



**City of North St. Paul
Planning Commission
Regular Meeting Agenda**

**January 6, 2022
6:30 PM**

The Planning Commission Meeting will be conducted on **January 6, 2022** at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Planning Commission will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **January 6, 2022 Zoom meeting can be accessed via:** <https://tinyurl.com/NSPplanning>
(from a PC, Mac, tablet, iPhone or Android device)

Meeting ID: 821 4097 2224

Password: 362656

or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

You can also watch the meeting on our YouTube channel here
tinyurl.com/NSPYoutube

The Planning Commission Zoom meeting will be 'open to the public' to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

COMMISSION

Elaine Barton, Commission Chair

Patrick Blees, Commissioner

Erik Brenna, Commissioner

Rick Gelbmann, Commissioner

John Monge, Commission Vice-Chair

Lisa Wong, Commission City Council Liaison

Andrew Wise, Commissioner

STAFF

Eric Zweber, Planning Consultant

Brandy Howe, Planning Consultant
Lisa Ritchie, Planning Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. 12/2/2021 Meeting Minutes

V. Meeting Open to the Public

Note: This is a courtesy extended to persons wishing to address the commission who are not on the agenda. A completed public comment form should be presented to the Planning Commission Secretary prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

- A. Review Park Improvement Plan
- B. Review Open Meeting Law as it pertains to attending commission meetings via Zoom

VIII. Old Business

- A. Review Draft Sign Ordinance

IX. Reports from Staff

- A. Downtown patio furniture design style standards
- B. Funding for Downtown improvements

X. Reports from Council Liaison

XI. Reports from Commissioners

XII. Adjournment

The next regularly scheduled Planning Commission meeting is February 3, 2022

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, DECEMBER 2, 2021
6:30 P.M.**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

Chair Barton called the meeting to order at 6:34 p.m.

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Chair

John Monge, Vice Chair EXCUSED ABSENT

Patrick Blees, Commissioner

Eric Brenna, Commissioner

Rick Gelbmann, Commissioner

Andrew Wise, Commissioner

Allan Worm, Commissioner

Lisa Wong, City Council Liaison EXCUSED ABSENT

STAFF

Brandy Howe, City Planner

Erik Zweber, City Planner

Morgan Dawley, City Engineer

Lisa Ritchie, Planning Secretary

III. ADOPT AGENDA

Motion to adopt agenda by Commissioner Gelbmann, and seconded by Commissioner Worm, with all present voting aye (6-0). Motion carried to adopt the November 2, 2021 Agenda.

IV. APPROVAL OF MINUTES

a. Meeting Minutes 10/7/2021

Commissioner Gelbmann requested the following correction:

-Page 3, paragraph 3, line 1, remove “to adopt agenda”

Motion to approve Minutes by Commissioner Wise, and seconded by Commissioner Brenna, with all present voting aye (6-0). Motion carried to approve the October 7, 2021 regular meeting minutes as submitted.

b. Meeting Minutes 10/21/2021 (Joint Meeting)

Commissioner Wise requested the following corrections:

-Page 3, paragraphs 5 and 6 – replace “Council Member Wise” with “Commissioner Wise”

Motion to approve Minutes by Commissioner Worm, and seconded by Commissioner Blees, with all present voting aye (6-0). Motion carried to approve the October 21, 2021 joint meeting minutes as submitted.

Commissioner Worm stated this will be his last Planning Commission meeting.

Chair Barton presented a plaque to Commissioner Worm in recognition and appreciation of his many years of service to the Planning Commission.

Ms. Ritchie stated it is hoped that Commissioner Worm can attend an upcoming City Council meeting as a Guest of Honor.

V. MEETING OPEN TO THE PUBLIC

There were no comments.

VI. PUBLIC HEARINGS

a. Consideration of a Preliminary and Final Plat for the Berwald Addition

City Planner Brandy Howe reviewed a City-initiated request for preliminary and final plat for the Berwald Addition, the purpose of which is to clarify ownership of the property. The platting process will establish the right of way for Centennial Drive, and no subdivision is proposed as part of this plat. The property in question has 8 existing structures, some of which have nonconformities, but variances will not be required.

Ms. Howe stated notifications were sent to property owners within 350 feet of plat, and a public hearing notice was published in the newspaper. City Staff notified Ramsey County, the Minnesota Department of Transportation and the Minnesota Department of Natural Resources and did not receive any comments. City Staff recommends Planning Commission recommendation of City Council approval of the Berwald Addition preliminary and final plat.

Chair Barton opened the public hearing at 6:40 p.m.

There were no comments.

Chair Barton closed the public hearing at 6:41 p.m.

Commissioner Blees asked whether existing drainage and utility easements would remain in place. Ms. Howe stated this request will not release any existing easements.

City Planner Eric Zweber stated all drainage and utility easements that will remain are shown on the final plat.

Commissioner Blees requested clarification regarding an easement that runs diagonally through Lot 2. Mr. Zweber stated that easement will remain in place. He added the shape indicates that it is a utility. He noted all parties that will be required to sign on the request have reviewed and agreed to the plat.

Motion by Commissioner Brenna, and seconded by Commissioner Gelbmann, with all present voting aye (6-0). Motion carried to approve Planning Commission recommendation of City Council approval of Preliminary and Final Plat for the Berwald Addition.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

a. Sign Ordinance Update

Ms. Howe stated this agenda item is intended to be discussion-based. She added the purpose of the Sign Ordinance update is to ensure that it complies with the 2015 Supreme Court decision, Reed v. Town of Gilbert, as well as consistent with the Comprehensive Plan. She noted City Staff hopes to simply the Ordinance for clarity purposes and administrative purposes.

Ms. Howe stated the table of contents represents the overall goals of the updated Sign Code, including an approved purpose statement; Applicability; Definitions; Exemptions to the Sign Ordinance; and Prohibited Signs. She added the intention is to move forward and build upon the draft document.

Ms. Howe stated, with regard to “Applicability”, new signs must conform to the Sign Ordinance with the exception of political signs which are allowed by State Statute to remain 46 days prior to an election until 10 days following an election.

Commissioner Blees stated the Commission talked about flags and banners which are not mentioned in the Definition Option 1 but are included in the current definition. He added he supports Option 1. Ms. Howe stated flags could be considered a sign if they are intended to sell something and have product language on them. She added flags are exempt.

Chair Barton stated flags would fall under the definition of Option 1 because they are a means of communicating. Commissioner Blees stated the regulations are related to the purpose of the flag.

Chair Barton stated flags can communicate a non-commercial message which is also a sign. She added the word “flag” does not need to be included in the definition. Commissioner Blees agreed.

Ms. Howe stated the Planning Commission can review this issue again at a later date, as the Ordinance unfolds.

Commissioner Gelbmann stated flags are required to have a maximum size of 4x6 feet. He asked whether people can have flags that are larger than that. He asked what constitutes a flag. Chair Barton that will be in the regulation piece of it.

Commissioner Blees the point is that a flag can be a sign or not a sign, depending upon what is on the flag. He added the definition in Option 1 is good because it is not specific to the shape or device.

Chair Barton asked whether flashing signs are a type of illumination. Ms. Howe definitions in the Ordinance will not be limited to sign types.

Chair Barton asked whether all yard signs are temporary, and whether yard sign is defined in the current Ordinance. Commissioner Worm stated all yard signs are temporary. Chair Barton stated there is a specific type of sign called a yard. She added the Ordinance defines free-standing sign, which is the same thing as a yard sign.

Ms. Howe stated a yard sign could include other signs of a temporary nature that are not intended to be permanent. She stressed the importance of being as specific as possible under Definitions. She added the purpose of the yard sign definition is to clarify that yard signs are exempt from the Ordinance, and a permit would not be required.

Chair Barton stated there should be a definition of the word “temporary”, which indicates a specific period of time.

Commissioner Blees stated he would like to see definitions that relate to the sign manufacturing industry. He added “free standing” would not be an industry definition. He noted more generic definitions may be appropriate, but they should be considered as they prove helpful for builders and developers.

Ms. Howe stated she could provide a red-lined copy of current definitions if that would be helpful. Chair Barton agreed.

Commissioner Blees stated internally or externally lit signs should be addressed.

Ms. Howe stated, with regard to exempt signs, some text has been simplified and regulatory language removed.

Commissioner Wise requested clarification regarding Item 6.

Ms. Howe stated the goal is to put everything in the list that doesn’t require a permit, but this might not be the best place for it as it is not a sign type. She added another section could address sign types that do not require a permit.

Chair Barton stated yard signs may or may not be included in that category, depending upon the definition.

Ms. Howe stated she is unsure whether Maintenance, as well as Statues and Decorations, should be included. Chair Barton they belong in the “Artistic” category, which can also be messages.

Ms. Howe stated a permit is not required for a flag if it is not a sign.

Chair Barton stated yard signs are really temporary signs. Commissioner Blees stated there might be temporary signs that should require a permit.

Ms. Howe stated she has included a definition for yard signs.

Commissioner Blees stated, under Item 1, it might become too complicated to create a process for Planning Commission review on a case-by-case basis. He added this could set precedent. Chair Barton agreed.

Chair Barton asked, with regard to internally illuminated signs, whether they should be prohibited.

Commissioner Gelbmann stated he is fine with internally illuminated signs. He added regulations will be added for the size of signs, how bright they are, flashing lights, and hours of operation, as well as location.

Chair Barton stated motion flashing and flashing signs fall under Regulatory Standards and should be addressed there.

Ms. Howe stated “flashing” is listed as prohibited in the definition, which states “any illuminated sign that emits intermittent or flashing light or creates the illusion of intermittent or flashing light by means of animation.”

Commissioner Gelbmann stated a definition is required for “flashing” and “intensity”.

Chair Barton stated she does not see any reason to prohibit internally illuminated signs as they are already allowed.

Commissioner Blees stated illuminated signs can be allowed as long as they are regulated. He added lighting sources have changed dramatically. He stressed the importance of being generic enough to address all variations.

Commissioner Worm stated the definition of “downtown” needs to be revisited. Chair Barton that definition is in the downtown Design Manual.

Chair Barton stated the Planning Commission agrees internally illuminated signs will not be prohibited. She added flashing, animation and motion need to be addressed. Ms. Howe agreed, adding electric signs will need to be addressed.

Chair Barton stated, under Item 3, related to advertising or business signs on mobile equipment, should be changed to “signs attached to mobile equipment”. She added a vehicle should not be used solely as a sign. Ms. Howe agreed.

Mr. Zweber stated signage on commercial vehicles can include licensure information as well as commercial advertising.

Chair Barton stated, with regard to signs on utility posts, trees, and fences, the sign itself is not being regulated but rather where it can be placed.

Mr. Zweber stated the City Council would have to develop a right-of-way encroachment policy, which is different than an Ordinance. He added there is a setback requirement of 10 feet from the property line.

Commissioner Gelbmann stated the exception would be political signs during election season. Chair Barton stated location can be regulated.

Commissioner Gelbmann stated it is not realistic to try to regulate political signs in the right of way.

Commissioner Gelbmann asked whether there is a definition for billboards. He added he appreciates that billboards are prohibited as they do not add value to the City. Commissioner Blees stated “billboard” should be defined if it is prohibited.

Chair Barton stated a billboard is essentially an off-premises sign, regardless of size.

There was a general consensus to prohibit off-premises signs.

Commissioner Wise stated he would support a review of types of signs that are currently prohibited. he added he understands how precedent could be set, but there should be a review process.

Ms. Howe stated a special exception process could be considered for signs that are prohibited.

Commissioner Gelbmann stated billboards are rental property. He added there may be a way of regulating billboards.

Chair Barton stated Item 9 addresses signs that swing or noticeably move from wind pressure. She added that covers a lot of different signs, banners and flags. She asked whether there is a better way to address this, as it is a regulatory issue rather than a sign issue.

Ms. Howe stated, with regard to Permitting, City Staff is recommending removal of the section that requires an applicant to enter into an agreement with the City to remove and dispose of signs that are not maintained or have valid permits. She added “Suspension or Revocation” allows City Staff ability the to revoke a permit if it was issued in error or goes against another Ordinance.

Commissioner Blees stated the section on Permitting gives a lot of opportunity to set precedent because there may be conditions. He added “subject to conditions” could be used to establish something unique.

Chair Barton asked who would establish the conditions. Ms. Howe stated it would be inappropriate for City Staff to provide conditions. She added a separate process would be necessary to determine whether a permit is allowed.

Commissioner Worm requested that Sign Codes from the neighboring communities of Oakdale and Maplewood be reviewed to see if they have experienced any hang-ups.

Chair Barton stated the Sign Code should be reviewed by the Business Association for feedback and comment.

b. 7th Avenue Improvements (2022) – 1st Street to Helen Street On-Street Parking Configuration

City Engineer Morgan Dawley reviewed the proposed 2022 7th Avenue Improvements, including portions of 7th Avenue between 1st Street and east of Helen Street, and corridor streetscape improvements on 7th Avenue. He reviewed two options for parking configurations including 60-degree diagonal parking east of Helen Street in conformance with pre-existing conditions for on-street parking. The transitional block to the west of Helen Street is proposed to have parallel parking. In 2020, parking configuration changes were considered, and the difference between diagonal and parallel parking was not significant.

Mr. Dawley stated other factors for consideration are additional costs to redo recent irrigation work, streetscape and trees that were planted in 2011-12, as well as reduction of green space. Expansion of pavement would be costly, and would leave a fairly narrow grass strip, not big enough for boulevard trees, which would change the character of the block significantly.

Commissioner Gelbmann stated he strongly favors Option 1, 60-degree parallel parking, which allows for a nice transition from the residential area to the west into the downtown area. He added the loss of bus stops is less desirable, especially with bus stops near Polar Ridge.

Commissioner Blees agreed that he supports Option 1.

Commissioner Worm asked whether input was received from the business community. Chair Barton stated that was undertaken by the downtown revitalization task force. Mr. Dawley confirmed there were several meetings in 2017 with the business community and general public.

Commissioner Wise stated he agrees that Option 1 is the best option. He added he was intrigued by the 2nd option, due to the elimination of curb cuts. He noted, in his opinion, if the City is going to add parking, it should be done like this rather than taking property to make additional parking lots.

Chair Barton agreed, adding it is a transition area between residential and downtown, and it is more pedestrian and bike friendly. She added it changes the feel of the whole area to add impervious surface and green space.

Mr. Dawley stated the City Council recently discussed improvements on 7th Avenue which stop short of the “5 Corners” intersection which has been contemplated for a roundabout in the past, as a gateway to the downtown area. City Staff have met with the County regarding a possible roundabout, but nothing has been finalized. A tax-forfeit, unbuildable property near the intersection was available to Ramsey County, and the City was asked whether they would be

interested in acquiring the parcel due to the potential roundabout concept. This could be an opportunity for future roundabout improvements.

Commissioner Brenna asked whether there is room at that intersection for a full-sized roundabout, even though 4 parcels would be impacted.

Mr. Dawley stated flexible approaches to creating a roundabout would need to be considered due to the constrained size. A dual roundabout has been considered, with 2 small circles. Xcel Energy installed facilities at this location in the right of way and indicated that they would remove the utilities in the future, if necessary, at their cost.

Commissioner Gelbmann stated he believes it is a good forward-focused direction to go in, to get some flexibility for the intersection.

Commissioner Wise stated these plans would make the intersection increase pedestrian safety. Mr. Dawley thanked the Commissioners for their comments and support. He added there is no guarantee that the County or City will be successful with this effort, but it seems worth pursuing.

Chair Barton stated, speaking of the County, additional bus service on McKnight Road should be pursued due to the growing size of the community. Mr. Dawley stated City Staff have been in touch with Metro Transit in the past, and they are generally centered around ridership at existing stops, which has resulted in fewer transit stop locations, buses removed from their routes. He added ridership was at an historic all time low in 2020, so they do not have good data for evaluating routes. He agreed to speak with City Staff about contacting Metro Transit.

VIII. OLD BUSINESS

a. Downtown Seating Furnishings Status/Follow-up (added to agenda 12/1/21)

Chair Barton requested an update on downtown outdoor seating furniture. She added, at a recent Joint Planning Commission/Economic Development Authority meeting, Mayor Terry Furlong indicated he thought the Planning Commission should take the lead on that effort.

Ms. Ritchie stated she does not have any information to pass on. Some proposed permanent furniture was removed from the 2022 budget, but not restaurant seating.

Ms. Ritchie stated City Staff can do some research and get information on costs and design for outdoor restaurant seating.

Chair Barton stated this issue can be discussed at the Planning Commission's January 6, 2022 meeting.

b. RMP Task Force Representative Update (added to agenda 12/1/21)

Commissioner Gelbmann stated the Redevelopment Master Plan Task Force has met twice and has been considering appropriate levels of detail for the Master Plan review. He added the Task Force has been reviewing new development that has occurred in the City since the last document

was approved, and what properties are likely to be redeveloped. He noted the business community is an important stakeholder in the process.

IX. REPORTS FROM STAFF

-None.

X. REPORT FROM COUNCIL LIAISON

-None.

XI. REPORTS FROM COMMISSIONERS

Commissioner Brenna asked whether there is a plan for the mulch in landscaped areas in downtown. Ms. Ritchie stated proposed landscaping was cut from the 2022 budget. Chair Barton stated she believes funding will be added so the work will be completed next year. Ms. Ritchie agreed to provide additional information.

Commissioner Wise stated he recently attended Minnesota Green Step Cities' "New Approaches to Parking Management" seminar, information on which was forwarded to the Planning Commission by Ms. Ritchie. He added information was presented on the City of St. Paul's elimination of parking minimums, as well as the high cost and environmental impacts of parking and importance of bicycle infrastructure. He noted another topic was the concept of uncoupling project parking costs with actual residential construction, which allows rents to be affordable, and people can pay for parking if they need it.

Commissioner Wise stated a recording of the seminar is available if any Commissioners are interested.

Commissioner Worm stated this is his last meeting, and he would like to recommend that the Planning Commission replace him with someone from the business community.

Chair Barton stated the Holiday Hop is this coming Saturday.

Chair Barton encouraged everyone to support Brothers Bistro, which recently got some social media attention.

Chair Barton wished everyone a Merry Christmas. She added she hopes Commissioner Worm enjoys his retirement.

Ms. Ritchie stated she received an email from City Council Liaison Lisa Wong, with the following updates:

-John Stark has been selected as the new City Manager. Mr. Stark comes has a Planning background at the City of Richfield in Community Development. He will be an incredible addition, and she hopes the Commission can build a strong relationship.

-City Engineer Morgan Dawley is investigating a pedestrian friendly solution to Ariel Street. Since it is not slated for full reconstruction, an alternative to a sidewalk may be reviewed.

-The Redevelopment Master Plan Task Force has met and reviewed guiding principles; discussed who the primary audience is; and internal alignment of the City Council, Economic Development Authority and Planning Commission.

-The Arts and Culture Commission met with the Veterans Park Commission, and there may be additional discussion about trail access to a potential monument project consisting of a rock and gazebo.

XII. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Worm, and seconded by Commissioner Gelbmann, with all present voting aye (6-0). Motion carried to adjourn the meeting at 8:53 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, January 6, 2022 at 6:30 p.m.

Members, please notify any planned absences to: Lisa Ritchie
Planning Commission Secretary
651-747-2400
lisa.ritchie@northstpaul.org



NORTH ST. PAUL

PARK IMPROVEMENT PLAN 2022

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PURPOSE

The purpose of the North St. Paul Park Improvement Plan (PIP) is to:

1. Identify and prioritize capital improvements ~~that are~~ needed in the city's parks, based on a full inventory of the equipment and structures in each park;
2. Estimate project costs for capital improvements;
3. Recommend timelines ~~that will~~ enable the city to complete the highest-priority projects within five years and ~~the remaining projects to be completed in the next 5-10 years.~~

Most of the recommended improvements ~~will~~ involve replacing existing equipment and/or structures, as opposed to adding new amenities to parks.

The Park Fund is the main revenue source for park improvement projects. The Park Fund consists of proceeds from Local Government Aid, community events, donations from individuals and organizations that support public access to parks and recreation areas.

INTRODUCTION



Photo of Silver Lake Park

North St. Paul residents have always loved their parks. When the City was founded and platted by Henry Castle in 1887, several acres of land were set aside for this purpose. Today, our community of only 3.1 square miles is privileged to enjoy a total of 14 parks, including three nature preserves and two recreational lakes. Much of the playground equipment has been replaced in recent years. ~~To further enhance the park system, keep in good condition a variety of maintenance items and accessible paths are.~~

The natural question to ask is, why should the community continue to invest in its parks? One reason is to protect property values. Research has shown that quality parks raise the property values of homes in the area. ~~Real estate trends show that home prices in suburban areas are continuing to decline at a faster rate than those in more urban areas. Investing in our parks could be a tool to prevent the further decline of home prices.~~

INTRODUCTION



Photo of Casey Lake Park

Furthermore, Continued investment in the parks satisfies several of the goals ~~that were~~ set by the North St. Paul City Council in 2010. The first of the four goals was to “improve quality of neighborhoods.” Parks are a crucial neighborhood asset. The aesthetic improvement that renovated parks bring to a neighborhood can serve as a catalyst by encouraging residents to invest in the upkeep of their own homes. Aging and declining parks send a signal that the neighborhood and the city are also aging and declining. This is not the message we want to send to potential homebuyers or development professionals who visit our community

Another goal established by the Council is to further economic development. Parks and open space ~~has been~~ a proven community asset that helps to attract economic development. By continuing to maintain and strengthen our current neighborhood and regional parks, we can make North St. Paul not only more aesthetically appealing, but more attractive to developers. In summary, parks and open space contribute to higher home prices and more economic development, which in turn increases the tax base for the community. Indeed, maintaining and conserving parks and open space is a crucial part of North St. Paul’s economic health.

INTRODUCTION

The Park Improvement Plan, which is a culmination of inventory and research by City staff and input from the ~~Parks Commission~~, will serve as a guide for capital improvements as we look to improve North St. Paul's parks over the next 15 years.

Included is a complete inventory of the amenities and infrastructure in each of the parks, the status of their age and condition, as well as the estimated cost to replace structures and equipment. It is our hope that by highlighting the needs of our parks and communicating the cost for replacement, the community will recognize the need for prioritization and creativity in fundraising to leverage all available financial resources.

Recommendations for prioritization, project phasing, and funding sources are also provided for all parks. Additionally, the City of North St. Paul may consider a future comprehensive park planning study be undertaken to ensure ~~that~~ recommendations are in line with community needs. Factors include park distribution and level of service provided, current trends in recreation, and evolving demographics and housing densities.

Photos: Wildlife at Silver Lake



PARK MAP

PARK CLASSIFICATIONS

SMALL NEIGHBORHOOD

Definition:

A park classified as a “Small Neighborhood Park” is primarily used by residents of the neighborhood ~~in which~~ it is located. These parks occupy less than one square block of land within the community and may provide a variety of amenities.

Parks with this Classification:

- Dorothy Park
- Polar Park
- Country Club Park
- Colby Hills Park

Prescription:

Improvements to parks under this classification will be ~~more~~ minimal.

- The focus will be on maintenance/repair of existing equipment and amenities.
- Efforts will be made to enhance the visual appeal of these parks so they continue to serve as an asset for the neighborhood.
- As park equipment and infrastructure in these parks reaches the end of its lifespan, the Parks Commission will work with the neighborhood to gauge interest in replacing infrastructure and to explore new uses for the park, including open green space, community gardens, walking paths, public art, etc.



PARK CLASSIFICATIONS

LARGE NEIGHBORHOOD

Definition:

A park classified as a “Large Neighborhood Park” generally has more amenities than a small neighborhood park and takes up more than one square block of land. These parks are still primarily used by residents of the neighborhood, but they may also draw in other people from the larger community due to the diversity of amenities offered there.

Parks with this Classification:



- Northwood Park
- Tower Park
- Hause Park

Prescription:

- Improvements to these parks will be more substantial than for small neighborhood parks.
- Funding will go toward maintenance and repair, and when equipment and infrastructure reaches the end of its life, funding for replacement and/or potential new uses will be explored.

PARK CLASSIFICATIONS

COMMUNITY PARK

Definition:

A park classified as a “Community Park” differs from a neighborhood park by the fact ~~that~~ it draws in visitors from the larger community and even a larger region due to a unique natural feature or amenity. This classification replaces the previous “Regional Park” classification as described by the City of North St. Paul to avoid confusion with parks meeting the criteria for a Regional Park status, as recognized by the Metropolitan Council.

Parks with this Classification:

- Casey Lake Park
- Silver Lake Park
- McKnight Fields

Prescription:

- Community parks serve a crucial purpose in the community, as they attract a large number of visitors. Thus, these parks promote a positive and prosperous image for North St. Paul.
- Funding will be available for capital improvements, and maintenance and repair will be performed with greater frequency.
- Specifically, efforts will be made to maintain and enhance the amenities that generate a community-wide and regional draw to the park. For instance, shoreline restoration will eventually be necessary at Silver Lake Park in order to preserve the water quality.
- Similarly, the baseball fields at McKnight Field will be frequently considered for improvements because they draw ~~large quantities~~ of people from both within and outside the community.



PARK CLASSIFICATIONS

SPECIALTY PARK

Definition:

A park classified as a “Specialty Park” serves a special purpose within the city and can include varying levels of development.

Parks with this Classification:

- Rotary Park
- Veteran’s Memorial Park
- Southwood Nature Preserve
- Urban Ecology Center
- Undeveloped Downtown Parcel

Prescription:

- Specialty parks serve varying purposes in the community, dependent upon the actual type of development it offers.
- Funding will be available for capital improvements, and maintenance and repair will be performed in line with the actual level of development to ensure the parks are adequately meeting the needs of the users.
- Some specialty parks may have partnership opportunities to ensure its success in terms of development, maintenance and replacement efforts.
- Specifically, efforts will be made to maintain and enhance the amenities that generate a community-wide and regional draw to the park and city. For instance, Rotary Park is located along the Gateway State Trail which can service users from outside the local community.

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

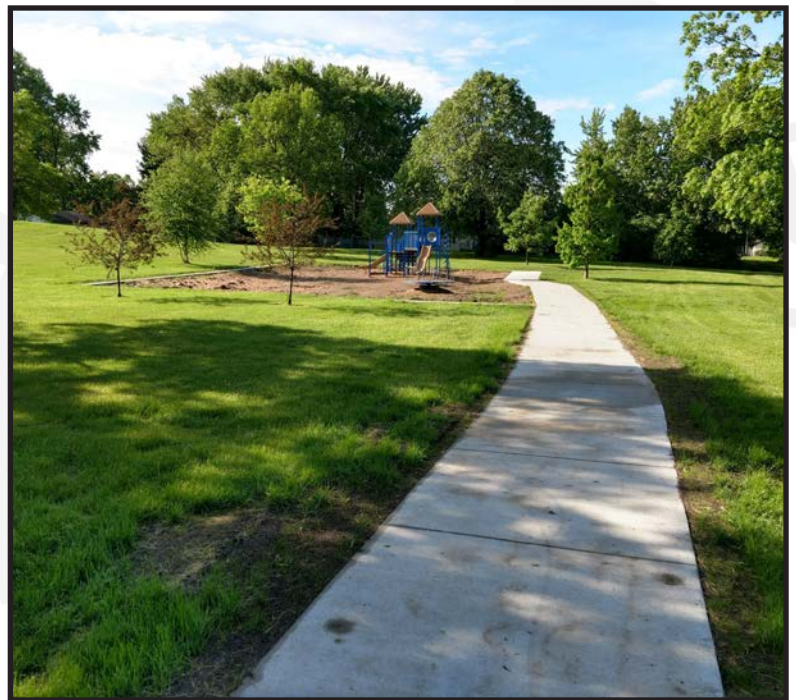
Polar Park

Location: Hilltop Court (between Shawnee Drive and 19th Street)

Polar Park is approximately 2 acres in size and primarily surrounded by residential lots with three points of access from adjacent residential streets. The park has mature trees that provides a nice character and shade.

Amenities

- Playground Area
- Picnic Spaces and Grills
- Informal Lawn / Field
- Accessible Walk to Playground



	Year Built
Concrete Walks	2020
Bench	2020
Swings	2020
Playground	1997
Bench	2020

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Polar Park (...Continued)

A new concrete walk from Shawnee Dr. to the playground was recently completed along with a concrete playground border per the park concept plan, which also illustrates the following:

- New /expanded playground equipment with engineered wood fiber surfacing.
- Trail connection to 19th Ave with optional trail loop and connection to Hilltop Ct.
- New park amenities: benches, tables, receptacles, grills, etc.



INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Polar Park (...Continued)

Recommendations

General recommendations for the park are based on the park concept plan, which should continue to be confirmed by the City and residents in order to meet the actual needs and desires.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$10,000
Play Equipment Replacement	\$75,000
Benches, Tables & Grills	\$10,000
Concrete Playground Pad	\$4,000
6' Concrete Walk to South (~ 360 lf)	\$21,600
Restoration & Erosion Control	\$2,000
Park Signs (3)	\$9,000
Optional: 8' Bituminous Trail Loop (~ 850 lf)	\$23,000
Subtotal:	\$131,600
15% Contingency & Mobilization	\$19,740
15% Engineering & Design	\$19,740
Total:	\$171,080

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Country Club Park

Location: Eldridge Ave E (0.15 acres)

Amenities

- Open green space



Play structure has been removed, open green space remains

Recommendations

Evaluate and confirm community need prior to implementing new park amenities.

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Colby Hills Park

Location: Corner of 7th St N and Belmont Lane E

Approx. 1.5 acres in size with a developed park on the north side of Belmont Lane and an open lawn space / skating area on the south side of the street. A new concrete walk to the shelter and playground was recently completed.

Amenities

- Playground Area
- Picnic Shelter
- Picnic Tables & Grills
- Drinking Fountain
- Accessible Walk to Shelter & Playground
- Open Lawn Lot



	Year Built
Playground	2019
ADA Updates	2019
Open-air Shelter	2010
Swings	2009

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Colby Hills Parks (...Continued)



Playground Structure



Park Sign



Picnic Shelter



Green space

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Colby Hills Parks (...Continued)

Recommendations

General recommendations for the park continue previous improvements to complete the project for the near term.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor. Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Fence Replacement	\$6,000
Benches	\$2,500
Park Sign (1)	\$3,000
Optional: Volleball Net Only	\$3,500
Subtotal:	\$15,000

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Dorothy Park

Location: Lake Boulevard

Approx. 1 acre in size and located along the lake with very scenic views. A new walk to the playground was completed in 2019.

Amenities

- Playground Area
- Benches & Picnic Tables
- Canoe Storage Rack
- Walk to Playground



	Year Built
Walk	2019
Playground	2017
Swings	2017
Bench	2017

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Dorothy Park (...Continued)



Swings and playground equipment were replaced in 2017 with an accessible walk in 2019 as part of the street project.



Canoes racks are available for rent for a nominal fee.

Recommendations

General recommendations include a new park sign and ongoing maintenance.

Description	Estimated Costs
Sign	\$3,000

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Tower Park

Location: Along 13th Ave E between 2nd St and E 2nd St

Approx. 3 acres in size and located halfway between North High School and Richardson Elementary School on a water tower site. Nice character and appeal.

Amenities

- Playground Area
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Sand Volleyball Court
- Basketball Court
- Trails / Drive (0.12 miles)



	Year Built
Volleyball Border	2020
Playground	2015
Open-air Shelter	2012
Swings	2009 (Qty 3)
Merry-go-round	1999

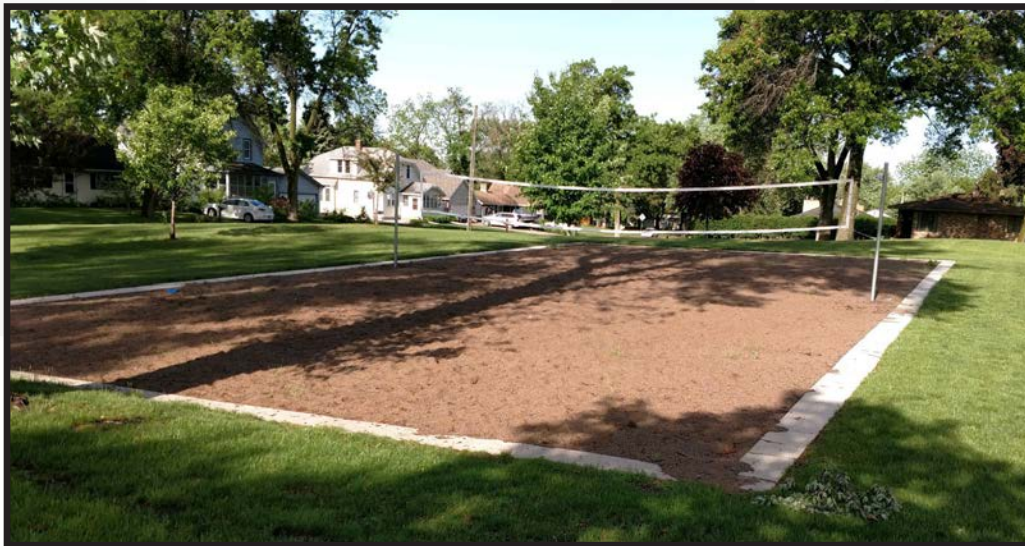
INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Tower Park (...Continued)



Playground installed in 2015



Volleyball Court Improvements

Recommendations

General recommendations include a new park sign and ongoing maintenance.

Description	Estimated Costs
Sign	\$3,000

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Hause Park

Location: 2616 - 4th Ave E

Approx. 2 acres in size and located downtown district. Nice character and appeal with recent updates. The tennis court is undersized, in poor condition and not accessible. The ballfield is in need of repair / replacement.

Amenities

- Playground Area
- Park Building / Warming House with Restrooms
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Tennis Court (undersized)
- Basketball Court
- Ballfield
- Concrete Walk to Building



	Year Built
Playground	2017
Swings	2017
Merry-go-round	2015
Open-air Shelter	2012
Building	Unknown

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Hause Park (...Continued)



Shelter replaced in 2012



Ball field needs improvements



Tennis court in poor condition and is undersized



Renovation of the park building 2018



Playground replaced 2017

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Hause Park (...Continued)

Recommendations

General recommendations for the park continue previous improvements to complete the project for the near term which may include a new court for either a double pickleball within the existing footprint or slightly longer, or a single tennis court if it is widened to the proper width, along with walk connections for accessibility. It should be noted that pickleball can be a noisy sport so the surrounding residences should provide input on the suitability of the pickleball court here. Additional improvements include walk connections to the existing shelter which can be extended further down to the park building, and improvements to the ballfield with a new backstop, players benches and added agg-lime.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$30,000
Double Pickleball Court	\$80,000
Concrete Walk & Ped Ramp to Court	\$11,000
Concrete Walk to Shelter & Building	\$18,000
Ballfield Improvements	\$25,000
Restoration & Erosion Control	\$2,000
Park Sign (2)	\$6,000
Subtotal:	\$172,000
15% Contingency & Mobilization	\$25,800
15% Engineering & Design	\$25,800
Total:	\$223,600

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Northwood Park

Location: 1995 1st St N

Approx. 5 acres in size with a linear configuration. Nice character and appeal with recent updates. Ballfield has less than ideal orientation and many amenities are not connected by trails / walks. Buildings are at end of useful life.

Amenities

- Playground Area
- Sidewalk (along 1st St)
- Paved Hockey Rink
- Pleasure Rink
- Park Building / Warming House with Restrooms
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Drinking Fountain
- Ball Field (not ideal orientation)
- Basketball Court



	Year Built
Ballfield Renovations	2018
Playground	2016
Swings	2016
Merry-go-round	2015
Open-air Shelter	1980
Park Building (warming house)	

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Northwood Park (...Continued)



Building is at end of useful life



New playground installed 2016



Basketball Court in poor condition



Shelter is at end of useful life

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Northwood Park (...Continued)

Recommendations

General recommendations for the park include redevelopment of some of the park amenities with proper trail connections. The recommendations listed below are general suggestions and should be determined with the residents to ensure any improvements are in alignment with community needs and desires.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$40,000
Hockey Rink Boards	\$120,000
Warming House w/Restrooms & Open-Air Shelter Component	\$1,000,000
Basketball Hoops on Rink (2)	\$14,000
Gaga Pit	\$6,000
Playground Open-Air Shelter	\$40,000
Benches, Tables & Grills	\$25,000
6' Concrete Walks (~ 500 lf)	\$30,000
Restoration & Erosion Control	\$10,000
Park Sign (1)	\$3,000
Optional: Volleyball Court Addition	\$15,000
Subtotal:	\$1,303,000
15% Contingency & Mobilization	\$195,450
15% Engineering & Design	\$195,450
Total:	\$1,693,900

INVENTORY AND CONDITIONS

COMMUNITY PARKS

INVENTORY AND CONDITIONS

COMMUNITY PARKS

McKnight Fields

Location: 2310 - 10th Ave E

Approximately __ acres in size adjacent to the North High School and primarily focused on athletics.

Amenities

- Concession Stand
- Announcing Building
- Restrooms
- (4) Ball Fields in Wheel
- (1) Baseball Field with Turf Infield
- (1) Ball Field / Multiuse Field (ballfield has poor orientation)
- Tennis Courts
- Small Picnic Shelter
- Batting Cages
- Storage Shed



	Year Built
Field #1 Renovation	2016

INVENTORY AND CONDITIONS

COMMUNITY PARKS

McKnight Field (...Continued)



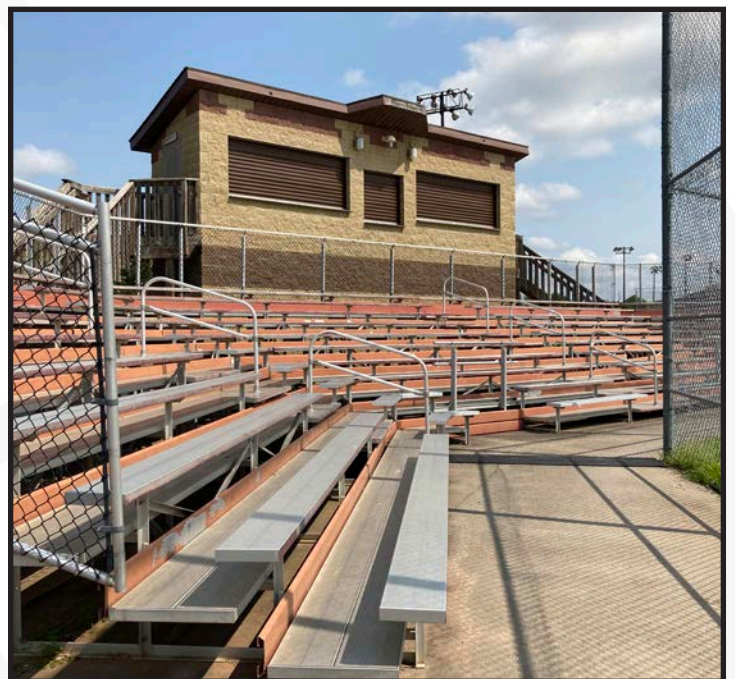
Field #4 renovated 2016



Concession stand and poor trail conditions



Tennis courts in poor condition



Announcing Booth & Bleachers

INVENTORY AND CONDITIONS

COMMUNITY PARKS

McKnight Field (...Continued)

Recommendations

General recommendations for the park include improvements and replacement of existing amenities that are in poor condition, at the end of their useful life and do not meet current codes or accessibility standards.

It is recommended ~~that~~ an updated master plan be completed that includes a thorough assessment of the age and condition of existing buildings and amenities to fully understand the replacement needs. The planning process should consider potential additional amenities that may ~~be~~ appropriate to add at this site and should include a corresponding estimate of probable costs.

Some items for consideration includes the following:

- Determine actual number of tennis courts needed. There may be potential to create dedicated pickleball courts on the park site that take up less space separate from dedicated tennis courts.
- Determine needs of informal ballfield on NW corner of site. If necessary to keep, reorient the field for optimal play.
- Consider new parking layouts for improved capacity and circulation.
- Consider exercise station area.
- Consider open air picnic shelter.
- Consider playground.
- Improvements to existing ballfields.
- Determine updates to concessions and announcement booth.
- Trail replacement.
- Consider a potential splash pad though this should be vetted with additional sites that may be more appropriate.

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Casey Lake Park

Location: 2089 17th Ave E

Approximately 33 acres in size with a scenic natural setting along Casey Lake. The park has a variety of active and passive outdoor recreation that are spread out within the park with natural spaces that break up the developed areas and create numerous places to gather.

Amenities

- Park Booya Building and Shelter
- New Building w/Restrooms & Meeting Room
- Picnic Shelter
- Upper Casey Playground (Janie's Playground)
- Lower Casey Playground (Army Park)
- Upper & Lower Parking Lots
- Sand Volleyball
- Hockey Rink
- (4) Ballfields (Fields 1 & 2 Fenced)
- Trails (~1 mile)
- Fishing Pier
- Picnic Tables, Grills & Benches
- Wooden Exercise Equipment (old)



	Year Built
Jerry Bell Ball Field	2017 Renovation
Park Building New	2016
Booya Building	2016 Renovation
Fishing Pier	2015
Upper Casey Play Equipment	2015
Janie's Playground / Swings	2014
Open-air Shelter	
Wooden Equipment	1970's

INVENTORY AND CONDITIONS

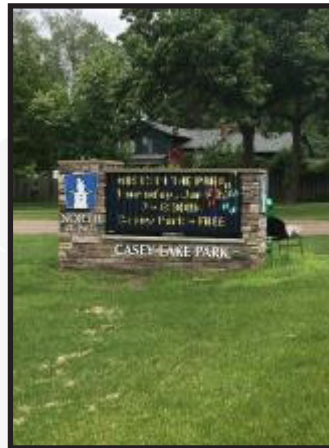
COMMUNITY PARKS

Casey Lake Park (...Continued)

Fields 3 & 4 have a poor orientation for play. The hockey rink has a poor orientation, is in poor condition and is a long distance from parking. The eastern playground (Army Park) will soon ~~be in need of~~ replacement.



*Shelter and park building renovated/
rebuilt in 2016*



*New monument sign
2018*



*Janie's playground constructed
in 2014*



Sand volleyball court



Field #1 renovated in 2017



Fishing Pier constructed in 2015

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Casey Lake Park (...Continued)

Recommendations

General recommendations for the park include redevelopment / replacement of some of the park amenities. The recommendations listed are general suggestions and should be determined with the residents to ensure they are in alignment with community needs.

It is recommended to develop a community involved master plan process for any reorganization for improvements and develop a corresponding estimate of probable costs at that time.

Some items for consideration if reorganization of amenities is warranted includes the following:

- At time of further improvements to Fields 3 & 4, the infields could be relocated for optimal orientation for play.
- The hockey rink could be moved closer to the eastern parking lot in order to orient the rink north-south and improve proximity to parking.
- Add warming house building with restrooms and open-air shelter.
- Pave the rink to allow for multiple uses for year-round recreation.
- A new playground or natural play features could be relocated in the center near the ballfield locations for better proximity to the ballfields.
- Add one or two picnic shelters near the relocated playground and ballfields.
- Develop cross-country ski trails.
- Exercise equipment along trails.

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Silver Lake

Location: 2601 19th Ave E

Approximately 6 acres in size along the southern shores of Silver Lake. The park is very linear and has a variety of recreation elements and picnic spaces with ~~the swimming beach being a popular draw.~~ There ~~have been~~ some improvements to playground equipment and pickleball striping ~~has been~~ added to the tennis courts. There are some accessibility issues to be addressed along with ongoing management of natural resources and water quality.

Amenities

- Swimming Beach
- Restrooms / Changing Rooms
- Fishing Pier
- (2) Playground Areas
- Sand Volleyball Court
- Double Tennis Court / Pickleball Overlay
- Walking/Biking Trails 0.37 Miles
- Picnic Tables, Grills & Benches
- Open Air Picnic Shelter
- Drinking Fountain



	Year Built
Merry-go-Round & Swings	2015
Open-air Shelter	2015
Fishing Pier	2014
Playground (East)	2006
Restroom Building	

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Silver Lake (...Continued)



Eastern Playground



Restroom Building



Merry-go-Round



Picnic shelter with views of the lake



Fishing pier added in 2011



New playground in 2015 at Silver Lake West

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Silver Lake (...Continued)

Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added trail connections as necessary for improved accessibility. When the playground on the eastern side is replaced, more unique or challenging pieces could be considered to meet a varying demographic from the equipment on the western side. The existing restroom building should be evaluated for code compliance to determine if improvements are necessary, or if replacement is a better value.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor. Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
New Prefabricated Restroom Building	\$500,000
6' Concrete Walks (~150 lf)	\$10,000
Playground East	\$200,000
Security Light	\$6,000
Receptacles & Signage	\$8,000
SubTotal:	\$724,000
15% Contingency & Mobilization	\$108,600
15% Engineering & Design	\$108,600
Total	\$941,200

INVENTORY AND CONDITIONS

SPECIALTY PARKS

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Rotary Park

Location: North St. Paul Drive & 2nd St.

This park serves as a trailhead for the Gateway State Trail and is a more recent development with newer amenities.

Amenities

- (2) Open Air Shelters
- Picnic Tables & Benches
- Drinking Fountain
- Trails
- Bike Fix-It Station



	Year Built
Open Air Shelters	2014 - 2016
Drinking Fountain	2011

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Rotary Park (...continued)



Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added wayfinding and interpretive maps.

Description	Estimated Costs
Kiosk / Wayfinding Maps	\$15,000

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Veterans Memorial Park

Location: 2480 Margaret St N

Amenities

- Veteran's Memorial
- Benches



INVENTORY AND CONDITIONS

SPECIALTY PARKS

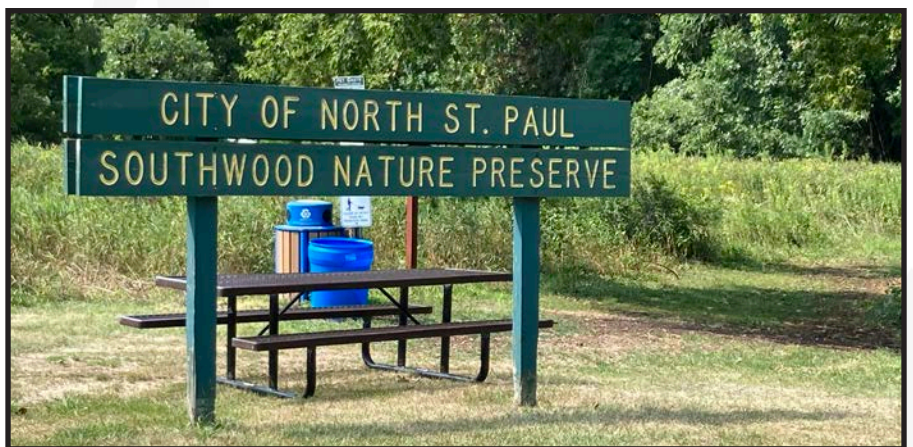
Southwood Nature Preserve

Location: Holloway Ave E

A natural resource park with approximately 28 acres containing a variety of ecosystems.

Amenities

- Walking Trails (natural)
- Overlook Deck
- Benches



Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added wayfinding and educational / interpretive maps.

Description	Estimated Costs
Interpretive / Wayfinding Signs	\$5,000

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Urban Ecology Center

Location: West of McNight Road along South Ave E

A natural resource park along the Gateway State Trail with approximately 24 acres operated and maintained by the Ramsey-Washington Metro Watershed District as part of a wetland restoration project.

Amenities

- Walking Trails (natural) & Boardwalk
- Overlook Deck
- Wetland Restoration
- Education

Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed in conjunction with RWMWD.

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Undeveloped Downtown Parcel

Location: 2498 7th Ave E

A city-owned lot in the downtown business district.

Amenities

- None

Recommendations

General recommendations include preparation of a master plan for development to meet the recreational needs of the growing populations within the surrounding neighborhoods while enhancing the downtown business district.

The design could accommodate a new or complementary type of recreation while providing opportunities for events and gathering spaces that would attract more users to the business district.

INVENTORY AND CONDITIONS

RECREATION STANDARDS

Recreation Design Standards

The National Park and Recreation (NRPA) is an organization that strives to help communities provide access and recreation to all people, no matter the race, age, income level, or ability. The NRPA provides a range of tools and resources to local park and recreation agencies to use for community engagement, program participation, and funding opportunities.

The NRPA has park metrics that can be used to generally evaluate the existing park system in comparison to similar communities. They provide general recreation standards per population for general evaluation purposes but are not intended to be applicable for every community.

The NRPA, and many communities, typically strive to have a quality developed park with recreation amenities within a quarter to half mile of every household which is considered to be a 10-minute walk.

There are numerous factors that come into play beyond the overall distance and population-based standards and it is recommended that cities conduct routine evaluations to determine how their overall system is functioning based on more community-specific data to identify improvement opportunities. For instance, an overall map may identify a park within a half mile of its residents yet does not account for any barriers that may prohibit or deter safe access to the parks. It also does not account for the actual size of the park or types of recreation available in relation to the populations being served.

Facilities Chart

The following chart identifies the total listed recreation amenities for the City of North St. Paul.

Facility Type	Number of existing in the city
Playgrounds	8
Picnic Areas	9
Enclosed Pavilions	4
Open Air Shelter	7
Parks with Grills	6
Baseball Fields	12
Basketball Courts	2
Tennis Courts	2
Volleyball Courts	3
Outdoor Ice Rink	2
Fishing Pier	2
Outdoor Swimming	1

Park	Polar Park	Country Club Park	Colby Hills Park	Dorothy Park	Tower Park	Hause Park
Park Category	SNP	SNP	SNP	SNP	LNP	LNP
Nature areas						
Undeveloped						
Walking Trail						
Beach						
Baseball						
Basketball						
Ice Rink						
Volleyball						
Tennis						
Open Air Shelter						
Enclosed Pavilion						
Drinking Fountain						
Restrooms						
Fishing Pier						
Grills						
Picnic Tables						
Benches						
Playground						
Swings						

Park	Northwood Park	McKnight Fields	Casey Lake Park	Silver Lake Park	Rotary Park
Park Category	LNP	RP	RP	RP	SP
Nature areas					
Undeveloped					
Walking Trail					
Beach					
Baseball					
Basketball					
Ice Rink					
Volleyball					
Tennis					
Open Air Shelter					
Enclosed Pavilion					
Drinking Fountain					
Restrooms					
Fishing Pier					
Grills					
Picnic Tables					
Benches					
Playground					
Swings					

IMPLEMENTATION PLAN

IMPLEMENTATION STRATEGY

Implementation Strategy

Implementation of recommended improvements should be based upon several factors:

- **Community Needs:** Based on identified community need assessment studies that indicate missing or desired amenities or programs, as well as identification of underserved populations that are based on park proximity and population density factors.
- **Park Condition Factors:** Action is warranted due to unsafe conditions, poor quality, end of life cycle, and ineffective at servicing current needs.
- **Available Funding:** Based on available funding or potential partnerships or funding opportunities for improvements or development.

While the data related to condition factors and funding can be easily accessed, it is recommended that a true community-involved needs analysis be undertaken as part of comprehensive park and trail planning effort to guide priorities.

The strategy for implementation and determination of priorities should work towards the goal of developing a balanced system that offers multiple community values. The priorities will need to be continually updated to reflect changes in recreation trends, demands, city demographics and land uses, as well as opportunities that arise.

An important consideration in development of strategic investments is to avoid spreading investment dollars too thinly across the entire system. This often results in having a minimal effect of the public perception of the value of the investment. As an example, rather than changing out or adding a couple of pieces of equipment within a playground, replace the entire playground at one time. Rather than undertake one improvement each year at a park site, undertake a more comprehensive improvement project. This is beneficial in reducing costs related to redundant items needed with each project and allows for a more manageable maintenance and replacement schedule for the park as well.

It is also recommended that the City of North St. Paul develop a park asset management plan to effectively project yearly anticipated maintenance and replacement costs for annual budgeting purposes.

IMPLEMENTATION PLAN

Implementation Strategy (...Continued)

The biggest challenge facing the City of North St. Paul will be securing the funding needed to make the necessary improvements. The estimates below are significant as shown but currently do not include new park developments or some of the larger parks that will have substantially higher funding needed to make necessary improvements.

While there are partnership and funding opportunities to help in the cost-sharing, the City will need to determine a method of making more significant investments in the coming years in order to meet the goals of this plan.

Implementation Estimates

Classification	Park Name	Total Estimated Costs
Small Neighborhood	Dorothy	\$3,000
Small Neighborhood	Polar	\$171,080
Small Neighborhood	Country Club	TBD
Small Neighborhood	Colby Hills	\$19,500
Large Neighborhood	Northwood	\$1,693,900
Large Neighborhood	Tower	TBD
Large Neighborhood	Hause	\$223,600
Community	Casey Lake	TBD: ~\$2.5M+
Community	Silver Lake	\$941,200
Community	McNight Fields	TBD
Specialty	Rotary	\$15,000
Specialty	Veteran's Memorial	-
Specialty	Southwood Nature Preserve	\$5,000
Specialty	Urban Ecology Center	-
Specialty	Downtown Parcel	TBD: ~\$500k +

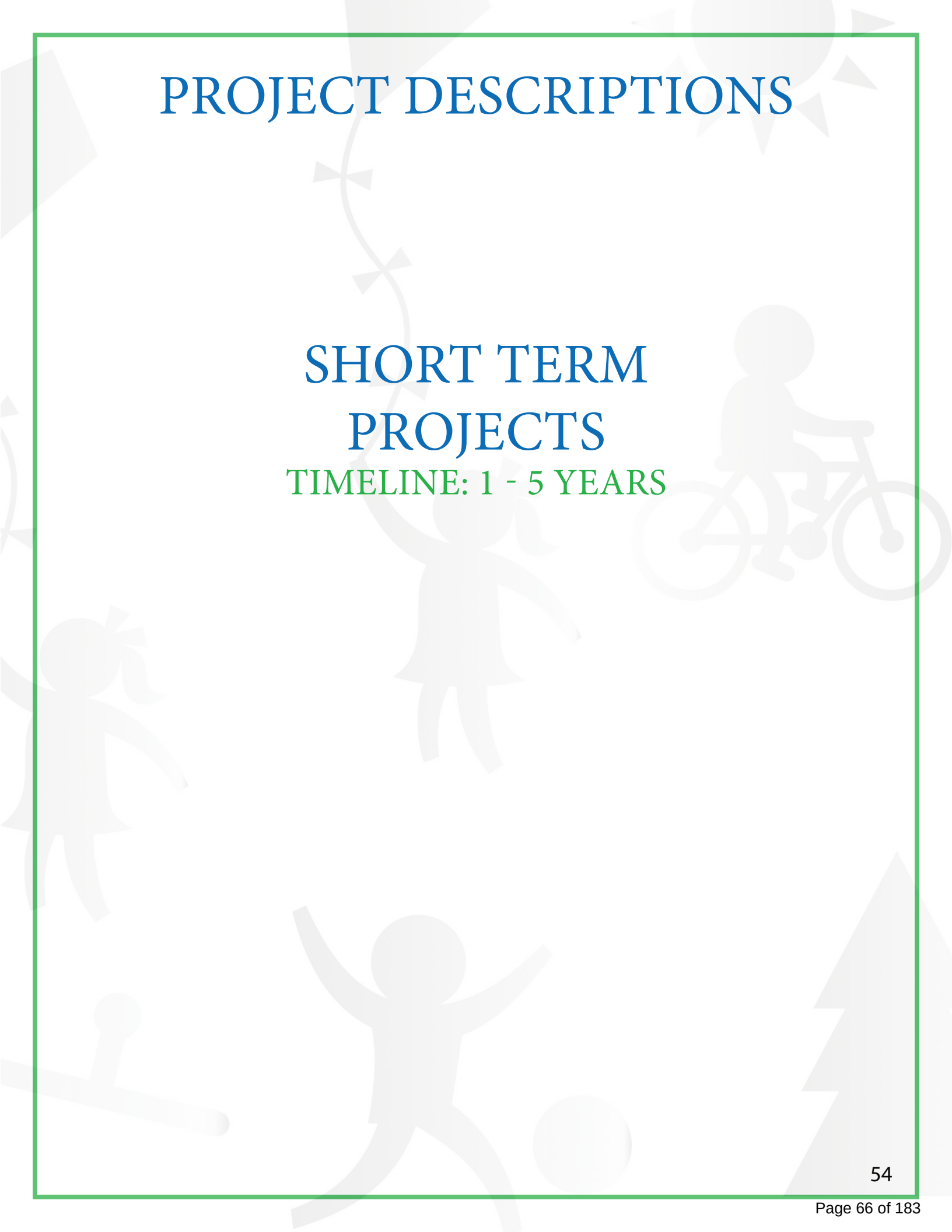
PARK IMPLEMENTATION PLAN

PARK PRIORITIZATION TABLE

The following Park Implementation Table with identification of potential projects does not necessarily reflect recommendations based on a Community Needs Analysis. General costs have been rounded and recommendations beyond the 10-year timespan are not provided.

Timeline	Park	Improvement	Est. Project Cost	Total Cost
Short Term (1 - 5 years)	General	Park Signs	\$32,000	
	Rotary Park	Signage	\$15,000	
	Hause	Tennis Court, Trails & Ballfield	\$224,000	
	Polar	Playground & Trails	\$171,000	
	Downtown Park	Master Plan	\$8,000 - \$10,000	
	McNight	Master Plan	\$8,000 - \$10,000	
	Casey Lake	Master Plan (East Side of Park)	\$8,000 - \$10,000	
	Casey Lake	Hockey Rink Improvements	\$50,000	
Short Term Projects Total Estimated Cost				\$516,000 - \$522,000
Mid Term (5 -10 years)	Downtown	TBD	TBD: \$500K+	
	Northwood	Improvements	\$1.7M	
	McNight	TBD		
	Silver Lake	Playground & Miscellaneous	\$941K	
	Casey Lake	TBD	TBD: ~\$2.5M+	
Mid Term Projects Total Estimated Cost				\$5.64M +

PROJECT DESCRIPTIONS

A light green background with faint, stylized illustrations of children playing. At the top, a sun with rays is visible. Below it, a child is jumping rope. To the right, a child is riding a bicycle. In the center, a child is jumping with arms raised. At the bottom, a child is kicking a ball. A large evergreen tree is on the right side.

SHORT TERM PROJECTS

TIMELINE: 1 - 5 YEARS

SHORT TERM PROJECTS

Project name: Park Signage Improvements

Park classification: Varies

Description: Replacement of park identification signs at select sites and adding in a sign / kiosk at Rotary Park for wayfinding.

Justification: Park identification signs are in need of replacement. Rotary Park signage would help direct trail users from the Gateway State Trail into the downtown business district destination areas and provide wayfinding for the trail system. A partnership or grant opportunity may be available for the Rotary Park Kiosk sign costs.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Park Identification Signs	\$32,000		2022
Rotary Park Kiosk	\$15,000		2022-2023

SHORT TERM PROJECTS

Project name: Hause Park Improvements

Park classification: Large Neighborhood

Description: Continued park improvements to include the replacement of the existing court with either a standard sized tennis court and/or two pickleball courts. Additional improvements include walkways for improved accessibility and general ballfield improvements such as a new backstop, fencing, players benches and topdressing agg-lime.

Justification: Complete park improvements so the entire park will be complete for the next life cycle. The existing tennis court is in a very poor condition and is not the proper size.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Hause Park Improvements	\$172,000 - \$224,000		2022-2023

SHORT TERM PROJECTS

Project name: Polar Park Improvements
Park classification: Small Neighborhood

Description: Continued park improvements to include the replacement of the existing playground and site picnic and seating areas with new trails for improved accessibility.

Justification: Continue park improvements so the entire park will be complete for the next life cycle. The existing playground is beyond its life span and likely does not meet current safety standards.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Polar Park Improvements	\$132,000 - \$171,000		2023

SHORT TERM PROJECTS

Project name: Master Plan Projects

Park classification: Community & Specialty

Description: Development of park master plans in order to identify improvements related to desired amenities, optimal locations and related costs.

Justification: Master Plans are meant to provide guidance for future projects and funding needs, along with overall prioritization within the greater system. A community-led planning process will help identify community desires in terms of amenities and priorities. A master plan is necessary to find the optimal location for a splash pad and the development of a downtown park. Casey Lake is a community park and the eastern side should look at potential reorganization prior to undertaking any further improvements. McNight Fields is a community park that should be reviewed further to identify any potential additions and actual replacement costs.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Downtown Park	\$8,000 - \$10,000		2022
McNight Fields	\$8,000 - \$10,000		2023
Casey Lake	\$8,000 - \$10,000		2023

SHORT TERM PROJECTS

Project name: Casey Lake Hockey Rink

Park classification: Community

Description: Improve the hockey rink at Casey Lake Park if the master plan process indicates the rink is to remain in its existing location. If the master plan process indicates a new rink location, the project should ultimately be part of a larger redevelopment project.

Justification: Casey Lake is a community park containing one of two city rinks which is currently in poor condition.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Casey Lake Rink Improvements (dependent on master plan outcome)	\$50,000		2024

REPLACEMENT COSTS

MID TERM PROJECTS

TIMELINE: 5 - 10 YEARS

MID TERM PROJECTS

Project name: Downtown Park

Park classification: Currently Unspecified / Potential Specialty Park

Description: Development of a park in the downtown district that adds a new and/or complementary type of recreation that would serve the growing populations within the surrounding neighborhoods, as well as the broader community with opportunity for community gathering spaces and events. Development and corresponding estimate of probable costs would be determined by a master plan process, but a general placeholder budget is currently provided which can be updated upon completion of the master plan.

Justification: As a park within the downtown district it would have high visibility that would enhance the downtown and provide opportunities for gathering areas and events that may contribute to revenue generation for the businesses while also providing recreation for new and growing populations.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Downtown Park	Budgetary \$500,000		2025

MID TERM PROJECTS

Project name: Northwood

Park classification: Large Neighborhood

Description: Improvements to Northwood Park to potentially include new rink boards with added basketball goal standards on the rink for multi-purpose and multi-season use, a new warming house building with restrooms and exterior open air shelter space, a new open air shelter by the playground, added gaga pit, added volleyball court, trail connections, and related benches, tables and grills.

Justification: As a large neighborhood park, the improvements would bring the park service level up to desired standards and provide proper accessibility to the amenities.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Northwood Park Improvements	\$1.3 - \$1.7M		2025-2027

MID TERM PROJECTS

Project name: McNight

Park classification: Community Park / Athletic Fields

Description: Improvements and replacement of existing amenities and/or added amenities based upon approved master plan recommendations.

Justification: As a popular community park focused on athletics which also brings in revenue for the community, improvements are necessary to keep facilities up to adequate design standards to meet the ongoing demands of athletics, the school and residents.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
McNight	\$TBD		2028-2030

MID TERM PROJECTS

Project name: Silver Lake

Park classification: Community

Description: Improvements to Silver Lake Park to include replacement of the outdated playground on the east side of the park which could include more unique or challenging pieces to serve a different age group from the equipment on the west side of the park. Trail connections to existing amenities would be included for improved accessibility with an added security light for safety improvements, new park signage and added receptacles.

Justification: As a popular community park with a strong appeal for the beach, the new restrooms would meet the needs of the users by replacing an outdated structure. The new playground equipment would help meet a need for a varying demographic with other improvements focused on improved accessibility and safety.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Silver Lake Park Improvements	\$724,000-\$941,000		2030-2032

MID TERM PROJECTS

Project name: Casey Lake Improvements

Park classification: Community

Description: Improvements and replacement of existing amenities and/or added amenities based upon approved master plan recommendations.

Justification: Casey Lake is a community park with a variety of active and passive recreation which draws in use from across the community. Improvements would be focused on the eastern section of the park with improvements on overall layout , improved athletics, and bringing the amenities up to current design standards to provide quality recreation across multiple seasons.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Casey Lake Site Improvements	\$TBD (~\$2.5M+)		2032-2034

CONCLUSION

The Park Improvement Plan provides general insight into known infrastructure needs at the time it was written. Unknown community needs and related costs will ultimately affect the overall prioritization strategy for implementation along with actual funding available.

The Park Improvement Plan costs for improvements highlight the need for making more significant investments into parks in the upcoming years based on meeting the goals of this plan that place a higher priority on community parks. As parks continue to age and fall into a state of disrepair, this can negatively affect community perception of the overall system. This is especially true for the larger parks in the system that receive more significant use and have higher related costs for improvements due to the extent of recreation available. This emphasizes the need for making strategic investments based on community needs and a visionary approach, rather than a reactionary or piecemeal approach.

Recommendations moving forward include developing a Needs Assessment that accounts for current and anticipated demographics to ensure priorities are in alignment with actual need, along with the development of a comprehensive asset management system to help track and identify funding needs over time. Priorities and related costs should be updated annually.



NORTH ST. PAUL

PARK IMPROVEMENT PLAN 2022



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Please include in an appropriate place in this
the North St Paul Parks and Recreation
Commission Mission and Vision

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Insert Parks Map on Page 7

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Insert Detailed Maps

PURPOSE

The purpose of the North St. Paul Park Improvement Plan (PIP) is to:

1. Identify and prioritize capital improvements that are needed a full inventory of the equipment and structures in each park;
2. Estimate project costs for capital improvements;
3. Recommend timelines that will enable the city to complete the within five years, and the remaining projects to be completed in

Most of the recommended improvements will involve replacing structures, as opposed to adding new amenities to parks.

The Park Fund is the main revenue source for park improvement consists of proceeds from Local Government Aid, community individuals and organizations that support public access to parks

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and complete the remaining projects in the re 5-10 years.

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as well as

INTRODUCTION



Photo of Silver Lake Park

North St. Paul residents have always loved their parks. When the City was founded and platted by Henry Castle in 1887, several acres of land were set aside for this purpose. Today, our community of only 3.1 square miles is privileged to enjoy a total of 14 parks, including three nature preserves and two recreational lakes. Much of the playground equipment has been replaced in recent years. To further enhance good condition a variety of maintenance items and accessible path

The natural question to ask is, why should the community continue? One reason is to protect property values. Research has shown that property values of homes in the area. Real estate trends show that areas are continuing to decline at a faster rate than those in more our parks could be a tool to prevent the further decline of home pr

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The Parks and Recreation Commission continues to evaluate ideas, plans and equipment to enhance our existing parks.

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will continue to enhance property values in the City.

INTRODUCTION



Photo of Casey Lake Park

Furthermore, Continued investment in the parks satisfies several by the North St. Paul City Council in 2010. The first of the four goals of neighborhoods.” Parks are a crucial neighborhood asset. The that renovated parks bring to a neighborhood can serve as a catalyst for residents to invest in the upkeep of their own homes. Aging and declining parks send a signal that the neighborhood and the city are also aging and declining. The message we want to send to potential homebuyers or developers is to visit our community

Another goal established by the Council is to further economic development and open space has been a proven community asset that helps to development. By continuing to maintain and strengthen our community regional parks, we can make North St. Paul not only more aesthetically more attractive to developers. In summary, parks and open space increase home prices and more economic development, which in turn increases community. Indeed, maintaining and conserving parks and open space is North St. Paul’s economic health.

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replace "regional" with community

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as well as the physical and mental health of
all residents.

INTRODUCTION

The Park Improvement Plan, which is a culmination of inventory and research by City staff and input from the Parks Commission, will serve as a guide for City staff to look to improve North St. Paul's parks over the next 15 years.

Included is a complete inventory of the amenities and infrastructure, the status of their age and condition, as well as the estimated cost of replacement equipment. It is our hope that by highlighting the needs of our parks and the cost for replacement, the community will recognize the need for creativity in fundraising to leverage all available financial resources.

Recommendations for prioritization, project phasing, and funding sources are also provided for all parks. Additionally, the City of North St. Paul may consider a future comprehensive park planning study be undertaken to ensure that recommendations are in line with community needs. Factors include park distribution and level of service provided, current trends in recreation, and evolving demographics and housing densities.

Photos: Wildlife at Silver Lake



PARK MAP



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Add Parks Map

PARK CLASSIFICATIONS

SMALL NEIGHBORHOOD

Definition:

A park classified as a “Small Neighborhood Park” is primarily used by residents of the neighborhood in which it is located. These parks occupy less than 10 acres and are located within the community and may provide a variety of amenities.

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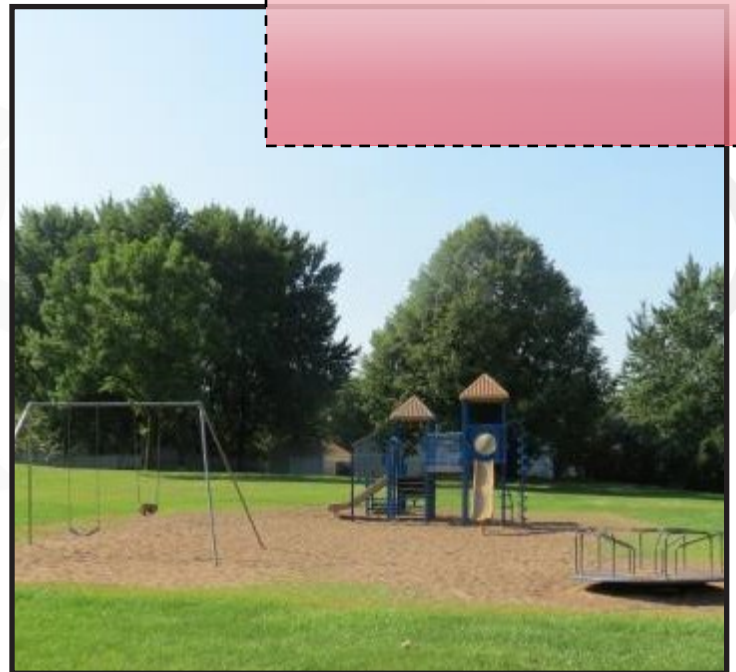
Parks with this Classification:

- Dorothy Park
- Polar Park
- Country Club Park
- Colby Hills Park

Prescription:

Improvements to parks under this classification will be more minimal.

- The focus will be on maintenance/repair of existing equipment and amenities.
- Efforts will be made to enhance the visual appeal of these parks so they continue to serve as an asset for the neighborhood.
- As park equipment and infrastructure in these parks reaches the end of its lifespan, the Parks Commission will work with the neighborhood to gauge interest in replacing infrastructure and to explore new uses for the park, including open green space, community gardens, walking paths, public art, etc.



PARK CLASSIFICATIONS

LARGE NEIGHBORHOOD

Definition:

A park classified as a “Large Neighborhood Park” generally has more amenities than a small neighborhood park and takes up more than one square block of land. These parks are still primarily used by residents of the neighborhood, but they may also draw in other people from the larger community due to the diversity of amenities offered there.

Parks with this Classification:

- Northwood Park
- Tower Park
- Hause Park



Prescription:

- Improvements to these parks will be more substantial than for small neighborhood parks.
- Funding will go toward maintenance and repair, and when equipment and infrastructure reaches the end of its life, funding for replacement and/or potential new uses will be explored.

PARK CLASSIFICATIONS

COMMUNITY PARK

Definition:

A park classified as a “Community Park” differs from a neighborhood park by the fact that it draws in visitors from the larger community and even a larger region due to a unique natural feature or amenity. This classification replaces the previous “Regional Park” classification as described by the City of North St. Paul to avoid confusion with parks meeting the criteria for a Regional Park status, as recognized by the Metropolitan Council.

Parks with this Classification:

- Casey Lake Park
- Silver Lake Park
- McKnight Fields

Prescription:

- Community parks serve a crucial purpose in the community, as they attract a large number of visitors. Thus, these parks promote a positive and prosperous image for North St. Paul.
- Funding will be available for capital improvements, and maintenance and repair will be performed with greater frequency.
- Specifically, efforts will be made to maintain and enhance the amenities that generate a community-wide and regional draw to the park. For instance, improvements will eventually be necessary at Silver Lake Park in order to continue to be assessed and maintained.
- Similarly, the baseball fields at McKnight Field will be frequently improved because they draw large quantities of people outside the community.



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continue to be assessed and maintained

change "large quantities" to large numbers

PARK CLASSIFICATIONS

SPECIALTY PARK

Definition:

A park classified as a “Specialty Park” serves a special purpose with varying levels of development.

Parks with this Classification:

- Rotary Park
- Veteran’s Memorial Park
- Southwood Nature Preserve
- Urban Ecology Center
- Undeveloped Downtown Parcel

Prescription:

- Specialty parks serve varying purposes in the community, type of development it offers.
- Funding will be available for capital improvements, and may be performed in line with the actual level of development adequately meeting the needs of the users.
- Some specialty parks may have partnership opportunities in terms of development, maintenance and replacement efforts.
- Specifically, efforts will be made to maintain and enhance a community-wide and regional draw to the park and city, located along the Gateway State Trail which can service users from outside the local community.

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INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

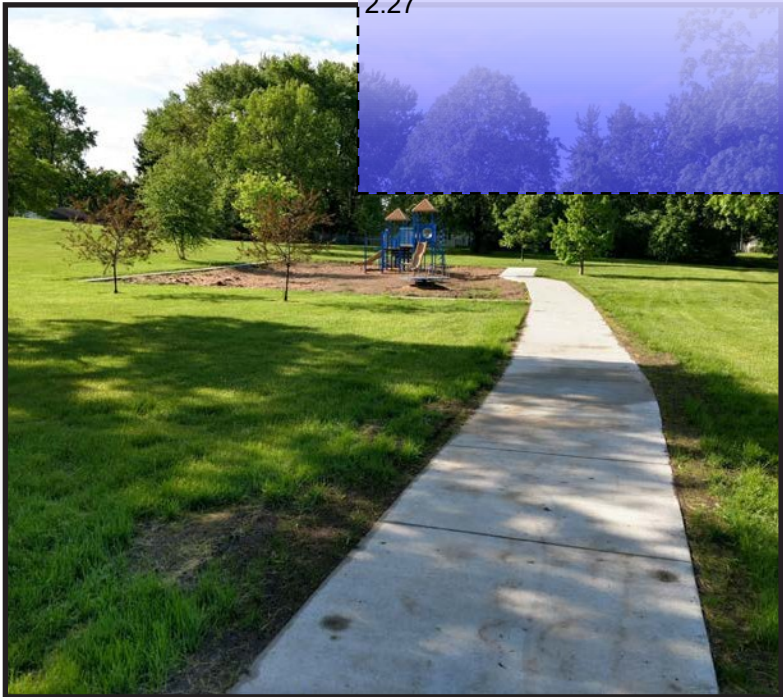
Polar Park

Location: Hilltop Court (between Shawnee Drive and 19th Street)

Polar Park is approximately 2 acres in size and primarily surrounded by residential streets. The park provides a nice character and shade.

Amenities

- Playground Area
- Picnic Spaces and Grills
- Informal Lawn / Field
- Accessible Walk to Playground



	Year Built
Concrete Walks	2020
Bench	2020
Swings	2020
Playground	1997
Bench	2020

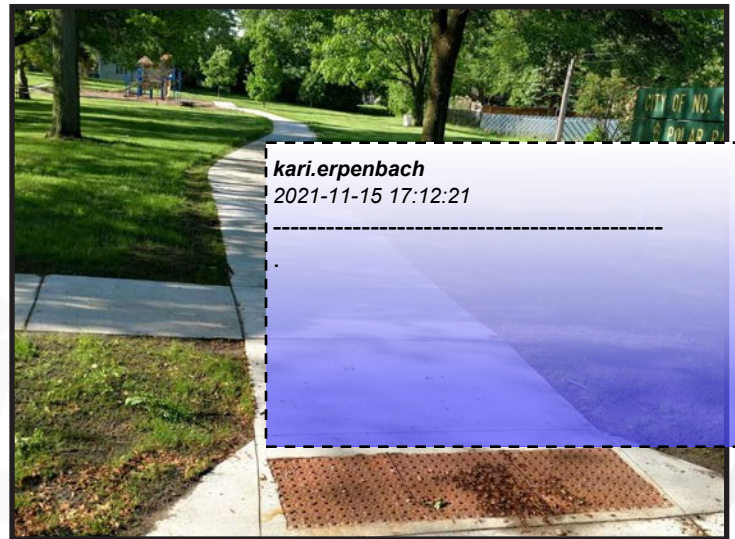
INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Polar Park (...Continued)

A new concrete walk from Shawnee Dr to the playground was recently completed along with a concrete playground border per the park concept plan, which also illustrates the following:

- New /expanded playground equipment with engineered wood fiber surfacing.
- Trail connection to 19th Ave with optional trail loop and connection to Hilltop Ct.
- New park amenities: benches, tables, receptacles, grills, etc.



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to consider include??? New park amenities to consider include additional benches, tables, garbage/recycling receptacles, and grills



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Yello highlighted portion of the sidewalk is not done.

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Polar Park (...Continued)

Recommendations

General recommendations for the park are based on the park concept plan, which should continue to be confirmed by the City and residents in order to meet the actual needs and desires.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$10,000
Play Equipment Replacement	\$75,000
Benches, Tables & Grills	\$10,000
Concrete Playground Pad	\$4,000
6' Concrete Walk to South (~ 360 lf)	\$21,600
Restoration & Erosion Control	\$2,000
Park Signs (3)	\$9,000
Optional: 8' Bituminous Trail Loop (~ 850 lf)	\$23,000
Subtotal:	\$131,600
15% Contingency & Mobilization	\$19,740
15% Engineering & Design	\$19,740
Total:	\$171,080

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Country Club Park

Location: Eldridge Ave E (0.15 acres)

Amenities

- Open green space



Play structure has been removed, open green space remains

Recommendations

Evaluate and confirm community need prior to implementing new park amenities.

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Colby Hills Park

Location: Corner of 7th St N and Belmont Lane E

Approx. 1.5 acres in size with a developed park on the north side of Belmont Lane and an open lawn space / skating area on the south side of the street. A picnic shelter and playground was recently completed.

Amenities

- Playground Area
- Picnic Shelter
- Picnic Tables & Grills
- Drinking Fountain
- Accessible Walk to Shelter & Playground
- Open Lawn Lot



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A park bench was added 2021

	Year Built
Playground	2019
ADA Updates	2019
Open-air Shelter	2010
Swings	2009

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Colby Hills Parks (...Continued)



Playground Structure



Park Sign



Picnic Shelter



Green space

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Colby Hills Parks (...Continued)

Recommendations

General recommendations for the park continue previous improvement project for the near term.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor. Estimates should assume a 3-5% increase per year for inflation.

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are to
size and complexity and
for.

Description	Estimated Costs
Fence Replacement	\$6,000
Benches	\$2,500
Park Sign (1)	\$3,000
Optional: Volleball Net Only	\$3,500
Subtotal:	\$15,000



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*Needs a retaining wall per Public Works

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

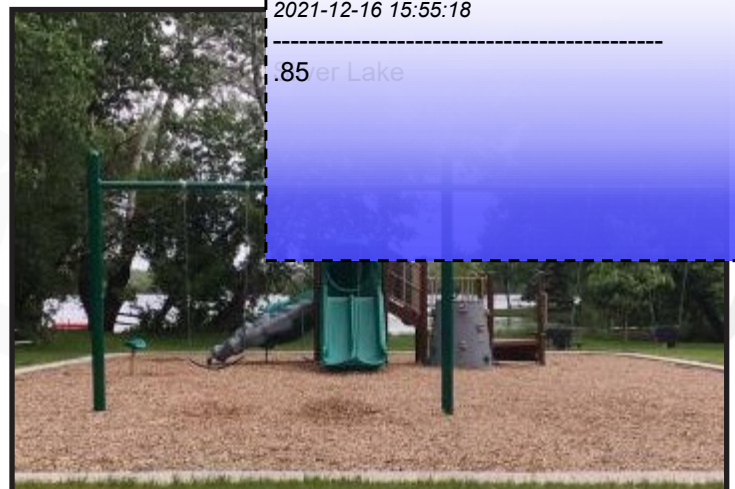
Dorothy Park

Location: Lake Boulevard

Approx. 1 acre in size and located along the lake with very scenic views. A new playground was completed in 2019.

Amenities

- Playground Area
- Benches & Picnic Tables
- Canoe Storage Rack
- Walk to Playground



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Park bench added 2021

	Year Built
Walk	2019
Playground	2017
Swings	2017
Bench	2017

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& 2021

INVENTORY AND CONDITIONS

SMALL NEIGHBORHOOD PARKS

Dorothy Park (...Continued)



Swings and playground equipment were replaced in 2017 with an accessible walk in 2019 as part of the street project.



Canoes racks are available for rent for a nominal fee.

Recommendations

General recommendations include a new park sign and ongoing maintenance.

Description	Estimated Costs
Sign	\$3,000

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Tower Park

Location: Along 13th Ave E between 2nd St and E 2nd St

Approx. 3 acres in size and located halfway between North High Elementary School on a water tower site. Nice character and appeal

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Amenities

- Playground Area
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Sand Volleyball Court
- Basketball Court
- Trails / Drive (0.12 miles)



	Year Built
Volleyball Border	2020
Playground	2015
Open-air Shelter	2012
Swings	2009 (Qty 3)
Merry-go-round	1999

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Tower Park (...Continued)



Playground installed in 2015



Volleyball Court Improvements

Recommendations

General recommendations include a new park sign and ongoing maintenance.

Description	Estimated Costs
Sign	\$3,000

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Hause Park

Location: 2616 - 4th Ave E

Approx. 2 acres in size and located downtown district. Nice character updates. The tennis court is undersized, in poor condition and not in need of repair / replacement.

Amenities

- Playground Area
- Park Building / Warming House with Restrooms
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Tennis Court (undersized)
- Basketball Court
- Ballfield
- Concrete Walk to Building



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2.11.18 House Park has nice....

	Year Built
Playground	2017
Swings	2017
Merry-go-round	2015
Open-air Shelter	2012
Building	Unknown 

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Late 70's & remodeled in 2018

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Hause Park (...Continued)



Shelter replaced in 2012



Ball field needs improvements



Tennis court in poor condition and is undersized



Renovation of the park building 2018



Playground replaced 2017

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Replace photo with IMG_1720.jpg

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INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Hause Park (...Continued)

Recommendations

General recommendations for the park continue previous improvements for the near term which may include a new court for either the existing footprint or slightly longer, or a single tennis court if width, along with walk connections for accessibility. It should be noted that pickleball can be a noisy sport so the surrounding residences should provide in the pickleball court here. Additional improvements include walk connections to the existing shelter which can be extended further down to the park building, and improvements to the ballfield with a new backstop, players benches and added agg-lime.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor. Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$30,000
Double Pickleball Court	\$80,000
Concrete Walk & Ped Ramp to Court	\$11,000
Concrete Walk to Shelter & Building	\$18,000
Ballfield Improvements	\$25,000
Restoration & Erosion Control	\$2,000
Park Sign (2)	\$6,000
Subtotal:	\$172,000
15% Contingency & Mobilization	\$25,800
15% Engineering & Design	\$25,800
Total:	\$223,600



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are to continue
noted that pickleball can
put on the suitability of
connections to the existing
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Gutters are needed on the building per Public Works

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

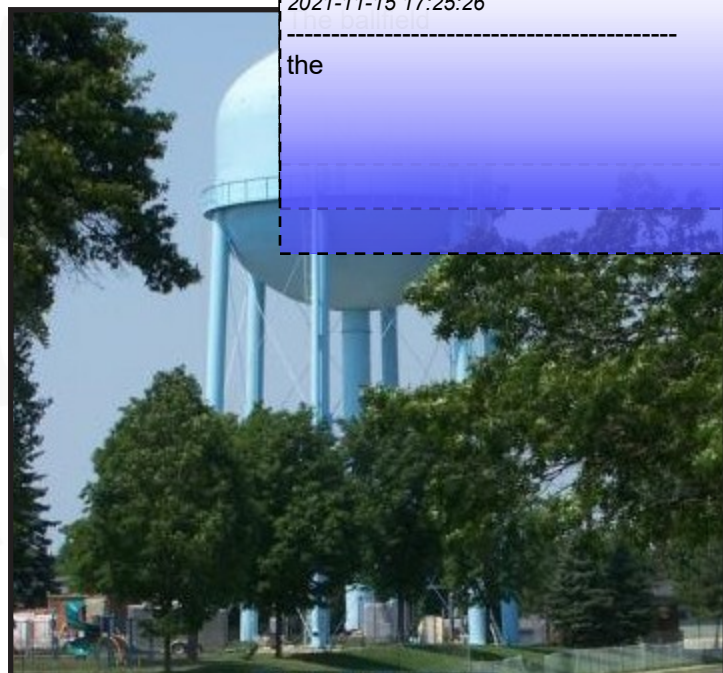
Northwood Park

Location: 1995 1st St N

Approx. 5 acres in size with a linear configuration. Nice character updates. Ballfield has less than ideal orientation and many amenities / walks. Buildings are at end of useful life.

Amenities

- Playground Area
- Sidewalk (along 1st St)
- Paved Hockey Rink
- Pleasure Rink
- Park Building / Warming House with Restrooms
- Picnic Shelter
- Benches, Picnic Tables & Grills
- Drinking Fountain
- Ball Field (not ideal orientation)
- Basketball Court



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	Year Built
Ballfield Renovations	2018
Playground	2016
Swings	2016
Merry-go-round	2015
Open-air Shelter	1980
Park Building (warming house)	

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Northwood Park (...Continued)



Building is at end of useful life



New playground installed 2016



Basketball Court in poor condition



Shelter is at end of useful life

INVENTORY AND CONDITIONS

LARGE NEIGHBORHOOD PARKS

Northwood Park (...Continued)

Recommendations

General recommendations for the park include redevelopment of some of the park amenities with proper trail connections. The recommendations listed below are general suggestions and should be determined with the residents to ensure any improvements are in alignment with community needs and desires.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor.

Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
Earthwork & Removals	\$40,000
Hockey Rink Boards	\$120,000
Warming House w/Restrooms & Open-Air Shelter Component	\$1,000,000
Basketball Hoops on Rink (2)	\$14,000
Gaga Pit	\$6,000
Playground Open-Air Shelter	\$40,000
Benches, Tables & Grills	\$25,000
6' Concrete Walks (~ 500 lf)	\$30,000
Restoration & Erosion Control	\$10,000
Park Sign (1)	\$3,000
Optional: Volleyball Court Addition	\$15,000
Subtotal:	\$1,303,000
15% Contingency & Mobilization	\$195,450
15% Engineering & Design	\$195,450
Total:	\$1,693,900

INVENTORY AND CONDITIONS

COMMUNITY PARKS

INVENTORY AND CONDITIONS

COMMUNITY PARKS

McKnight Fields

Location: 2310 - 10th Ave E

Approximately 14.94 acres in size adjacent to the North High School athletics.

Amenities

- Concession Stand
- Announcing Building
- Restrooms
- (4) Ball Fields in Wheel
- (1) Baseball Field with Turf Infield
- (1) Ball Field / Multiuse Field (ballfield has poor orientation)
- Tennis Courts
- Small Picnic Shelter
- Batting Cages
- Storage Shed



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	Year Built
Field #1 Renovation	2016
	

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Add: Field #4 Renovation 2016

INVENTORY AND CONDITIONS

COMMUNITY PARKS

McKnight Field (...Continued)



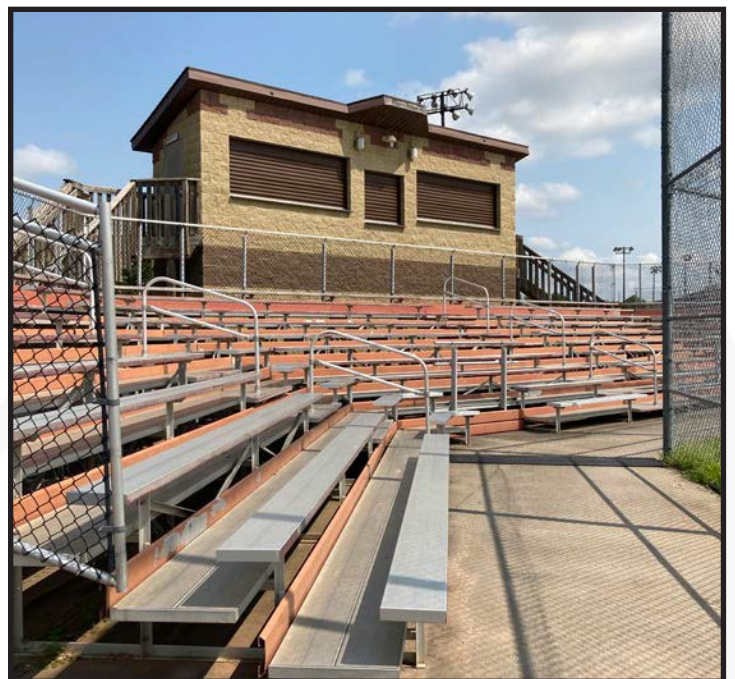
Field #4 renovated 2016



Concession stand and poor trail conditions



Tennis courts in poor condition



Announcing Booth & Bleachers

INVENTORY AND CONDITIONS

COMMUNITY PARKS

McKnight Field (...Continued)

Recommendations

General recommendations for the park include improvements and replacement of existing amenities that are in poor condition, at the end of their useful life and do not meet current codes or accessibility standards.

It is recommended that an updated master plan be completed that includes a thorough assessment of the age and condition of existing buildings and amenities to fully understand the replacement needs. The planning process should consider potential additional amenities that may be appropriate to add at this site and should include a corresponding estimate of probable costs.

Some items for consideration includes the following:

- Determine actual number of tennis courts needed. There may be potential to create space separate from dedicated tennis courts.
- Determine needs of informal ballfield on NW corner of site. If necessary to keep, reorient the field for optimal play.
- Consider new parking layouts for improved capacity and circulation.
- Consider exercise station area.
- Consider open air picnic shelter.
- Consider playground.
- Improvements to existing ballfields.
- Determine updates to concessions and announcement booth.
- Trail replacement.
- Consider a potential splash pad though this should be vetted with additional sites that may be more appropriate.

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be

be potential to create
space separate from

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Casey Lake Park

Location: 2089 17th Ave E

Approximately 33 acres in size with a scenic natural setting along a variety of active and passive outdoor recreation that are spread across natural spaces that break up the developed areas and create numerous

Amenities

- Park Booya Building and Shelter
- New Building w/Restrooms & Meeting Room
- Picnic Shelter
- Upper Casey Playground (Janie's Playground)
- Lower Casey Playground (Army Park)
- Upper & Lower Parking Lots
- Sand Volleyball
- Hockey Rink
- (4) Ballfields (Fields 1 & 2 Fenced)
- Trails (~1 mile)
- Fishing Pier
- Picnic Tables, Grills & Benches
- Wooden Exercise Equipment (old)



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	Year Built
Jerry Bell Ball Field	2017 Renovation
Park Building New	2016
Booya Building	2016 Renovation
Fishing Pier	2015
Upper Casey Play Equipment	2015
Janie's Playground / Swings	2014
Open-air Shelter	
Wooden Equipment	1970's

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Casey Lake Park (...Continued)

Fields 3 & 4 have a poor orientation for play. The hockey rink has a poor orientation, is in poor condition and is a long distance from parking. The eastern playground (Army Park) will soon be in need of replacement.



*Shelter and park building renovated/
rebuilt in 2016*



*New monument sign
2018*



*Janie's playground constructed
in 2014*



Sand volleyball court



Field #1 renovated in 2017



Fishing Pier constructed in 2015

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Casey Lake Park (...Continued)

Recommendations

General recommendations for the park include redevelopment / replacement of some of the park amenities. The recommendations listed are general suggestions and should be determined with the residents to ensure they are in alignment with community needs.

It is recommended to develop a community involved master plan process for any reorganization for improvements and develop a corresponding estimate of probable costs at that time.

Some items for consideration if reorganization of amenities is warranted includes the following:

- At time of further improvements to Fields 3 & 4, the infields could be relocated for optimal orientation for play.
- The hockey rink could be moved closer to the eastern parking lot in order to orient the rink north-south and improve proximity to parking.
- Add warming house building with restrooms and open-air shelter.
- Pave the rink to allow for multiple uses for year-round recreation.
- A new playground or natural play features could be relocated in the center near the ballfield locations for better proximity to the ballfields.
- Add one or two picnic shelters near the relocated playground and ballfields.
- Develop cross-country ski trails.
- Exercise equipment along trails.

INVENTORY AND CONDITIONS

COMMUNITY PARKS

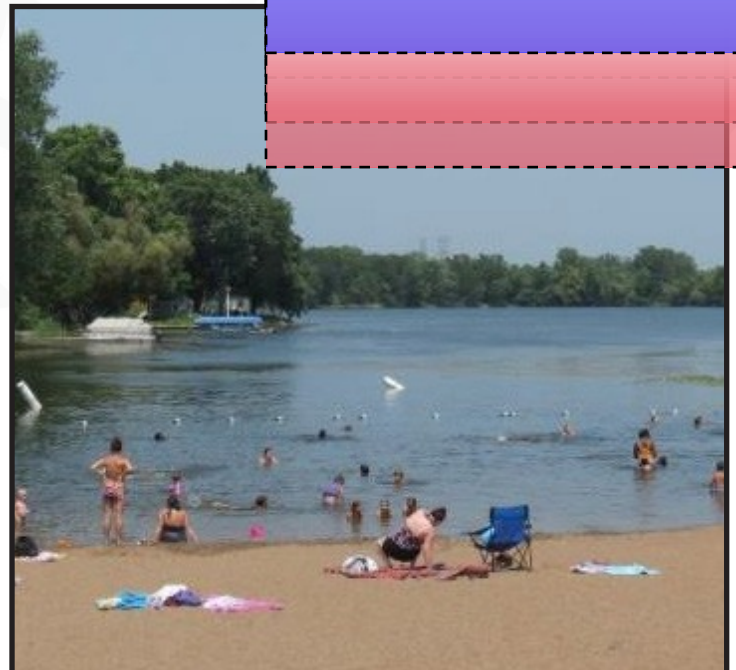
Silver Lake

Location: 2601 19th Ave E

Approximately 6 acres in size along the southern shores of Silver Lake, this park is linear and has a variety of recreation elements and picnic spaces being a popular draw. There have been some improvements to the park including pickleball striping has been added to the tennis courts. There are some issues to be addressed along with ongoing management of natural resources.

Amenities

- Swimming Beach
- Restrooms / Changing Rooms
- Fishing Pier
- (2) Playground Areas
- Sand Volleyball Court
- Double Tennis Court / Pickleball Overlay
- Walking/Biking Trails 0.37 Miles
- Picnic Tables, Grills & Benches
- Open Air Picnic Shelter
- Drinking Fountain



	Year Built
Merry-go-Round & Swings	2015
Open-air Shelter	2015
Fishing Pier	2014
Playground (East)	2006
Restroom Building	

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Slide 2015



INVENTORY AND CONDITIONS

COMMUNITY PARKS

Silver Lake (...Continued)



Eastern Playground



Restroom Building



Merry-go-Round



Picnic shelter with views of the lake



Fishing pier added in 2011



New playground in 2015 at Silver Lake West

INVENTORY AND CONDITIONS

COMMUNITY PARKS

Silver Lake (...Continued)

Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added trail connections as necessary for improved accessibility. When the playground on the eastern side is replaced, more unique or challenging pieces could be considered to meet a varying demographic from the equipment. The existing restroom building should be evaluated for code compliance. Improvements are necessary, or if replacement is a better value.

Estimated costs are in 2021 dollars based upon a project of similar size and complexity and assumes work is completed by a licensed, bonded general contractor. Estimates should assume a 3-5% increase per year for inflation.

Description	Estimated Costs
New Prefabricated Restroom Building	\$500,000
6' Concrete Walks (~150 lf)	\$10,000
Playground East	\$200,000
Security Light	\$6,000
Receptacles & Signage	\$8,000
SubTotal:	\$724,000
15% Contingency & Mobilization	\$108,600
15% Engineering & Design	\$108,600
Total	\$941,200

INVENTORY AND CONDITIONS

SPECIALTY PARKS

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Rotary Park

Location: North St. Paul Drive & 2nd St.

This park serves as a trailhead for the Gateway State Trail and is with newer amenities.

Amenities

- (2) Open Air Shelters
- Picnic Tables & Benches
- Drinking Fountain
- Trails
- Bike Fix-It Station



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.23 acres in size on the corner of

lisa.ritchie

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Restroom



	Year Built
Open Air Shelters	2014 - 2016
Drinking Fountain	2011



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Restroom 2021

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Rotary Park (...continued)



Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added wayfinding and interpretive maps.

Description	Estimated Costs
Kiosk / Wayfinding Maps	\$15,000

INVENTORY AND CONDITIONS

SPECIALTY PARKS

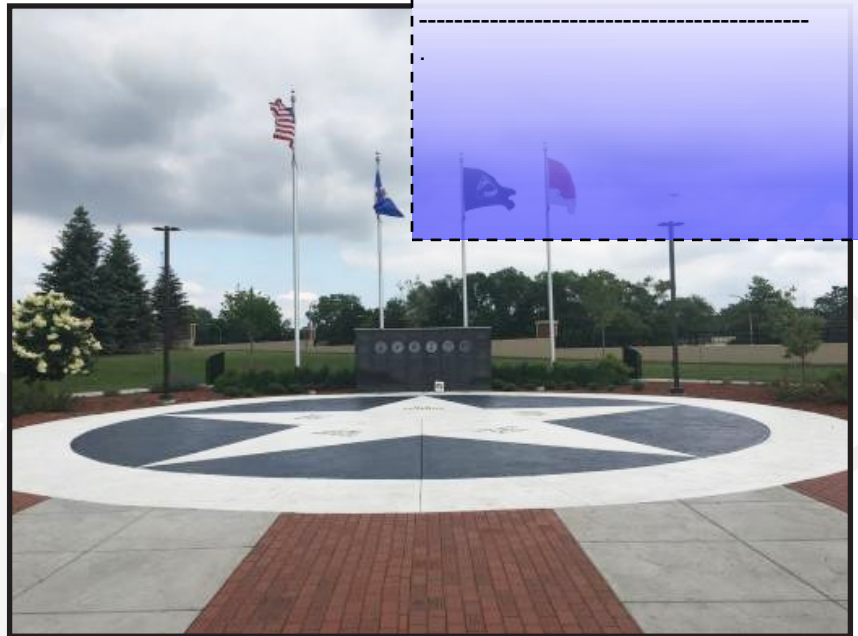
Veterans Memorial Park

Location: 2480 Margaret St. N

Amenities

- Veteran's Memorial
- Benches

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INVENTORY AND CONDITIONS

SPECIALTY PARKS

Southwood Nature Preserve

Location: Holloway Ave E

A natural resource park with approximately 28 acres containing a variety of ecosystems.

Amenities

- Walking Trails (natural)
- Overlook Deck
- Benches



Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed with added wayfinding and educational / interpretive maps.

Description	Estimated Costs
Interpretive / Wayfinding Signs	\$5,000

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Urban Ecology Center

Location: West of McKnight Road along South Ave E

A natural resource park along the Gateway State Trail with approximately 100 acres and maintained by the Ramsey-Washington Metro Watershed District as part of a wetland restoration project.

Amenities

- Walking Trails (natural) & Boardwalk
- Overlook Deck
- Wetland Restoration
- Education

Recommendations

General recommendations for the park include ongoing maintenance and replacement as needed in conjunction with RWMWD.



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Misspelled should be McKnight District as part of a wetland

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Replace interpretive sign

INVENTORY AND CONDITIONS

SPECIALTY PARKS

Undeveloped Downtown Parcel

Location: 2498 7th Ave E

A city-owned lot in the downtown business district.

Amenities

- None

Recommendations

General recommendations include preparation of a master plan for development to meet the recreational needs of the growing populations within the surrounding neighborhoods while enhancing the downtown business district.

The design could accommodate a new or complementary type of recreation while providing opportunities for events and gathering spaces that would attract more users to the business district.

INVENTORY AND CONDITIONS

RECREATION STANDARDS

Recreation Design Standards

The National Park and Recreation (NRPA) is an organization that strives to help communities provide access and recreation to all people, no matter the race, age, income level, or ability. The NRPA provides a range of tools and resources to local park and recreation agencies to use for community engagement, program participation, and funding opportunities.

The NRPA has park metrics that can be used to generally evaluate the existing park system in comparison to similar communities. They provide general recreation standards per population for general evaluation purposes but are not intended to be applicable for every community.

The NRPA, and many communities, typically strive to have a quality developed park with recreation amenities within a quarter to half mile of every household which is considered to be a 10-minute walk.

There are numerous factors that come into play beyond the overall distance and population-based standards and it is recommended that cities conduct routine evaluations to determine how their overall system is functioning based on more community-specific data to identify improvement opportunities. For instance, an overall map may identify a park within a half mile of its residents yet does not account for any barriers that may prohibit or deter safe access to the parks. It also does not account for the actual size of the park or types of recreation available in relation to the populations being served.

Facilities Chart

The following chart identifies the total listed recreation amenities for the City of North St. Paul.

Facility Type	Number of existing in the city
Playgrounds	8
Picnic Areas	9
Enclosed Pavilions	4
Open Air Shelter	7
Parks with Grills 	
Baseball Fields	12
Basketball Courts	2
Tennis Courts	2
Volleyball Courts	3
Outdoor Ice Rink	2
Fishing Pier	2
Outdoor Swimming	1

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Park	Polar Park	Country Club Park	Colby Hills Park	Dorothy Park	Tower Park	Hause Park	
Park Category	SNP	SNP	SNP	SNP	LNP	LNP	
Nature areas							
Undeveloped							
Walking Trail					lisa.ritchie 2021-12-16 16:23:05		
Beach							
Baseball					No walking Trail - should not be colored		
Basketball							
Ice Rink					lisa.ritchie 2021-12-16 16:23:47		
Volleyball							
Tennis					Has an ice rink should be colored		
Open Air Shelter							
Enclosed Pavilion							
Drinking Fountain							
Restrooms							
Fishing Pier							
Grills							
Picnic Tables							
Benches							
Playground							
Swings							

Park	Northwood Park	McKnight Fields	Casey Lake Park	Silver Lake Park	Rotary Park
Park Category	LNP	RP	RP	RP	SP
Nature areas					
Undeveloped					
Walking Trail					lisa.ritchie 2021-12-16 16:24:22
Beach					
Baseball					No walking trail - should not be colored
Basketball					
Ice Rink					
Volleyball					
Tennis					
Open Air Shelter					
Enclosed Pavilion					
Drinking Fountain					
Restrooms					lisa.ritchie 2021-12-16 16:26:24
Fishing Pier					
Grills					Should be colored. Has restrooms
Picnic Tables					
Benches					Should be colored - has restrooms
Playground					
Swings					

IMPLEMENTATION PLAN

IMPLEMENTATION STRATEGY

Implementation Strategy

Implementation of recommended improvements should be based upon several factors:

- **Community Needs:** Based on identified community need assessments, missing or desired amenities or programs, as well as identified populations that are based on park proximity and population density.
- **Park Condition Factors:** Action is warranted due to unsafe conditions, life cycle, and ineffective at servicing current needs.
- **Available Funding:** Based on available funding or potential partnerships and opportunities for improvements or development.

While the data related to condition factors and funding can be easily accessed, it is recommended that a true community-involved needs analysis be undertaken as part of a comprehensive park and trail planning effort to guide priorities.

The strategy for implementation and determination of priorities should work towards the goal of developing a balanced system that offers multiple community values. The priorities will need to be continually updated to reflect changes in recreation trends, demands, city demographics and land uses, as well as opportunities that arise.

An important consideration in development of strategic investments is to avoid spreading investment dollars too thinly across the entire system. This often results in having a minimal effect of the public perception of the value of the investment. As an example, rather than changing out or adding a couple of pieces of equipment within a playground, replace the entire playground at one time. Rather than undertake one improvement each year at a park site, undertake a more comprehensive improvement project. This is beneficial in reducing costs related to redundant items needed with each project and allows for a more manageable maintenance and replacement schedule for the park as well.

It is also recommended that the City of North St. Paul develop a park asset management plan to effectively project yearly anticipated maintenance and replacement costs for annual budgeting purposes.

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Community Needs:

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IMPLEMENTATION PLAN

Implementation Strategy (...Continued)

The biggest challenge facing the City of North St. Paul will be securing the funding needed to make the necessary improvements. The estimates below are significant as shown but currently do not include new park developments or some of the larger parks that will have substantially higher funding needed to make necessary improvements.

While there are partnership and funding opportunities to help in the cost-sharing, the City will need to determine a method of making more significant investments in the coming years in order to meet the goals of this plan.

Implementation Estimates

Classification	Park Name	Total Estimated Costs
Small Neighborhood	Dorothy	\$3,000
Small Neighborhood	Polar	\$171,080
Small Neighborhood	Country Club	TBD
Small Neighborhood	Colby Hills	\$19,500
Large Neighborhood	Northwood	\$1,693,900
Large Neighborhood	Tower	TBD
Large Neighborhood	Hause	\$223,600
Community	Casey Lake	TBD: ~\$2.5M+
Community	Silver Lake	\$941,200
Community	McKnight Fields	TBD
Specialty	Rotary	\$15,000
Specialty	Veteran's Memorial	-
Specialty	Southwood Nature Preserve	\$5,000
Specialty	Urban Ecology Center	-
Specialty	Downtown Parcel	TBD: ~\$500k +

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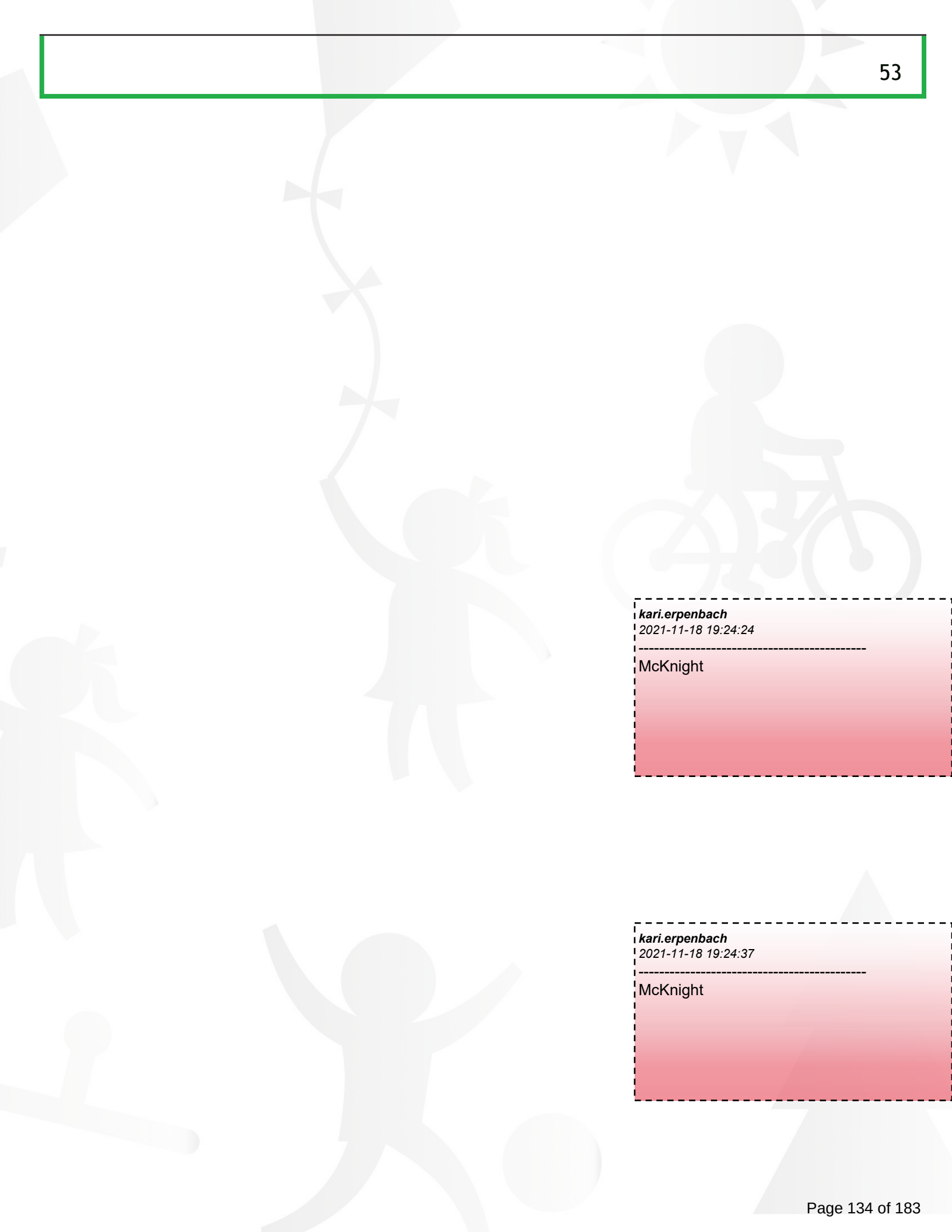
Misspelled...should be McKnight

PARK IMPLEMENTATION PLAN

PARK PRIORITIZATION TABLE

The following Park Implementation Table with identification of potential projects does not necessarily reflect recommendations based on a Community Needs Analysis. General costs have been rounded and recommendations beyond the 10-year timespan are not provided.

Timeline	Park	Improvement	Est. Project Cost	Total Cost
Short Term (1 - 5 years)	General	Park Signs	\$32,000	
	Rotary Park	Signage	\$15,000	
	Hause	Tennis Court, Trails & Ballfield	\$224,000	
	Polar	Playground & Trails	\$171,000	
	Downtown Park	Master Plan	\$8,000 - \$10,000	
	McNight	Master Plan	\$8,000 - \$10,000	
	Casey Lake	Master Plan (East Side of Park)	\$8,000 - \$10,000	
	Casey Lake	Hockey Rink Improvements	\$50,000	
	Short Term Projects Total Estimated Cost			\$516,000 - \$522,000
Mid Term (5 - 10 years)	Downtown	TBD	TBD: \$500K+	
	Northwood	Improvements	\$1.7M	
	McNight	TBD		
	Silver Lake	Playground & Miscellaneous	\$941K	
	Casey Lake	TBD	TBD: ~\$2.5M+	
	Mid Term Projects Total Estimated Cost			\$5.64M +



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McKnight

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McKnight

PROJECT DESCRIPTIONS

SHORT TERM PROJECTS

TIMELINE: 1 - 5 YEARS

SHORT TERM PROJECTS

Project name: Park Signage Improvements

Park classification: Varies

Description: Replacement of park identification signs at select sites and adding in a sign / kiosk at Rotary Park for wayfinding.

Justification: Park identification signs are in need of replacement. Rotary Park signage would help direct trail users from the Gateway State Trail into the downtown business district destination areas and provide wayfinding for the trail system. A partnership or grant opportunity may be available for the Rotary Park Kiosk sign costs.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Park Identification Signs	\$32,000		2022
Rotary Park Kiosk	\$15,000		2022-2023

SHORT TERM PROJECTS

Project name: Hause Park Improvements

Park classification: Large Neighborhood

Description: Continued park improvements to include the replacement of the existing court with either a standard sized tennis court and/or two pickleball courts. Additional improvements include walkways for improved accessibility and general ballfield improvements such as a new backstop, fencing, players benches and topdressing agg-lime.

Justification: Complete park improvements so the entire park will be complete for the next life cycle. The existing tennis court is in a very poor condition and is not the proper size.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Hause Park Improvements	\$172,000 - \$224,000		2022-2023

SHORT TERM PROJECTS

Project name: Polar Park Improvements

Park classification: Small Neighborhood

Description: Continued park improvements to include the replacement of the existing playground and site picnic and seating areas with new trails for improved accessibility.

Justification: Continue park improvements so the entire park will be complete for the next life cycle. The existing playground is beyond its life span and likely does not meet current safety standards.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Polar Park Improvements	\$132,000 - \$171,000		2023

SHORT TERM PROJECTS

Project name: Master Plan Projects

Park classification: Community & Specialty

Description: Development of park master plans in order to identify improvements related to desired amenities, optimal locations and related costs.

Justification: Master Plans are meant to provide guidance for future projects and funding needs, along with overall prioritization within the greater system. A community-led planning process will help identify community desires in terms of amenities and priorities.

A master plan is necessary to find the optimal location for a splash pad and the development of a downtown park. Casey Lake is a community park and the eastern side should look at potential reorganization prior to undertaking any further improvement. A community park that should be reviewed further to identify actual replacement costs.

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McKnight

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Downtown Park	\$8,000 - \$10,000		2022
McKnight Fields	\$8,000 - \$10,000		
Casey Lake	\$8,000 - \$10,000		2023

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McKnight

SHORT TERM PROJECTS

Project name: Casey Lake Hockey Rink

Park classification: Community

Description: Improve the hockey rink at Casey Lake Park if the master plan process indicates the rink is to remain in its existing location. If the master plan process indicates a new rink location, the project should ultimately be part of a larger redevelopment project.

Justification: Casey Lake is a community park containing one of two city rinks which is currently in poor condition.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Casey Lake Rink Improvements (dependent on master plan outcome)	\$50,000		2024

REPLACEMENT COSTS

MID TERM PROJECTS

TIMELINE: 5 - 10 YEARS

MID TERM PROJECTS

Project name: Downtown Park

Park classification: Currently Unspecified / Potential Specialty Park

Description: Development of a park in the downtown district that adds a new and/or complementary type of recreation that would serve the growing populations within the surrounding neighborhoods, as well as the broader community with opportunity for community gathering spaces and events. Development and corresponding estimate of probable costs would be determined by a master plan process, but a general placeholder budget is currently provided which can be updated upon completion of the master plan.

Justification: As a park within the downtown district it would have high visibility that would enhance the downtown and provide opportunities for gathering areas and events that may contribute to revenue generation for the businesses while also providing recreation for new and growing populations.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Downtown Park	Budgetary \$500,000		2025

MID TERM PROJECTS

Project name: Northwood

Park classification: Large Neighborhood

Description: Improvements to Northwood Park to potentially include new rink boards with added basketball goal standards on the rink for multi-purpose and multi-season use, a new warming house building with restrooms and exterior open air shelter space, a new open air shelter by the playground, added gaga pit, added volleyball court, trail connections, and related benches, tables and grills.

Justification: As a large neighborhood park, the improvements would bring the park service level up to desired standards and provide proper accessibility to the amenities.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Northwood Park Improvements	\$1.3 - \$1.7M		2025-2027

MID TERM PROJECTS

Project name: McNight

Park classification: Community Park / Athletic Fields

Description: Improvements and replacement of existing amenities and/or added amenities based upon approved master plan recommendations.

Justification: As a popular community park focused on athletics which also brings in revenue for the community, improvements are necessary to keep facilities up to adequate design standards to meet the ongoing demands of athletics, the school and residents.

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McKnight

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
McNight	\$TBD		

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McKnight

MID TERM PROJECTS

Project name: Silver Lake

Park classification: Community

Description: Improvements to Silver Lake Park to include replacement of the outdated playground on the east side of the park which could include more unique or challenging pieces to serve a different age group from the equipment on the west side of the park. Trail connections to existing amenities would be included for improved accessibility with an added security light for safety improvements, new park signage and added receptacles.

Justification: As a popular community park with a strong appeal for the beach, the new restrooms would meet the needs of the users by replacing an outdated structure. The new playground equipment would help meet a need for a varying demographic with other improvements focused on improved accessibility and safety.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Silver Lake Park Improvements	\$724,000-\$941,000		2030-2032

MID TERM PROJECTS

Project name: Casey Lake Improvements

Park classification: Community

Description: Improvements and replacement of existing amenities and/or added amenities based upon approved master plan recommendations.

Justification: Casey Lake is a community park with a variety of active and passive recreation which draws in use from across the community. Improvements would be focused on the eastern section of the park with improvements on overall layout , improved athletics, and bringing the amenities up to current design standards to provide quality recreation across multiple seasons.

Estimate of Probable Costs

	Estimated Costs	Funding	Timeline
Casey Lake Site Improvements	\$TBD (~\$2.5M+)		2032-2034

CONCLUSION

The Park Improvement Plan provides general insight into known infrastructure needs at the time it was written. Unknown community needs and related costs will ultimately affect the overall prioritization strategy for implementation along with actual funding available.

The Park Improvement Plan costs for improvements highlight the need for making more significant investments into parks in the upcoming years based on meeting the goals of this plan that place a higher priority on community parks. As parks continue to age and fall into a state of disrepair, this can negatively affect community perception of the overall system. This is especially true for the larger parks in the system that receive more significant use and have higher related costs for improvements due to the extent of recreation available. This emphasizes the need for making strategic investments based on community needs and a visionary approach, rather than a reactionary or piecemeal approach.

Recommendations moving forward include developing a Needs Assessment that accounts for current and anticipated demographics to ensure priorities are in alignment with actual need, along with the development of a comprehensive asset management system to help track and identify funding needs over time. Priorities and related costs should be updated annually.

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[Recent History](#)

- [2021 13D.02](#) Amended [2021 c 14 s 5](#)
- [2020 Subd. 1](#) Amended [2020 c 74 art 1 s 1](#)
- [2019 Subd. 1](#) Amended [2019 c 33 s 1](#)
- [2019 Subd. 2](#) Amended [2019 c 33 s 2](#)
- [2019 Subd. 6](#) New [2019 c 33 s 3](#)
- [2011 Subd. 5](#) New [2011 c 11 art 2 s 1](#)

13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.

Subdivision 1.Conditions.

(a) A meeting governed by section [13D.01, subdivisions 1, 2, 4, and 5](#), and this section may be conducted by interactive technology so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location;

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and

(5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

(1) the member is serving in the military and is at a required drill, deployed, or on active duty; or

(2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section [12.31](#), and expires 60 days after the removal of the state of emergency.

Subd. 1a.Meeting exception.

This section applies to meetings of entities described in section [13D.01, subdivision 1](#), except meetings of:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section [356A.01, subdivision 24](#); and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2.Members are present for quorum, participation.

Each member of a body participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3.Monitoring from remote site.

If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. Notice of regular and all member locations.

If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any location where a member of the public body will be participating in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice must be as described in section [13D.04](#).

Subd. 5.

MS 2020 [Repealed by amendment, [2021 c 14 s 5](#)]

Subd. 6. Record.

The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

Lisa,

Individuals can't vote on items via zoom from their home.

Soren M. Mattick

Attorney

CAMPBELL KNUTSON, P.A.

Grand Oak Office Center I

860 Blue Gentian Road, Suite 290

Eagan, MN 55121

Phone: (651) 234-6217 • Fax: (651) 234-6237

smattick@ck-law.com • www.ck-law.com



To All:

The location of the person attending remotely must be in the notice and must be open to the public. A hotel lobby, library and etc. would be open to the public. All votes must be conducted via roll call.

Soren M. Mattick

Attorney

CAMPBELL KNUTSON, P.A.

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860 Blue Gentian Road, Suite 290

Eagan, MN 55121

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smattick@ck-law.com • www.ck-law.com



Memorandum



To: Planning Commission
From: Brandy Howe, City Planner
Date: January 6, 2022
Re: City of North Saint Paul – Sign Ordinance Update
WSB Project No. 017235-444

Background

At the December 2021 meeting, the Planning Commission discussed a draft of the sign ordinance that included the Purpose, Applicability, Exemptions, Prohibited Signs, Sign Permits, and some Definitions. Staff has revised the draft ordinance based on direction provided by the Planning Commission and offers the following additional new sections: General Sign Regulations, Computations, and Materials, Construction, and Maintenance. In addition, a full list of Definitions is now included.

New additions are depicted in **red**. Deletions, where indicated, are depicted with strike through.

1. Staff proposes to pull the sign ordinance from the zoning code so that it can be a unique chapter under Title XV: Land Usage of the Municipal Code. As indicated in the draft ordinance, it is proposed to be renamed Chapter 157 of Title XV rather than Section 154.011 under Chapter 154: Zoning Regulations.
2. Aside from the new numbering scheme, Sections 157.001(A) and (B), Purpose and Applicability, have not been updated from the December draft.
3. Section 157.001(C), Interpretation, was added per direction given at the December 2, 2021, Planning Commission meeting. This section creates a process to enable the Planning Commission to consider on a case-by-case basis any sign types that may not be addressed in the code.
4. The definitions section has been filled out for this January 2022 draft. The definitions listed as those from the existing ordinance with new additions depicted in red and deletions depicted with strike-through.
5. Section 157.003(A), Sign Permits, has been modified to clarify permitting requirements and remove the licensure and bonding requirement. A quick review of other communities noted that this requirement is above what is typically required for sign permits.
6. Section 157.003(B), Exemptions, is largely unchanged except to clarify that the exemptions listed therein is related to the permitting process—the signs are still required to comply with the applicable sections of the sign code.
7. Section 157.003(C), Prohibited Signs, was revised to alphabetize the list and remove “internally illuminated signs” and “signs not addressed by the code”, per the direction from Planning Commission.
8. Section 157.004(A), related to general sign regulations applicable to signs in all districts, was largely derived from the existing sign ordinance. Of note, signs that utilize electricity must be in accordance with the current electrical code and applicable building permits must be obtained.
9. Section 157.004(B), Computations, is retained from the existing sign ordinance. The current method for measuring sign area is simple and easy to administer. Of note, the 10-foot setback requirement for all freestanding signs remains in place. The permitted locations of signs were clarified so that there are no obstructions for pedestrians, bikes, etc., and no signs may be placed in the vision triangle.

Electronic Message Center Signs

The sign code currently recognizes different types of changeable copy signs, but broadly, there are electronically changeable copy signs and manually changeable copy signs. Manually changeable copy signs are currently permitted in any district if they meet the size, height, and setback requirements of that district.



Signs with electronically changeable copy are often referred to as electronic message centers (EMC). The International Sign Association (ISA) defines EMC as is a sign that can display words, symbols, figures, or images that can be electronically changed by remote or automatic means. These types of signs are currently defined in the sign code, but they are not explicitly regulated other than to say that electronically changeable copy signs with flashing and motion are prohibited in every district except to display content like time, temperature, or civic information.

Regulating Electronic Message Centers

When opting to regulate electronic signs, some communities have utilized the following approaches singularly or as a combination to obtain the desired effect and harmony within their community.

- **Location** – limit the location on the site or distance within a residentially zoned property.
- **Area** – limit the sign area of EMC based on zoning district
- **Message Rate of Change (dwell time)** – determine a minimum duration for message display. The ISA recommends a minimum of 8 seconds for message duration.
- **Transition Method** – regulates the method of transition (i.e., how one message transitions to the next message).
 - Static/Instant – Static messages with instantaneous change (aka Slideshow).
 - Fade/Dissolve – A display, normally with static images, with messages that appear to move, change in size, or are revealed sequentially.
 - Full motion video or constant animation.
- **Hours of operation** – require the EMCs be turned off when the business is closed.
- **Brightness/Illumination** – set limitations on the brightness level. Research by ISA recommends EMCs not exceed 0.3 footcandles over ambient lighting conditions.

ISA videos that depict message change rate and transition methods: [Examples of EMC Hold Times - International Sign Association \(signs.org\)](https://www.signs.org/Examples-of-EMC-Hold-Times).



Electronic Message Center (EMC)/on-premise sign advertising a bank that is located on the same premises as the sign



Digital billboard/off-premise sign advertising an automobile business in another location

Recommendation

Staff recommends that EMC be regulated in the same manner as monument signs, which would limit the districts, height, area, and location on a site. It is also recommended that EMCs that are on a pylon (also known as freestanding) should be prohibited. The intent here is to limit visually negative impacts on the city. The ISA's recommendation on brightness at 0.3 footcandles over ambient conditions seems reasonable. Further, staff recommends the message dwell time be limited to 8 seconds but would welcome discussion from the Planning Commission on this duration as well as any other of the above-listed recommendations.

SIGN ORDINANCE

WORKING DRAFT (January 6, 2022)

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CHAPTER 157: SIGN ORDINANCE.

§ 157.001: Introductory Provisions

A). **Purpose.** *(Considered and recommended by Plan Commission on October 7, 2021)*

It is not the purpose or intent of this section to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this article is to:

1. Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
2. Maintain, enhance, and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
3. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics.
4. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the city.
5. Ensure adequate means of expression as allowed by the first amendment of the U.S. Constitution and other federal, state, and local laws.

B). **Applicability.** *(Considered and recommended by Plan Commission on December 2, 2021)*

Any exterior signage erected, altered, or maintained after the effective date of this ordinance shall conform to the regulations in this Chapter.

Except that, per Minn. Stat. 211B.045, all noncommercial signs of any size may be posted in any number beginning 46 days before the state primary in a state general election year until ten days following the state general election. Municipal ordinances may regulate the size and number of noncommercial signs at other times.

C). **Interpretation**

Any sign type determined by staff to not identified by this code may be considered for approval by the Plan Commission at a regular meeting.

§ 157.002: Definitions

(Existing Definitions in Black, proposed in red)

ABANDONED SIGN. Any sign and/or its supporting sign structure which has been partially obliterated, dilapidated, has unsafe conditions or whose display surface has remained blank for a continuous period of 12 months or more.

~~ADDRESS SIGN. A sign consisting of identification numbers only, either in written or numerical form.~~

~~ANIMATED SIGN. A sign with a progression of frames which give the illusion of motion, moving objects, moving patterns or bands of lights and shapes; or that gives the visual impression of movement.~~

AUXILIARY SIGN. A sign that has a purpose secondary to the use of the lot on which it is located, such as "telephone," "drive-through," "cash machine," "air," "entrance," "exit," parking restrictions, security warnings or similar directives.

AWNING SIGN. A sign attached to, affixed to, or painted on an awning.

BACKLIGHTING. An illuminated sign where the light source which illuminates the wall behind individual sign letters is hidden from view. The sign letters are opaque and appear as a silhouette against the lighted surface.

~~BALLOON SIGN. A sign consisting of a bag or similar device made of lightweight material supported by helium, hot, or pressurized air, which is greater than 18 inches in diameter.~~

BANNER SIGN. A sign made of fabric or other similar nonrigid material with no enclosing framework or electrical components that is supported or anchored on two or more edges or at all four corners.

BEACON LIGHT. Any light with one or more beams directed into the atmosphere or directed at one or more points not on the same zone lot as the light source; also, any light with one or more beams that rotate or move.

BENCH SIGN. A sign attached to a bench located on the street and designed for seating while waiting at a bus stop.

BILLBOARD. An off-premises sign which consists of one or more sign faces primarily intended by the sign owner to be available for sale, lease or rental for the purpose of promoting any business or other activity which is not situated on the same property as the billboard or of promoting any product or service which is not primarily available on the same property as the billboard; and incidentally used for the display of public service messages.

BUILDING MARKER. Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

CANOPY SIGN. A sign attached to, affixed to, or painted on a canopy.

CHANGEABLE COPY SIGN. A sign or portion of a sign with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign.

~~CHANGEABLE COPY SIGN, COMPUTER-CONTROLLED VARIABLE MESSAGE ELECTRONIC SIGNS. Signs whose informational content can be changed or altered by means of computer-driven electronic impulses.~~

~~CHANGEABLE COPY SIGN, ELECTRONICALLY ACTIVATED. Signs whose alphabetic, pictographic, or symbolic informational content can be changed or altered on a fixed display surface composed of electronically illuminated or mechanically driven changeable segments. Includes the following two types:~~

~~CHANGEABLE COPY SIGN, FIXED MESSAGE ELECTRONIC SIGNS. Signs whose basic informational content has been preprogrammed to include only certain types of information projection, such as time,~~

~~temperature, predictable traffic conditions, or other content subject to prior programming.~~

~~CHANGEABLE COPY SIGN, MANUALLY ACTIVATED. Signs who's alphabetic, pictographic, or symbolic informational content can be changed or altered by manual means.~~

~~COMMERCIAL MESSAGE. Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.~~

CONSTRUCTION SIGN. A sign placed at a construction site identifying the project or the name of the architect, engineer, contractor, financier or other involved parties.

DIRECT LIGHTING. An illuminated sign where the source of light is visible.

DIRECTIONAL **SIGN**. A sign which contains the name and address of a site, directional arrows and possibly the distance to the location of that site.

ELECTRONIC MESSAGE CENTER. A sign that can display words, symbols, figures, or images that can be electronically changed by remote or automatic means.

FLAG. Any fabric or flexible material attached to or designed to be flown from a flagpole or other similar structure.

FLAG SIGN. Any fabric or flexible material advertising a business or service attached to or designed to be flown from a flagpole or other similar structure.

FLASHING SIGN. Any illuminated sign which emits an intermittent or flashing light or creates the illusion of intermittent or flashing light by means of animation which is not a "Changeable **Copy Sign**." *[Note – this is the existing definition for flashing sign. It is staff's interpretation that animated signs are included in this definition.]*

FREESTANDING. A sign on a frame, pole, or other, support structure not attached to any building.

~~IDENTIFICATION. A sign containing principally the name of the individual or establishment occupying the premises, and which also may include the street address, telephone number or other information identifying the use.~~

ILLUMINATED **SIGN**. Any sign which has characters, letters, figures, designs or outlines which are either internally or externally illuminated by an artificial light source.

MAINTENANCE. The painting, repairing, cleaning and other normal maintenance and repair of sign structure unless a structural change is needed to maintain signage.

MARQUEE **SIGN**. Any sign attached to a marquee, a permanent roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

~~MARQUEE ATTACHMENT. Any sign attached to, in any manner, or made a part of a marquee.~~

MONUMENT **SIGN**. A sign supported primarily by an internal structural framework or integrated into landscaping or other solid structural features other than support poles.

MURAL. A work of graphic art painted on a building wall, which contains no commercial advertising or logos, and which does not serve to advertise or promote any business, product, activity, service, interest or entertainment.

NAME PLATE. Any sign which states the name, address, or both, of the business or occupant of the lot where the sign is placed.

NONCONFORMING SIGN. A sign which lawfully existed at the adoption of this chapter but does not

conform to its requirements.

OFFICIAL SIGN. A sign posted by the City of North Saint Paul, a county, state, or federal agency.

OFF-PREMISE SIGN. Any sign that advertises an establishment, merchandise, service, or entertainments which is not sold produced, manufactured, or furnished at the property on which said sign is located.

ON-PREMISE SIGN. A sign whose message is related to the premises or the activity and use occurring on the premises on which the sign is located.

PENNANT SIGN. Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind. A pennant for purposes of this chapter is considered part of temporary signage.

POLITICAL SIGN. A sign which advertises or promotes a candidate for public office, a political party or an issue to be considered in a public election.

PORTABLE SIGN. A sign that is movable and not permanently attached to a structure or the ground. Portable signs include sandwich board signs, portable reader boards on wheels that display changeable letters, trailer signs, gas-filled balloons, and similar signs.

PROJECTING SIGN. A sign attached to and projecting out from a building face or wall, generally at right angles to the building. These signs include signs that are totally in the right-of-way, partially in the right-of-way, or fully on private property.

~~**PUBLIC SIGN.** Any sign defined as a traffic control sign in the Highway Traffic Regulation Act, any identification sign installed in a public park by a public authority or any other identification, regulatory or warning sign approved by the city for installation on public land.~~

~~**REAL ESTATE SIGN.** A sign which advertises the development, sale, lease or rental of land or buildings.~~

~~**RESIDENTIAL SIGN.** Any sign located in a district zoned for residential uses that contains no commercial message except advertising for goods or services legally offered on the premises where the sign is located, if offering such service at such location conforms to all requirements of the zoning ordinance.~~

ROOF SIGN. A sign erected on a roof, or signs that project above the highest point of the roofline, parapet, or fascia of the building.

ROTATING SIGN. A sign or portion of a sign which in any physical part or in total turns about on an axis, rotates, revolves or is otherwise in motion, including without limitation a multi-vision sign.

~~**SIGN.** Any written message, name, identification, description, display, illustration, pictorial presentation, number, decoration, flag, banner or other device which is affixed to or represented directly or indirectly upon a building, structure or land in view of the general public and which directs attention to an object, product, place, activity, person, institution, organization or business. A sign shall be considered as a structure or a part of a structure for the purpose of applying yard and height regulations.~~
~~**SIGN.** Any written message, name, identification, description, display, illustration, pictorial presentation, number, decoration, flag, banner or other device which is affixed to or represented directly or indirectly upon a building, structure or land in view of the general public and which directs attention to an object, product, place, activity, person, institution, organization or business. A sign shall be considered as a structure or a part of a structure for the purpose of applying yard and height regulations.~~

SIGN. A communication device, structure, or fixture which is intended to identify a building, use, business, or event; or to promote the sale of products, goods or services; using graphics, letters, figures, symbols, trademarks or written copy. Painted wall designs or patterns which do not represent a product, service or registered trademark, and which do not identify the user, are not considered signs.

SIGN FACE. That portion of a sign upon which the message, advertisement or similar display is presented, as distinguished from the structural members.

~~**SIGN HEIGHT.** The distance measured perpendicularly from the highest point of the sign structure to the grade level of the ground directly below that point or the grade level of the center line of the nearest adjacent roadbed, whichever grade level is higher.~~

SIGN STRUCTURE. A structure including the supports, uprights, bracing and framework which supports or is capable of supporting a sign.

STRINGER. A sign that is made of commercial or decorative pennants, flags or streamers which are attached to a string, rope or cable.

TEMPORARY SIGN. A sign installed for a limited time and not constructed or intended for long-term use.

WALL SIGN. A sign mounted flat against a wall or painted on the wall of a building or structure with the exposed face of the sign in a plane parallel to the face of the wall.

~~**WINDOW SIGN.** A sign posted, painted, placed, or affixed to the interior or exterior of a window. Signs that face a window exposed to public view and located within 12 inches of the window are considered a window sign.~~

YARD SIGN. A temporary sign that is easily installed and removed and which is not intended or suitable for long-term or permanent display due the sign construction, materials, or installation. Such signs are used to direct temporary activities, such as but not limited to garage/yard sales, open houses, and real estate sales.

§ 157.003: Permits, Exemptions, Prohibitions

A). Sign Permits

1. **Permit Requirements.** No sign shall be erected, altered, or relocated without a permit issued by the City, unless the sign is specifically exempt from the permit requirements per Section 157.003(B).
2. **Application Requirements.**
 - a. **Site Plan.** A site plan showing the position, height, and dimensions of the sign(s) in relation to all nearby existing or proposed buildings, structures, and property lines.
 - b. **Fees.** All applications for sign permits shall be accompanied by the appropriate fee(s) as set forth by the City Council and listed in the fee schedule.
 - c. **Permission of Property Owner.**
 - d. No sign shall be erected, constructed, or maintained upon any property or building without the consent of the owner, the person entitled to possession of the property or building, or their authorized representative.
 - e. Such other information as the City Manager or designee requires to show full compliance with this and all other laws and ordinances of the City.
3. **Nullification.** A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed, and no additional fee shall be collected for the renewal.
4. **Revocation.** The city may revoke a permit under the provisions of this chapter when a sign is in violation of this chapter or any other ordinance in the City of North Saint Paul. Any signs installed under a revoked permit shall be removed within ten days of written notice of the revocation.

B). Exemptions to sign permit requirements.

The following signs, devices, and activities do not require a sign permit and may be permitted in all zoning districts. Such devices shall not be included in the determination of the type, number, or area of permanent signs allowed on a site, provided such devices comply with the requirements of this code.

1. Building marker.

2. Flags that do not conform to the definition of "sign."
3. Graphics of an artistic nature and that do not conform to the definition of "sign."
4. Historic plaques.
5. Maintenance.
6. Murals.
7. Name plate.
8. Official sign.
9. Replacing copy on changeable copy signs.
10. Seasonal decorations.
11. Signs installed and maintained on bus benches and/or shelters within the city right-of-way, pursuant to a franchise authorized by the City Council.
12. Signs not visible from public right-of-way, private right-of-way, waterways, and adjacent property.
13. Statues.
14. Yard signs.

C). Prohibited Signs.

The following signs are explicitly prohibited in all districts:

1. Advertising or business signs on or attached to mobile equipment (but not portable sign), where signing is a principal use of the equipment on either a temporary or permanent basis.
2. Beacon lights.
3. Billboards.
4. Flashing signs.
5. Rotating signs.
6. Signs which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device, or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
7. Signs attached to utility poles, trees, fences, other signs, or their own poles which are not specifically allowed by this section.
8. Signs mounted on chimney, rooftop equipment, towers, flagpoles, cooling towers, elevator penthouses, commercial antennas, communication towers, belfries, church spires and cupolas.
9. Signs on or over the municipal, county or state public right-of-way, unless the city grants permission or as otherwise specified in this section.

§ 157.004: General Sign Regulations

A). The following regulations shall apply to all signs permitted in all districts:

1. All signs except official traffic and street signs shall conform to the provisions of this section and any other ordinance or regulations of the city.
2. No signs shall be placed in such a position as to endanger pedestrian, bicyclists, or vehicular traffic on a street or sidewalk by obscuring the view or by interfering with official street signs or signals by virtue of position, color, or illumination.
3. Signs and their supporting structures shall maintain clearance and noninterference with all surface and underground utility and communication lines or equipment.
4. All freestanding signs unless specifically noted otherwise, shall maintain a ten-foot setback from all lot lines. The city may require a greater or lesser setback due to public safety reasons, which may include the following conditions: vehicle sight distance, distance from intersection, designation of adjacent right-of-way
5. Signs which utilize electricity must be installed in accordance with the current electrical code and all necessary electrical and building permits must be obtained prior to placement. Exposed wiring or conduit shall not be allowed.

B). Computations

1. Sign Area Measurement.
 - a. The area within the sign frame shall be used to calculate the square footage.
 - b. The area without a sign frame shall be determined by drawing a box around the outermost periphery of letters or graphics. The square footage shall be that of the box surrounding the said letters or graphics.
 - c. Each side of a double-faced sign shall be considered in determining the total display surface area.
2. Sign Height.
 - a. The height of a sign shall be measured from the existing grade; or,
 - b. If elevations of the centerline of the nearest frontage street are provided by the sign applicant, this point of elevation may be used rather than the existing grade.
3. Setbacks. All monument and freestanding signs shall be set back a minimum of 10 feet from any property line and a minimum of 5 feet from any parking area or driveway.
4. Location.
 - a. No sign shall be placed in such a position as to endanger pedestrians, bicyclists, or traffic on a street by obscuring the view or by interfering with official street signs or signals.
 - b. No sign may be located within a vision triangle as depicted in Figure 23.
 - c. Signs and their supporting structures shall maintain clearance and not interfere with any surface and underground utility or communications lines or equipment.

C). Materials, Construction, and Maintenance

1. Materials. All signs shall be constructed of durable materials using noncorrosive fastenings.
2. Construction.
 - a. All signs shall be constructed in such a manner and of such material to be considered safe and substantial.
 - b. The installation of electrical signs shall be subject to the State's Electrical Code. Electrical service to freestanding signs shall be underground. All work shall be completed by an electrical contractor licensed by the State of Minnesota.
 - c. All signs and supporting structures shall be designed and constructed to withstand wind pressure of not less than 40 pounds per square foot of area.
3. Maintenance. All signs and components thereof shall be kept in good repair and in safe, neat, clean and attractive condition and in compliance with all applicable building code requirements.
 - a. Painting. The owner or any sign shall be required to have such a sign properly painted including all parts and supports of the sign unless such parts or supports are galvanized or otherwise treated to prevent rust. This shall also apply to murals.
 - b. Area around signs. The owner or lessee of any sign, or the owner of the land on which the sign is located, shall keep the grass, weeds, or other growth cut and the area between the sign and the street and the area within six feet from the ends of the sign free from refuse.
 - c. Unsafe for dangerous signs. Any sign which becomes structurally unsafe or endangers the safety or a building or premises or endangers the public safety shall be considered a public nuisance and shall be taken down and removed by the owner, agent, or person having the beneficial use of the building, structure or land upon which the sign is located, within ten days after written notification from the Zoning Administrator.

§ 157.005: District Regulations

To be completed.

§ 157.006: Temporary Signs

To be completed

§ 157.007: Nonconforming Signs

To be completed

§ 157.008: Enforcement
To be completed



NORTH ST. PAUL

DOWNTOWN
PATIO FURNITURE

Objective:

- Review the Outdoor Seating and the Streetscape Elements and Materials Palette to determine and define the design style standards, including architectural character, color and product material, for outdoor patio seating in the downtown area.



NORTH ST. PAUL

Outdoor Seating

Intent: To encourage outdoor seating as an amenity that compliments the pedestrian atmosphere and activity level in the downtown district and to ensure adequate space for pedestrians to pass adjacent to sidewalk dining areas and in and out of neighboring businesses. Furthermore, guidelines below are intended to prevent automobiles from interfering with diners and to ensure that vehicles have clear traffic sight-lines at corners.

Guidelines: Restaurants or food service establishments in Downtown are encouraged to set up outdoor dining areas. Dining areas are especially recommended along the sides of buildings where no other use is designated. It is recommended to define the dining area with a railing and planters to enhance the dining experience.

Standards: Food service establishments may only use public space directly in front of or directly to the side of their storefront and must not encroach on neighboring storefronts or properties (a one foot buffer at the property line must be maintained.) The seating area must also maintain a two foot buffer distance from the curb where there is parallel or angle parking. Where there is angle parking, tire stops are required such that car bumpers will not cross the curb-line. Tire stops must be removed in the winter. At corners, and in other areas where traffic is not buffered by parking, seating must maintain a six foot distance from the curb, and again, planters are recommended within the buffer zone. Umbrellas and other such objects that may impair sight-lines at corners must be set back 15 feet from the corner. Dining areas must be defined by an ADA compliant temporary railing at the border, must be visible to pedestrians, and must maintain six feet of clearance for pedestrian passage on the sidewalk. The six-foot "clear zone" shall be designated by the city. Because of seasonal needs such as snow removal, outdoor seating is only allowed from April 15 to Oct. 15 and must be removed from the sidewalk during non-business hours.



**Outdoor seating
is encouraged.**

Streetscape Elements and Materials Palette

Often when discussing design, one will hear the phrase “*variety within unity*” as a desirable design feature. When applying this to community design, the *variety* is provided by the individual expression of business owners through storefront design; while the *unity* is provided by the elements within the public realm, i.e., the sidewalks, streets, benches, lights, parks, town squares, planters, bus stops, civic plazas, public buildings, and a plan for connection and arrangement of these public elements.

One way that unity is established within the public realm is through *consistency* in the palette of materials and elements that make up the public domain. The **Streetscape Materials and Elements Palette** found on the following pages includes the palette of materials and elements that North St. Paul has chosen to use whenever a repair or renovation of the streetscape is necessary. By replacing materials and elements that have fallen into disrepair with a consistent palette, and installing new elements from a given palette, greater unity will be established on 7th Avenue.



Downtown North St. Paul | DESIGN MANUAL



The bench, trash can, and planter are from DuMor, Inc. The color is green. The local provider is Earl F. Anderson, Inc.



The trash cans can be modified for recycling with lids that designate cans and bottles versus trash.

Per the 2018 Downtown
Revitalization Plan Visual
Preference Survey – Site
Amenities, “Antique” style was
the #1 choice.



NORTH ST. PAUL

Visual Preference Survey – Site Amenities



Antique
3.20

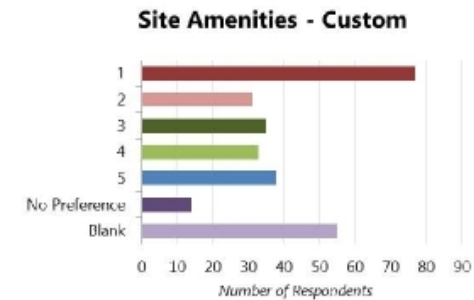
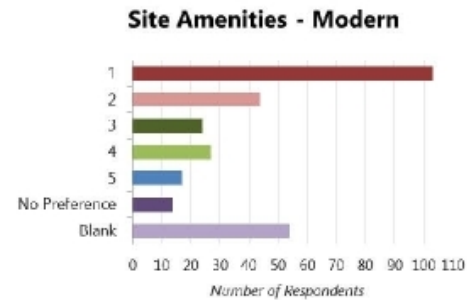
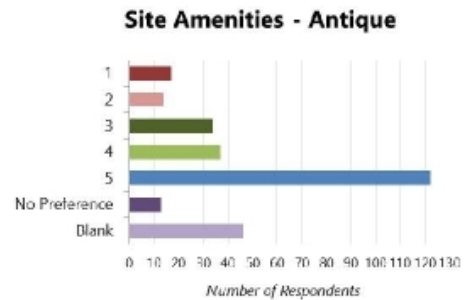


Modern
1.61



Custom
2.00

Please indicate your preference (1 being least preferred and 5 being most preferred) or no preference



permissible use. Examples include, but are not limited to, firms providing architectural, computer software consulting, data management, academic instruction, engineering, interior design, graphic design, or legal services.

OFFICIAL ZONING MAP. A map adopted in accordance with M.S. § 462.359 and is the Official Zoning Map for the city.

ONE HUNDRED YEAR FLOODPLAIN. Lands inundated by the "Regional Flood."

OPEN SPACE. Land preserved apart from development. An open area, including passive and active recreation, unimproved land, pedestrian plazas, parks, nature areas, playgrounds and trails, but not including holding ponds.

ORDINANCE. This Zoning Ordinance, adopted as Chapter 154 of the City Code, and as subsequently amended.

ORDINARY HIGH-WATER LEVEL (OHWL). The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial.

OUTDOOR SALES AND DISPLAY. Land devoted to the display of goods, products or merchandise for sale, rent, lease or trade where such goods are not enclosed within a building. This can also include the selling of goods or products outside.

OUTDOOR SALES EVENT. A seasonal or occasional sale held on the sidewalk or other location outside a building.

OUTDOOR SEATING. A commercial seating area for business patrons.

OUTDOOR STORAGE. Permanent storage of goods, materials, equipment, or fleet or service vehicles outside of an enclosed building.

OUTLOT. A tract of land identified by a capital letter and is land that is not part of a block.

OVERLAY DISTRICT. A zoning district that encompasses one or more primary zoning districts or portions thereof and that imposes additional requirements or relaxes one or more standards required by the primary zoning district.

OWNER. Any individual, firm, association, partnership, corporation, trust or any other legal entity having proprietary interest in the land.

PARAPET. A low protective wall along the edge of a roof, bridge, or balcony.

PARCEL. A designated lot, tract or area of land established by plat, subdivision or as otherwise permitted by law.

PARK, PUBLIC. A park operated by the City of North St. Paul, including all park buildings.

PARKING -

ACCESSIBLE PARKING SPACE. Parking spaces accessible for persons with disabilities.

ACCESSORY PARKING. Automobile parking as a subordinate use and of a nature incidental to but supportive of the principal use, building or structure. Accessory parking is characterized as a free service for employees and/or customers of the principal use, building or structure.

(a) A minimum of 25 feet setback landscaped area shall be provided along the perimeter of the site wherever it abuts a residential district.

(b) If the use will be available to the general public, an arterial or collector street of sufficient capacity to accommodate the traffic that the use will generate shall serve the site. Ease of access to the site by vehicles, transit, bicycles, and pedestrians shall be considered.

(c) The site shall be designed in such a way as to minimize the effects of lighting and noise on surrounding properties. Hours of operation may be restricted and noise and lighting limits imposed.

(d) An appropriate transition area between the use and adjacent properties may be required, using landscaping, screening, and other site improvements.

31. *Outdoor seating, commercial.*

(a) Primary access to the area shall be from within the establishment.

(b) Hours of operation may be restricted and noise and lighting limits imposed.

(c) An appropriate transition area between the use and adjacent properties may be required, using landscaping, screening, and other site improvements.

32. *Outdoor storage.*

(a) Outdoor storage shall be located outside of the front yard setback and shall not be placed between the principal building and the abutting street.

(b) Outdoor storage shall be completely screened from any adjacent street, sidewalk, public walkway, or public park.

(c) Outdoor storage shall be screened from abutting residential uses with a wall, solid fencing, evergreen hedge, or equivalent material. All screening shall be six feet in height. Screening along district boundaries, where present, may provide all or part of the required screening.

33. *Pawn shop.* Individual pawn shops are regulated and licensed under Title XI Business Regulations, Chapter 124 : Pawn Shops. Pawn shops may be allowed by conditional use permit in the MU-3 District. While a pawn shop business is licensed and regulated under Chapter 124 , any pawn shop shall comply with the provisions of Chapter 154 and an approved conditional use permit. The City Council may impose conditions on approval of such a conditional use permit in order to regulate the effects on the city's ability to provide public urban services, changes to the desired character of an area, or the creation of major nuisances.

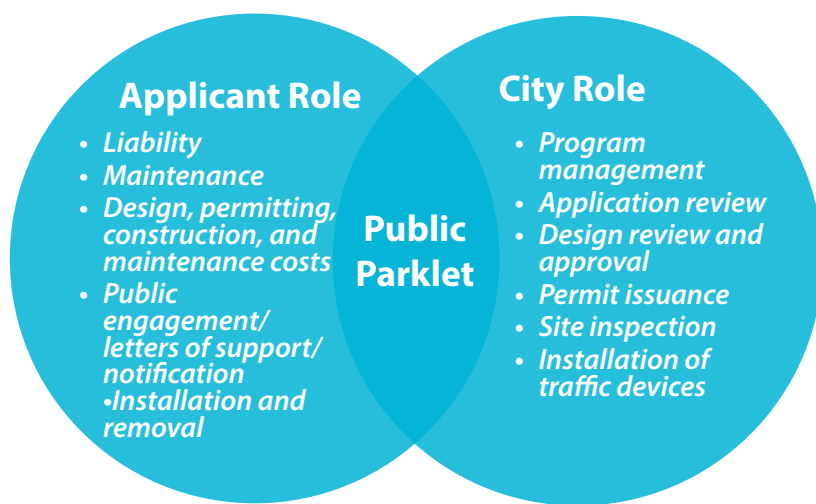
34. *Portable storage units.*

(a) A maximum of two portable storage units, not exceeding a cumulative gross floor area of 250 square feet shall be allowed for up to 90 consecutive days within a calendar year when part of an active building permit.

(b) When not part of an active building permit, such use is allowed for no more than 30 days per calendar year.



Parklet Program Overview



FAQs

What is a Parklet?

A parklet is a temporary space in the public right-of-way dedicated for public use. Parklets are located in the parking lane and operate as an expansion of the existing sidewalk where the public can relax and enjoy the urban environment.

Who pays for a Parklet?

Parklets are funded and maintained by the sponsor group or organization.

Are Parklets permanent or temporary?

Temporary. Parklets are deployed in the spring after street sweeping and are removed in the fall.

Who can apply for a Parklet?

Eligible applicants must be able to provide daily maintenance tasks (sweep, pick up trash, water plants, etc.). Eligible applicants may be, but are not limited to:

- Neighborhood organizations
- Ground-floor businesses
- Non-profit and community based organizations
- Special Service Districts

How do I apply for a Parklet?

Learn more at <http://www.minneapolismn.gov/pedestrian/>

For more info on how to host a parklet, contact Kelsey Fogt at 612-673-3885 or kelsey.fogt@minneapolismn.gov.

Typical Application Timeline



City of Minneapolis

STREET CAFE PILOT PROGRAM SUPPLEMENT

2016-2018



About This Supplement

The City of Minneapolis Street Cafe Pilot Program Supplement is intended to be used in conjunction with the Parklet Application Manual to guide applicants through the process and procedures for applying for a Street Cafe. It provides an overview of the street cafe program, policies, procedures, criteria and guidelines that differ from the more in depth Parklet Manual. Business owners, property owners and other potential applicants are encouraged to read both the Parklet Manual and the Street Cafe Supplement prior to the application process.

The Minneapolis Street Cafe Supplement was created by the City of Minneapolis Departments of Community Planning and Economic Development and Public Works

For more information on the street cafe or parklet program please contact:

Shane Morton
Public Works
Shane.Morton@minneapolismn.gov

Grant Wilson
Community Planning and Economic Development, Regulatory Services
Grant.Wilson@minneapolismn.gov

Lacy Shelby
Community Planning and Economic Development, Urban Design
Lacy.Shelby@minneapolismn.gov

City of Minneapolis
Public Works
350 South 5th Street
RM 203 City Hall
Minneapolis, MN 55415

Community Planning and Economic Development
105 Fifth Avenue South, #200
Minneapolis, MN 55401
<http://www.ci.minneapolis.mn.us/>

For reasonable accommodations or alternative formats please contact (add your information here including: department, contact person, phone and email). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800
Hadii aad Caawimaad u baahantahay 612-673-3500.



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**WHAT IS A STREET CAFE?
WHICH IS RIGHT FOR ME?
ROLES AND RESPONSIBILITIES
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MAINTENANCE
PILOT PROGRAM**



**SIDEWALK CAFE LICENSE
EXPANSION OF PREMISES
CONFIRMATION OF ELIGIBILITY**

ABOUT

About this Supplement

The Street Cafe Supplement is a companion document to the Parklet Application Manual. The Street Café Supplement provides additional guidance for privately managed space in the roadway. The supplement offers definitions, provides resources, and clarifies responsibilities and application processes for street cafes.

The Street Cafe program is in the pilot stage, so many questions you have may not yet be covered in this supplement, please contact us at publicrealm@minneapolismn.gov with any questions.

What is a Street Cafe

A Street café is a structure placed in the roadway that serves as seating for ground floor serving businesses while maintaining a comfortable pedestrian environment. Street Cafes are placed adjacent to the curb in an unrestricted parking lane along the frontage of the serving business. Street cafes must be positioned at the same grade as the sidewalk and be ADA accessible, meeting all "Parklet" guidelines.

Street Cafes are different than Parklets. Parklets are public spaces, open to all individuals in the public realm. Street Cafes are permitted areas that function as seating for an adjacent restaurant or business. Street Cafes are permitted to allow seating for restaurant and café customers. These are not open to the public but function as an extension of the restaurant or café.

Street Cafes have been successful in other cities across the US including Seattle (streeteries), Portland (street seats), New York, and San Diego (curb cafes).

Is a Street Cafe right for you?

Are you a business fronting on a narrow sidewalk?

Would you like to manage and operate a private space in the public realm?

Do you have the capacity to successfully operate in the street?

ROLES AND RESPONSIBILITIES

Applicant Responsibilities

In addition to the responsibilities listed in the parklet manual when installing and operating a Street Cafe, the applicant assumes additional responsibilities and is committed to both the responsibilities described in the Parklet Application Manual and the responsibilities agreed to in the Sidewalk Cafe License Guidelines.

If alcohol is served at your business this would also include any additional responsibilities outlined in the liquor license.

City Role

When permitting a Street Cafe the City takes on additional roles, including additional permitting for sidewalk cafe license, and an expansion of premises license if needed.

Fees

Meter use/lane use fees

City will charge for lost meter revenue which is accomplished through the meter hooding fee. **For the duration of the 2017-2018 season, meter hooding fees will be waived.** Please note, following 2018 applicants can apply for meter hooding: http://www.minneapolismn.gov/publicworks/permits/public-works_laneuse

Sidewalk Cafe License fee

Link to Application: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_283488.pdf

Expansion of Premises fee

Link to Application: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_276869.pdf

Sewer Availability Charge

Fee imposed by Metropolitan Council Environmental Services

Link to information: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_281675.pdf

Contact: SACprogram@metc.state.mn.us

Applicant Responsibilities

Design,
Permitting, &
Construction
Costs

Liability
Insurance

Seasonal
and Daily
Maintenance
and Upkeep

Installation,
Removal, and
Storage Costs

Adhering to
all guidelines
outlined in the
Sidewalk Cafe
License

PLANNING

Application Process

1. Applicant must submit an online *Confirmation of Eligibility Checklist* (Found online here: <http://www.minneapolismn.gov/pedestrian/projects/WCMS1P-137752>) for the City's consideration prior to application submittal. Indicating that a street cafe is requested and a brief explanation to why a street cafe is required and which structure type is going to be used (pre-fabricated or custom built). (2 weeks to process)

As part of the preliminary screening process the City will review proposed sites for:

- *Potential conflicts with future street projects*
- *Traffic patterns*
- *Street regulations*
- *Roadway geometry*
- *Operational considerations.*

APPROVAL

1. Applicant submits the *Sidewalk Cafe License Application* (3 weeks to process)
2. Liquor serving establishments interested in adding a street cafe must also file an *Expansion of Premises Application* (add 1 weeks to sidewalk cafe license process)

APPROVAL

3. Applicant submits a *Lane Use/obstruction Permit Application?* (2 weeks)

APPROVAL

4. Construction can begin (Street Cafes are allowed seasonally from April 15 to November 1)

Structure Types

There are two options for the base structure for a Street Cafe.

1. Pre-Fabricated Parklet Structure
2. Custom Built Parklet Structure*

* When using a custom built structure an additional design review is required. The design requirements and application process is outlined in the Parklet Application manual. This process typically adds an additional 4 weeks to the planning timeline.

OPERATIONS AND MAINTENANCE

Operations and Maintenance

Additional operation and maintenance requirements:

- Street Cafe operator is responsible for securing all elements when not in use.
- Have option to open the Street Cafe to the public when not in food service hours
- Businesses that serve liquor are required to obtain an *expansion of premises permit* to operate a Street Cafe (or sidewalk cafe).
The permit requires the outdoor expansion to be compact and contiguous, Street Cafes are considered contiguous meaning, liquor can cross the sidewalk to the street cafe.
- In the event of an emergency utility repair the Street Cafe may have to be temporarily moved/dismantled to allow time for repairs

Disclaimer

The Street Cafe Program is a pilot program; rules, processes, requirements are subject to change. We welcome and encourage comments and suggestions to improve the pilot program.

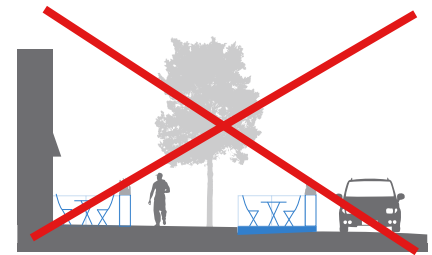


DESIGN

Configurations

When designing your sidewalk cafe or street cafe there are three acceptable configurations; sidewalk cafe -adjacent to building, street Cafe, extended Street Cafe. Which configuration works best for you will depend on the sidewalk width, and desired amount out seating.

Not acceptable: sidewalk cafe building adjacent + Street cafe



1

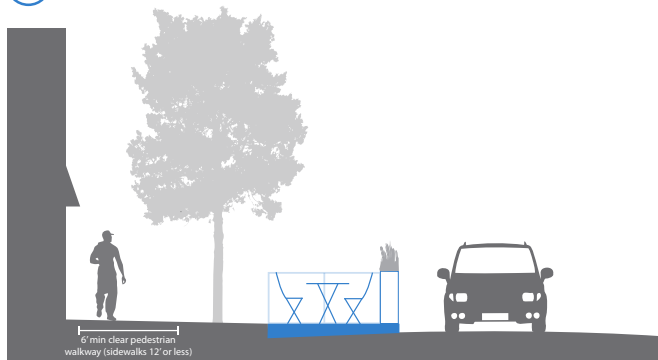
Sidewalk Cafe: Adjacent to building



Sidewalk cafe: Adjacent to building, or a traditional sidewalk cafe, are most appropriate when the sidewalk is wide and provides ample room in the frontage zone to accommodate tables and chairs while maintaining a clear, unobstructed, pedestrian route.

2

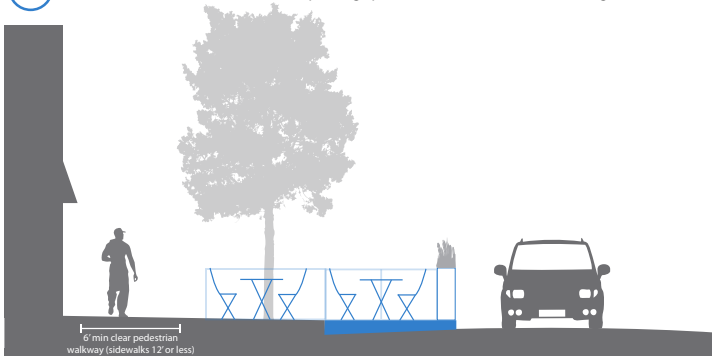
Street Cafe: In 1-2 parking spaces



Street Cafes are most appropriate when sidewalks are constricted and would not provide enough room to support both seating and a clear, unobstructed, pedestrian route. Street cafes require an unrestricted parking lane.

3

Extended Street Cafe: In 1-2 parking spaces + sidewalk cafe in furnishing zone



Extended Street Cafes are most appropriate when a sidewalk cafe in the furnishing zone or a street cafe does not provide enough seating. Extending the street cafe into the furnishing zone allows for additional seats.

DESIGN

Siting

In addition to the sitting requirements found in the Parklet Manual Street Cafes also should:

- Maintain a 20' buffer from residential property
- Consider impacts of delivery access
- Maintain a clear path to the entrance to accommodate emergency services

Site Plan

When submitting a Sidewalk Cafe License a detailed site plan is required. Please refer to the required elements, provided in check list as part of the Sidewalk Cafe License Application (a copy of the application is included in this document)

Extended Street Cafe

Additional design considerations for an “extended street cafe”

- May not extend past the Furnishing zone
- Consideration for existing elements and planting in the Furnishing zone (see 10 in sidewalk cafe license application)

See the Parklet Application Manual for a detailed description of the design requirements for the base parklet structure



EXAMPLE FORMS



City of Minneapolis
Licenses and Consumer Services
 350 South 5th Street – Room 1
 Minneapolis, MN 55415-1391
 Phone: 612-673-2080
 Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

For Office Use Only

Expiration: April 1
 License Code: 161
 Rev Code: 311009
[MCO](#): 265
 Adm Issuance: No

License Application Guidelines and Checklist

License Type: Sidewalk Café	
DEFINITION: A business licensed to sell food, beer or liquor for consumption and operating a portion of their business on the city sidewalk (right of way) immediately adjoining their business. Tables, chairs, furnishings, and/or other equipment may be stored overnight or during periods when the sidewalk café is not open and being operated in the café area. A public hearing at the Community Development and Regulatory Services Committee of the City Council may be required for license approval. Liquor establishments interested in adding a sidewalk café must also file an Expansion of Premises application.	
Staff Initials	Application Checklist Submit items below to: Minneapolis Development Review , 250 South 4 th Street Room 300 Public Service Center, Minneapolis, MN 55415 - Free Parking
☐	1. License Application (Form #1)
☐	2. Zoning Addendum (Form #2)
☐	3. Certificate of Liability Insurance (Sample form #3) This must be furnished by your insurance agent with the mandatory changes. You are required to have general liability that includes premises and operations insurance and products and completed operations insurance with the following coverages: ☐ \$50,000 per occurrence and \$300,000 aggregate for personal injury or death. ☐ \$10,000 per occurrence for property damage. ☐ The City of Minneapolis shall be named as an additional insured.
☐	4. Attach an 8 ½" x 11" scaled sidewalk café plan that conforms to the sidewalk café standards (#4 attached). It will be inspected and approved by Public Works-Traffic Engineering. Sidewalks café plans that do not conform to the sidewalk café standards will be returned to the applicant as incomplete. Include the number of chairs and tables.
☐	5. SAC Determination Letter – attach copy.
☐	6. Notification of the type of license; address of premises; applicant's name, address and telephone number; and Business Plan. Attach copies of letters or emails that have been sent to: ☐ City Council Member ☐ Neighborhood Organization(s) and ☐ Business Association(s) . See sample letter .
☐	7. Fee: _____ New License Surcharge: _____
This Section To Be Completed by Minneapolis Development Review Coordinator DC: _____ MDR Log #: _____ ☐ Plumbing Permit ☐ Mechanical Permit ☐ Building Permit ☐ SAC ☐ Sidewalk Inspection ☐ PDR Review ☐ _____ SAC Determination Letter Required: ☐ Yes ☐ No	
Date Sent to EH _____	PCAB # _____
EH Staff Initials _____	EM Staff Initials _____
Date Sent to EM _____	Date Returned to MDR _____

Additional Information

1. Your License Application

- Incomplete applications will be returned. All applications must be signed by the owner.
- No license will be issued for a period longer than one year. Licenses are not transferable.
- Make a duplicate copy of this packet for your personal records before submitting.
- [Minnesota Sales Tax ID Number](#) or 651-296-6181.
- If you are applying for multiple licenses, applications may be combined. Talk to Licenses Staff at 300 Public Service Center.

~~2. Pollution Control Annual Billing/PCAB: A PCAB Number is required before a license will be granted. This will be~~

EXAMPLE FORMS



City of Minneapolis Licenses and Consumer Services

350 South 5th Street – Room 1

Minneapolis, MN 55415-1391

Phone: 612-673-2080

Fax: 612-673-3399 TTY: 612-673-2157

www.minneapolismn.gov/business-licensing

License Application

Guidelines and Checklist

For Office Use Only

License Code: Current

License Code

Rev Code: 311006

[MCO](#): 362.100,

363.100, 366.110

Adm Issuance: No

License Type: Expansion of Premises – Permanent

DEFINITION: The expansion of business operations either internally affecting the area where liquor is served or outdoors for food and/or beverage alcohol services. Applicants must have a current license in good standing.

Staff Initials	Application Checklist
	Applications will not be accepted until all requirements have been satisfied.
	☐ 1. Supplemental Change Form (Form #1)
	☐ 2. Zoning Addendum for Beverage Alcohol (Form #2) Take to the Zoning Department – 250 South 4 th Street, Room 300 Public Service Center. Floor plans and site plan may be required for approval.
	☐ 3. Amended Business Plan (Form #3) - Outside the Downtown area, outdoor entertainment is restricted to Class D/E allowing up to one non amplified musician.
	☐ 4. Source of Funds Statement – Beverage Alcohol (Form #4)
	☐ 5. Attach an 8 1/2" x 11" drawing of the premises including both the interior and outdoor areas with changes highlighted. See Sample Form #6.
	☐ 6. Outdoor Expansion – Is any part of your expansion on the public right-of-way? ☐ Yes ☐ No ☐ If yes, the area must be compact and contiguous to the permanently licensed premises. Complete a Sidewalk Café license application .
	☐ 7. Lease – Attach a copy of the lease authorizing use of the area.
	☐ 8. Notification of the type of license; address of premises; applicant's name, address and telephone number; and Business Plan. Attach copies of letters or emails that have been sent to: ☐ City Council Member ☐ Neighborhood Organization(s) and ☐ Business Association(s) . See sample letter .
	☐ 9. SAC Determination Letter – attach a copy.
	☐ 10. Fee: \$ _____

This Section To Be Completed by a Minneapolis Development Review Coordinator

DC: _____ MDR Log # _____ Risk Category: _____

Check the following that are required at initial review. Additional inspections/permits may be required for this license.

☐ Plumbing Permit ☐ Mechanical Permit ☐ Bldg Permit ☐ Sidewalk Inspection ☐ PDR Review

☐ _____ SAC Determination Letter Required: ☐ Yes ☐ No

Date Sent to EH _____

Date Sent to EM _____

EM Initials _____

EH Staff Initials _____

PCAB# _____

Date Returned to MDR _____

Additional Requirements

Your Application

- Incomplete applications will be returned.
- All applications must be signed by an owner, partner or principal.
- Make a duplicate copy of this packet for your personal records before submitting.
- If you have questions, talk to License Staff at 250 South 4th Street, Room 300 Public Service Center.

Public Hearing

This may be required and will be scheduled by your License Inspector.

EXAMPLE FORMS

Proposed Parklet Site: Confirmation of Eligibility

1. Name

first and last name

.....

2. Contact Information

email address and a phone number where we can reach you

.....

3. Parklet Sponsor

business, organization, property owner, or other entity

.....

4. Proposed Parklet Site Address

.....

5. Is the proposed Parklet site on Commercial Corridor, Community Corridor, Activity Center or Commercial node?

View map (pdf) below this form or follow link and see page 15.

<http://minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-137706.pdf>

Mark only one oval.

- ☐ yes
☐ no
☐ unsure

6. Is the proposed Parklet site in an unrestricted parking lane?

Mark only one oval.

- ☐ yes
☐ no

7. Is the proposed Parklet site on a street with a steep slope?

Mark only one oval.

- ☐ yes
☐ no

https://docs.google.com/forms/d/15jFF3MzFVn1yOcZV6IT2a-dRdyboJ9EOs5l8XU05T0/edit?ts=56b3bbdb