


<p><b>Chair:</b> Stephanie Yendell <b>Vice-Chair:</b> Ruth Krueger <b>Commissioners:</b> Isaac Contreras Angela DesMarais Tim Felton Justin Humenik Jason Pachtl</p>	 <p style="text-align: center;"><b>City of South St. Paul</b> <b>Planning Commission Agenda</b></p> <p style="text-align: center;"><b>Wednesday, March 6, 2019</b> <b>7:30 p.m.</b></p>	<p>City of South St. Paul 125 Third Avenue North South St. Paul, MN 55075 Phone: (651) 554-3217 Fax: (651) 554-3271 <a href="http://www.southstpaul.org">www.southstpaul.org</a></p>
<p>Hearing assistance PA system is available – if you need a hearing assistance unit please notify City staff before the meeting. <i>(If you use the hearing assistance PA system, please remove your hearing aid so it does not cause a feedback problem)</i></p>		
<p><b>Roll Call</b></p>		
<p><b>1. Agenda</b></p>		
<p><b>2. Minutes</b> A. February 6, 2019</p>		
<p><b>3. New Business</b> A. Planning Commission Rules of Order B. Election of Officers</p>		
<p><b>4. Public Hearings</b> A. <u>Comp Plan Update</u> - Review and discuss the draft 2040 Comprehensive Plan Update</p>		
<p><b>5. Other Business</b> None</p>		
<p><b>6. Adjournment</b></p>		

Next Planning Commission Meeting: April 3, 2019

This meeting is being taped by Town Square Television (NDC4): phone: 651-451-7834 web: [www.townsquare.tv](http://www.townsquare.tv)  
Replays can be viewed on Government Channel 19 on the Thursday following the meeting at 1:00 p.m. & 7:00 p.m.

**MINUTES OF MEETING  
SOUTH ST. PAUL PLANNING COMMISSION  
FEBRUARY 4, 2019**

MEETING CALLED TO ORDER BY COMMISSIONER CONTRERAS AT 7:00 P.M.

Present:	Angela DesMarais Jason Pachl Tim Felton Isaac Contreras Peter Hellegers, City Planner	Absent:	Stephanie Yendell Ruth Krueger Justin Humenik
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- 1) APPROVAL OF AGENDA – approved as presented – DesMarais/Felton (4-0)
- 2) APPROVAL OF MINUTES – January 4, 2019 – approved as presented – Pachl/Felton (4-0)
- 3) NEW BUSINESS
  - A) 2018 Annual Planning Commission Report

Mr. Hellegers stated the Planning Commission is obligated to report annually on its activities to the City Council. The report provides a summary of the Planning Commission cases reviewed for the past year and denotes actions taken by the Planning Commission and City Council.

Mr. Hellegers indicated building permits issued for 2018 are consistent with the last several years.

Motion to approve as presented - DesMarais/Pachl (4-0)

- 4) PUBLIC HEARINGS
  - A) PC Case #2019-03: City of South St. Paul – Final Plat of the property at 680 Verderosa Avenue

Mr. Hellegers reported the Metropolitan Council Environmental Services (MCES) owns and operates a sewer lift station on the northern portion of the 23-acre site at 680 Verderosa. Due to the site being larger than MCES needs the City petitioned the agency to acquire the southern portion of the property and has a signed acquisition agreement; however, has not closed on the property. The Preliminary Plat would subdivide the property into three pieces; two lots and one outlot was reviewed and approved by the City Council in October, 2018.

Mr. Hellegers reviewed the Final Plat identifying Lot 1 as the location of the MCES sewer lift station, Lot 2 as a developable parcel and the Outlot. It was noted due to the inability to develop outlots, the Outlot would be preserved to provide space around the trail and act as buffer from westerly development. Mr. Hellegers clarified the plat would divide the property only. Any transfer of the property will be done separately.

Commissioner Pachl asked whether the settling pond could be filled in. Mr. Hellegers responded the engineering consultant confirmed the pond could be filled in. Mr. Hellegers reviewed the surrounding property uses adding the City has conducted an analysis and is looking at potential options - including redevelopment or open park space. Development of Lot 2 would require combining it with either the Danner property or City park area to provide vehicle access. Discussion ensued regarding the barriers to developing Lot 2 insofar as it is encumbered with a levee easement, trail easement and the U.S. Army Corp of Engineers flowage easement. The issue of the flowage easement would need to be resolved prior to development of Lot 2. The rationale behind acquiring the property is to control its use for a positive impact to the community.

Commissioner Contreras opened the public hearing.

There was no one in attendance to comment nor was there any correspondence received.

Commissioner Contreras closed the public hearing.

Motion to approve the Wakota North Final Plat for the property at 680 Verderosa Avenue – Pachl/DesMarais (4-0).

#### B) Comp Plan Update

Mr. Hellegers stated three elements of the Comprehensive Plan are being presented for discussion: the Draft Economic Development chapter, Planning Districts and Maps.

The Economic Development chapter references the City's Economic Development Strategy, financial assistance programs offered by the City, State, County and a private lender, key areas of focus, nurturing the "Craft" economy.

Mr. Hellegers reviewed the different areas the Planning Districts document noting key aspects and characteristics, existing land uses and future land uses relative to each district. The document was developed to provide an easier reference to the Future Land Use map.

#### 5) OTHER BUSINESS

Mr. Hellegers advised the Commissioners they will be contacted to schedule a Joint Worksession with the EDAB and EDA to discuss the Draft Comp Plan.

#### 6) ADJOURNMENT

Motion to adjourn at 7:59 PM - Pachl/DesMarais (4-0)



**City of South St. Paul  
Planning Report**

**3.A**

March 6, 2019

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**Adoption of PC Rules of Order**

*Report Prepared By:*  
Peter Hellegers, AICP, EDFP  
Planning Division Manager

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**Consider Adoption of PC Rules**

The Planning Commission is supposed to adopt rules governing the operation of the group each year. The attached Rules of Order are by and large the same formal rules of order that the Planning Commission adopted for the last few years.

Staff recommends that the Planning Commission adopt PC Resolution 2018-01 approving the South St. Paul Planning Commission Rules of Order.

**Proceeding:** Review / Consider Approval of PC Resolution 2019-01.

City of South St. Paul  
Dakota County, Minnesota

**PLANNING COMMISSION  
RESOLUTION NUMBER 2019-01**

**ADOPTING PLANNING COMMISSION RULES OF ORDER**

**WHEREAS**, the City Code requires that the Planning Commission adopt rules of order to govern how the commission conducts their meetings; and

**WHEREAS**, on March 6, 2019 the Planning Commission reviewed the Planning Commission Rules of Order and considered approval of the rules of order; and

**NOW THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of South St. Paul, Minnesota, as follows:

1. Approval of Planning Commission Rules of Order. The Rules of Order for the South St. Paul Planning Commission are hereby adopted and included herein by reference.

Adopted this 6<sup>th</sup> day of March, 2019.

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Chair

ATTEST:

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City Planner

South St Paul Planning Commission  
Rules of Order

March 6, 2019

**SECTION 1 MEETINGS**

1.1 TIME Regular meetings shall be held on the first Wednesday of each month at 7:00 p.m., unless otherwise agreed to and so stated in the Agenda. When the regular meeting day falls on a legal holiday, the meeting shall be rescheduled to the Tuesday before the meeting date, Thursday following the meeting date, or the following Wednesday.

1.2 SPECIAL MEETINGS Special meetings may be called by the Chair or the City Planner.

1.3 PLACE Meetings shall be held at the South St. Paul City Hall, 125 Third Avenue North. Upon a majority vote of the Members, special meetings may be held at a location convenient to the matter under consideration.

1.4 PUBLIC All meetings and hearings, records, and minutes are open to the public.

1.5 QUORUM Four Members shall constitute a quorum for the transaction of business. When a quorum is not present, the Chair may adjourn the meeting or hold the meeting for the purpose of hearing interested parties on items on the agenda. No final or official action shall be taken at such a meeting, however, the facts and information gathered at such a meeting may be taken as a basis for action at a subsequent meeting at which a quorum is present.

1.6 VOTE Voting shall be by voice vote, except as otherwise stated herein. Members shall voice votes on each issue, which shall be recorded. All Members, except Staff Members, have the right to vote.

**SECTION 2 ORGANIZATION**

2.1 MEMBERSHIP "Members" refers to all members of the Planning Commission.

The Planning Commission shall consist of seven Members appointed by the City Council and may be removed by a five-sevenths vote of the Council. Members shall be appointed for terms of four years and until their successors are appointed or qualified. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall, before entering upon the discharge of official duties, taken an oath to faithfully discharge the duties of office. All members shall serve without compensation.

2.3 ELECTION OF OFFICERS At the March meeting each year, the Members shall elect from its membership a Chair and a Vice-Chair by secret ballot. Each Member shall cast a ballot for Chair. If no one receives a majority of votes, the balloting shall continue until one Member receives majority support. The Vice-Chair shall be elected from the remaining Members by the same procedure.

If the Chair retires, the Vice-Chair becomes Chair. If both Chair and Vice-Chair retire, new Officers are elected at the next meeting. If the Chair and Vice-Chair are absent from a meeting, the Members shall elect a temporary Chair by voice vote.

The Commission may create and fill such other offices as it may determine.

2.4 TENURE OF OFFICERS The Chair and Vice-Chair take office immediately following their election and hold office until their successors are elected and assume office.

2.5 DUTIES OF OFFICERS The Chair, or in the absence of the Chair, the Vice-Chair presides at meetings, appoints committees, and performs other duties as may be ordered by the Members.

The Chair conducts meetings so as to keep them moving as rapidly and efficiently as possible and reminds the Members, witnesses, and applicants to discuss only the matter at hand.

### **SECTION 3 STAFF SUPPORT**

3.1 SECRETARY The Secretary is responsible for recording the minutes and keeping records of actions.

3.2 CITY PLANNER The City Planner shall approve all items placed on the agenda. Approval is given only when all required data has been submitted by the applicant, and when the application fee and required information are submitted by the required deadline for the meeting. Upon receipt of an application or request for an item to appear on the agenda, the City Planner shall determine as to whether all necessary information and exhibits have been submitted. If the submitted information is deficient, the City Planner shall notify the applicant of the deficiencies.

Upon approval of the agenda, the City Planner shall forward copies of the application and supporting documentation to the appropriate Staff Members.

Written Staff reports are required from the City Planner. Written Staff reports may be submitted by any other City Department, including the Building Official, Engineering Department, and Fire Department.

The City Planner shall prepare the final agenda and assemble the packet of material ("the Packet") for the meetings. The Packet shall contain the application and or application narrative, Staff reports and all other relevant information. The Packets shall be mailed to the Members and Staff Members no later than the Thursday preceding the next meeting or personally delivered by the Friday preceding the next meeting.

The City Planner shall be available for consultation with any applicant by appointment.

## **SECTION 4 PROCEDURE**

4.1 PARLIAMENTARY PROCEDURE Parliamentary procedure governed by Robert Rules of Order shall be followed at meetings. At special meetings and when useful, the Members may hold group discussions not following any set parliamentary procedure, unless motions are before the Members.

4.2 PURPOSE OF HEARING The purpose of a hearing is to collect information and facts in order for the Members to make decisions or to develop a recommendation for the City Council.

4.3 HEARING PROCEDURE At hearings, the following procedure shall be followed on each matter:

- a. The Chair shall identify the case to be heard.
- b. The Chair may call upon the appropriate Staff Member to summarize the reports contained in the packets. A Staff Member from each Department that submitted a report should be present, when possible.
- c. The Chair shall ask the applicant to come forward and be heard on the application.
- d. Interested persons may address the Members regarding the particular matter, after providing their full name and address.
- e. After all new facts and information have been heard, the hearing shall be closed and interested persons shall not be heard again unless the hearing is reopened and unless all interested parties are given an opportunity to be heard again. Upon completion of the hearing on each matter, the Members shall discuss the matter and render a decision.

4.4 OTHER MATTERS Matters for discussion that do not appear on the agenda are considered and discussed by the Members only when initiated and presented by Staff or other Member, and shall be placed at the end of the regular agenda.



## **SECTION 5 MISCELLANEOUS**

5.1 SUSPENSION OF RULES The Members may suspend any of these rules by majority vote.

5.2 AMENDMENTS These Rules of Order may be amended at any regular or special meeting by a vote of six (6) Members.

5.3 REVIEW At the March meeting of each year these Rules of Order shall be adopted by the Members.

5.4 ORIENTATION All new Members shall receive an orientation by the appropriate City Staff Members. At that time, the new Members shall be given a copy of the South St Paul Zoning Ordinance, Subdivision Regulations, Comprehensive Plan, Zoning Map, the Rules of Order and any other relevant information necessary to carry out their duties and responsibilities.



**City of South St. Paul  
Planning Report**

**3.B**

March 6, 2019

**Election of PC Officers**

*Report Prepared By:*  
**Peter Hellegers, AICP, EDFP**  
Planning Division Manager

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**Election of PC Officers**

The Planning Commission Rules of Order states that each year the Planning Commission is to elect Officers. The Planning Commission has typically had two officers; the Chair and Vice-Chair. However, the Rules state that the PC could also elect additional officers should they so choose. The Chair will typically lead the meeting and the Vice-Chair will fill that role if the Chair is absent. PC Officers serve the position for the year and/or until officers can be elected for the following year.

Staff recommends that the Planning Commission elect officers for 2019 and adopt PC Resolution 2019-02 approving the 2019 Planning Commission Officers.

**Proceeding:** Review/Consider Approval of PC Resolution 2019-02.

City of South St. Paul  
Dakota County, Minnesota

**PLANNING COMMISSION  
RESOLUTION NUMBER 2019-02**

**ADOPTING PLANNING COMMISSION OFFICERS**

**WHEREAS**, the Planning Commission rules of order state that each year the Planning Commission shall elect its officers; and

**WHEREAS**, on March 6, 2019, the Planning Commission reviewed the Planning Commission Rules of Order and considered election of Planning Commission Officers for Chair and Vice-Chair for 2019; and

**NOW THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of South St. Paul, Minnesota, as follows:

1. Approval of \_\_\_\_\_ as Planning Commission Chair for the period of March, 2019 through March, 2020.
2. Approval of \_\_\_\_\_ as Planning Commission Vice-Chair for the period of March, 2019 through March, 2020

Adopted this 6<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
City Planner