

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

**Thursday, February 25, 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 5:01 p.m.

II. ROLL CALL

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

Absent: Joe Stahlmann, Deb Fairbanks

Staff: City Planner, Corrin Wendell, Planning Intern, Katerina Grengs

III. ADOPT AGENDA

The agenda was adopted without objection.

IV. APPROVAL OF MINUTES

A. On motion by Chair Anderson, the January 28, 2016 meeting minutes were adopted by consensus.

V. MEETING OPEN TO THE PUBLIC

None.

VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Downtown Design manual- Discussion/ Schedule

City Planner Wendell introduced item VI.B. Downtown Design Manual – Discussion. Wendell presented items such as the glossary and finalized the North St. Paul Design Manual boundary. Glossary terms were assigned to be reviewed by commission members for further discussion next meeting.

The map includes areas bounded by the MU-1 Zoning District, but only properties that abut 7th Avenue and Margaret Street, and will not include the residential properties 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.

Discussion about open house along with advertising the event. Options are Lillie News, website, social media/Facebook, personalized letters to downtown owners/residents, survey. Open house will consist of a table for each topic we are highlighting (ex: public spaces, lighting, parking) where guests can voice opinion with dot exercises and/or comment cards. Dot exercises were highly encouraged by commission members. Treats and beverages will be provided at open house.

VII. REPORTS OF STAFF

A. Joint Council- Commissions Meeting Review

For bigger topics this type of meeting should be done more often.

VIII. REPORTS OF COMMISSION MEMBERS

IX. ADJOURNMENT

The meeting adjourned at 5:43 p.m.