

## Planning Commission Meeting

Monday, November 13, 2023 12:00 PM

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

### **Agenda**

1. A meeting of the St. Paul Planning Commission was convened in open and public session on the 13th day of November, 2023 at 12:00 p.m. (noon) held in the City Council Chambers, 704 6th Street, St. Paul, Nebraska.
2. Chairman Tyler Solko 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 Tyler Solko, Connie Becker, Arvilla Jacobs, Dan Scheer, and Tony Walch, along with Zoning Administrator Matt Helzer and Laura Berthelsen (minutes). Notice of the meeting was posted in four (4) public places. The agenda was sent to the Board members prior to the meeting and was posted in four (4) public places.
3. Discuss - Approve / Deny the October 23, 2023 minutes.
4. Discuss - Approve / Deny the Final Plat for Dugan's Subdivision located on the southeast corner of 14th Avenue and Inman Road (in the City's one-mile extraterritorial jurisdiction).
5. Discuss - Approve / Deny Zoning Permit application:  
(a) 2023-45 City of St. Paul - monument sign on Highway 281 between Highway 92 and O Street
6. Zoning Administrator Helzer Report
7. Public Comments
8. Adjournment

## St. Paul Planning Commission

October 23, 2023

### Meeting Minutes

A meeting of the St. Paul Planning Commission was convened in open and public session on the 23<sup>rd</sup> day of October, 2023 in the Council Chambers at the City office, 704 6<sup>th</sup> Street, St. Paul, Nebraska.

Zoning Administrator Matt Helzer called the meeting to order at 5:30 p.m. with a statement regarding the Open Meetings Act; which is posted on the west wall of the City Council chambers. The notice of the meeting was posted in four (4) public places. The agenda was sent to the Commission members prior to the meeting, and was posted in four (4) public places. Commission members present: Connie Becker, Arvilla Jacobs, Dan Scheer, and Tony Walch. Commission members absent: Tyler Solko. Also present Zoning Administrator Matt Helzer, Laura Berthelsen (minutes).

Zoning Administrator Helzer introduced Dan Scheer, the new Planning Commission member replacing Jerry Woodgate as a representative within the City's one-mile extraterritorial jurisdiction.

Zoning Administrator Helzer opened the public hearing on the preliminary plat of Dugan's Subdivision at 5:32 p.m. The subdivision is located at the southeast corner of 14<sup>th</sup> Avenue and Inman Road (within the City' one-mile extraterritorial jurisdiction). Upon no public comment, the public hearing was closed at 5:33 p.m. Commission member Walch moved to approve the Preliminary Plat of Dugan's Subdivision. Commission member Becker seconded the motion. Commission members Jacobs, Scheer, Walch, and Becker voted aye, nays none. Motion carried 4/0. A public hearing will be held on November 6, 2023 at 6:30 p.m. before the City Council on this preliminary plat.

Zoning Administrator Helzer opened the public hearing at 5:32 p.m. regarding the request by River Valley Auto LLC to rezone Lot One (1), Paul's North Subdivision in Howard County, Nebraska from AGR – Agricultural Residential zone to HC – Highway Commercial zone. This property is located at the northwest corner of Highways 281 and 92 north of St. Paul (within the City' one-mile extraterritorial jurisdiction). Upon no public comment, the public hearing was closed at 5:37 p.m. Commission member Walch moved to approve the rezoning request. Commission member Jacobs seconded the motion. Commission members Scheer, Walch, Becker, and Jacobs, voted aye, nays none. Motion carried 4/0. A final public hearing on this matter will be held on November 6, 2023 at 6:30 p.m. before the City Council.

Commission member Becker moved to approve the September 25, 2023 meeting minutes. Commission member Jacobs seconded the motion. Commission members Becker, Jacobs, Scheer, and Walch voted aye, nays none. Motion carried 4/0.

Commission member Becker moved to ratify the administrative approval of the following zoning permit:

(a) 2023-43 Andrew & Kelsey Koperski / Jackie Brownlee – fence at 402 4<sup>th</sup> Street

Commission member Walch seconded the motion. Commission members Walch, Becker, Jacobs, and Scheer voted aye, nays none. Motion carried 4/0.

The following fence permit application was brought to the Planning Commission because the material being used for the fence may not comply with zoning regulations:

(a) 2023-44 Tyler Granger – fence at 1014 Sherman Street

The application indicated that it would be a temporary fence (for approximately one year), at which time the property owners would replace it with a vinyl fence. After lengthy discussion, and in accordance with Zoning Regulation Section 9.8.10(B), Commission member Walch moved to approve Zoning Permit application 2023-44 with the stipulation that (1) the oak wood be stripped from the pallet before installing, (2) the oak wood is the only portion of the pallet to be used in the fence; and (3) regular fencing material must be used with the oak boards to install the fence. Commission member Becker seconded the motion. Commission members Walch, Becker, and Scheer voted aye, Commission member Jacobs voted nay based on Zoning Regulation Section 9.8.10(B). Motion carried 3/1.

A discussion was held to elect a new Chairman for the Planning Commission. Commission member Walch nominated Commission member Tyler Solko to serve as Chairman. Commission member Scheer seconded the nomination. After roll call vote of all ayes, Tyler Solko is approved as the new Chairman of the Planning Commission.

The next Planning Commission meeting is scheduled for Monday, November 13, 2023 at 12:00 p.m. (noon).

The meeting was adjourned at 6:09 p.m.

Sincerely,

Matthew T. Helzer  
Zoning Administrator

Tyler Solko  
Chairman

Laura Berthelsen  
Planning Secretary

Filing Fee: \$300.00

Date Paid: 9/13/23 CASH CHECK# 8818 CREDIT CARD

**Application For Subdivision**

City of St. Paul, Nebraska

Subdivision Name: Dugan's Subdivision

Owner/Applicant Name: Tyler & Kimberly Dugan

Applicant's Address & Phone # 1394 Inman Road  
St Paul NE 68873

Legal Description of Property from which the Subdivision is being made:

Part of North 1/2 of NW 1/4 of Section 34, Township 15 North, Range 10 West of 6th P.M. Howard County, NE

Zoning District of subject property: AGR

Present use of subject property: Residential

Desired use of subject property: Residential

Area from which the Subdivision is being taken \_\_\_\_\_ Area in proposed Subdivision 19.89 acres

Will the Subdivision result in any increases in service requirements such as, utilities, schools, traffic control, streets, bridges, etc., or will it interfere with maintaining existing service levels?

Yes \_\_\_\_\_ No X

Is there direct access to an improved road or street? Yes X No \_\_\_\_\_

Has the proposed tract been previously split in accordance with these regulations or the zoning regulations? Yes \_\_\_\_\_ No X. If Yes, complete the vacating subdivision application & fee.

**Documents Required with this Application:**

- Preliminary / Final Plat
- Certified list of property owners within 300 feet prepared by Title Company
- Subdivision Application Fee

Signature of Owner/Applicant: [Signature]  
Date: 9/13/23

**FOR OFFICE USE:**

Date of Pre-plat conference: \_\_\_\_\_ Date of Notifications: 10/2/23

Notifications: School Dist.  County  HGRPPD  Fire  FID  NDOT

Does the proposed plat meet all the subdivision requirements? Yes  No \_\_\_\_\_ If not, list the discrepancies:

Date before Zoning Commission: Preliminary 10/23 Final \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Date before City Council: Preliminary 11/6/23 Final \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

# DUGAN'S SUBDIVISION

N-LINE

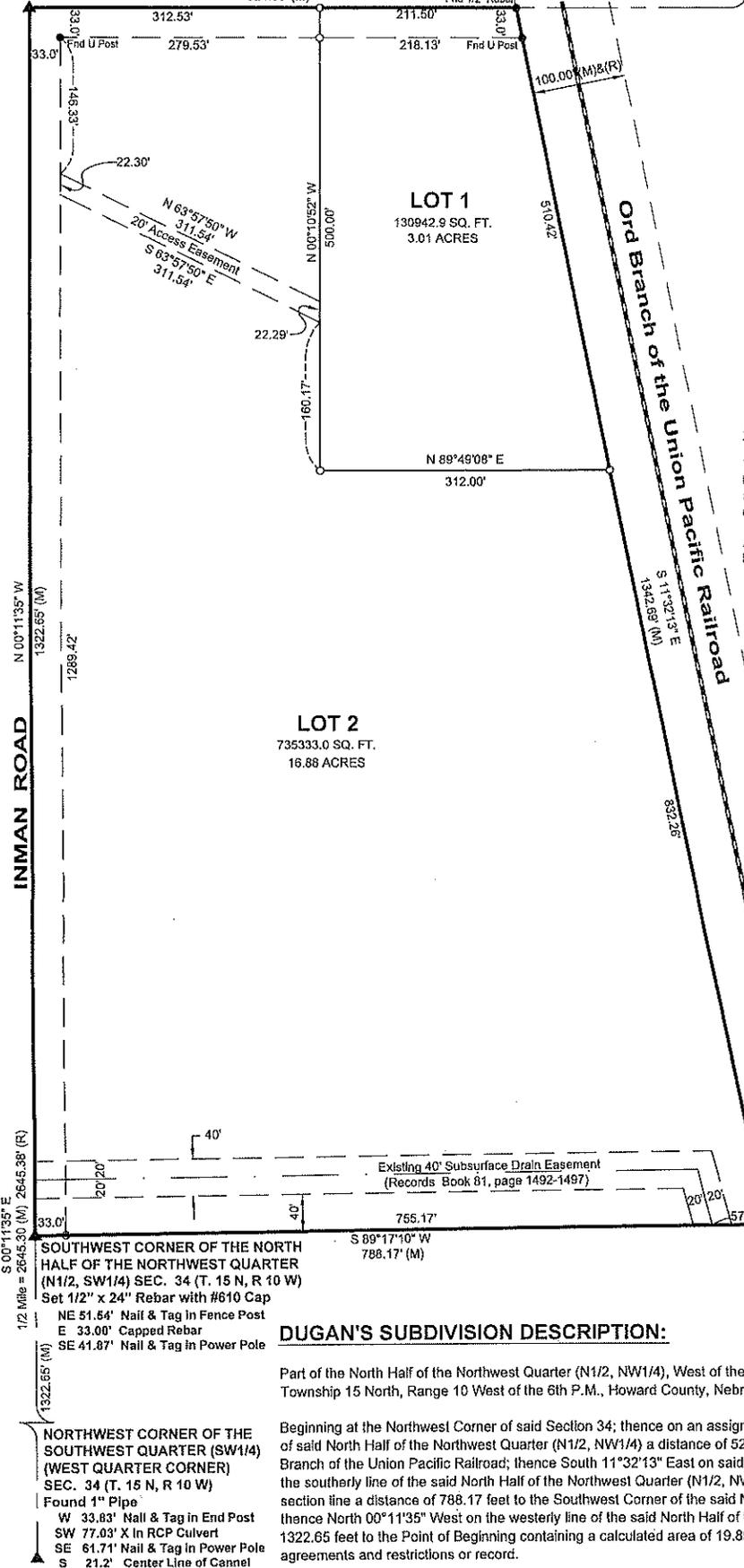


LAND SURVEYING

P.O. BOX 173  
Central City, NE 68826  
Phone: 308-946-3601

FINAL PLAT  
A PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N1/2, NW1/4) OF SECTION 34,  
TOWNSHIP 15 NORTH, RANGE 10 WEST OF THE 6TH P.M., HOWARD COUNTY, NEBRASKA

NORTHWEST CORNER  
SEC. 34 (T. 15 N, R 10 W)  
Found 2" Brass Cap  
NW 37.38' Near Corner of Tele Box  
NE 67.71' Nail & Tag in Power Pole  
SE 44.79' Nail & Tag in Power Pole



**14th AVENUE**  
NORTH QUARTER CORNER  
SEC. 34 (T. 15 N, R 10 W)  
Found Survey Marker Nail  
WNW 105.16' Fnd. 1" Pipe  
W 100.78' Nail & Tag in Power Pole  
SW 80.19' MAG Nail & Tag in Corner Post  
E 10.4' Center Line of Highway

- Legend**
- ▲ = Section Corner (See Description)
  - = Corner Set 1/2" x 24" Rebar w/ Cap #610
  - = Found Corner (See Description)
  - (M) = Measured Distance
  - (P) = Platted Distance
  - (R) = Recorded Distance



**SURVEYOR'S NOTES:**

This survey was prepared without the benefit of a title report. Property is subject to all restrictions, record easements, agreements, adjoiners, and other recorded documents which might affect the quality of the property.

All Bearing are referenced from the Howard County Local Projection Coordinate System

**SURVEYOR'S CERTIFICATE**

I hereby certify that this Subdivision Survey was prepared by me and the related survey work was performed by me or under my direct personal supervision and that I am a duly Registered Land Surveyor under the laws of the State of Nebraska.

Jamie L. Blodgett  
License Number 810  
Date: 11/1/2023

SOUTHEAST CORNER OF THE NORTH HALF OF THE NORTHWEST QUARTER (N1/2, SW1/4) SEC. 34 (T. 15 N, R 10 W)  
Found 1" Pipe near edge of highway  
NW 53.59' Nail & Tag in Corner Post  
SW 54.62' Near Side of Steel Corner Post  
E 19.3' Center Line of Highway

**DUGAN'S SUBDIVISION DESCRIPTION:**

Part of the North Half of the Northwest Quarter (N1/2, NW1/4), West of the Ord Branch of the Union Pacific Railroad, of Section 34, Township 15 North, Range 10 West of the 6th P.M., Howard County, Nebraska, more particularly described as follows:

Beginning at the Northwest Corner of said Section 34; thence on an assigned bearing of North 89°42'04" East on the northerly line of said North Half of the Northwest Quarter (N1/2, NW1/4) a distance of 524.03 feet to the westerly right-of-way line of the Ord Branch of the Union Pacific Railroad; thence South 11°32'13" East on said westerly right-of-way line a distance of 1342.69 feet to the southerly line of the said North Half of the Northwest Quarter (N1/2, NW1/4); thence South 89°17'10" West on said southerly section line a distance of 788.17 feet to the Southwest Corner of the said North Half of the Northwest Quarter (N1/2, NW1/4); thence North 00°11'35" West on the westerly line of the said North Half of the Northwest Quarter (N1/2, NW1/4) a distance of 1322.65 feet to the Point of Beginning containing a calculated area of 19.89 Acres more or less. Subject to all easements, agreements and restrictions or record.

# DUGAN'S SUBDIVISION

FINAL PLAT

A PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N1/2, NW1/4) OF SECTION 34,  
TOWNSHIP 15 NORTH, RANGE 10 WEST OF THE 6TH P.M., HOWARD COUNTY, NEBRASKA

N-LINE



LAND SURVEYING

P.O. BOX 173  
Central City, NE 68826  
Phone: 308-946-3601

### DEDICATION OF PLAT

Know to all Men by these presents, Tyler K. Dugan and Kimberly D. Dugan, husband and wife, the owners of the described hereon has caused the same to be Surveyed, Platted and Designated as the **DUGAN'S SUBDIVISION**, Howard County, Nebraska as shown on the accompanying Plat thereof and that the foregoing subdivided lot is more particularly described in the description hereon as appears on this Plat is made with the free consent and in according with the desires of the undersigned owners.

in witness thereof I have affixed my signature hereto at St. Paul  
Nebraska on November 6, 2023

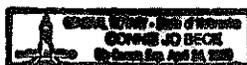
Tyler K. Dugan  
Tyler K. Dugan

State of Nebraska )  
County of Howard ) SS

Acknowledgment  
of  
Notary

Kimberly D. Dugan  
Kimberly D. Dugan

on this 6th Day of November, 2023  
before me, a Notary Public in and for said County and State, came Tyler K. Dugan and Kimberly D. Dugan, to me personally known to be the same, acknowledged the execution of the same in testimony thereof, I have hereunto set my hand and affixed my Notary Seal the Day and Year above written.



Dennis Jo Beck  
Notary Public

My Comm. Expires: 04-24-2026

### HOWARD COUNTY TREASURERS CERTIFICATE

I hereby certify that on this \_\_\_\_\_, 20\_\_\_\_ The record on my office show no taxes due or delinquent upon the property described in the legal description of this plat.

\_\_\_\_\_  
Howard County Treasurer

### CITY OF SAINT PAUL APPROVAL

This Plat of **DUGAN'S SUBDIVISION** has been submitted to and approved by the City of Saint Paul on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Mayor City Clerk

### APPROVAL OF PLANNING AND ZONING COMMISSION

This Plat of **DUGAN'S SUBDIVISION** has been submitted to and approved by the City of Saint Paul Planning and Zoning Commission on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Chairman Secretary

### SAINT PAUL CITY ENGINEER APPROVAL

This Plat of **DUGAN'S SUBDIVISION** has been submitted to and approved by the Saint Paul City Engineer on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Saint Paul City Engineer

Zoning Classification HC Value \$ 17,000 PERMIT NUMBER 2023-45  
FEE \$50.00 CASH Waive fee CHECK# \_\_\_\_\_

**APPLICATION FOR A SIGN 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.

Business Owner/Applicant City of St. Paul Property Owner \_\_\_\_\_

Address 704 6th St Address \_\_\_\_\_

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

Phone Number 308-754-4483 Cell Phone \_\_\_\_\_

Complete Legal Description of the Property Part of SW 1/4 34-15-10 Howard Co. NE

Address of Business Sign will be located at 13th Ave and Highway 281 West side

Size of Proposed Sign 19' x 3' 7'tall

Type of Sign Ground monument Welcome Sign

Sign Construction/Material Bricks and plastic

Where will sign be located on the property \_\_\_\_\_

Distance from Front property line East 1' Rear property line West 1'

Distance from Side property line North 10' Second Side property line South 20'

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

Approximately when will construction Start \_\_\_\_\_ Finish \_\_\_\_\_

Contact Utility Superintendent at (308) 754-4483 regarding Inspection. Matt Helzer Date of visit 11-8-23  
(Matt Helzer's signature)

**Recommendations needed before approval:** Sign will not meet east/west setbacks, however NDOT has deeded land to the City to allow the placement of the sign at this location

**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 (see above)  
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:



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.**

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.**

Signature of Business Owner NA Date \_\_\_\_\_

Signature of Property Owner Matthew Helzer Date 11-8-23

**For Office Use Only:**

Permit is Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Zoning Administrator

Reasons for Denial: \_\_\_\_\_  
 \_\_\_\_\_

2023-45



November 8, 2023

DISCLAIMER: This map is not intended for conveyances, nor is it a legal survey. The information is presented on a best-efforts basis, and should not be relied upon for making financial, survey, legal or other commitments.

- Parcels
- Sections

1:1,219

