



City of North St. Paul
Planning Commission
Regular Meeting Agenda

**April 6, 2023
6:30 PM**

The Planning Commission Meeting will be conducted on **April 6, 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 **April 6, 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

Jim Rathe, Commissioner

Jason Nordby, City Council Liaison

STAFF

Brandy Howe, Community Development Director

Chris Cherne, Planning Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of 03-02-2023 Meeting Minutes

V. Meeting Open to the Public

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

A. Discussion on Zoning Map Amendments

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 Thursday, May 4th 2023, at 6:30 PM.



To	Date
Planning Commissioners	April 6, 2023

Agenda Placement #
Approval of Minutes

Subject
Approval of 03-02-2023 Meeting Minutes

Background/Facts
N/A

Recommended Action
Staff recommends approval of the 03-02-2023 Planning Commission meeting minutes.

Attachments
1. PC Minutes 03-02-2023

Respectfully submitted,
Chris Cherne, Planning Commission/EDA Secretary

VII. PUBLIC HEARINGS

There were no public hearings.

VIII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Commission Training

City Attorney Soren Mattick provided training on the rights and responsibilities of the Planning Commission. Mr. Mattick provided details on land use planning as it relates to the Comprehensive Plan, zoning ordinances and regulations, roles and purpose of the Planning Commission, land use, variances, permitted and accessory uses, conditional use permit exceptions, interim uses, time limitations, public hearings, due process, gift law and conflicts of interest.

After questions from the Planning Commission, Mr. Mattick provided the following information:

- Comprehensive Plan changes or amendments are required to go through MET Council and need a super majority vote
- Shared city boundaries are reviewed but not voted on by the Planning Commission
- Conditional use permits require a public hearing
- Once a permit is issued, changes may not be made
- Recommended equal and consistent decisions with respect to zoning ordinance amendments
- Clarified that a conditional use permit is issued to the property, not the person and that permit stays with the property if it is ever sold in the future
- Defined and detailed the conditional use and interim use permit process
- Strongly encouraged Commission members to stay away from any position that would have the appearance of impropriety.

Mr. Mattick defined variances in detail and recommended a detailed analysis of why it would be denied or granted. He also suggested changing the ordinance language if there is a continuance of similar variances granted.

He provided examples of how conflicts of interest can be complicated and encouraged any Commission member to err on the side of caution or send him an email with any questions. Mr. Mattick also recommended waiting to communicate with Commission members on a particular application or topic until everything has been presented.

Mr. Mattick provided details on the open meeting law and the data practice act. He stated you are not permitted to discuss topics via phone, email or text and stated all data is public regardless of the device used. He also provided more clarification on social gatherings. Ms. Howe will look into City provided email addresses for Commission members.

Mr. Mattick stated the Legislature will likely be changing laws effective August 1st so the Commission should expect another training from him regarding the new laws.

Ms. Howe noted this meeting will be recorded and that should provide sufficient information regarding any questions or concerns residents may have.

IX. OLD BUSINESS

There was no old business to report.

X. REPORTS FROM STAFF

Ms. Howe stated City Council approved the Polar Plaza site plan last meeting and it is scheduled for the next month's Planning Commission meeting.

XI. REPORTS FROM COUNCIL LIAISON

There were no reports from Council Liaison.

XII. REPORTS FROM COMMISSIONERS

A new Commission member, Jim Rathe provided a brief biography about himself and stated he is excited to give back to this community by being a part of the Planning Commission.

Commissioner Muhic stated his absence at the June 1st meeting.

XIII. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Muhic, and seconded by Commissioner Wise, with all present voting aye (3-0). Motion carried to adjourn the meeting at 8:10 p.m.

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

Members, please notify any planned absences to:

Chris Cherne
Planning Commission Secretary
651-747-2440
chris.cherne@northstpaul.org



To

Planning Commissioners

Date

April 6, 2023

Agenda Placement #

Commission Business, Action Items & Recommendations

Subject

Discussion on Zoning Map Amendments

Background/Facts

Refer to enclosed staff report.

Recommended Action

N/A

Attachments

1. PC Report 04-6-23
2. Zoning Map 2015
3. 2040 FLU Map

Respectfully submitted,
Brandy Howe, Community Development Director

City of North St. Paul

City Council Report

From: Brandy Howe, Community Development Director
Meeting Date: April 6, 2023
Agenda Item: Zoning Code and Map Compliance with Comp Plan



BACKGROUND

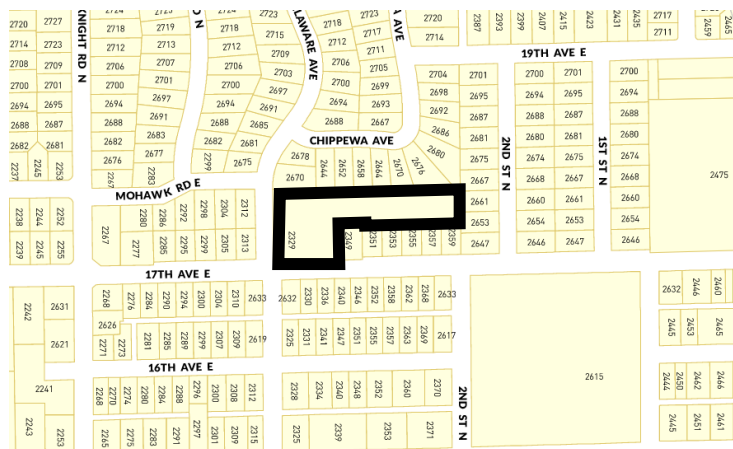
In August 2015, the City Council approved a complete rewrite to the zoning ordinance. The zoning map was amended shortly thereafter to implement the new zoning ordinance which established new district designations. The zoning map has not been amended since 2015.

In December 2019, the City Council approved the 2040 Comprehensive Plan. The land use chapter and future land use map were developed to reflect the new zoning ordinance and districts. In essence, the comp plan was developed to be consistent with the 2015 zoning map and ordinance, thus very few map amendments were recommended to implement the Comprehensive Plan. The following, however, are specific map amendments that were identified (see chapter 15, page 23).

- Additional parcels of medium density residential (R2) will be added south of 7th Ave E.
- Property on the north side of 17th Ave. E. at 2nd St. N. will be rezoned to R2.

It is staff's understanding that the suggested rezoning of property south of 7th Avenue E. is intended to align with the future land use map. See enclosed future land use map and refer to areas planned for medium density residential adjacent to the south side of 7th Avenue and in clusters behind the downtown.

It is not completely clear based which property is to be rezoned in the vicinity of 17th Avenue and 2nd Street N, but it is our understanding that it is the undeveloped, pan-shaped parcel that lies between 2nd and 3rd Streets just north of 17th (see below).

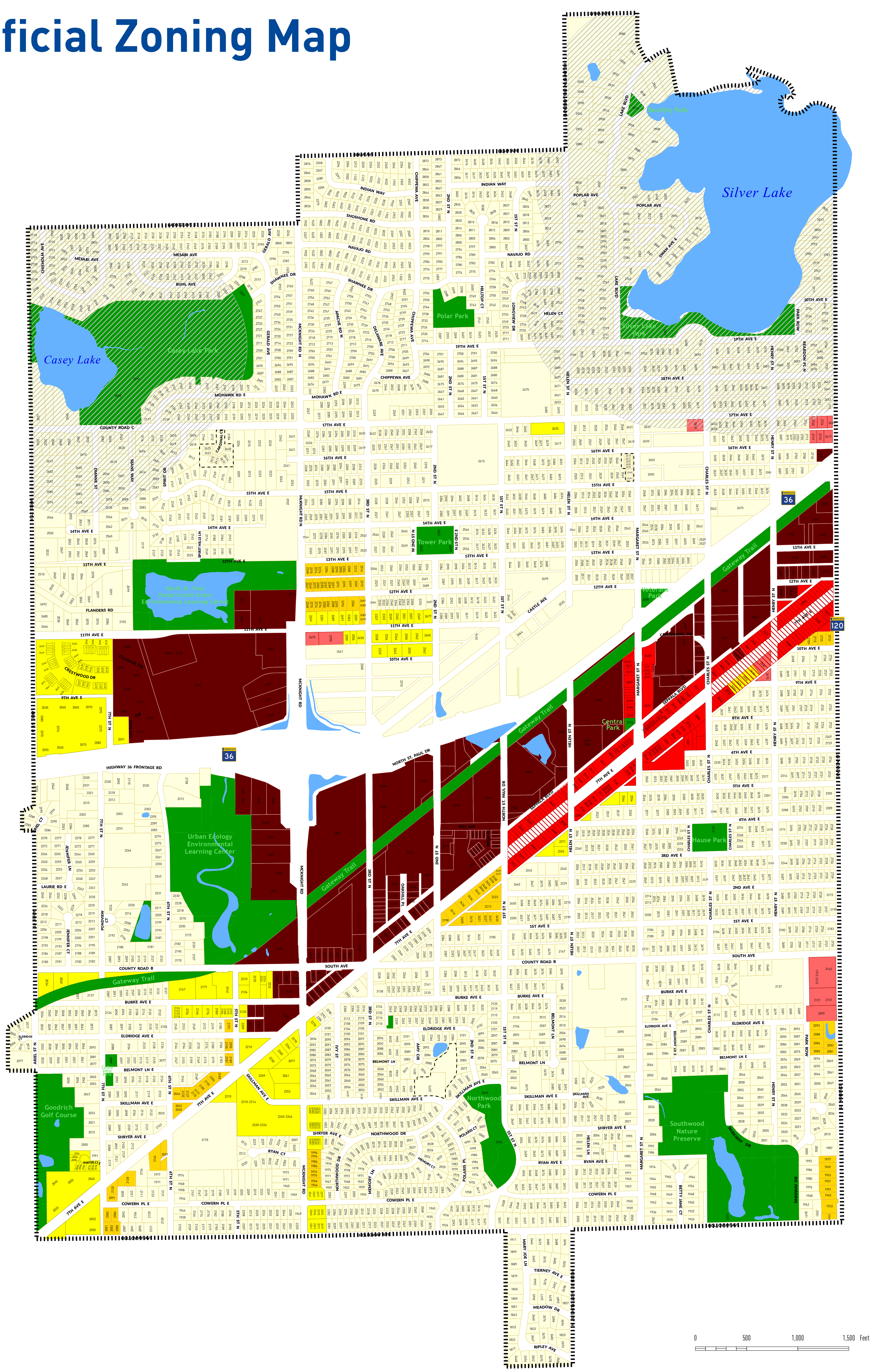


Note there are other areas on the future land use map vary from the existing zoning map. Staff recommends the Planning Commission discuss the preferred process for zoning map amendments—whether a partial update is preferred or a wholesale map update is warranted to comply with the future land use map. A third option is to refrain from map amendments at this time and wait for property owners to request rezoning as necessary for compliance with the comp plan.

ATTACHMENTS

1. 2015 Zoning Map
2. 2040 Future Land Use Map

Official Zoning Map



- Residential Districts**
- R-1** R-1: Single Family Residential District
 - R-2** R-2: Mixed Residential District
 - R-3** R-3: Multiple Family Residential District

- Mixed-Use Districts**
- MU-1** MU-1: Downtown Mixed-Use District
 - MU-2** MU-2: Transitional Mixed-Use District
 - MU-3** MU-3: Corridor Mixed-Use District

- Overlay Districts**
- D-1** D-1: Downtown District Overlay
 - S-1** S-1: Shoreland Overlay

- Special Districts**
- LID** LID: Low-Impact Development
 - PUD** PUD: Planned Unit Development

Parks

Map Revised: September 22, 2015
Data Sources
Ramsey County GIS (8/31/2015)
City of North Saint Paul



MAP 4-5 REDEVELOPMENT STAGING

