



City of North St. Paul
Joint EDA & Planning Commission Meeting
Regular Meeting Agenda

July 21, 2022
5:00 PM

The joint EDA and Planning Commission Meeting will be conducted on July 21, 2022 at 5:00 PM. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The joint EDA and 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 **July 21, 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.

The joint EDA and 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

Economic Development Authority

Rober Dew, Chair

Kevin Fuller, Vice Chair

Donald Jensen, Treasurer

Tom Schifsky

Archie Vickerman

Brett Garry, North St. Paul Business Association

Brian Frandle, Executive Director

Tim Cole, Council Liaison

Terry Furlong, Mayor

Planning Commission

John Monge, Co-Chair

Elaine Barton, Co-Chair

Patrick Bles

Erik Brenna

Rick Gelbmann

Andrew Wise
Cameron Muhic
Lisa Wong, Council Liaison

Staff

Morgan Dawley, City Engineer
Brandy Howe, City Planner
Lisa Ritchie, Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

- A. Approval of the May 10, 2022 Meeting Minutes

V. Commission Business, Action Items & Recommendations

- A. Planning Commission: Sign Ordinance Update
- B. Planning Commission: Finalize Priority Projects
- C. EDA: Finalize Redevelopment Master Plan
- D. 2395 Margaret Street - Potential Redevelopment
- E. 2579 7th Street Parklet

VI. Reports from Staff

VII. Adjournment

The next regularly scheduled Planning Commission meeting is October 20, 2022

CITY OF NORTH ST. PAUL
PLANNING COMMISSION AND
ECONOMIC DEVELOPMENT AUTHORITY
JOINT MEETING MINUTES
TUESDAY, MAY 10, 2022
5:00 P.M.

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

I. CALL TO ORDER

Mayor Furlong called the joint meeting to order at 5:00 p.m. The meeting was conducted in person and via Zoom.

II. ROLL CALL

PLANNING COMMISSION

Elaine Barton, Commission Chair	
Patrick Blee, Commissioner	
Erik Brenna, Commissioner	ABSENT
Rick Gelbmann, Commissioner	
John Monge, Commission Vice Chair	
Lisa Wong, Commission City Council Liaison	ZOOM
Andrew Wise, Commissioner	
Cameron Muchic, Commissioner	

ECONOMIC DEVELOPMENT AUTHORITY

Robert Dew, Chair	ABSENT
Kevin Fuller, Vice Chair	ABSENT
Don Jensen	
Tom Schifsky	ABSENT
Archie Vickerman	ABSENT
Terry Furlong, Mayor/Council Representative	
Tim Cole, Council Representative	
Brett Garry, Business Association Representative	ABSENT

STAFF

John Stark, City Manager/EDA Executive Director
Brandy Howe, Planning Consultant
Lisa Ritchie, Planning Secretary

III. ADOPT AGENDA

Motion to adopt agenda by Council Member Cole, second by Planning Commission Vice Chair Monge, with all present voting aye. Motion carried to adopt the May 10, 2022 Agenda.

IV. MEETING OPEN TO THE PUBLIC

There were no comments.

V. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Sign Ordinance

City Planner Brandy Howe presented an overview of the Sign Ordinance including language additions and deletions maintenance, advertisements, enforcement, and variances. Chair Barton continued with the presentation.

Mayor Furlong questioned if there was a time constraint on non-permanent signs. Chair Barton stated signs are monitored by maintenance rather than time. Mayor Furlong inquired about billboard signs. Chair Barton explained the state has regulations on billboard signs.

City Manager John Stark stated he and Howe will look into sign variances. Howe also stated the sign ordinance will be given to City Council for review on June 2, 2022 and then schedule a public hearing.

B. Planning Commission Work Plan

Ms. Howe and Planning Secretary Lisa Ritchie discussed the work plan for 2022 and beyond. Ms. Ritchie provided information on the outdoor patio furnishings for downtown, cleaning up the CIP to comply with all state statutes, off street parking requirements, amount of short-term parking requirements, and the wayfinding plan.

City Attorney Mattick cautioned about the need for contiguous outdoor seating.

Ms. Ritchie noted the Downtown Design Guidelines have been briefly discussed but not funding. She also noted the City would want to talk about funding source and how to implement it.

C. Former Lily Building

Mr. Stark provided a brief update on the property. As of March 8, 2022, two development teams made bids. Both bids will turn the building into housing units. Parking would contain podium parking in the back and also a parking unit underground. This building would contain 1,200 feet of commercial space which could be used for small businesses to provide live/work units. On April 6, 2022, the EDA approved a memorandum of understanding and North St. Paul will look into financial assistance. The next step is meeting with leaders to discuss land use issues, planning, and zoning concerns, and financial concerns. Mr. Stark added by the end of 2022, there will be a development agreement and construction will begin next spring. Chair Barton inquired about the workability of the live/work units and if it is possible to have small businesses without the apartment unit connected. Stark stated the 1,200 feet of commercial space has not yet been decided or occupied.

D. 2579 7th Street

EDA member Don Jensen presented this item. It is currently used as parking. He is looking to develop the space into a 14-stall functional parking lot with added green space. Mr. Jensen noted the cost is around \$75,000. Mayor Furlong mentioned he may be able to offset some of the costs.

Chair Barton questioned if this property will become permanent. Mr. Jensen added this could be a long-term use of space.

Commissioner Muchic suggested the use of a service organization to help off-set the cost of the clean-up. Mr. Jensen stated there is more work to be done before it comes in front of City Council.

VI. REPORTS FROM STAFF

Stark stated City Council approved a Community Development Director position for the City, which was posted and closes Friday.

VII. REPORTS FROM COUNCIL LIAISON/COUNCIL MEMBERS

Mayor Furlong stated the group from Trident have received their occupancy certificate with a soft opening date of June 24, 2022. A grand opening will be the later part of June. He also mentioned the Sentinel building is 80% occupied.

Council Member Cole had nothing to add.

Council Liaison Wong had nothing to add.

VIII. REPORTS FROM COMMISSIONERS

Chair Barton questioned how many of the apartments are affordable units and if there is a waiting list. Mayor Furlong stated yes, between 20% and 25% are affordable units.

IX. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Muchic, second by Commissioner Wise, with all present voting aye. Motion carried to adjourn the joint meeting at 6:07 p.m.