

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, JANUARY 28, 2021
6:15 P.M.**

I. CALL TO ORDER

Chair Barton called the meeting to order at 6:15 p.m. The meeting was conducted via Zoom.

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Chair
Patrick Blees, Commissioner
Erik Brenna, Commissioner
Rick Gelbmann, Commissioner EXCUSED ABSENT
John Monge, Commission Vice Chair
Lisa Wong, Commission City Council Liaison
Andrew Wise, Commissioner
Allan Worm, Commissioner

STAFF

Scott Duddeck, City Manager
Eric Zweber, Planning Consultant
Morgan Dawley, City Engineer

Mayor Terry Furlong welcomed City Council Liaison Lisa Wong, and new Planning Commissioners Erik Brenna and Andrew Wise. He thanked them and welcomed them to the Planning Commission.

III. ADOPT AGENDA

Motion to adopt agenda by Commissioner Blees, and seconded by Commissioner Monge, with all present voting aye (6-0). Motion carried to adopt the January 28, 2021 Agenda.

IV. APPROVAL OF MINUTES

-None – will be on the February 4, 2021 Agenda

V. MEETING OPEN TO THE PUBLIC

-None.

VI. PUBLIC HEARING

-None.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Meet and Greet / General Discussion with New Council Liaison, Commission Members, City Attorney, City Planner (WSB), City Engineer (WSB), and City Manager.

Mr. Duddeck welcomed new Planning Commission meeting attendees: City Council Liaison Lisa Wong, new Commissioners Erik Brenna and Andrew Wise, and Eric Zweber, WSB City Planner.

Chair Elaine Barton asked the new members to introduce themselves.

Commissioner Andrew Wise stated he and his wife moved to North St Paul in 2018, and they live near Colby Hills Park with their two small children. He added Andrew Wise stated he has lived in North St. Paul since 2018, and lives near Colby Hills Park with his wife and two small children. He added he is originally from the East Coast and has worked as an architect at a firm in Minneapolis for the past 5 years. He noted he is looking forward to working with the Planning Commission as there are so many great things going on in North St. Paul, and he is excited to be a part of it.

Erik Brenna stated he moved to North St. Paul in 2016 and lives with his family on 1st Avenue near South Avenue. He added he is a civil engineer for the State Department of Transportation (MnDOT) and has worked there for about 10 years in a variety of positions. He noted he loves the community and is excited to jump in and get involved.

Council Member Lisa Wong stated she moved to North St. Paul in 2016 and lives across from Casey Lake. She added she has a background in public policy and she currently works for Extension in Health & Nutrition. She noted she is excited to work with the Planning Commission and get to know everyone.

Morgan Dawley joined the meeting at 6:30 p.m.

Chair Barton stated she received an email from Metro-INET regarding security awareness training. She asked whether the other Commissioners received the email. Mr. Duddeck stated only those with City email accounts would have received the training notice.

Chair Barton asked whether Planning Commissioners have City email addresses. Mr. Duddeck stated City Commissioners have a City email address but may not be using them. He added there is a cost associated with keeping them open.

Chair Barton stated she uses a City email address, but Commissioners had problems with their City email address. She added it would be helpful to have separate email addresses, to keep City business separate.

Mr. Duddeck stated the Planning Commissioner's City email addresses can be refreshed and provided with a temporary password for initial setup.

Chair Barton asked whether Commissioner Worm wants to continue receiving a hard copy of the meeting packet. Commissioner Worm confirmed this.

Mr. Duddeck stated City Staff are moving to a new web application that will be implemented across the board for all City meetings. He added the online agenda will be populated with links to relevant online documents.

B. Training Opportunities

Mr. Duddeck stated City Attorney Soren Mattick was unable to join tonight's meeting but would like to schedule a training session for the Planning Commission on February 11 or 25, 2021 via Zoom.

It was agreed that Planning Commission training with City Attorney Soren Mattick would be scheduled for February 25, 2021 via Zoom.

Mr. Duddeck proposed that Planning Commission meetings begin at 6:30 p.m. rather than 6:15 p.m. to be in line with all other City meetings.

It was agreed that Planning Commission meetings would be held at 6:30 p.m.

Morgan Dawley

Morgan Dawley, WSB City Engineer, stated he has served as North St. Paul's City Engineer since 2010, providing oversight, leadership and support to the City Council. He added areas of focus include strategic planning, capital investments, pavement management plans, the Comprehensive Plan's infrastructure chapters, and general interaction regarding land development applications. He noted he works with City Staff and the City Planner on engineering aspects of planning applications to be considered by the Planning Commission for recommendation to the City Council.

Mr. Dawley urged the Commissioners to contact him or Mr. Duddeck with any questions or concerns, or if they receive residents' questions for discussion. He added he is a consultant, but thinks of himself as a City Staff member, to leverage that to the best end result, in terms of goals and intent for the City.

Mr. Dawley left the meeting at 6:47 p.m.

C. Overview of 2040 Comprehensive Plan, Subdivision Ordinance, and Zoning Ordinance.

Erik Zweber, WSB City Planner, stated he has been a community planner for over 20 years, having worked for the City of Rosemount as a City Planner for 15 years, and the last 5 years for WSB. He added he will be leading most of the staff reports at Planning Commission meetings and presenting information regarding Ordinance revisions. He noted a new Planning Technician will be starting soon. Mr. Duddeck confirmed Ms. Boerschinger's replacement will begin work on February 8, 2021.

Mr. Zweber reviewed helpful Planning documents that can be found on the City website, including the Comprehensive Plan, which was adopted fairly recently and includes land use and

housing; the Zoning Map and Zoning Ordinance; and the Subdivision Ordinance, which can be found under Chapter 153, “Land Development” in the City Code.

Commissioner Blees asked whether the Zoning Map will be updated along with the Zoning Code, and whether the map is updated when property lines are changed. Mr. Zweber confirmed this the map will be updated as part of the Zoning Code update. He added the map can be changed to show amended property lines and would be worth looking into.

Chair Barton stated she would like to have Planned Unit Developments (PUD) identified on the Zoning Map. Mr. Zweber agreed, adding the Planning Commission can discuss this in more detail, as there are a few different ways to do that.

Commissioner Worm stated the Planning Commission has discussed reducing the lot width requirement to 40 feet. Chair Barton stated the discussion was to reduce lot width to 50 feet. She asked whether 50 feet would be appropriate in the Shoreland Overlay District, due to impervious surface impacts.

Mr. Zweber stated that is a good discussion to have, whether changing lot width in a base Zoning District may or may not have an impact on the Overlay District. He added he will include related information in the meeting packets so the entire group, including new Members, can understand recommendations.

D. Status of Zoning Ordinance Updates

Mr. Zweber reviewed the list of 2020 Zoning Ordinance reviews, including density, lot widths, uses and definitions; development requirements for cottages, townhomes and 2-family dwellings; and discussion of PUD, Parking Ordinance and Sign Ordinance.

Chair Barton stated there has been discussion regarding cities trying to cut back on the amount of minimum required parking. She asked whether a maximum might be more appropriate than a minimum.

Commissioner Blees stated he is very supportive of the concept of “proof of parking”.

Mr. Zweber stated implementation of shared parking can eliminate large parking areas.

Mr. Duddeck stated Target is planning a major parking lot renovation, with green areas and rain gardens.

Commissioner Wise asked whether there are any issues not on the list that have not been addressed. Mr. Zweber stated some small elements and definitions need to be addressed, but not whole Zoning Districts. He added the Sign Ordinance was new in December 2020.

Commissioner Brenna stated local watershed districts would be only too happy to see a reduction in parking lot sizes, as they try to minimize impervious surfaces.

Commissioner Wise stated limited parking for residential developments can limit the amount of required construction, which is a significant portion of the cost. He added cost reductions can help provide more affordable housing.

Mr. Zweber stated details and information will be available to the Commissioners going forward, and the proposed training will be very helpful.

E. Meeting Start Time 6:15 p.m. vs. 6:30 p.m.

-Addressed under Agenda Item B.

F. Discussion on Meeting at City Hall / Zoom Online

Mr. Duddeck stated City Hall will re-open on February 1, 2021, with the City Council's February 2, 2021 meeting held in Council Chambers and via Zoom. He added the Planning Commission can continue to meet via Zoom because it is a larger group. Chair Barton agreed.

Mr. Duddeck stated City Staff are rolling out an online application platform called CivicClerk which will be available for all licensing, including building permits, and so far, has been a very successful and positive change.

G. Set Special Meeting Date for a Joint Meeting with the Economic Development Authority Board

Mr. Duddeck requested the Planning Commission's consideration of a potential date for a joint meeting with the Economic Development Authority (EDA).

It was agreed that a joint Planning Commission/EDA meeting will be scheduled for March 25, 2021 at 6:30 p.m. via Zoom.

H. Election of Chairperson and Vice-Chairperson for Effective February 4, 2021.

Chair Barton stated she is willing to serve as Chair for another year, and work with Commissioner Monge if he wants to continue as Chair after she steps down.

Motion by Commissioner Worm, and seconded by Commissioner Brenna, with all present voting aye (6-0). Motion carried to elect Elaine Barton as Chair and John Monge as Vice-Chair.

VIII. ?

IX. OLD BUSINESS

Chair Barton requested that the new Planning Commission Secretary's contact information be added to the bottom of the meeting agendas, so Commissioners can continue to provide notice of absence if they cannot attend a meeting. Mr. Duddeck agreed.

Chair Barton requested that information related to upcoming public hearings be added to the City website, as the notices are difficult to find in the online Minneapolis newspaper. Mr. Duddeck stated the City's website and communication practices are currently being updated with the support of Communications staff Kari Erpenbach. He agreed to have City Staff post public hearing notices on the website, similar to the current procedure for proposed Ordinances.

X. REPORTS FROM STAFF

Mr. Duddeck gave an update on the 2021 History Cruzers Car Show season, which is tentatively scheduled to begin on June 4, 2021, and run through September 24, 2021. He added the proposed dates will be reviewed by the City Council at their February 2, 2021 meeting. He noted the season end date is later than usual to coincide with the potential completion of the new building downtown and a related celebration event in connection with the round-up parade.

Mr. Duddeck stated the close on the sale of Anchor View Commons site should be finalized by tomorrow, January 20, 2021, and the developers plan to move forward with construction immediately.

XI. REPORTS FROM COMMISSIONERS

Commissioner Worm stated he has lived in North St. Paul since 1970, and he is retired from 3M. He added this will be his last year on the Planning Commission.

Commissioner Blees stated he has lived in North St. Paul for 45 years, and he enjoys being a part of the Planning Commission. He added he is an architect.

Commissioner Monge stated he has lived in North St. Paul since 1996. He added he has a wife and two grown children and lives on Indian Way. He added he loves the area.

Chair Barton stated she has lived in North St. Paul for 25 years. She added she lived in Chicago and New Jersey, and worked for AT&T, and is now retired. She noted she joined the Planning Commission in 2006, at the same time as Commissioner Worm.

XII. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Worm, and seconded by Commissioner Wise, with all present voting aye (6-0). Motion carried to adjourn the meeting at 7:36 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, February 4, 2021 at 6:30 p.m.

Members, please notify any planned absences to: TBD
Planning Commission Secretary