



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

**December 7, 2023
6:30 PM**

The Planning Commission Meeting will be conducted on **December 7, 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 **December 7, 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. Presentation

- A. Recognition and Appreciation to Outgoing Commissioner Erik Brenna

V. Approval of Minutes

- A. Approval of November 2, 2023 Meeting Minutes.

VI. Meeting Open to the Public

VII. Public Hearings

- A. Consideration of an Amendment to the Sign Ordinance
- B. Consideration of an Amendment to the Zoning Ordinance
- C. Consideration of a Preliminary Plat for Margaret Street Commons

VIII. Commission Business, Action Items & Recommendations

- A. Consideration of a Resolution to Deny a Sign Variance

IX. Reports

X. Adjournment

The next regularly scheduled Planning Commission meeting is Thursday, January 4, 2024.



**Planning Commission
Regular Meeting Minutes
November 2, 2023
6:30 PM**

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

I. CALL TO ORDER

Chair Patrick Blees called the meeting to order at 6:30 PM.

II. ROLL CALL

COMMISSION

Patrick Blees, Chair

Andrew Wise, Vice-Chair

Absent

Erik Brenna, Commissioner

Cameron Muhic, Commissioner

Arrived at 6:32 PM

Jim Rathe, Commissioner

Jason Nordby, City Council Liaison

STAFF

Brandy Howe, Community Development Director

Chris Cherne, Planning Commission Secretary

III. ADOPT AGENDA

Blees requested to move Section VI. Item A Site Plan Review at 2371 McKnight Road after Section V.

Blees asked for a motion to adopt the November 2, 2023 meeting agenda as amended.

M/Rathe, S/Brenna.

Motion carried 3-0.

IV. APPROVAL OF MINUTES

A. Approval of September 7, 2023 Meeting Minutes

Blees asked for a motion to approve the September 7, 2023 meeting minutes.

M/Brenna, S/Rathe.

Motion carried 4-0.

V. MEETING OPEN TO THE PUBLIC

There were no public comments.

VI. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Site plan review at 2371 McKnight Road

Howe presented the site plan review at 2371 McKnight Road to the Planning Commission. The applicant proposes to demolish the former automobile service building and rebuild the site as a drive-thru restaurant. In response to questions from the Planning Commission, Howe clarified that there would be a

sidewalk connection from the restaurant site to the sidewalk on McKnight Road and that vehicle access would be via 11th Avenue and McKnight Road through the existing entrances to Target.

Zach Zelickson with Marvin Development V was available to answer questions from the Planning Commission. Zelickson clarified the utility easements on the site and stated they have recently received approval from the watershed. Zelickson described that the sidewalk from McKnight Road to the restaurant site will be ADA compliant. The Planning Commission discussed the pedestrian route from where the sidewalk ends at the parking lot to the front door. Blees stated that a painted striped crossing could be reasonable and Muhic inquired whether an island in the parking lot can be modified to include a pedestrian path. Zelickson stated that the developer will work on striping plans. Howe and Muhic discussed the possibility of removing two parking stalls to accommodate a safe pedestrian route from the proposed McKnight sidewalk to the front door.

Blees asked for a motion to approve the site plan review at 2371 McKnight Road with the listed conditions in addition to the elimination of two parking stalls and the inclusion of striping for a pedestrian route to be reviewed and approved by the Community Development Director.

M/Muhic, S/Rathe.

Motion carried 4-0.

VII. PUBLIC HEARINGS

A. Sign variance at 2678 7th Avenue E

Howe presented the Planning Commission with a variance request by the American Legion for a wall-mounted electronic message center (EMC) at 2678 7th Ave E.

The Planning Commission asked applicants Archie Vickerman and Dan Bronk to state their case. Archie Vickerman thanked the Planning Commission and stated that submitted a variance request because the property between their building and 7th avenue is City property and that the sign could either be placed on the building or on a shared bituminous parking lot. Vickerman explained that it would be of great cost to put up a freestanding EMC in the parking lot due to trenching and electrical wiring. In addition, a freestanding EMC in the parking lot would be in the way of snowplowing and would take away parking spaces. Dan Bronk explained the involvement of the American Legion in the community and stated that all the money generated by the American Legion goes back into the community. Bronk stated that there are safety concerns with the current changeable-copy signs on the building. Vickerman explained that the letters blow away in the summer or freeze in the winter and are not feasible for future advertising. Bronk stated that the proposed EMC would advertise blood drives, food drives, and other community events.

Muhic asked the applicants why they decided to propose an EMC on the west wall facing the parking lot. Vickerman stated they were initially looking at two EMCs, one on the west and one on the north, however due to budgetary issues they settled on the west sign. If the Planning Commission would be willing to approve both, they would work on getting both. Brenna asked if the EMC would meet the requirements of the sign ordinance. The applicant clarified that all regulations in the code besides the freestanding sign requirement would be met.

Blees opened the public hearing at 7:11 PM.

There were no comments.

Blees closed the public hearing at 7:12 PM.

Nordby stated a conflict of interest as his significant other regularly changes the sign letters. Muhic stated he is of the mindset of approving the request as well as a conditional variance for a second sign. Brenna stated he is inclined to only consider the one sign that has been applied for. Blees stated that the sign could be placed elsewhere on the site, yet there are cost implications and other complexities to do so. Blees reminded the Commission that per statutory requirements, a variance cannot be approved solely because of economic reasons.

The Planning Commission discussed their uncertainty as to why wall mounted EMCs are not permitted. Blees stated it would be difficult to grant the variance, however, he appreciates the idea of looking at a text amendment change to allow a wall mounted EMC. Muhic and Brenna agreed. The Planning Commission reviewed the sign ordinance requirements for EMCs and directed staff to begin looking at a text amendment to permit wall mounted EMCs.

Brenna made a motion to recommend to City Council denial of the variance request at 2678 7th Avenue E. due to economic hardship not being rationale for a variance.

M/Brenna, S/Muhic.

Motion carried 4-0.

VIII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

B. Capital Improvement Plan Review

Howe reported on the Capital Improvement Plan (CIP). Blees stated he did not see anything he would question.

Blees asked for a motion to recommend to City Council approval of the Capital Improvement Plan as it complies with the Comprehensive Plan.

M/Rathe, S/Brenna.

Motion carried 4-0.

IX. REPORTS

Howe stated that the sign ordinance will come to the next meeting and stated that the zoning ordinance amendment process may be taken in pieces at first with the ultimate goal of compiling all at the end. There has also been consideration in reducing the number of commissioners from seven to five and asked the Commission for their reaction. Blees stated he does not feel strongly either way. Muhic stated he prefers seven commissioners as there would be the opportunity to have more voices in the group.

Brenna stated that his term expires at the end of 2023, and he will not be seeking reappointment. Members of the Planning Commission thanked Brenna for his years of service to the Commission.

Nordby stated that there will be an open house regarding a Hwy 120 reconstruction project on Thursday, November 9, 2023 at 5:00 PM at the Washington County Wildwood Library.

Blees encouraged everyone to attend the Veterans Day Commemoration at Veterans Park on November 11, 2023 at 11:00 AM.

X. ADJOURNMENT

Blees asked for a motion to adjourn the meeting at 8:13 PM.

M/Muhic, S/Rathe.

Motion carried 4-0.



The next regularly scheduled Planning Commission Meeting is Thursday, December 7, 2023 at 6:30 PM.

Members, please notify any planned absences to:

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



To

Planning Commissioners

Date

December 7, 2023

Agenda Placement #

Public Hearings

Subject

Consideration of an Amendment to the
Sign Ordinance

Background/Facts

Refer to enclosed staff report

Recommended Action

Recommend approval of the proposed sign ordinance amendment.

Attachments

1. PC Report Sign Ordinance Amendment
2. Draft Amendment to Sign Ordinance

Respectfully submitted,
Brandy Howe, Community Development Director

City of North St. Paul

Planning Commission Report

From: Brandy Howe, Community Development Director
Meeting Date: December 7, 2023
Agenda Item: Public Hearing – Sign Ordinance Amendment



GENERAL INFORMATION

The Planning Commission considered a variance request to allow a wall-mounted electronic message center (EMC) sign on a property in the downtown at the November 2, 2023 meeting. While this request was ultimately recommended for denial, the Planning Commission determined that the sign ordinance should be reviewed to reconsider the electronic message center sign regulations. Staff was directed to prepare a draft ordinance for review that would allow wall-mounted EMCs.

PROPOSED AMENDMENT

The proposed amendment eliminates the restriction that EMCs only be permitted on a freestanding sign. The amendment also clarifies that EMCs are required to meet the additional standards related to the type of sign on which it is mounted (i.e. wall sign or freestanding).

An additional change that is proposed is to create Section 157.017 to establish clear direction for the procedure to amend the sign ordinance.

NOTICE REQUIREMENTS

Notice of the public hearing was placed in the Star Tribune on November 26, 2023.

RECOMMENDATION

Staff recommends approval of the enclosed sign ordinance amendment subject to the findings above.

ATTACHMENTS

1. Draft sign ordinance amendment

CITY OF NORTH ST. PAUL

ORDINANCE NO. 2023-xxx

AN ORDINANCE AMENDING THE NORTH ST. PAUL CITY CODE AS IT RELATES
TO THE SIGN ORDINANCE

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

SECTION 1. Section 157.006(C) of the Sign Ordinance is amended by adding the underlined language and removing the ~~strikethrough~~ language as follows:

(C) Electronic message centers (EMC).

1) General.

~~a. EMCs shall only be permitted on freestanding signs.~~

b. Non-conforming signs shall not be eligible for conversion to an electronic message center.

2) One electronic message center sign structure may be allowed per street frontage, not to exceed two EMC sign structures per site. Each structure may have two sign faces.

3) Freestanding EMCs shall adhere to the ~~height~~ standards for freestanding signs per §157.006(D).

4) Wall-mounted EMCs shall adhere to the standards for wall signs per §157.006(I).

5) EMC display.

a. EMCs shall maintain no less than an eight second dwell time for any images and messages.

b. Any change from one static display to another must be instantaneous and shall not include any distracting effects, such as dissolving, spinning, or fading. Animation, motion, or video displays are prohibited.

c. The images and messages displayed must be complete in themselves without continuation in content to the next image or message or to any other sign.

d. No EMC shall have a brightness level that exceeds 0.3 foot-candles above ambient light as measured from the property line.

e. All EMC signs shall include certification from the sign's manufacturer that the sign has been preset to conform to the luminance levels noted above and these settings are protected from end users' manipulation by password protected software.

f. EMCs may use multiple colors within the display, but the use of color shall not create distraction or a hazard to the public health, safety, or welfare.

6) EMC text size and legibility. The following minimum text sizes shall apply to all EMCs. If a sign is located on a corner with streets having differing speed limits, the minimum text size shall be based on the standard for higher speed limit to ensure legibility.

Minimum Text Sizes for EMC Signs	
Speed Limit of Adjacent Road	Minimum Text Size
25 to 34 MPH	7"

35 to 44 MPH	9"
45 to 54 MPH	12"
55 MPH or more	15"

7) Operation.

- a. All EMCs shall be equipped with a means to immediately discontinue the display if it malfunctions.
- b. The owner of an EMC must immediately cease operation of their sign when notified by the City that it fails to comply with the standards of this chapter.

SECTION 2. Create Section 157.017 of the Sign Ordinance as follows.

SECTION 157.017 SIGN ORDINANCE AMENDMENTS.

The procedure for amending the sign ordinance shall follow that process outlined for zoning text amendments in § 154.004 (D).

SECTION 3. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED by the City Council of the City of North St. Paul this ____ day of _____, 2023.

Motion by Council Member

Second by Council Member

Voting: Aye: Council Member
 Council Member
 Council Member
 Council Member
 Mayor

Nay:
 Abstain:
 Absent:

 John Monge, Mayor

Attest: _____
 Brian Frandle, City Manager



To	Date
Honorable Mayor Monge and City Council	December 7, 2023
Agenda Placement # VII.B	
Public Hearings	
Subject	
Consideration of an Amendment to the Zoning Ordinance	
Background/Facts	
Refer to enclosed staff report.	
Recommended Action	
Recommend approval of the enclosed amendment to the zoning ordinance.	
Attachments	
1. PC 12-7-23 Zoning Ord Amend	
2. Draft Zoning Ordinance Amendmnet	
Respectfully submitted, Brandy Howe, Community Development Director	

City of North St. Paul

Planning Commission Report

From: Brandy Howe, Community Development Director
 Meeting Date: December 7, 2023
 Agenda Item: Public Hearing – Zoning Ordinance Amendment



GENERAL INFORMATION

Minnesota Statute 462.37 subdivision 7, preempts local authority as it relates to state licensed residential facilities. Under this rule, the following housing types shall be considered a permitted use in single family residential zoning districts.

- A state licensed residential facility or a housing with services establishment registered under Chapter 144D serving six or fewer persons.
- A licensed day care facility serving 12 or fewer persons.
- A group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve 14 or fewer children.

North St. Paul's zoning ordinance conflicts with this state requirement in that it currently prohibits assisted living and/or memory care facilities serving six or fewer residents from locating in the single family zoning districts.

PROPOSED AMENDMENT

The proposed amendment modifies Chapter 154, Table 3 lists to permitted and conditional land uses by zoning district. Specifically, the following changes are proposed (only those rows affected and related to this amendment are included in the following summary table) to comply with Minnesota Statutes.

Residential - Group Living	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
<u>Assisted Living and/or Memory Care Facility (serving six or fewer persons)</u>	<u>P</u>	<u>P</u>	<u>P</u>			<u>C</u>	X
<u>Assisted Living and/or Memory Care Facility (serving seven or more persons)</u>			C			C	
State Licensed Residential Facility (serving 6 or fewer persons)	P	P	P	C	C	C	X
State Licensed Residential Facility (serving 7 to 16 persons)			P	C	C	C	
Civic and Institutional	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
<u>Day Care Facility (serving 12 or fewer persons) and Day Nursery (serving 14 or fewer children)</u>	<u>P</u>	<u>P</u>	<u>P</u>	C	C	C	<u>X</u>
<u>Day Care Facility (serving 13 or more persons) and Day Nursery (serving more than 14 children)</u>	C	C	C	C	C	C	X

NOTICE REQUIREMENTS

Notice of the public hearing was placed in the Star Tribune on November 26, 2023.

RECOMMENDATION

Staff recommends approval of the enclosed zoning ordinance amendment subject to the findings above.

ATTACHMENTS

1. Draft zoning ordinance amendment related to state licensed residential facilities

**CITY OF NORTH ST. PAUL
RAMSEY COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 154, TABLE 3 OF THE NORTH
ST. PAUL CITY CODE CONCERNING PERMITTED AND CONDITIONAL
USES**

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

SECTION 1. Chapter 154, Table 3 of the North St. Paul City Code is amended by deleting the ~~strike through~~ language and adding the underlined language as follows:

Table 3. Use Districts

Residential - Household Living	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Single Family Dwelling	P	P	P				
Two Family Dwelling	P	P	P				X
Multiple Family Dwelling			P			P	X
Townhouse Dwelling		P	P	P*	P	P	X *Subject to the restrictions within §154.008 (B)
Live/Work Unit				C	C	C	
Manufactured Housing (Home Parks)	C	C	C				
Modular Building	P	P	P				
Cottage Development		P	P				X
Special Infill Housing	C	C	C				X
Residential - Group Living	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Lodging House			P		C	C	
<u>Assisted Living and/or Memory Care Facility (serving six or fewer persons)</u>	<u>P</u>	<u>P</u>	<u>P</u>			<u>C</u>	X
<u>Assisted Living and/or Memory Care Facility (serving seven or more persons)</u>			C			C	
Residential Unit over Nonresidential Use				P	P	P	
Senior Housing			C	C		C	X
Senior Housing with Services			C	C		C	X
State Licensed Residential Facility (serving 6 or fewer persons)	P	P	P	C	C	C	X

State Licensed Residential Facility (serving 7 to 16 persons)			P	C	C	C	
Civic and Institutional	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Cemetery	C	C	C				
Day Care Facility (serving 12 or fewer persons) and Day Nursery (serving 14 or fewer children)	P	P	P	C	C	C	X
Day Care Facility (serving 13 or more persons) and Day Nursery (serving more than 14 children)	C	C	C	C	C	C	X
Institutions	C	C	C	C	C	C	X
Municipal Administrative Building, Fire Station or other Public Safety or Service Facilities	P	P	P	P		P	X
School, Elementary or Secondary	C	C	C	C	C	C	X
Public Park or Playground and Open Space	P	P	P	P	P	P	
Community Garden	I	I	I	I	I	I	
Medical	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Clinic				P	P	P	
Hospital						P	X
Animal or Veterinary Hospital or Clinic						P	
Medical Cannabis Facility						C	
Utility	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Essential Service Structure, including, but not limited to, buildings such as Telephone Exchange Substations, Booster or Pressure Regulating Stations, Wells and Pumping Stations, and Elevated Tanks	C	C	C	P	P	P	X
Commercial - Lodging	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Bed and Breakfast Establishment					P	P	X
Hotel or Motel					C	P	
Commercial - Indoor Entertainment, Recreation, Food, and Beverage	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Adult Uses						C	X
Brewery, Micro-Brewery, Micro-Distillery, Micro-Winery, or Tap Room				P	P	P	
Catering				C	P	P	

Club or Lodge				P	C	C	X
Coffee Shop or Tea House				P	P	P	X
Cultural Center				P	P	P	
Indoor Recreation				P	P	P	X
Restaurant				P	P	P	
Commercial - Service or Workplace	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Animal Boarding Facility						C	X
Animal Grooming				P	P	P	X
Artisan Studio/Makerspace				P	P	P	
Bank, Financial Institution				P	P	P	X
Body Art Establishment				P	P	P	X
Business Sales or Services				P	P	P	
Personal Services				P	P	P	
Educational Services				P	P	P	
Contractor's Business with Showroom or Workshop						P	
Drive-In or Self-Service Business				C	P	P	X
Lab, Research				P	P	P	
Funeral Home				C	C	C	
Office				P	P	P	X
Commercial - Retail	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Farmer's Market				P	P	P	
Garden Material Sales				C	C	P	X
Grocery				P	P	P	
Liquor Store				P	P	P	
Retail Sales				P	P	P	X
Commercial - Outdoor Recreation	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Outdoor Recreation	C	C	C				X
Golf Course	C	C	C				X
Commercial - Automobile, Parking, Transportation	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Automobile Service or Repair						C	X
Car Wash						C	X
Automobile Sales and Rental						C	X
Automobile Service Station/Convenience Store				C	C	C	X
Transit Station				P	P	P	
Parking Facility				P	P	P	
Limited Production, Processing, Storage	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Limited Production and Processing				P	P	P	X

Self-Service Storage Facility						C	
Warehousing						P	X
Wholesale Establishment				P	P	P	
Other Uses	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Uses determined by the Community Development Department to be of similar scale, impact and character				P	P	P	
Planned Unit Development	P	P	P	P	P	P	See § 154.008(C)
Accessory Uses and Structures	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Accessory Buildings and Structures	P	P	P			P	X
Accessory Dwelling Unit	C	C	C				X
Dependency Living Arrangement	P	P	P				
Portable Storage Units	P	P	P				X
Temporary Buildings for storage of construction materials and equipment	P	P	P				X
Geothermal Energy Systems	P	P	P	P	P	P	
Solar Energy Systems	P	P	P	P	P	P	X
Wind Energy Systems	C	C	C	P	P	P	X
Wind Energy Systems (excess height)				C	C	C	X
Temporary Outdoor Events	P	P	P	P	P	P	X
Temporary Outdoor Events (greater than 45 days)				C	C	C	X
Composting	P	P	P				
Yard Sales	P	P	P	P	P	P	X
Day Care Facility (serving 12 or fewer persons)	P	P	P	P	P	P	
Day Care Facility (serving from 13 through 16 persons)	P	P	P	P	P	P	
Group Family Day Care (serving 14 or fewer children)	P	P	P	P	P	P	
Home Occupation	P/I	P/I	P/I	P	P	P	X
Rain Garden	P	P	P	P	P	P	X
Surface Parking	P	P	P	P	P	P	
Outdoor Storage				C	C	C	X
Bulk Storage (liquid)						P	X
Communication Structures	P	P	P	P	P	P	X
Outdoor Seating				P	P	P	X
Outdoor Display				P	P	P	X
Sport Court	P	P	P			P	
Residential Swimming Pools and	P	P	P			P	X

Hot Tubs							
Permitted, conditional, and interim uses in the residential districts. 1. "P" means permitted in the districts where designated. 2. "C" means allowed as conditional uses in the districts where designated, in compliance with the applicable standards. 3. "I" means allowed as interim uses in the districts where designated, in compliance with the applicable standards. "X" means there are specific requirements in Section 154.010 (D) associated with a use							

SECTION 2. Effective Date. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED by the City Council of the City of North St. Paul this 19th day of December, 2023.

Motion by Council Member
Second by Council Member

Voting: Aye: Council Member
 Council Member
 Council Member
 Council Member
 Mayor
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager

**CITY OF NORTH ST. PAUL
RAMSEY COUNTY, MINNESOTA**

SUMMARY ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 154, TABLE 3 OF THE NORTH
ST. PAUL CITY CODE CONCERNING PERMITTED AND CONDITIONAL
USES**

NOTICE IS HEREBY GIVEN that on _____, Ordinance No.
_____ was adopted by the City Council of the City of North St. Paul, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No.
_____, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that Ordinance No. _____ amends
North St. Paul City Code Chapter 154, Table 3 to provide that assisted living and memory care
facilities serving six or fewer persons are a permitted use in residential districts; and day care
facility serving 12 or fewer persons and day nurseries serving 14 or fewer children are a
permitted use in residential districts.

A printed copy of the entire ordinance is available for inspection by any person during
the City's regular office hours.

APPROVED for publication by the City Council of the City of North St. Paul this 19th
day of December, 2023.

CITY OF NORTH ST. PAUL

By: _____
John Monge, Mayor

ATTEST:

Brian Frandle, City Manager



To	Date
Honorable Mayor Monge and City Council	December 7, 2023
Agenda Placement # VII.C	
Public Hearings	
Subject	
Consideration of a Preliminary Plat for Margaret Street Commons	
Background/Facts	
Refer to enclosed staff report.	
Recommended Action	
Approval of the preliminary plat for Margaret Street Commons.	
Attachments	
1. PC Report - Prelim Plat 12-7-2023 2. Margaret Street Commons Preliminary Plat (10-18-2023) 3. Resolution to Approve Margaret St Commons	
Respectfully submitted, Brandy Howe, Community Development Director	

City of North St. Paul

Planning Commission Report



From: Brandy Howe, Community Development Director
Meeting Date: December 7, 2023
Agenda Item: Public Hearing – Margaret Street Commons Preliminary Plat

GENERAL INFORMATION

Applicant(s)/Owner(s): City of North St. Paul
City of North St. Paul Housing and Redevelopment Authority
Subject Property: 2375, 2377, 2381, 2385, 2393, 2395 Margaret Street and 0 Seppala Boulevard
Application Complete: N/A

PROJECT OVERVIEW

The City and HRA own an approximately $\frac{3}{4}$ acre redevelopment site on the northwest corner of Margaret Street and Seppala Boulevard that includes the following addresses: 2375, 2377, 2381, 2385, 2393, and 2395 Margaret Street. The City also owns the adjacent public parking lot to the southwest along Seppala Boulevard.

The majority of the redevelopment property was acquired by the City in 2018. The purchase history of the remaining parcels is unknown but title documents date back to 1987.

The City and the EDA have been working to identify developers for the redevelopment site for several years. A couple of proposals have come forward with a residential mixed-use concept; however, those projects did not develop due to market conditions.

City Council has since directed staff to better prepare the site for redevelopment by obtaining an appraisal and replatting to legally establish the redevelopment site and necessary easements.



ANALYSIS

Zoning Ordinance

The property is [Zoned MU-1](#) (Downtown Mixed Use). Permitted uses in this district include residential, a variety of commercial uses, and limited production and processing uses. Proposed Lots 1 and Lots 2 meet the area and dimensional requirements for the MU-1 zoning district.

Lot 1 – 32,717 square feet (0.75 acres)

Lot 2 – 40,833 square feet (0.94 acres)

Streets

No new streets will be created as a result of this replat.

Utilities

The City provides water, sewer, and electric service to the site. A natural gas pipeline and overhead powerlines run north-south along the west side of the site. A 48" public storm sewer runs north-south that is located along the west side of the site. Drainage and utility easements will be established with this replat. Electric utility staff have also requested a 10-foot easement around the perimeter of Lots 1 and 2. This addition will be a condition of approval in the approval resolution.

NOTIFICATIONS

Public hearing notices were published in the November 26th edition of the Star Tribune. Notification letters were mailed to property owners within 500 feet of the plat.

NEXT STEPS

The City Council will consider the preliminary plat for approval on December 19, 2023. Once that has been completed, a final plat will be forthcoming for Planning Commission and Council review.

STAFF FINDINGS AND RECOMMENDATION

Based on the findings described in this report, staff recommends approval of the preliminary plat for Margaret Street Commons.

ATTACHMENTS

1. Margaret Street Commons Preliminary Plat
2. Resolution to Approve the Preliminary Plat for Margaret Street Commons

PRELIMINARY PLAT

~for~ THE CITY OF NORTH ST. PAUL
~of~ MARGARET STREET COMMONS

GRAPHIC SCALE



1 INCH = 20 FEET

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES BOLLARD
- DENOTES CATCH BASIN
- DENOTES CABLE PEDESTAL
- DENOTES CURB STOP
- DENOTES ELECTRICAL BOX
- DENOTES ELECTRICAL MANHOLE
- DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES GAS METER
- DENOTES GAS VALVE
- DENOTES GUY WIRE
- DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES GAS PIPE
- DENOTES SIGN
- DENOTES STORM SEWER APRON
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES TELEPHONE MANHOLE
- DENOTES WATER SHUT OFF
- DENOTES WATER VALVE
- DENOTES RETAINING WALL
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES OVERHEAD WIRE
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES UNDERGROUND GAS LINE
- DENOTES UNDERGROUND CABLE LINE
- DENOTES UNDERGROUND TELEPHONE LINE
- DENOTES UNDERGROUND FIBER OPTIC LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES GRAVEL SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

PROPERTY OWNER:

The City of North St. Paul, a Minnesota Municipal Corporation and
The City of North St. Paul Housing and Redevelopment Authority

BENCHMARK:

MNDOT GSID STATION #106361
MNDOT NAME: ACE
ELEVATION: 937.793 (NAVD 88)

NORTH

LEGAL DESCRIPTIONS

CERTIFICATE OF TITLE NUMBER 585463, DOCUMENT #2145703
12-29-22-42-0114

Lot 12, Block 3, North St. Paul Land Co's Re-arrangement No. 1 in Blocks 14, 15 and 18, North St. Paul Proper.

CERTIFICATE OF TITLE NUMBER 624185, DOCUMENT #2618748
12-29-22-42-0113

The North 15 feet of Lot 9, Block 3, North St. Paul Land Co's Re-arrangement No. 1 in Blocks 14, 15 and 18, North St. Paul Proper; Lots 10 and 11, Block 3, North St. Paul Land Co's Re-arrangement No. 1 in Blocks 14, 15 and 18, North St. Paul Proper.

CERTIFICATE OF TITLE NUMBER 526895, DOCUMENT #1679504
12-29-22-42-0112

Lots 7 and 8, Block 3, North St. Paul Land Co's Re-arrangement No. 1 in Blocks 14, 15 and 18, North St. Paul Proper; Lot 9, Block 3, North St. Paul Land Co's Re-arrangement No. 1 in Blocks 14, 15 and 18, North St. Paul Proper, except the North 15 feet.

WARRANTY DEED, DOCUMENT #3475759
12-29-22-42-0111

Lot 5 in Block 3, North St. Paul Land Company's Rearrangement No. 1 in Blocks 14, 15 and 18 of North St. Paul Proper, Ramsey County, Minnesota.

CERTIFICATE OF TITLE NUMBER 626992, DOCUMENT #2631655 AND DOCUMENT #T02631655
12-29-22-42-0110

Lots 4 and 5, Block 3, North St. Paul Land Co's Re-arrangement No. 1 in Blocks 14, 15 and 18, North St. Paul Proper.

WARRANTY DEED, DOCUMENT #1705675
12-29-22-42-0109

Lots 1, 2 and 3, North St. Paul Land Company's Rearrangement No. 1 in Blocks 14, 15 and 18 of North St. Paul Proper, Ramsey County, Minnesota.

12-29-22-42-0135

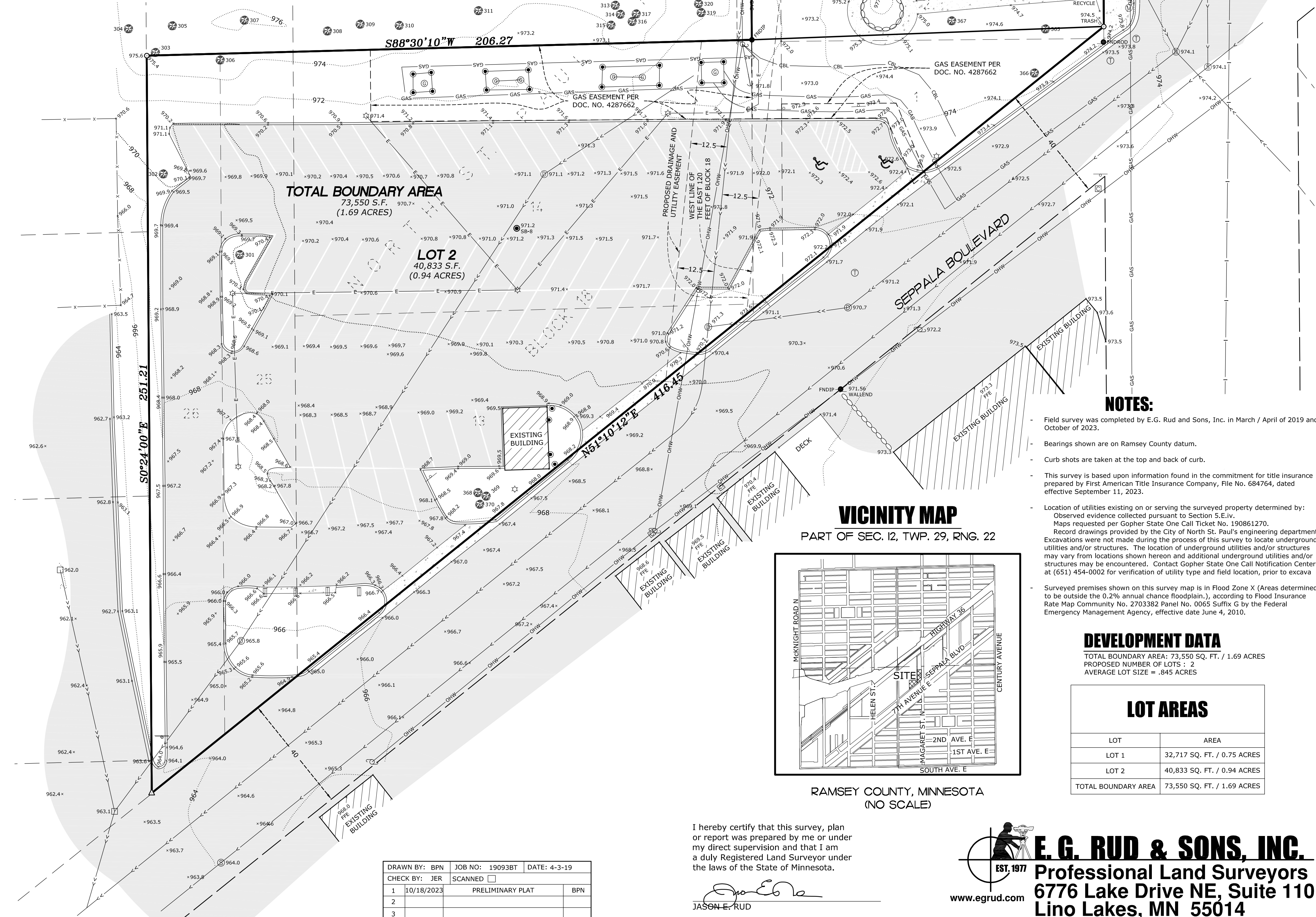
That part of Lots 25 and 26, Block 18, NORTH ST. PAUL PROPER, which lie south of the south lot lines extended of Lots 7 and 15, Block 18, NORTH ST. PAUL PROPER, Ramsey County, Minnesota.

And

That part of Lots 13 and 14, Block 18 NORTH ST. PAUL PROPER, lying west of a line and its southerly extension, drawn parallel to and 120 feet west from the east line of said Block 18, Ramsey County, Minnesota.

PORTION OF 12-29-22-42-0111

That part of Lot 28, Block 3, which lies southerly of the westerly extension of the North line of Lot 12, Block 3, all in the plat of North St. Paul Land Company's Rearrangement No. 1 in Blocks 14, 15 and 18 of North St. Paul Proper, Ramsey County, Minnesota.



NOTES:

- Field survey was completed by E.G. Rud and Sons, Inc. in March / April of 2019 and October of 2023.
- Bearings shown are on Ramsey County datum.
- Curb shots are taken at the top and back of curb.
- This survey is based upon information found in the commitment for title insurance prepared by First American Title Insurance Company, File No. 684764, dated effective September 11, 2023.
- Location of utilities existing on or serving the surveyed property determined by: Observed evidence collected pursuant to Section 5.E.iv. Maps requested per Gopher State One Call Ticket No. 190861270. Record drawings provided by the City of North St. Paul's engineering department. Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map Community No. 2703382 Panel No. 0065 Suffix G by the Federal Emergency Management Agency, effective date June 4, 2010.

DEVELOPMENT DATA

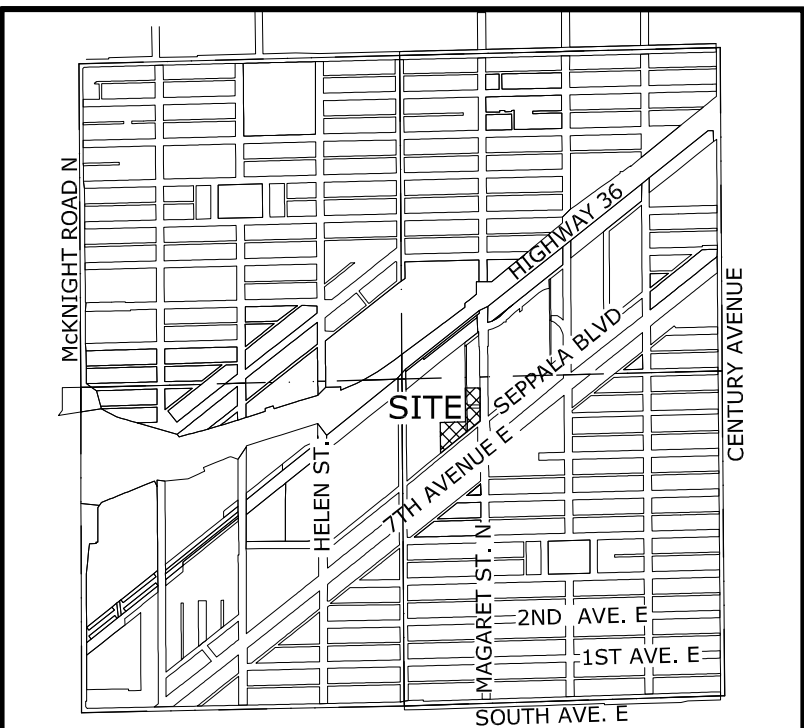
TOTAL BOUNDARY AREA: 73,550 SQ. FT. / 1.69 ACRES
PROPOSED NUMBER OF LOTS : 2
AVERAGE LOT SIZE = .845 ACRES

LOT AREAS

LOT	AREA
LOT 1	32,717 SQ. FT. / 0.75 ACRES
LOT 2	40,833 SQ. FT. / 0.94 ACRES
TOTAL BOUNDARY AREA	73,550 SQ. FT. / 1.69 ACRES

VICINITY MAP

PART OF SEC. 12, TWP. 29, RING. 22



RAMSEY COUNTY, MINNESOTA
(NO SCALE)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
Date: 10/18/2023 License No. 41578



E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY:	BNP	JOB NO.:	190938T	DATE:	4-3-19
CHECK BY:	JER	SCANNED	☐		
1	10/18/2023	PRELIMINARY PLAT		BNP	
2					
3					
NO.	DATE	DESCRIPTION		BY	

NORTH ST. PAUL

RESOLUTION #2023-###

**RESOLUTION APPROVING THE PRELIMINARY PLAT
FOR MARGARET STREET COMMONS**

WHEREAS, the City of North St. Paul a municipal corporation, and the North St. Paul Housing and Redevelopment Authority own property generally located at the northwest corner of Margaret Street and Seppala Boulevard; and

WHEREAS, the City Council has directed staff to prepare the site for redevelopment by replatting combine lots to formally establish the redevelopment site and legally establish the necessary drainage and utility easements; and

WHEREAS, the Planning Commission held a duly noticed public hearing on December 7, 2023, and considered the plat and made subsequent recommendations;

WHEREAS, the City Council subsequently considered the plat on December 19, 2023.

NOW THEREFORE BE IT RESOLVED, the City Council for the City of North St. Paul hereby approve the preliminary plat for Margaret Street Commons with the following condition:

1. Revisions to establish a 10-foot electric utility easement around the perimeter of proposed Lots 1 and 2.

ADOPTED this ____ day of ____, 2023.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Absent:
Abstain:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk



To

Planning Commissioners

Date

December 7, 2023

Agenda Placement #

Commission Business, Action Items & Recommendations

Subject

Consideration of a Resolution to Deny a
Sign Variance

Background/Facts

Refer to enclosed staff report.

Recommended Action

Recommend approval of the resolution to deny a sign variance.

Attachments

1. Resolution to Deny Variance

Respectfully submitted,
Brandy Howe, Community Development Director

NORTH ST. PAUL

RESOLUTION #2023-###

RESOLUTION TO DENY A SIGN VARIANCE AT 2678 7TH AVENUE E

WHEREAS, the City of North St. Paul is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of North St. Paul has adopted a sign ordinance in the Municipal Code with the purpose and intent to:

- Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the city in order to promote the public health, safety, and welfare;
- Maintain, enhance, and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community;
- Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics;
- Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the city;
- Ensure adequate means of expression as allowed by the first amendment of the U.S. Constitution and other federal, state, and local laws;
- Minimize hazards caused by signs that are structurally unsound, interfere with sightlines or unduly distract drivers, pedestrians, or bicyclists; and

WHEREAS, Archie Vickerman ("Applicant"), on behalf of the American Legion Post 39 ("Property Owners"), submitted an application requesting a variance to allow a wall-mounted electronic message center sign at 2678 7th Avenue E.; and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 2, 2023, and considered the applicant's submission, the contents of the staff report, and public testimony, and made its determination that the variance does not meet the statutorily-defined practical difficulties test and that economic hardship alone does not constitute economic hardship; and

WHEREAS, on December 19, 2023, the City Council subsequently considered the applicant's submission and determination of the Planning Commission;

NOW THEREFORE BE IT RESOLVED, the City Council for the City of North St. Paul hereby denies the variance to the sign ordinance at 2678 7th Avenue E as presented by the applicant with the following finding of fact:

Findings of Fact for Denial

1. The request does not meet the criteria for variances in Section 154.004(E) of the Municipal Code.
2. Economic hardship alone does not constitute economic hardship.

ADOPTED this _____ day of _____, 2023.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Absent:
Abstain:

John Monge, Mayor

ATTEST:

Brian Frandle, City Manager/Clerk