City of North St. Paul
Planning Commission
Regular Meeting Agenda

March 2, 2023
6:30 PM

The Planning Commission Meeting will be conducted on **March 2, 2023** at 6:30 p.m. in the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The Planning Commission also meets via interactive TV under Minn. Stat. 13D.02. Members of the public interested in attending remotely can log in with the following information:

The **March 2, 2023 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: https://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 the Public Forum or a Public Hearing.

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
Patrick Blees, Chair
Andrew Wise, Vice-Chair
Erik Brenna, Commissioner
Cameron Muhic, Commissioner
Jason Nordby, City Council Liaison

STAFF
Brandy Howe, Community Development Director
Chris Cherne, Planning Commission Secretary

III. Adopt Agenda

IV. Presentation

A. Commissioner Recognition

V. Approval of Minutes

A. Approval of 02-09-2023 Special Meeting Minutes

VI. 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.

VII. Public Hearings

VIII. Commission Business, Action Items & Recommendations

A. Commission Training

IX. Old Business

X. Reports from Staff

XI. Reports from Council Liaison

XII. Reports from Commissioners

XIII. Adjournment

The next regularly scheduled Planning Commission meeting is Thursday, April 6th 2023, at 6:30 PM.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Planning Commissioners	March 2, 2023

Agenda Placement

Presentation

Subject

Commissioner Recognition

Background/Facts

The Planning Commission wishes to recognize and thank Rick Gelbmann for his 8 years of dedicated service to the Planning Commission.

Recommended Action

Attachments

None

Respectfully submitted,
Chris Cherne, Planning Commission/EDA Secretary

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Agenda Information Memorandum

To	Date
Planning Commissioners	March 2, 2023

Agenda Placement

Approval of Minutes

Subject

Approval of 02-09-2023 Special Meeting Minutes

Background/Facts

Recommended Action

Staff recommends approval of the 02-09-2023 Special Meeting Minutes.

Attachments

1. PC Special Meeting Minutes 02-09-2023

Respectfully submitted,
Chris Cherne, Planning Commission/EDA Secretary

CITY OF NORTH ST. PAUL
PLANNING COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, FEBRUARY 9, 2023
5:00 P.M.

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

I. CALL TO ORDER

Commissioner Blees called the meeting to order at 5:00 p.m.

II. ROLL CALL

COMMISSION
Patrick Blees, Commissioner
Eric Brenna, Commissioner
Cameron Muhic, Commissioner (arrived at 5:03 after agenda approved)
Andrew Wise, Commissioner
Jason Nordby, City Council Liaison

STAFF
Brandy Howe, Community Development Director
Chris Cherne, Planning Commission Administrative Assistant Absent

III. ADOPT AGENDA

Motion to adopt agenda by Brenna, and seconded by Wise, with all present voting aye (3-0). Motion carried.

V. APPROVAL OF MINUTES

Motion to approve January 5, 2023 meeting minutes by Wise, and seconded by Brenna, with all present voting aye (4-0). Motion carried.

VI. MEETING OPEN TO THE PUBLIC

There were no comments.

VII. PUBLIC HEARINGS

There were no public hearings.

IV. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Site Plan Review at 2231 11th Avenue E.
Howe provided a staff report of the site plan proposal by Architectural Consortium, LLC, on behalf of NSP PP Properties, LLC to reconfigure the parking lot and add a drive-through window for a donut/coffee shop at 2231 11th Avenue E (Polar Plaza). Howe provided staff analysis of the site plan as it relates to zoning requirements and concluded that the proposal meets the criteria for site plan approval per ordinance.

Muhic asked if traffic counts were provided. Howe indicated that they were not included in the application. Muhic suggested that traffic counts or review by the city engineer should be provided or reviewed as a condition of approval.

Blees asked about the traffic circulation pattern on the northeast corner of the site and expressed concerns with potential conflicts with those exiting the drive-through and those entering from McKnight Road.

The applicant (Mr. Elliot Stendel) was available by speaker phone to respond. Stendel responded that the site plan is arranged to allow for quite a bit of vehicular stacking so that traffic flow coming in from McKnight is relatively unimpeded. He indicated that most traffic exiting the site will take the northeast exit onto McKnight rather than making an immediate U-turn to go south in the parking lot to exit the east side of the site onto McKnight.

It was noted that the northeast access is off the applicant's site and evidence of a cross-access agreement or comparable should be listed as a condition of approval.

Motion to approve the site plan at 2231 11th Avenue E. with the following listed conditions made by Wise, and seconded by Muhic, with all present voting aye (4-0). Motion carried.

Conditions:

- The City Engineer shall review the proposed traffic circulation pattern and approve the site plan prior to building permit.
- Applicant shall provide a cross-access agreement for the northeast exit from the site prior to building permit.

B. Discuss 2023 work plan

Blees mentioned that a work plan isn't a requirement of the Planning Commission because it is more of a reactive/advisory body, but it is good to have a working list of priority projects. After some discussion the following were identified as priorities as provided by time and staff availability:

- Subdivision ordinance update
- Zoning ordinance update
    - Including revisions to parking standards
- Zoning map update
- Comprehensive plan update (forthcoming in 2028)

VIII. OLD BUSINESS

None.

IX. REPORTS FROM STAFF

Howe reported that in response to a question from former Commissioner Gelbman's question, the landscaping had been installed at Schifsky's and the fence posts should be out by spring (if they are not already gone).

X. REPORTS FROM COUNCIL LIAISON

The City Council approved a sidewalk encroachment ordinance to allow outdoor seating for bars and restaurants in the summer. Council approved a resolution of support for a DEED Redevelopment grant for the Lillie redevelopment project and Council approved a certificate of completion for the Anchor View Apartments project.

XI. REPORTS FROM COMMISSIONERS

None.

XII. ADJOURNMENT

There being no further business, motion to adjourn by Brenna, and seconded by Wise, with all present voting aye (4-0). Motion carried to adjourn the meeting at 6:37 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, March 2, 2023 at 6:30 p.m.

Members, please notify any planned absences to:

Chris Cherne
Community Development Assistant
651-747-2440
chris.cherne@northstpaul.org

NORTH ST. PAUL
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Agenda Information Memorandum

To	Date
Planning Commissioners	March 2, 2023

Agenda Placement

Commission Business, Action Items & Recommendations

Subject

Commission Training

Background/Facts

City Attorney Soren Mattick will provide training to the Planning Commission.

Recommended Action

Attachments

None

Respectfully submitted,
Chris Cherne, Planning Commission/EDA Secretary