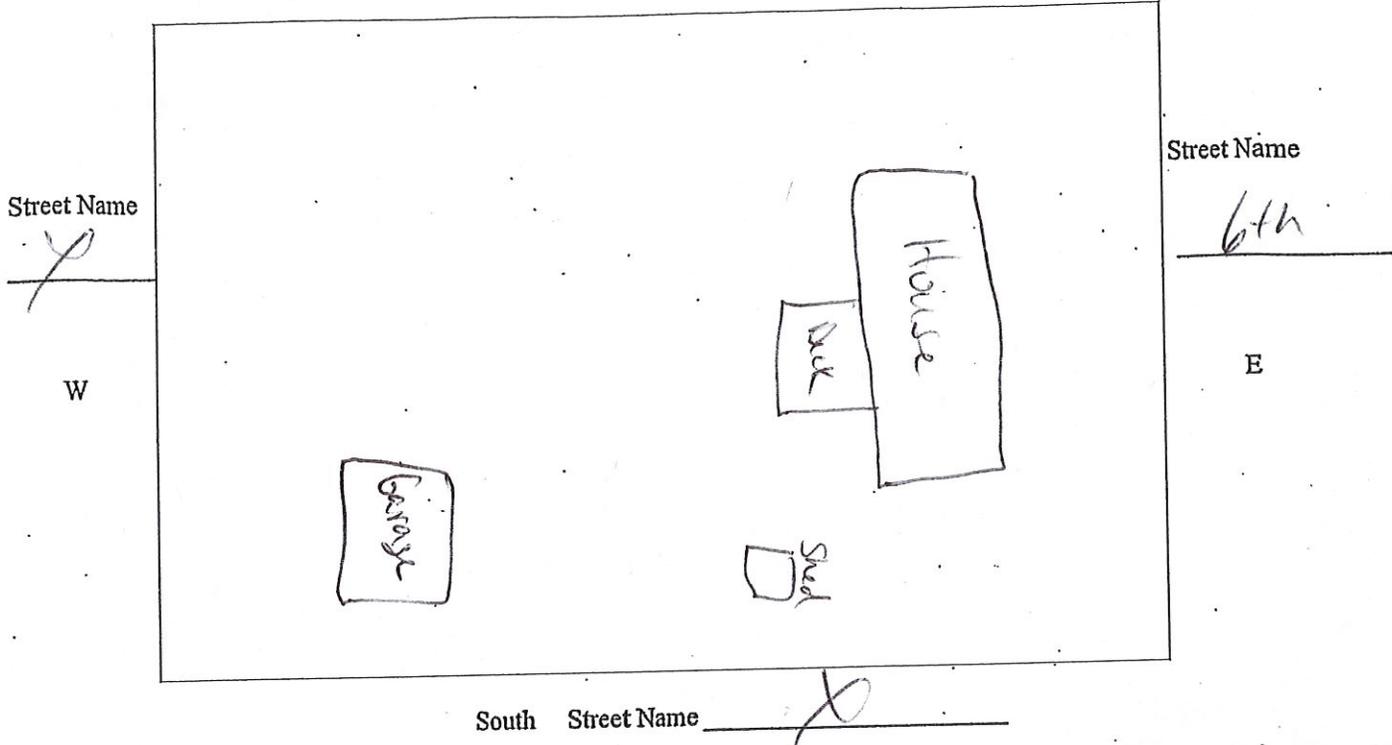
Is a conditional use required for the proposed use? YES NO

Has a Conditional Use Permit been issued for this proposed use? YES NO

If yes, when does it expire?

Site Plan Sketch:

North Street Name Baxter



Indicate, by drawing, the shape and dimensions of the land, shape and dimensions of all existing and proposed building and structures and the distances from the proposed building and structures to all lot lines (from road frontages, side and rear lot lines). Show the location of roads fronting the property. **MUST CALL DIGGERS HOTLINE @ 811 BEFORE DIGGING - CONSTRUCTION ON UTILITY EASEMENTS IS NOT PERMITTED. NEW HOMES MUST CALL ELECTRICAL INSPECTOR, Kim Farnstrom 308-728-7612**

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The signature also indicates permission granted to the Zoning Administrator to inspect the construction site in which this permit is granted at any time until construction is completed and a Certificate of Occupancy is issued.

Signature of Applicant [Signature] Date 8-7-20

For Office Use Only:

Permit is Approved _____ Denied _____ Date _____
Zoning Administrator

Reasons for Denial: