



**City of North St. Paul
Planning Commission
Regular Meeting Agenda**

**October 6, 2022
6:30 PM**

The Planning Commission Meeting will be conducted on **October 6, 2022** at 6:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Planning Commission will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **October 6, 2022 Zoom meeting can be accessed via:** <https://tinyurl.com/NSPplanning>
(from a PC, Mac, tablet, iPhone or Android device)

Meeting ID: 821 4097 2224

Password: 362656

or by phone at 1-929-205-6099

Participants accessing the meeting by phone please use the following meeting ID:
87556902183

You can also watch the meeting on our YouTube channel here
tinyurl.com/NSPYoutube

The Planning Commission Zoom meeting will be 'open to the public to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

COMMISSION

Elaine Barton, Commission Chair

John Monge, Commission Vice-Chair

Patrick Blee, Commissioner

Erik Brenna, Commissioner

Rick Gelbmann, Commissioner

Cameron Muhic, Commissioner

Andrew Wise, Commissioner

Lisa Wong, Commission City Council Liaison

STAFF

Brandy Howe, Planning Consultant

Lisa Ritchie, Planning Secretary

III. Adopt Agenda

IV. Approval of Minutes

V. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the Planning Commission on items not on the agenda. A completed public comment form should be presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Commission may ask clarifying questions of the speaker, no formal action by the Commission or discussion will be held on these items.

VI. Public Hearings

A. 2170 Eldridge Avenue Minor Subdivision Plat

VII. Commission Business, Action Items & Recommendations

A. 2395 Margaret Street - development concept review

VIII. Old Business

A. Sign Ordinance Enforcement

IX. Reports from Staff

X. Reports from Council Liaison

XI. Reports from Commissioners

XII. Adjournment

The next regularly scheduled Planning Commission meeting is November 3, 2022

**To**

Honorable Mayor Furlong and City Council

Date

October 6, 2022

Agenda Placement # VI.A

Public Hearings

Subject

2170 Eldridge Avenue Minor Subdivision Plat

Background/Facts

The City of North St. Paul Housing and Redevelopment Authority is tasked with purchasing vacant, blighted, and substandard homes for redevelopment. In June 2022, the HRA entered into a purchase agreement to acquire 2170 Eldridge Avenue to demolish the existing substandard home and replace it with two newly constructed single family homes. The homes are planned to be built by Century College through its Student Built Housing Program which will minimize construction labor costs and potentially result in in-kind donations or discounted construction materials. In order for two principal buildings to be constructed on the site, the lot will need to be subdivided. The City has thus engaged a surveyor to prepare the enclosed minor subdivision plat. Refer to the October 6, 2022 staff report related to this agenda item.

Recommended Action

Recommend approval of the proposed minor subdivision plat of 2170 E. Eldridge Avenue subject to the approval conditions as listed in the draft resolution

Attachments

1. Staff Report on 2170 Eldridge Avenue Minor Subdivision Plat
2. Draft Resolution to Approve 2170 Eldridge Ave Minor Subdivision Plat
3. 2170 Eldridge Avenue Minor Subdivision Plat

Respectfully submitted,
Brandy Howe, Planner

Memorandum



To: North St. Paul Planning Commission
From: Brandy Howe, City Planner
Date: October 6, 2022
Requests: 2170 Eldridge Avenue Minor Subdivision Plat

RECOMMENDATION

Staff recommends approval of the proposed minor subdivision plat with the conditions listed in the enclosed draft resolution.

PROPOSED ACTION

MOTION _____ SECOND _____ TO RECOMMEND APPROVAL OF A MINOR SUBDIVISION PLAT OF 2170 E. ELDRIDGE AVENUE SUBJECT TO THE APPROVAL CONDITIONS IN THE DRAFT RESOLUTION.

GENERAL INFORMATION

Applicant: City of North St. Paul
Subject Property: 2170 Eldridge Avenue

Zoning District: R-1 Single Family Residential
2040 Comprehensive Plan: Low Density Residential

Application Date: September 8, 2022
60 Days: November 7, 2022

Notice: Notice of the October 18, 2022, City Council public hearing for this request was published in the Star Tribune and mailed to owners within 350 feet of the subject property.

PROJECT OVERVIEW

The City of North St. Paul Housing and Redevelopment Authority is tasked with purchasing vacant, blighted, and substandard homes for redevelopment. In June 2022, the HRA entered into a purchase agreement to acquire 2170 Eldridge Avenue to demolish the existing substandard home and replace it with two newly constructed single family homes. The homes are planned to be built by Century College through its Student Built Housing Program which will minimize construction labor costs and potentially result in in-kind donations or discounted construction materials. In order for two principal buildings to be constructed on the site, the lot will need to be subdivided. The City has thus engaged a surveyor to prepare the enclosed minor subdivision plat.

ZONING COMPLIANCE

The subject site is zoned R-1 Single Family Residential. The purpose of this district is to allow, preserve and protect areas of lower-density residential and development consistent with the Comprehensive Plan. Staff evaluated the proposal against the R-1 zoning standards and determined that both parcels meet the dimensional standards for the R-1 zoning district.

	District Standard	Parcel A	Parcel B
Minimum lot area	6,250 SF	7,416 SF	7,419 SF
Minimum lot width	50 feet	60 feet	60 feet

A lot survey will be required at the time of building permit application for each of the proposed new houses. The lot surveys will include grading, hardcover calculations, low floor and low opening elevations,

proposed utility connections, and erosion control protection and will be reviewed by the City Planner and City Engineer as well as MNSPECT prior to permit issuance.

PLAT AND SUBDIVISION COMPLIANCE

Section 153.20(B) of the subdivision ordinance exempts plats containing less than four lots from the preliminary platting requirements. As such, this plat will be processed as a minor subdivision. In the absence of specific procedural requirements in the subdivision ordinance, the process established for minor subdivision review mirrors the platting process, which is review and recommendation by the Planning Commission then a public hearing and action by the City Council. The remainder of this section will evaluate the plat minor subdivision against standards and design criteria of the subdivision ordinance.

1. Lot Size

§153.33 subdivision ordinance requires that the subdivisions meet the minimum lot area requirements of city code. As demonstrated above, the proposed lot split meets the R-1 district standards.

2. Sewer and Water Services

§153.34 requires that new lots be connected to City water and sewer services and stormwater disposal. An 8" in sanitary main and a 6" water main are located in Eldridge Avenue. Both are adequate to serve two additional single family homes. Each parcel will be required to have separate and individual sanitary sewer and water services with shut off to the main sewer and water lines in the street, meeting city standards and specifications, without crossing of parcel lines by the services, as a condition of building permit. The City Engineer reviewed the plat for grading and drainage and found it to be acceptable.

3. Parkland Dedication

§153.05(C) requires land dedication for parks and open space in an amount equal to the development's proportional share of the city park system. Subsection (D) provides the city with the option of collecting cash in lieu of land dedication at a rate set by the city fee schedule. The 2022 fee schedule sets the residential park dedication fee at \$900 per lot. Because the subject property has been previously developed as a single family lot, and the proposed subdivision will result in one new lot, staff recommends collection of \$900 or a set aside in the City's park improvement fund of the same amount.

4. Streets and Sidewalks

§153.32 of the subdivision ordinance pertains to streets; no new streets are proposed. Each parcel will be required to have a curb cut and driveway apron as a condition of building permit issuance. §153.05(H) requires the property owner or developer to construct sidewalk per the Comprehensive Pedestrian, Bike and Trails Map in the Comprehensive Plan. There is no sidewalk or trail planned along Eldridge Avenue or in the vicinity of the proposed lot split; thus, none is required as part of this subdivision.

COMPREHENSIVE PLAN COMPLIANCE

Per §462.356, MN Statute, the Planning Commission reviewed the proposed land purchase at a special meeting on June 28, 2022. At that time the Planning Commission determined that the land purchase would require a lot split, and the proposed new home construction would help to advance the Comprehensive Plan housing goal of "enhancing neighborhood value with quality housing options and types at all price points." It was further acknowledged that the new homes to be built would enhance the value of the neighborhood.

RECOMMENDATION

Staff recommends approval of the proposed minor subdivision plat with the following conditions, as listed in the enclosed draft resolution.

Conditions of Approval:

1. Collection of a park land dedication at a rate of \$900 per new lot created (total of \$900) as indicated in the 2022 fee schedule. Per §153.05(F)(2), cash payments shall be collected prior to

the city issuing building permit(s), or, if payment is to be made by the City, a fund transfer to the City's park improvement fund.

2. The lot survey shall be revised to show permanent perimeter drainage and utility easements at a width of 5 feet around both Parcel A and Parcel B lots.
3. The surveyor should provide to the city legal descriptions for these easements for both parcel
4. The City Attorney shall prepare easement dedication documents using the aforementioned legal descriptions for permanent drainage and utility easements.
5. The city attorney shall record the drainage and utility easement dedications for both Parcel A and Parcel B with Ramsey County at the same time the lot split is recorded.
6. Each parcel will be required to have a curb cut and driveway apron, with full restoration of the roadway and curb line as necessary to city standards and meeting all zoning setbacks for driveways as required, as a condition of building permit issuance.
7. Each parcel will be required to have separate and individual sanitary sewer and water services with shut off to the main sewer and water lines in the street, meeting city standards and specifications, without crossing of parcel lines by the services, as a condition of building permit.
8. A lot survey for each Parcel for the proposed homes, including lot grading, hardcover calculations, low floor and low opening elevations, proposed utility connections, and erosion control protection, at time of building permit application for City Engineer review and approval, as a condition of building permit issuance.

EXHIBITS

1. Minor subdivision plat of 2170 Eldridge Avenue E.
2. Draft resolution to approve the minor subdivision plat of 2170 Eldridge Avenue E.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2022-###

**RESOLUTION TO APPROVE A MINOR SUBDIVISION PLAT
AT 2170 ELDRIDGE AVENUE**

WHEREAS, the City of North St. Paul Housing and Redevelopment Authority is tasked with purchasing vacant and/or blighted and/or substandard homes for redevelopment; and

WHEREAS, in June 2022, the HRA entered into a purchase agreement to acquire 2170 Eldridge Avenue to demolish the existing home that was deemed to be in substandard condition and replace it with two newly constructed single family homes planned to be built by Century College through its Student Built Housing Program; and

WHEREAS, in order for two principal buildings to be constructed on the site, the lot must be subdivided and thus the City submitted an application to the Planning Commission for review of a minor subdivision; and

WHEREAS, the Planning Commission reviewed the minor subdivision and held a public hearing thereon at its meeting of October 6, 2022; and

WHEREAS, the City Council reviewed the preliminary plat and held a public hearing thereon at its regular meeting of October 18, 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the minor subdivision of 2170 Eldridge Avenue is hereby approved with the following conditions:

1. Collection of a park land dedication at a rate of \$900 per new lot created (total of \$900) as indicated in the 2022 fee schedule. Per §153.05(F)(2), cash payments shall be collected prior to the city issuing building permit(s), or, if payment is to be made by the City, a fund transfer to the City's park improvement fund.
2. The lot survey shall be revised to show permanent perimeter drainage and utility easements at a width of 5 feet around both Parcel A and Parcel B lots.
3. The surveyor should provide to the city legal descriptions for these easements for both parcel
4. The City Attorney shall prepare easement dedication documents using the aforementioned legal descriptions for permanent drainage and utility easements.
5. The city attorney shall record the drainage and utility easement dedications for both Parcel A and Parcel B with Ramsey County at the same time the lot split is recorded.
6. Each parcel will be required to have a curb cut and driveway apron, with full restoration of the roadway and curb line as necessary to city standards and meeting all zoning setbacks for driveways as required, as a condition of building permit issuance.
7. Each parcel will be required to have separate and individual sanitary sewer and water services with shut off to the main sewer and water lines in the street, meeting city

standards and specifications, without crossing of parcel lines by the services, as a condition of building permit.

8. A lot survey for each Parcel for the proposed homes, including lot grading, hardcover calculations, low floor and low opening elevations, proposed utility connections, and erosion control protection, at time of building permit application for City Engineer review and approval, as a condition of building permit issuance.

ADOPTED this 18th day of October 2022.

Motion by Council Member:

Second by Council Member:

Voting: Aye:
 Nay:
 Abstain:
 Absent:

/s/ Terrence J. Furlong, Mayor

Attest: /s/ Brian Frandle, City Manager/Clerk

As Deputy Clerk of the City of North St. Paul, I hereby certify that this Resolution is a true and correct copy of the one adopted by the City Council at a regular meeting held on the 18th day of October 2022.

MINOR SUBDIVISION

~for~ THE CITY OF NORTH ST. PAUL
~of~ 2170 ELDRIDGE AVENUE E.,
NORTH ST. PAUL, MINNESOTA

EXISTING PARCEL DESCRIPTION

(Per Quit Claim Deed, filed August 15, 2022, as Document No. A04959822)
Lots 8, 9, and 10, Block 13, Fifth Addition to North St. Paul, Ramsey County, Minnesota.

PROPOSED PARCEL A DESCRIPTION

Lot 10 and the West Half of Lot 9, Block 13, FIFTH ADDITION TO NORTH ST. PAUL, Ramsey County, Minnesota.

PROPOSED PARCEL B DESCRIPTION

Lot 8 and the East Half of Lot 9, Block 13, FIFTH ADDITION TO NORTH ST. PAUL, Ramsey County, Minnesota.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 8/22/22.
- Bearings shown are on Ramsey County Coordinate System.
- Parcel ID Number: 142922110047.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD

Date: 8/30/22 License No. 41578

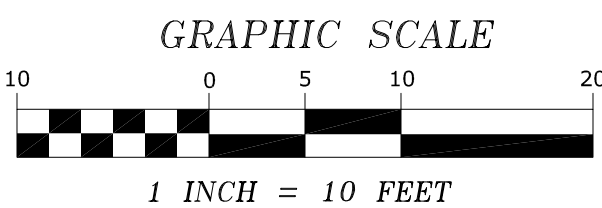
LEGEND

- DENOTES IRON MONUMENT FOUND, AS NOTED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- CS DENOTES CURB STOP
- DENOTES ELECTRICAL BOX
- X 952.36 DENOTES EXISTING SPOT ELEVATION
- DENOTES GAS METER
- ✓ DENOTES GUY WIRE
- DENOTES MISC. POST
- DENOTES POWER POLE
- X X DENOTES FENCE
- DENOTES RETAINING WALL, AS NOTED
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- OHU DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES PAVER SURFACE
- PIN No. 17-119-22-14-0008 Owner: City of X Address: Unsigned DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

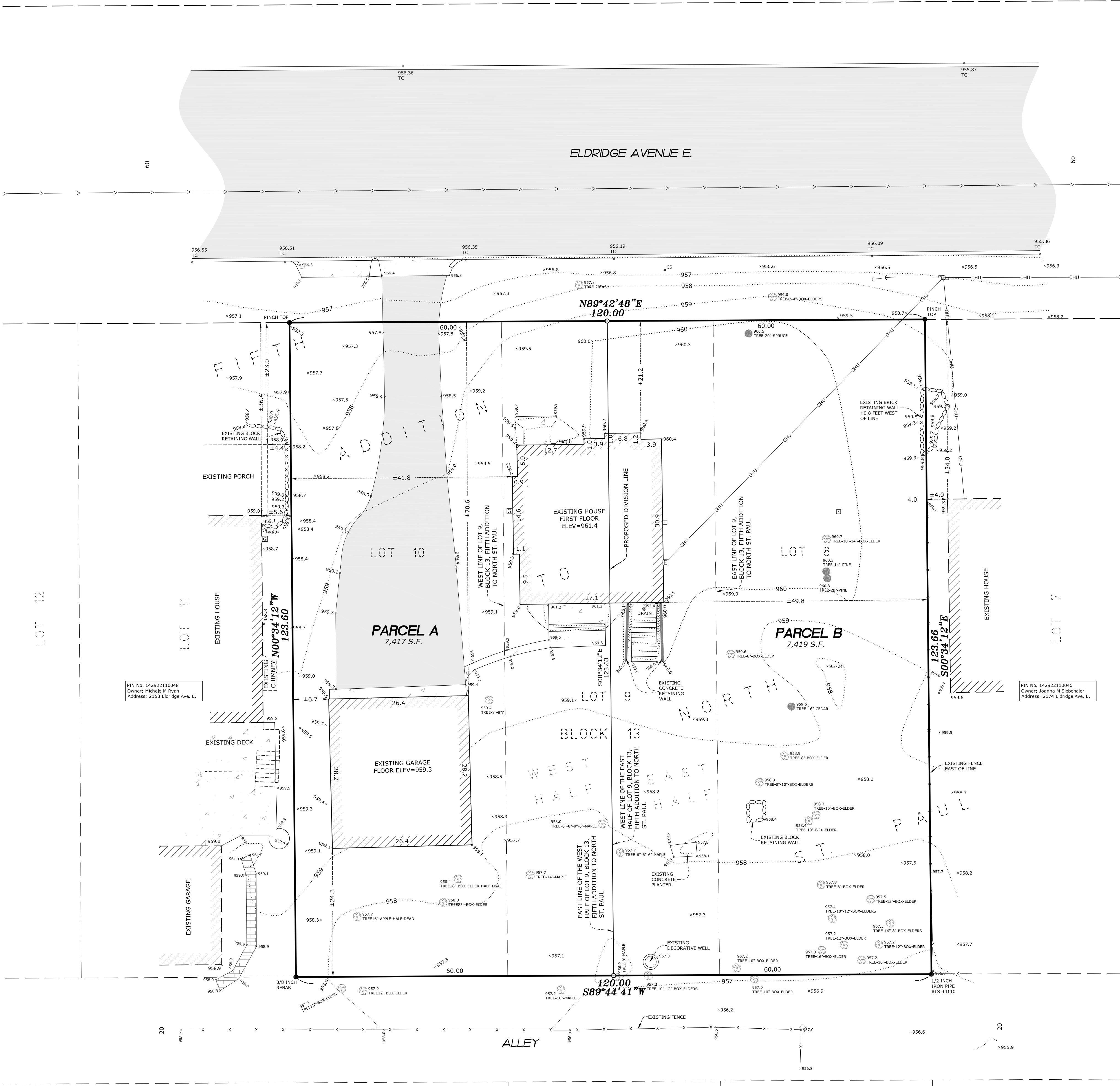
NORTH



BENCHMARK

MNDOT STATE NAME: 6211P
ELEVATION = 936.24 FEET (NAVD 88)

DRAWN BY: KCM	JOB NO: 220935BT	DATE: 8/24/22
CHECK BY: JER	FIELD CREW: JH/JR	
1		
2		
3		
NO.	DATE	DESCRIPTION
BY		



E. G. RUD & SONS, INC.
EST. 1971
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701



To	Date
Planning Commissioners	October 6, 2022

Agenda Placement #
Commission Business, Action Items & Recommendations

Subject
2395 Margaret Street - development concept review

Background/Facts
City staff have been in communication with JB Vang (Real Estate Advisors) on a potential redevelopment project at 2395 Margaret Street. Staff held a pre-application meeting with the development team to discuss their concept that would redevelop five parcels at the northwest intersection of Margaret Street and Seppala Boulevard across from City Hall. The development team is early in the process of determining specific project details; the current proposal would include 69 apartment dwelling units, underground parking, and 2,000 square feet of commercial space.

As currently envisioned, the site would cover the 0.23 acre City-owned site at the NW corner of Margaret and Seppala that is generally known as Central Park. In staff's discussions with the development team, it was indicated that there is a strong desire to create green space and gathering areas in the downtown and a public benefit may be required to offset the loss of this small park area.

This density will trigger the need for a planned unit development (PUD) as well as an amendment to the Comprehensive Plan for a density bonus--similar to what is proposed for the Lillie Building redevelopment. The tentative review schedule for this project is the Planning Commission conceptual review on October 6 and conceptual review by the City Council on October 18th. The developer will submit an application following these initial meetings based on the feedback they receive from elected and appointed officials.

Recommended Action

Attachments
1. 210930 JB Vang North Saint Paul - Exterior Concepts
2. 220921 N St Paul - floor plans

Respectfully submitted,
Brandy Howe, Planner

CONCEPT A



CONCEPT A

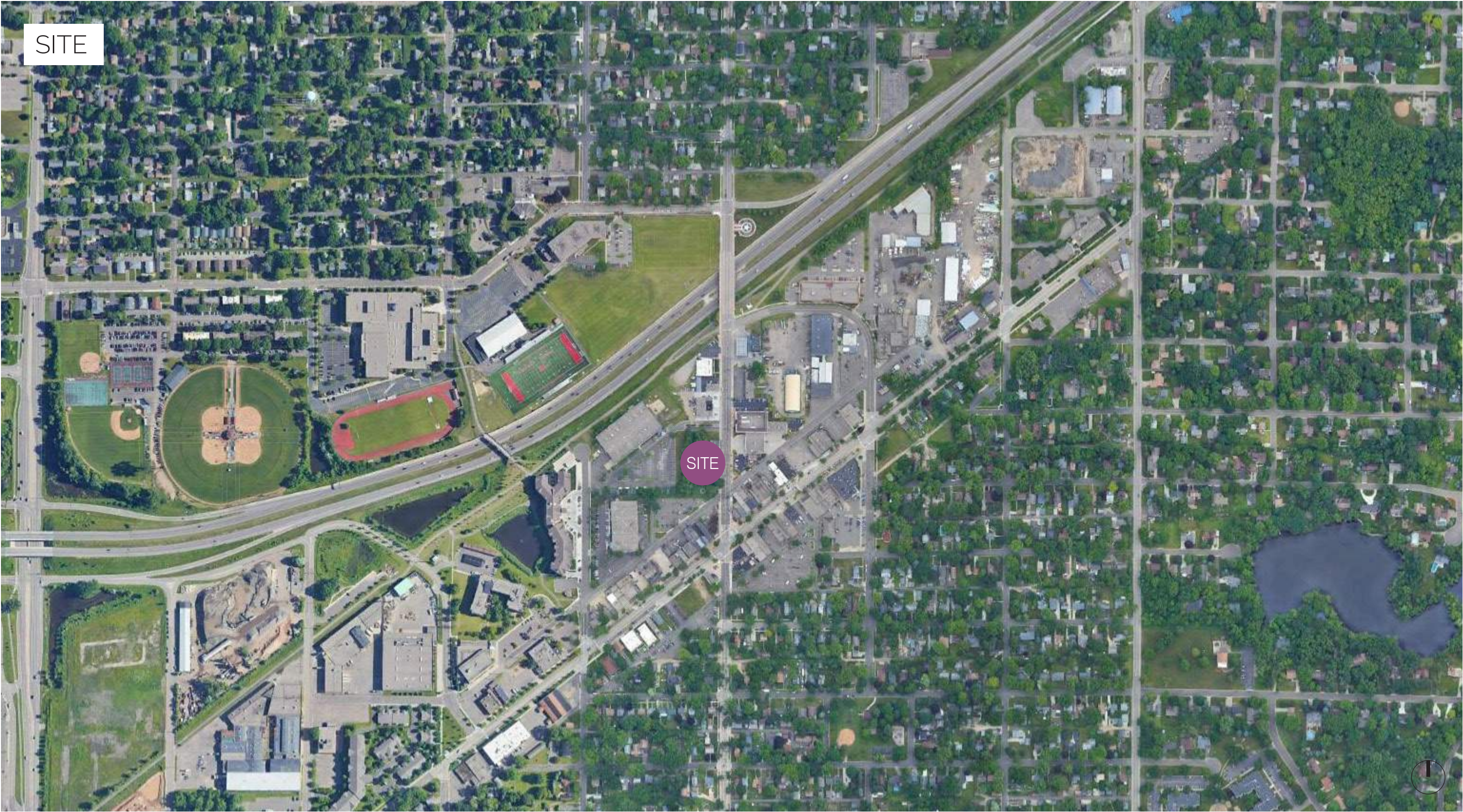


CONCEPT B



CONCEPT B

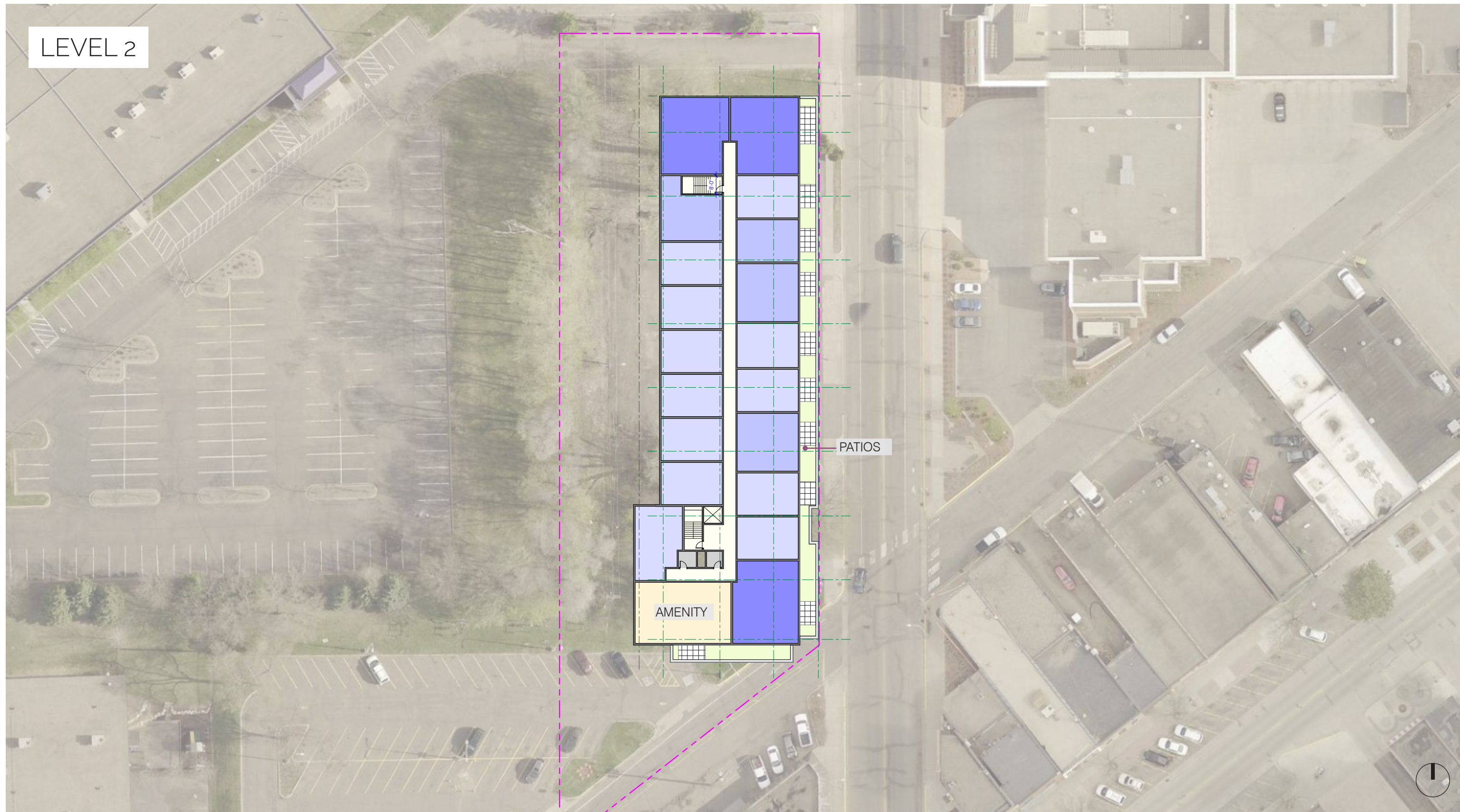




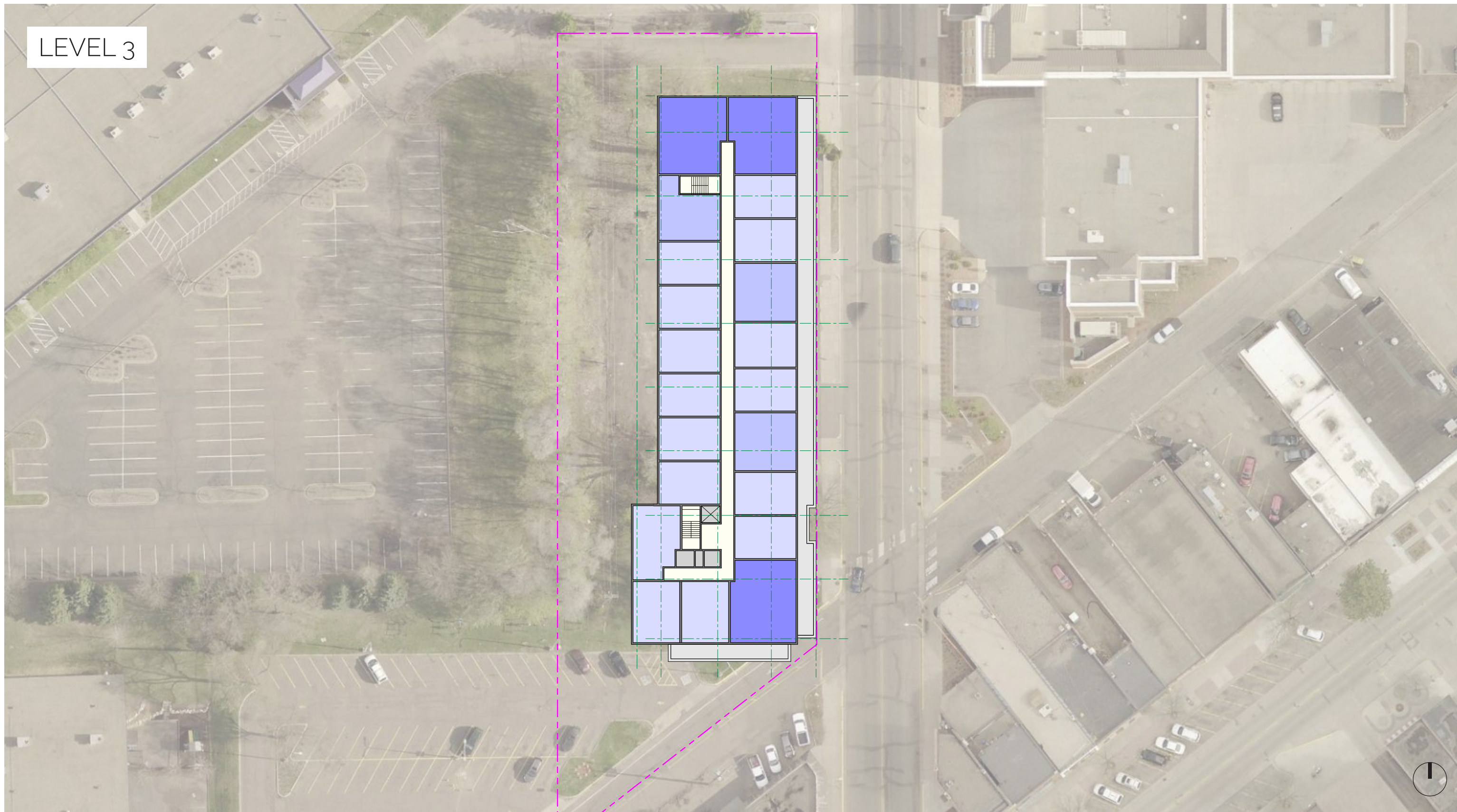




LEVEL 2



LEVEL 3



DEVELOPMENT SUMMARY: 2395 Margaret St N, North St. Paul

Updated 2022-09-19

DESCRIPTION	TOTAL	PARKING				COMMERCIAL	RESIDENTIAL					
	Gross SF	Parking GSF	Structured Parking	Surface Parking	Total Parking	Commercial GSF	Residential GSF	Amenity	NLSF	Efficiency	Residential Parking	Residential Units
1 Lobby / Parking / Units	16,118	10,328	30	35	65	2,200	3,590	3,590	-	0%	65	
2 Units	16,154						16,154	1,165	11,691	72%		19
3 Units	16,154						16,154		12,600	78%		21
4 Units	16,154						16,154		12,600	78%		21
	64,580	10,328	30	35	65	2,200	52,052	4,755	36,892	71%	65	61
	Gross SF	Parking GSF	Structured Parking	Surface Parking	Total Parking	Commercial GSF	Residential GSF	Amenity	NLSF	Efficiency	Residential Parking	Residential Units

METRICS

Site SF	39,380	SF
Site Acreage	0.90	Acres
Dwelling Units	61	DU
Dwelling Unit per Acre	67	DU/Acre
Residential Parking Ratio Per Unit	1.07	Stalls/Unit
Residential Parking Ratio Per Bedroom	0.93	Stalls/Bed
FAR	1.38	

RESIDENTIAL MIX					
Unit Type	Mix	Qty	Total Beds	Avg Unit NLSF	Total NLSF
Micro	0%	-	-	350	-
Studio	70%	43	43	500	21,500
1 BR	15%	9	9	678	6,239
2 BR	15%	9	18	1,017	9,153
3 BR	0%	-	-	1,200	-
	100%	61	70	603	36,892



To

Planning Commissioners

Date

October 6, 2022

Agenda Placement #

Old Business

Subject

Sign Ordinance Enforcement

Background/Facts

Discussion on sign ordinance enforcement issue.

Recommended Action

Attachments

1. Sign ordinance discussion

Respectfully submitted,
Brandy Howe, Planner

Memorandum



To: Planning Commission
From: Brandy Howe, City Planner
Date: October 6, 2022
Re: Sign Ordinance Enforcement Question

BACKGROUND

It has recently come to staff's attention by a member of the public that a city-sponsored sign has been placed in the right-of-way. It was also brought to our attention that the sign in question (see image, right) is in violation of the city's recently updated sign ordinance.

Staff reviewed the ordinance and determined that the sign is a "nonpermanent freestanding sign." This type of sign does not require a permit; however, Section 157.008(C)6.a. of the sign ordinance requires that nonpermanent freestanding signs shall be set back no less than 10 feet from the curb or street. The sign in question is in violation of this code provision.



DISCUSSION

Per the request of the Mayor, staff is bringing this topic to the attention of the Planning Commission for discussion. Recall from Planning Commission meetings earlier this year as the sign ordinance update was in process, the very question of setback from the street/right-of-way was discussed. An exception of this rule for city signs was determined to be a potential violation of the Reed v. Gilbert supreme court decision because it could be seen as favoring government speech over private speech. Per the Reed v. Gilbert decision, ordinances may only regulate the physical characteristics of a sign structure or the time/manner of placement. In order to rectify the above described concern, staff offers the following options:

1. No action. No change to the ordinance but ensure all City staff are apprised of the new sign ordinance and ensure enforcement of City signs.
2. Potential amendment. If the Planning Commission would like to recommend an ordinance amendment to City Council to allow temporary signs like the one in the photo in the amendment might look something like this:

157.008(C)6.a. [related to nonpermanent freestanding signs]

The sign shall be set back no less than ~~10 feet~~ 1 foot [possibly 2 feet or greater] from the curb or street.

3. Other options. To be determined per Planning Commission discussion.