

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, April 7, 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 Co-Chair
John Monge, Commission Co-Chair
Patrick Blees, Commissioner (excused absence)
Eric Brenna, Commissioner
Rick Gelbmann, Commissioner
Andrew Wise, Commissioner
Lisa Wong, Commission 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, and Commissioner Blees absent (5-0). Motion carried to adopt the April 7, 2022 agenda.

IV. APPROVAL OF MINUTES

A. Approval of March 3, 2022 Meeting Minutes

Commissioner Wise requested the following correction on page 4 of the pdf packet, sentence should read “short-term rentals” not short-term parking.

Commissioner Brenna questioned page 8 of 70 who spoke discussing the “various political signs.” He did not think it was him.

Motion to approve minutes by Commissioner Monge, and seconded by Commissioner Wise, with all present voting aye, and Commissioner Blees absent (5-0). Motion carried to approve the March 3, 2022 regular meeting minutes as corrected.

V. MEETING OPEN TO THE PUBLIC

There were no comments.

VI. PUBLIC HEARINGS

There were no public hearings.

VII. COMMISSION, BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Sign Ordinance Update

City Planner Brandy Howe updated the Planning Commission on the Sign Ordinance according to the requested changes from the previous Planning Commission meeting. The Planning Commission discussed several changes throughout the presentation.

Co-Chair Barton suggested providing the Business Association, EDA, City staff and code enforcement a simplified version of the sign ordinance to receive feedback. Howe noted she will provide this overview.

B. 2022 PC Work Plan

Howe noted the WSB met with Stark and added a few more items. Co-Chair Barton suggested zoning maps and subdivisions be at the top of the priority list.

Howe opted for using an outside agency to review the design guidelines. Commissioner Gelbmann suggested a general vision rather than a detailed plan so it can be altered when and if needed. Ms. Howe mentioned when the new Community Director is hired, there may be some changes making it easier to alter if necessary. The Planning Commission also discussed moving some bullet points around to increase priority.

Planning Secretary Lisa Ritchie will discuss with city manager in order to be consistent with past language. Ritchie will send the templates over when they are complete.

C. Wayfinding Plan for Reference

Commissioner Wise suggested moving the Wayfinding plan up on the priority list. Howe inquired about specific goals of the Planning Commission.

D. Joint Meeting Agenda Topics

Co-Chair Barton noted the date had to be moved and has not been solidified yet. Commissioners Wise and Gelbmann suggested providing the Planning Commission's priority list at this joint meeting.

Ritchie stated the intent for the meeting is for both groups to discuss their goals for the year. Co-Chair Barton stated to email Richie with any questions. Howe wondered about a presentation on the sign ordinance at this meeting. The Planning Commission agreed this was a good idea.

E. Downtown Furniture

Ritchie stated she had not completed any more research. Commission Member Gelbmann mentioned suggesting ideas to City Council. Council Liaison Wong stated City Council is looking for details on the materials and further direction on the furniture. Ritchie will put together basic specifications. Commission Member Brenna suggested putting together a comparison document and a list of materials. Ritchie stated she will include photos and specify heavy duty plastic, weather resistant and maintenance free as a top priority

VIII. REPORTS FROM STAFF

A. Status of Wayfinding Plan Implementation

Howe discussed this item earlier in the agenda.

Howe stated they are very close to a full draft of the redevelopment master plan which looks to be wrapped up June or July, and suggested an open house during a City Council workshop meeting.

Ritchie stated the EDA is working on creating green space from a vacant lot.

X. REPORTS FROM COUNCIL LIAISON

Council Liaison Wong stated Arts and Culture Commission is working on a mural. She also noted the City Council will hire a Community Development Director to decrease some of the workload and give the City more direction. Clean up will be on April 30th from 800-1100 a.m. and garage sales will be May 5-7.

XI. REPORTS FROM COMMISSIONERS

Co-Chair Barton reviewed the meeting on March 24th with City Council, EDA, and City staff. Commission Member Monge questioned if Planning Commission could get city email accounts. Ritchie suggested creating a different email account and using it only for Planning Commission communication.

XII. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Monge, and seconded by Commissioner Brenna, with all present voting aye, Commissioner Blees absent, (5-0). Motion carried to adjourn the meeting at 8:46 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, May 5, 2022

Members, please notify any planned absences to: Lisa Ritchie
Planning Commission Secretary
651-747-2400
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