

MEETING AGENDA
ENVIRONMENTAL ADVISORY COMMISSION
June 26, 2017
6:00 PM

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



- I. CALL TO ORDER**
- II. ROLL CALL**
Simba Blood
Felicia Tolbert-Ireland
Glen Olson, Vice Chair
Sue Springborn, Chair
- III. ADOPT AGENDA**
- IV. APPROVAL OF MINUTES**
A. Approval of the May 22, 2017 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. PUBLIC HEARINGS**
- VII. PRESENTATION**
- VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**
A. **Review/Discussion/Possible Action:** 2018 Road Reconstruction Project
B. **Review/Discussion/Possible Action:** Environmental Newsletter Articles
C. **Review/Discussion/Possible Action:** Score Grant
D. **Review/Discussion/Possible Action:** EAC Purposes and Duties
- IX. REPORTS FROM STAFF**
A. **Review/Discussion:** Landscape Partnership Application Resolution
B. **Review/Discussion:** Big Tree Registry Signs
- X. REPORTS FROM COMMISSIONERS**
A. **Review/Discussion:** Comprehensive Planning Taskforce Update
- XI. ADJOURNMENT**
Next Meeting: July 24, 2017 City Hall - Sandberg Room

MEETING MINUTES
ENVIRONMENTAL ADVISORY COMMISSION
May 22, 2017
6:00 PM

North St. Paul – City Hall/Sandberg Room
2400 Margaret Street



I. CALL TO ORDER

Chair Sue Springborn called the meeting to order at 6:02 p.m.

II. ROLL CALL

Present: Sue Springborn, Chair
Glen Olson, Vice Chair
Simba Blood
Jan Walczak, Council Liaison

Absent: Felicia Tolbert-Ireland

Staff: Keith Stachowski, Public Works
Josh Bond City Forester
Debra Gustafson, Strategic Operations Director

III. ADOPT AGENDA

On motion by Commissioner Blood, seconded by Vice Chair Olson with all present voting aye, motion carried to adopt the agenda as presented.

IV. APPROVAL OF MINUTES

On motion by Vice Chair Olson, seconded by Commissioner Blood with all present voting aye, motion carried to approve the April 24, 2017 meeting minutes as corrected. Correction: Remove text that Vice Chair attended via teleconference, he was present at the meeting.

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. PUBLIC HEARINGS-

VII. PRESENTATIONS

VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. **Review/Discussion/Possible Action:** Forestry Update. City Forester Josh Bond provided the Commission with a forestry update.

- Tree Give Away: Commissioner Blood suggested calling it Tree Adoption instead of Tree Give Away. The Commission suggested taking up to 10 names on a waitlist. Have the tree adoption from 9-10:30am and call people on the waitlist if there are remaining trees from 10:30-11 a.m. The

Commission suggested sticking with the \$2,000 tree give away budget and adopting smaller trees next year. This year several people had difficulty fitting the trees in their cars. The Commission provided City Forester, Josh Bond with the proposed tree list for the 2018 tree adoption. Josh said he would check with the nursey to see what tree options they have available.

1. Black Hills Spruce
 2. Northern White Cedar
 3. Alternative Leaf Dogwood
 4. American Elm-St. Croix
 5. American Plum
 6. Butternut
 7. Kentucky Coffeetree
 8. Ohio Buckeye
 9. River Birch
 10. Serviceberry
 11. Showy Mountain Ash
 12. Swamp White Oak
- EAB Status: Forester Bond stated that EAB has not been detected yet in North St. Paul. The closest that has been detected is seven blocks west of Beaver Lake in St. Paul. Public Works is actively searching for signs and symptoms of EAB in Blvd. and Park trees, as well as private trees when inspection requests come in. Public Works is in the process of getting bids for treating trees. Vice Chair Olson asked what the criteria is to treat trees. Bond stated they are potentially looking to treat high value trees in Park. Vice Chair Olson inquired about tree companies doing work in town if they need to be licensed. Stachowski stated that tree companies that do work in North St. Paul need to be licensed. Community Development Department has the list of licensed tree companies. Josh reviewed the tree inventory images with the Commission from 2011 and 2017. The Ash population has been decreased by 7% so far due to street projects removals and off-project year removals. Chair Olson shared with the Commission information regarding the WASP watcher program.
 - Gravel Bed Dumpster Method: Forester Bond said the Gravel Bed Dumpster is going well. There is a cost savings to growing trees via gravel bed versus buying them at a nursey. Bond shared tree root photos with the Commission.
 - Improving Community Forests Through Citizen Engagement Grant. Forester Bond stated that the grant is going well. He stated that 25-30 volunteers helped plant 100 trees along the state trail. He stated the tree seward class was pushed back to June 20th from 6-9pm. Bond also shared information regarding the citizen pruner program.

B. Review/Discussion/Possible Action: Environmental Newsletter Articles. Gustafson stated that all articles need to be completed by June 30th. She stated that she tried to contact the Master Gardeners Coordinator regarding a pollinator article, but had not heard back. Simba stated that she would follow up with the Master Garden coordinator regarding the article. Listed below is a list of proposed articles.

<u>Article</u>	<u>Coordinating</u>
Fix It Clinic	Debra (completed)
Pollinators	Debra contacted the masters Gardener regarding an article

Organic Compost	Debra (completed)
Adopt A Drain	Simba
Pruning & Watering	Glen
Leaf Management &	Glen
Fall Yard Care	
Recycling Survey Results	Debra, if results are ready time of newsletter
Pumpkin Drop	Debra (completed)
Electric Rebates	Debra (completed)
Clean Energy	Debra (completed)

C. **Review/Discussion/Possible Action:** Highway 36 Landscaping. Liaison Gustafson stated that she spoke with the Public Works Director regarding the MNDot Landscape Partnership Program, he said he would be on board for one year then would like to review the project and how it went prior to committing to additional project years, The Commission and Liaisons Stachowski and Gustafson thought the Planters would be a good project to start with. Liaison Gustafson stated the next step to move forward with the project is to have City Council approve a Project Resolution to be included with the application.

On motion by Vice Chair Olson, seconded by Chair Springborn with all present voting aye, motion carried to recommend to City Council to approve a Resolution to apply for the MNDOT Landscape Partnership Application to do a planting at a cost of up to \$10,000 along highway 36.

IX. REPORTS FROM STAFF

- A. **Review/Discussion: Review/Discussion:** Opening On EAC. Gustafson stated she asked Laurie in Community Relations to put a notice of the opening on the channel 16 crawl.
- B. **Review/Discussion:** Recycling Survey Update. Gustafson stated 270 people have already completed the survey online. The City will be accepting paper and online surveys until June 30th!

X. REPORTS FROM COMMISSIONERS

- A. **Review/Discussion:** Comprehensive Plan Steering Committee Update. Commissioner Olson stated there has been one community meeting so far, Olson stated he was unable to attend the meeting.
- B. **Review/Discussion:** Historical Society Plant Sale: Chair Springborn stated the event went really well this year. However, since the nursery they receive the plants from is going out of business this year may be the historical societies last plant sale. Chair Springborn said that Commissioner Tolbert-Ireland attended the Plant Sale and did a good job handing out EAC materials to plant sale attendees.

XI. ADJOURNMENT

On motion by Commissioner Blood, seconded by Chair Springborn, with all present voting aye, motion carried to adjourn the meeting at 7:19 p.m.

Next Meeting: The next regularly scheduled meeting June 26, 2017

Agenda Information Memorandum
North St. Paul Environmental Advisory Commission
June 26, 2017



VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. 2018 ROAD RECONSTRUCTION PROJECT

ACTIONS TO BE CONSIDERED

2018 Road Reconstruction Project

FACTS

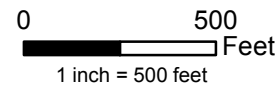
City Engineer Morgan Dawley from WSB is planning to attend the meeting to receive feedback from the EAC regarding the 2018 Road Reconstruction Project.

ATTACHMENTS

Proposed 2018 Road Reconstruction Map



Pavement Management
 Trail/Sidewalk Additions
 CIP Project - 2018
 North St. Paul, MN





**NORTH
ST. PAUL**
extraordinary.

**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
B. ENVIRONMENTAL NEWSLETTER**

ACTIONS TO BE CONSIDERED

2017 August Environmental Newsletter

FACTS

The City is planning to have an August Environmental Newsletter. Articles need to be submitted to Community Relations by June 30.

At the April 24 meeting the EAC discussed including the following articles in the newsletter:

<u>Article</u>	<u>Coordinating</u>
Fix It Clinic	Debra
Pollinators	Master Gardeners sent article options.
Organic Compost	Debra received an article from the county
Adopt A Drain	Simba
Pruning & Watering	Glen
Leaf Management & Fall Yard Care	Glen
Recycling Survey Results	Debra, if results are ready time of newsletter
Pumpkin Drop	Debra
Electric Rebates	Debra worked with the Electric Director on Article
Clean Energy	Debra worked with the Electric Director on Article

ATTACHMENTS

Agenda Information Memorandum
North St. Paul Environmental Advisory Commission
June 26, 2017



VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
D. EAC PURPOSES AND DUTIES

ACTIONS TO BE CONSIDERED

EAC Purposes and Duties

FACTS

Attached is Ordinance 737, Chapter 32 which outlines the purpose and duties of City Commissions.

ATTACHMENTS

Ordinance 737, Chapter 32

CITY OF NORTH ST. PAUL

ORDINANCE NO. 737

**AN ORDINANCE AMENDING THE
NORTH SAINT PAUL CITY CODE OF ORDINANCES
TITLE III, GOVERNANCE,
CHAPTER 32, BOARDS AND COMMISSIONS**

The City Council of the City of North St. Paul does hereby ordain:

Section I.

Chapter 32 of the North St. Paul City Code is hereby repealed and replaced in its entirety.

Section II.

CHAPTER 32 BOARDS AND COMMISSIONS.

32.01 GENERALLY.

The City shall create and support organizations that enhance community engagement in the City's decision-making process. All Boards and Commissions shall be subject to the provisions of this chapter, unless otherwise specified in City ordinance or state law.

32.02 OPEN MEETING LAW.

All meetings of the Boards or Commissions established under this Chapter shall be held in compliance with the Open Meeting Law, M.S. Chapter 13D, as it may be amended from time to time.

32.03 PUBLIC PROCESS.

As part of its obligations and responsibilities, the North St. Paul City Council recognizes the value of public process. Such public process can be achieved by citizen-based representation on Boards and Commissions. Therefore, from time to time, the City Council shall come to rely on the advice and consent of its Boards and Commissions in making its decisions.

32.04 ESTABLISHMENT.

Authority to Establish. Pursuant to M.S. § 412.621, and other such statutes as are specifically cited, the Council establishes the following Boards and Commissions. The City Council has the authority to establish and abolish such Boards and Commissions as it deems necessary.

32.05 MEMBERSHIP.

- (A) Regular Members. Regular members of Boards and Commission established by the Council shall be adult residents or business owners located within the North St. Paul City limits unless otherwise expressly stated by ordinance. Members who discontinue legal residency in the City shall automatically be deemed to have resigned from office as of the date of such discontinuance.
- (B) Student Members. Student members shall be residents located within the North St. Paul City limits and enrolled full-time in secondary school. Student members shall be non-voting.
- (C) Ex Officio. The City Council may, in its discretion, appoint other persons to serve on the Board or Commission in a non-voting capacity.

32.06 APPOINTMENT AND TERMS.

- (A) Appointment. Regular members of Boards and Commissions shall be appointed by the Mayor with the approval of the City Council.
- (B) Student Members. Student members shall be appointed by majority vote of the Council and shall serve terms of membership not to exceed one (1) year per term.
- (C) Terms. Board and Commission member appointees shall serve staggered terms of membership not to exceed three (3) years per term, except as noted below, commencing on the first day of January in the year of the appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed.
- (D) Staggered Terms. Terms of membership shall be staggered so that no more than one-half of the terms on a Board or Commission expire in any particular year.
- (E) Resignation and Removal. Members may resign voluntarily by letter or email to the City clerk or be removed by majority vote of the Council or pursuant to Section 32.05 Membership or 32.12 Attendance Requirements.
- (F) Vacancies. Vacancies in membership shall be filled by the Mayor with the approval of the City Council for the balance of the unexpired term.
- (G) Oath. Every appointed member shall, before exercising any of his or her duties, take an oral oath that he or she will faithfully discharge the duties of the office.

32.07 COMMITTEES AND SUBCOMMITTEES.

- (A) Establishment. A Board or Commission may, with specific approval of the Council, establish committees, subcommittees, committees of the whole or working groups that include members of the Board or Commission and additional persons as requested by the Board or Commission.
- (B) Scope. A committee, subcommittee, committee of the whole or working group may not engage in activities, functions, or duties outside the scope of authority granted to the Board or Commission by which it was established.

32.08 ORGANIZATION.

- (A) Chairperson. At the first regular meeting of the calendar year, the Board or Commission shall elect a Chairperson and a Vice-Chairperson from among its appointed members, each for a term of one (1) year. No person shall serve more than three (3) consecutive one-year terms as Chairperson of a particular Board or Commission, unless a challenge is not present then the existing Chairperson may remain for an additional term.
- (B) City Staff. The City Clerk or Administrator, Building Official, City Planner, City Engineer, City Attorney, or other City Staff may act as staff for the Boards or Commissions. The City Staff may provide the Boards and Commissions with information, memorandums, perform secretarial duties, and may be responsible for the keeping of records.

32.09 TIME, LOCATION AND CONDUCT OF MEETINGS.

- (A) Regular Meetings. All Board and Commission meetings are open meetings subject to the Minnesota Open Meeting Law and shall be held at a fixed time and on a fixed date as shall be determined by the Board or Commission. The City clerk shall give notice of all Board and Commission meetings and locations as required for meetings of public bodies.
- (B) Public Comment. All Board and Commission meetings shall include scheduled time for public comment.
- (C) Quorum. A simple majority of voting members, appointed and serving, shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of a meeting, no votes on Board or Commission business may be taken except a motion to adjourn or recess.
- (D) Special Meetings. Any Board or Commission Chairperson, or in the case of the Chairperson's absence, by the Vice-Chairperson, may call a special meeting. A special meeting may also be directed by the City Council or Mayor.

32.10 PURPOSES AND DUTIES GENERALLY.

- (A) Scope. All Boards and Commissions established by the Council shall be advisory to the Council and shall have the responsibility to:
 - (1) Investigate matters within the scope of the particular Board or Commission or as specifically directed by the Council.
 - (2) Communicate the viewpoint or advice of the Board or Commission to the City Council.
 - (3) At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.
- (B) Annual Report. All Boards and Commissions shall prepare a report to the City Council by the second Council meeting of each year outlining the actions and activities during the preceding year.

32.11 MEETING MINUTES.

- (A) Official Record. Approved minutes of Board or Commission proceedings shall be public record; the City shall retain a copy of the official minutes of each Board or Commission meeting in accordance with applicable state law.
- (B) Recording. Each Board or Commission shall have meeting minutes prepared and recorded. Minutes so recorded shall be reviewed and approved by the Board or Commission and a copy forwarded to the City clerk. The manager may make available City staff members to record and prepare minutes of Board and Commission meetings.
- (C) Distributed to City Council. Official minutes of each Board or Commission meeting shall be distributed to the Council prior to the first regular Council meeting after approval of the minutes by the Board or Commission.

32.12 ATTENDANCE REQUIREMENTS.

- (A) Purpose. To assist Boards and Commissions in fulfilling their purposes and duties and to ensure that they are not prevented from doing so by the repeated absence of their members, the Council hereby establishes an attendance policy for members serving on Boards and Commissions.
- (B) Attendance. Duly appointed members of Boards and Commissions shall be required to attend no less than half the official meetings of the Board or Commission held within a given calendar year unless specifically excused by the Chair of such Board or Commission and said excused absences noted in the minutes. Failure to attend no less than half of the official meetings within a given calendar year, without excuse of the Chairperson, shall be considered as formal notice of resignation from said Board or Commission. In addition, failure to attend four-consecutive regular meetings without excuse of the Chairperson, shall be considered as formal notice of resignation from said Board or Commission.
- (C) Exceptions. The requirements of this subsection shall not apply to attendance at special meetings, or of meetings of committees or subcommittees, including committees of the whole, established by a Board or Commission pursuant to Section 32.07 Committees and Subcommittees.
- (D) Annual Review. The Council shall conduct an annual review of the attendance of members of Boards and Commissions established by the Council.
- (E) Vacancies. The successor to any member of a Board or Commission who has been removed pursuant to this subsection shall be appointed pursuant to Section 32.06 Appointment and Terms.

32.13 CONTINUING EDUCATION.

Members of the Boards and Commissions shall be required to complete various continuing education courses, lectures, webinars or seminars as outlined by City Council or City Staff on an annual basis.

32.14 COMPENSATION.

Members of the Boards and Commissions shall serve on a strictly non-compensated volunteer basis.

32.15 EXPENDITURES.

No expenditures by a Board or Commission shall be made unless and until authorized for the purpose by the City Council.

32.16 COUNCIL LIAISON.

- (A) City Council Member. A Council Member may be appointed to a Board or Commission as a liaison by the Mayor with approval of the City Council. The Council liaison shall serve for a one-year term, to expire on December 31 of each year. The Council liaison shall serve as a non-voting member of the Board or Commission and shall not count for quorum purposes. Council liaisons may participate in discussion of matters before the Board or Commission. The Council liaison may not hold an office on the Board or Commission, such as the Chairperson or Vice-Chairperson.
- (B) Alternates. In the event the City Council liaison is not able to attend the Board or Commission meeting, the selected alternate shall take their place. This alternate shall be a City Council member and selected by the Mayor with the approval of the City Council.

32.20 PLANNING COMMISSION.

32.21 ESTABLISHMENT OF THE PLANNING COMMISSION.

A Planning Commission for the City is hereby established. The Planning Commission shall be the City planning agency authorized by M.S. § 462.354, Subd. 1, as it may be amended from time to time. Except as otherwise provided in this ordinance, the Planning Commission shall be advisory directly to the City Council.

32.22 COMPOSITION.

The Planning Commission shall consist of seven (7) members to be appointed by the Mayor with the approval of the City Council.

32.23 POWERS AND DUTIES.

- (A) Generally. The Planning Commission shall have the powers and duties given to City planning agencies generally by law, including the authority to conduct public hearings as directed by City Council or City policy. The Planning Commission shall also exercise the duties conferred upon it by this code.
- (B) Comprehensive Plan. It shall be the purpose of the Planning Commission to prepare and adopt a Comprehensive Plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan and other matters relating to the physical development of the City. This plan may be prepared in sections, each of which shall relate to a Comprehensive Plan program. After the City Council has adopted the Comprehensive Plan, the Planning Commission may periodically, but at least every five years, review the Comprehensive Plan and any ordinances or programs implementing the plan.
- (C) Means of Executing Plan. Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof, in order that it will serve as a pattern and guide for the orderly physical development of the City and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan shall, among other things, consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.
- (D) Zoning Ordinance. Pursuant to M.S. § 462.357, Subd. 3, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed amendments to the zoning ordinance, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning zoning ordinance amendments and their relation to the City's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.
- (E) Conditional Use Permits. The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance and conduct public hearings as directed by

City Council or City policy. The Planning Commission shall report its recommendations to the City Council for action.

- (F) Interim Use Permits. The Planning Commission may make recommendations on all requests for an interim use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or City policy. The Planning Commission shall report its recommendations to the City Council for action.
- (G) Subdivision Regulations. The Planning Commission may make recommendations in relation to the subdividing of land as prescribed by the ordinance. The Planning Commission shall report its recommendations to the City Council for action.
- (H) Variances. All applications for variances shall be referred to the Planning Commission and forwarded with or without recommendations directly to the City Council for its decision.
- (I) Site Plan Review. The Planning Commission may make recommendations on all requests for site plan review under the terms of the zoning ordinance and conduct public hearings as directed by City Council or City policy. The Planning Commission shall report its recommendations to the City Council for action.
- (J) Official Map. Pursuant to M.S. § 462.359, Subd. 2, as it may be amended from time to time, after adoption of a major thoroughfare plan and a community facilities plan (which may be contained in the City comprehensive plan or adopted separately), the Planning Commission, for the purpose of carrying out the policies of the major thoroughfare plan and community facilities plan, may prepare and recommend to the governing body a proposed official map covering the entire municipality or any portion thereof. The official map or maps shall be prepared in sufficient detail to permit the establishment of the future acquisition lines on the ground. In unplatted areas, a minimum of a centerline survey shall have been made prior to the preparation of the final draft of the official map. The accuracy of the future acquisition lines shown on the official map shall be attested to by a licensed land surveyor.
- (K) Appeals to Denials of Zoning, Land Use or Building Permits Based on the Official Map. All appeals to denials of zoning, land use or building permits based on the official map may be referred to the Planning Commission, and forwarded with or without recommendations directly to the City Council. The City Council shall have the powers of a Board of Appeals and Adjustments as provided for in M.S. § 462.359, Subd. 4, as it may be amended from time to time for its decision.
- (L) Purchase and Sale of Real Property. Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed acquisitions or disposals of publically owned interests in real property within the City by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed acquisition or disposal of real property with the Comprehensive Plan. The City Council may by resolution adopted by two-thirds vote dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the Comprehensive Plan.
- (M) Capital Improvements. Pursuant to M.S. § 462.356, Subd. 2, as it may be amended from time to time, after adoption of a Comprehensive Plan, the Planning Commission shall review all proposed capital improvements within the City by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed capital improvements with the Comprehensive Plan.
- (N) Comprehensive Plan Amendments. Pursuant to M.S. § 462.355, Subd. 2, 3, as it may be amended from time to time, after adoption of Comprehensive Plan, the Planning Commission shall review all proposed amendments to the Comprehensive Plan, hold at least one public hearing, and make recommendations to the City Council Comprehensive Plan amendments and their relation to the City Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.
- (O) City Plans. After adoption of the Downtown Design Manual, Redevelopment Master Plan, Living Streets Plan, and Park Improvement Plan, the Planning Commission shall review all proposed amendments, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

32.30 DESIGN REVIEW COMMISSION.

32.31 ESTABLISHMENT OF THE DESIGN REVIEW COMMISSION.

A Design Review Commission for the City is hereby established. The City Council hereby declares as a matter of public policy that the encouragement of the orderly and harmonious physical development of the Downtown as

intended by the City's Comprehensive Plan and the Downtown Design Manual. The historic preservation, restoration, and enhancement and use of sites, buildings, structures and other objects is a public necessity and is required in the interest of the people. Except as otherwise provided in this ordinance, the Design Review Commission shall be advisory directly to the City Council.

32.32 COMPOSITION.

The Design Review Commission shall consist of five (5) members to be appointed by the Mayor with the approval of the City Council.

32.33 POWERS AND DUTIES.

- (A) Generally. The Design Review Commission shall have the powers and duties to safeguard the resources of the Downtown by preserving and enhancing sites, structures, districts and landmarks which reflect elements of the City's cultural, social, economic, political or architectural history.
- (B) Purpose. The Design Review Commission is established to encourage harmonious growth and appearance of structures and properties, preserve historical heritage, maintain and improve property values by ensuring property owner compliance with design regulations of the Zoning Code, and to encourage development of properties as intended by the City's Comprehensive Plan and Zoning Code.
- (C) Duties. The Design Review Commission shall have the following duties:
 - (1) Design Review Applications. The Design Review Commission may make recommendations on all requests for Design Review applications under the terms of the Zoning Code, Downtown Design Manual, and conduct public meetings as directed by City Council or City policy. The Design Review Commission shall report its recommendations to the City Council for action.
 - (2) Comprehensive Plan. It shall be the directive of the Design Review Commission to give due regard to the City's Comprehensive Plan which specifically refers to the Downtown; promoting and preserving historical elements, creating visual interest, providing for additional landmarks and creating user friendly edges and form.
 - (3) Downtown Design Manual. The Design Review Commission shall give due regard to the Downtown Design Manual. After the City Council has adopted the Downtown Design Manual, the Commission may periodically, but at least every five years, review the manual, and if necessary, update the manual. The Commission shall review all proposed amendments to the Downtown Design Manual, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.
 - (4) Redevelopment Master Plan. It shall be the directive of the Design Review Commission to give due regard to the City's Redevelopment Master Plan which specifically refers to the Downtown; promoting commercial and mixed-use transitions and pedestrian-friendly amenities.

32.40 ENVIRONMENTAL ADVISORY COMMISSION.

32.41 ESTABLISHMENT OF THE ENVIRONMENTAL ADVISORY COMMISSION.

An Environmental Advisory Commission for the City is hereby established. The City Council hereby declares as a matter of public policy that the environmental policies, education, and quality of the environment is a public necessity and is required in the interest of the people. Except as otherwise provided in this ordinance, the Environmental Advisory Commission shall be advisory directly to the City Council.

32.42 COMPOSITION.

The Environmental Advisory Commission shall consist of five (5) members to be appointed by the Mayor with the approval of the City Council. One non-resident of the City of North St. Paul is allowed to serve as a voting member of the five member Commission and shall count for quorum purposes.

32.43 POWERS AND DUTIES.

- (A) Generally. The Environmental Advisory Commission shall have the powers and duties to provide recommendations to advance the City's environmental goals, policies, and programs, engage the

community, encourage relationships and partnerships, and assist with other environmental interests and concerns that the Council may deem appropriate.

- (B) Purpose. To enhance the City's environmental stewardship, elicit community feedback, provide for community outreach and education, promote awareness of environmental issues, and enhance the quality of the City's lakes, ponds and streams.
- (C) Duties. The Environmental Advisory Commission shall have the following duties:
 - (1) Policy. Advise the City Council with respect to environmental policies including:
 - (a) Review and promote ordinances relating to protecting the environment including erosion control, shoreland zoning, surface water management, and wetland protection.
 - (b) Comprehensive Plan. It shall be the directive of the Commission to give due regard to the City's Comprehensive Plan which specifically refers to the natural environment where the City's environmental qualities need to be protected and preserved.
 - (c) Living Streets Plan. The Commission shall give due regard to the Living Streets Plan. The Commission may periodically, but at least every five years, review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Living Streets Plan, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.
 - (d) Select Committee on Recycling and the Environment (SCORE). As part of Minnesota's Waste Management Act, score funding provides counties with resources to develop waste reduction, recycling and solid waste management programs. The Commission shall recommend score fund allocation to the City Council.
 - (e) Tree Board. The Commission shall serve as the Tree Board for the Tree City USA program and review requests and make recommendations to the City Council.
 - (f) Storm Water Pollution Prevention Plan (SWPPP). The Commission shall serve in a supportive capacity to the public participation and educational elements of the SWPPP minimum control measures.
 - (2) Education. Promote public awareness of the environment, sustainability, and natural resource management.

32.50 PARKS AND RECREATION COMMISSION.

32.51 ESTABLISHMENT OF THE PARKS AND RECREATION COMMISSION.

A Parks and Recreation Commission for the City is hereby established. The City Council hereby declares as a matter of public policy that parks, open spaces and trails and associated open water, lakes, ponds, streams and wetlands contribute significantly to enhancement and image of the City as intended by the City's Comprehensive Plan and the Park Improvement Plan. Except as otherwise provided in this ordinance, the Parks and Recreation Commission shall be advisory directly to the City Council.

32.52 COMPOSITION.

The Parks and Recreation Commission shall consist of nine (9) members to be appointed by the Mayor with the approval of the City Council.

32.53 POWERS AND DUTIES.

- (A) Generally. The Parks and Recreation Commission shall have the powers and duties to establish, improve, develop and maintain the parks, open spaces and trails system which include policies governing the maintenance and public use of the parks and trails within the City as well as activity surrounding the associated open water, lakes, ponds, streams and wetlands.
- (B) Purpose. The Parks and Recreation Commission is established in recognition the importance of adequate, useful and attractive parks, open spaces, trails and associated open water to promote public health and active living, provide for leisure activities, maintain property values and sustain a high quality of life in the community.
- (C) Duties. The Parks and Recreation Commission shall have the following duties:
 - (1) Use. Prepare operating policies and procedures for use of existing parks.

- (2) Park Fund. Make recommendations to the City Council related to programs, projects, and improvements.
- (3) Public Land Dedication. Review requests and make recommendations to the City Council.
- (4) Comprehensive Plan. It shall be the directive of the Park and Recreation Commission to give due regard to the City's Comprehensive Plan which specifically refers to Parks, Open Spaces and Trails and its coordinating map in which the goal and vision is to enhance and expand the City's system.
- (5) Park Improvement Plan. The Park and Recreation Commission shall give due regard to the Park Improvement Plan. The Park Improvement Plan shall incorporate the Policies and Program elements of the Parks, Open Spaces and Trails chapter of the City's Comprehensive Plan and shall include a five-year Capital Improvement Plan. After the City Council has adopted the Park Improvement Plan, the Commission shall annually review the manual, and if necessary, update the plan. The Commission shall review all proposed amendments to the Park Improvement Plan, conduct public hearings as directed by City Council or City policy, and make recommendations to the City Council concerning the amendments and their relation to the City's Comprehensive Plan and other land use controls. The Commission shall report its recommendations to the City Council for action.
- (6) Capital Improvement Plan. Prepare, and annually update for City Council approval, a five-year Capital Improvement Plan for the development of the City's Parks, Open Spaces and Trails system.

32.60 BOARD OF APPEALS AND ADJUSTMENT.

32.61 ESTABLISHMENT OF THE BOARD OF APPEALS AND ADJUSTMENT.

A Board of Appeals and Adjustment for the City is hereby established. The Planning Commission shall serve as the Board of Appeals and Adjustment. Except as otherwise provided in this ordinance, the Board of Appeals and Adjustment shall be advisory directly to the City Council.

32.62 COMPOSITION.

The Board of Appeals and Adjustment shall consist of seven (7) members to be appointed by the Mayor with the approval of the City Council.

32.63 POWERS AND DUTIES.

- (A) Generally. The Board of Appeals and Adjustment shall act upon all questions that may arise in the administration of the zoning provisions, including interpretation of the zoning maps.
- (B) Purpose. The Board of Appeals and Adjustment is established in order to grant variances and decide appeals.
- (C) Duties. The Board of Appeals and Adjustment shall have the following duties:
 - (1) Variances. The Board shall make recommendations to the City Council regarding variances to the zoning provisions.
 - (2) Appeals. The Board shall hear and make recommendations to the City Council regarding appeals from and review any order, requirement, decision or determination made by an administrative official charged with enforcing the zoning provisions. The appeal may be taken by any person aggrieved or by any officer, department, board or bureau of a municipality, county or state.
- (D) Hearings.
 - (1) Hearings shall be held by the Planning Commission in accordance with the Board's adopted rules for the transaction of its business. Any party may appear at the hearing in person or by agent or attorney.
- (E) Decision and Order.
 - (1) The Board may recommend to reverse, affirm wholly or partly, or modify the order, requirement, decision, or determination appealed and to that end shall have all the powers of the officer from whom the appeal was taken and may issue or direct issuance of the permit to the City Council. The City Council's decision shall be final except to the extent the aggrieved party may have a right to appeal questions of law and fact to the Ramsey County District Court.

Section III.

This ordinance shall take full effect and be in force from and after its adoption. The City Clerk is hereby directed to publish this ordinance as required by law.

ADOPTED by the City Council of the City of North St. Paul this 16th day of June, 2015.

On motion by Council Member Petersen
Second by Council Member Furlong

Voting:	Ayes:	Mayor Kuehn Council Member Furlong Council Member Walczak Council Member Petersen Council Member Sonnek
	Absent:	None
	Abstain:	None

/s/ Michael R. Kuehn, Mayor

ATTEST:

/s/ Jason Ziemer, City Manager

Summary published in Review: July 1, 2015