Saint Paul Planning Commission
City Hall Conference Center Room 40
15 Kellogg Boulevard West

Steering Committee Meeting – 8:00 a.m., Room 41

Agenda

January 27, 2017
8:30 – 11:00 a.m.

I. Swearing in New Commissioners Aquanetta Anderson, and John Reich.

II. Approval of minutes of December 30, 2016.

III. Chair’s Announcements

Report of the Nominating Committee and Election of Officers.

IV. Planning Director’s Announcements

V. Commissioner Appreciation

Honoring Commissioners Merrigan, Ward, and Wickiser for their service on the Planning Commission.

VI. Zoning Committee

SITE PLAN REVIEW – List of current applications. (Larry Zangs, 651/266-9082)

NEW BUSINESS

#16-103-701 Hlee and May Xiong – Rezone from R2 One Family Residential to RM2 Multiple Family Residential. 1475 Ames Avenue, NE corner Barclay and Ames. (Bill Dermody, 651/266-6617)

#16-103-741 Hlee and May Xiong – Conditional use permit for a 40-unit assisted living and memory care facility. 1475 Ames Avenue, NE corner Barclay and Ames. (Bill Dermody, 651/266-6617)

VII. PED’s 2016-2018 Economic Development Strategy – Informational presentation by Martin Schieckel, Director of Economic Development, Department of Planning and Economic Development. (Martin Schieckel, 651/256-6580)

VIII. Comprehensive Planning Committee

2040 Comprehensive Plan Update-Process and Timeline – Informational presentation by Lucy Thompson, PED. (Lucy Thompson, 651/266-6578)

IX. Neighborhood Planning Committee
X. Transportation Committee

XI. Communications Committee

XII. Task Force/Liaison Reports

XIII. Old Business

XIV. New Business

XV. Adjournment

Information on agenda items being considered by the Planning Commission and its committees can be found at http://www.stpaul.gov/planningcommission.

Planning Commission Members: PLEASE call Sonja Butler, 651/266-6573, if unable to attend.
Saint Paul Planning Commission &
Heritage Preservation Commission
MASTER MEETING CALENDAR

WEEK OF JANUARY 23-27, 2017

Mon (23)

Tues (24)
3:30-  Comprehensive Planning Committee  13th Floor – CHA
5:00 p.m. (Merritt Clapp-Smith, 651/266-6547)  25 Fourth Street West

2040 Comprehensive Plan Update: Adoption Timeline and General Update on
Staff Work. – For information and discussion only. (Lucy Thompson, 651/266-
6578)

Weds (25)
4:00-  Neighborhood Planning Committee  13th Floor – CHA
5:30 p.m. (Anton Jerve, 651/266-6567)  25 Fourth Street West

Alternative Financial Establishment Zoning Study – Review proposed amendment
and make recommendation to the Planning Commission to set a public hearing.
(Tony Johnson, 266-6620)

Thurs (26)
5:00 p.m. Heritage Preservation Commission

Room 40 City Hall
Lower Level
Enter building on 4th Street
15 W. Kellogg Blvd.

New Business

215 Old Sixth Street West – O’Halloran and Murphy Funeral Home RA-SPC-
5285, for review and recommendations on the “Catholic Charities Saint Paul
Administration Building, 215 Old Sixth Street West, Saint Paul: An Assessment of
Significance.” (Boulware, 651/266-6715)

345 Cedar Street-Minnesota Mutual Life Insurance Company Building, by the
Deputy State Historic Preservation Officer, for Certified Local Government
Comment on the nomination of the Minnesota Mutual Life Insurance Company
Building to the National Register of Historic Places. The HPC will allow for public
comment and submit the comments to the MNHPO. (Boulware, 651/266-6715)

St. Paul Minneapolis and Manitoba Railway Shops Historic district, vicinity of
Jackson and Pennsylvania Streets, by the Deputy State Historic Preservation
Officer, for Certified Local Government Comment on the expansion of the boundary of the National Register historic district (NRHP 1987) as described in the updated nomination to the National Register of Historic Places. The HPC will allow for public comment and submit the comments to the MNHPo. (Boulware, 651/266-6715)

**Staff Announcements**

Lowertown and Central Station Design Guidelines  
Hill Historic Districts Resurvey  
Hamline-Midway Neighborhood Survey  
St. Paul African American Context Study (Trimble)  
Comp Plan Update 2018  
EAW Reviews  
Section 106 Review Luther Seminary - Zvago Update

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**Fri (27)**

**8:00 a.m.**  
**Planning Commission Steering Committee**  
*(Donna Drummond, 651/266-6556)*  
**Room 41 City Hall**  
Conference Center  
15 Kellogg Blvd.

**8:30-11:00 a.m.**  
**Planning Commission Meeting**  
*(Donna Drummond, 651/266-6556)*  
**Room 40 City Hall**  
Conference Center  
15 Kellogg Blvd.

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**Zoning**

**SITE PLAN REVIEW** – List of current applications. *(Larry Zangs, 651/266-9082)*

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**Informational Presentation**

PED’s 2016-2018 Economic Development Strategy – Informational presentation by Martin Schieckel, Director of Economic Development, Department of Planning and Economic Development. *(Martin Schieckel, 651/266-6580)*

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**Comprehensive Planning Committee**

**2040 Comprehensive Plan Update-Process and Timeline** – Informational update by Lucy Thompson, PED. *(Lucy Thompson, 651/266-6578)*
Saint Paul Planning Commission
City Hall Conference Center
15 Kellogg Boulevard West

Minutes December 30, 2016

A meeting of the Planning Commission of the City of Saint Paul was held Friday, December 30, 2016, at 8:30 a.m. in the Conference Center of City Hall.


Also Present: *Excused

Donna Drummond, Planning Director; Wendy Lane, Department of Safety and Inspections, Kristin Guild, Bill Dermody, Kady Dadlez, Jake Reilly, Mollie Scozzari, and Sonja Butler, Department of Planning and Economic Development staff.

I. Approval of minutes November 18, 2016.

MOTION: Commissioner Nelson moved approval of the minutes of November 18, 2016. Commissioner DeJoy seconded the motion. The motion carried unanimously on a voice vote.

II. Chair’s Announcements

Chair Wencel had no announcements.

III. Planning Director’s Announcements

Donna Drummond announced that there will be three new people appointed to the Planning Commission and they will be sworn in at the annual meeting on January 27, 2017. They are Aquanetta Anderson, John Reich and Adrian Perryman, Adrian was on the Snelling-Midway Community Advisory Committee for the soccer stadium.

Also, Ms. Drummond received an email from Paula Merrigan who has reluctantly decided to resign from the Planning Commission.

IV. Commissioner Appreciation

Honoring Chair Wencel and Commissioner Nelson for their service on the Planning Commission.
Chair Wencel read a resolution thanking Commissioner Nelson for his service on the Planning Commission.

Commissioner Nelson said that it has been a great pleasure serving on the Planning Commission and getting to know everyone. He has learned a lot, which has made him a better architect and better able to navigate through zoning processes better now. He wished everyone luck.

**MOTION:** Commissioner Edgerton moved approval of the resolution honoring Commissioner Nelson. Commissioner Ward seconded the motion. The motion carried unanimously on a voice vote.

and

Commissioner Ward read a resolution thanking Chair Wencel for her service on the Planning Commission.

Chair Wencel said that the Planning Commission is wonderful way for people in the city to have input. The Planning Commission is a public body but is not always in the newspaper, so is able to have in-depth discussions about the issues and really dive into the details. She greatly appreciates the way this commission operates.

**MOTION:** Commissioner DeJoy moved approval of the resolution honoring Chair Wencel. Commissioner Thao seconded the motion. The motion carried unanimously on a voice vote.

V. Zoning Committee

SITE PLAN REVIEW – List of current applications. *(Larry Zangs, 651/266-9082)*

NEW BUSINESS

#16-103-701 Hlee and May Xiong – Rezone from R2 One Family Residential to RM2 Multiple Family Residential. 1475 Ames Avenue, NE corner Barclay and Ames. *(Bill Dermody, 651/266-6617)*

*Commissioner Nelson announced that this case has been laid over to the January 19, 2017 Zoning Committee meeting.*

#16-103-741 Hlee and May Xiong – Conditional use permit for a 40-unit assisted living and memory care facility. 1475 Ames Avenue, NE corner Barclay and Ames. *(Bill Dermody, 651/266-6617)*

*Commissioner Nelson announced that this case has been laid over to the January 19, 2017 Zoning Committee meeting.*

DISCUSSION/RECOMMENDATION

Dearing Mansion Bed & Breakfast
Set a public hearing to consider revocation or modification of a conditional use permit (Zoning File #14-326-683) for a bed & breakfast residence with 4 guest rooms due to noncompliance with conditions for this use. 241 W. George St., between Charlton and Waseca. (Jerome Benner, 651-266-8989)

Commissioner Thao asked about the event use of the space, is that allowable in the current zoning?

Commissioner Nelson replied that it is not currently allowed in the current zoning.

Commissioner Khaled said that the suggestion to have a hearing about it, is that the standard operating procedure for next steps or could the existing permit be dismissed out of hand based on what’s seen on the Air BNB via web sites and what is included in our packets?

Commissioner Nelson said some of the steps have already happened with the correspondence back and forth with City staff. This would be the next step. A revocation of the conditional use permit is something that needs to go through the Planning Commission, so that is not something that can be administratively done.

**MOTION: Commissioner Nelson moved the Zoning Committee’s recommendation to set a public hearing on February 16, 2017. The motion carried unanimously on a voice vote.**

**Zoning Fee Study**

Review and recommendation for updating zoning fees. (Allan Torstenson, 651-266-6579, PED and Wendy Lane, 651-266-9081, DSI)

Commissioner Nelson said that there is a recommendation for updating the Zoning fees and this will be passed onto the City Council for approval. A nominal increase in the fees is proposed to cover the cost of inflation. Part of the analysis is also looking at the cost for handling different zoning items to make sure they are in alignment with the costs to the city.

Commissioner Ward asked whether the study would look at last year’s zoning applications and how many hours were spent on them? Also, is there any consideration to what will be required for the Ford site redevelopment and whether zoning fees will cover that?

Wendy Lane, Zoning Administrator with the Department of Safety and Inspections (DSI), said that at this point they are not doing a comprehensive zoning fee study to analyze staff costs. The last time that was done was in 2010 to review all of the different uses that are charged a fee under the zoning code and determine what percentage cost recovery should be applied. Some of the fees get submitted to the Department of Planning and Economic Development (PED), and some to DSI. Last year all of the DSI zoning fees were increased by 3% and this year they are proposed to be increased by 2%. The zoning fees that are collected by PED were not increased last year so these fees are proposed to be increased at 5%. There are some additional zoning reviews that do need study to find out what the actual cost is. Some are for new things being added to the Zoning Code, such as commercial outdoor uses and accessory dwelling units. Over the course of the next 6 months both PED and DSI staff will be doing more of a comprehensive study to see if there are some zoning reviews that need to be reevaluated, or some new fees established.
MOTION: Commissioner Nelson moved the Zoning Committee’s recommendation to update zoning fees. The motion carried unanimously on a voice vote.

Commissioner Nelson announced that the next Zoning Committee meeting on Thursday, January 5, 2017 has been canceled.

VI. 2040 Comprehensive Plan: Public Engagement Update – Informational presentation by Bill Dermody and Kady Dadlez, PED. (Bill Dermody, 651/266-6617, and Kady Dadlez, 651/266-6619)

Bill Dermody, PED staff presented on public engagement conducted in 2016, including goals, types of engagement, number of people reached, demographics, and priorities and themes identified through engagement. He then addressed next steps and introduced Kady Dadlez for further discussion.

Kady Dadlez, PED staff, provided an update on the feedback received on the list of themes and priorities sent out in November for public comment. A reminder will be sent out early in the new year to seek additional feedback. The themes and priorities echoed in the comments thus far focus on four of the nine listed. They are affordable housing, livability and equity, parks and recreation, and road safety for non-vehicles.

Affordable housing and the importance of safe and stable affordable housing is a foundation of a vibrant city and is linked to many of the other themes and priorities identified. The person commenting on the livability and equity theme specifically noted the importance of having sidewalks everywhere and the need for them to be shoveled in the winter to provide access to transit for people with limited mobility. A desire for investments to be the greatest where people have the least was voiced. During the summer comments about parks and recreation related to favorite locations and activities. The comments received recently focused on preserving natural areas and removing invasive species. Finally, a concern for road safety for non-vehicles was echoed including the importance of plowing the streets for limited mobility users and lowering speed limits.

While the feedback echoed some of the themes and priorities it also contradicted them in some cases. For example, one person commented that there are too many resources going to bicycle facilities. Another person thought that there were not a lot of opportunity sites in Saint Paul. One commenter suggested the “jobs” theme be changed to “careers” to focus on the importance of providing people with careers that offer a future and the ability to build wealth.

One of the questions we asked for feedback on was whether there was something missing in the themes and priorities. Commenters said the themes and priorities did not include health and well-being, a strong educational infrastructure, or history. In addition to the comments on major themes and priorities feedback also included comments on the need for equity for seniors and a program with some meaningful impact for the disabled community.

Commissioner Ochs asked if they could expand on the definition of livability and equity.

Mr. Dermody said that there are five themes identified by the Met Council in its Thrive 2040 Plan. We asked people which of the five were the most important for Saint Paul, they answered
livability and equity, and we also asked how you would define this. Mr. Dermody could not characterize what was heard off hand, but staff would rely to some degree on what the Met Council defines it as and also what our community has been defining it as. Commissioner Ochs wanted more expansion on that.

Mr. Dermody characterized livability as plenty of opportunities for people as far as jobs and recreation and having quality places to live. Equity is social equity, such that racial and economic background does not determine your destiny.

Commissioner Edgerton commented about three missing items that are really important. First, our history. In Saint Paul we’re all about our history – it’s part of what makes us what we are. He does not know how the Comprehensive Plan addresses that but he speaks for being aware of the historic aspects of Saint Paul. Second, health and well-being. This is something that involves the planning realm, and healthy communities are really important. Finally, education. Not just K-12 or universities – it’s public education that goes well beyond our schools. He’s not sure how it fits into a Comprehensive Plan, but he wants us to be thinking about it.

Jake Reilly, PED staff, added that in response to Commissioner Edgerton’s query about history being included in the Comprehensive Plan, he is the coordinator of the Heritage Preservation Chapter. One of the goals for this Comprehensive Plan is to infuse concepts associated with history and heritage preservation into all of the chapters, while continuing to have a stand-alone chapter that values Saint Paul’s unique history. Because we have historically done heritage preservation differently from some of our neighboring communities, goals include looking into additional context studies around public buildings, including architects such as “Cap” Wigington, an associated African American context study; and of course, equity in heritage preservation. The working group for that chapter will have its first meeting in January.

In addition, regarding health and the comprehensive plan, some of the public engagement work still to be done is meeting with the Mayor’s Advisory Committee for People with Disabilities, which will be the second week in January. We are also working with Blue Cross Blue Shield staff assigned to infusing health equity into Comprehensive Plan documents. Staff will meet in the first two weeks of January to talk about infusing the concept of healthy communities, framed as an equity issue and how the built environment influences people’s lives.

All of the public comments have been collected and analyzed in a massive spreadsheet document put together by Margaret Vohs, a PED intern. This represents the most robust analysis of comments that we have ever done. Margaret will also be writing a document that tells us how the analysis was done so we can replicate it, along with some notes about what worked and what didn’t. She will also pull out the comments that do not apply to Comprehensive Planning and create documents that can be distributed to other department directors to say, “this is what we heard from more than 1,700 people in the community about what your department can do differently.” That information received could go to the school district, the new mayor, and/or whoever establishes a relationship with the school district.

Mr. Reilly thanked Margaret Jones, Alyssa Wetzel-Moore, and Mollie Scozzari for all the different ways they contributed to the work that has been done to really enhance the engagement effort.
Commissioner Wickiser commented that one of the things that the commission has echoed in the past is accessing people outside of the norms. From his perspective it does look like a good framework to follow in the future. We’ve seen different ways that district councils have addressed it. Frogtown in particular is interesting in how they try and be inclusive with people. What the staff did here was pretty cool.

Commissioner Ward suggested there are many community organizations within our district councils as well as nonprofits, and in order to reach more of the racial and ethnic organizations that are out there, let’s do something different by contacting some of these organizations about coming to them. There are a lot of people who do not want to talk to the City because they don’t see the City as friendly and also they just don’t have the time. If you are raising kids and you work you are in a situation where you don’t have the help that everyone else has, you have very limited time so you are not going to get out to events that other people would. Great job, good start, but let’s do more.

Mr. Reilly said yes, absolutely, he agrees. He went on to say that it had been his job to go to those existing community organizations that are working on these things during the summer, but his wife had twins in July and he was on leave. He did go to the Hmong Chamber which was a fascinating and enlightening experience and it is his goal to go to more of those existing organizations and further those connections throughout the rest of the comprehensive plan process, and beyond.

Commissioner Ochs asked if they are planning on sharing some of this information with the school district.

Mr. Dermody said that they are planning on involving the school district in the policy development. They did not have a plan to share the summary with them; the summary is something we’re putting out to community organizations, more than specialized organizations like the Port Authority or the school district. Rather, we are going to them with more specific questions.

Commissioner Ochs said in his opinion the school district seems to be treated as a very different entity but it is very much part of the city and should be incorporated more in planning processes. There is incredible accessibility if we could have some cooperation at the school district, whether it’s arts and theatre, athletic activities or organizations. Once you get inside the school district there are a lot of avenues to approach for outreach.

Commissioner Khaleed said there is conventional thinking that large institutions, municipalities and government entities don’t have the wherewithal to come up with these creative plans and sometimes we think we have to go to a consultant for all these things. And he feels like what has been demonstrated here is that it really just takes some diligence and some dedication in thinking about what would you want to be engaged with and applying that to everybody.

He also thinks that some of these represent the type of wins that can be used to highlight the leadership of the City of Saint Paul. He encouraged people to consider going to APA meetings at the local level to highlight some of the successes here, and to spur others towards knowing that they can take similar action in their communities around Minnesota.
He also was thinking about the age/demographics chart. He encouraged thinking about hitting the adolescents in the high schools in new and creative ways and maybe even younger kids.

Commissioner Fredson asked if they captured contact information for people, and has there been follow-up communications or if the people that were interviewed have seen this final version of the document and if there's efforts to engage them in district councils.

Mr. Dermody said when they have gone out to events or district councils they ask people to sign up on our mailing list and anyone who signed up would have gotten the ENS notice about these 9 themes and asking for feedback. ENS is the City’s overall public notice system through email. Commissioner Fredson said that is all formal follow-up, but he is interested in whether there are other follow-up efforts in terms of keeping people engaged in the conversation and connecting them to district councils.

Mr. Reilly said they would love ideas for how best to do that, because one of the things that they hope to do is rebuild trust in government by going back to the communities, reporting what was heard, and asking whether we heard it right. However, there are only 17 staff plus interns and it is hard, so if any of you have ideas of how best to ensure that feedback continues, we would love to hear ideas. One of the things going for us is we have the new district council coordinator position in the City Council’s research office. But if any of you have ideas on how we can keep that feedback coming, we would really value that.

Commissioner Khaled suggested creating comment drop boxes at massive social hubs with pedestrian traffic, like Trung Nam Bakery and other places.

VII. Comprehensive Planning Committee

Donna Drummond, Planning Director, announced that the next scheduled Comprehensive Planning Committee meeting on Tuesday, January 10, 2017, has been canceled.

At the next meeting on January 24th Lucy Thompson will talk about the Comprehensive Plan timeline and what will be dominating the Committee’s work in 2017 and 2018.

VIII. Neighborhood Planning Committee

The next scheduled Neighborhood Planning Committee meeting on Wednesday, January 11, 2017 has been canceled.

IX. Transportation Committee

Bill Dermody, PED staff, announced the agenda items for the next Transportation Committee on Monday, January 9, 2017.

X. Communications Committee

Commissioner Thao had no report, but soon they will be working on the annual report.

XI. Task Force/Liaison Reports
Commissioner Makarios announced that the Ford Task Force has had several meetings over the past couple months. The City has taken a lot of feedback on the initial concepts and now we are coming forward with another draft. The task force has had some good robust discussions and is focusing on what density means, what it means for Highland and the 4,000 housing units proposed for Ford and how that will impact the community in the future. In the Villager there was discussion about ballfields, traffic and transportation and those are issues the task force has been focusing on. There is another task force meeting on January 12th and they will dig into what does density really mean a little more.

Commissioner DeJoy, who is the Planning Commission’s representative on a committee looking at short-term rentals, reported that the Department of Safety and Inspections hosted a meeting that included people who operate short-term rentals through AirBnB. There was also an industry representative there who gave their perspectives on their operations and what their responsibilities are. There will be a follow-up meeting on next steps and recommendations.

Donna Drummond, Planning Director, added that there will be some zoning code amendments proposed dealing with these types of uses coming forward to the Planning Commission in March.

XII. Old Business

None.

XIII. New Business

Chair Wencl announced that she has appointed David Wickiser, Emily Shively, and Christopher Ochs for the Nominating Committee, and they will make recommendations at the annual meeting for the officer positions.

Chair Wencl thanked everyone and said that this commission works well because people are willing to spend their time doing this. The return that you get is not in monetary form but it was really the feeling that she was able to contribute something to the City of Saint Paul. She loves the fact that there are other people who are committed and willing to do the same kind of thing that she has been doing.

XIV. Adjournment

Meeting adjourned at 9:55 a.m.

Recorded and prepared by
Sonja Butler, Planning Commission Secretary
Planning and Economic Development Department,
City of Saint Paul

Respectfully submitted,

Donna Drummond
Planning Director

Approved
(Date)

Daniel Ward II
Secretary of the Planning Commission
SITE PLAN REVIEW COMMITTEE MEETING
Tuesday, January 24, 2017

Saint Paul Department of Safety and Inspections
375 Jackson Street, 2nd Floor Conference Room

<table>
<thead>
<tr>
<th>Time</th>
<th>Project Name and Location</th>
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<tbody>
<tr>
<td>9AM – 12PM</td>
<td>SPR Committee – Internal Workshop</td>
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<td>Site Plan Improvement Project</td>
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<td>SPR Submittal Requirements and Checklists</td>
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Applicants should attend the Site Plan Review Committee meeting.
At the Site Plan Review meeting, applicants will discuss their project’s site plan with Saint Paul’s Site Plan Review Committee. The Committee includes City staff from Zoning, Planning, Traffic, Sewers, Water, Public Works, Fire Inspections, Forestry, and Parks.

The purpose of the meeting is to coordinate Site Plan approval across City departments.
- Applicants are encouraged to bring the project’s engineer, architect, and/or contractor to handle technical questions.
- Site plan application and documents were routed for City staff review prior to the meeting.
- City staff will provide comments and ask questions based on review of the site plan.
- At the end of the meeting a decision will be made whether the site plan can be approved as submitted or if revisions are required.
- City staff will document site plan comments in a letter to be emailed to the applicant.

Location and Parking:
The meeting room is at 375 Jackson Street on the 2nd floor, skyway level, to your left as you exit the elevator.

A few free parking spaces are available in the DSI visitor parking lot off of 6th Street at Jackson. On-street parking meters are also available. The closest parking ramp is on Jackson one block south between 4th and 5th Street.

Contact Tia Anderson (651-266-9086 tia.anderson@ci.stpaul.mn.us) or Larry Zangs (651-266-9082 larry.zangs@ci.stpaul.mn.us) if you have questions.