

**MEETING AGENDA
DESIGN REVIEW COMMISSION
THURSDAY, FEBRUARY 25, 2016
5:00 PM**

North St. Paul City Hall – Castle Room
2400 Margaret Street



**NORTH
ST. PAUL**
extraordinary.

I. CALL TO ORDER

II. ROLL CALL

Joe Stahlmann, Chair
Patrick Blee, Vice-Chair
Paul Anderson
Deb Fairbanks
Candy Petersen, Council Liaison
Lou Ann Stevens

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

A. Approve the January 28, 2016 regular meeting minutes.

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Downtown Design Manual – Discussion/Schedule

VII. REPORTS FROM STAFF

A. Joint Council-Commissions Meeting Review

VIII. REPORTS FROM COMMISSIONERS

IX. ADJOURNMENT

Next meeting: Thursday, March 24, 2016

**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.

MEMORANDUM

Date: Thursday, February 25, 2016



To: Chair Stahlmann and Design Review Commission
From: Corrin Hoegen Wendell, AICP, City Planner
CC: [Click here to enter text.](#)
Re: VI.A Downtown Design Manual – Discussion/Schedule

BACKGROUND

Chair Stahlmann and Commission members:

The Design Review Commission is asked to review and discuss the Downtown Design Manual.

Review:

Design Manual Update Process: Meeting Dates

Newsletter Article – March 2016

Business Association Lunch – March 8, 2016 1130-1230pm

Economic Development Authority – March 8, 2016 4-6pm

Open House after DRC Meeting – March 24, 2016 6-8pm

Open House after DRC Meeting (Final Draft) – May 26, 2016 6-8pm

Discuss:

Downtown Design Manual Boundary Update (Maps brought to meeting)

Attachments:

Attachments will be brought to the meeting.

FINDINGS

[Click here to enter text.](#)

RECOMMENDED ACTION

To review and discuss the Downtown Design Manual.

FISCAL IMPACT

<i>Budgeted Item?</i>	N/A
<i>Fund / Department / Amount.</i>	Not Applicable
	19 COMMUNITY DEVELOPMENT
	Budgeted: \$ N/A Actual: \$ N/A

STRATEGIC PLAN

Strategic Plan Item? N/A

List the Strategic Area. Not Applicable

Describe the engagement opportunities? N/A