CITY OF NORTH ST. PAUL
PLANNING COMMISSION
RREGULAR MEETING MINUTES
THURSDAY, NOVEMBER 1, 2018
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, Commission Chair	
Trisha Hamm, CommissionVice-Chair	ABSENT
Tom Sonnek, Commission City Council Liaison	
Chris Bathurst, Commissioner	ABSENT
Michael Stahlmann, Commissioner	
Rick Gelbmann, Commissioner	
John Wahl, Commissioner	
Allan Worm, Commissioner	

STAFF
Erin Perdu, City Planner
Karin Derauf, Commission Secretary

III. ADOPT AGENDA

Motion to adopt agenda by Commissioner Gelbmann, and seconded by Commissioner Wahl, with all present voting aye (5-0). Motion carried to adopt the November 1, 2018 Agenda.

IV. APPROVAL OF MINUTES

Motion to approve Minutes by Commissioner Worm, and seconded by Commissioner Gelbmann, with all present voting aye (5-0). Motion carried to approve the October 4, 2018 regular meeting minutes as submitted.

V. MEETING OPEN TO THE PUBLIC

None

VI. PUBLIC HEARINGS

A. 2736 20th Ave. E. – Conditional Use Permit for Day Nursery

City Planner, Erin Perdu, presented a request for a Conditional Use Permit to allow a Day Nursery (in-home Daycare) to be located at 2736 20th Ave. E. The facility would be for up to 12

children and the property is zoned Single Family Residential. The daycare use is designed to meet all CUP requirements and will be consistent with the intent of the Comprehensive Plan district. In addition, the homeowner has included a fence that is in compliance with the Zoning Ordinance. The daycare proposes to use the nearby Silver Lake Park for occasional recreation and is in compliance with the State regulations regarding a play space area within 1,500 feet of the residence. The applicant is required to comply with licensing regulations as dictated through Ramsey County.

Commissioner Worm commented that the residence on 20th Avenue faces towards the north and there is a no fence on the east side of the lot that is adjacent to Highway 120. It was indicated by the applicant that there is new a new fence and a fence permit was obtained through the Community Development department. Chair Barton asked what the ages of the children would be and the applicant indicated that they would be up to school age.

Commissioner Gelbmann asked about a fire that was at the property about a year ago, and the applicant stated that half of the residence was torn down and rebuilt. The other half of the residence was refinished.

Commissioner Worm asked about the business name, Little Lights, and if there were other owners. The applicant indicated that she has no other business partners or business name. She is the sole owner of this business.

Meeting Open to the Public at 6:30 p.m.

A statement from the Planning Commission Secretary was submitted to the Planning Commission. Resident, Marlene Knivsland, called on November 1, 2018, to give her comments regarding the Daycare. She stated that she had no objections and wanted to express that she is in favor of her neighbor, Cheri Brown, running a daycare business out of her home. (See attached).

Meeting Closed to the Public at 6:31 p.m.

Council Liaison, Tom Sonnek, asked if a CUP was the standard protocol for all daycares in North St. Paul. Planner Perdu indicated that this is the first one they have brought forth to the Planning Commission, however, there may be other applications in the future. She noted that she was contacted by Ramsey County and they will inform her of when these daycare operations are renewing their licenses. They will be directed to the City for a CUP application.

Chair Barton asked what the hours of operation will be. The applicant indicated that she will host hours of 7:30 a.m. to 5:00 p.m., Monday through Friday.

Commissioner Worm made a motion, and seconded by Commissioner Stahlmann, with all present voting aye (5-0). Motion carried to recommend to Council, the approval of the Conditional Use Permit request for Little Lights Childcare located at 2736 20th Ave. E, with the following conditions that a fence be installed around the entire yard within 60 days of approval of the CUP, and that the CUP will be reviewed annually by City Staff along with any necessary evaluations upon violations or complaints with possible additional conditions or revocation.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

None

VIII. REPORTS FROM STAFF

A. Downtown Master Plan – Bailey Krause, WSB

Bailey Krause, Landscape Architectural Designer, WSB, presented information regarding the North St. Paul Downtown Revitalization Plan. She introduced Chapter One and that the purpose of the Downtown Revitalization Plan is essentially to beautify the Downtown Corridor. The Plan seeks to provide information to the City staff and residents with the project background and context, as well as highlight the public decision-making process. The Plan will also identify the minimum design requirements and objectives for the project associated with visual quality goals. The project goals were formulated based on discussions with the community and other stakeholders. Some of the goals include a fresh and modernized look and feel to the Downtown Main Street area, to create a pedestrian oriented environment, to establish a unified look to the Downtown area, and to support the business community in a manner so as to enhance visibility and access.

Designer Krause discussed Chapter Two and community involvement as part of the preliminary design concepts. Nine community members and five staff members toured other communities of similar population and size that also have Downtown areas. The intent was to receive input from these individuals pertaining to what they did and did not visually appreciate about these Downtown designs. The tour was completed with a walk-through of Downtown North St. Paul for comparative purposes. Various elements of design were incorporated, including streets, sidewalks, and streetscapes. Issues and opportunities were noted for North St. Paul.

A Visual Preference Survey was also conducted to receive additional comments from a larger representative group in North St. Paul. The survey generated 283 total responses. Commissioner Stahlmann asked if the survey was a good representation of the community. Designer Krause indicated that the information they collected was, in fact, a good representation and information from other sources was also gathered. The City hosted additional meetings in a conversational platform to hear from residents and business, as well as having two “pop-up” booth sessions at the History Cruze Car Show to engage with participants and visitors to the Downtown area.

Designer Krause moved on to discuss Chapter Three of the Plan. This chapter provides templates and illustrative graphics of the potential designs for the Downtown area. The Downtown Corridor has been sectioned off into three separate zones indicating Residential, Historical Downtown, and Traditional areas. The template options shown in this chapter provide a view with a center median and without. It also includes block-by-block enlargements of the final streetscape views.

It was determined that diagonal street parking would remain, as the Downtown business owners were adamant it stays and is critical for their businesses. Council Liaison Sonnek indicated that there will be some forfeiture of State funding for keeping the diagonal parking, in lieu of parallel parking. There is a reduction in funds because diagonal parking is deemed a potential safety hazard.

Commissioner Gelbmann asked if the capacity of necessary or required parking is being met. Planner Perdu indicated that the parking exceeds the requirements. Chair Barton asked if handicapped accessible parking is being addressed. Designer Krause stated that the plans will be adjusted as they are being finalized and handicapped accessible parking will be included.

Commissioner Stahlmann asked about having a one-way street in the Downtown area and Designer Krause stated that it was highly unfavorable by residents and business owners to provide a one-way direction through town.

Commissioner Wahl asked about the asymmetrical layout template on page 16 of the chapter and whether or not there was a protected back out area for the angled parking. Designer Krause stated there was not. He also asked about a center median in this area and she indicated that a center median was also highly unfavorable when conducting surveys and receiving feedback. The residents and business owners do not want a center median in the Downtown area.

Chair Barton asked what impact the bump-outs and planting of trees, etc. at the corner intersections will have on traffic flow. Designer Krause stated that specific plants will be installed so as not to compromise the line of vision for motor traffic and that during the specific design process there will be more detail added indicating those plantings. She also stated that the bump-outs will slow traffic at the corners, making for safer intersections. It was noted that the roundabout concept as shown on page 17 and 18 will also assist in traffic flow.

Commissioner Stahlmann stated that one of the entrances to the Old National Bank parking lot has been removed on the templates and Designer Krause responded that certain driveways have been removed from the design, due to potential safety issues and crossing areas.

Commissioner Worm commented that the right turn lane at the intersection of Margaret and 7th Avenue has been eliminated. Designer Krause indicated that "bottleneck" corners are shown. This type of intersection slows traffic and increases pedestrian safety. She also pointed out the mid-block crossings as safer areas for pedestrians to cross 7th Avenue.

Chair Barton inquired about parking spaces for bicycles; where that would be located; also how much bicycle parking would be added. Designer Krause referred to page 26 of the Draft Plan indicating a bicycle rack installation on the corner of Margaret Street and 7th Avenue. She stated that more detail can be provided later with added bicycle racks if the City wants them installed. The discussion turned to Margaret Street specifically and the connection to Gateway Trail. Council Liaison Sonnek stated that minimally there should be a designated bicycle route from the Gateway Trail to 7th Avenue along that section of Margaret Street and noted that there are plantings and other items proposed along Margaret. He would rather see a shared-road design along this section of Margaret, on the west side of the street, to include bicycle traffic and to draw residents and visitors in to the Downtown area. Designer Krause indicated that the design can be changed to include a shared-road concept.

Additional seating was discussed as was the location of bus stops. Designer Krause indicated that there is a current bus stop at Helen Street and 7th Avenue that will be moved. Commissioner Wahl liked the idea of additional seating and providing areas of congregation for residents and visitors to sit while at events such as the Car Show.

Designer Krause moved on to Chapter 4 regarding phases and costs. She pointed out the detailed slides as individual sections of the full project. Commissioner Gelbmann asked if doing the project in phases and sections reduces the costs and Designer Krause indicated that it does, as well as finding grant funding for areas outside the main Downtown area, for example along Margaret Street. He also asked what impact this project will have on the Car Show and she replied that the Car Show could migrate to Margaret Street during certain portions of the project.

It was noted by the Commissioners that the City should try to accommodate the Car Show as much as possible to maintain their presence in North St. Paul.

B. IUP Ordinance Update

Planner Perdu presented the Planning Commission with information regarding the IUP Ordinance update and her conversation with the City Attorney. The consensus was that focus should be on the Parking Ordinance and to set aside the proposed amendment to IUP's specifically. The real conflict resides in the parking of trucks in private driveways, commercial vehicle parking in general and parking in the right-of-way.

Planner Perdue stated that she will work on revised language with the City Attorney and return to the Planning Commission with suggested amendments to the Parking Ordinance at the next meeting.

IX. REPORTS FROM COMMISSIONERS

Council Liaison Sonnek commented that the Volunteer Appreciation Event is next week. He also stated that the Ground Breaking Event for Suite Living took place this week and was a good turnout. He indicated that the a proposal for a small development on Margaret Street across from City Hall will be presented at a Special Council Session on November 13, 2018. He reported that the Halloween Event at Casey Lake Park was another big turnout this year with over 4,000 people in attendance.

He also reported that the Anchor Block Site project has generated further discussion and the developers are initiating more consideration of natural preservation surrounding the area.

He discussed the Planning Commission meetings and having processes in place in the event that the Chairperson cannot be present at the meeting. He indicated that Planner Perdu wrote a Chairperson's Guide to conducting the Planning Commission meetings. Liaison Sonnek also stated that the visual presentation technology will be upgraded and completed before the end of the year to enhance the Council and Planning Commission Meetings for residents.

He announced that City Manager, Craig Waldron, will be retiring after the first of the year and that Scott Duddeck, Fire Chief, will take on the role of Interim City Manager. He noted that Jason Mallinger, will becoming acting Interim Fire Chief during this transition.

X. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Wahl, and seconded by Commissioner Gelbmann, with all present voting aye (5-0). Motion carried to adjourn the meeting at 8:08 p.m.

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

Members, please notify any planned absences to:

Karin Derauf
Planning Commission Secretary
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