

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING AGENDA
THURSDAY, JANUARY 4, 2018
6:15 PM**

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

I. CALL TO ORDER

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Chair
Michael Stahlmann, Commission Vice-Chair
Chris Bathurst, Commissioner
Rick Gelbmann, Commissioner
Trisha Hamm, Commissioner
John Wahl, Commissioner
Allan Worm, Commissioner
Tom Sonnek, City Council Liaison

STAFF

Erin Perdu, City Planner
Addison Lewis, City Planner
Karin Derauf, Commission Secretary

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

Approve the December 7, 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. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Elect a Chairperson and Vice-Chairperson of the Planning Commission

VIII. REPORTS FROM STAFF

A. Comprehensive Plan Update – Infrastructure.
B. 2018 Goals.

IX. REPORTS FROM COMMISSIONERS

Update from City Council Liaison

X. ADJOURNMENT

The next regularly scheduled Planning Commission Meeting is Thursday, February 1, 2018 at 6:15 p.m.

MEETING MINUTES

PLANNING COMMISSION

THURSDAY, DECEMBER 7, 2017

6:15 P.M.

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



I. CALL TO ORDER

Chair Barton called the meeting to order at 6:15 p.m.

II. ROLL CALL

COMMISSION

Elaine Barton, Chair

Michael Stahlmann, Vice-Chair

Absent

Tom Sonnek, Council Liaison

Chris Bathurst, Commissioner

Absent

Trisha Hamm, Commissioner

Rick Gelbmann, Commissioner

John Wahl, Commissioner

Allan Worm, Commissioner

STAFF

City Planner Erin Perdu and Commission Secretary Karin Derauf.

III. ADOPT AGENDA

Motion to adopt agenda by Commissioner Gelbmann, and seconded by Commissioner Worm, with all present voting aye (7-0). Motion carried to adopt the December 7, 2017 Agenda.

IV. APPROVAL OF MINUTES

Motion to approve Minutes by Commissioner Wahl and seconded by Commissioner Gelbmann, with all present voting aye (7-0). Motion carried to approve the November 2, 2017 regular meeting minutes as submitted.

V. MEETING OPEN TO THE PUBLIC

None

VI. PUBLIC HEARINGS

None

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

None

VIII. REPORTS FROM STAFF

A. Comprehensive Plan Update – Land Use Chapter (Erin Perdu, City Planner, WSB)

As per City Planner Perdu, the first draft of the Land Use Chapter draws comparisons to the Metropolitan Council's forecast on land use. The focus has been on Anchor Block and Commerce Park sites for redevelopment, however, that is proving unfeasible given the Metropolitan Council requirements. Using just the Anchor Block and Commerce Park sites for redevelopment, the Chapter meets the population requirements, but does not quite meet the household requirements. Rather than additional changes to bring the individual household numbers up, it may be more prudent to leave the scenario as it is, submit the plan to the Metropolitan Council for review, and get further feedback from them if they require changes.

Commissioner Gelbmann asked about the goals to increase population and how that fits into the overall Comprehensive Plan for the City. As per Planner Perdu, those goals will be met in various areas, for example, in the EDA and Parks Chapters, and particularly in the separate Goals Chapter. In the Goals Chapter, language can be added that will pertain to young families in terms of growth.

Further discussion followed regarding the Land Use Chapter and topics of concern heard in the Community Cafe meetings. The City's existing residential, commercial, and industrial land use were also briefly discussed. The conversation progressed to expected growth and change for the future of the City and what those expected growth projections look like in terms of land use. Maps included in the meeting packet were used for reference in these discussions.

The discussion on Land Use turned to implementation strategies and what that will look like moving forward. The main strategy will be in keeping with the City Ordinances already in place, taking into account allowance for residential development, commercial and mixed use development, parks, open spaces and natural resources, gathering spaces, community feel, and connections and linkages for the city for all modes of transportation.

B. Comprehensive Plan Update – Non-Motorized Transportation (Morgan Dawley, City Engineer, WSB and Adam Smith, Transportation Planner, WSB)

Non-motorized transportation is one of the very key components of the Transportation Chapter of the Comprehensive Plan. Non-motorized connections in the City will provide a framework of future street projects.

During public input at Community Café Meetings, held on September 11, 2017 and October 16, 2017, feedback was given from attendees, which has been compiled and combined in an effort to update the draft map for the planned non-motorized transportation network.

Discussion revolved around the methodology for prioritizing the overall non-motorized network in terms of existing and proposed facilities within the City. The draft presented to the Commission has been designated as Tier I, Tier II, and Tier III Facilities and include connections to neighboring cities, along with places like schools, churches, retail areas, parks, etc., within the City. Discussion of the facilities is currently non-specific as more information is needed regarding prioritizing the points of interest in the City, and in neighboring cities. These facilities or areas of interest will be discussed and prioritized at subsequent meetings with the goal of consensus on what will be included in a draft Transportation Chapter.

IX. REPORTS FROM COMMISSIONERS

Commissioner Sonnek briefly discussed the changes to pet licensure within the City for next year. The City will now issue a 2-year pet license beginning in 2018. This is a change from the previous 1-year license which required pet owners to renew annually.

The budget was also discussed, and a reduction of 1/3 has taken place in an effort to lower the levy.

Commissioner Sonnek also briefly discussed surface water utility charges and impervious surfaces. This will apply to commercial as well as residential. This led to a discussion pertaining to the DNR and White Bear Lake in terms of North St. Paul's water supply.

There will be an open house meeting on Wednesday, December 20, 2017 at City Hall for residents on Lake Boulevard regarding potential walkway improvements/alternatives and the impact to the west side of the lake.

The City has entered a purchase agreement to build on one of the parcels in the Commerce Park area. The agreement is for purchase of the property to build an elderly care facility. It is approximately a 5 – 6 million dollar project that will eventually bring at least 25 full-time jobs to the facility and City. This could be a catalyst for further development in the Commerce Park area. There was some discrepancy of whether or not the sale of this property needed to be addressed with the Planning Commission. Planner Perdu will check with the City Attorney in terms of the Planning Commission's part in review of the sale.

X. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Worm, and seconded by Commissioner Gelbmann, with all present voting aye (7-0). Motion carried to adjourn the meeting at 8:16 p.m.

Next Meeting: Thursday, January 4, 2018

MEMORANDUM

Date: 12/28/17

To: Chair Barton and Planning Commission
From: Erin Perdu, AICP, City Planner
CC: [Click here to enter text.](#)
Re: Elect a Chairperson and Vice-Chairperson of the Planning Commission



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BACKGROUND

Chair Barton and Planning Commission members:

Chairperson and Vice-Chairperson: Per Chapter 32, Section 32.08 Organization. At the first regular meeting of the calendar year, the Board and 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.

Terms: Per Chapter 32, Section 32.06 (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 next year of the appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed.

Planning Commission		Term	Start Date
Chair	Elaine Barton	01/01/2017-12/31/2019	3/1/2009
Vice-Chair	Michael Stahlmann	01/01/2015-12/31/2017	3/1/2009
	Rick Gelbmann	01/01/2017-12/31/2019	6/1/2014
	John Wahl	01/01/2017-12/31/2019	1/1/2007
	Allan Worm	01/01/2017-12/31/2019	3/1/2009
Council Liaison	Tom Sonnek	01/01/2017-12/31/2017	9/1/2015

RECOMMENDED ACTION

To nominate and vote a Chairperson and Vice-Chairperson of the Planning Commission.

MEMORANDUM

Date: 12/28/17

To: Chair Barton and Planning Commission
From: Erin Perdu, AICP, City Planner
CC: [Click here to enter text.](#)
Re: Comprehensive Plan Update: Infrastructure



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BACKGROUND

Planning Commission Members:

To continue our discussion on the Comprehensive Plan, City Engineer Morgan Dawley and other WSB staff members will be in attendance at your January meeting to review draft water supply, sewer and surface water information that will form chapters of the Comprehensive Plan. Each of these chapters fall under the "Water Resources" heading from the Metropolitan Council.

OTHER UPDATES

I am continuing to update the land use chapter based on last month's discussion and have contacted the Metropolitan Council for preliminary feedback on our future land use scenario (and the fact that we come up a bit short on the household projection).

For your February meeting I plan to have a draft of the housing chapter for your review.

Water Management Plan (WMP)

City of North St. Paul

What is a WMP?

- A component of a city's Comprehensive Plan that describes how the community protects and improves water quality and quantity.
- A planning tool to help communities meet the challenges of cost-effective management of water resources, both surface water and groundwater.
- A regulatory document describing policies for development.
- A plan to help cities budget for water resource related projects and provide eligibility for grant funding and partnership opportunities.

Why are we updating it?

- To meet the requirements under State Law that requires a plan update occur every 10 years as part of the Comprehensive Plan update.
- To provide consistency between watershed requirements and county groundwater plans.

Who uses this plan?

- The City
- Watershed districts
- State agencies such as the Minnesota Board of Water and Soil Resources and Metropolitan Council
- Residents
- Developers

Background for North St. Paul

- Last plan update was completed in 2008
- Incorporates requirements, goals, and policies from Ramsey-Washington Metro Watershed District and Valley Branch Watershed District
- Provides data and other background information related to water resources throughout the city
- Incorporates results from City-wide water quantity modeling

What type of information is in the plan?

Section 1.0, Executive Summary, provides basic information about the city's natural setting and summarizes the highlights of the WMP, including the WMP purpose and scope, goals, policies, and implementation tasks.

Section 2.0, Physical Setting, provides technical information describing the surface and subsurface conditions of the city.

Section 3.0, Assessment of Issues, assesses the issues, challenges, and problems the city faces in managing stormwater on behalf of the public.

Section 4.0, Goals and Policies, presents the city's water resource vision in the form of its goals and policies.

Section 5.0, Implementation Program, describes the significant components of the city's WMP implementation program, including its NPDES program, operation and maintenance of its stormwater system, education and public involvement, funding, ordinance implementation and official controls, implementation priorities, and a detailed implementation plan.

Section 6.0, References, lists the documents and other references used in the preparation of the WMP.

City Goals Regarding Surface Water Management

What are the City's goals with respect to managing water resources?

Water Quality: Maintain or improve the water quality of lakes, wetlands, and detention basins, and watercourses in the City of North St. Paul necessary to support designated beneficial uses, and improve the quality of surface water discharged to water bodies downstream of the City of North St. Paul (per TMDL requirements).

Water Quantity and Flooding: Preserve, maintain, and improve the stormwater storage and detention systems to control excessive volumes and rates of runoff, control flooding, to protect public health and safety, and to prevent the inundation of occupied structures.

Wetlands: Achieve no net loss of wetlands, including acreage, functions, and values. Where practicable, improve the functions, values, biodiversity, and acreage of wetlands.

Groundwater: Protect the quality and quantity of groundwater resources to preserve it for sustainable and beneficial purposes.

Erosion and Sediment: Protect the capacity of the stormwater system, prevent flooding, and maintain water quality by preventing erosion and sedimentation from occurring, and correct existing erosion and sedimentation problems.

Recreation, Habitat and Shoreland Management: Protect and enhance fish and wildlife habitat and recreation opportunities and manage watershed projects and programs to achieve healthy ecosystems.

Education and Public Involvement: Increase public awareness, understanding and involvement in water and natural resource management issues; increase public interaction with water resources and healthy ecosystems.

Financing: Minimize and fairly distribute public expenditures for plan implementation, with emphasis on using the city's stormwater utility to finance projects and collaborating/partnering with other entities.

How does this plan help the City meet these goals?

- Specifies projects and programs that will meet City goals
- Prioritizes projects and programs based on need, regulatory requirements, and estimated impact on water quality
- Establishes partnerships with state and local agencies that also work on water quality issues
- Allows the City to be eligible for grant applications to fund water quality project and programs
- Plans projects over a 10-year period that the City can implement as needed
- Allows for funds to be budgeted each year for improvement projects

EXECUTIVE SUMMARY

Introduction

The City of North St. Paul's Comprehensive Water Supply Plan evaluates the City's existing water distribution system and water demands, projects future water demands through the year 2040, and proposes infrastructure improvements to satisfy the future demands. This report has been prepared according to the guidelines established by the Metropolitan Council and the Minnesota Department of Natural Resources (DNR). The Water Supply Plan immediately following this report follows the template provided by the DNR, while this Comprehensive Water Supply Plan expands upon the template and provides further information for City and Metropolitan Council planning.

Existing System

The City of North St. Paul's water distribution system provides approximately 350 million gallons of water each year to about 4,650 service connections, a portion of which are located in the City of Maplewood where the system extends to the north. The system currently has one single pressure zone with five active production wells and two water towers.

Population and Water Demand

The population of the City of North St. Paul has fluctuated from year to year since 2005, but has stayed fairly constant over the long term. Total water use has fluctuated up and down as well over that time, although a slight decreasing trend has emerged in the last few years. Per capita water demands have also shown a slight decreasing trend. High efficiency appliances, general attitudes toward conservation, rainfall, and climate likely all play a role in these trends.

Growth and Demand Projections

The Metropolitan Council projects that the City of North St. Paul's population will remain roughly constant over the lifetime of this Plan, and that its total per capita water use will be constant. The population served by the City of North St. Paul's water distribution system, including the portion of the City of Maplewood supplied by the system, is projected to be 14,300 people by the year 2040. By that time, the projected total per capita water use of 74 gallons per capita per day will result in an average day demand of 1.06 million gallons per day and a maximum day demand of 2.75 million gallons per day.

Proposed Improvements

The City of North St. Paul's existing water system will require both rehabilitation and new installations to supply the projected population and its demands through the year 2040. By that time, the City plans to install chlorination equipment at its five well houses for disinfection, construct a new 750,000 gallon water tower for additional storage, and install a booster station to augment pressures in the northern part of the system. A more detailed discussion of these improvements, as well as planned rehabilitation work, is included in the Proposed Improvements section.

POLICIES

1. **Water Quality** – Provide the highest quality potable water possible to meet the domestic and business needs of those connected to the City's system.
2. **Distribution System** – Provide a system which has adequate pressure for existing and future development and for fire protection.
3. **City Wells and Pumps** – Monitor the capacity of the City wells and pumps to ensure that an adequate supply can be provided.
4. **Conservation** – Encourage conservation and use the system efficiently to reduce costs and to minimize the need to add more improvements.
5. **Cost** – Monitor the cost to provide a quality water supply and adjust the rates as needed to cover capital cost and operating costs.
6. **Cooperative Agreements** – Continue the agreement with Oakdale to provide water service to the east side of Silver Lake. (If the area is redeveloped, extending the water service may be cost effective.)

EXECUTIVE SUMMARY

Introduction

The City of North St. Paul's Comprehensive Sanitary Sewer Plan describes the existing sanitary sewer system and outlines the timing and sequence of future improvements. The Sanitary Sewer Plan allows the City and the Metropolitan Council to build and improve their sanitary sewer collection and treatment systems so that development can occur in the most efficient and cost-effective manner. As a result of projected population and land use changes in North St. Paul, the Metropolitan Council estimates that sanitary sewer flows will actually decrease approximately 5 percent between 2010 and 2040.

Existing System

North St. Paul's sanitary sewer system currently consists of approximately 46 miles of gravity main, four lift stations, and 2,300 feet of forcemain. All of the lift stations and their associated forcemains were rehabilitated within the last five years. The City's sanitary sewer system collects and conveys wastewater to the Metropolitan Council Environmental Services (MCES) Meter M010A which discharges into MCES Interceptor 1-MW-413 and through the MCES system to the MCES Metropolitan Wastewater Treatment Plant (WWTP) located southeast of St. Paul on the Mississippi River.

Population and Flow

The population of the City of North St. Paul has fluctuated from year to year since 2005, but has stayed fairly constant over the long term. The wastewater flow generated in the City has also fluctuated from year to year, likely due to yearly climate conditions. Over the last five years, the City has generated an average of 1.12 million gallons per day.

Growth and Flow Projections

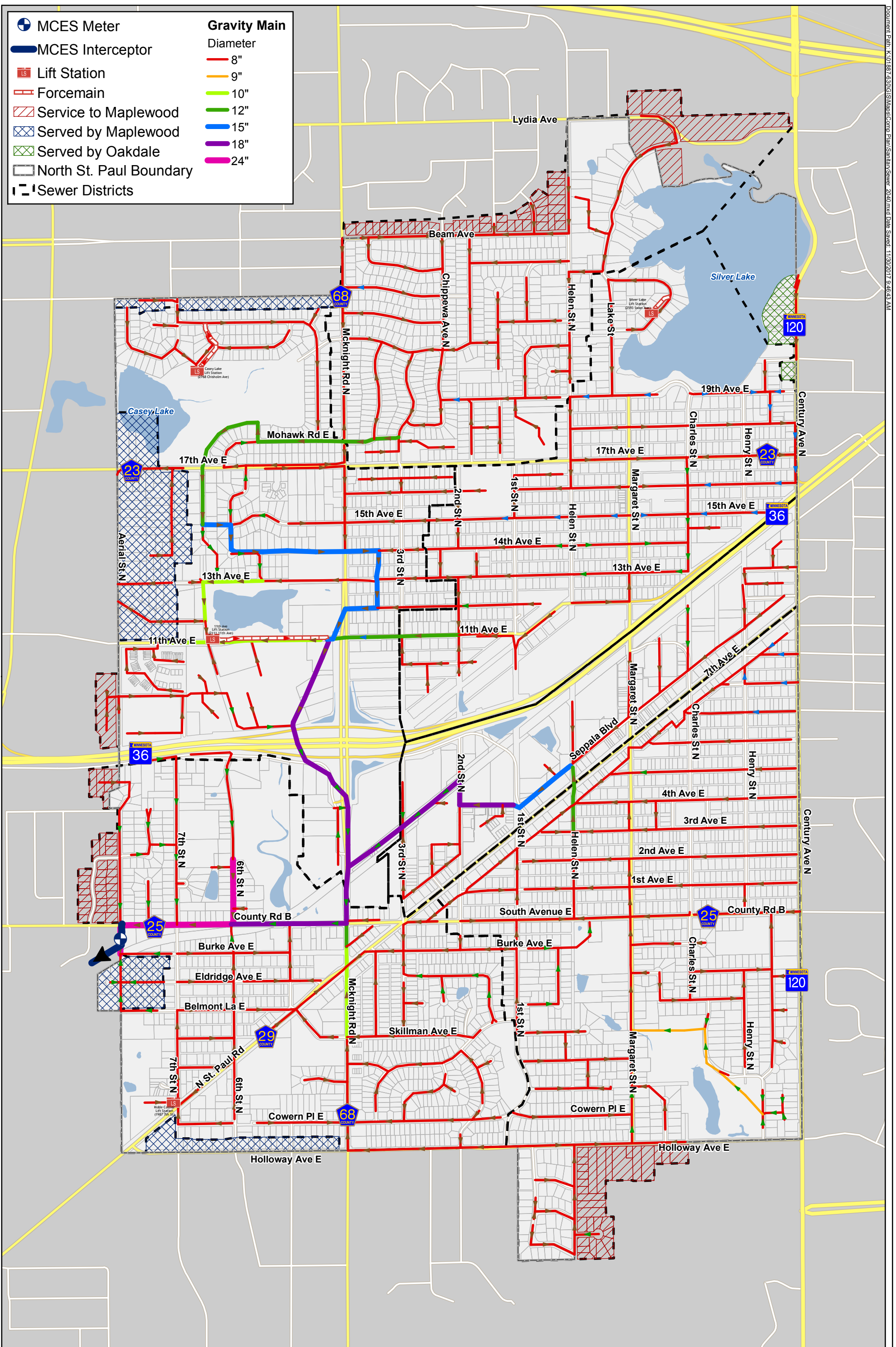
The Metropolitan Council projects that the City of North St. Paul's population will remain roughly constant over the lifetime of this Plan, and that its wastewater flow will actually decrease slightly through the year 2040. In contrast, this Sanitary Sewer Plan considers each parcel of potential redevelopment and potential flow increases from that redevelopment to plan for required infrastructure, so the total flow is typically greater than the MCES projections.

Proposed Improvements

The City of North St. Paul conducts sanitary sewer lining and replacement as part of its annual street and utility improvement projects. The analysis of the projected 2040 redevelopment is still being completed to determine if any additional improvements to the City's sanitary sewer system will be necessary.

POLICIES

1. **City Sewer** – All developments must be served by City Sewer.
2. **Trunk Lines** – The City will provide trunk sewer lines of a size sufficient to handle existing and future wastewater flow consistent with redevelopment plans, and provisions in this Comprehensive Plan.
3. **Standards** – The system must meet Upper Midwest Ten States Standards.
4. **Maintenance** – The City will regularly inspect the system and perform preventative maintenance to reduce overall costs.
5. **Inflow and Infiltration (I/I)** – The City will reduce I/I through:
 - Enforcement of the sump pump ordinance,
 - Maintenance to the system,
 - Continuance of the annual I/I program, which includes sealing manholes and reconstructing or relining sewer pipe in conjunction with the City's annual street and utility improvement projects.
6. **Needs** – The City will evaluate sanitary sewer system needs to ensure a continued high level of service.



MEMORANDUM

Date: 12/28/17

To: Chair Barton and Planning Commission
From: Erin Perdu, AICP, City Planner
CC: [Click here to enter text.](#)
Re: 2018 Goals



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BACKGROUND

Planning Commission Members:

In preparation for Planning Commission Chair, Elaine Barton's presentation to the City Council regarding the Year End Review of the Planning Commission for 2017, I am providing a list of the goals established in 2017 as well as an updated list of accomplishments. This information will form the basis for our discussion of goals for 2018.

ACCOMPLISHMENTS:

- The Commission held 4 public hearings with 5 recommendations to City Council
- Conditional Use Permits: 2
- Text Amendments: 1
- Variances: 0
- Planned Unit Developments: 0
- Site Plan Review: 0
- Vacate Easements: 0
- Minor Subdivision – Lot Splits: 1
- Final Plat: 0
- Interim Use Permit (Home Occupation): 1

2017 GOALS:

- Comprehensive Plan update
- Chapter 153 Subdivisions update
- Additional Government Training Services Training

Please see attached spreadsheet of 2017 action items.

RECOMMENDED ACTION

To establish goals for 2018 for presentation to City Council in the Chair's 2017 Year End Report.

PLANNING COMMISSION REQUEST LIST 2017

Action Items

PC DATE	P.C.R. #	DESCRIPTION	LOCATION	APPLICANT	PC RECOMMENDATION OR ACTION	CC DATE	CITY COUNCIL ACTION
1/5/2017		PC Meeting Cancelled	N/A	N/A	N/A	N/A	N/A
2/3/2017	N/A	ELECT COMMISSION CHAIR	N/A	N/A	Chair for 2017: Elaine Barton	1/19/2016	No Council Action Required
2/3/2017	N/A	ELECT COMMISSION VICE-CHAIR	N/A	N/A	Vice-Chair for 2017: Michael Stahlmann	1/19/2016	No Council Action Required
3/2/2017	2017-01	PUBLIC HEARING: CUP for Special Infill Housing and Minor Subdivision - Lot Split	2046 1st St North	North St Paul HRA	PC recommended approval of the CUP and Minor Subdivision - Lot Split at 2046 1st St. North	4/4/2017	Resolution No. 2017-038
4/6/2017	2017-02	PUBLIC HEARING: IUP Amendment Level II Home Occupation	2115 Burke	Tony Eiden	PC recommended to CC the approval of amendments to existing IUP.	5/2/2017	Resolution No. 2017-047
5/4/2017	N/A	PC Meeting Cancelled	N/A	N/A	N/A	N/A	N/A
6/1/2017	N/A	DISUCSSION: City Code 154.010 (J) Off-Street Parking and Loading	City Wide	City Initiated	PC recommended to hold a Public Hearing to take comment from the public.	N/A	N/A
7/6/2017	2017-03	PUBLIC HEARING: City Code 154.010 (J) Off-Street Parking and Loading	City Wide	City Initiated	PC recommended to CC to approve the text amendments to City Code 154.010.	N/A	N/A
8/3/2017	N/A	PC Meeting Cancelled	N/A	N/A	N/A	N/A	N/A
9/7/2017	N/A	DISCUSSION: Comprehensive Plan Update Future Land Use Senario Next Steps on Comp Plan	City Wide	City Initiated	None	N/A	N/A
10/5/2017	N/A	PC Meeting Cancelled	N/A	N/A	N/A	N/A	N/A
11/2/2017	2017-03	PUBLIC HEARING: CUP for Adult Day Care Facility	2231 11th Ave, Ste. J	Pay Soung	PC recommended to CC to approve the CUP application with condition of proof of on-going licensing.	11/21/2017	Resolution No. 2017-109
11/2/2017	N/A	DISCUSSION: Lake Elmo Comp Plan Amendment	City Wide	City of Lake Elmo Initiated	PC has no objections to the Lake Elmo Comp Plan Amendments	N/A	N/A
12/7/2017	N/A	DISCUSSION: Comprehensive Plan Update	N/A	City Initiated	None	N/A	N/A