CALL TO ORDER

ROLL CALL

COMMISSION
Elaine Barton, Commission Chair
Michael Stahlmann, Commissioner
Tom Sonnek, Commission City Council Liaison
Chris Bathurst, Commissioner
Rick Gelmann, Commissioner
Trisha Hamm, Commission Vice-Chair – EXCUSED ABSENT
John Wahl, Commissioner
Allan Worm, Commissioner – EXCUSED ABSENT

STAFF
Erin Perdu, City Planner
Olivia Boerschinger, Planning Secretary

ADOPT AGENDA

APPROVAL OF MINUTES
Approval the August 15th, 2019 regular meeting minutes

MEETING OPEN TO THE PUBLIC
Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

PUBLIC HEARING
A. Old City Hall Site Redevelopment (NSP Apartments)
   • Application for Alley Vacation
   • Application for Rezoning

OLD BUSINESS
A. Planned Unit Development – 0 Burke Ave. and 2120 5th St. N.
   • Recommended to table until additional information is received

COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. Change date of second September meeting from September 19th to September 12th, 2019

REPORTS FROM STAFF
A. Capital Improvement Plan, report presented by City Engineer, Morgan Dawley
X. REPORTS FROM COMMISSIONERS
Update from City Council Liaison

XI. ADJOURNMENT

The next regularly scheduled Planning Commission Meeting is Thursday, September 12, 2019 at 6:15 p.m.
I. CALL TO ORDER

Chair Barton called the meeting to order at 6:30 p.m.

II. ROLL CALL

COMMISSION
Elaine Barton, Commission Chair
Michael Stahlmann, Commissioner
Tom Sonnek, Commission City Council Liaison
Chris Bathurst, Commissioner
Rick Gelbmann, Commissioner
Trisha Hamm, Commission Vice Chair Absent and Excused
John Wahl, Commissioner Absent and Excused
Allan Worm, Commissioner Absent and Excused

STAFF
Ryan Krzos, WSB
Olivia Boerschinger, Planning Secretary

III. ADOPT AGENDA

Chair Barton requested the following Agenda addition:
   Item VI.C, Public Hearing – 0 Burke Avenue

Motion by Commissioner Stahlmann, and seconded by Commissioner Gelbmann, with all present voting aye (4-0). Motion carried to adopt the August 15, 2019 Agenda.

IV. APPROVAL OF MINUTES

Chair Barton requested the following corrections to the August 1, 2019 minutes:

   -Page 4, 5th paragraph, replace “table” with “continue”
   -Page 7, 6th paragraph, insert “from signage” after “excluded”

Motion by Commissioner Bathurst, and seconded by Commissioner Gelbmann, with all present voting aye (4-0). Motion carried to approve the August 1, 2019 regular meeting minutes as amended.
V. MEETING OPEN TO THE PUBLIC

Don Bieniek, 2146 East Belmont Lane, stated his street address is 2146, and not 2846, as referenced in the August 1, 2019 meeting minutes.

VI. PUBLIC HEARINGS

A. Application for Alley Vacation – LHB Properties (Parkside Apartments)

Ryan Krzos, WSB, reviewed a request from LHB Properties for vacation of an alleyway at Parkside Apartments. The alley is currently paved and provides access to adjoining properties, and this vacation request would revert interest from the public to abutting landowners. City staff recommends a blanket easement as there are existing utilities. The vacation would not affect the underlying use of the property.

Mr. Krzos stated City Staff recommends that the Planning Commission recommend City Council approval on the vacation request for the alley at Parkside Apartments.

City Council Liaison Sonnek asked why the applicant wants the alley to be vacated. Mr. Krzos stated this will give them control over the condition of the area and maintenance responsibilities.

Stephanie Boyum, representing LHB Properties, stated the alley is essentially a parking area for the multi-family complex. She added the requested vacation will allow the applicant to maintain the area, coordinate snow removal and improve the tar surface.

Chair Barton opened the public hearing at 6:42 p.m.

Kris Schneider, a resident of North St. Paul, stated she does not see any sense in the request. She added the City plows the streets. She asked what would happen if they decide to do something else with the property.

Chair Barton closed the public hearing at 6:44 p.m.

Motion by Commissioner Stahlmann, and seconded by Commissioner Bathurst, with all present voting aye (4-0). Motion carried to recommend to the City Council approval of an alley vacation at Parkside Apartments (LHB Properties) with the stipulation that drainage and utility easements favor the City of North St. Paul.

Chair Barton stated this will be reviewed by the City Council at their August 20, 2019 meeting.

B. Application for Rezoning, Preliminary Plat, Planned Unit Development and Site Plan Review – 17th & Delaware townhomes (2329 17th Avenue E)

Mr. Krzos reviewed a request submitted by Paul Bruggeman for rezoning of the subject at 2329 17th Avenue East from R-1 to R-2; preliminary plat; site plan review and preliminary PUD. This process is requested to facilitate development of 18 townhomes at 2329 17th Avenue East, which
is currently a vacant 2.84-acre City-owned parcel in the R-1 District. The property is guided for R-2 medium density residential land use in the City’s 2040 Comprehensive Plan. The applicant will be requesting a common interest community plat, to allow the developer to independently sell off townhome sites.

Chair Barton requested that each component of this application be addressed individually.

Mr. Krzos stated the rezoning of this property would change the classification from R-1 to R-2 as guided by the Comprehensive Plan. He added townhomes are a permitted use in the R-2 District.

Commissioner Gelbmann stated the City of North St. Paul has recently gone through the Comprehensive Plan process. He added State law requires that the City Code is consistent with the City’s Comprehensive Plan. He noted the 2040 Comprehensive Plan for the City of North St. Paul identified this area with a designation of R-2.

Mr. Krzos confirmed this site is appropriate for medium density residential use.

Chair Barton stated the Planning Commission will not make recommendations on these items tonight. She added public input will be received during the public hearing portion of the meeting.

Mr. Krzos stated the preliminary plat application is a 2-step process, under which the applicant submits a preliminary plat and provides final plat with subsequent changes. He added this application would be a Common Interest Community (CIC) plat, involving delineation of each of the 2-unit buildings into 9 residential lots.

Mr. Krzos stated a Planned Unit Development (PUD) is requested as the lot area does not meet the 6,000 square foot per lot threshold. He added the PUD addresses the fact that the lots in the CIC plat would not meet standards for lot area individually, but the required amount of density would be met in the overall plat. He noted the PUD allows for flexibility with regard to dimensional standards, lot width and setbacks, and in exchange, higher quality design, open space and character are required.

Chair Barton opened the public hearing at 7:08 p.m.

Dave Lystig, 2304 Shawnee Drive, asked whether R-2 means 2-story houses. He asked whether the units will have 2-car garages. Chair Barton stated R-2 is the zoning district, and the standard is a maximum of 35 feet for height. She added each unit will have a 2-car garage.

Lisa Kelly, 2617 2nd Street North, asked how the development will benefit residents who already live in the neighborhood. She added all the neighborhood homes are owner-occupied, and there are no rentals within 8 blocks. She noted she is concerned that this will become a Section 8 situation.

Joel Vogel, 2321 Shawnee Avenue, stated he has been a resident for over 20 years and this is a neighborhood of families that own their homes. He added it is imperative that the integrity of the neighborhood stays the same. He noted he is concerned that only neighbors within 350 feet of
the property received a notification. He asked whether the properties will be all rentals. He stressed that the neighborhood should be owner-occupied only, allowing no rental, sublets or leases.

James Eng, 2704 Chippewa Avenue, stated he is concerned about snow in the winter, and where the snow will be put from these driveways and the roadway. He presented photos of snow blocking his driveway from snow removal on his street.

Geoff Straub, 2653 2nd Street N, stated he spoke with the developer on the property that morning, and he indicated the entire development will be rental townhomes. He added this is too small of an area for that many people.

Teresa Schneider, 2305 17th Avenue East, asked whether the property is City-owned. She added this is too small an area for that many people and there is no purpose in crowding the area. She noted there are already townhomes and apartments in this neighborhood and there is a lot of traffic. She asked whether the builder is aware of underground springs, and whether there will be basements. She expressed her opposition to rental properties.

Doug Edge, 2688 Delaware Avenue, stated this is a density issue, and he would support single family homes. He asked whether there will be fencing. He asked if traffic counts have been completed on Chippewa Avenue E, Delaware Avenue E and 17th Avenue E. He added this development will add a lot of traffic and there is no room for parking.

Jeff Simon, 2331 16th Avenue E, asked what is the purpose of rezoning from R-1 to R-2. Chair Barton stated the rezoning of this property is recommended to be consistent with the 2040 Comprehensive Plan.

Lowell Lofgren, 2680 Chippewa Avenue E, stated he is concerned about privacy issues, with so many people. He added he has a nice quiet yard that will change and become noisy and have increased traffic. He noted there is no benefit for the community.

Pam Periana, 2334 16th Avenue E, asked whether the City has taken other requests for proposals for this site. She asked whether the Police Department and Fire Department have been involved. She expressed concern about increased crime. She stated this looks like glorified apartment buildings and low-income housing.

Cheri Rios, 2644 Chippewa Avenue E, asked what will happen to these properties in 10 years.

Steven Johnson, 2080 Mesabi Avenue, asked whether there was a bid process, and whether the applicant is the highest bidder. He asked whether the Met Council is involved in this requirement for affordable housing. He asked whether a percentage of the units will have to be within a certain price range.

Curtis Gjengdahl, 2695 Gerald Avenue E, asked what the Fire Marshall has had to say about fire access, since this will be a one way in and one way out.
Jireh Mabamba, 2632 3rd Avenue E, stated he knows from his business experience that renters can come from all different walks of life. He added crime can be a problem. He noted the neighborhood is family friendly. He urged the City to consider the residents already living there, and the citizens that the City cannot afford to lose, and who will want the City to be there for them.

Bob Whelehan, 2720 Chippewa Avenue, expressed his opposition to the application. He added he hopes the Commissioners will listen to the residents who showed up, because they are more likely to vote for politicians who represent their constituents.

Koua Vang, 2351 17th Avenue E, stated her family moved to their home last year, and the development will be in her back yard. She added she agrees with the comments of all the residents as the townhomes will bring traffic and noise. She noted she would not have purchased her home in North St. Paul if she had known that this development was going to be built.

A resident at 2747 Delaware stated there are 7 new homeowners near where I live. He asked if the City Council asked the Planning Commission to vote on this issue.

Chair Barton stated the role of the Planning Commission is to advise the City Council on whether a proposal meets Code requirements and make recommendations to the City Council. She added no recommendations will be made at tonight’s meeting.

Jack Cuchna, 2714 Chippewa Avenue, asked whether the Met Council is pushing the City to do a multi-family development. Chair Barton stated the Met Council reviews the 2040 Comprehensive Plan and provides goals.

Commissioner Gelbmann stated the Comprehensive Plan process is a long-term process that is completed every 10 years and looks out to 30 years of development planning. He added the City of North St. Paul has just completed this process, which included extensive community outreach during which residents were asked for input at multiple community meetings called Community Cafes.

Chair Barton stated the 2040 Comprehensive Plan is available on the City website, and there is a specific chapter on Housing.

Stephanie Kane-Burbach, 2670 Delaware Avenue E, stated her family moved into their home near this property last year, and they love their quiet street and their neighbors. She added she is not against townhomes, but 18 townhomes is too many for this property. She noted it makes her anxious to think about raising her family in a neighborhood with a lot of traffic and people.

Deb Behrends, 2633 3rd Street, expressed concern about her property value going down, and having too much multi-family housing in the neighborhood, with many generations of one family living in the same house. She added she is concerned about parking, and how long the driveways will be. She reiterated her concern regarding the number of homes and the driveway lengths.
Geoff Straub asked whether this property must be rezoned to R-2 because of the Comprehensive Plan. Chair Barton stated the Zoning Code must be consistent with the Comprehensive Plan. She added this particular property is guided for redevelopment under the R-2 Zone. She noted re-zoning and changing the City Code requires City Council action.

Mr. Straub asked whether the residents’ comments that were made tonight will have any impact on the City Council’s decision if all legal requirements are met by the developer.

Commissioner Stahlmann stated the Planning Commission is reviewing the plans put forward by the applicant. He added public input has considerable impact on the deliberations of the Planning Commission and City Council. He noted the process has not gotten to that point.

Monica Cuchna, 2714 Chippewa Avenue, stated a previous proposal for townhomes was denied. She asked why the City does not develop the land.

Joe Vogel asked whether the development will be rental properties. He added the Planning Commission said it will not be rental properties, but Mr. Straub stated the developer told him they would be rental properties.

Paul Bruggeman stated he is the developer for the proposed site. He added this process started almost 2 years ago, and at least 2 other proposals were submitted to the City of North St. Paul, but his project was selected because his density was the lowest. He noted this will be a rental community with 1 and 2-story units, and each unit will have a 2-car garage and 2 exterior parking stalls for a total of 4 spaces.

Mr. Bruggeman stated he has met with the Fire Marshall regarding the turnaround, and the proposed design is sufficient for fire trucks and emergency vehicles.

James Eng stated that will be a total of 72 vehicles parked in this small area.

Karen Straub, 2653 North 2nd Avenue, stated the builder said there will be 18 units, but Ms. Boerschinger told her the two end units will be triplexes. Chair Barton stated that has already been changed.

Chair Barton closed the public hearing at 7:58 p.m.

City Council Liaison Sonnek asked the developer why he is proposing a rental community. Mr. Bruggeman stated that is the proposal that he has developed. He added all the original proposals submitted to the City were for rental properties.

Mr. Bruggeman stated the Planning Commission’s review is related to rezoning of the property from R-1 to R-2. He added public notice was sent regarding the rezoning, but not for the PUD, and if the development meets the criteria of the Zoning Code, he would like a vote to be taken at tonight’s meeting. He noted this is necessary for him to move forward.

Commissioner Stahlmann stated the rezoning to R-2 is not dependent upon the project meeting zoning requirements. He asked whether it would be necessary for every project to meet the
requirements for the R-2 zone. Chair Barton stated the rezoning is dependent upon the application.

City Council Liaison Sonnek thanked all the residents who came and spoke at the meeting. He added public input is extremely helpful, and the City Council has not reviewed this application. He asked that residents be mindful that this is a public process, which can take time and public hearings are an important part of the process. He noted every City is required to provide a Comprehensive Plan as required by the Metro Land Planning Act, to review density and accommodate growth. Only 4% of the land use in North St. Paul is committed to multi-family housing.

City Council Liaison Sonnek stated the Planning Commissioners are volunteer residents, following a process required by law. He added it is not an easy job to face residents who are upset, and the Commissioners are entitled to respect and consideration.

Commissioner Gelbmann thanked City Council Liaison Sonnek for his comments. He stressed the importance of helping residents understand the process, and what the Planning Commission wants to accomplish.

Commissioner Gelbmann asked whether the application would involve Tax Increment Financing (TIF). City Council Liaison stated no TIF would be involved.

Chair Barton asked whether there will be private trash service and recycling, and where the containers would be located. She asked which side the air conditioning units would face, and how close they would be to other residences. She asked why the backs of the homes would face 17th Avenue, which is not the way other homes on 17th Avenue are situated. She asked how close the driveway entrance would be to the corner, and whether the development could be connected by sidewalk to 17th Avenue.

Chair Barton asked whether the 20-foot roadway will be adequate for emergency services and garbage removal. She requested that the plan should give a better idea of circulation and consider ways to increase pedestrian connectivity.

Chair Barton requested that these considerations be added to the final plan.

City Council Liaison Sonnek asked what the distance would be from the property lines to the beginning of the paved roadway, on the rear of the properties on 17th Avenue. He asked whether there is sufficient setback for a roadway. Mr. Krzos stated there is a 5-foot impervious roadway setback.

Chair Barton asked whether there would be patios in the backyard, and how big they would be, and whether they are included in the impervious surface total. She added she wants all the figures verified, including impervious surface. She noted she wants clarification on the open space for each unit as well as the entire development to ensure standards are met. She added she would like to see all setbacks, and the documented sizes of each lot.
City Council Liaison Sonnek asked whether the applicant will sell the lots individually in the future, as that is referenced in the Staff Report as a possible result of common ownership of individual lots. Mr. Bruggeman stated this will leave an option open to sell them.

Chair Barton stated that should be clarified in the Staff Report.

Chair Barton stated the width of the roadway should be documented.

Commissioner Stahlmann asked whether the units will be modulated to provide interest, or aligned, and what are City Staff’s recommendations. He added modulation will make the development appear more visually diverse, although it will not actually be more diverse. Mr. Krzos stated City Staff recommends that they be modulated. Chair Barton stated that would affect existing setback requirements.

Mr. Krzos stated the developer submitted several sample elevations as per Staff request. He added a separate condition is that no 2 adjoining units would have the same elevation.

Commissioner Stahlmann stated patios at the rear of the units along 17th Avenue will not fit with other homes in the community along 17th Avenue.

Commissioner Stahlmann asked how emergency vehicles will turn around, as the Fire Marshall has already approved this plan. Mr. Krzos stated a hammerhead turnaround is planned. He added a 20-foot wide roadway is the minimum required for a turnaround.

Chair Barton asked whether the applicant considered having the townhomes face 17th Avenue. Mr. Bruggeman stated the site plan layout was recommended by the Economic Development Authority (EDA). Chair Barton stated she would like to see that recommendation.

Chair Barton asked whether a stop sign is planned for egress at Delaware Avenue. Mr. Bruggeman stated plans have not proceeded to that point.

Commissioner Stahlmann asked whether the infiltration basin could go at the end of the property rather than in the middle. An engineer working with Mr. Bruggeman stated the plan is to route water away from the problem areas to the middle of the site where there is better infiltration.

Chair Barton asked whether that could be an area for common open space. The engineer stated it will be a holding pond for stormwater.

Commissioner Stahlmann asked whether the snow will be plowed and removed by the development. Mr. Bruggeman stated it is hoped that most of it can be put in the holding pond area. Commissioner Stahlmann stated that will create issues with salt.

Commissioner Bathurst stated snow is not allowed in public right of way, so it would have to be handled on the property.

Chair Barton requested clarification within the proposal regarding trash bins and their locations, as well as whether the community would join the City’s hauler contract.
City Council Liaison Sonnek asked whether all the units would be single level. Mr. Bruggeman stated he had previously indicated that there will be both 1 and 2-level units. He added some might have basements due to poor soil quality, although the initial plan was for no basements.

Chair Barton asked whether there would be fences. Mr. Bruggeman stated he is unsure but if there are fences, they would be between the units with porches.

Motion by Commissioner Gelbmann, and seconded by Commissioner Bathurst, with all present voting aye (4-0). Motion carried to recommend City Council approval of Rezoning of property at 2329 17th Avenue E. from R-1 to R-2.

Motion by Commissioner Gelbmann, and seconded by Commissioner Bathurst, with all present voting aye (4-0). Motion carried to table Preliminary Plat, Preliminary Planned Unit Development and Site Plan for proposed development at 2329 17th Avenue E.

Chair Barton stated another public hearing will be held at the Planning Commission’s September 5, 2019 meeting, and notification will be sent to residents within 350 feet of the subject property.

C. 0 Burke Avenue

Mr. Krzos stated City Staff recommends that the Planning Commission’s action should be to continue the public hearing, and table action on the Planned Unit Development until the applicant provides additional information.

Chair Barton opened the public hearing at 9:08 p.m.

There were no comments.

Chair Barton closed the public hearing at 9:08 p.m.

Motion by Commissioner Stahlmann, and seconded by Commissioner Bathurst, with all present voting aye (4-0). Motion carried to continue the public hearing for 0 Burke Avenue until the applicant provides additional information.

VII. OLD BUSINESS
-None.

VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

Chair Barton expressed concern regarding substantive defects in the minutes. She asked whether City Staff can report defects in the minutes to the minute-taker so they can improve their work. Ms. Boerschinger agreed to note the corrections although the minute-taker will record the corrections in the next meeting’s minutes.

IX. REPORTS FROM STAFF
-None.
X. REPORTS FROM COMMISSIONERS

Update from City Council Liaison

City Council Liaison Sonnek wished Commissioner Bathurst a Happy Anniversary. He thanked the Planning Commission for all the hard work they do on behalf of the City of North St. Paul.

City Council Liaison Sonnek stated he received a letter in the mail from Tennis Sanitation regarding the City’s new trash hauler service.

City Council Liaison Sonnek stated an Open House will be held August 21, 2019 for the 7th Avenue Project Area. He added an Open House will be held at Casey Lake on August 28, 2019. He noted invitations were sent to all the residents in those areas.

City Council Liaison Sonnek stated the City Council has discussed the potential purchase of the BP Gas Station site. He added the site could be improved to facilitate the new exchange at Highway 36 and Highway 120, which was discussed at the City Council’s recent retreat as a legislative priority for the City.

City Council Liaison Sonnek stated reservations will be open on August 14 for the Starwatch event on October 3, 2019.

City Council Liaison Sonnek stated the Public Works Department has been doing tree trimming at Colby Hills.

Chair Barton asked what is going on at the vet hospital. City Council Liaison Sonnek stated he has not heard anything about that.

XI. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Gelbmann and seconded by Commissioner Bathurst, with all present voting aye (4-0). Motion carried to adjourn the meeting at 9:22 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, September 5, 2019 at 6:15 p.m.

Members, please notify any planned absences to: Olivia Boerschinger
Planning Commission Secretary
651-747-2400
Olivia.boerschinger@northstpaul.org
MEMORANDUM

Date:  9/5/2019
To:  Planning Commission
From:  Erin Perdu, AICP, City Planner
CC:  Scott Duddeck, City Manager
     Debra Gustafson, Administrative and Community Services Director
Re:  Rezoning of 2546 and 2544 5th Avenue E and Vacation of 5th Avenue E and alley
     Vacation for Old City Hall Site Redevelopment

BACKGROUND
Jim Winkels on behalf of North Saint Paul Land & Development LLC is requesting a rezoning
and right-of-way vacation to allow for a mixed-use redevelopment of the old City Hall Site.
These two requests were required per the conditions of the Site Plan approval granted in July of
this year.

The requested rezoning would change the zoning of two properties (2546 and 2544 5th Avenue
E) at the south end of the development site from R-3 Multiple Family Residential District to
MU-1 Downtown Mixed-Use District. The rezoning is necessary as a portion of the mixed-use
building and the surface parking area would be within the area zoned R3; as was required by a
condition of the site plan approval. Additionally, the applicant intends to combine the parcels
within the development to create a single parcel, and the requested rezoning would establish a
single zoning category for the site.

The approved site plan also shows the building as located within a portion of the right-of-way of
5th Street west of Margaret Avenue and a portion of the public alley running parallel to 7th
Avenue. Accordingly, the applicant is requesting to vacate these public rights-of-way as was
conditioned by their site plan approval. Currently, the 5th Avenue right-of-way to be vacated
functions as an access drive to public parking areas and the alley to be vacated is paved and
accessible from Margaret St to 4th Avenue. There are existing utilities within these rights-of-
way, which will be removed/reconfigured in conjunction with the development of the site.
FINDINGS

Alley Vacation
Minnesota statutes establish that the City Council may vacate a right-of-way upon a finding that the vacation is “in the interest of the public.” Staff finds that the proposed vacation would facilitate the development of the old city hall site in a manner consistent with the 2040 Comprehensive Plan.

Rezoning from R-3 to MU-1
Standards for Zoning Map Amendments (rezoning) are found in Chapter 154.004 Section D of the City Code are listed below in italics. Staff comments on each of the review criteria follow.

(a) *The proposed amendment is consistent with the general purposes and intent of the Comprehensive Plan;*
- The 2040 Comprehensive Plan guides the two parcels subject to the rezoning as within a Multi-Family Residential land category and acknowledges these properties are likely to be redeveloped. These parcels will be combined with the balance of the redevelopment site which is guided for Downtown Mixed Uses. The Proposed rezoning would enable the redevelopment of the site with a mixed-use development.

(b) *The proposed amendment will not adversely affect the health, safety, or general welfare of the city;*
- The rezoning will not result in redevelopment of the site adversely affecting the public health, safety and general welfare. The City has granted the approval of a site plan for the mixed-use development of the subject site. Said approval met these standards as determined by the Planning Commission and City Council.

(c) *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 rezoning is consistent with the future land use designation for this site. The properties to be rezoned are a part of mixed-use redevelopment of the site. Said redevelopment is consistent with present and future land uses in the downtown area.

(d) *The proposed amendment is compatible with adjacent properties;*
- The proposed rezoning is compatible with existing land uses along the 7th Avenue corridor in terms of form and functionality. The mixed-use building enabled by the rezoning is consistent with the types of uses envisioned in the downtown. The development provides an adequate transition to lower density residential land uses to the south.

(e) *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; and*
- A Mixed-use project on this site can be adequately supported by municipal services as evidenced by the approval of development plans.

(f) *If applicable, the proposed amendment is consistent with officially adopted city plans and overlays.*
There are no overlays governing the subject site, and as noted above the rezoning enables a mixed-use redevelopment of the old city hall site as envisioned for the site by the 2040 Comprehensive Plan.

RECOMMENDED ACTION

Based on the findings described in this report, staff recommends the following action:

1. **Approval** of the requested vacation as the application meets the requirements as set forth State Statue subject to the following conditions:
   a. None

2. **Approval** of the rezoning of the properties from R-3 to MU-1 as the application meets the requirements as set forth Chapter 154.004 Section D subject to the following conditions:
   a. None
APPLICATION FOR VACATION

The vacation process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

APPLICANT INFORMATION

Applicant Name: **JIM WINKELES**
Company (if applicable): NORTH ST. PAUL LAND & DEV, LLC
Address: GAZI BAKER PO
City, State, Zip: MTKA, MN 55345
Phone Number: 651-379-9090
Email: *jwinkeles@amconconstruction.com*
Are you the owner of the property? ☑ YES ☐ NO
(If no, you must supply property owner information)

Owner Name: NORTH ST. PAUL LAND & DEV, LLC
Company (if applicable): GAZI BAKER PO
Address: GAZI BAKER PO
City, State, Zip: MTKA, MN 55345
Phone Number: 651-379-9090
Email: *jwinkeles@amconconstruction.com*

PROPERTY INFORMATION

Street location of property (address):
Parcel Identification Number (PID) (see Ramsey County website):
Legal description of property:
Present zoning of property (see City website):
Size of property (acreage):
Title information: Abstract Torrens
Property Description: Residential Commercial Industrial Institutional

PROPOSAL INFORMATION

Application is hereby made for a Vacation:
☑ Street ☑ Alley ☑ Easement ☐ Property ☑ Dedication

Legal Description of the street, alley, easement or property to be vacated:

In the space provided below, please answer the following question in full detail:

1. Written statement explaining the reasons for the request of the vacation and why there is no public need for the street, alley, easement, property or dedication.

Example Petition Form (please attach separate petition form with the information shown below)

We, the undersigned property owners, hereby petition the City Council of North St. Paul to vacate the following:

_____ Street _____ Alley _____ Easement _____ Property _____ Dedication

Described as:

1. __________________________
2. __________________________
3. __________________________

Name (Please Print) Address Signature
LAND USE PROCESS

Review Process

Step 1
Initial meeting with City staff

→

Step 2
Application submission/fee

→

Step 3
Public Notice

→

Step 4
Planning Commission

→

Step 5
City Council action/record with County

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WEEKS: 1 2 3 4 5 1 2 3 4 5

Regular Scheduled City Meetings:

PLANNING COMMISSION
1st Thursday of the month (6:15 p.m.)

DESIGN REVIEW COMMISSION
4th Thursday of the month (5:00 p.m.)

ENVIRONMENTAL ADVISORY COMMISSION
4th Monday of the month (6:00 p.m.)

PARKS & RECREATION COMMISSION
4th Wednesday of the month (6:30 p.m.)

ECONOMIC DEVELOPMENT AUTHORITY
2nd Tuesday of every odd month (4:00 p.m.)

CITY COUNCIL
1st and 3rd Tuesday of the month (6:30 p.m.)

APPLICATION SUBMITTALS

Required | Completed

Completed Application.

Application Fee $500.00. Escrow Fee $500.00 minimum.

Map showing the following:

Exact area to be vacated.

Utilities in the area proposed for vacation.

Signed petition form. Note: If a majority of the abutting owners sign the petition, the City Council may approve the vacation by a majority vote. (The City considers each person who is listed as a legal property owner as an individual owner).

Any additional data requested by the city:

NOTE: After all approvals are granted, the City will then record the vacation with Ramsey County.
NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City’s Fee Schedule for information on planning review fees and other applicable costs.

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature: [Signature] Date: 7/25/19
Owner Signature: [Signature] Date: 7/25/19

PROPOSED MEETING DATES:

Design Review Commission: Planning Commission Parks & Rec Commission
Environmental Advisory Commission City Council

FOR OFFICE USE ONLY

Date submitted: 7/19/19 Date complete: [Date]
Date of public hearing: Publication date: [Date]
Amount fee paid: $1,500.00 App. Fee Paid: $6,000.00
Planning Commission action: Recommend approval: Recommend denial:
Date applicant/property owner notified of Planning Commission action:
City Council action: Recommend approval: Recommend denial:
Date applicant/property owner notified of City Council action:

Date filed with Ramsey County Recorder office: [Date]
AMCON CONSTRUCTION COMPANY LLC
Invoice

Invoice No. 072619-2
Date 07/26/19
Description City of North St. Paul

Gross Amount 1,000.00
Retainage 1,000.00
Discount 0.00
Payment Amount 1,000.00

Check #: 202232 07/26/19 33576 City of North St.

REC#: 01064962 8/01/2019 9:44 AM
OPER: OB  TERM: 099
REF#: 202232

TRAN: 1.2044 LANDSCAPE ESCR DEP
190801
VACATION - OLD CITY HALL
ESCROWS 500.00CR

TRAN: 1.3290 MISC LICENSE/PERMIT
190801
VACATION - OLD CITY HALL
MISC LICENSE 500.00CR

TENDERED: 1,000.00 CHECK
APPLIED: 1,000.00-

CHANGE: 0.00

www.northstpaul.org
ZONING & LAND USE APPLICATION

APPLICATION FOR REZONING OF LAND

The rezoning process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

APPLICANT INFORMATION

Applicant Name: JIM WINKELS
Company (if applicable): NORTH ST. PAUL LAND & DEVELOPMENT
Address: 6121 BAKER RD.
City, State, Zip: MINNETONKA, MN 55345
Phone Number: 651-379-9090
Email: JWMINKELS@AMCONCONSTRUCTION.COM

Are you the owner of the property? YES NO
(If no, you must supply property owner information)

APPLICANT INFORMATION

Owner Name: NORTH ST. PAUL LAND & DEVELOPMENT
Company (if applicable): NORTH ST. PAUL LAND & DEVELOPMENT
Address: 6121 BAKER RD.
City, State, Zip: MINNETONKA, MN 55345
Phone Number: 651-379-9090
Email: JWMINKELS@AMCONCONSTRUCTION.COM

PROPERTY INFORMATION

Street location of property (address): 2554 S4TH AVE. E. - 2546 S4TH AVE. E.
Parcel Identification Number (PID) (see Ramsey County website): 182922420074 182922420073
Legal description of property: SEE ATTACHED DOCUMENT
Present zoning of property (see City website): R-3
Size of property (acreage): 2.3 A
Title information: Abstract Torrens
Property Description: Residential Commercial Industrial Institutional

PROPOSAL INFORMATION

Application is hereby made for rezoning certain properties:

From: R-3 (zoning classification) To: MU-1 (zoning classification)

On a separate sheet of paper, please answer the following questions in full detail:

1. What is the reason for requesting the text amendment?
2. Provide a project description (if applicable).
3. What is the current City Code text?
4. What is the new proposed text?
5. Is the proposed amendment consistent with the general purposes and intent of the Comprehensive Plan?
6. Will the proposed amendment adversely affect the health, safety, or general welfare of the City?
7. Is the proposed amendment compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the City?
8. Is the proposed amendment compatible with adjacent properties?
9. Can the proposed amendment 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 storm water disposal systems?
10. If applicable, is the proposed amendment consistent with officially adopted City plans and overlays?
**LAND USE PROCESS**

**Review Process**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial meeting with City staff</td>
<td>Application submission/fee</td>
<td>Public Notice</td>
<td>Planning Commission</td>
<td>City Council action</td>
</tr>
</tbody>
</table>

**Regular Scheduled City Meetings:**

**PLANNING COMMISSION**
1st Thursday of the month (6:15 p.m.)

**DESIGN REVIEW COMMISSION**
4th Thursday of the month (5:00 p.m.)

**ENVIRONMENTAL ADVISORY COMMISSION**
4th Monday of the month (6:00 p.m.)

**PARKS & RECREATION COMMISSION**
4th Wednesday of the month (6:30 p.m.)

**ECONOMIC DEVELOPMENT AUTHORITY**
2nd Tuesday of every odd month (4:00 p.m.)

**CITY COUNCIL**
1st and 3rd Tuesday of the month (6:30 p.m.)

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- **Completed Application.**

- **Application fee:** $500 (must submit escrow fee also, see 1st page, top right corner).

- **Certificate of Survey including the following items:**
  - Vicinity map showing the property in relation to nearby highways or street intersections.
  - Proof of ownership of the property.
  - Map or plat showing the lands proposed to be changed.
  - Map or plat showing all lands within at least 350 feet of the boundaries of the property.
  - Names and address of the owners of the lands within 350 feet of property boundaries. (Please verify and provide information from Ramsey County Records).
  - Other submittals as required by specific zoning district code section.
  - Any additional data requested by the City: ____________________________.
NOTE TO APPLICANT

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Applicant signature: ___________________________ Date: 7/26/19
Owner Signature: ___________________________ Date: ___________________________

PROPOSED MEETING DATES:

Design Review Commission: ___________ Planning Commission ___________ Parks & Rec Commission ___________
Environmental Advisory Commission ___________ City Council ___________

FOR OFFICE USE ONLY

Date submitted: 7/26/19 Date complete: If incomplete, date letter sent to applicant: ___________
Date of public hearing: ___________ Publication date: ___________ Date notice sent to adjoining properties: ___________
Amount fee paid: $1500 app Date fee paid: 8/1/19 Receipt #: 01024100 File #: 199802
Planning Commission action: Recommend approval: Recommend denial: ___________
Date applicant/property owner notified of Planning Commission action: ___________
City Council action: Recommend approval: Recommend denial: ___________
Date applicant/property owner notified of City Council action: ___________

Date filed with Ramsey County Recorder office: ___________
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Check #: 202231 07/26/19 33576 City of North St. 1,500.00 .00 .00 $1,500.00

REC#: 01064966  8/01/2019  9:47 AM
OPER: OB  TERM: 099
REF#: 202231

TRAN: 1.3290  MISC LICENSE/PERMIT
190802
REZONING - OLD CITY HALL
MISC LICENSE  500.00CR

TRAN: 1.2044  LANDSCAPE ESCR DEP
190802
REZONING - OLD CITY HALL
ESCROWS  1,000.00CR

TENDERED: 1,500.00 CHECK
APPLIED: 1,500.00-

CHANGE: 0.00

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