



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

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**February 3, 2022  
6:30 PM**

The Planning Commission Meeting will be conducted on **February 3, 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 **February 3, 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](https://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. Approval of 1/6/2022 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**

- A. Preliminary Plat and Variance Requests at 2170 Eldridge Ave

**VII. Commission Business, Action Items & Recommendations**

- A. Appointment of 2022 Commissioners
- B. Sign ordinance update

**VIII. Old Business**

- A. Downtown Furniture Design Review Standards
- B. Street Cafes and Parklet Programs
- C. Downtown Design Manual
- D. Off-street parking requirements update

**IX. Reports from Staff**

- A. Joint EDA & Planning Commission meetings\_Meeting type "Regular" vs "Special"

**X. Reports from Council Liaison**

**XI. Reports from Commissioners**

**XII. Adjournment**

**The next regularly scheduled Planning Commission meeting is March 3, 2022**

**CITY OF NORTH ST. PAUL  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
THURSDAY, JANUARY 6, 2022  
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 6:30 p.m.

**II. ROLL CALL**

COMMISSION

Elaine Barton, Commission Chair

John Monge, Vice Chair

Patrick Blees, Commissioner

Eric Brenna, Commissioner                      EXCUSED ABSENT

Rick Gelbmann, Commissioner

Andrew Wise, Commissioner                      EXCUSED ABSENT

Lisa Wong, City Council Liaison

STAFF

Brandy Howe, City Planner

Lisa Ritchie, Planning Secretary

**III. ADOPT AGENDA**

Motion to adopt agenda by Commissioner Gelbmann, and seconded by Commissioner Monge, with all present voting aye (4-0). Motion carried to adopt the January 6, 2022 Agenda.

**IV. APPROVAL OF MINUTES**

Motion to approve minutes by Commissioner Blees, and seconded by Commissioner Gelbmann, with all present voting aye (4-0). Motion carried to approve the December 2, 2021 regular meeting minutes as submitted.

**V. MEETING OPEN TO THE PUBLIC**

Planning Secretary Lisa Ritchie stated Candace from WSB joined the call via Zoom.

**VI. PUBLIC HEARINGS**

-None.

## **VII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS**

### **a. Review Park Improvement Plan**

Ms. Ritchie stated the Parks & Recreation Commission has requested feedback and comments from the Planning Commission with regard to the draft Parks Improvement Plan.

Chair Barton stated the Planning Commission reviews the draft plan for consistency with Comprehensive Plan goals.

Commissioner Gelbmann expressed his appreciation for the hard work and efforts of the Parks & Recreation Commission. He added the Master Plan Review sessions included discussions regarding open space and vacant lots that could be used as informal parks. He noted there is a broad review of 3 major purposes on page 15 of 170 in the meeting packet.

Chair Barton stated the Resiliency Chapter is something totally new in the Comprehensive Plan. She added key components of the Resiliency Chapter are connecting people and places; fostering a healthy community; parks and trails access and connectivity; and multi-modal transportation. She noted some language could be taken from the Resiliency Chapter.

Commissioner Gelbmann stated the last paragraph on page 17 in the packet discusses similar components but does not set it up as a purpose or priority.

Ms. Ritchie read a chat comment from Candace from WSB: “I was asked not to do any planning work, but rather focus on revisions related to parks.”

Chair Barton stated the implementation section was a very good conclusion to the proposed plan, and provided a path going forward, which is very important.

Commissioner Gelbmann stated, on page 49 of 170, there is no mention of Casey Lake water quality and the aerator. He added it would be worthwhile to mention that issue.

Chair Barton stated there was also no mention of the retaining wall that is required at Colby Hills Park playground.

Chair Barton stated, in the chart on page 50, McKnight, Casey Lake and Silver Lake Parks should be identified as Community Parks (CP) rather than Regional Parks (RP). Commissioner Gelbmann agreed, adding they are listed as community parks in the Comprehensive Plan.

Chair Barton stated, in the list of facility types on page 49, it would be helpful to differentiate between which age groups would use each playground; for instance, ages 2-5 or 5-12.

Ms. Ritchie stated that could be added if someone can provide that information before the plan goes to print.

Chair Barton stated the Environmental Learning Center is not addressed anywhere, nor Central Park, at the corner of Seppala Boulevard and Margaret Street.



Ms. Ritchie stated there was discussion regarding whether they are actually identified as parks. Chair Barton stated they are identified as parks in the Comprehensive Plan.

Commissioner Gelbmann stated the Urban Ecology Center is referenced on page 58, and shown incorrectly on the zoning map. Chair Barton agreed.

Commissioner Gelbmann stated he noticed some small typos, which he agreed to email to Ms. Ritchie.

Chair Barton referred to page 11. Ms. Ritchie stated that is a blank page that needs to be deleted.

Chair Barton stated page 11 in her packet refers to the parks classification “Specialty Park”. She requested clarification regarding the fourth bullet point under Prescription. She added both Rotary Park and the Urban Ecology Center are located along the Gateway State Trail, serving as an access point to the downtown area, and should be included in this parks designation.

Chair Barton stated she was happy to see that there is acknowledgement that the City has a lot of work to do on accessibility to and within the City’s parks.

Chair Barton stated the important part is getting a broad range of input. She added it is problematic to contact all the residents of a large apartment building to give them parks information.

Commissioner Monge stated the Commission had talked about adding benches to spaces that are open for redevelopment, making them aesthetically pleasing and inviting.

Chair Barton stated the Commission had discussed getting a connection from the parking lot behind K&J.

Ms. Ritchie read a chat comment from Candace: “many methods for community engagement to gather input as part of a needs analysis.”

City Council Liaison Lisa Wong stated the edges of the volleyball court are very dangerous. She added she appreciates the funding aspects of the proposed plan, which is well done, and helpful for the City Council in having budget discussions regarding parks and trails.

Chair Barton stated Polar Park is identified as a small neighborhood park, but it is shown in the Comprehensive Plan as 2.83 acres, which is larger than Tower Park at 2.67 acres.

Ms. Ritchie read a chat comment from Candace: “do you know if the category of park is off the acreage of the park? How are they classified? By acreage? Small neighborhood park is usually under 3 acres.”

Chair Barton stated the Comprehensive Plan identifies Polar Park at 2.83 acres, Tower Park at 2.67 acres, and Hause Park at 2.96 acres.

Ms. Ritchie read a chat comment from Candace: “some classifications will have neighborhood park and mini park for those around 1 acre.”

b. Review Open Meeting Law as it Pertains to Attending Commission Meetings via Zoom

Ms. Ritchie reviewed new guidelines for Commission meetings under the amended Open Meeting Law: individuals cannot vote on action items via Zoom from their home; meeting attendees’ locations must be documented in the meeting notice; meeting attendees must be in a public space and available to the public; and votes will be conducted via roll call.

Commissioner Gelbmann asked whether the legislature will be looking at changing these guidelines to ensure that meetings continue to be accessible for people.

Chair Barton stated local changes may be a possibility. She added she likes having Zoom access to meetings for everyone, and also making the videos available on YouTube. She noted, however, she understands that Commissioners have a responsibility to show up for meetings whenever possible.

## **VIII. OLD BUSINESS**

a. Review Draft Sign Ordinance

Ms. Howe reviewed the draft sign ordinance, including specific issues for discussion: electronic signs; location of signs in the overall Code; definitions from the existing code; general sign regulations; computations and materials; construction; and maintenance of signs. Other sections have already been completed, including introductory provisions, permitting, exemptions and prohibited signs. Sections that are in progress include definitions and regulations for electronic signs and various sign types.

Ms. Howe requested feedback and comments from the Planning Commission.

Commissioner Gelbmann requested consideration of a change to the text on page 154 of 170, which recommends that message dwell time be limited to 8 seconds. He added that should be changed to a minimum of 8 seconds, and the maximum is unlimited.

Chair Barton stated, on that same page, there is a recommendation to prohibit electronic message boards on pylon signs. She asked whether there are any of this type of signs in North St. Paul.

Commissioner Blees asked whether sign definitions were taken from ISA guidelines. He added his understanding of a pylon sign is that it is on posts, while a monument sign is set on a foundation on the ground.

Chair Barton expressed concern that this would create a nonconforming sign.

Ms. Howe stated electronic message boards should be regulated for aesthetic reasons and safety considerations for vehicular traffic.

Chair Barton stated it is difficult to prohibit that type of sign because of the highway and ensuring the signs are visible. Many local businesses depend upon highway traffic. Ms. Howe stated that is a good point.

Chair Barton asked, under “Definitions”, on page 155, why there are still definitions for construction signs and directional signs. She added they are temporary signs.

Ms. Howe stated directional signage would not be temporary. She added political signs and construction signs can be removed.

Chair Barton asked whether flag signs that advertise a business or service should be prohibited. Ms. Howe stated it would be necessary to differentiate types of flags.

Commissioner Blees stated it would be necessary to define when a flag becomes a sign. Chair Barton stated it is a symbol of something, and therefore it is a form of free speech.

Ms. Howe stated, if the definition of flag sign is removed, a new definition could be added for flags that advertise a service or product. She added, however, flags can be exempt as they are not applicable to the sign code.

Chair Barton asked why a flag would be regulated if it is advertising something and not if it is expressing a view, based on what should be regulated. Ms. Howe stated people do not generally use flags as a sign.

Ms. Ritchie stated there was conversation about colorful yard signs, and blow-up signs. Chair Barton stated flags of any kind should all be allowed.

Ms. Howe stated flags should not be included in the sign code if they are not going to be regulated. Chair Barton stated her point is why should they be regulated differently.

Chair Barton asked for clarification regarding the difference between a yard sign, which is temporary, and a freestanding sign. Ms. Howe stated a yard sign is temporary because it is not meant to be permanent, but a free-standing sign could be more substantial and permanent.

Chair Barton stated temporary sign should be defined as not intended for long term use. She added the second sentence in the definition for yard sign should be removed. Ms. Howe agreed.

Chair Barton stated, under prohibited signs, non-advertising signs can be attached to mobile equipment. She added that should read “all signs attached to mobile equipment”. Ms. Howe stated this section came from the current code, prohibiting any message on mobile equipment.

Ms. Howe stated, for purposes of clarification, signage on mobile equipment would not be allowed when signage is not the principal use of the equipment. Chair Barton agreed.

Commissioner Blees asked whether flashing and rotating signs will be prohibited rather than regulated. Ms. Howe stated that provision is in the existing ordinance, and it is a policy decision for the Planning Commission.

Commissioner Blees stated the difference between message center and flashing sign should be noted. He asked whether a flashing neon “open” sign is allowed. He noted flashing signs should be defined. Chair Barton stated that would be dealt with under criteria for electronic message boards. She added the definition of changeable copy sign is being removed.

Commissioner Gelbmann stated inflatable gorillas and wavy balloon signs are not permitted. He added they are not in keeping with the quality of the community and should not be promoted or allowed.

Chair Barton asked whether flashing signs should fall under illumination standards.

Commissioner Blees stated, if the illuminated sign definition is properly categorized and regulated, then it is not necessary to reference flashing signs. Chair Barton stated that applies to rotating and moving signs as well.

Ms. Howe stated, in section B, general sign regulations computations regulate area measurements, height, setbacks and location. The setback requirement in the current ordinance is 10 feet from property line and 5 feet from driveway, which could be amended to parking area. She asked whether the setback should be the same across all sign types and districts.

Chair Barton stated the one exception could be the downtown area where there are no setbacks. Ms. Howe stated a free-standing or monument sign would not be possible in that situation.

Commissioner Gelbmann stated he would support limiting the number of districts that have criteria for size and setback. Ms. Howe stated the setback can be set at 10 feet for all signs. Commissioners Gelbmann and Blees agreed, with the exception of the downtown area. Commissioner Blees stated the criteria could read “except where building setback is zero”.

Ms. Howe stated free-standing or monument signs could be prohibited in the downtown area.

Ms. Howe stated the sign code has a signage limitation of 20% of window space. She added she drove by Neumann’s bar, and every window has a neon sign. She added it is quaint and could be a discussion for the Commission to have.

City Council Liaison Wong stressed the importance of being mindful about smaller lots, where a 10-foot setback would be a lot.

Chair Barton stated setback standards for freestanding signs are referenced in General Regulations in A4 and B3, and it is not necessary to have it in both places. Ms. Howe agreed. She added, from an administrative standpoint, setbacks should not be referenced under General Regulations.

Chair Barton stated it should be under Location, which is under General Regulations, because they apply to all signs.

Commissioner Gelbmann stated, on page 155 of 170, Chapter 157 under A4, “fourth” should be replaced with “forth”.

Commissioner Gelbmann asked, with regard to Item B, what happens if it's a local election, and how is free speech protected in that situation. He added local elections signs should be accommodated for a specific period of time.

Ms. Howe stated that can be matched up with State statute, and the language modified to include local signage.

Commissioner Gelbmann stated he would support removing the sentence on the next page regarding bench signs at bus stops. He added there could be other places besides bus stops where a bench might have a sign. He noted the Rotary bench is a good example.

Chair Barton stated there are benches downtown with people's names on them. She added bench signs should be identified differently.

Ms. Howe stated the section related to Exempt Signs stipulates that signage on benches requires a franchise authorized by the City Council. She added, if it is removed from the ordinance, then off-premises signs would not be permitted, and the restriction would apply to all benches in the public right of way.

Ms. Howe recommended leaving it as is for now. Chair Barton stated the exemption should also be left in.

Commissioner Gelbmann asked how signs are handled that are in people's yards that could be considered political messages. Ms. Howe stated they are not addressed as they are considered free speech language and should not be regulated any differently.

Chair Barton asked whether political signs as a sign type should be eliminated because they are temporary. Ms. Howe stated she is unsure.

Chair Barton stated "temporary" should be defined, and some guidelines established, otherwise it is just a freestanding sign.

Ms. Howe stated yard signs are listed as exempt from the sign code.

Ms. Howe stated there are probably requirements for temporary signs like banners. The City's sign code is fairly typical and defines every possible sign type. If it is scaled down to signs that are permanent, that would make it easier to use.

Commissioner Blees stated public safety and distractions should be considered. Chair Barton stated that gets into aesthetics and street scape.

Ms. Howe stated the City would generally want to under-regulate in residential areas. She added it would be different from other sign ordinances to say that signs are allowed as long as they do not exceed a specific size.

Commissioner Blees stated, on page 160 of the packet under Exemptions, sculptures could be added to statues.

Ms. Howe stated perhaps the exemptions list is not necessary, if a list of sign types that requires permits is included.

Commissioner Blees stated the amount of area of the sign should be restricted, and that is all the regulation that is necessary. Chair Barton agreed.

Commissioner Blees asked whether signs for home businesses are regulated in residential districts. Ms. Howe stated that might be the kind of sign that would require a permit, as it is regulated in the zoning ordinance under Home Occupations.

City Council Liaison Wong thanked Ms. Howe for spending time reviewing the sign code.

## **IX. REPORTS FROM STAFF**

### **a. Downtown Patio Furniture Design Style Standards**

Ms. Ritchie stated downtown businesses who would like to have outdoor patio furniture will be required to purchase and maintain the furniture without financial support from the City. The Planning Commission is being asked to review outdoor seating to determine design standards.

Commissioner Blees stated it would be appropriate to have Candace at WSB provide options for review, as it is a landscape architecture issue. He added she probably has sources and can provide ideas.

Ms. Ritchie stated she would need to talk to Mr. Winek about budgeting. She added she agrees this project will involve more detail, and the downtown design manual can be referenced for standards and guidelines.

Chair Barton stated she would support providing options to guide businesses, so they have different styles to choose from and the seating is not identical. She added it does not have to be too detailed. Commissioner Gelbmann stated there is value in that.

Ms. Howe stated it might be more appropriate to determine what the City does not want in terms of design, instead of providing options.

City Council Liaison Wong stated the design standards should be revisited, especially with all the development that is going on. Chair Barton agreed. She added the downtown revitalization plan will be a good guide.

City Council Liaison Wong stated the City Council is interested in having more sidewalks. Chair Barton stated that is an integral part of the Comprehensive Plan.

### **b. Funding for Downtown Improvements**

Ms. Ritchie stated she spoke with Finance Director Daniel Winek regarding funding for downtown landscaping projects. Mr. Winek indicated that funding of \$142,000 has been allocated in the 2022 CIP Plan.

Chair Barton requested that the Commissioners review the packet including the downtown design information and provide comments to Ms. Ritchie within the next week. She added she did not have time to read the Minneapolis document.

City Council Liaison Wong stated the Minneapolis document shows the applicant's role and the City's role and includes information on timelines and permits.

## **X. REPORT FROM COUNCIL LIAISON**

City Council Liaison Wong stated there was discussion at the City Council meeting regarding a Highway 36/Highway 120 interchange with mayors and County and State officials. A survey was reviewed that highlighted amenities that people want, including sidewalks and bike lanes. Federal infrastructure funding is being explored.

## **XI. REPORTS FROM COMMISSIONERS**

Commissioner Gelbmann stated the Silver Lake Improvement Association will have its annual meeting on February 7, 2022 at 6:30 p.m. on Zoom. Additional information will be posted on the Association's webpage on the City website, and via email notifications.

Chair Barton stated Planning Commission position elections can be done at the February 2022 meeting.

Ms. Ritchie stated a Task Force meeting is scheduled for January 20, 2022.

## **XII. ADJOURNMENT**

There being no further business, motion to adjourn by Commissioner Gelbmann, and seconded by Commissioner Monge, with all present voting aye (4-0). Motion carried to adjourn the meeting at 9:10 p.m.

**The next regularly scheduled Planning Commission Meeting is Thursday, February 3, 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



**To**

Honorable Mayor Furlong and City Council

**Date**

February 3, 2022

**Agenda Placement # VI.A**

Public Hearings

**Subject**

Preliminary Plat and Variance Requests at 2170 Eldridge Ave

**Background/Facts**

The city received an application from Mr. Victor Muthiani for a preliminary plat and petition for variances resulting from said preliminary plat at 2170 Eldridge Avenue.

**Recommendation:**

Staff recommends the following:

1. Approve the front yard setback zoning variance for Parcel A.
2. Deny the side yard setback zoning variance for Parcel A.
3. Deny the side yard setback zoning variance for Parcel B.
4. Deny the minimum lot width zoning variance for Parcel B.
5. Deny the minimum lot area zoning variance for Parcel B.
6. Deny the subdivision variance to deviate from the lot width requirements for Parcel B
7. Deny the preliminary plat.

**Attachments**

1. Preliminary Plat
2. Building Plan

Respectfully submitted,  
Brandy Howe, Planner



## MEMORANDUM

Date: 2/3/2022

To: Planning Commissioners

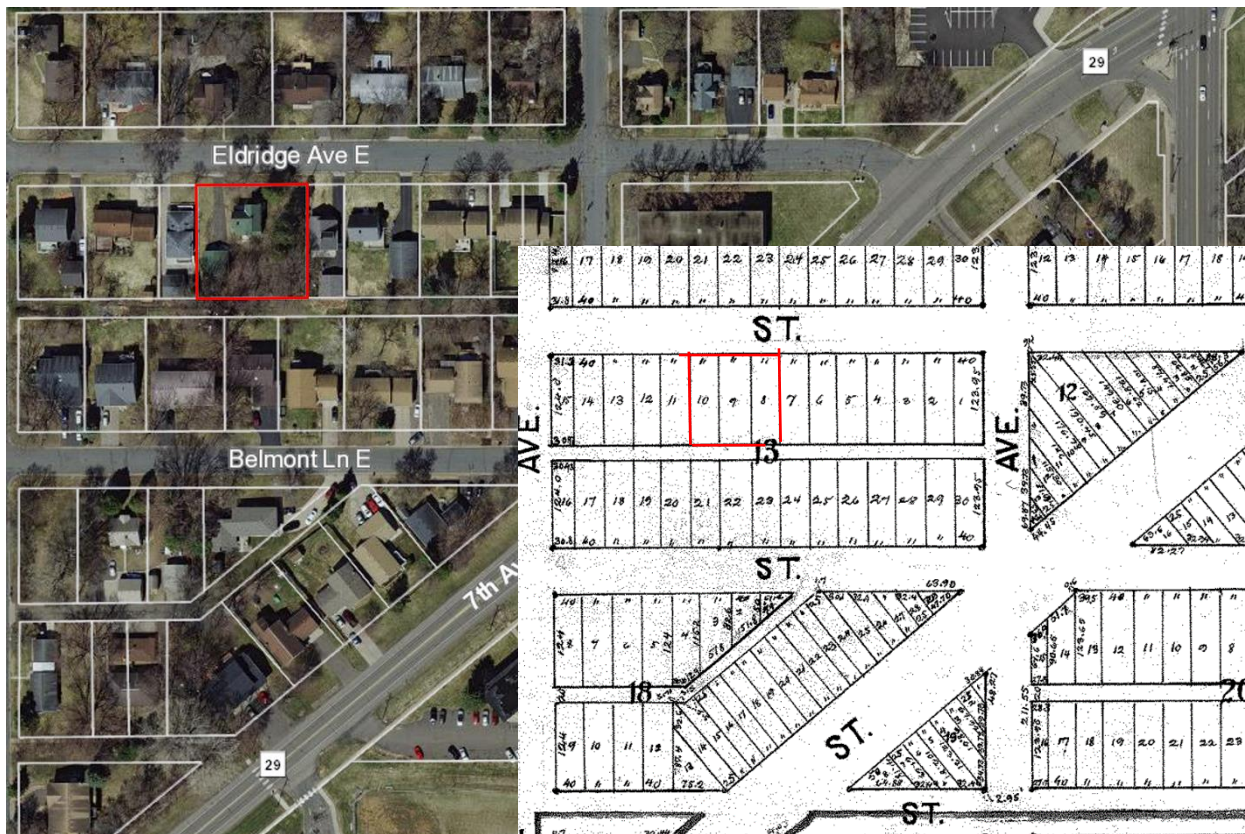
From: Brandy Howe, AICP, City Planner

CC: John Stark, City Manager

Re: 2170 Eldridge Preliminary Plat and Zoning Variances

## PROJECT OVERVIEW

The city received an application from Mr. Victor Muthiani for a preliminary plat and petition for variances resulting from said preliminary plat at 2170 Eldridge Avenue (subject property depicted in red, below). The proposed subdivision will divide an existing 14,810 square foot parcel into two lots. The property was originally platted in 1887 in the Fifth Addition to North St. Paul. At that time this property consisted of Lots 8, 9, 10 in Block 13 of that plat; each lot had an area of 4,958 square feet and width of 40-feet. At some point in the past, the three lots were combined; thus, a new subdivision requires platting. With this subdivision, the applicant intends to tear down the existing single-family house and rebuild on the existing foundation and establish the second lot for the eventual new construction of a second single-family home.



## GENERAL STAFF REVIEW

### Consistency with Zoning Ordinance

The property is currently zoned R1-Single-Family Residential. The dimensional requirements for the R-1 district are listed in Table 1. As noted, the land division will create two new lots: Parcel A and Parcel B. The proposed dimensions for each lot are also listed in Table 1. As indicated (red font), Parcel A is deficient in that the existing structure does not meet the front or side yard setbacks for the R-1 district. Parcel B does not meet the minimum lot area or lot width requirement for the R-1 district. The applicant has petitioned for variances given these deficiencies in the minimum zoning district requirements.

| Table 1: R-1 Zoning District Requirements Compared to Proposed Subdivision |                   |                   |                   |
|----------------------------------------------------------------------------|-------------------|-------------------|-------------------|
|                                                                            | Required per R-1  | Parcel A          | Parcel B          |
| Lot area                                                                   | 6,250 square feet | 9,277 square feet | 5,565 square feet |
| Min lot width                                                              | 50 feet           | 75 feet           | 45 ft             |
| Front setback                                                              | 25 feet           | 19 feet           | 25 feet           |
| Rear setback                                                               | 25 feet           | Adequate          | 25 feet           |
| Side setback                                                               | 6 feet            | 5 feet            | 5 feet            |
| Lot coverage                                                               | 40 percent        | 31.4 percent      | 0 percent         |

### Special Infill Housing

[Section 154.10.D.41](#) of the zoning ordinance provides an option for special infill housing if the parcel is within “10 percent of meeting the conventional minimum lot width and lot area of the zoning district.” In such cases a conditional use permit is required. Additionally, the applicant must supply building plans to ensure that the proposed house is of quality design and materials and due regard is given to adjacent property.

Unfortunately, the application as proposed does not meet the requirements for special infill housing. The lot area of Parcel B exceeds the threshold for variation (11 percent). Notably, if the proposed subdivision line was shifted by one foot to the west, Parcel B would be eligible for the special infill housing provision and the number of variances requested would be reduced overall (see Table 2).

| Table 2: R-1 Zoning District Requirements Compared to Alternative Subdivision |                   |              |           |
|-------------------------------------------------------------------------------|-------------------|--------------|-----------|
|                                                                               | Required per R-1  | Parcel A     | Parcel B  |
| Lot area                                                                      | 6,250 square feet | 9,277 SF     | 5,689 SF* |
| Min lot width                                                                 | 50 feet           | 75 feet      | 46 ft*    |
| Front setback                                                                 | 25 feet           | 19 feet      | 25 feet   |
| Rear setback                                                                  | 25 feet           | Adequate     | 25 feet   |
| Side setback                                                                  | 6 feet            | 4 feet       | 6 feet    |
| Lot coverage                                                                  | 40 percent        | 31.4 percent | 0 percent |
| *Meets the 10 percent variation requirement per 154.010.D.41.                 |                   |              |           |

## VARIANCE ANALYSIS

As proposed, the requested subdivision will require the following variances:

1. Zoning variance for front yard setback for Parcel A
2. Zoning variance for side yard setback for Parcel A
3. Zoning variance for side yard setback for Parcel B
4. Zoning variance for minimum lot width for Parcel B
5. Zoning variance for minimum lot area for Parcel B
6. Subdivision variance to deviate from the minimum lot area and lot width requirements for Parcel B

These variance requests will be discussed in the sections to follow. Of note, the standards for determining the appropriateness of a zoning versus subdivision variance is not consistent under state law. In the case of a zoning variance, an applicant must demonstrate ***practical difficulties***, which are unique to the property because variances run with the land and not the landowner. Personal and economic situations are not considered valid practical difficulties.

Subdivision variances require an applicant to demonstrate where ***unusual hardship*** on the land exists.

Staff would like to note the applicant did not provide justification for the variance requests listed above.

### Zoning Variance Analysis

Section 154.004.E. of the zoning ordinance indicates that a variance may be granted where it is determined that strict enforcement of the zoning ordinance would cause ***practical difficulties*** to a specific piece of property. A variance may be granted if the proposed request is compliant with the following findings (criteria *italicized* below, followed by staff analysis).

1. *The variance is in harmony and consistent with the general purposes and intent of the Comprehensive Plan and this chapter (zoning ordinance).*

The Comprehensive Plan identifies this property as Low-Density Residential, which is intended for “single-family detached uses, duplexes, and townhomes left as a results of older infill housing.” The Comp Plan states that expected density in this district is between 3 to 5.5 units per acre.

The proposed use for the subject property is single-family detached residential, which is consistent with the Comp Plan land use designation. The density of the proposed subdivision is 5.9 units per acre, above the threshold for the land use category. Notably, the density of Block 13 per the 1887 plat was 8.9 units per acre. Also of note, the existing density of Block 13 is presently 5.3 units per acre.

Though the density exceeds that per the Low-Density Residential land use category, the Comprehensive Plan includes goals to create denser housing opportunities, improve the quality and mix of housing options, and revitalize and enhance the existing housing stock.

It is staff's interpretation that though the variance would result in one lot that is a slightly higher density than recommended by the Comp Plan, the overall subdivision would be consistent to the historic development pattern of the block, and it would not negatively impact the character. Further, the proposal would help to advance housing goals in the Comp Plan.

[Section 154.001](#) outlines the purpose and intent of the ordinance. Among the list of intents are the following:

- Promote land uses and development patterns that are consistent with the implementation of goals, policies and plans established in the city's Comprehensive Plan and officially adopted plans and overlays.
- Preserve the overall quality of life for residents and visitors.
- Protect, stabilize, and enhance the value of land, buildings, and structures throughout the city.
- Encourage reinvestment in the city's established residential neighborhoods while protecting their character and creating a sense of place.
- Maintain a variety and range of housing and commercial building options to satisfy the city's social and economic goals.

It is staff's interpretation that the proposal advances the above listed purpose and intent statements.

**Finding:** The proposed variance is in harmony and consistent with the general purposes and intent of the Comprehensive Plan and zoning ordinance.

2. *The variance will not adversely affect the health, safety, or general welfare of the city.*

No adverse health, safety, or general welfare is anticipated as a result of the proposed variances.

**Finding:** The proposed variance will not adversely affect the health, safety, or general welfare of the city.

3. *The variance is necessary due to special conditions applying to the structures or land in question that are particular to the property and do not apply generally to other land or structures in the district or vicinity in which the land is located.*

It is staff's understanding that the subdivision and variances are requested to establish two single-family houses on a lot where there presently is only one and where historically up to three were permitted. These conditions are special but not particularly unique to the subject property.

There is an existing structure on the site that does not conform to the front yard setback. The existing structure is setback 21.34 feet (required per R-1 is 25 feet). The applicant intends to demolish the building down to the foundation and build a new home on the existing footprint. The applicant submitted building plans in August 2021 (enclosed) that depict a modern home

with architectural detailing that would further bump the setback forward to 19 feet. While the architectural design could be altered to maintain the existing front setback, the existing foundation is an existing condition of the property.

The other zoning variance requests (i.e., side yard setbacks, and lot width and area of Parcel B) are not due to special conditions particular to the property.

**Finding:** A front yard variance of 3.66 feet ( $25 - 21.34$  existing setback = 3.66) is necessary to bring the existing nonconforming structure into conformity. The remaining variance requests are not necessary due to special conditions particular to the property.

4. *The variance requested is the minimum variance necessary to alleviate the practical difficulty.*

Aside from the front yard setback of Parcel A, which is an existing, long-standing nonconforming situation, there is no practical difficulty that staff can attest to in regard to these variance requests.

**Finding:** Aside from the front yard setback of Parcel A, there is no practical difficulty for the remaining variance requests.

5. *Practical difficulties are caused from the strict application of the Zoning Code as outlined below:*

- a. *The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Code.*

It is staff's interpretation that the applicant intends to use the property in a manner that is reasonable and generally permitted by zoning.

**Finding:** The applicant proposes to use the property in a manner that is reasonable and generally permitted by zoning.

- b. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The plight of the landowner is not due to circumstances unique to the property. The site is presently used for single family residential, and, with the exception of the front yard setback, the existing structure meets all other zoning requirements.

**Finding:** The plight of the landowner is not due to circumstances unique to the property

- c. *The variance, if granted, will not alter the essential character of the locality.*

It is staff's interpretation that granting of the variances to establish two single family houses on a larger lot in a neighborhood/area of the city with consistently smaller lots will not negatively impact the character of the neighborhood.

**Finding:** The proposed variances will not negatively impact the character of the locality.

- d. *Economic considerations alone do not constitute practical difficulties.*

It is staff's understanding that the subdivision and variances are requested to establish two single-family houses as investment properties.

**Finding:** Aside from the front yard setback of Parcel A, staff cannot attest those economic considerations alone do not constitute practical difficulties.

- e. *The variance is consistent with officially adopted city plans and overlays.*

The requested variance is generally consistent with the land use and housing goals of the Comprehensive Plan for this location.

**Finding:** The proposed variances will not unduly violate the intent or purpose of the comprehensive plan.

### **Consistency with Subdivision Ordinance**

The preliminary plat generally meets the technical requirements of Section 153.20 of the subdivision ordinance; however, it because it contains less than three lots, it is exempt from these requirements.

Section 153.32 of the ordinance pertains to streets; no new streets are proposed. Section 153.34 of the ordinance pertains to water and sewer services. The site is presently served by water and sewer lines in Eldridge Avenue. New construction on Parcel B will require a lateral connection at the time of construction. Drainage and utility easements are not depicted and may be required at the time of final plat, pending engineering review.

### **Subdivision Variance Analysis**

Per [Section 153.33.A](#) of the subdivision ordinance, the minimum area of lots shall meet city requirements; however, the City Council may waive the minimum lot width requirement where **unusual hardship** is demonstrated; provided the area requirements are met.

**Finding:** Based on this ordinance provision, the applicant is not eligible for an area variance for Parcel B.

[Section 153.35](#) of the subdivision ordinance indicates:

*Whenever the tract to be subdivided or platted is of such unusual size or shape, or is surrounded by such development of unusual conditions that the strict application of the requirements contained in this chapter would result in a **substantial hardship of injustice**, the Council may vary or modify such requirements so that the subdivider is allowed to develop his or her property in a reasonable manner, but in such a manner that the public welfare and interests of the city and surrounding area are protected and the general intent and spirit of this chapter is preserved.*

The tract of land to be subdivided is not of unusual shape or size; thus, it is staff's interpretation that there is no substantial hardship of injustice. The property is in fact already developed in a manner that is reasonable and consistent with the zoning ordinance and comprehensive plan. However, staff suggests that it may be acceptable, as is proposed, to use the property in a manner



that is consistent with the historic use of the land in an area with similar lot sizes (see image and Table 3, below). The two adjacent properties to the east and west of the subject parcel are both existing substandard lots with width and area less than what is proposed by the applicant.

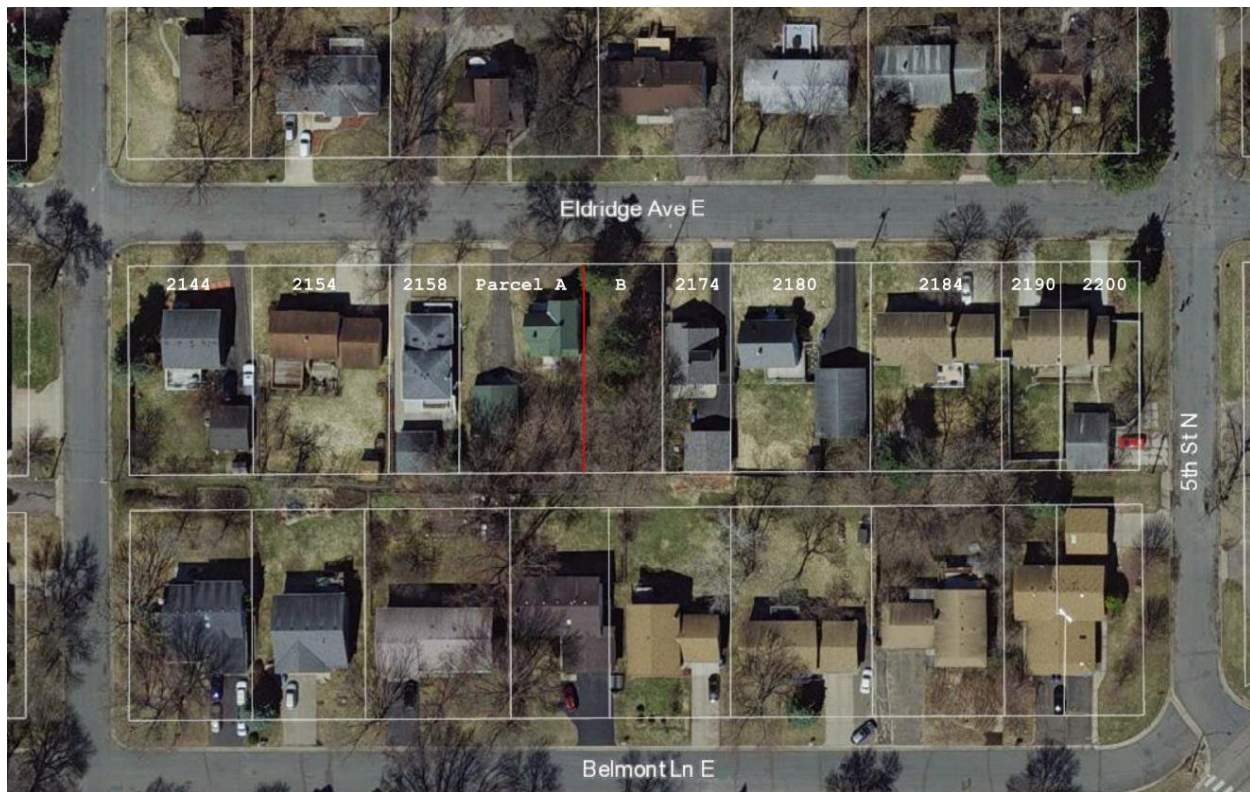


Table 3: Lot Area of Adjacent Parcels in Block 13

| Address                | Lot Size in Acres | Lot Size  | Lot Width |
|------------------------|-------------------|-----------|-----------|
| 2144 Eldridge          | 0.22              | 9,583 SF  | 71 ft     |
| 2154 Eldridge          | 0.23              | 10,019 SF | 80 ft     |
| 2158 Eldridge          | 0.11              | 4,792 SF  | 40 ft     |
| Parcel A               | 0.21              | 9,277 SF  | 75 ft     |
| Parcel B               | 0.13              | 5,565 SF  | 45 ft     |
| 2174 Eldridge          | 0.11              | 4,792 SF  | 40 ft     |
| 2180 Eldridge          | 0.23              | 10,019 SF | 81 ft     |
| 2184 Eldridge          | 0.23              | 10,019 SF | 77 ft     |
| 2190 Eldridge (duplex) | 0.09              | 3,920 SF  | 35 ft     |
| 2200 Eldridge (duplex) | 0.13              | 5,663 SF  | 47 ft     |

## ANALYSIS SUMMARY

Based on the above analysis, staff finds that only one of the proposed six variances requested meet the approval criteria. Staff would like to suggest that there is an opportunity for the applicant to modify their proposal, as described under the special infill housing section, above. If this were to be completed, the applicant would have to resubmit for the following approvals:

1. Conditional use permit for “special infill housing” per Section 154.010.D.41., which would allow for a 10 percent variation
2. Possible front yard variance, depending on the façade design of the rebuild on Parcel A.
3. Side setback variance of Parcel A to allow a 4-foot setback.

## **NOTIFICATIONS**

Public hearing notices were published in the January 22<sup>nd</sup> edition of the Star Tribune for the February 3, 2022, public hearing. Notification letters were mailed to property owners within 350 feet of the plat. The following agencies were notified as well: Ramsey County, Minnesota Department of Natural Resources, and Minnesota Department of Transportation. Ramsey County and the MnDOT have indicated that their review yielded no comment. MN DNR had not responded as of the time of this writing.

## **PROCESS AND NEXT STEPS**

The next step in the review process is City Council review and consideration of preliminary plat and variances which will occur on March 1, 2022. If the Council approves the requests, the applicant shall submit a final plat for review and recommendation by the Planning Commission and a public hearing and consideration by City Council. If the final plat is approved, payment of parkland dedication fees shall be required at a rate of \$900 per lot, per the fee schedule and subdivision ordinance.

## **RECOMMENDED ACTION**

Staff recommends the following:

1. Approve the front yard setback zoning variance for Parcel A.
2. Deny the side yard setback zoning variance for Parcel A.
3. Deny the side yard setback zoning variance for Parcel B.
4. Deny the minimum lot width zoning variance for Parcel B.
5. Deny the minimum lot area zoning variance for Parcel B.
6. Deny the subdivision variance to deviate from the lot width requirements for Parcel B
7. Deny the preliminary plat.

## **ATTACHMENTS**

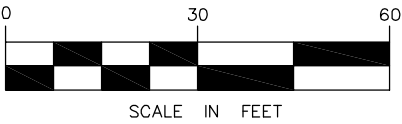
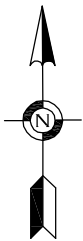
1. Preliminary Plat
2. Draft building plan



CERTIFICATE OF LOT SUBDIVISION

BLOCK 9

Call 48 Hours before digging  
GOPHER STATE ONE CALL  
Twin Cities Area 651-454-0002  
MN. Toll Free 1-800-252-1166



LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES BOUNDARY LINE
- DENOTES LOT LINE
- - - DENOTES SETBACK LINE
- x999.99 DENOTES EXISTING SPOT ELEVATION
- [Concrete symbol] DENOTES CONCRETE SURFACE
- 999 - - - DENOTES EXISTING CONTOUR LINE
- FFE DENOTES FINISH FLOOR ELEVATION
- [Bituminous symbol] DENOTES BITUMINOUS SURFACE
- DENOTES CHAINLINK FENCE
- ⦿ DENOTES ELECTRIC POWER POLE
- DENOTES RETAINING WALL
- (M) DENOTES MEASURED DISTANCE
- (P) DENOTES PLATTED DISTANCE
- [Meter symbol] DENOTES ELECTRIC METER
- [Gas meter symbol] DENOTES GAS METER
- ← DENOTES DRAINAGE FLOW
- ⊙ DENOTES SANITARY MANHOLE
- [Apple symbol] DENOTES APPLE TREE
- [Bush symbol] DENOTES BUSH
- [Deciduous tree symbol] DENOTES DECIDUOUS TREE

LEGAL DESCRIPTION FOR PARCEL A

Lot 10 and that part of Lot 9 lying westerly of the East 5 feet of said Lot 9, Block 13, FIFTH ADDITION TO NORTH SAINT PAUL, Ramsey County, Minnesota, according to the recorded plat thereof.

LEGAL DESCRIPTION FOR PARCEL B

Lot 8 East 5 feet of Lot 9, Block 13, FIFTH ADDITION TO NORTH SAINT PAUL, Ramsey County, Minnesota, according to the recorded plat thereof.

NOTES

1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED
3. CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS.
4. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
5. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.

| NO. | DATE | DESCRIPTION | BY |
|-----|------|-------------|----|
|     |      |             |    |

BUILDING SETBACKS

ZONING: R1 = SINGLE-FAMILY RESIDENTIAL  
FRONT = 25 FT  
REAR = 25 FT  
SIDE = 5 FT

EXISTING HARDCOVER PARCEL A

EXISTING HOUSE 844 SQ. FT.  
EXISTING GARAGE 733 SQ. FT.  
EXISTING CONC. SURFACE 164 SQ. FT.  
EXISTING BITUMINOUS SURFACE 1,175 SQ. FT.  
EXISTING IMPERVIOUS AREA 2,916 SQ. FT.  
TOTAL LOT AREA 9,277 SQ. FT.  
EXISTING HARDCOVER 31.4 %

EXISTING HARDCOVER PARCEL B

TOTAL LOT AREA 5,565 SQ. FT.  
EXISTING HARDCOVER 0.0 %

REFERENCE BENCHMARK

ELEVATION = 846.89 (NGVD 29) MINDOT DISK "VETS".

EXISTING LEGAL DESCRIPTION

Lots 8, 9 & 10, Block 13, FIFTH ADDITION TO NORTH SAINT PAUL, Ramsey County, Minnesota, according to the recorded plat thereof.



ENGINEERING DESIGN & SURVEYING  
6480 Wayzata Blvd. Minneapolis, MN 55426  
OFFICE: (763) 545-2800 FAX: (763) 545-2801  
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Vlad Sivirer*  
VLADIMIR SIVIRER L.S. NO. 25105 DATED: 12/02/21

JOB NAME: VICTOR MUTHIANI

LOCATION: 2170 ELDRIDGE AVENUE EAST  
NORTH SAINT PAUL, MN 55109

FIELD WORK DATE: 11/16/21

FIELD BOOK NO.: EDS-15

DRAWN BY: GST

CHECKED BY: VS

PROJECT NO.: 21-265

SHEET NO. 1 OF 1



 **RAYS  
DESIGNS**

MINNEAPOLIS, MN  
tel: 612.470.2789  
email: [priyanka@rays-designs.com](mailto:priyanka@rays-designs.com)  
[www.rays-designs.com](http://www.rays-designs.com)



|  |                               |  |                                |  |                       |
|--|-------------------------------|--|--------------------------------|--|-----------------------|
|  | EARTH/COMPACTED FILL          |  | POROUS FILL GRAVEL LARGE SCALE |  | CONCRETE, STUCCO      |
|  | SAND/MORTAR/PLASTER/CUT STONE |  | FACE BRICK                     |  | CONCRETE BLOCK        |
|  | BLUESTONE /SLATE ETC.         |  | TERRAZZO                       |  | ALUMINUM              |
|  | BRASS                         |  | STEEL                          |  | FOAM INSULATION       |
|  | BLOCKING                      |  | ROUGH FRAMING                  |  | OSB, PARTICLE BD      |
|  | FINISH WOOD                   |  | PLYWOOD, LVL                   |  | PLYWOOD-SMALL SCALE   |
|  | PLASTIC                       |  | GLASS                          |  | GLASS BLOCK           |
|  | BATT/LOOSE FILL INSUL.        |  | RIGID INSULATION               |  | ACOUSTIC TILE         |
|  | CERAMIC TILE                  |  | GYPSUM WALL BOARD LARGE SCALE  |  | BEARING STUD-SMALL    |
|  | WOOD STUD-SMALL SCALE         |  | STEEL STUD-LARGE SCALE         |  | WOOD STUD LARGE SCALE |

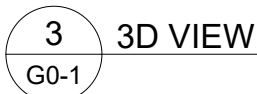
 MATERIAL SYMBOL

|                                                                                                             |                                                     |                                                                              |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------|
| <div><div><div>A-20</div><div>1</div></div><div>A 1</div></div> <div>INTERIOR AND EXTERIOR ELEVATIONS</div> | <div><div>001</div></div> <div>DOOR TAG</div>       | <div><div>#</div></div> <div>KEY NOTES</div>                                 |
| <div><div><div>1</div><div>A101</div></div><div>SIM</div></div> <div>BUILDING AND WALL SECTIONS</div>       | <div><div>001</div></div> <div>WINDOW TAG</div>     | <div><div>1</div></div> <div>REVISION TAG</div>                              |
|                                                                                                             | <div><div>001A</div></div> <div>EQUIPMENT TAG</div> | <div>L01</div> <div>ELECTRICAL AND LIGHTING FIXTURE TAG</div>                |
| <div><div>1</div></div> <div>GRIDS</div>                                                                    | <div><div>333A</div></div> <div>PLUMBING TAG</div>  | <div><div>A</div><div>—</div></div> <div>WALL TAG</div>                      |
| <div><div>Name Elevation</div><div><div></div><div>ELEVATION HEIGHT</div></div></div>                       | <div><div>℄</div></div> <div>CENTER LINE</div>      | <div><div>Room name</div><div><div>101</div></div></div> <div>ROOM TAG</div> |

TAG SYMBOL

**TERMS:**  
CONTRACTOR TO VERIFY ALL DIMENSIONS, AS BUILT CONDITIONS (IF APPLICABLE) AND SITE CONDITIONS, BEFORE ORDERING MATERIAL OR DEMOLISHING EXISTING STRUCTURES. CONTRACTOR AND ALL SUBS MUST REPORT ANY DISCREPANCIES TO DESIGNER IMMEDIATELY. AS BUILT AND SITE CONDITIONS OFTEN HAVE UNIQUE CONDITIONS THAT CANNOT BE PREDICTED OR FORESEEN AT DESIGN COMPLETION. CONTRACTOR, SUBS AND DESIGNER WILL WORK TOGETHER TO REACH A SOLUTION IF ANY SITUATION MAY ARISE.

ADDITION /  
REMODEL



1. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS.
2. CONTRACTOR TO VERIFY ALL FINISHES, MATERIALS, CABINETRY, AND EQUIPMENT WITH OWNER.
3. NOTIFY ARCHITECT OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
4. ALL WORK TO CONFORM TO STATE AND LOCAL CODES.

- | Sheet # | Sheet Name |
|---------|------------|
|---------|------------|

|      |                                           |
|------|-------------------------------------------|
| G0-1 | TITLE                                     |
| A0-1 | EXISTING SITE PLAN                        |
| A0-2 | EXISTING FLOOR PLANS                      |
| A1-0 | PROPOSED SITE PLAN                        |
| A1-1 | LOWER FLOOR & FOUNDATION PLAN             |
| A1-2 | MAIN FLOOR PLAN                           |
| A1-3 | 2ND FLOOR PLAN                            |
| A1-4 | GARAGE PLAN & ELEVATIONS                  |
| A2-0 | EXTERIOR ELEVATIONS                       |
| A3-1 | ENLARGED PLANS & ELEVATIONS (MAIN FLOOR)  |
| A3-2 | ENLARGED PLANS & ELEVATIONS (2ND FLOOR)   |
| A3-3 | ENLARGED PLANS & ELEVATIONS (LOWER FLOOR) |
| A4-1 | BUILDING SECTIONS & DETAILS               |
| A4-2 | DETAILS                                   |
| A5-1 | 3D VIEWS                                  |

## Revision Schedule

[illegible]

TITLE

|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | PRS        |
| Checked by     | SS         |

G0-1



**TERMS:**

CONTRACTOR TO VERIFY ALL DIMENSIONS, AS BUILT CONDITIONS (IF APPLY) AND SITE CONDITIONS, BEFORE ORDERING MATERIAL OR DEMOLISHING EXISTING STRUCTURES. CONTRACTOR AND ALL SUBS MUST REPORT ANY DISCREPANCIES TO DESIGNER IMMEDIATELY. AS BUILT AND SITE CONDITIONS, OFTEN HAVE UNIQUE CONDITIONS THAT CANNOT BE PREDICTED OR FORESEEN AT DESIGN COMPLETION. CONTRACTOR, SUBS AND DESIGNER WILL WORK TOGETHER TO REACH A SOLUTION IF ANY SITUATION MAY ARISE.

ADDITION /  
REMODEL

## DESIGN DEVELOPMENT

[illegible]

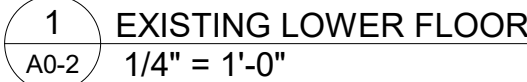
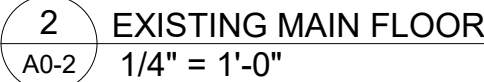
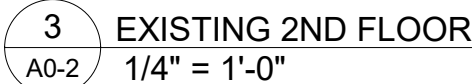
|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | PRS        |
| Checked by     | SS         |

1  
A0-1

EXISTING SITE  
 $1/8" = 1'-0"$



**TERMS:**  
CONTRACTOR TO VERIFY ALL DIMENSIONS, AS BUILT CONDITIONS (IF APPLY) AND ALL CONDITIONS, BEFORE ORDERING MATERIAL OR DEMOLISHING EXISTING STRUCTURES. CONTRACTOR AND ALL SUBS MUST REPORT ANY DISCREPANCIES TO DESIGNER IMMEDIATELY, AS BUILT AND SITE CONDITIONS. OFTEN HAVE UNIQUE CONDITIONS THAT CANNOT BE PREDICTED OR FORSEEN AT DESIGN COMPLETION. CONTRACTOR, SUBS AND DESIGNER WILL WORK TOGETHER TO REACH A SOLUTION IF ANY SITUATION MAY ARISE.



# A0-2



**TERMS:**  
CONTRACTOR TO VERIFY ALL  
DIMENSIONS, AS BUILT CONDITIONS (IF  
APPLY) AND SITE CONDITIONS, BEFORE  
ORDERING MATERIAL OR DEMOLISHING  
EXISTING STRUCTURES. CONTRACTOR  
AND ALL SUBS MUST REPORT ANY  
DISCREPANCIES TO DESIGNER  
IMMEDIATELY. AS BUILT AND SITE  
CONDITIONS OFTEN HAVE UNIQUE  
CONDITIONS THAT CANNOT BE  
PREDICTED OR FORESEEN AT DESIGN  
COMPLETION. CONTRACTOR, SUBS AND  
DESIGNER WILL WORK TOGETHER TO  
REACH A SOLUTION IF ANY SITUATION  
MAY ARISE.



A1-0







| DOOR SCHEDULE |       |        |             |          |
|---------------|-------|--------|-------------|----------|
| WT            | Width | Height | Description | Comments |

|             |         |         |              |  |
|-------------|---------|---------|--------------|--|
| LOWER FLOOR |         |         |              |  |
| D002A       | 2' - 4" | 6' - 8" | SWING DOOR   |  |
| D002B       | 5' - 0" | 6' - 8" | SLIDING DOOR |  |
| D003        | 2' - 4" | 6' - 8" | SWING DOOR   |  |
| D004        | 2' - 4" | 6' - 8" | SWING DOOR   |  |
| D005A       | 2' - 4" | 6' - 8" | SWING DOOR   |  |
| D005B       | 4' - 0" | 6' - 8" | SLIDING DOOR |  |
| D007        | 3' - 4" | 6' - 8" | SWING DOOR   |  |
| D008        | 2' - 6" | 6' - 8" | SWING DOOR   |  |

|              |          |         |                      |  |
|--------------|----------|---------|----------------------|--|
| GARAGE FLOOR |          |         |                      |  |
| D108A        | 16' - 0" | 7' - 0" | OVERHEAD GARAGE DOOR |  |
| D108B        | 2' - 6"  | 6' - 8" | SWING DOOR           |  |

|            |         |         |                                   |                                    |
|------------|---------|---------|-----------------------------------|------------------------------------|
| MAIN FLOOR |         |         |                                   |                                    |
| D100A      | 3' - 0" | 6' - 8" | GLASS SWING DOOR                  | ENTRY DOOR, TEMPERED GLASS         |
| D100B      | 1' - 3" | 6' - 8" | DOOR EXTERIORE SIDE - LITE, GLASS | ENTRY DOOR, TEMPERED GLASS         |
| D100C      | 4' - 0" | 6' - 8" | SLIDING DOOR                      |                                    |
| D101A      | 3' - 0" | 6' - 8" | SWING DOOR                        | ENTRY DOOR, TEMPERED GLASS, VERIFY |
| D102       | 5' - 0" | 6' - 8" | SWING DOOR , DOUBLE PANEL         | GLASS SWING, TEMPERED, VERIFY      |
| D103       | 2' - 6" | 6' - 8" | SWING DOOR                        |                                    |
| D104       | 2' - 4" | 6' - 8" | POCKET DOOR                       |                                    |
| D106       | 9' - 0" | 8' - 0" | THREE PANEL, PATIO SLIDING DOOR   | GLASS, TEMPERED                    |
| D108C      | 2' - 8" | 6' - 8" | SWING DOOR                        |                                    |

|           |         |         |                                 |                   |
|-----------|---------|---------|---------------------------------|-------------------|
| 2ND FLOOR |         |         |                                 |                   |
| D201A     | 3' - 0" | 6' - 8" | SWING DOOR                      |                   |
| D201B     | 5' - 0" | 6' - 8" | SLIDING DOOR                    |                   |
| D201C     | 5' - 0" | 6' - 8" | SLIDING DOOR                    |                   |
| D201D     | 9' - 0" | 8' - 0" | THREE PANEL, PATIO SLIDING DOOR | GLASS, TEMPERED   |
| D202      | 2' - 6" | 6' - 8" | SWING DOOR                      |                   |
| D203A     | 2' - 6" | 6' - 8" | SWING DOOR                      |                   |
| D203B     | 2' - 6" | 6' - 8" | GLASS SWING DOOR                | SHOWER GLASS DOOR |
| D204      | 2' - 6" | 6' - 8" | SWING DOOR                      |                   |
| D205A     | 3' - 0" | 6' - 8" | SWING DOOR                      |                   |
| D205B     | 5' - 0" | 6' - 8" | SLIDING DOOR                    |                   |
| D206A     | 3' - 0" | 6' - 8" | SWING DOOR                      |                   |
| D206B     | 6' - 0" | 6' - 8" | SLIDING DOOR                    |                   |

| WINDOW SCHEDULE |       |        |             |             |       |          |
|-----------------|-------|--------|-------------|-------------|-------|----------|
| Type Mark       | Width | Height | Head Height | Description | Count | Comments |

|             |         |         |          |          |   |        |
|-------------|---------|---------|----------|----------|---|--------|
| LOWER FLOOR |         |         |          |          |   |        |
| W1          | 4' - 0" | 4' - 0" | 6' - 11" | CASEMENT | 3 | EGRESS |
| W2          | 2' - 8" | 1' - 3" | 6' - 11" | FIXED    | 2 |        |

|              |          |         |         |        |   |  |
|--------------|----------|---------|---------|--------|---|--|
| GARAGE FLOOR |          |         |         |        |   |  |
| W13          | 3' - 10" | 1' - 8" | 6' - 8" | AWNING | 2 |  |

|            |         |         |         |                          |   |                |
|------------|---------|---------|---------|--------------------------|---|----------------|
| MAIN FLOOR |         |         |         |                          |   |                |
| W3         | 8' - 0" | 5' - 8" | 6' - 8" | DOUBLE HUNG, THREE PANEL | 2 | TEMPERED GLASS |
| W4         | 8' - 0" | 1' - 2" | 8' - 0" | FIXED, THREE PANEL       | 2 |                |
| W5         | 3' - 0" | 5' - 8" | 6' - 8" | DOUBLE HUNG              | 3 | TEMPERED GLASS |
| W6         | 3' - 0" | 5' - 0" | 8' - 6" | FIXED                    | 1 |                |
| W7         | 2' - 6" | 1' - 2" | 8' - 0" | AWNING                   | 4 |                |
| W8         | 3' - 0" | 1' - 2" | 8' - 0" | FIXED                    | 4 |                |
| W9         | 4' - 7" | 1' - 2" | 8' - 0" | FIXED TRANSOM            | 1 |                |

|           |         |         |         |                          |   |  |
|-----------|---------|---------|---------|--------------------------|---|--|
| 2ND FLOOR |         |         |         |                          |   |  |
| W3        | 8' - 0" | 5' - 8" | 8' - 0" | DOUBLE HUNG, THREE PANEL | 1 |  |
| W5        | 3' - 0" | 5' - 8" | 8' - 0" | DOUBLE HUNG              | 7 |  |
| W6        | 3' - 0" | 5' - 0" | 4' - 7" | FIXED                    | 1 |  |
| W10       | 2' - 6" | 4' - 0" | 8' - 0" | DOUBLE HUNG              | 3 |  |
| W11       | 2' - 6" | 5' - 8" | 8' - 0" | DOUBLE HUNG              | 2 |  |
| W12       | 3' - 0" | 2' - 4" | 8' - 0" | FIXED                    | 1 |  |

Grand total 39

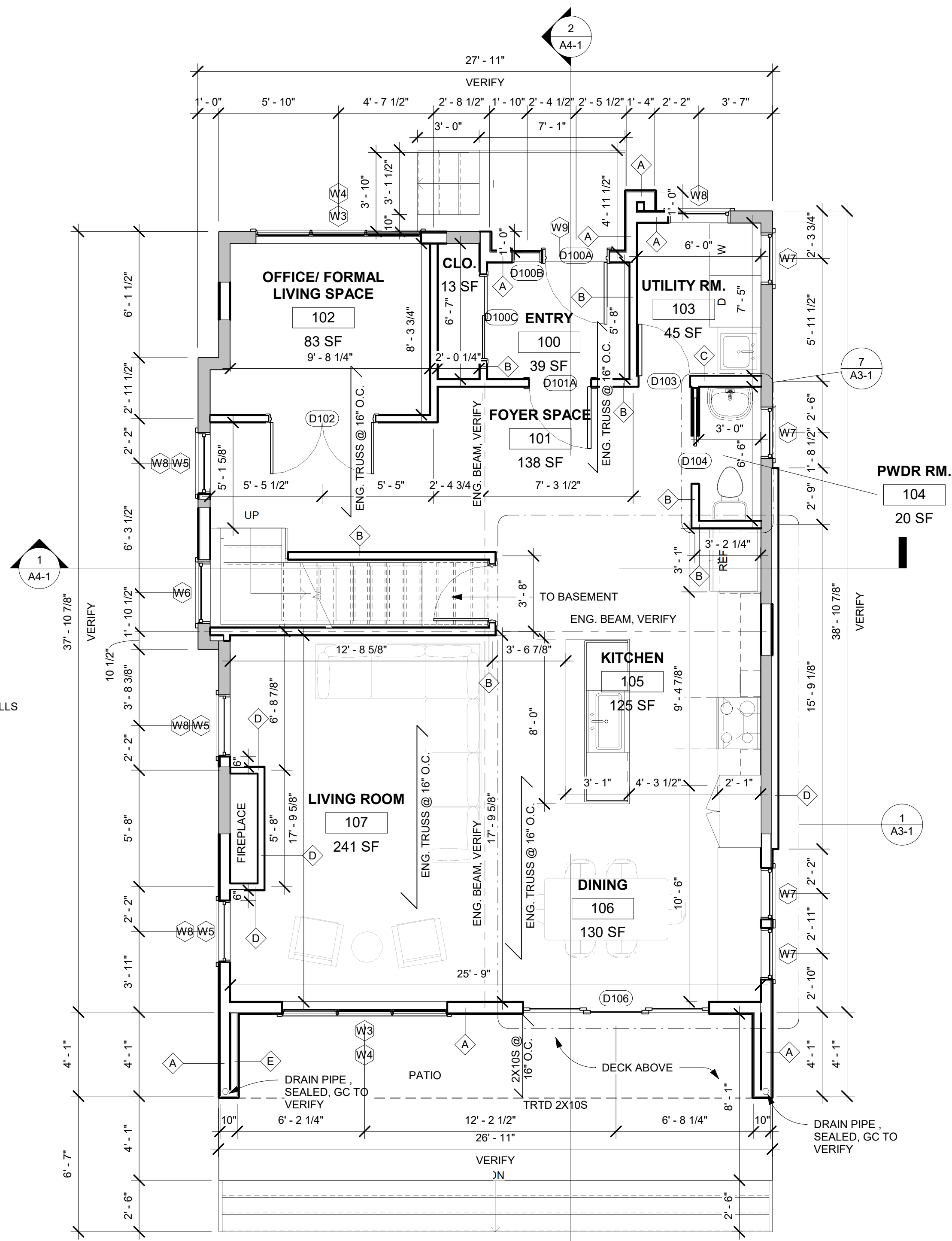
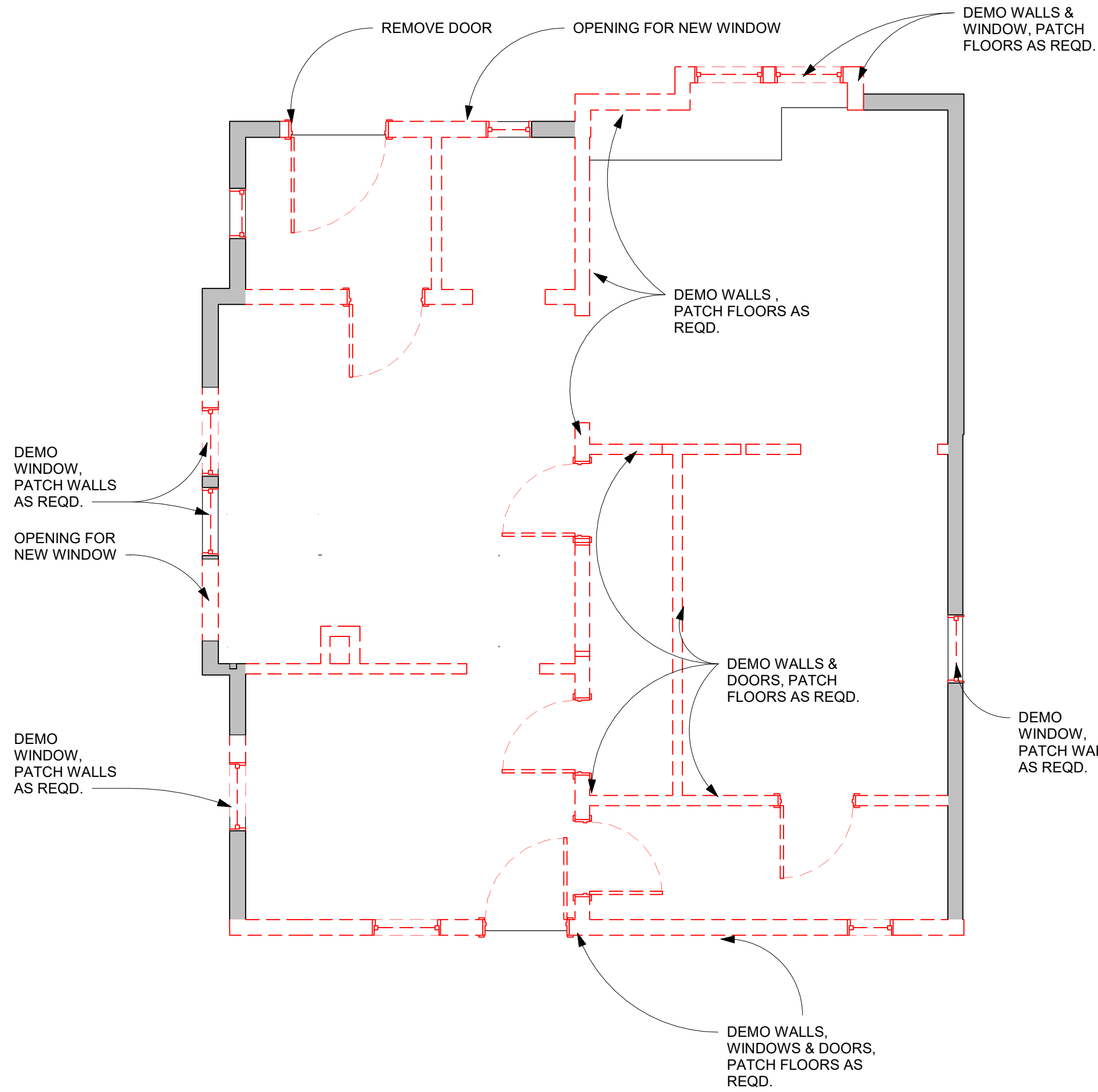
## WALL KEY

| PLAN        |          |               |           |
|-------------|----------|---------------|-----------|
| DESCRIPTION | NEW WALL | EXISTING WALL | DEMO WALL |

## WALL TYPES

| MARK | RATING    | PLAN | DESCRIPTION | NOTES                                                                                                                             |
|------|-----------|------|-------------|-----------------------------------------------------------------------------------------------------------------------------------|
| A    | NOT RATED |      | EXTERIOR    | 2x6 WD STUDS @ 16" O.C., SIDING, VERIFY W/ OWNER BUILDING WRAP, 5/8" SHEATHING, BATT, INSUL., 6 MILL VAPOR BARRIER, 1/2" GYP. BD. |
| B    | NOT RATED |      | INTERIOR    | 2x4 WD STUDS @ 16" O.C., 1/2" GYP. BD. EA. SIDE.                                                                                  |
| C    | NOT RATED |      | INTERIOR    | 2x6 WD STUDS @ 16" O.C., 1/2" GYP. BD. EA. SIDE.                                                                                  |
| D    | NOT RATED |      | INTERIOR    | 2x4 WD STUDS @ 16" O.C., 1/2" GYP. BD. ONE SIDE.                                                                                  |
| E    | NOT RATED |      | EXTERIOR    | 2x4 WD STUDS @ 16" O.C., SIDING, VERIFY W/ OWNER BUILDING WRAP, 5/8" SHEATHING, 6 MILL VAPOR BARRIER                              |
| F    | NOT RATED |      | INTERIOR    | 2x2 WD STUDS @ 16" O.C., 1/2" GYP. BD. ONE SIDE.                                                                                  |

NOTE: VERIFY EXISTING WALL TO REMAIN AND PATCH WALL AS REQUIRED. FURRED IN WALL AS NECESSARY TO ALIGN TO NEW WALL



1 MAIN FLOOR - DEMO PLAN  
1/4" = 1'-0"

2 MAIN FLOOR PLAN & SECOND FLOOR FRAMING  
1/4" = 1'-0"



**RAYS  
DESIGNS**  
MINNEAPOLIS, MN  
tel: 612.470.2789  
email: priyanka@rays-designs.com  
www.rays-designs.com

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CONTRACTOR TO VERIFY ALL DIMENSIONS, AS BUILT CONDITIONS (IF APPLY) AND SITE CONDITIONS, BEFORE ORDERING MATERIAL OR DEMOLISHING EXISTING STRUCTURES. CONTRACTOR AND ALL SUBS MUST REPORT ANY DISCREPANCIES TO DESIGNER IMMEDIATELY. AS BUILT AND SITE CONDITIONS, OFTEN HAVE UNIQUE CONDITIONS THAT CANNOT BE PREDICTED OR FORSEEN AT DESIGN COMPLETION. CONTRACTOR, SUBS AND DESIGNER WILL WORK TOGETHER TO REACH A SOLUTION IF ANY SITUATION MAY ARISE.

## NEWBRIDGE CAPITAL SOLUTIONS

## ADDITION / REMODEL

2170 ELDRIDGE AVENUE EAST,  
NORTH SAINT PAUL, MN 55109

## DESIGN DEVELOPMENT

| Revision Schedule |                         |            |
|-------------------|-------------------------|------------|
| No.               | Description             | Date       |
| 1                 | Issued for Construction | 06-22-2021 |
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## MAIN FLOOR PLAN

|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | PRS        |
| Checked by     | SS         |

A1-2



Y:\RSD Projects. 2021\21564 - RSD - 2170 Eldridge Ave E. N St Paul - Victor\2170 Eldridge Ave E. N St Paul CD - 6-20-22\21

ADDITION /  
REMODEL

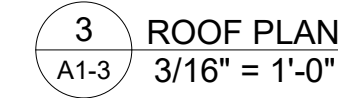
## DESIGN DEVELOPMENT

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|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | PRS        |
| Checked by     | SS         |

Page 28 of 73

|             |    |
|-------------|----|
| Grand total | 39 |
|-------------|----|



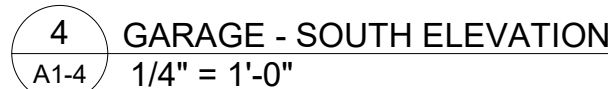
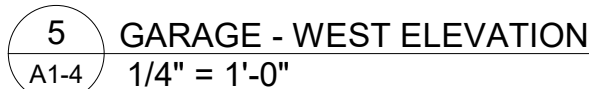
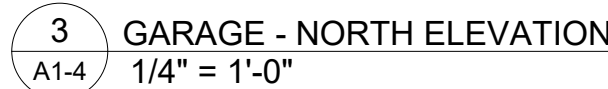
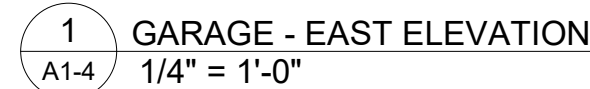
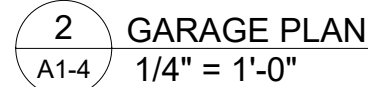
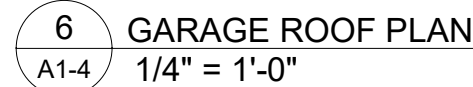
NOTE: VERIFY EXISTING WALL TO REMAIN AND PATCH WALL AS REQUIRED. FURRED IN WALL AS NECESSARY TO ALIGN TO NEW WALL







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ADDITION /  
REMODEL

2170 ELDRIDGE AVENUE EAST,  
NORTH SAINT PAUL, MN 55109

## DESIGN DEVELOPMENT

[illegible]

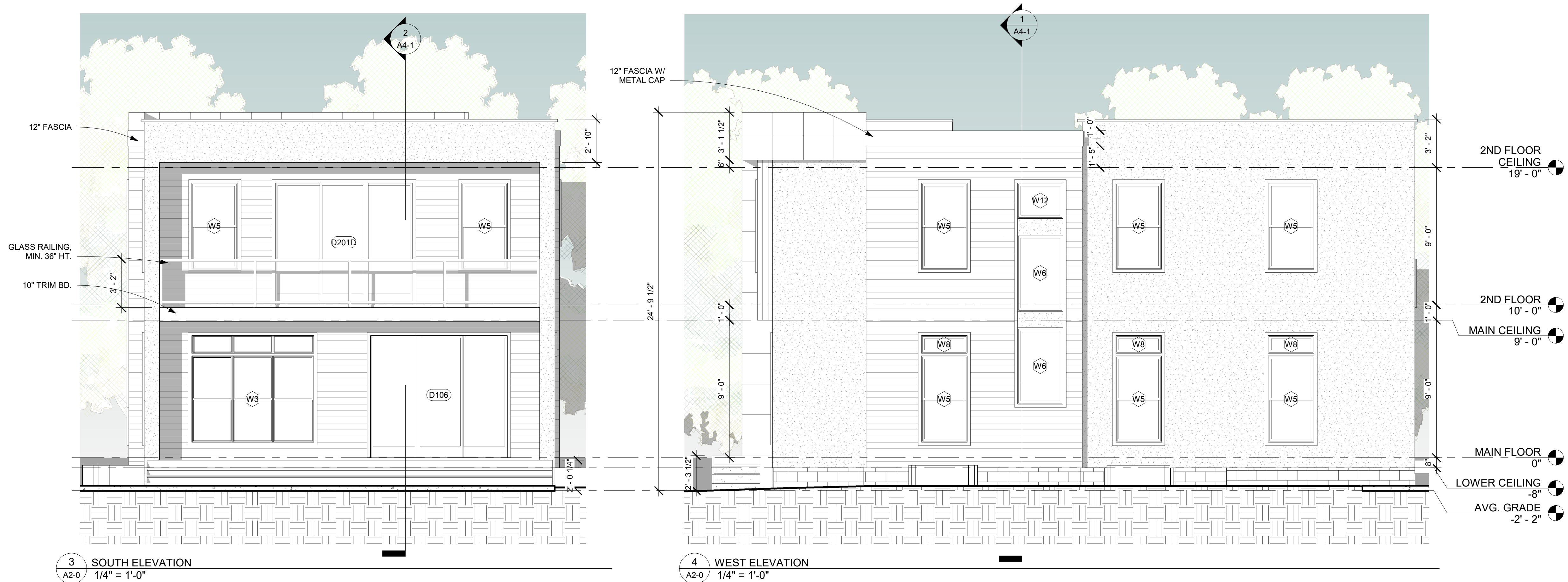
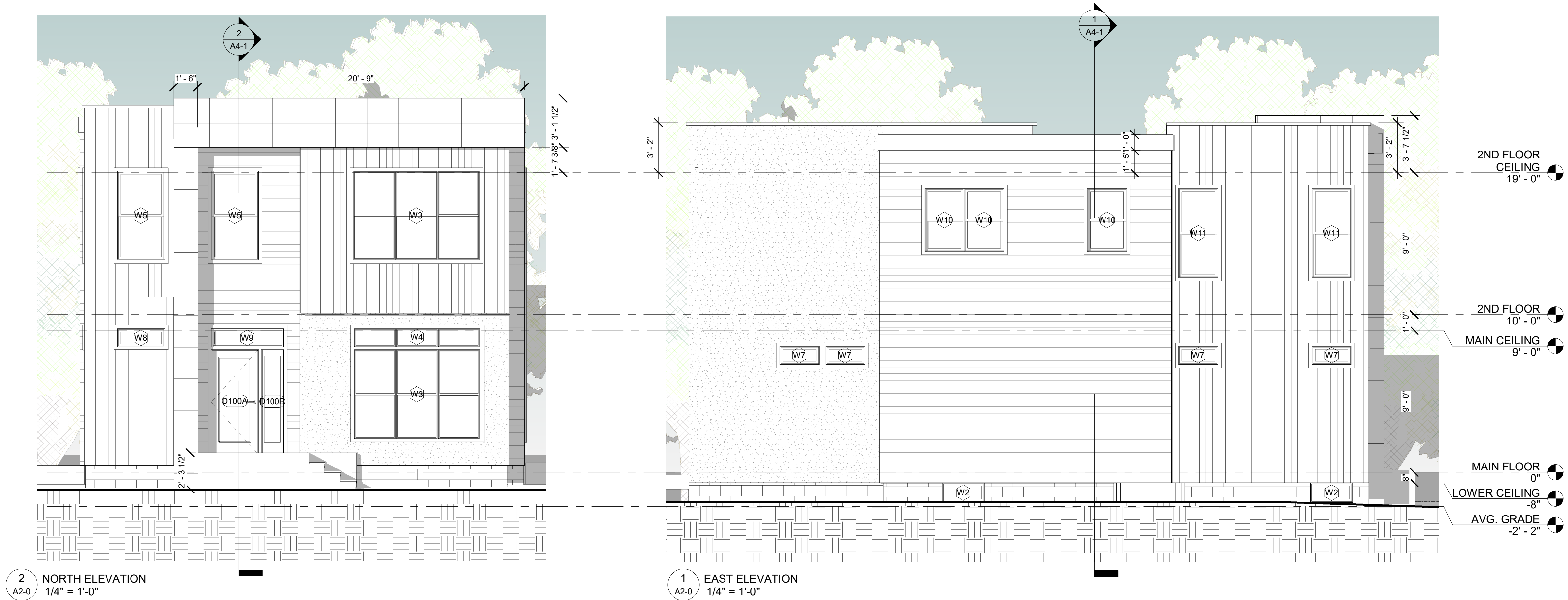
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|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | SS         |
| Checked by     | PRS        |

A1-4



**TERMS:**  
CONTRACTOR TO VERIFY ALL DIMENSIONS, AS BUILT CONDITIONS (IF APPLY) AND SITE CONDITIONS, BEFORE ORDERING MATERIAL OR DEMOLISHING EXISTING STRUCTURES. CONTRACTOR AND ALL SUBS MUST REPORT ANY DISCREPANCIES TO DESIGNER IMMEDIATELY. AS BUILT AND SITE CONDITIONS, OFTEN HAVE UNIQUE CONDITIONS THAT CANNOT BE PREDICTED OR FORSEEN AT DESIGN COMPLETION. CONTRACTOR, SUBS AND DESIGNER WILL WORK TOGETHER TO REACH A SOLUTION IF ANY SITUATION MAY ARISE.



**NEWBRIDGE CAPITAL  
SOLUTIONS**

**ADDITION /  
REMODEL**

2170 ELDRIDGE AVENUE EAST,  
NORTH SAINT PAUL, MN 55109

**DESIGN  
DEVELOPMENT**

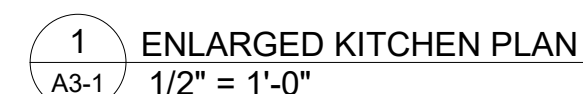
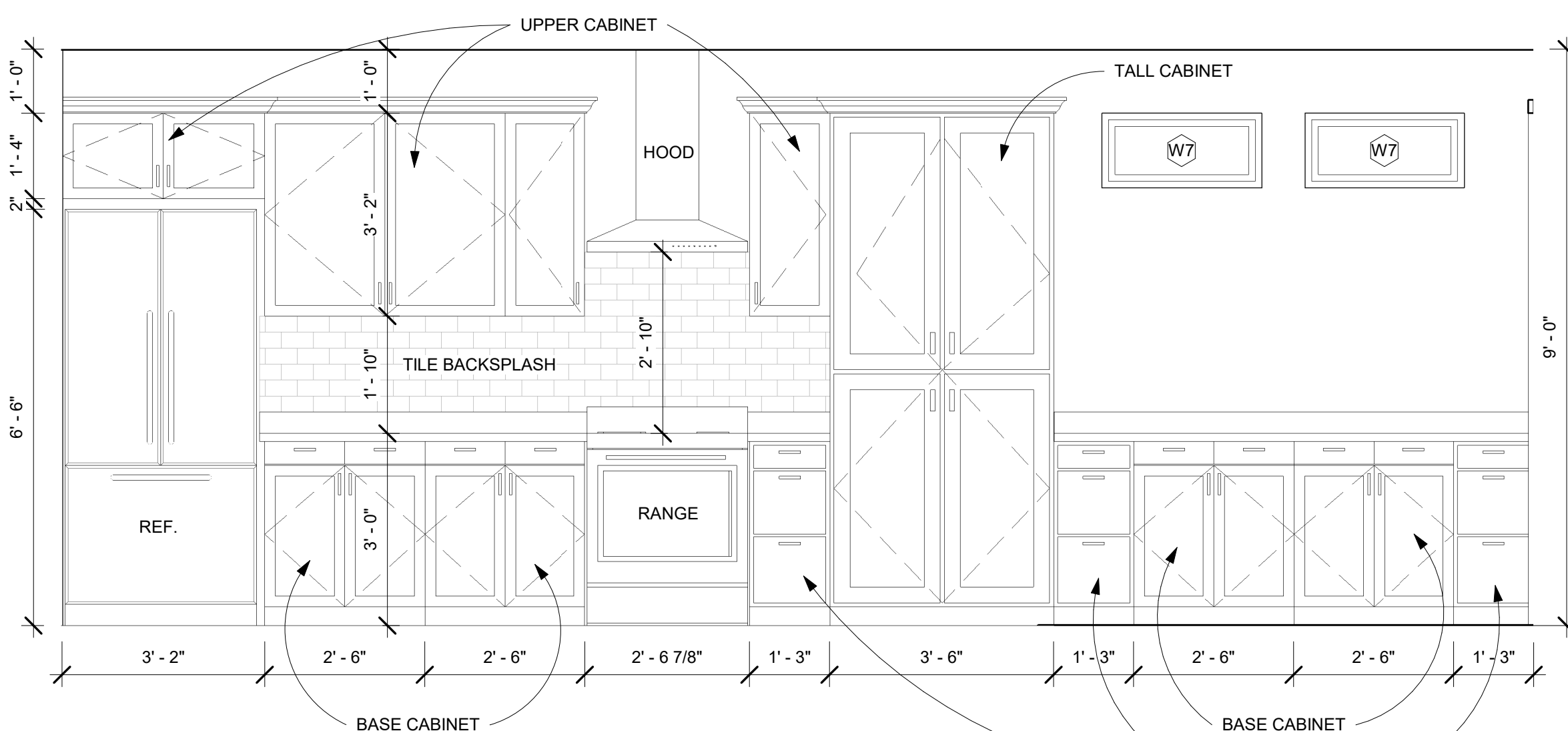
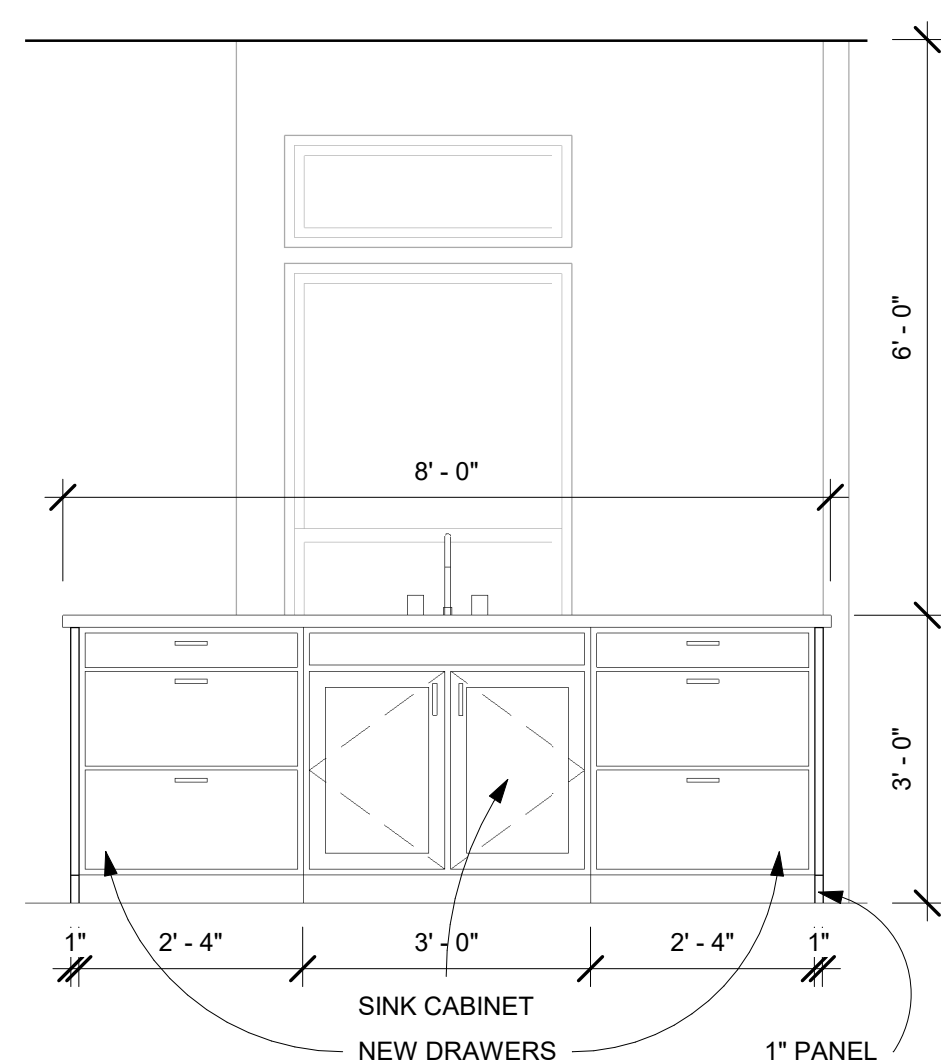
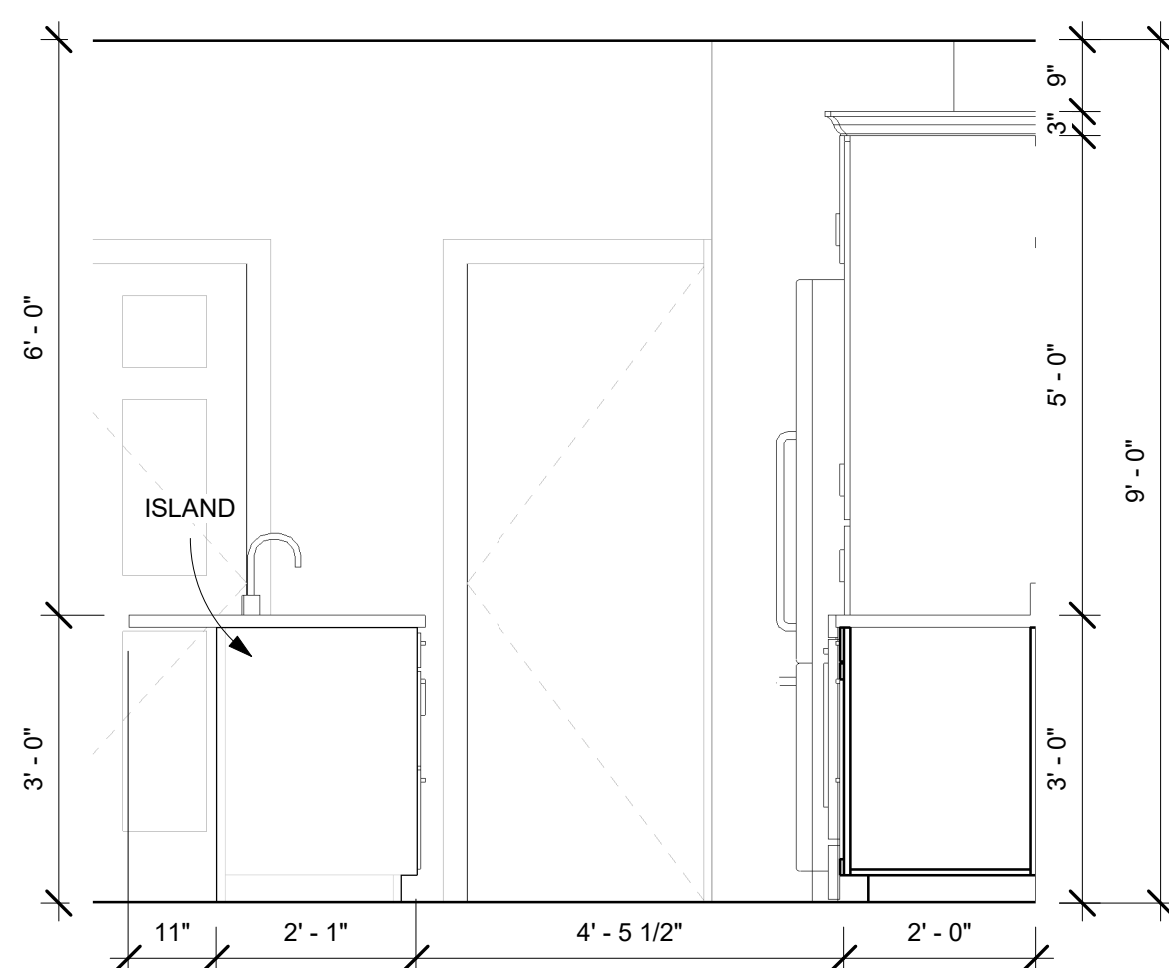
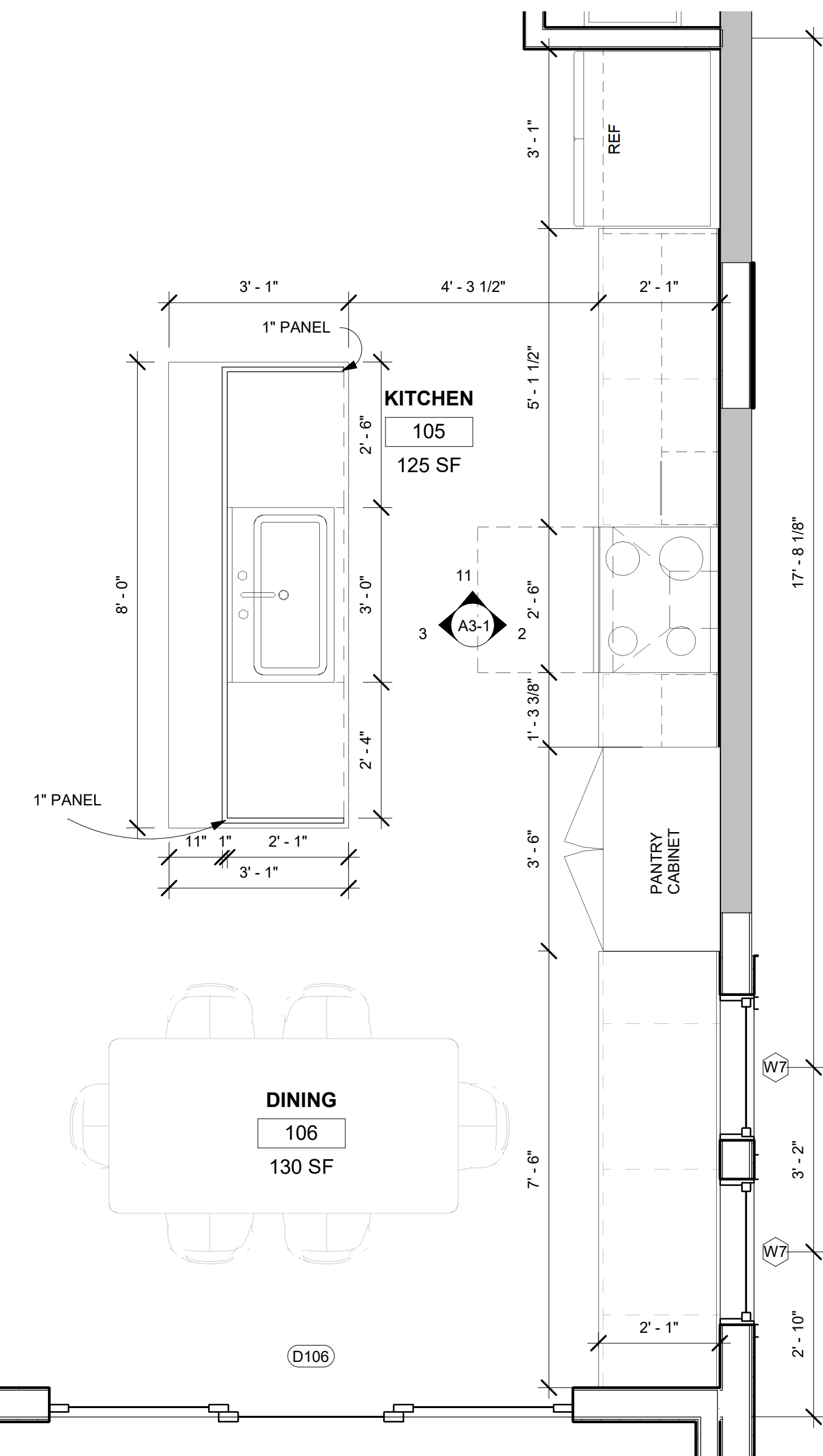
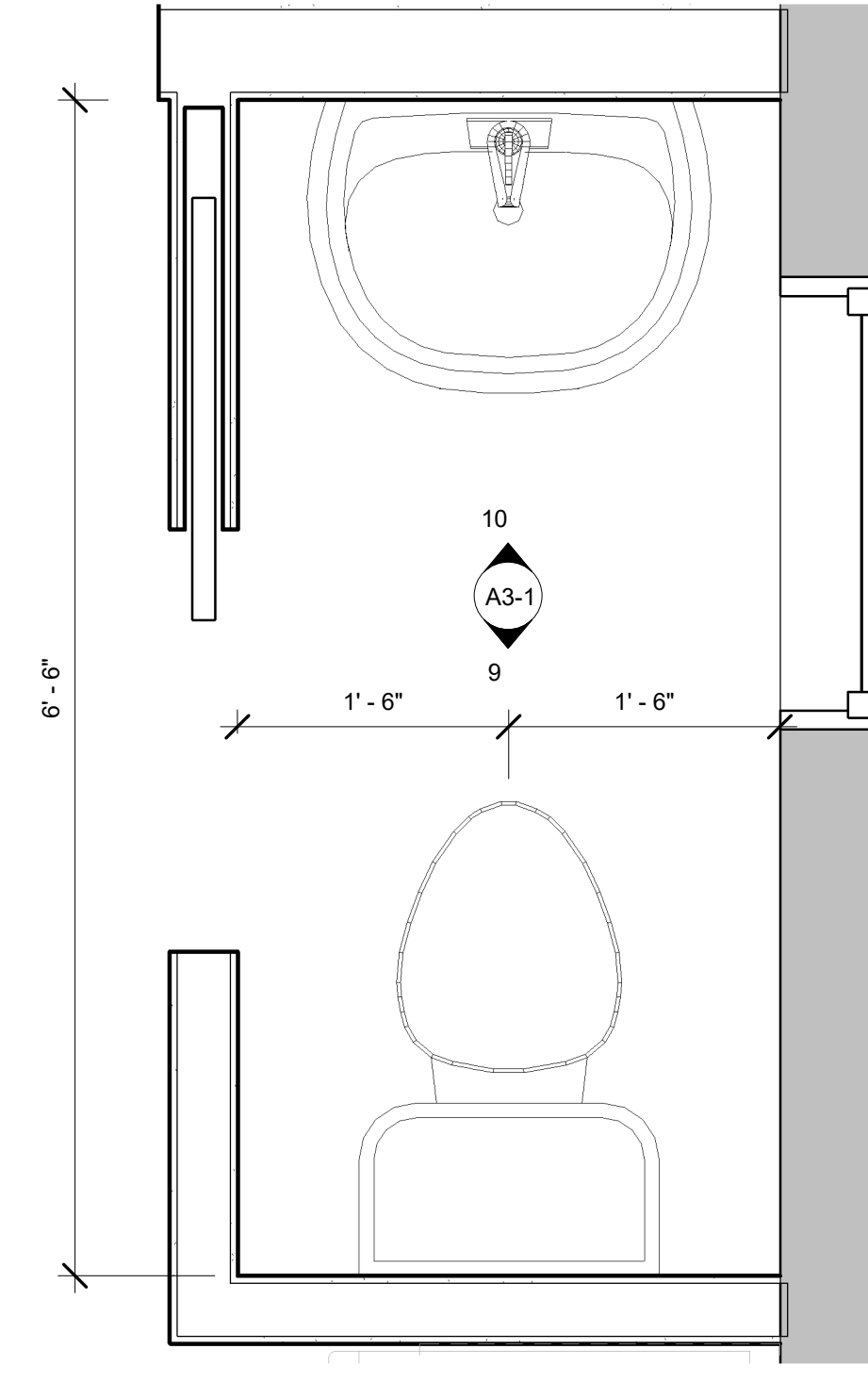
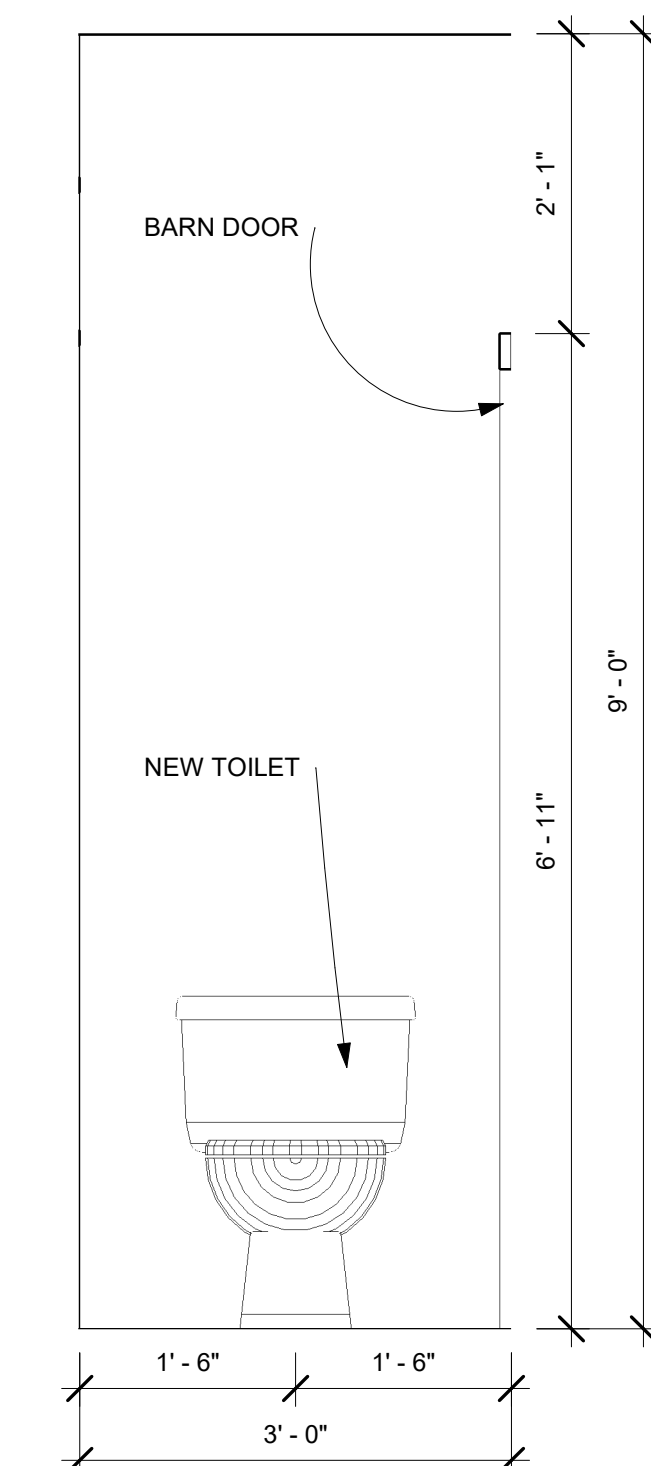
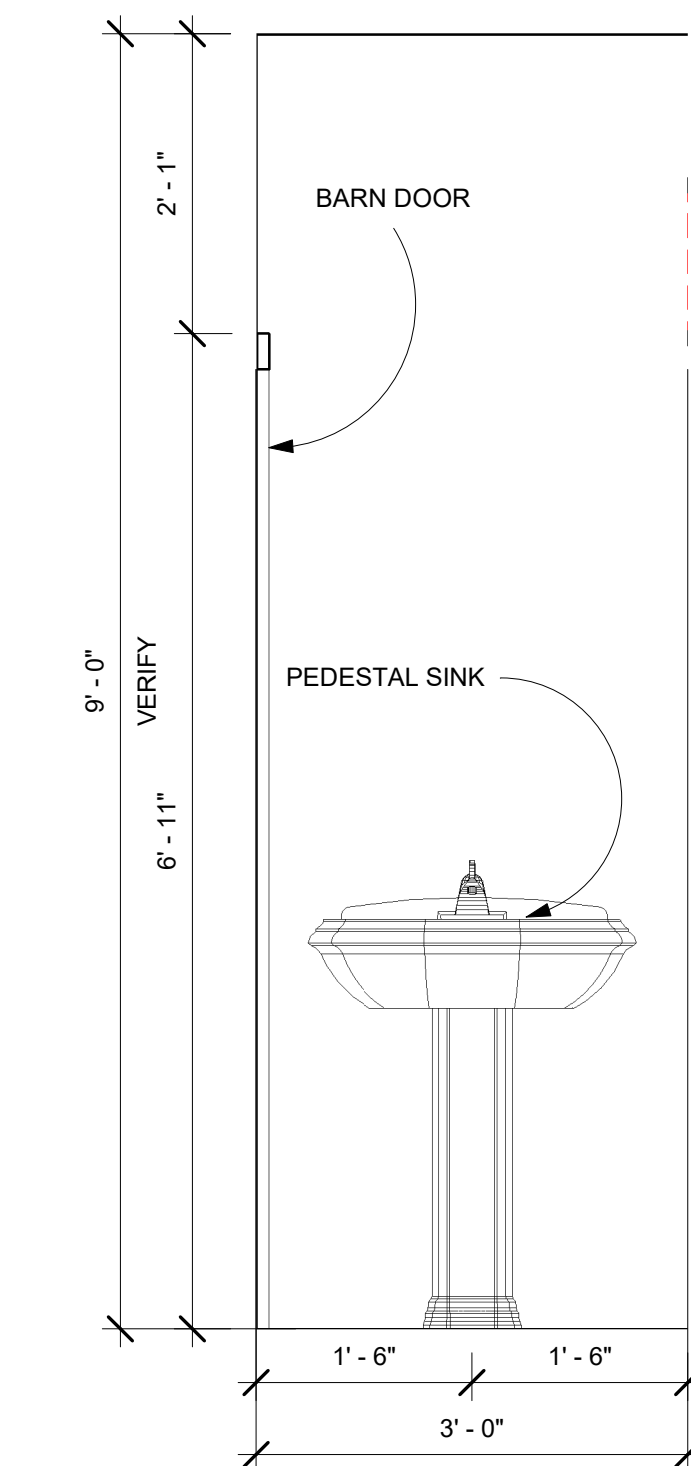
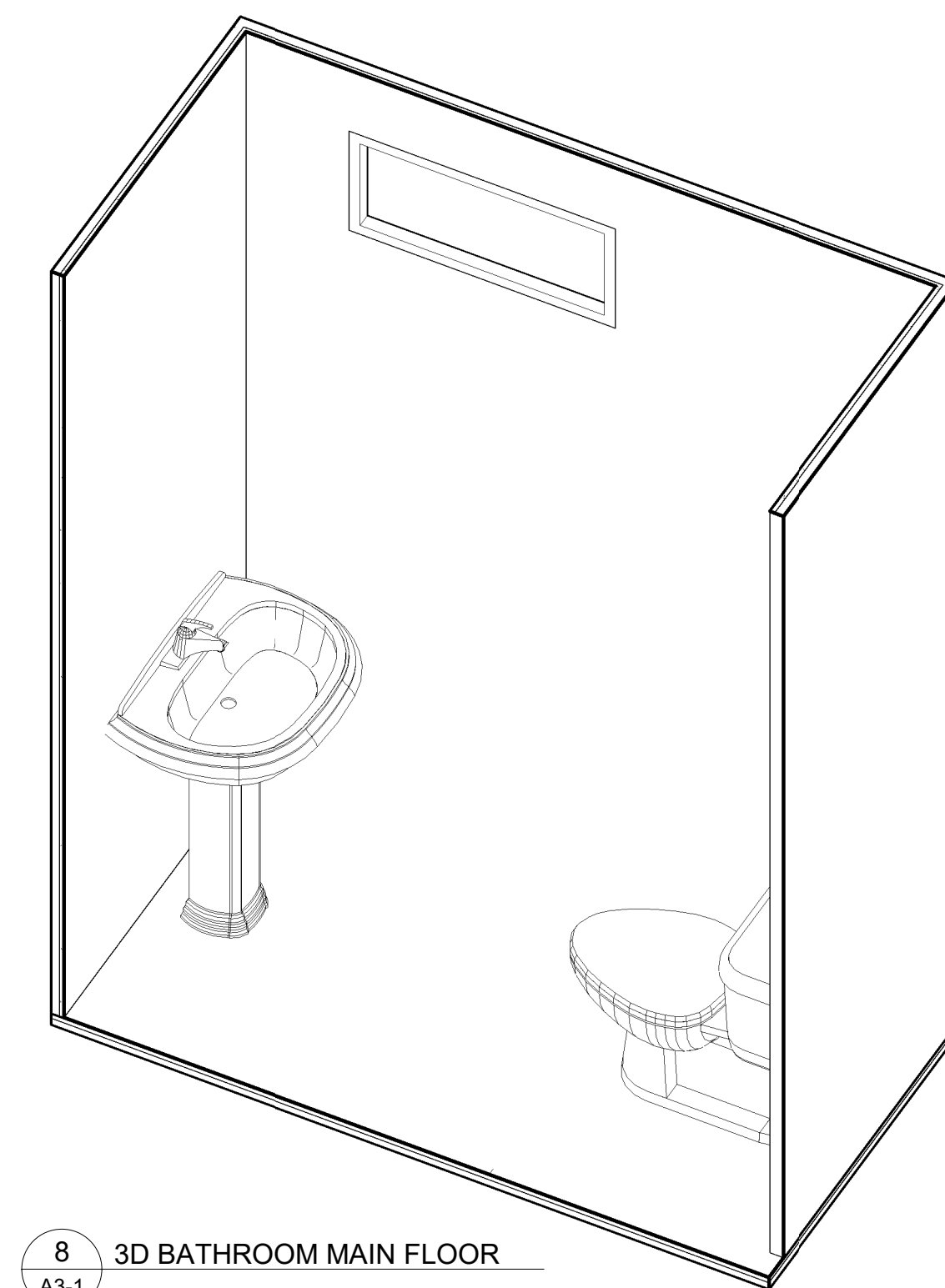
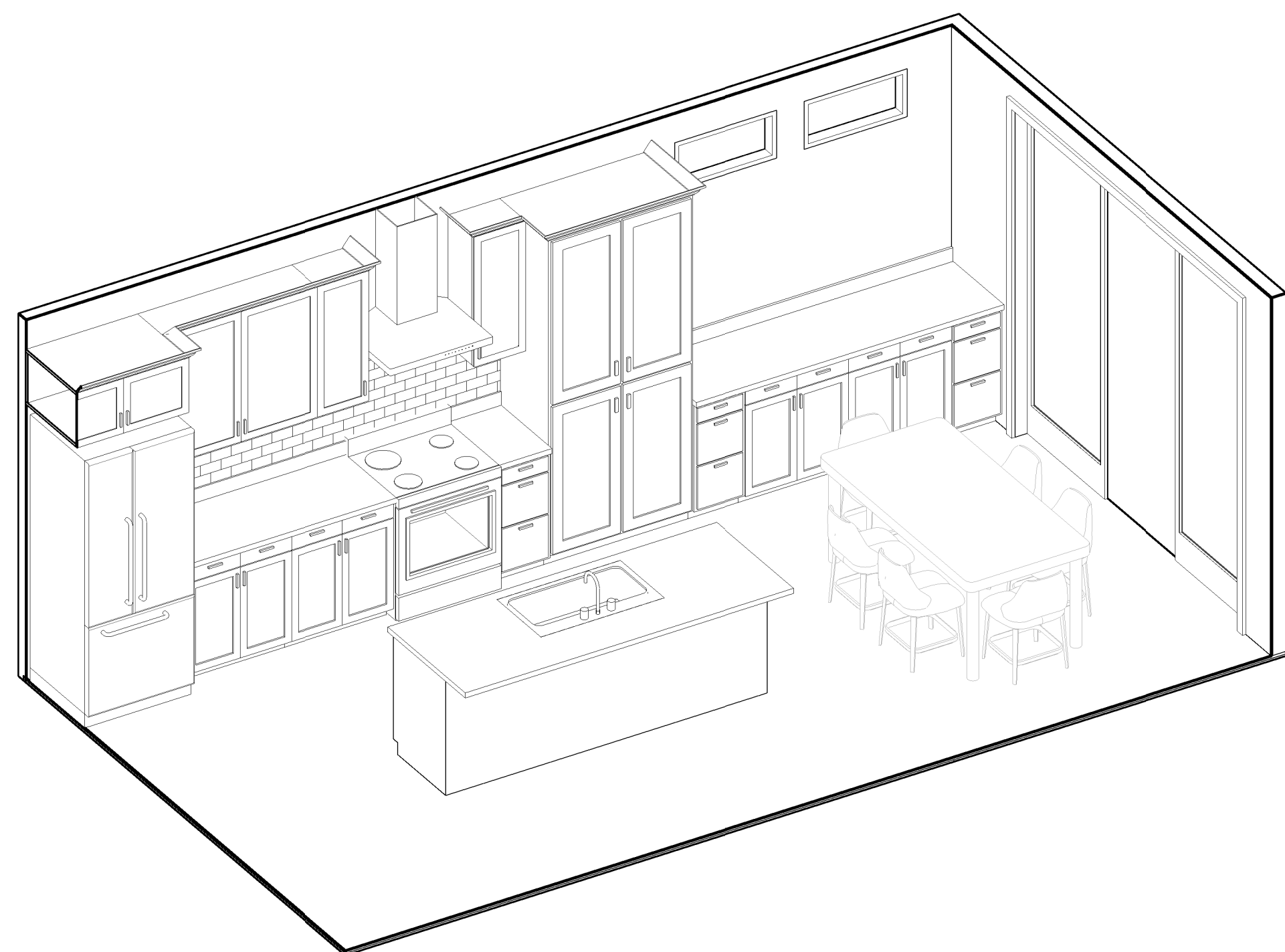
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| No.               | Description             | Date       |
| 1                 | Issued for Construction | 06-22-2021 |
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**EXTERIOR  
ELEVATIONS**

|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | PRS        |
| Checked by     | SS         |

**A2-0**





**TERMS:**

CONTRACTOR TO VERIFY ALL DIMENSIONS, AS BUILT CONDITIONS (IF APPLY) AND SITE CONDITIONS, BEFORE ORDERING MATERIAL OR DEMOLISHING EXISTING STRUCTURES. CONTRACTOR AND ALL SUBS MUST REPORT ANY DISCREPANCIES TO DESIGNER IMMEDIATELY. ALL BUILT AND SITE CONDITIONS, OFTEN HAVE UNIQUE CONDITIONS THAT CANNOT BE PREDICTED OR FORSEEN AT DESIGN COMPLETION. CONTRACTOR, SUBS AND DESIGNER WILL WORK TOGETHER TO REACH A SOLUTION IF ANY SITUATION MAY ARISE.

NEWBRIDGE CAPITAL  
SOLUTIONS

ADDITION /  
REMODEL

2170 ELDRIDGE AVENUE EAST,  
NORTH SAINT PAUL, MN 55109

## DESIGN DEVELOPMENT

[illegible]

ENLARGED PLANS  
& ELEVATIONS  
(MAIN FLOOR)

|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | SS         |
| Checked by     | PRS        |

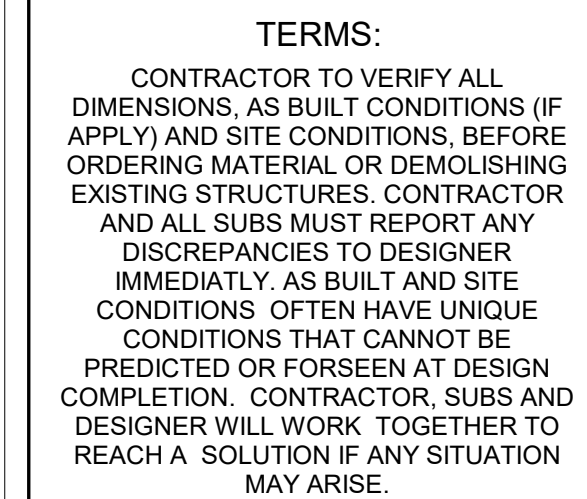
A3-1



CONTRACTOR TO VERIFY ALL DIMENSIONS, AS BUILT CONDITIONS (IF APPLY) AND SITE CONDITIONS, BEFORE ORDERING MATERIAL OR DEMOLISHING EXISTING STRUCTURES. CONTRACTOR AND ALL SUBS MUST REPORT ANY DISCREPANCIES TO DESIGNER IMMEDIATELY, AS BUILT AND SITE CONDITIONS OFTEN HAVE UNIQUE CONDITIONS THAT CANNOT BE PREDICTED OR FORESEEN AT DESIGN COMPLETION. CONTRACTOR, SUBS AND DESIGNER WILL WORK TOGETHER TO REACH A SOLUTION IF ANY SITUATION MAY ARISE.

1 2ND FLOOR - ENLARGED BATHROOM  
A3-2 1" = 1'-0"





2170 ELDRIDGE AVENUE EAST,  
NORTH SAINT PAUL, MN 55109

### Revision Schedule

ENLARGED PLANS  
& ELEVATIONS  
(LOWER FLOOR)

|                |       |
|----------------|-------|
| Project number | 21564 |
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|------|------------|
| Date | 06-22-2021 |
|------|------------|

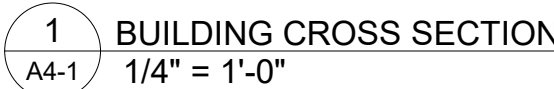
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| Drawn by | SS |
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| Drawn by   | SS  |
| Checked by | PRS |

A3-3



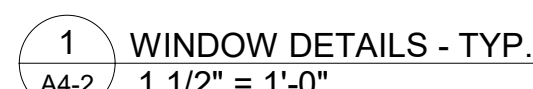
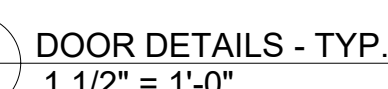
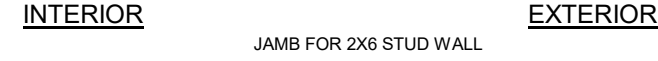
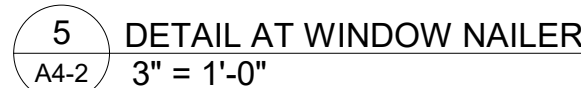
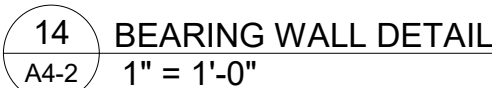
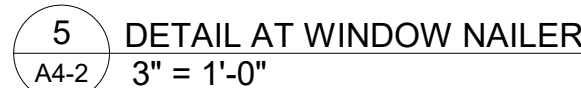
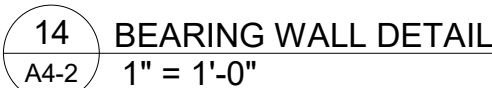
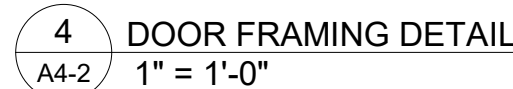
A4-1







**TERMS:**  
CONTRACTOR TO VERIFY ALL  
DIMENSIONS, AS BUILT CONDITIONS (IF  
APPLY) AND SITE CONDITIONS, BEFORE  
ORDERING MATERIALS. DEMOLISHING  
EXISTING STRUCTURES, CONTRACTOR  
AND ALL SUBS MUST REPORT ANY  
DISCREPANCIES TO DESIGNER  
IMMEDIATELY. AS BUILT AND SITE  
CONDITIONS, OFTEN HAVE UNIQUE  
CONDITIONS THAT CANNOT BE  
PREDICTED OR FORSEEN AT DESIGN  
COMPLETION. CONTRACTOR, SUBS AND  
DESIGNER WILL WORK TOGETHER TO  
REACH A SOLUTION IF ANY SITUATION  
MAY ARISE.

NEWBRIDGE CAPITAL  
SOLUTIONSADDITION /  
REMODEL

2170 ELDRIDGE AVENUE EAST,  
NORTH SAINT PAUL, MN 55109

## DESIGN DEVELOPMENT

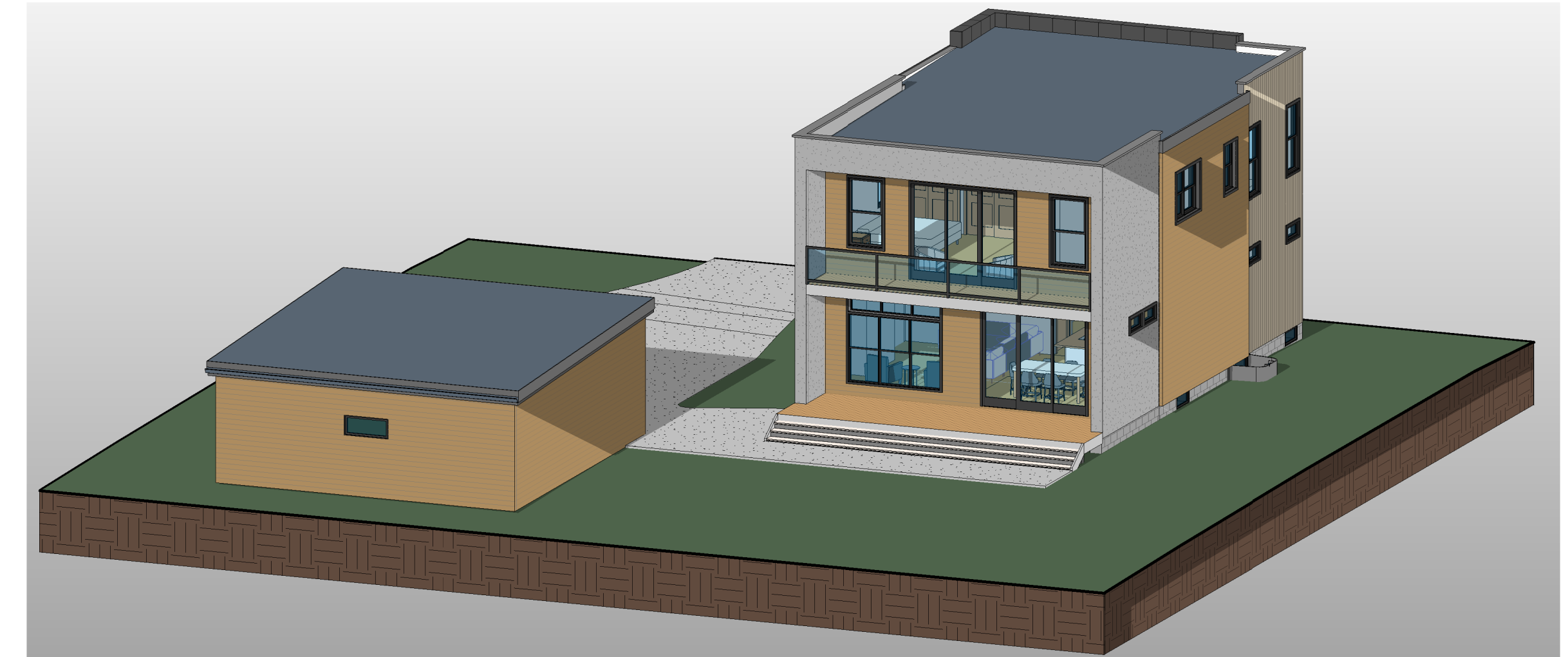
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## DETAILS

|                |            |
|----------------|------------|
| Project number | 21564      |
| Date           | 06-22-2021 |
| Drawn by       | PRS        |
| Checked by     | SS         |

A4-2





MINNEAPOLIS, MN  
tel: 612.470.2789  
email: priyanka@rays-designs.com  
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NEWBRIDGE CAPITAL  
SOLUTIONS

ADDITION /  
REMODEL

2170 ELDRIDGE AVENUE EAST,  
NORTH SAINT PAUL, MN 55109

## DESIGN DEVELOPMENT

[illegible]

### 3D VIEWS

|                |       |
|----------------|-------|
| Project number | 21564 |
|----------------|-------|

|      |            |
|------|------------|
| Date | 06-22-2021 |
|------|------------|

Drawn by PRS

|            |    |
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| Checked by | SS |
|------------|----|

A5-1



# Memorandum



To: Planning Commission  
From: Brandy Howe, City Planner  
Date: February 3, 2022  
Re: City of North Saint Paul – Sign Ordinance Update  
WSB Project No. 017235-444

---

## Background

At the January 2022 meeting, the Planning Commission discussed draft sign ordinance sections to date. Staff revised the ordinance and now provides a complete draft for your review and discussion. Commentary is provided for each ordinance section, below. Those sections that staff would like to focus the February discussion are in bold and summarized at the end of this memo.

1. § 157.001. Introductory Provisions. No change from previous drafts.
2. § 157.002. Definitions. The definitions have been scaled back to reflect the discussion in January to reduce the definitions as much as possible for simplicity and ease of administration.
3. § 157.003. Sign Permits. Per the discussion at the January meeting, this section is focused only on permanent signs—building and freestanding signs. These broad categories include pylon, monument, awning, canopy, marquee, projecting, roof, and wall signs. This section sets the application requirements and includes nullification and revocation provisions.
4. § 157.004. General Sign Regulations. This section includes regulations that are applicable to all signs (permanent and temporary), unless otherwise stated in the ordinance. Such regulations include measurement of sign area and height, setbacks, placement, materials and construction, lighting, and maintenance. This section was modified based on direction from Planning Commission to include lighting standards and maintenance—items that are applicable to all signs (permanent and temporary).
5. **§ 157.005. District Regulations.** This section indicates which sign types are permitted in each zoning district. It also includes standards for the total sign area (sum of area of each sign on the site) per property based on the principal land use of the property. Additionally, the bulk of the downtown overlay district regulations were pulled from the existing ordinance and retained in this draft. Note that the aggregate sign area in C.2. is incomplete. Staff would like to have a policy discussion with the Planning Commission on how to regulate total sign area. For example, the standards in this section could be derived from the existing code requirements, which would create consistency with past permits to new permits issued in the future. Alternative approaches could be determining aggregate sign area based on linear feet of street frontage versus the current approach of building size.
6. § 157.006. Standards for Sign Types. This section specifies sign-specific standards for permanent signs (those that require permits). Standards include limitation on the number of such signs, height limits, and other standards such as design and operational standards, where applicable.
7. § 157.007. Multitenant Buildings. These standards are derived from the existing ordinance and modified slightly for simplicity and consistency with the new draft ordinance.
8. **§ 157.008. Signs in an Approved Planned Unit Development.** The standards included in this section are from the existing ordinance. This approach is not recommended because it gives undue authority to the zoning administrator to approve signs without specific guidance. Staff would like to



discuss with the Plan Commission whether planned unit development sign provisions should be included in the ordinance.

9. **§ 157.009. Temporary Signs.** This section, like 157.006, sets standards for the various types of temporary signs, including number of such signs permitted, duration of time, and location. Note that the area and duration limits for temporary signs are not yet completed. These are up for discussion by the Plan Commission. Also of note, based on our last discussion regarding yard signs, the yard sign type has been removed from this draft and is proposed to be regulated as a “general” temporary sign. Finally, regarding political signs, the proposed maximum aggregate square footage of these is 32 SF. For reference, common sizes of political yard signs are 1.5x2 SF, 2x3 SF, 4x4 SF, 4x8 SF.
10. **§ 157.010. Prohibited Signs.** The prohibited sign list has been scaled back to delete items that are regulated elsewhere in the ordinance (e.g., flashing signs) and add items not previously included (e.g., inflatable signs).
11. **§ 157.011. Exemptions.** This section has been scaled back in tandem with the definitions section. Those items that are exempt are not signs (except for traffic signs).
12. **§ 157.012. Nonconforming Signs.** This section defines nonconforming sign, sets general requirements and limitations on alterations of such signs.
13. **§ 157.013. Abandoned Signs.** Abandoned signs are those inactive for 180+ days and should be removed at the owner’s expense after notification of noncompliance by the city.
14. **§ 157.014. Enforcement.** The sign code is proposed to be enforced in the same manner as the zoning ordinance.

Items for further discussion:

- District regulations regarding total sign area.
- Include provisions for Planned Unit Development signs.
- Area limits for permanent signs.
- Area and duration limits for temporary signs.

## **SIGN ORDINANCE**

WORKING DRAFT (February 3, 2022)

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## **CHAPTER 157. SIGN ORDINANCE.**

### **§ 157.001. Introductory Provisions**

- A). Purpose. 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. Any exterior signage erected, altered, or maintained after the effective date of this ordinance shall conform to the regulations in this Chapter.
- C). Interpretation. Any sign type determined by staff not identified by this code may be considered for approval by the Plan Commission at a regular meeting.

### **§ 157.002. Definitions**

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

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.

**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 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.

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

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

**FEATHER SIGN.** A temporary sign made of lightweight materials that is prone to move in the wind, and that contains a harpoon-style pole or staff that is driven into the ground or supported by means of an individual stand.

**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.

**FREESTANDING.** A permanent sign on a frame, pole, or other, support structure not attached to any building. This sign type includes pylon, post and arm, and monument signs.

**INFLATABLE SIGN.** (Prohibited) Portable or fixed mannequins, characters, dummies, or other shapes that are inflated by any method that may or may not contain or include logos, text or any other insignia designed to attract attention.

**INTERNAL WAYFINDING.** A sign used to aid customers in circulation within parking lots of commercial or other nonresidential uses. These signs could come in the form of monument, pylon, post and arm, or wall sign types.

**MARQUEE SIGN.** Any building 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.

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

**OFF-PREMISES SIGN.** (Prohibited) 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-PREMISES 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.

**POLITICAL SIGN.** A temporary sign announcing or supporting political candidates or issues in connection with any national, state or local election.

**POST AND ARM SIGN.** A type of freestanding sign supported by a post and arm.

**PROJECTING SIGN.** A type of building sign extending outward from the face of the building.

**PYLON SIGN.** A type of freestanding sign supported by a post and arm.

**ROOF SIGN.** Any single or double-faced signs mounted upon the roof of a building. This also includes signs painted or displayed directly upon the roof surface.

**ROTATING SIGN.** A sign that revolves, rotates, or mechanically moves.

**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.

**TEMPORARY SIGN.** A sign structure or device that is easily installed and removed and is not intended or suitable for permanent display due the construction, materials, placement, or installation.

**WALL SIGN.** A building 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.

**§ 157.003. Sign Permits**

- A). Applicability. The following sign types shall require a sign permit in all districts:
1. Building. A building sign is attached to or supported by a building whether it is the wall, window, or roof of the building. This sign type includes awning, canopy, marquee, projecting, roof, and wall signs.
  2. Freestanding. This sign type includes monument and pylon signs.
- B). Permit Requirements.
1. A site plan and/or building elevations showing the position, height, and dimensions of the sign(s) in relation to all nearby existing or proposed buildings, structures, and property lines.
  2. 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.
  3. Written consent of the property owner of the building or site upon which a sign is to be erected, constructed, or maintained.
  4. Such other information as the zoning administrator requires to show full compliance with this and all other laws and ordinances of the city.
- C). 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.
- D). 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.

**§ 157.004. General Sign Regulations**

- A). Applicability. 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.
- B). Sign Area Measurement.
1. The area within the sign frame shall be used to calculate the square footage.
  2. 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.
  3. Each side of a double-faced sign shall be considered in determining the total display surface area. The face shall be that portion of a sign upon which the message, advertisement or similar display is presented, as distinguished from the structural members.
- C). Sign Height Measurement. The height of a sign shall be measured from the existing grade, or, 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.
- D). Setbacks.
1. 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.
  2. All freestanding signs unless specifically noted otherwise, shall maintain a 10-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.
- E). Placement.
1. 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.
  2. No sign may be located within a vision triangle as depicted in Chapter 154, Figure 23.
  3. Signs and their supporting structures shall maintain clearance and not interfere with any surface and underground utility or communications lines or equipment.
  4. No sign shall be mounted on chimneys, rooftop equipment, towers, flagpoles, cooling towers,



elevator penthouses, commercial antennas, communication towers, belfries, church spires and cupolas.

5. No sign shall be pasted or attached to utility poles, trees, fences, or other signs.

F). Materials and Construction.

1. All signs shall be constructed of durable materials using noncorrosive fastenings.
2. All signs shall be constructed in such a manner and of such material to be considered safe and substantial.
3. 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.
4. 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.
5. Signs and their supporting structures shall maintain clearance and noninterference with all surface and underground utility and communication lines or equipment.
6. 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.

G). Lighting

1. General Illumination Standards.
  - a. Backlit. A light source contained within the sign element or sign cabinet that illuminates by shining through a translucent surface or sign face, except where only the letters, numbers or logos of the sign copy are illuminated.
  - b. External. A light source outside the sign element or sign cabinet that illuminates by directing light onto the sign surface, such as by floodlight or spotlight.
  - c. Internal. A light source contained within the sign cabinet that illuminates by directing light onto the sign surface, or that illuminates only the letters, numbers or logos of the sign copy, and which is not backlit.
2. Lighted signs shall be no closer than 20 feet from the nearest residential property and shall be illuminated only by white or amber light.

H). Maintenance

1. 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.
2. 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.
3. 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.
4. Any sign which becomes structurally unsafe or endangers the safety of 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**

A). Applicability. The following district regulations and sign standards are applicable to permanent sign types requiring a sign permit. Temporary signs are regulated under Section 157.009 and do not contribute to the maximum aggregate sign area of this subsection.

B). Residential District (R-1, R-2, R-3) Regulations

1. Acceptable Sign Types. See standards for sign types in Section 157.006.

| Signs for Residential Uses |          |     |     |
|----------------------------|----------|-----|-----|
|                            | District |     |     |
| Sign Type                  | R-1      | R-2 | R-3 |
| Awning                     | NP       | NP  | NP  |
| Billboard                  | NP       | NP  | NP  |
| Canopy                     | NP       | NP  | NP  |
| Electronic Message Center  | NP       | NP  | NP  |
| Freestanding               | P        | P   | P   |
| Internal Wayfinding        | P        | P   | P   |
| Marquee                    | NP       | NP  | NP  |
| Projecting                 | NP       | NP  | NP  |
| Roof                       | NP       | NP  | NP  |
| Wall                       | NP       | NP  | NP  |
| Temporary                  | P        | P   | P   |

| Signs for Non-Residential Uses |          |     |     |
|--------------------------------|----------|-----|-----|
|                                | District |     |     |
| Sign Type                      | R-1      | R-2 | R-3 |
| Awning                         | P        | P   | P   |
| Billboard                      | NP       | NP  | NP  |
| Canopy                         | NP       | NP  | NP  |
| Electronic Message Center      | P        | P   | P   |
| Freestanding                   | P        | P   | P   |
| Internal Wayfinding            | P        | P   | P   |
| Marquee                        | NP       | NP  | NP  |
| Projecting                     | NP       | NP  | NP  |
| Roof                           | NP       | NP  | NP  |
| Wall                           | P        | P   | P   |
| Temporary                      | P        | P   | P   |

2. Sign Dimensional Standards.

| District | Use             | Maximum Total Aggregate Sign Area |
|----------|-----------------|-----------------------------------|
| R-1      | Residential     | 2 SF                              |
|          | Non-residential | 60 SF                             |
| R-2      | Residential     | 2 SF                              |
|          | Non-residential | 60 SF                             |
| R-3      | Residential     | 24 SF                             |
|          | Non-residential | 60 SF                             |

C). Mixed-Use District (MU-1, MU-2, MU-3) Regulations

1. Acceptable Sign Types. See standards for sign types in Section 157.006.

| Signs for Residential Uses |          |      |      |
|----------------------------|----------|------|------|
|                            | District |      |      |
| Sign Type                  | MU-1     | MU-2 | MU-3 |
| Awning                     | NP       | NP   | NP   |
| Billboard                  | NP       | NP   | NP   |
| Canopy                     | NP       | NP   | NP   |
| Electronic Message Center  | NP       | NP   | NP   |
| Freestanding               | P        | P    | P    |
| Internal Wayfinding        | P        | P    | P    |
| Marquee                    | NP       | NP   | NP   |
| Projecting                 | NP       | NP   | NP   |
| Roof                       | NP       | NP   | NP   |
| Wall                       | NP       | NP   | NP   |
| Temporary                  | P        | P    | P    |

| Signs for Non-Residential Uses*                    |          |      |      |
|----------------------------------------------------|----------|------|------|
|                                                    | District |      |      |
| Sign Type                                          | MU-1     | MU-2 | MU-3 |
| Awning                                             | P        | P    | P    |
| Billboard                                          | NP       | NP   | P    |
| Canopy                                             | P        | P    | P    |
| Electronic Message Center                          | P        | P    | P    |
| Freestanding                                       | P        | P    | P    |
| Internal Wayfinding                                | P        | P    | P    |
| Marquee                                            | P        | P    | P    |
| Projecting                                         | P        | NP   | NP   |
| Roof                                               | P        | P    | P    |
| Wall                                               | P        | P    | P    |
| Temporary                                          | P        | P    | P    |
| *Including Live/Work units as defined in §154.003. |          |      |      |

## 2. Sign Dimensional Standards.

| District | Use             | Maximum Total Aggregate Sign Area |
|----------|-----------------|-----------------------------------|
| MU-1     | Residential     | ##                                |
|          | Non-residential | ##                                |
| MU-2     | Residential     | ##                                |
|          | Non-residential | ##                                |
| MU-3     | Residential     | ##                                |
|          | Non-residential | ##                                |

## D). Downtown Overlay District Regulations

## 1. Purpose.

- Preserve cultural aspects of the historic commercial district.
- Encourage the physical development of the city as intended by the city's Comprehensive Plan and Downtown Design Manual.
- Encourage the harmonious development and appearance of structures and property within



- the district.
- d. Maintain and improve property values of the district and throughout the city.
- 2. Acceptable Sign Types.
  - a. Except for those sign types listed as prohibited in Section 157.010 and subsection 3, below, those signs listed as acceptable in Section 157.005 are permitted.
- 3. Prohibited Sign Types.
  - a. All sign types listed in Section 157.010.
  - b. Signs with flashing lights or bare bulb lights.
  - c. Fiberglass or plastic signs, except A-frame/sandwich board signs.
- 4. Placement. Signs shall not cover architectural detail on the building, windows, or cornices.

#### **§ 157.006. Standards for Sign Types**

##### **A). Awning Sign.**

- 1. Limit.
  - a. Signs shall not exceed 75 percent of individual awning area or awning width.
  - b. Height. The awning structure shall have a minimum 8-foot vertical clearance above sidewalk or pathway.

##### **B). Canopy Sign.**

- 1. Limit.
  - a. Signs shall not exceed 75 percent of individual canopy area or canopy width.
  - b. May be placed on the front, above, or suspended below the canopy.
- 2. Height.
  - a. The canopy structure shall have a minimum 8-foot vertical clearance above sidewalk or pathway.

##### **C). Electronic Message Centers (EMC)**

- 1. General.
  - a. EMCs shall only be permitted on freestanding signs.
  - b. EMCs are permitted in all non-residential and mixed-use districts. In residential districts, EMCs are permitted for civic and institutional uses only.
  - c. Non-conforming signs shall not be eligible for conversion to an electronic message center.
- 2. Limit.
  - a. One electronic message center sign per street frontage.
- 3. Height.
  - a. EMCs shall adhere to the height standards for freestanding signs.
- 4. Display.
  - a. EMCs shall maintain an 8 second minimum dwell time for any images.
  - b. Any change from one static display to another must be instantaneous and shall not include any distracting effects, such as dissolving, spinning, or fading. Animation, motion, or video displays are prohibited.
  - c. The images and messages displayed must be complete in themselves without continuation in content to the next image or message or to any other sign.
  - d. No EMC shall have a brightness level that exceeds 0.3 foot-candles above ambient light.
  - e. EMCs may use multiple colors within the display, but the use of color shall not create distraction or a hazard to the public health, safety, or welfare.
- 5. Operation.
  - a. All EMCs shall be equipped with a means to immediately discontinue the display if it malfunctions.
  - b. The owner of an EMC must immediately cease operation of their sign when notified by the city that it fails to comply with the standards of this chapter.

D). Freestanding (includes monument, and pylon sign types).

1. Limit. One freestanding sign per street frontage.
2. Height.
  - a. Post and arm signs shall not exceed 5 feet above existing grade.
  - b. Monument signs shall not exceed 8 feet above existing grade.
  - c. Pylon signs shall not exceed 25 feet above existing grade.
  - d. Electronic message center signs shall not exceed 8 feet above existing grade.

E). Internal Wayfinding Sign.

1. Limit. Appropriate number of signs to provide directional assistance given size of site and circulation pattern as determined by the zoning administrator.
2. Height. 8 feet.
3. Sign Type. Internal wayfinding signs may come in the form of monument, pylon, or post and arm sign types.
4. Design. Signs shall be designed in a uniform manner (within individual subdivision or center) using consistent background color and typeface colors.

F). Marquee.

1. Limit.
  - a. Signs shall not exceed 75 percent of the size of the marquee.
  - b. May be placed on the front, above, or below the canopy.
2. Height. Marquee structure shall have a minimum 8' vertical clearance above sidewalk or pathway.

G). Projecting.

1. Limit. One projecting sign per façade that is visible from a street, alley, or customer parking lot.
2. Projection.
  - a. Horizontally oriented signs shall not project more than 8 feet outward from the face of the building.
  - b. Square or vertically oriented signs shall not project more than 3 feet outward from the face of the building.
  - c. Shall not be located directly over windows or in conflict with other signs or architectural features of the building.
  - d. Signs may project into public right-of-way for storefront buildings but shall not extend over the curb into the travel lane.
3. Height.
  - a. Minimum 8' vertical clearance above sidewalk or pathway, and minimum 14' minimum vertical clearance when within 5 feet of a roadway.
  - b. Sign shall not extend above the building parapet, soffit, the eave line or the roof of the building.

H). Roof.

1. Limit. One roof sign per building.
2. Height. Roof signs shall not exceed 5 feet above the ridge line or parapet.

I). Wall.

1. Limit. One sign per tenant per façade visible from an adjacent street, alley, or customer parking lot.
2. Distance from Wall. Wall signs shall not stand more than 6 inches away from the wall.

#### **§ 157.007. Multitenant Buildings**

- A). The property owner shall be responsible for allocating the allowable sign area among the tenants of multi-tenant buildings. If the owner does not allocate the sign area, the city may do so based on the relative floor area or tenant frontage.
- B). The total surface area of all individual signs on the buildings shall not exceed the maximum square footage requirements per Section ###.
- C). One freestanding or monument sign may be permitted per street right-of-way for a multitenant site, provided it meets the maximum surface area requirements of ### and height requirement of Section ##.
- D). Master Sign Plan. A master sign plan is required to control total sign area and sign placement to help eliminate incongruities as tenants/occupants change.
  - 1. No permit shall be issued for an individual sign per Section ### without a submittal of a master sign plan as part of the permit application.
  - 2. A master signage plan containing the following information:
    - a. A scaled site plan showing location of buildings, parking lots, driveways and landscaped areas and an accurate indication on the site plan of the proposed location of present and future signs of any type, whether requiring a permit or not.
    - b. Scaled color drawings clearly showing the location of the sign on the site or building elevation.
    - c. Dimensions of each sign per the plan including a summary table with said dimensions.
    - d. The plan shall be signed by all owners or their authorized agents in such form as required by the city or as a part of applicable and active restrictive covenants.
    - e. A master sign plan may be amended by filing administratively a new master sign plan that conforms to all requirements of this chapter.
    - f. After approval of a master signage plan, no sign shall be erected, placed, painted or maintained, except in conformance with approved master signage plan and such plan may be enforced in the same way as provisions of this chapter.

#### **§ 157.008. Signs in Approved Planned Unit Development**

- A). Applicability. A sign plan with differing requirements may be approved by the zoning administrator. Factors which will be used in determining if an individual Planned Unit Development sign plan will be considered include the following:
  - 1. The development includes a structure three stories or greater.
  - 2. The development includes multiple structures and/or substantial site area.
  - 3. The development includes mixed uses.
  - 4. A sign plan is uniquely adapted to address the visibility needs of a development while remaining consistent with the intent of this section to direct high quality signage.
  - 5. The sign plan includes permanent sign covenants which can be enforced by the city.

#### **§ 157.009. Temporary Signs**

- A). Applicability. Temporary signs are not intended for permanent installation. Temporary signs come in a variety of types, each of which are regulated by below. Where not specifically defined, temporary signs shall be regulated per Subsection B.
- B). General Regulations.
  - 1. Location.
    - a. No temporary sign may be placed in the right-of-way. Exception: banners and bus bench and shelter signs, refer to subsections C.2. and C.3., below.
    - b. If attached to a building, sign shall be flat and shall not project above the roof line.
    - c. If ground mounted, the top of the sign shall not extend more than 6 feet above ground level.
    - d. If ground mounted, the sign shall be set back no less than ten feet from the property line.



2. Limit. No more than ### temporary signs may be placed on a site at any one time.
3. Duration. If not specified by type of temporary sign in subsection C, below, the maximum duration for which a temporary sign may be on display shall be ##.
4. Area. The maximum aggregate area of temporary signs shall not exceed ## square feet.
5. Maintenance. All temporary signs must be maintained and shall be removed if material shows signs of wear such as fraying, fading, chipping or other physical damage.

C). Specific Regulations by Type of Temporary Sign.

1. A-frame (sandwich board).
  - a. Location. Signs must leave a minimum of 6 feet of clear walkway on the sidewalk.
  - b. Limit. One sign allowed per business, ten square feet per side, four feet in height.
  - c. Duration. No limit, other than such signs shall not be left on the sidewalk overnight.
2. Banner Sign.
  - a. Location. Banner signs may extend across a public street only by permission of the governing body and shall be subject to all related laws and ordinances.
  - b. Limit. One sign per property.
  - c. Duration. Banners may be displayed 21 days prior to and three days after an event.
  - d. Mounting. Signs may be supported by posts or stakes which are attached to the ground or securely attached to the face of a building.
3. Bus Bench or Shelter Sign.
  - a. Location. Signs may be installed on bus benches and/or shelters within city right-of-way, pursuant to a franchise authorized by the City Council.
  - b. Limit. One sign per bus bench or shelter.
  - c. Duration. No limit on the duration of the sign.
4. Feather Sign.
  - a. Location. Sign shall be set back no less than 10 feet from the property line.
  - b. Limit. Two per site, provided there is at least 100 feet of separation between the signs.
  - c. Duration. 90 days per individual sign per calendar year.
5. Flag Sign.
  - a. Location. Sign shall be set back no less than 10 feet from the property line.
  - b. Limit. The maximum aggregate area of all flag signs shall not exceed 32 square feet. Nothing in this section shall in any way prohibit or limit the display of national, state, county or city flags.
  - c. Duration. No limit on the duration of the sign.
6. Neon Light Sign.
  - a. Location. No limit on the location of the sign except as otherwise specified in this Code.
  - b. Limit. Neon signs shall not occupy more than 20 percent of the window area or building wall area.
  - c. Duration. No limit on the duration of the sign.
7. Political Sign.
  - a. Location. Sign shall be set back no less than 10 feet from the property line.
  - b. Limit. No limit to the number of signs per parcel; however, the maximum aggregate area of all such signs shall not exceed 32 square feet.
  - c. Duration. 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 10 days following the state general election. The same time limitations shall apply to local elections.
8. Window Signs.
  - a. Location. No limit on the location of the sign except as otherwise specified in this Code.
  - b. Limit. Window signs must not consume more than 25 percent of the window area.
  - c. Duration. No limit on the duration of the sign.

**§ 157.010. Prohibited Signs**

A. Prohibited Sign Types.

1. Billboards.
2. Inflatable signs.
3. Off-premises signs.
4. Rotating signs.
5. Signs on or attached to mobile equipment where the sign is a principal use of the equipment on either a temporary or permanent basis.
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.

B. Prohibited signs are subject to removal by the city at the owner's expense.

**§ 157.011. Exemptions**

A. The following are not regulated by this ordinance.

1. Building addresses.
2. Flags.
3. Historic plaques.
4. Murals.
5. Seasonal decorations.
6. Sculptures.
7. Traffic signs.

**§ 157.012. Nonconforming Signs**

- A. A nonconforming sign is any sign that was legally established and maintained in compliance with the provisions of all applicable laws in effect at the time of original installation but that does not now comply with the provisions of this chapter. It is the intent of this chapter to recognize that the eventual elimination of signs that do not comply with the provisions of this chapter is as important as the prohibition of new signs that would violate these standards.
- B. General Requirements. A nonconforming sign may not be:
1. Changed to another nonconforming sign.
  2. Structurally altered to extend its useful life.
  3. Expanded.
  4. Reestablished after a business discontinued for 60 days.
  5. Reestablished after damage or destruction of more than 50 percent of its value, as determined by the building official.
- C. Abatement. After the expiration of the time applicable to a particular type of sign, as provided in subsection C below, signs not conforming to the provisions of this chapter shall be brought into compliance.
- D. Amortization. After the date of enactment of this chapter, the following signs located within any zoning district shall be brought into compliance with the provisions applicable to the zoning district within the following time periods:
- E. Maintenance and Repair. Non-conforming signs and sign structures may be maintained and repaired.

**§ 157.013. Abandoned Signs**

An abandoned sign is a sign that has been inactive for a period of at least 180 days. An abandoned sign shall be removed by the owner or lessee of the premises upon which the sign is located when the business that it advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the director shall give the owner thirty (30) days written notice to remove it. Upon failure to comply with the notice, the director may have the sign removed at the owner's expense.

**§ 157.014. Enforcement**

The provisions of this chapter shall be enforced and administered in accordance with the provisions of the Zoning Code.



|          |                                                                          |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
|----------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade    | Commercial                                                               | Always recommended in a Commercial setting                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                          |
|          | Residential                                                              |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
| Material | Wrought Iron and Cast Iron                                               | <b>Pros.</b> Solid construction and classic styling. Very long-lasting. Powder-coated pieces are rustproof, although you will need to touch up any scratches.                                                                                                                                                                                            | <b>Cons.</b> Heavy. Will need periodical rust prevention and possible touch-up paint to stave off rust. May need cushions for added comfort.                                                                                                                                             |
|          | Wood/Teak                                                                | <b>Pros.</b> Sturdy, long-lasting and readily available. It doesn't absorb heat like many other outdoor options. It adapts to any design style. Many options are resistant to mold, decay and rot and repel water and insects. Teak is a good choice for seaside locations.                                                                              | <b>Cons.</b> Good-quality pieces can be expensive. It requires some yearly upkeep, especially if you don't want the pieces to weather. May succumb to rot and decay earlier than expected if placed on soft ground or grass without protection. Can splinter and crack in harsh weather. |
|          | Aluminum                                                                 | <b>Pros.</b> Inexpensive, lightweight, naturally rustproof and highly durable, especially when coated with a finish. Pieces are available in a wide range of styles and finishes. Cast aluminum is very durable. A good choice for seaside locations if wind isn't a problem.                                                                            | <b>Cons.</b> Hollow aluminum is not a good choice for windy areas. It can retain heat from the sun. You also may need to add cushions for comfort.                                                                                                                                       |
|          | Modern Man-Made Materials - Plastics, polyethylene, resin and fiberglass | <b>Pros.</b> Extremely low-cost options make it easy to "furnish" your patio or garden without spending much. Materials are extremely durable and style options seem endless. Synthetic replicas of natural materials may be almost indistinguishable from the real product and hold up better to wear and tear. High-end options may be individualized. | <b>Cons.</b> Plastic resin and PVC aren't as long-lasting. The lower-end products can be flimsy and colors can fade.                                                                                                                                                                     |
|          | Wicker/Rattan                                                            | <b>Pros.</b> Inexpensive, lightweight and easy to care for. Style options range from traditional to contemporary. Natural materials can also be painted. Wicker look-alikes made from resin are a good choice for seaside locations.                                                                                                                     | <b>Cons.</b> The natural materials will deteriorate with exposure to weather. Strong winds may topple or move lighter pieces.                                                                                                                                                            |
| Style    | Antique                                                                  | Per the 2018 Downtown Revitalization Plan Visual Preference Survey – Site Amenities, "Antique" style was the #1 choice.                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                          |
|          | Transitional<br>Modern                                                   |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
| Color    | Black                                                                    |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
|          | Brown                                                                    |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
|          | Green                                                                    |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
|          | White                                                                    |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
|          | Silver                                                                   |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |
|          | N/A                                                                      |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                          |

|                |                               |
|----------------|-------------------------------|
| Structure Type | Pre-Fabricated                |
|                | Custom Build Parklet          |
| Products       | Benches                       |
|                | Tree Planters                 |
|                | Bins/Bollards/Bicycle Parking |
|                | Shades/Pillars/Parklets       |

(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.

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.





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**

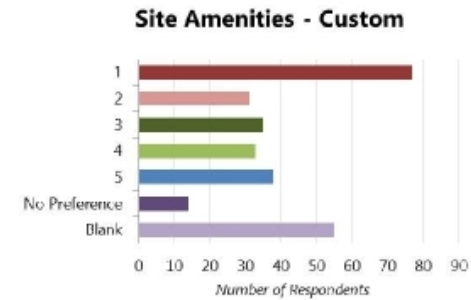
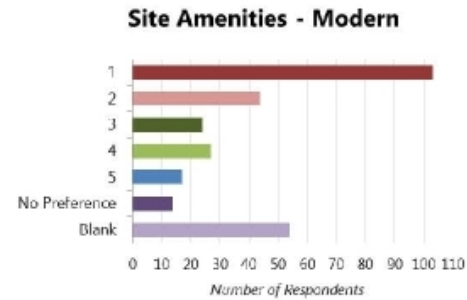
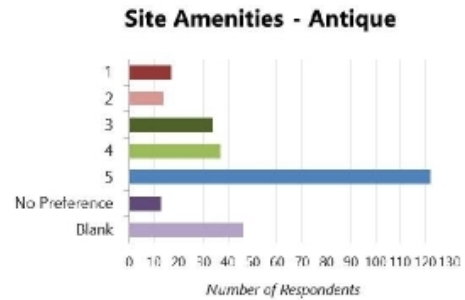


Modern  
**1.61**



Custom  
**2.00**

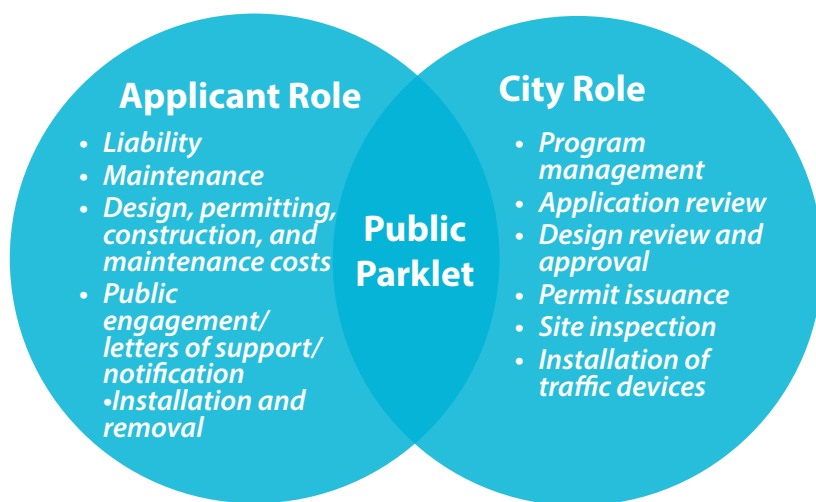
*Please indicate your preference (1 being least preferred and 5 being most preferred) or no preference*







# 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](mailto:kelsey.fogt@minneapolismn.gov).

## Typical Application Timeline





City of Minneapolis

# STREET CAFE PILOT PROGRAM SUPPLEMENT

2016-2018



**Minneapolis**  
City of Lakes

Streatery in Seattle



### **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.





# CONTENTS



**WHAT IS A STREET CAFE?  
WHICH IS RIGHT FOR ME?  
ROLES AND RESPONSIBILITIES  
FEES**



**APPLICATION PROCESS  
PRE-FABRICATED STRUCTURE  
CUSTOM BUILT STRUCTURE**



**CONFIGURATIONS  
SITING  
EXTENDED STREET CAFES  
SITE PLAN**



**OPERATIONS  
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](mailto: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](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](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](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](http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_281675.pdf)

Contact: [SACprogram@metc.state.mn.us](mailto: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.

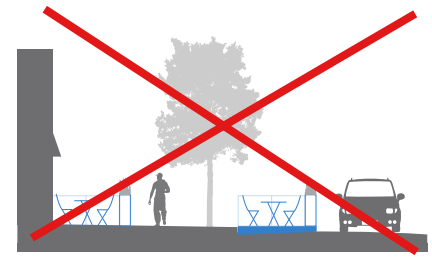


# DESIGN

## 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

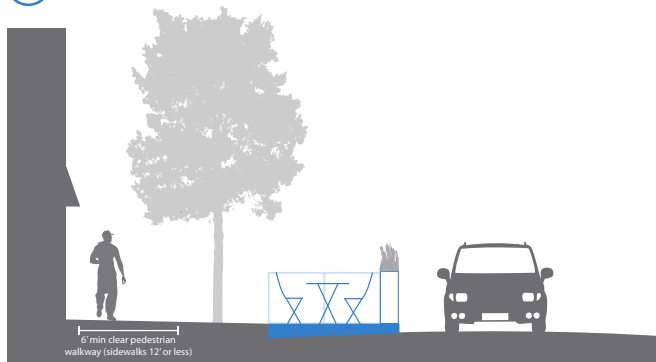
Sidewalk Cafe: Adjacent to building



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

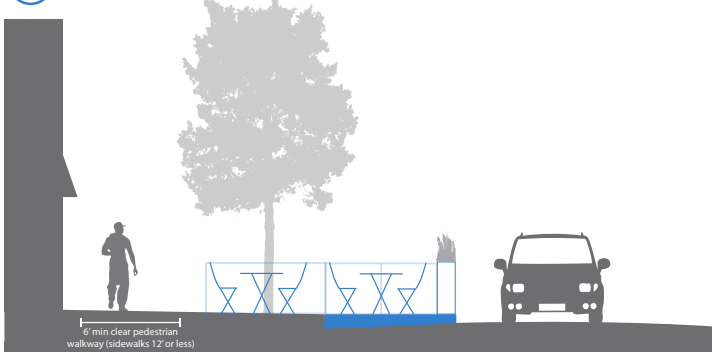
Street Cafe: In 1-2 parking spaces



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 5<sup>th</sup> Street – Room 1  
 Minneapolis, MN 55415-1391  
 Phone: 612-673-2080  
 Fax: 612-673-3399 TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DEFINITION:</b> 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 <a href="#">Expansion of Premises</a> application. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Staff Initials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Application Checklist</b><br>Submit items below to: <a href="#">Minneapolis Development Review</a> , 250 South 4 <sup>th</sup> Street<br>Room 300 Public Service Center, Minneapolis, MN 55415 - <a href="#">Free Parking</a>                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>1. License Application</b> (Form #1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>2. Zoning Addendum</b> (Form #2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>3. Certificate of Liability Insurance</b> (Sample form #3)<br>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:<br><input type="checkbox"/> \$50,000 per occurrence and \$300,000 aggregate for personal injury or death.<br><input type="checkbox"/> \$10,000 per occurrence for property damage.<br><input type="checkbox"/> The City of Minneapolis shall be named as an additional insured. |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>4. Attach an 8 ½" x 11" scaled sidewalk café plan</b> 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.                                                                                                                                                                                                                                        |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>5. SAC Determination Letter</b> – attach copy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>6. Notification of the type of license; address of premises; applicant's name, address and telephone number; and Business Plan.</b> Attach copies of letters or emails that have been sent to: <input type="checkbox"/> <a href="#">City Council Member</a><br><input type="checkbox"/> <a href="#">Neighborhood Organization(s)</a> and <input type="checkbox"/> <a href="#">Business Association(s)</a> . See <a href="#">sample letter</a> .                                                                                                                                                   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>7. Fee:</b> _____ <b>New License Surcharge:</b> _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>This Section To Be Completed by Minneapolis Development Review Coordinator</b><br>DC: _____ MDR Log #: _____<br><input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Mechanical Permit <input type="checkbox"/> Building Permit <input type="checkbox"/> SAC <input type="checkbox"/> Sidewalk Inspection <input type="checkbox"/> PDR Review <input type="checkbox"/> _____<br>SAC Determination Letter Required: <input type="checkbox"/> Yes <input type="checkbox"/> 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 5<sup>th</sup> Street – Room 1

Minneapolis, MN 55415-1391

Phone: 612-673-2080

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

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

### 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 4<sup>th</sup> 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

Agenda Information Memorandum  
North St. Paul Planning Commission  
February 3, 2022

**Agenda placement:** Staff Reports

**Subject:** Meeting Agenda Items - Timeline

**To:** North Saint Paul Planning Commission

**Background/Facts:**

Planning Chair requested a timeframe for required agenda items and documents to be included in the packet.

Regular meeting agendas must be posted two full days in advance (meaning at the end of the day on the third advanced day). Staff needs at least one full day to assemble the packet, so we require the info four days in advance but ask for at least one full day for more complex items.

**Recommendation:** No recommendation as this is for informational purposes

Respectfully submitted,

Lisa Ritchie - Staff