

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, JANUARY 4, 2018
6:15 P.M.**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

Chair Barton called the meeting to order at 6:16 p.m.

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Chair

Michael Stahlmann, Commission Vice-Chair

Tom Sonnek, Commission City Council Liaison **ABSENT**

Chris Bathurst, Commissioner **ABSENT**

Trisha Hamm, Commissioner

Rick Gelbmann, Commissioner

John Wahl, Commissioner

Allan Worm, Commissioner

STAFF

Erin Perdu, City Planner

Addison Lewis, City Planner

Karin Derauf, Commission Secretary

Morgan Dawley, City Engineer

Jon Christensen, Water/Waste Water Group, WSB

Amy Anderson, Water Resources Engineer, WSB

III. ADOPT AGENDA

Motion to adopt agenda by Commissioner Stahlmann, and seconded by Commissioner Worm, with all present voting aye (5-0). Motion carried to adopt the January 4, 2018 Agenda.

IV. APPROVAL OF MINUTES

Motion to approve Minutes by Commissioner Wahl, and seconded by Commissioner Hamm, with all present voting aye (5-0). Motion carried to approve the December 7, 2018 regular meeting minutes with the following changes:

Section III, Section IV, and Section X, “with all present voting aye (7-0)” was changed to “with all present voting aye (5-0)”.

Section VII, letter B, paragraph 2, “11th Avenue is of particular interest and consideration should be given to include that as a Tier I facility. Also, adding bus stops in key areas should be

considered. Discussion also included plowing and alternatives to keeping paths clear of snow throughout the City.” was added as an additional sentence at the end of the paragraph.

Section IX, paragraph 5, “The City has entered a purchase agreement to build on one of the parcels in the Commerce Park area. The agreement is for purchase of the property to build an elderly care facility.” was changed to, “The City has a Letter of Intent from Bruggeman Builders LLC., to build on one of the parcels in the Commerce Park area. The Intent is for a business called Suite Living Senior Care of North St. Paul and to build an elderly care facility.”

V. MEETING OPEN TO THE PUBLIC

None

VI. PUBLIC HEARINGS

None

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Commissioner Gelbmann made a nomination of Elaine Barton for Planning Commission Chair, with all present voting aye (5-0), and Commissioner Stahlmann made a nomination of Trisha Hamm for Planning Commission Vice-Chair, with all present voting aye (5-0). Elaine Barton accepted the position of Chair and Trisha Hamm accepted the position of Vice-chair.

VIII. REPORTS FROM STAFF

City Planner Perdu is currently making updates to the Land Use Chapter and sending those to Corrin Wendell with the Metropolitan Council for review and feedback. Corrin is familiar with our Redevelopment Master Plan having been the previous North St. Paul City Planner. The Housing Chapter is being written and a draft will be presented for discussion prior to the February Planning Commission Meeting.

A. Comprehensive Plan Updates

Comprehensive Plan Updates were given and include everything under the heading Water Resources. Morgan Dawley, City Engineer introduced three new Chapters, Sanitary Sewer or Waste Water System, Surface or Storm Water, and Water Supply.

Jon Christensen, Water/Waste Water Group with WSB, presented information regarding the Water Supply Plan and briefly summarized the Policies page for the Chapter.

Commissioner Wahl commented on the Executive Summary page regarding the existing water distribution system and the number of service connections as it pertains to the Sanitary Sewer Plan and Growth and Demand Projections. Jon Christensen stated that the City’s current water use is close to the values shown in the Growth and Demand Projections.

Commissioner Gelbmann commented on the Commerce Park area and the water tower being built there. When will the tower be built? Mr. Christensen stated that the tower is projected to

be built sometime between 2020 and 2030. Also, the location of the tower shown on the map is tentative.

Mr. Christensen also commented on the lawsuit with the DNR and White Bear Lake. Language does appear in the draft Chapter. Morgan Dawley, City Engineer, commented that there is a meeting on Wednesday, January 20, 2018 to learn more of the DNR's appeal of the lawsuit's ruling. The City has received draft language to amend our Ground Water Appropriations Permit from the DNR, requesting comments. The expectation is that the DNR will be issuing amendments to the Ground Water Appropriations Permit, under which the City operates its wells, around mid-January to comply with the Judge's Order. To be in compliance with the Judge's Order, the DNR is requiring the language of the Permit to require submission of a contingency plan for future partial or full conversion to surface water supply by one year of the date of the Judge's Order, which was August 2017. This means the plan should be submitted by August 2018. City Engineer Dawley also discussed the water level of White Bear Lake and the residential irrigation watering ban that is also included in the lawsuit's ruling. North St. Paul's overall water consumption and residential consumption has been decreasing over time, and is expected to be within the per capita limits due to more efficient toilets, washing machines, and dishwashers, and the public being more water conscious in general. There is still more to be learned about the appeal and how the DNR is reacting to the lawsuit, and this is being closely monitored by North St. Paul and all the affected cities.

Commissioner Wahl commented about whether it would be appropriate to get together with other communities to support White Bear Lake in terms of water use, for example Maplewood and/or Oakdale.

Engineer Dawley stated that those cities have also been included in the Order. Oakdale is a 100% ground water sourced community. It may be feasible to connect to Oakdale, but again, more information and research would be needed. The amended Permit requirement is to submit a plan for full or partial conversion to surface water.

Mr. Christensen discussed the City water towers in relation to the maps provided and the connections in between. He pointed out the improvements of water mains and a new tower.

There was a comment from Commissioner Wahl about the water tower being near the Gateway Trail. Engineer Dawley stated there is a general location the tower would need to be but it doesn't specifically need to be right next to the Gateway Trail from a water supply standpoint. The positioning of the tower on the map is for schematic purposes only and alternatives for the actual location can be evaluated and weighed against one another once a study is authorized.

Mr. Christensen commented on the Executive Summary of the Sanitary Sewer Plan in relation to the existing system and where the water currently flows, ultimately arriving the Metropolitan Waste Water Treatment Plant. The Metropolitan Council will be looking closely at this particular chapter. Mr. Christensen then summarized the Policies page of this Chapter.

Commissioner Gelbmann asked how much of the Inflow/Infiltration (I/I) is a problem for the City. Mr. Christensen stated that the majority of the efforts being made come in the form of improvements to the sanitary sewer system in conjunction with the street projects. Over the long term, the City will see a reduction of the I/I.

Mr. Christensen moved on to discussing the Growth and Flow Projections and it is similar to the Growth and Flow Projections for the Waste Water Plan, in that, the city will not see substantially enough changes to affect projection numbers.

Amy Anderson, Water Resources Engineer with WSB, discussed the Water Management Plan and the City goals regarding Surface Water Management. The Surface Water Management Plan is a requirement of the Metropolitan Council as well as the Watershed Districts. The Surface Water Management Plan must be updated every 10 years according to State Law. The purpose is to provide consistency between Watershed requirements and County groundwater plans. It takes into account erosion control and lake shore management. This can also be used as a tool to set priorities for the next 10 years in terms of what policies and projects are going to be implemented. The Plan will include an Executive Summary, Physical Setting, Assessment of Issues, Goals and Policies, Implementation Programs and References.

Chair Barton commented on the specificity of the Implementation Program. Ms. Anderson stated that it can include specific projects, but also may include on-going efforts. For example, street projects that include sewer updates. It may include funding/budgeting for these projects as well. Including funding does not obligate the City to utilize those dollars, however, it shows that there is intent to address issues. Planner Perdu commented that some of the implementation steps will not be seen in other Chapters. This is just a function of the fact that those portions of the Plan serve other purposes. Mr. Dawley also pointed out that by including funding in the Water Management Plan, Implementation Program portion, this can create some eligibility for grant money as the City demonstrated they have budgeted for a project, however, it may not be enough to fund a particular project.

Commissioner Worm commented on wetland buffers and asked if we are going to use them in North St. Paul. Engineer Dawley stated that the wetland buffers in the City would be more akin to the setbacks that we already have in place in the Zoning Codes/Ordinances and in Watershed District rules.

Commissioner Gelbmann commented about complaints from residents around Silver Lake regarding water in their basements and sewer lines freezing. There were some assessments done that took into account the damage around the lake. Can there be ways to incorporate this information/relief into the Water Management Plan to provide this to the residents. Engineer Dawley stated that commentary can be included in the Chapter regarding the flood elevation of silver Lake and its proximity to existing structures and additional information about how future building permits will be addressed in relation to that flood elevation.

Commissioner Gelbmann also commented on the water that flows from Century College Parking lot and coming into Silver Lake. City Engineer Dawley discussed that he is currently in discussion with Maplewood and Valley Branch Watershed for a joint cooperative regarding an up-stream "basin" or wetland just south of Joy road but north of the City limits in Maplewood. This will provide a way for treatment of the water that flows from the north. Valley Branch Watershed has been undergoing a review of downstream impacts and flow to evaluate scenarios of additional flow. They would need justification of this prior to making recommendations to the DNR. A statement can be added that, "the City North St. Paul supports additional investigation of downstream impacts which may result in a future lowering of lake elevation". If this statement is included, it makes collaboration accessible for the City to work with the Watershed.

B. 2017 Accomplishments and Goals highlighted/2018 Goals established

The 2017 Accomplishments and Goals were highlighted and a discussion of 2018 goals was begun. Some established goals that were set for 2018 are as follows:

1. Complete the Comprehensive Plan.
2. Informative packet or expectations, for new members, of what the Planning Commission does for the City. Include a year supply of Planning Commission Minutes.
3. Online training for new commissioners.
4. Ordinance updates and/or identify the necessary updates.

Planner Perdu also gave an update regarding the property at Commerce Park. Planner Perdu did discuss with the City Attorney and City Manager and there is a provision, as Chair Barton mentioned, that states that the Planning Commission will review acquisitions or disposals of publically owned interests in real property. The City Attorney also mentioned that the City Council can waive that with a 2/3's vote. Chair Barton commented that exception is when there is no relation to the Comprehensive Plan. This development at Commerce Park would be relative to the Comprehensive Plan. Planner Perdu stated that the planning documents will have to come through the Planning Commission for review anyway.

City Planner, Addison Lewis, was introduced. He gave a brief synopsis of the work he has done for WSB.

IX. REPORTS FROM COMMISSIONERS

None.

There was a discussion of the procedures of notification of absence. It was determined that Commission Members can notify the Commission Secretary, Karin Derauf. Contact information will be included in the Planning Minutes, as well as an email to be routed.

It was noted that Commissioner Gelbmann and Commissioner Stahlmann will be absent for the February 2018 Meeting and Commissioner Worm will be absent for the March 2018 Meeting.

X. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Gelbmann, and seconded by Commissioner Wahl, with all present voting aye (5-0). Motion carried to adjourn the meeting at 8:09 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, February 1, 2018 at 6:15 p.m.

Members, please notify any planned absences to: Karin Derauf
Planning Commission Secretary
651-747-2400
karin.derauf@northstpaul.org