

**January 8, 2026
6:30 PM**

The Planning Commission Meeting will be conducted on **January 8, 2026** at 6:30 p.m. in the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

You can watch the meeting on our YouTube channel here: <https://tinyurl.com/NSPYouTube>

I. Call to Order

II. Roll Call

COMMISSION

Patrick Blee, Chair

Andrew Wise, Vice-Chair

Arthur Alvarez, Jr. Commissioner

Stephanie Kane-Burback, Commissioner

Elizabeth Gadbois, Commissioner

Cameron Muhic, Commissioner

STAFF/LIAISONS

Jason Nordby, City Council Liaison

Ken Roberts, Community Development Director

Chris Cherne, Planning Commission Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of December 4, 2025 Meeting Minutes

V. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the Planning Commission on items not on the agenda. A completed public comment form should be presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Commission may ask clarifying questions of the speaker, no formal action by the Commission or discussion will be held on these items.

VI. Public Hearings

VII. Commission Business, Action Items & Recommendations

A. Election of Chair and Vice-Chair

B. Better Ordinances and Ongoing Streamlined Transformation Summary

C. Zoning Ordinance Text Amendments

D. 2026 Planning Commission Work Plan

VIII. Reports

IX. Adjournment

The next regularly scheduled Planning Commission meeting is February 5, 2026.



To	Date
Planning Commissioners	January 8, 2026

Agenda Placement # IV.A
Approval of Minutes

Subject
Approval of December 4, 2025 Meeting Minutes

Background/Facts
N/A

Recommended Action
Staff recommend approval of the December 4, 2025 Planning Commission Meeting Minutes.

Attachments
1. PC Minutes 12-04-2025

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



**Planning Commission
Regular Meeting Minutes
December 4, 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

Arrived at 6:50 PM

Cameron Muhic, Commissioner

Jim Rathe, Commissioner

STAFF/LIAISONS

Jason Nordby, City Council Member

Ken Roberts, Community Development Director

III. ADOPT AGENDA

Blee asked for a motion to adopt the December 4, 2025, meeting agenda.

M/Muhic, S/Rathe.

Motion carried 5-0.

IV. PRESENTATION

- A. Recognition and Appreciation to Outgoing Commissioner Jim Rathe

The Planning Commission thanked Rathe for his 3 years of service on the Planning Commission.

V. APPROVAL OF MINUTES

- A. Approval of November 6, 2025, Meeting Minutes

Blee asked for a motion to approve the November 6, 2025, Meeting Minutes.

M/Rathe, S/Wise.

Motion carried 5-0.

VI. MEETING OPEN TO THE PUBLIC

There were no public comments.



VII. PUBLIC HEARINGS

There were no public hearings.

VIII. COMMISSION BUSINESS, ACTION ITEMS & RECOMMENDATIONS

A. Capital Improvement Plan Review

Roberts presented the Planning Capital Improvement Plan (CIP) Review item to the Planning Commission. At the previous meeting the Planning Commission tabled this item and requested staff to better detail the goals and objectives of the Comprehensive Plan that are relevant to the CIP. The CIP is updated by the City on an annual basis. The Planning Commission is reviewing the CIP because state statute requires the Commission to review the CIP's compliance with the comprehensive plan prior to its adoption. Roberts stated he went through the current comprehensive plan and pulled out the goals and policies that appear to be the most relevant to the items in the CIP for the Planning Commission to review.

Wise and Blees stated there isn't anything that jumped out at them as out of place in the CIP.

Blees asked for a motion to approve Planning Commission Resolution 2025-01 finding that the 10-year Capital Improvement Plan is in compliance with the adopted Comprehensive Plan.

M/Muhic, S/Alvarez.

Motion carried 5-0.

IX. REPORTS

A. Population and Housing Information

Roberts presented North St. Paul population and housing information data as requested by the Planning Commission.

Roberts stated that the next Planning Commission meeting is expected to be held on January 8, 2026.

Blees thanked staff for their work with the Planning Commission this year.

X. ADJOURNMENT

Blees asked for a motion to adjourn the meeting at 6:54 PM.

M/Rathe, S/Gadbois.

Motion carried 6-0.

The next regularly scheduled Planning Commission Meeting is Thursday, January 8, 2026, at 6:30 PM.

Members, please notify any planned absences to:

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



To	Date
Planning Commissioners	January 8, 2026

Agenda Placement # VII.A

Commission Business, Action Items & Recommendations

Subject

Election of Chair and Vice-Chair

Background/Facts

Per §32.08 of the City Code of North St. Paul, at the first regular meeting of the calendar year, the Planning 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 Commission, unless a challenge is not present, then the existing Chairperson may remain for an additional term.

Recommended Action

Staff recommend the Planning Commission conduct the annual election of Chair and Vice-Chair.

Attachments

None

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant

City of North St. Paul

Planning Commission Report



From: Ken Roberts, Community Development Director

Meeting Date: January 8, 2026

Agenda Item: **Better Ordinances and Ongoing Streamlined Transformation (BOOST) Summary**

INTRODUCTION

The purpose of this memo is to introduce the Planning Commission to the City's BOOST Initiative to modernize today's City Code for tomorrow's community. The BOOST Initiative aims to update selected portions of the City Code Land Use regulations. Over the next few months, staff will bring forward several code amendment packages intended to improve clarity, eliminate redundancies, and ensure the code reflects current practices and expectations in North Saint Paul. This memo outlines the goals of the project, the approach staff will be using, and what the Planning Commission can expect in upcoming meetings.

BACKGROUND

Over time, incremental changes to the City's zoning and subdivision regulations have resulted in inconsistencies, overlapping procedures, and sections that no longer align seamlessly with one another. While the code remains functional, these issues can make the application and development review processes more complex than necessary for applicants, staff, and decision-makers. Recognizing this, staff will be continuing their review to modernize the organization of many land use-related code sections, strengthen internal consistency, and improve the usability of key administrative processes. The City started this process in 2025 with the approvals of code amendments for Home Occupations and residential definitions and the rewrite and update of the Subdivision Ordinance.

GENERAL INFORMATION – DISCUSSION

The objectives of this initiative include:

- Improve clarity and readability.
- Strengthen internal consistency.
- Enhance administrative efficiency.
- Support predictable development review.

Key Themes and Opportunities

The following matrix summarizes the major themes staff have identified as opportunities for improvement within the Land Use portions of the City Code. These observations reflect patterns seen across multiple applications, internal workflow challenges, and common points of confusion noted by City staff. This matrix is intentionally high-level and will help guide the structure of the upcoming code amendments.

Theme	Observation	Opportunity
Clarity & Readability	Sections vary widely in tone, structure, and detail. Older sections are narrative; newer ones are technical. This creates friction for users who must jump between them.	Rewrite for consistency, modern formatting, and clearer expectations.
Internal Alignment	Some procedural steps appear in multiple locations with slightly different interpretations. Related processes do not always follow the same sequence or terminology.	Align cross-references, streamline sequences, ensure terminology matches across chapters.
Usability & Navigation	Applicants may request clarification where certain requirements are stated. Key steps are not always grouped logically.	Reorganize content to follow the natural flow of an application from start to finish.
Redundancy	Certain requirements (e.g., plan components, noticing expectations) are repeated in multiple sections, sometimes with different wording.	Consolidate repeated standards and eliminate unnecessary duplication.
Outdated Language	Portions of the code refer to processes or terminology that the City no longer uses. This creates confusion and requires staff correction.	Remove obsolete references and ensure language reflects current practice.
Process Efficiency and Improvement	Some steps include extra layers of review that are not legally required and do not add meaningful value.	Simplify steps, remove dated expectations, and improve turnaround time.
User Experience	Applicants, consultants, and property owners may struggle to understand where they are in the review process or what comes next.	Create a clearer, more intuitive structure that supports predictable outcomes.

Approach and Structure

Staff will present the Planning Commission with a series of code amendment packages over the next several months. Each package will focus on a logically grouped portion of the code and will be reviewed in phases that include an overview, a discussion draft, and a final recommendation. This structure ensures the Planning Commission has adequate time to review proposed changes and provide direction to staff before the City finalizes the proposed ordinance language.

Upcoming Deliverables

For each Planning Commission meeting, staff will prepare a staff report and an outline of the proposed Amendment Package, with an overview of themes and organizational improvements and draft ordinance language for initial discussion. Subsequent packages will follow as staff time allows, aligned with the Planning Commission and City Council meeting cycles. I have attached a copy of the tentative timeline of this first BOOST Initiative effort for Planning Commission Review.

RECOMMENDATION

This BOOST Initiative presents an opportunity to strengthen and streamline the City's development review framework, improve internal consistency, and ensure the code continues to support efficient and predictable decision-making. Staff looks forward to working closely with the Planning Commission throughout this process.

ATTACHMENT:

1. BOOST Initiative Draft Schedule/Strategy

BOOST Initiative – Packages 1-3 Draft Code Update Schedule/Strategy

Note: All dates are draft and will be revised as staff time and meeting schedules are confirmed.

Date	Body	Purpose
01/08	Planning Commission	<ul style="list-style-type: none"> • Introduction to initiative • Overview of scope, objectives • Presentation of high-level themes • Package 1 – PC Discussion of Draft Review
2/05	Planning Commission	<ul style="list-style-type: none"> • Package 1 – Public Hearing • Package 1 – City Council Recommendation
2/17	City Council	<ul style="list-style-type: none"> • Package 1 – Consideration of Ordinance Adoption
3/05	Planning Commission	<ul style="list-style-type: none"> • Package 2 – Discussion Draft Review
3/17	City Council	<ul style="list-style-type: none"> • Package 2 – Informational Update and Opportunity for Input
4/02	Planning Commission	<ul style="list-style-type: none"> • Package 2 – Public Hearing • Package 2 – City Council Recommendation • Package 3 – Discussion Draft Review
4/21	City Council	<ul style="list-style-type: none"> • Package 2 – Consideration of Ordinance Adoption • Package 3 – Informational Update and Opportunity for Input
5/7	Planning Commission	<ul style="list-style-type: none"> • Package 3 – Public Hearing • Package 3 – City Council Recommendation
5/19	City Council	<ul style="list-style-type: none"> • Package 3 – Consideration of Ordinance Adoption

City of North St. Paul

Planning Commission Report



From: Ken Roberts, Community Development Director
Meeting Date: January 8, 2026
Agenda Item: **Zoning Ordinance Text Amendments**

INTRODUCTION

City staff have prepared three sets of zoning ordinance text amendments for consideration by the Planning Commission. Staff have prepared an explanation of each of the three sets of changes in the memo below.

GENERAL INFORMATION – DISCUSSION

Zoning Ordinance Text Amendment – Definition of Limited Production and Processing

City staff are proposing an amendment to the zoning code definition for Limited Production and Processing. The change to the definition should help clarify the types of uses the city will allow with this designation.

Section 154.003 DEFINITIONS. (with proposed edits – new language shown in **bold** and deleted language shown with ~~striketrough~~)

LIMITED PRODUCTION AND PROCESSING. **These uses produce minimal off-site impacts due to their limited nature and scale, are compatible with office, retail and service uses, and may include wholesale and off-premises sales,** Small-scale assembly, disassembly, fabrication, manufacture, cleaning, servicing, packaging, sorting or other handling of goods or materials, either as an intermediate input for further production or processing, or for final sale, use or consumption.

Zoning Ordinance Text Amendment – Table 3

Table 3 in Chapter 154 of the City Zoning Code lists all the possible land uses in the city, in what zoning district each it is possible to locate the use as a permitted, conditional or interim use and if there are special provisions for the use. Staff are proposing to add deli and bakery as permitted uses, add clarifying language to several uses listed in Table 3 and revise the descriptions of several uses as they relate to motor vehicles, fuel sales and convenience stores. Staff also are proposing to delete manufacturing housing as a permitted use in the R-1 Zoning District and hospitals as a permitted use in the MU-3 zoning district. It is our goal with the proposed changes to Table 3 that it will be clear to City staff, the Planning Commission, the City Council and property owners where and how the City will allow the various land uses in North Saint Paul. The draft amendment for Table 3 is attached to this memo starting on page 7.

Zoning Ordinance Text Amendment – Overlay Zoning Districts

Listed below are several parts of Section 154.008 (Overlay Districts) of the North Saint Paul Zoning Ordinance with potential amendments. I am proposing several amendments to Subsection B – the Downtown Overlay District. I have based the proposed zoning code amendments on language in the current Downtown Design Manual with a few sections from the Saint Paul Zoning Ordinance as noted with the yellow highlights. The goal of the proposed changes is to help ensure readers, property owners and potential developers of property in the Downtown Overlay District are aware of the primary applicable design standards for those properties.

§ 154.008 OVERLAY DISTRICTS. (with proposed edits – new language shown in **bold** and deleted language shown with ~~strikethrough~~)

(A) General provisions for overlay districts.

1. General statement of purpose. The requirements of the overlay districts shall apply to all zoning lots located in such districts in addition to all requirements in this code that apply to the primary zoning district classification of those zoning lots. In the event of a conflict between the provisions of any overlay district and the underlying primary zoning district, the provisions of the overlay district shall apply, except where otherwise specified.

(B) Downtown Overlay District (D-1).

1. Purpose. This district is established to:

(a) Preserve cultural aspects of the **Downtown** ~~Historic Commercial~~ District.

(b) Encourage the physical development of the city as intended by the city's Comprehensive Plan and Downtown Design Manual/Plans.

(c) Encourage the harmonious development and appearance of structures and property within the district.

(d) Maintain and improve property values of the **Downtown** district and throughout the city.

2. Lot requirements. In addition to the lot requirement standards, the following **standards also** shall ~~also~~ apply:

(a) Front & side yard setback.

i. ~~Infill buildings must meet a build to line which shall be built flush to the sidewalk and flush to adjacent buildings.~~ **New or infill buildings along commercial and mixed-use streets must be built flush to the sidewalk and must provide a continuous façade along the street. Where breaks occur, the site design must continue the street edge using fencing, low walls, landscaping and/or similar treatments. Civic and institutional uses are exempt from this requirement.** (From: Downtown Design Manual)

ii. No side setbacks are allowed unless it is next to a public pedestrian way or residential district where setbacks are required.

(b) Rear yard height transition to residential districts. When rear yards in this district directly abut any residential district, the following rear setbacks are required:

- i. Where no alley is present a setback of 15 feet is required.
 - ii. Where there is an alley present a setback of ten feet from the alley is required.
- (c) Building height **and widths**.
- i. Maximum building height is four stories or 50 feet, whichever is less.
 - ii. Minimum length of building may not be less than 22 feet along the front façade.
 - iii. No building may be greater than 24 feet higher than an adjacent building.
- iv. **A single building façade shall not be greater than 75 feet in width/length on Margaret Street or on 7th Avenue E. If a building is greater than 25 feet in width, there must be bays or defined sections established every 25 feet and no two adjacent bays or sections may be blank walls.** (From: Downtown Design Manual)

Note: The definition of bay (in building) is:

A fundamental division or section of a structure, defined by vertical supports like columns, walls, or piers, creating distinct spaces for various functions or elements like windows. It can refer to the space *between* supports (the structural bay) or an *opening* like a window or door (the architectural bay), creating a rhythmic, organized framework for a building's interior or facade. OR

From Wikipedia: In [architecture](#), a **bay** is the space between architectural elements, or a recess or compartment.

3. Building orientation. (see FIGURE 20)

(a) Buildings on 7th Avenue shall have primary entrance onto 7th Avenue with design elements as indicated in the adopted Downtown Design Manual indicating entrance location.

(b) For businesses which occupy the "back" half of a building on 7th Avenue, the primary entrance may be on the rear access to the building. **Such an entrance must be clearly marked.**

(c) For businesses on corner lots, they are encouraged to provide dual access points **that are clearly marked** as indicated in the adopted Downtown Design Manual.

(d) Public rear entrances are allowed which meet the requirements of the adopted Downtown Design Manual. **Such entrances must be clearly marked.**

4. **Design Requirements and Elements** (all proposed language from the Downtown Design Manual except where noted **from St. Paul**).

(a) **New construction and remodeling, additions, restoration or other alterations to existing buildings must be done in a manner that meets the Design Guidelines and Design Standards of the adopted Downton Design Manual.**

(b) **The removal of architectural features on historically designated buildings is not permitted. Deteriorated architectural details shall be repaired rather than replaced. Distinctive stylistic features or examples of skilled craftsmanship characteristics are to be**

preserved. If changes in the use of a building are contemplated, the changes must be accomplished without alterations of facade and structure wherever possible.

(c) For new construction, except for fenestration, architectural detail, and trim work, the façade of new structures should be constructed of 100 percent brick. Trim and architectural detail should be constructed of natural stone, textured cast stone, anodized aluminum or similar metals. All publicly visible facades should be 100 percent brick including side walls adjacent to pedestrian walkways or rear approaches visible to a pedestrian.

(d) The base 25 feet of building sides facing the abutting public streets must include elements that relate to the human scale at grade. These elements include, doors, windows, projections, awnings, canopies, porches, stoops, etc. (from St. Paul)

(e) The following materials are not allowed in the Downtown Overlay District: (from St. Paul)

1. Unadorned plain or painted concrete block or masonry units.
2. Corrugated metal, unless used as a limited architectural element rather than for entire walls.
3. Reflective glass.
4. Vinyl, fiberglass, asphalt or fiberboard siding.

(f) Building renovations of historic structures should restore architectural details of cornices, lintels, parapets, area arches, chimneys, windows, doors, and iron work of the original building as appropriate and feasible. If there are false facade materials on the building, the renovation should seek to uncover and preserve the original building materials as feasible.

(g) All building renovation and restoration projects must be designed and constructed to be compatible with the original scale, massing, detailing, glazing and materials of the original building. Owners and contractors must retain and preserve original materials to the maximum extent possible. (from Saint Paul)

(h) For building renovation or restoration projects, with the exception of fenestration, architectural detail, and trim work, all facades that are visible to the pedestrian shall be comprised of at least 50 percent brick material. A complimentary brick, block (but not concrete), painted wood, anodized metal or natural stone must be used as trim work, accent material, and/or architectural detail. If wood is used, it must be limited to trim and cornice work, weatherproofed and not subject to damage caused by heavy use or exposure to the elements.

Note: The definition of fenestration is:

The design, arrangement, proportioning and placement of all openings in a building's exterior that allow light and air in, primarily windows, doors, and skylights, including their framing and shading devices.

(i) Roofs on infill buildings shall be flat or gently pitched and hidden behind flat parapet walls. Roof edges must be related in size and proportion to adjacent buildings. Infill buildings shall include extended parapets and architecturally detailed cornices to create a distinct edge when viewed against the sky. Buildings of two (2) or more stories must include a cornice, parapet or roof overhang in the area between the top floor and the highest point of the building.

(j) Door and window openings. Buildings must be comprised of at least 70 percent transparent window material on ground-level facades facing streets and there must be a minimum of 40 percent on second or third-story levels. The window must be made of glass and the glass must be clearly transparent. Colored, tinted, opaque, or smoked glass is not allowed, except in transom windows. Window shape, size and patterns must emphasize the intended organization of the façade and definition of the building.

(k) Interconnected street and alley network. The existing street and alley network must be preserved and extended as part of any new development or site redevelopment. The city discourages the development of new cul-de-sac streets in the Downtown District. (From St. Paul)

(l) Screening of equipment and service areas. If an outdoor trash, recycling, storage, service or loading area is visible from adjacent residential uses or a public street or walkway, it must be screened from view in a manner that is compatible with the building and site design. The screening must be accomplished by using a decorative fence, wall or screen of plant material that is at least six (6) feet in height. Fences and walls must be decorative and architecturally compatible with the primary structure. If used for screening, a screen of plant material must be at least 90 percent opaque for the entire year. (From Saint Paul and Downtown Design Manual)

(m) All rooftop equipment shall be designed to minimize undesirable views when viewing rooftops from higher elevations, abutting property; and public rights-of-way. Screening shall be accomplished using architectural elements and materials consistent with the building design and architectural controls of the area. Painting equipment, building a fence, or using screening material inconsistent with the design and materials of the rest of the building is not allowed.

5. 4. Use. The allowed uses within the Downtown (D-1) overlay district are the same as the uses listed within the Downtown Mixed-Use (MU-1) zoning district in Table 3 except that townhouses are not allowed within the D-1 district.

NOTE: Subsections 154.008 C - Planned Unit Development District (PUD), D – Shoreland Overlay District (S-1) and E - Floodplain remain unchanged.

Ordinance Requirements

Per Section 154.004(D), the city may grant a zoning ordinance text amendment or a zoning map amendment (rezoning) if the proposed amendment is compliant with the following findings (items 1-5 below, with analysis follows):

1. The proposed amendment is consistent with the general purposes and intent of the Comprehensive Plan.

The proposed zoning ordinance text amendments would be consistent with the purposes and intent of the Comprehensive Plan.

2. The proposed amendment will not adversely affect the health, safety, or general welfare of the city.

The proposed zoning ordinance text amendments will not adversely affect the health, safety or welfare of the city. In fact, the proposed text amendments should help to better protect the health, safety and general welfare of the residents of North Saint Paul.

3. The proposed amendment is compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the city.

The proposed amendments are not directly applicable to any one property but are related to the overall needs of the City.

4. The proposed amendment is compatible with adjacent properties.

The proposed zoning ordinance text amendments are not directly related or applicable to any one property.

5. The proposed amendment can be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and stormwater disposal systems.

The proposed zoning ordinance text amendments can be adequately supported by the existing public services.

RECOMMENDATION

Staff are recommending the Planning Commission:

1. Review the proposed revision to the definition of Limited Production and Processing;
2. Review the proposed changes to the uses listed in Table 3; and
3. Review the proposed code amendments for Section 154.008 Overlay Districts and be prepared to discuss these at the Planning Commission meeting.

After review and discussion by the Planning Commission, staff will be looking for direction from the Commission as to any changes they want staff to include in the final version of the proposed ordinances.

ATTACHMENT:

1. Draft Amendment of Table 3 from Chapter 154: Zoning Regulations

Chapter 154: Zoning Regulations

Table 3. Use Districts (with proposed additions shown in bold and deletions shown with strikethrough)

<u>Residential - Household Living</u>	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
<u>Residential - Group Living</u>	R- 1	R- 2	R- 3	MU- 1	MU- 2	MU- 3	Supplemental Regulations
Lodging House			P		C	C	
Assisted Living and/or Memory Care Facility (serving six or fewer persons)	P	P	P			C	X
Assisted Living and/or Memory Care Facility (serving seven or more persons)			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 six or fewer persons)	P	P	P	C	C	C	X
State Licensed Residential Facility (serving from seven to 16 persons)			P	C	C	C	
<u>Civic and Institutional</u>	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 (includes Churches and Places of Worship)	C	C	C	C	C	C	X
Municipal Administrative Building, Fire Station or other Public Safety or Public 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	
<u>Medical</u>	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	
<u>Utility</u>	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
<u>Commercial - Lodging</u>	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	

<u>Commercial - Indoor Entertainment, Recreation, Food, and Beverage</u>	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, Deli				P	P	P	
Bakery				P	P	P	
<u>Commercial - Service or Workplace</u>	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/ Gallery				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

<u>Commercial - Retail</u>	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 (includes, but is not limited to: bookstores, florists, hardware store, jewelry store, music store, office supply store, photographic and video supplies)				P	P	P	X
<u>Commercial - Outdoor Recreation</u>	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
<u>Commercial - Automobile, Parking, Transportation</u>	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Automobile Motor Vehicle Service or Repair						C	X
Car Motor Vehicle Wash						C	X
Automobile Motor Vehicle Sales and Rental						C	X
Automobile Service Station/Convenience Store				C	C	C	X
Motor vehicle station with fuel sales with or without retail convenience store				C	C	C	X
Transit Station				P	P	P	
Parking Facility				P	P	P	
<u>Limited Production, Processing, Storage</u>	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Limited Production and Processing (includes, but is not limited to: electronic components,				P	P	P	X

**assemblies and accessories,
computers and accessories, film,
video and audio production,
precision dental, medical and
optical goods, electric and neon
signs and advertising displays)**

Self-Service Storage Facility							C	
Warehousing							P	X
Wholesale Establishment				P	P	P		

<u>Other Uses</u>	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)
<u>Accessory Uses and Structures</u>	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 (Residential Use only)	P	P	P				

Yard or Garage 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 Hot Tubs	P	P	P			P	X
Cannabis-Related							
Cannabis Retail Business					C	C	X
Cannabis Industry Business					C	C	X
Temporary Cannabis Event					P	P	X

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.
4. "X" means there are specific requirements in Section 154.010 (D) associated with a use.

City of North St. Paul

Planning Commission Report



From: Ken Roberts, Community Development Director
Meeting Date: January 8, 2026
Agenda Item: **2026 Planning Commission Work Plan Update**

INTRODUCTION

Staff are requesting the Planning Commission review their work plan for 2026.

GENERAL INFORMATION – DISCUSSION

City staff have identified several items and topics the Planning Commission should review and make recommendations to the City Council over the next 18 months. We are asking the Planning Commission to review the list below and provide input as to their importance and let us know if there are items missing from the work plan that staff should add to the work plan.

Update: I have revised the work plan to reflect the recommendations the Planning Commission discussed during their meeting on June 5, 2025, and on October 2, 2025, and to show the completed projects with strikethrough.

Proposed Work Plan Topics – Items

- ~~1. Review Home Occupation Ordinance update – June July 2025~~
- ~~2. Review City-initiated Comprehensive Plan Amendment and Zoning Map revision – properties along 7th Avenue and South Avenue, east of McKnight Road – June July 2025~~
- ~~3. Review Subdivision Ordinance update – July August 2025; CC on 9-16-25~~
4. Review Zoning Code updates:
 - a. Definitions – updates, removing unused terms, adding new terms with corresponding land uses.
 - ~~b. Defining what are considered as non-encroachments into required setbacks such as egress window wells and ADA ramps (Section 154.010 (A) 5) July August 2025; CC on 9-16-2025~~
 - c. Off-street parking standards in residential districts:
 - i. Number of required spaces
 - ii. Permitted locations for parking spaces
 - iii. Required surface materials for parking spaces
 - ~~d. Check definitions of townhouses, duplex, and twin homes to ensure they align with state law, the building code and the intent of the R-2 and R-3 Zoning districts. **October 2, 2025, PC, CC on November 18, 2025**~~
 - ~~e. Check Sections 154.007 and 154.008 to ensure they are consistent with the goals and policies in the Downtown Design Manual and Comprehensive Plan. **October 2, 2025, PC, CC on November 18, 2025**~~
 - f. Section 154.008 Overlay Districts – Proposed amendments including Design Requirements and Elements - January 8, 2026, PC
 - g. Proposed Amendments to Table 3 (Use Districts) – January 8, 2026, PC
- ~~5. Subdivision Ordinance Update July August 2025; CC on 9-16-2025~~
- ~~6. Review CIP update – November and December 2025~~
7. Start preliminary tasks for the 2050 Comprehensive Plan update - March 5, 2026, PC
 - ~~a. Review and respond to Metropolitan Council Local Systems Plan for 2050 Comprehensive Plan – November 2025~~
 - b. Identify possible redevelopment sites

- c. Review overall goals from the 2040 Comprehensive Plan for relevance going forward – February-March 2026 PC
- 8. Review and make recommendations about land use and development applications
- 9. Review Downtown Design Manual – October-November 2025 (not complete)
- 10. Cannabis and Hemp (low potency) Businesses
 - a. Monitor State of Minnesota for updates on licensing and approvals
 - b. Determine whether the adopted City ordinance is working or if changes are necessary.
- 11. Boost Initiative Report – January 8, 2026, PC
- 12. Review Annual CIP update – November and December 2026

RECOMMENDATION

Discuss the above list of topics, any future topics or projects and provide direction to City staff as to their order of relevance and importance for consideration by the Planning Commission in 2026.