



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

**December 1, 2022
6:30 PM**

The Planning Commission Meeting will be conducted on **December 1, 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 **December 1, 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 Blees, Commissioner

Erik Brenna, Commissioner

Rick Gelbmann, Commissioner

Cameron Muhic, Commissioner

Andrew Wise, Commissioner

Lisa Wong, Commission City Council Liaison

STAFF

Brandy Howe, Community Development Director
Chris Cherne, Administrative Assistant

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of the November 3, 2022 meeting 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

VII. Commission Business, Action Items & Recommendations

A. Recognition of outgoing Commission members

B. Consideration of an amendment to the sign ordinance

VIII. Old Business

IX. Reports from Staff

X. Reports from Council Liaison

XI. Reports from Commissioners

XII. Adjournment

The next regularly scheduled Planning Commission meeting is January 5, 2023



To	Date
Planning Commissioners	December 1, 2022

Agenda Placement #
Approval of Minutes

Subject
Approval of the November 3, 2022 meeting minutes

Background/Facts

Recommended Action

Attachments
1. 11-03-2022 meeting minutes Planning Commission

Respectfully submitted,
Brandy Howe, Community Development
Director

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 3, 2022
6:30 P.M.**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

Co-Chair Monge called the meeting to order at 6:30 p.m.

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Co-Chair

John Monge, Commission Co-Chair

Patrick Blees, Commissioner

Eric Brenna, Commissioner absent

Rick Gelbmann, Commissioner arrived at 6:35 p.m.

Andrew Wise, Commissioner

Cameron Muhic, Commissioner

Lisa Wong, City Council Liaison

STAFF

Brandy Howe, City Planner

III. ADOPT AGENDA

Motion to adopt agenda by Co-Chair Barton, and seconded by Commissioner Blees, with all present voting aye (5-0). Motion carried to adopt the November 3, 2022 Agenda.

IV. APPROVAL OF MINUTES

A. Approve October 6th Planning Commission Meeting Minutes

Co-Chair Barton noted all the motions should state the vote count as 6-0 not 7-0 because one Commissioner was absent.

Motion to approve minutes by Co-Chair Barton, and seconded by Commissioner Muhic, with all present voting aye (5-0). Motion carried to approve the October 6, 2022 regular meeting minutes as amended.

Commissioner Gelbmann arrived at 6:35 p.m.

V. MEETING OPEN TO THE PUBLIC

There was no one from the public to speak.

VI. PUBLIC HEARINGS

There were no scheduled public hearings.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Review of the 2023 to 2032 Capital Improvement Plan

City Engineer Morgan Dawley who worked closely with Finance Director Dan Winek and the Public Works Department provided the annual review of the Capital Improvement Plan. He noted this plan is not meant to be written in stone but intended to be a guideline and a look into future projects.

Mr. Dawley provided a street and utility map that detailed the timeline and current, completed and future projects. He noted over the next ten years the focus will shift to above ground maintenance. He stated the Capital Improvement Plan had a few priority changes putting the McKnight watermain pipes in 2023 and the Casey Lake project in 2025 and 2027.

Co-Chair Barton clarified the Planning Commission does not need to make a formal recommendation to City Council but Mr. Dawley will bring their concerns to City Council. The Commission discussed funding of future projects that are 5-10 years down the road. Commissioner Wise questioned how cost estimates are populated. Mr. Dawley stated rough estimates are there for place holders and when it comes time to fund them, City staff will provide a clearer estimate.

Co-Chair Barton inquired about the Wayfinding Plan, the Community Center and the downtown beautification project. Mr. Dawley stated a dollar amount has not been identified for future projects but the downtown beautification is expected to be mostly paid for in 2022 and there may be a little carryover in 2023. Mr. Dawley also stated the Capital Improvement Plan encompasses many different projects and stated the importance of keeping the bigger projects relevant and on staff's radar going forward.

Council Liaison Wong mentioned the "Snowy Project" is not currently funded but it is looking into possible grants and will mention the Planning Commission's thoughts to City Council.

The Planning Commission agreed the Capital Improvement Plan is comprehensive and they feel comfortable with it. Commissioner Blees questioned if this will be an annual process that will allow for changes each year. Mr. Dawley stated yes, the Capital Improvement Plan is a working document.

VIII. OLD BUSINESS

A. Sign Ordinance Modifications, continued

City Planner Brandy Howe discussed curb setbacks for non-permanent free-standing signs and multi-tenant sign sizes.

After discussion with the Planning Commission, Ms. Howe provided the following information:

- Planning Commission agreed with a 3-to-4-foot setback from curb
- The main goal is to gain compliance and maintain safety
- The change would read if smaller than 4 sq. feet the sign shall be setback no more than 2 feet from the curb.

Ms. Howe noted she will make the necessary amendment changes regarding sign setback and will bring it back to the Planning Commission for review.

The other area of concern is the sign size of multi-tenant buildings. Co-Chair Barton requested clarification on the definition of total surface area. There was discussion around street frontage, sign size and sign quantity and agreement that the proposed Option 1 would work the best.

Ms. Howe did clarify the wording should be street frontage or building façade not street facing. It was also clarified that a building facing a parking lot is not considered street frontage. Ms. Howe noted it is impossible to guess what buildings will and will not want/need in the future and clarified the possible need for a variance or an amendment to this Ordinance.

Commissioner Muhic suggested running it by the City Attorney. Ms. Howe noted she will pass it along when the revisions are completed. Council Liaison Wong mentioned the restrictiveness of the Ordinance and how that could potentially impact small business owners.

Co-Chair Monge thanked Ms. Howe for her continued work with the Sign Ordinance.

IX. REPORTS FROM STAFF

Ms. Howe stated she begins her new role as Community Development Director on Monday.

X. REPORTS FROM COUNCIL LIAISON

Council Liaison Wong noted City Council approved the lot split and the text amendment to the Comprehensive Plan regarding building height. She noted the Wold Group will be working with Council Member Cole and herself to figure out the next steps and mentioned the first meeting will take place on the 15th.

XI. REPORTS FROM COMMISSIONERS

Commissioner Gelbmann drove by Schifsky's property and noted the planting of trees to create a buffer and encouraged that the old fencing on the east side of Gateway be removed.

Co-Chair Barton mentioned the Environmental Conservation Rotary Day on Friday, Dec. 2nd at 7:00 a.m. and wished everyone a Happy Thanksgiving.

Commissioner Blees encouraged everyone to participate in the Veterans Day event on the Nov. 11th.

Commissioner Muhic reminded everyone to vote next Tuesday.

XII. ADJOURNMENT

There being no further business, motion to adjourn by Co-Chair Barton, and seconded by Commissioner Blees, with all present voting aye (6-0). Motion carried to adjourn the meeting at 8:00 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday December 1, 2022 at 6:15 p.m.

Members, please notify any planned absences to: Lisa Ritchie
Planning Commission Secretary
651-747-2400
lisa.ritchie@northstpaul.org



To

Planning Commissioners

Date

December 1, 2022

Agenda Placement #

Commission Business, Action Items & Recommendations

Subject

Consideration of an amendment to the
sign ordinance

Background/Facts

See attached staff report.

Recommended Action

Attachments

1. Staff report RE sign ordinance amendment 12-01-22
2. Draft ordinance to amend Chapter 157 - Sign Ordinance

Respectfully submitted,
Brandy Howe, Planner

City of North St. Paul

Planning Commission Staff Report



Agenda Section: Public Hearing

Agenda Item: Sign Ordinance Amendment

Prepared By: Brandy Howe, Community Development Director

Meeting Date: December 1, 2022

PROPOSED ACTION

Recommend City Council approval of an ordinance to amend Chapter 157: Sign Ordinance of the Municipal Code.

OVERVIEW

In July 2021, the City Council approved a complete update to the sign ordinance in the Municipal Code. Since that time, three potential revisions have been discussed by the Planning Commission to improve administration and to clarify the sign ordinance. These include 1) setbacks for nonpermanent signs, 2) regulations for multitenant signs, and 3) definition of sign face.

ANALYSIS

1. Setbacks for Nonpermanent Signs

In early September, it was brought to staff's attention that a city-sponsored sign had been placed in the right-of-way in violation of the updated sign ordinance. The sign (pictured right) was placed closer to the right-of-way than permitted by §157.008(C)(6), which requires all nonpermanent freestanding signs to be setback at least 10 feet from a curb or the street.



The Planning Commission discussed the above violation and considered options to remedy the issue, including amendments to the sign ordinance. At its November meeting, the Planning Commission determined that the appropriate direction to address the issue is twofold, 1) educate city staff on new ordinance requirements, and 2) amend the setback requirements for nonpermanent signs to allow for signs that are 4 square feet or smaller to be placed within 2 feet of a curb or street.

2. Regulations for Multitenant Signs

At the October 6, 2022, meeting, staff brought it to the Planning Commission's attention that regulations related to multitenant signs in the updated sign ordinance are not clearly enforceable and contradictory. For example, §157.007(B) infers that the surface area on each individual sign on a multitenant building cannot exceed the maximum square footage requirements per §157.005(C). However, §157.005(C) specifically states that dimensional requirements relate to the maximum aggregate square footage of all signs on the site. This language creates confusion as to which standard signs on multitenant buildings must adhere to.

The Planning Commission discussed multiple options to amend the multitenant sign regulations at the November meeting. After much discussion the Planning Commission agreed on an approach that would allow up to one wall sign per building face for each tenant's leasehold area. Each of these signs would be

limited to no more than 20 percent of that leasehold area of that façade. All other signage on the site would be subject to the zoning district standards.

In addition to the above listed changes, the Planning Commission agreed with staff's recommendation to eliminate the master sign plan requirement which has been difficult to enforce given frequent turnover in tenant spaces and ownership of buildings.

3. Definition of Sign Face

The Planning Commission directed staff to provide clarification on the meaning of "sign face" in the ordinance. The definition for sign face was included in §154.004(B)(3) as it relates to the area measurements of signs. This section has been modified to remove the definition from the regulation and to instead place it in the definitions section of the ordinance.

STAFF RECOMMENDATION

Staff recommends City Council approval of Ordinance # to amend Chapter 157: Sign Ordinance of the Municipal Code.

ATTACHMENTS

1. Draft Ordinance Amending Chapter 157 of the Municipal Code

**CITY OF NORTH ST. PAUL
ORDINANCE NO. ____**

AN ORDINANCE AMENDING THE SIGN ORDINANCE

THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA ORDAINS:

SECTION 1. Add the following definition to § 157.002 Definitions.

SIGN FACE. The sign face is that portion of a sign upon which the message, advertisement or similar display is presented, as distinguished from the structural members.

SECTION 2. Modify § 157.004(B)(3) as follows.

B) Sign Area Measurement.

4. Each side of a double-faced sign shall be considered in determining the total display surface area. ~~The face shall be that portion of a sign upon which the message, advertisement or similar display is presented, as distinguished from the structural members.~~

SECTION 3. Modify § 157.007 Multitenant Buildings as follows.

§ 157.007. Multitenant Buildings

A) Multitenant wall signs.

1. Tenants may install up to one wall sign for each building façade per leasehold area.
2. Wall signs shall be limited to no more than 20 percent of the leasehold area on which the sign is to be erected.

B) All other signage related to multitenant buildings shall be allotted to and not exceed the maximum square footage requirements per Section 157.004(C).

~~A) The property owner shall be responsible for allocating the allowable sign area among the tenants of multi-tenant buildings. If the owner does not allocate the sign area, the city may do so based on the relative floor area or tenant frontage.~~

~~B) The total surface area of all individual signs on the buildings shall not exceed the maximum square footage requirements per Sections 157.005(C).~~

~~C) Master Sign Plan. A master sign plan is required to control total sign area and sign placement to help eliminate incongruities as tenants/occupants change.~~

1. ~~No permit shall be issued for an individual sign per Section 157.003 without a submittal of a master sign plan as part of the permit application.~~
2. ~~A master sign plan shall contain the following information:~~
 - a. ~~A scaled site plan showing location of buildings, parking lots, driveways and landscaped areas and an accurate indication on the site plan of the proposed location of present and future signs of any type, whether requiring a permit or not.~~
 - b. ~~Scaled color drawings clearly showing the location of the sign on the site or building elevation.~~
 - c. ~~Dimensions of each sign per the plan including a summary table with said dimensions.~~
 - d. ~~The plan shall bear the signature of all owners or their authorized agents in such form as required by the city or as a part of applicable and active restrictive covenants.~~
 - e. ~~A master sign plan may be amended by filing administratively a new master sign plan that conforms to all requirements of this chapter.~~

- ~~f. After approval of a master sign plan by the zoning administrator, no sign shall be erected, placed, painted, or maintained, except in conformance with approved master sign plan and such plan may be enforced in the same way as provisions of this chapter.~~

SECTION 4. Modify § 157.008(C)(6) related to standards for nonpermanent freestanding signs as follows.

C) Specific Regulations by Type of Nonpermanent Sign.

6. Freestanding. The sign shall be set back no less than 10 feet from the curb or street. If smaller than four square feet, nonpermanent freestanding signs shall be set back no less than two feet from the curb or street.
- ~~a. The top of the sign shall not extend more than 6 feet above ground level.~~
- ~~b. The sign shall be set back no less than 10 feet from the curb or street.~~

SECTION 5. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2022, by the City Council of the City of North St. Paul, Minnesota.

CITY OF NORTH ST. PAUL

BY: _____

Terry Furlong, Mayor

ATTEST:

Brian Frandle, City Manager/City Clerk

Summary published in Review: _____