

Planning Commission Meeting  
Monday, April 14, 2025 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 14th day of April, 2025 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 March 31, 2025 minutes.
4. Discuss - Approve / Deny Zoning Permit applications:
  - (a) 2025-12 Sharon Dyer - move metal shed from 909 Elm Street
  - (b) 2025-13 Nicholas Meyer - metal shed at 330 Kelly Street
5. Zoning Administrator Helzer Report
6. Public Comments
7. Chairman Solko announces the next Planning Commission meeting.
8. Adjournment

**St. Paul Planning Commission**  
March 31, 2025  
Meeting Minutes

A meeting of the St. Paul Planning Commission was convened in open and public session on the 31<sup>st</sup> day of March, 2025 in the Council Chambers at the City office, 704 6<sup>th</sup> Street, St. Paul, Nebraska.

Chairman Solko called the meeting to order at 12:00 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, Tyler Solko, and Tony Walch. Commission members absent: None. Also present Zoning Administrator Matt Helzer, Laura Berthelsen (minutes).

Commission member Jacobs moved to approve the March 3, 2025 meeting minutes. Commission member Scheer seconded the motion. Commission members Becker, Jacobs, Scheer, Solko, and Walch voted aye, nays none. Motion carried 5/0.

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

- (a) 2025-9 Brandon & Taryn Rasmussen – fence at 1617 Jay Street

Commission member Walch seconded the motion. Commission members Jacobs, Solko, Walch, Becker, and Scheer voted aye, nays none. Motion carried 5/0.

Zoning Administrator Helzer reviewed the following Zoning Permit applications:

- (b) 2025-10 AJ Squared LLC – duplex and fence at 1511 and 1513 Jay Street
- (c) 2025-11 Kathy Michel – wood playhouse at 1321 Sheridan Street

Commission member Walch moved to approve Zoning Permit applications 2025-10 and 2025-11. Commission member Becker seconded the motion. Commission members Becker, Jacobs, Scheer, Solko, and Walch voted aye, nays none. Motion carried 5/0.

The meeting was adjourned at 12:12 p.m.

Sincerely,

Matthew T. Helzer  
Zoning Administrator

Tyler Solko  
Chairman

Laura Berthelsen  
Planning Secretary

Zoning Classification R2

PERMIT NUMBER 2025-12  
FEE \$25.00 CASH  CHECK#          CC           
paid 3/31/25

**APPLICATION FOR PERMIT TO MOVE A SHED**

**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 Sharon Dyer Contractor         

Address 909 Elm Address         

City, State, Zip St Paul NE 68873 Phone Number         

Phone Number 308-750-0239 - Nich Cell Phone         

Complete Legal Description of the Property Lots 4 + 5, Block 15, Military Addition

Address of current Site 909 Elm Address of new location 330 Kelly St. Paul

Type of Structure to be moved Metal shed

Approximately when will the moving: Start April 15<sup>th</sup> Finish May 15<sup>th</sup>

Contact Utility Superintendent at (308) 754-4483 regarding Inspection Matt Helzer Date of visit 4-1-25  
(Matt Helzer's signature)

Recommendations needed before approval:         

**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.**

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

Signature of Applicant [Signature] Date March 30, 2025

**Treasurer certificate must be attached showing taxes are paid prior to moving the building.**

**For Office Use Only: Attach the Treasurer Certificate**

Permit is Approved          Denied          Date           
Zoning Administrator

Reasons for Denial:

2025-12

08.16.2024



2025-12

Treasurer's Certificate

Prior to demolishing or removing any building or structure from property within the City limits, all taxes and liens must be paid on the property. The City of St. Paul requires the Howard County Treasurer to certify that all taxes on the property are paid, and ~~that no liens exist on the property.~~ There is a mortgage Lien

Type of Structure(s) to be Demolished / Moved metal shed

Property Address: 909 Elm Street, St. Paul NE 68873

Legal Description of Property: Lots 4 + 5, Block 15, Military Addition

I hereby certify that no taxes are due on the above-described property.

Date: 3-31-25

Howard County Treasurer's Office

By: Sara Roy  
Sara Roy (Printed Name)

Zoning Classification R1 Value \$ \_\_\_\_\_ PERMIT NUMBER 2025-13  
 Please call 811 before completing form FEE \$50.00 CASH  CHECK# \_\_\_\_\_  
 paid 3/3/25

**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 Nick Meyer Contractor SELF  
 Address 330 Kelly Street Address \_\_\_\_\_  
 City, State, Zip St Paul NE 68873 Phone Number \_\_\_\_\_  
 Phone Number 508-750-0239 Cell Phone \_\_\_\_\_

Complete Legal Description of the Property Lot 12 + N 1/2 Lot 11, Block 2, Kelly's Addition  
 Address of Construction Site 330 Kelly Street  
 (If none, one must be registered with City of St. Paul) In the Flood plain? NO

Proposed Structure Storage Shed Dimension of Structure 10' x 12'  
 Distance from Front property line West 95' Distance from Rear Property Line East 6'  
 Distance from Side Property Line North 21' Distance from Second Side Line South 71'

Is there a utility easement on any side of the property? NO  
 Approximately when will construction Start April 15th Finish May 15th

Contact Utility Superintendent at (308) 754-4483 regarding Set-Back Inspection. Matt Helzer Date of visit 4-1-25  
 (Matt Helzer's signature)

Recommendations needed before approval: \_\_\_\_\_

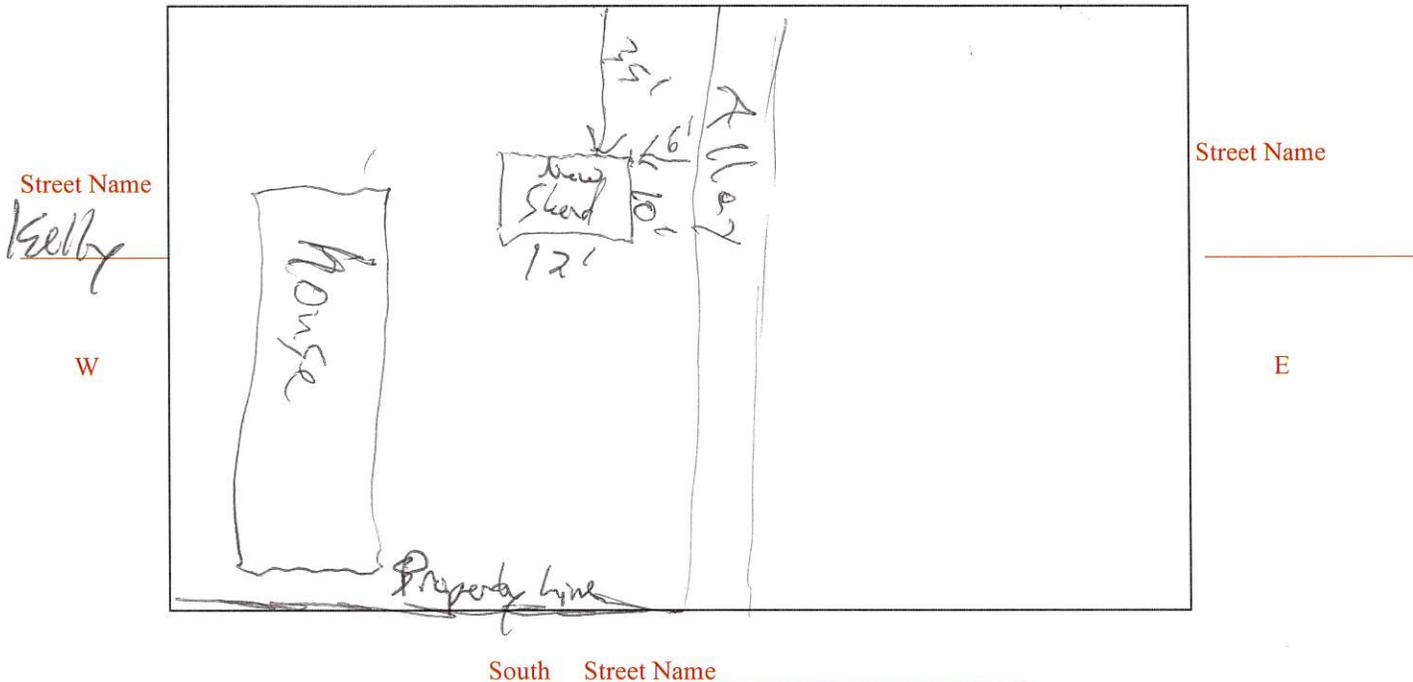
(One Mile radius outside city limits) If the structure is a residence on less than 10 acres indicate the date this property was platted as a separate parcel \_\_\_\_\_ Name of the Lot Split or Subdivision \_\_\_\_\_

**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 buildings 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 Applicant [Handwritten Signature] Date March 30, 2025

**For Office Use Only:**

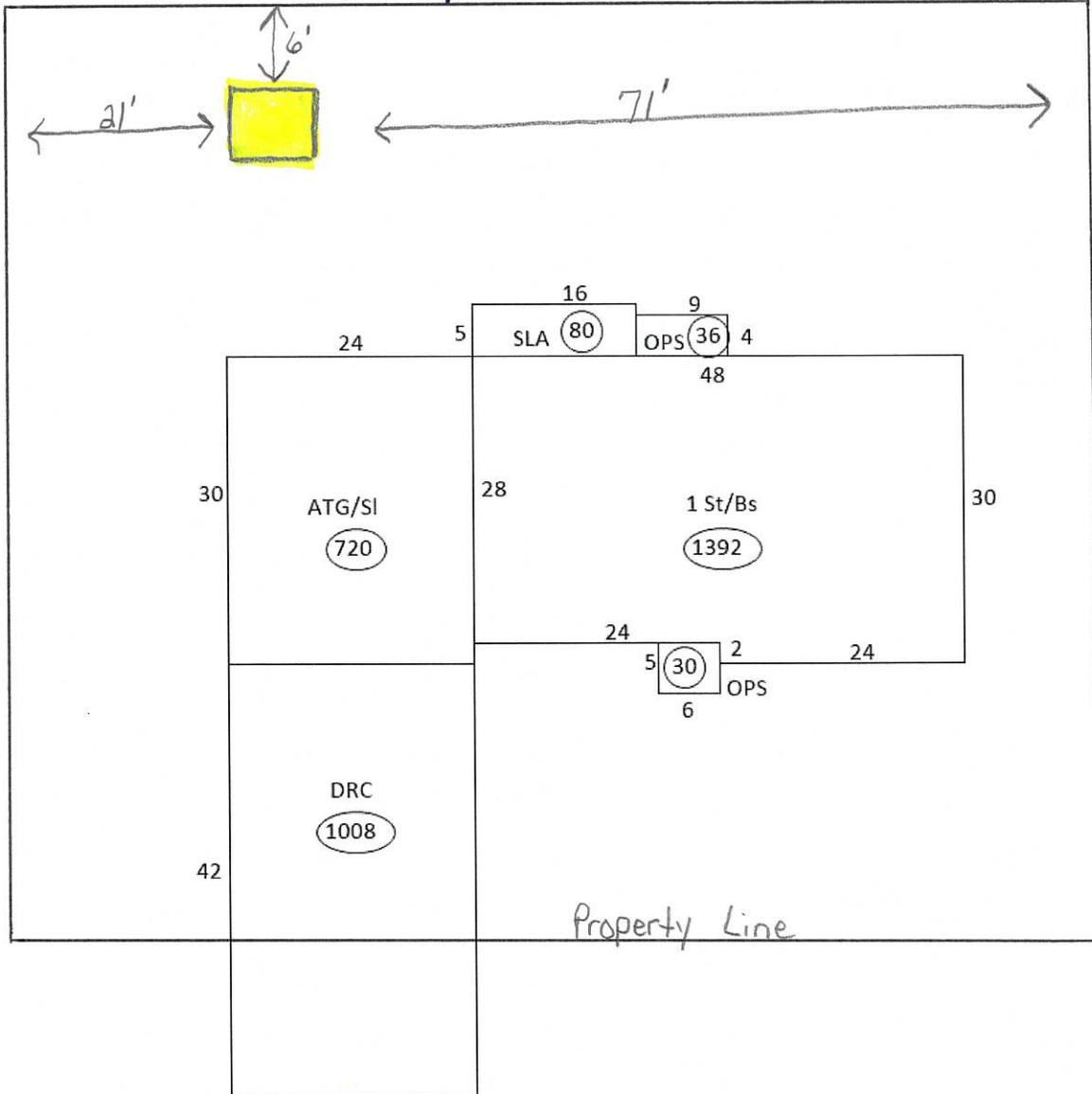
Permit is Approved \_\_\_\_\_ Denied \_\_\_\_\_ Zoning Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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

2025-13

Elm Street

Alley



Kelly Street



April 1, 2025  
11:45 AM

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.

1:855

0 0.005 0.01 0.02 mi

0 0.01 0.02 0.04 km

Parcels