



**Planning Commission
Regular Meeting Minutes
August 7, 2025
6:30 PM**

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

I. CALL TO ORDER

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

II. ROLL CALL

COMMISSION

Patrick Blee, Chair

Andrew Wise, Vice-Chair

Arthur Alvarez, Jr., Commissioner

Stephanie Kane-Burback, Commissioner

Absent

Elizabeth Gadbois, Commissioner

Cameron Muhic, Commissioner

Jim Rathe, Commissioner

STAFF/LIAISONS

Jason Nordby, City Council Liaison

Ken Roberts, Community Development Director

III. ADOPT AGENDA

Blee asked for a motion to adopt the August 7, 2025, meeting agenda.

M/Rathe, S/Muhic.

Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of July 9, 2025, Special Meeting Minutes

Blee indicated that under Section VI. Item B. Zoning Ordinance Text Amendment – Home Occupations, Commissioner Alvarez voted “nay”, and the motion was carried 6-1.

Blee asked for a motion to approve July 9, 2025, special meeting minutes with the correction.

M/Wise, S/Rathe.

Motion carried 6-0.

V. MEETING OPEN TO THE PUBLIC

There were no public comments.

VI. PUBLIC HEARINGS

There were no public hearings.

VII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Zoning Ordinance Amendments – Encroachments

Roberts presented the Zoning Ordinance Amendments - Encroachments item to the Planning Commission. City staff have prepared a set of zoning ordinance text amendments related to standards for permitted encroachments and small additions to nonconforming structures in North St. Paul. The amendments clarify the definition of pergola and add standards about the placement and lot coverage standards related to pergolas. The amendments also add several types of improvements to the code the City should consider to not be encroachments on yard setbacks. These additions include window wells, ramps, patios, awning, arbors and generators and covered porches. The proposed amendments also include language that will allow the expansion of a structure with a non-conforming setback if the addition would be built with the same non-conforming setback.

Muhic asked about the arbors and trellises requirement that the structures must be at least 50% open. Muhic stated that many similar structures have a movable covering. If that cover is in place, it would not be 50% open. Roberts stated that the intent is that they remain open. Muhic recommended modifying the language to be 50% open except for temporary coverings.

The Planning Commission discussed the proposed recreation equipment regulations. Alvarez stated he doesn't know if everything should be so defined ahead of time if there are no known issues. He indicated he would prefer to see less things pinned down and issues to be addressed as they come up. The Planning Commission suggested removing regulations on recreation equipment from the draft ordinance.

The Planning Commission discussed the proposed standby or permanent generators regulations. Wise stated that some issues regarding standby or permanent generators can be called out by NFPA 110. Muhic stated if a code such as NFPA 110 is referenced but that code is changed in the future, does that follow through? Roberts stated he will include language regarding NFPA 110 "as amended." Roberts will drop section c and clarify the NFPA 110 requirements in section b. Alvarez questioned whether the installation of a standby or permanent generator would require a building permit. Roberts stated he will strike the building permit requirement but keep the electrical permit and mechanical permit requirement.

The Planning Commission discussed the proposed covered but open porches regulations. Alvarez encouraged the City to not to drill down on the materials of the roofing. Blees stated he likes that the porch should be complementary to the principal structure but does not recommend being specific about required materials. Regulations that would be found in the building code also were recommended for striking out of the proposed ordinance.

B. Subdivision Ordinance Update

Roberts presented the Subdivision Ordinance Update item to the Planning Commission. Roberts indicated he has received comments from the City Attorney but had not received comments from Engineering in time for the meeting. The proposed subdivision ordinance has since been reformatted. Roberts provided an overview of §153.037 Administrative Subdivisions that gives staff the ability to approve subdivisions that divide an existing property into two or three lots, combine multiple lots into 1 parcel, or adjust a common lot line affecting existing parcels. Blees asked if there is a condition of recording the subdivision with Ramsey County. Roberts stated that after staff approval, it must be recorded with the County.

Roberts stated that the highlighted portions of the draft ordinance are subject to City Engineer review and those parts may be tweaked based on their comments.



Roberts discussed §153.091 Park Land Dedication Requirements. This section will be reviewed by the City Attorney to ensure that the revised ordinance language is consistent with State law and the Court findings of the *Puce v. Burnsville* case.

The Planning Commission agreed that they are comfortable moving forward with the subdivision ordinance updates including the addition of administrative subdivisions.

VIII. REPORTS

Roberts stated that the two items discussed tonight will be scheduled for public hearings at the upcoming Planning Commission meeting on September 4, 2025. The City received a Conditional Use Permit and Site Plan Review application for the Cowern Elementary School addition and remodel project. A public hearing will be scheduled on September 4, 2025, for this item.

Rathe asked if there has been any follow up from the City regarding the public comments from Tim Taylor at the previous Planning Commission meeting. Roberts stated that the issue is in the hands of the Code Compliance Department.

Wise asked about the Nature Pointe proposed development along South Avenue E. Roberts stated there are no updates at this time. Nordby stated that City Council has supported the developer's grant application with Met Council.

The Planning Commission discussed the successes of National Night Out on August 5, 2025.

IX. ADJOURNMENT

Blees asked for a motion to adjourn the meeting at 7:47 PM.
M/Rathe, S/Alvarez.
Motion carried 6-0.

The next regularly scheduled Planning Commission Meeting is Thursday, September 4, 2025, at 6:30 PM.

Members, please notify any planned absences to:

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