

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

**Thursday, January 28, 2016
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, Joe Stahlmann, Lou Ann Stevens, Candy Petersen

Absent: Patrick Blee, Deb Fairbanks

Staff: City Planner, Corrin Wendell

III. ADOPT AGENDA

The agenda was adopted without objection.

IV. APPROVAL OF MINUTES

A. On motion by Chair Anderson, the November 19, 2015 meeting minutes were adopted by consensus.

V. MEETING OPEN TO THE PUBLIC

None.

VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Elect a Chairperson and Vice-Chairperson of the Design Review Commission

City Planner Wendell introduced item VI.A. and stated that nominations for the 2016 Chair and Vice-Chairperson will be accepted by Commission members. These positions will be active effective at the February 25, 2016 meeting.

On motion by Commissioner Stevens, seconded by Chair Anderson, with all present voting aye (3-0), motion carried to nominate and elect Joe Stahlmann as Chairperson of the Design Review Commission.

On motion by Commissioner Stahlmann, seconded by Commissioner Stevens, with all present voting aye (3-0), motion carried to nominate and re-elect Patrick Bles as Vice-Chairperson of the Design Review Commission.

B. Downtown Design Manual – Discussion

City Planner Wendell introduced item VI.B. Downtown Design Manual – Discussion. Wendell presented items related to the Downtown Design Manual update including example documents from Wisconsin and Colorado, the update review process, planning and urban design standards from the APA publication, the North St. Paul Design Manual boundary, proposed draft text of the North St. Paul History section, and follow-up notes from the October 22, 2015 meeting.

The Commission was in agreement with the proposed draft text for the History section of the design manual and further discussed the boundary for the design manual. The map would be modified to include areas bounded by the MU-1 Zoning District, but only properties that about 7th Avenue and Margaret Street, and will not include the residential properties or MU-2 property along 7th Avenue. It was seen that this new boundary would be more inclusive of what the City considers the “downtown” and include more businesses.

VII. REPORTS OF STAFF

A. Home Improvement Award Ceremony wrap-up

City Planner Wendell introduced item VII.A. Home Improvement Award and stated that the award process was very successful this year with the City Council presentation and giving of awards. It was also very fortunate to have a sponsor this year in which Anderson Cabinet supported and contributed to the award. Joe Stahlmann gave a great introduction and presentation of the award to the recipients.

B. Year End Review wrap-up

City Planner Wendell introduced item VII.B. Year End Review wrap-up and stated that Joe Stahlmann gave a great presentation to the City Council reflecting the goals and objectives of the Design Review Commission and relaying future goals of the Commission to the Council. It was well received.

C. Joint Council-Commissions Meeting.

City Planner Wendell introduced item VII.C and stated that the joint meeting between the Council and all City Commissions will take place on February 9, 2016. All Commissioners are invited to attend.

VIII. REPORTS OF COMMISSION MEMBERS

IX. ADJOURNMENT

The meeting adjourned at 5:59 p.m.