

**CITY OF NORTH ST. PAUL
DESIGN AND HISTORICAL REVIEW COMMISSION
Regular Meeting Minutes**

Thursday, March 26, 2015

5:00 PM

City of North St. Paul Castle Room
2400 Margaret Street, North St. Paul, Minnesota

I. CALL TO ORDER

The meeting was called to order at 5:03 p.m.

II. ROLL CALL

Commission members present: Paul Anderson, Patrick Blees, Deb Fairbanks, Joe Stahlmann

Absent: Lou Ann Stevens, Candy Petersen

Staff: City Planner Corrin Wendell and Planning Intern Lucinda Meyers

III. ADOPT AGENDA

The agenda was adopted without objection.

IV. APPROVAL OF MINUTES

A. On motion by Chair Anderson, the January 22, 2015 meeting minutes were adopted by consensus.

V. MEETING OPEN TO THE PUBLIC

None.

VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Draft Ordinance, City Code Chapter 32 Boards and Commissions

VII. REPORTS OF STAFF

A. Zoning Code Update (materials brought to meeting)

B. Review of 2015 Goals – update

C. Basics of Planning and Zoning (PDF PowerPoint presentation)

City Planner Wendell introduced item VI.A, Draft Ordinance, City Code Chapter 32 Boards and Commissions. Beginning with the general language, which applies to all City Boards and Commissions, Wendell highlighted the following additions to the code: the option of including a student member and an ex-officio member to serve on an annual basis, the reciting an oath upon appointment, the rules of the quorum and the definition of a quorum as a simple majority of voting members, the addition of special meetings, requirement for an annual report by the second Council meeting of each year, requirements for attendance, continuing education and for the establishment of Council liaison alternates.

With emphasis to the *Design Review Commission*, Wendell discussed the modifications to the ordinance governing the DHRC, specifically, beginning with the title of the Commission. Wendell proposed the abbreviated, *Design Review Commission*, title. Commission members Stahlman, Blees and Anderson, noted a collective interest in the historical aspect of the commission but agreed that the current title is lengthy, and accepted the proposed title change. Commissioners discussed the Powers and Duties, Generally section and recommended a stronger emphasis be placed on the commissions' historical aspect. Wendell raised the possibility of adding education/outreach to the Duties section. Commission members Stahlman and Blees rejected the addition, stating that while education is one of the Commission's established goals for 2015, it is not necessary to make it a law.

City Planner Wendell introduced item VII.A Zoning Code Update with a handout containing the existing code language pertaining to Architectural Controls and Building Materials, a draft table titled, *Architectural Building Materials*, and a set of images corresponding to the materials listed in the table. The discussion began with Commissioner Blees objecting to the Architectural Control (C)(1) by arguing that in many (but not all) cases having the entrance of a building oriented to the primary abutting public street is desirable. Blees offers the Anchor Block site as a primary example.

Discussion turned to the draft as commissioners became familiar with the building materials listed in the table. Commissioner Blees argued against the inclusion of 'hand-laid stucco,' noting that the difference between hand-laid stucco and EIFS/Synthetic Stucco is insignificant for the purposes of the ordinance. Blees also recommended combining the following materials: class curtain wall system, reflective glass/spandrel, glass (storefront), into one category: Glass. Commission members Stahlman and Blees discussed regulation of the use of smooth face block as a building material, and concluded that the term "Architectural Block" would be used in place of "Smooth-face/ Split Face Block," to encourage quality development.

VIII. REPORTS OF COMMISSION MEMBERS
None.

IX. ADJOURNMENT
The meeting adjourned at 6:19 p.m.