

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

Thursday, January 22, 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 5:04 p.m.

II. ROLL CALL

Commission members present: Paul Anderson, Patrick Blees, Deb Fairbanks, Lou Ann Stevens, Candy Petersen

Absent: Joe Stahlmann

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 Commissioner _____, seconded by Commissioner _____ with all present voting aye, motion carried to approve the November 20, 2014 meeting minutes.

V. MEETING OPEN TO THE PUBLIC

None.

VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

None.

VII. REPORTS OF STAFF

A. 2015 Business: Chair/Vice Chair Appointments, Reappointments and 2014 Report.

Chair Paul Anderson encouraged his fellow Commission members to run for 2015 Chair. Commission member Fairbanks nominated Commission member Anderson for Chair. All members were in favor for reelecting Commission member Anderson without discussion. Paul Anderson was reelected the Chair of the DHRC Commission for 2015. Commission member Stevens nominated Commission member Blees for the position of Vice-Chair. All members voted in favor for Blees as 2015 Vice-Chair without discussion. Patrick Blees was reelected the Co-Chair of the DHRC Commission for 2015.

The Commission discussed the 2014 Year End Report prepared by staff and reflected on the goals they had set for 2014 and whether or not they should continue with those goals for 2015. Commission member Blees commented on Goal 2 - "To work with the City Council, staff and other commissions to clarify the scope of the DHRC's responsibilities, especially compared to those of other commissions." - stating that it had been moderately achieved in 2014 with the help of staff. Blees added that in the past the Commission had experienced some difficulty defining their role and how it relates to that of the Planning Commission. Blees asserted that unlike the Planning Commission whose work focuses on zoning and land use, the DHRC is mainly concerned with the architectural and aesthetic elements of development. Commission member Fairbanks added that although the DHRC is not responsible for making zoning-related recommendations to Council, they are still expected to have a working knowledge of the City's Zoning Code in order to fulfill their role as a Commission. Chair Anderson acknowledged that in the past participation in joint meetings with the Planning Commission has not been productive and therefore does not recommend holding any in 2015.

Blees inquired about the Commission having 'measurable goals' (Goal 1 – "To develop measurable outcomes related to the DHRC role in administering the design standards").

Commission member Stevens inquired about the Commission's beginnings and Anderson informed her the DHRC was created out of a need for the City to monitor the aesthetics of development occurring within the City. Commissioner Fairbanks commented on the third goal –

“To engage North St. Paul residents and business owners in discussions about design standards and to promote the value of design standards” - stating that she did not believe that it had been fulfilled in 2014. City Planner Wendell highlighted the fact that there is a fair amount of education that takes place at City Hall in relation to inquiring residents and business owners. Anderson expressed his belief that the Commission continue working toward this goal; Blees agreed it is an ongoing challenge the Commission should continue to pursue.

City Planner Wendell mentioned two potential goals that could be added for 2015: continuing education for Commission members through engagement with other organizations and granting Home Improvement Awards to deserving residents. Anderson added that the Commission could explore future opportunities to assist local homeowners with restoration projects by informing them of funds that are available to them. The Commission agreed to add all three of the proposed goals to their list of goals for 2015.

The color of the Home Improvement Award stones was mentioned and it was determined that the neutral (grey/white) stone was the superior choice and all of the awards moving forward should be of this color.

B. Updated Content for DHRC Website

Planning Intern Meyers informed the Commission of an effort underway to redesign the City’s Commission webpages and asked Commission members for the feedback on the content planned for the page. The Commission discussed the possibility of having City Email Accounts; Meyers will follow up with the Commission regarding this possibility.

C. Commission Governance- information was not presented during the meeting, due to a delay in Council discussion. Commission members are expecting a discussion on the topic at their next meeting on February 26, 2015.

VIII. REPORTS OF COMMISSION MEMBERS

None.

IX. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Next meeting February 26, 2015