1. Call to Order

2. Roll Call for Attendance

   - Daniel Dingle, Chairperson
   - Douglas Pierro, Vice-Chairperson
   - Sharon Whitmore
   - Jeff Fischer
   - Patrick Downs
   - Sandi Dingle, Council Liaison

3. Pledge of Allegiance

4. Approval of Minutes:

   A. Approval of the Monday, April 8, 2019 meeting minutes – waive reading of same.

5. Commission Actions:

   REVIEW REQUEST

   A. Timothy & Lynnette Jones, 831 3rd St, St. Paul Park MN 55071 – Variance request to allow a large addition to existing garage for storage.

   B. St. Paul Park Refining Company, 301 St Paul Park Road, St Paul Park MN 55071 – CUP for Continuous Flare Gas Treatment to existing flare stacks in order to move hydrogen sulfide.

6. New Business:

7. Staff Reports:

8. Unfinished Business:

Adjourn
PLANNING COMMISSION MINUTES  
Monday, April 8, 2019  

Meeting called to order at 7:02 p.m. by Chair Dingle  

Members present: Dan Dingle, Doug Pierro, Jeff Fischer, Patrick Downs  
Member Absent: Sharon Whitmore  
Also present: Council Liaison Sandi Dingle  

Pledge of Allegiance said by all.  

Approval of Minutes:  

Motion by Fischer, second by Downs to approve the minutes of the March 11, 2019 Planning Commission meeting. Motion carried 4-0.  

Commission Actions:  

PUBLIC HEARING  

A. St. Paul Park Refining Company, 301 St Paul Park Road, St Paul Park MN 55071 – CUP to construct a 39.5’ air cooler structure within refinery property.  

Consulting Planner Sparks stated that the CUP request for 301 St Paul Park Road, air cooling tower structure is similar as in the past. Sparks provided diagrams showing what the SDA tanks currently look like and what the new tanks will look like. The concern from members were the noise levels Sparks indicated that the structure is an interior structure and noise wouldn’t be a concern. Staff recommends passing the CUP to the council at this time.  

Motion by Fischer, second by Downs to recommend Council approve St. Paul Park Refining Company’s CUP request to construct a 39.5’ air cooler structure within refinery property. Motion carried 4-0.  

NEW BUSINESS  

A. Discussion of short term rentals:  

Consulting Planner Sparks advised the commission the City has been receiving complaints related to a short term rental. Sparks researched and located five room listings in the City offering vacation rentals at this one particular house.  

Planner Sparks informed the commission that short term or vacation rentals have become a popular alternative to traditional vacation rentals. Sparks said that the typical concerns with this type of activity are that it impacts the residential neighborhoods of single family homes. Another concern is taxation. Hotels pay taxes to operate their units while the short term rentals are typically taxed as residential.  

Currently short term rentals are not mentioned in the City Code. Also, the City Code does not have any provisions or regulations related to rental housing.  

Consulting Planner Sparks informed the commission that these types of vacation/short term rentals may bring in transient residents that are just coming in to partake in a commercial service offered by the property owner. And they typically have no interest in the community.  

Planner Sparks brought up four possible directions to the commission to consider as discuss the issue.  

1. No code changes. Do not prohibit this use.  
2. Amend the ordinance to prohibit short term rentals
3. Amend the ordinance to require registration of short term rentals
4. Consider regulations for all rental housing.

After much discussion and concerns brought up by commission members they agreed that the issue needs to be brought up at a Council meeting. The commission wants to include Police Chief Danberg in the discussion.

Staff Reports: None

Unfinished Business: None

Meeting adjourned 7:33 p.m.
PLANNING MEMO

TO: St. Paul Park Planning Commission
    Kevin Walsh, City Administrator

FROM: Nate Sparks, City Planner

DATE: May 9, 2019

RE: Jones Variance Request – 831 3rd St – Request Review

BACKGROUND
Tim Jones has made a request for a variance to allow for an addition on to an existing garage. The addition would make the attached garage larger than what is allowed by the Zoning Ordinance.

PROJECT DESCRIPTION
The applicant would like to construct an addition onto the existing detached garage and house. The house addition would result in the garage becoming attached. The existing house has a footprint of 960 square feet. The existing garage has a footprint of 576 square feet. The proposed house addition would be 192 square feet. This would result in 1,152 square feet of house.

The applicant is proposing a 36’ x 32’ garage addition, which is 1,152 square feet. This would bring the total garage space up to 1,728 square feet.

The Zoning Ordinance requires that garage space cannot exceed 1,024 square feet or the footprint of the house, whichever is less. The 1,728 square feet of garage would be exceeding this amount.

The garage appears to be meeting all setbacks.

VARIANCE REVIEW
The purpose of a variance is to provide for deviations from the literal provisions of this division in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of this division. The board of adjustment and appeals shall not approve any variance request unless they find failure to grant the variance will result in practical difficulties and the following criteria have been met:

(1) The proposed variance is consistent with the comprehensive plan.
(2) The proposed variance is in harmony with the general purpose and intent of this section.
(3) The purpose of the variance is not based exclusively upon economic considerations.
(4) The plight of the landowner is created by circumstances unique to the property not created by the landowner.
(5) The granting of the variance will not alter the essential character of the neighborhood in which the parcel of land is located.
(6) The property owner proposes to use the property in a reasonable manner not permitted by this section.
(7) The requested variance is the minimum action required to eliminate the practical difficulty.
(8) The variance does not involve a use that is not allowed within the respective zoning district.
(9) That the granting of the variance will not confer special privileges on the parcel in question that are not generally available to other property in the same zoning district.

PLANNING COMMISSION REVIEW
The Planning Commission will need to review the request and make findings on if it meets the variance review criteria. Any additional information necessary for this evaluation should be requested by the Commission at this time.

REQUESTED ACTION
The Planning Commission should review the request and seek any additional information needed to review the request. The Commission then may set the date for the public hearing.
LAND USE APPLICATION

I. Property Owner Information

Name (please print): Timothy & Lynnette Jones

Site Address: 831 3rd Street St. Paul Park MN 55071

(Mailing Address:

(Street) (City) (State) (Zip)

Phone#: 651-331-6310 Alternate Phone#: 651-216-6591

Email: cwsjones@comcast.net

II. Application Request

☐ Variance $300 + $1,000 Escrow
☐ Variance Extension Request $50
☐ Rezone $500 + $1,000 Escrow
☐ Interim Use Permit $300 + $1,000 Escrow
☐ Interim Use Permit Commercial $500 + $1,000 Escrow
☐ Interim Use Permit Extension Request $50
☐ Alley/Street Vacation $350
☐ Sketch/Concept Plan $500 + $2,000 Escrow

☐ Conditional Use Permit $300 + $1,000 Escrow
☐ Conditional Use Permit Commercial $500 + $1,000 Escrow
☐ Conditional Use Permit Extension Request $50
☐ Preliminary Plat $500 + $30 per lot/unit, + $2000 Escrow
☐ Final Plat $500 + $2,000 Escrow
☐ Minor Subdivision $500 + $1,000 Escrow
☐ PUD $300 + $2,000 Escrow
☐ Other ___________________________________________________________________

III. Property Information

PURPOSE: Describe your request. Attach map(s), site plan(s), or survey(s) that show property dimensions, setback information and dimensions of proposed building (if any). Submit any other related information pertinent to your request that would be beneficial to Planning Commission review. Submit eight (8) copies of all plus one (1) electronic copy.

NOTE: For PUD requests, submit 12 copies (4 large, 8 11x17).

Larger dwelling for storage of off season machines & equipment

Including hobby space (car enthusiast)

Expand square footage to accommodate main level laundry

STREET ADDRESS FOR WHICH ABOVE ACTION IS REQUESTED:

831 3rd Street, St. Paul Park

Present Zoning:

PROPERTY ID & LEGAL DESCRIPTION (from deed or certificate of title):

12.027.22.24.0043; LTS 10-11 TOG WITH S 20FT LT 9 ALL BLK 66 AND THAT PT OF E1/2 ALLEY LYING BETW AN EXT WLY TO C/L SD ALLEY OF N/S LNS SD LTS ABOVE SUBDIVISIONNAME DIV NO.2 ST PAUL PARK BLK B AND 46-96 LOT 9 BLOCK 66 SUBDIVISIONCD 68442

Date Appearance is Requested:

Revise Application:
PLANNING REPORT

TO: St. Paul Park Planning Commission
    Kevin Walsh, City Administrator

FROM: Nate Sparks, City Planner

DATE: May 9, 2019


BACKGROUND
The St. Paul Park Refining Company is requesting a CUP Amendment to allow for a new structure that treats gas prior to it going to the existing continuous flare on the site. The structure is about 30 feet tall, which would be under the height limits. However, it would require an amendment to the CUP for the site.

APPLICANT’S PROPOSAL
The applicant is seeking approval to place a gas treatment structure that will treat the gas prior to the venting at the flare. This device is intended to improve operation of the facility.

CONDITIONAL USE PERMIT REVIEW CRITERIA
The planning commission shall consider possible adverse effects of the proposed interim use. Its judgment shall be based upon, but not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive land use plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms with all performance standards contained in this article.
4. The proposed use will not tend to or actually depreciate the area in which it is proposed.
5. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.

STAFF REVIEW
The proposed structures intended for addition to the refinery site appear to be similar in nature to what is in the surrounding area. It does not appear that this installation would increase any traffic to the site or create additional impacts to neighboring properties.

PLANNING COMMISSION DISCUSSION
The Planning Commission should discuss the request and determine any additional information needed for review at the public hearing.
DATE: April 25, 2019
TO: City of St. Paul Park Planning Commission
FROM: Mark Videtich, Marathon St. Paul Park Refining Co. LLC
COPY: Ken Fermanich, Marathon St. Paul Park Refining Co. LLC
      Todd George, Kestrel Engineering Group Inc.
      Kevin Harris, Kestrel Engineering Group Inc.
      Brian Franz, Kestrel Engineering Group Inc.
RE: Continuous Flare Gas Treatment – Define Conditional Use Permit
      19026-CUP-001, Rev. 0 – Issued for Use

ATTACHMENTS:
Attachment A – Land Use Application
Attachment B – Property Legal Descriptions
Attachment C – Adjacent Property Owners
Attachment D – Overall Refinery Plot Plan
Attachment E – Continuous Flare Gas Treatment Plot Plan
Attachment F – 3D Model Shot
Attachment G – Aerial Views

1.0 INTRODUCTION
Marathon’s St. Paul Park Refinery (SPPR) has proposed a project to provide continuous treatment of the gasses to the existing flare stack in order to remove hydrogen sulfide. Project completion is anticipated to be in September of 2020.

2.0 PROJECT LOCATION
2.1 The project site is located entirely within the limits of SPPR. The attachments included with this memorandum provide annotated aerial photos, equipment descriptions and heights above grade, a 3-D model image and a general arrangement drawing.

2.2 Approximate distances from the project site to reference points are indicated below and in Attachment G:
   - 300 feet east of the Mississippi River
   - 1350 feet northwest of Broadway Avenue
   - 750 feet north of the St. Paul Park Fire Training Center
   - 1500 feet north of Lion’s Levee Park
   - 1350 feet north-northwest of the intersection of Front St. and W. 7th Ave.

3.0 PROJECT DESCRIPTION AND SCOPE OF WORK
3.1 Civil
   - Installation of pilings and new foundations for all process equipment and pipe support structures.
   - Construction of approximately 870 feet of paved access road.
3.2 Structural
• Installation of structural steel pipe support structures and vessel access platforms.

3.3 Mechanical
• Installation of four (4) new vessels, four (4) new pumps and one (1) forced air cooler.

3.4 Piping
• Installation of new process and utility piping on new pipe support structures.

3.5 Electrical
• Installation of new cable tray, conduit and wiring for all new process equipment and instrumentation.

3.6 Instrumentation
• Instrumentation of conduit and wiring for all new instrumentation, marshalling panels and junction boxes.

4.0 CONTACTS

Owner’s Representative
Mark Videtic
Project Manager
Marathon-St. Paul Park Refinery
Phone: 651-458-6815
E-mail: MNVidetic@Marathonpetroleum.com

Greg Schafer
Alternate from April 29th - May 13th
Marathon-St. Paul Park Refinery
Phone: 651-458-2758
E-mail: GRSchafer@Marathonpetroleum.com

Consulting Firm Project Manager
Todd George
Project Manager
Kestrel Engineering Group Inc.
Phone: 612-655-8280
E-mail: todd.george@kestrelenggroup.com
ATTACHMENT A

LAND USE APPLICATION
LAND USE APPLICATION

I. Property Owner Information

Name (please print): Marathon - St. Paul Park Refinery

Site Address: 301 St. Paul Park Rd. St. Paul Park MN 55071

Mailing Address: Same as above

Phone#: 651-458-6815 and 651-458-2758 Alternate Phone#: 612-655-8280

Email: MNVidetich@Marathonpetroleum.com and GRSchafer@Marathonpetroleum.com

II. Application Request

☐ Variance $300 + $1,000 Escrow ☑ Conditional Use Permit $300 + $1,000 Escrow
☐ Variance Extension Request $50 ☒ Conditional Use Permit Commercial $500 + $1,000 Escrow
☐ Rezone $500 + $1,000 Escrow ☐ Conditional Use Permit Extension Request $50
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☐ Sketch/Concept Plan $500 + $2,000 Escrow ☐ Other __________________________

III. Property Information

PURPOSE: Describe your request. Attach map(s), site plan(s), or survey(s) that show property dimensions, setback information and dimensions of proposed building (if any). Submit any other related information pertinent to your request that would be beneficial to Planning Commission review. Submit eight (8) copies of all plus one (1) electronic copy.

NOTE: For PUD requests, submit 12 copies (4 large, 8 11x17).

Conditional Use Permit for Continuous Flare Gas Treatment Project

STREET ADDRESS FOR WHICH ABOVE ACTION IS REQUESTED:

St. Paul Park Present Zoning: I-2

PROPERTY ID & LEGAL DESCRIPTION (from deed or certificate of title):

Washington County Parcels 02.027.22.44.0002 and 02.027.22.44.0003. See attachment for full legal description.

Date Appearance is Requested: May 6, 2019

Revise Application: ________________________________
**Notice of Fees and Authorization of Application**

The City Fees Ordinance states that the property owner shall reimburse the City for all related costs generated by this application. Such expenses may include, but are not limited to, overhead costs (printing, mailing, supplies, etc.) and fees paid to consultants and other professionals (planning, legal and engineering). These fees are due immediately upon notification by the City and, if not paid, will be assessed to the owner(s) of the subject property. Upon request, the City will provide an itemized statement of the various expenses incurred by the City as a result of the application. The City reserves the right to withhold final action on a Land Use Application and/or rescind prior action until all fees are paid. The City may also require deposits if deemed necessary.

In signing this application, you are acknowledging that you have read the above statement and fully understand that you are responsible for all costs incurred by the City in processing and reviewing this application. Signing below is also authorizing City staff, commission members, and council members to access and inspect the property during the application period.

________________________________________  ____________________  
Signature           Date Submitted

Please complete this form and submit original to:

City of St. Paul Park  
600 Portland Avenue  
St. Paul Park MN 55071
ATTACHMENT B

PROPERTY LEGAL DESCRIPTIONS
Parcel Number: 02.027.22-44.0002
Property Address: ST. PAUL PARK
Class: C&I
Legal Description:
UNSUBDIVIDED BLOCK 37 DIV #1 ST PAUL PARK TOGETHER WITH THE SOUTH 1/2 OF VACATED 4TH AVE ADJACENT TO THE NORTH SIDE & THE NORTH 1/2 OF VACATED 5TH AVE ADJACENT TO THE SOUTH SIDE & THE WEST 1/2 OF VACATED FRONT ST ADJACENT TO THE EAST SIDE SUBJECT TO EASEMENT BLOCK 37 SUBDIVISIONCD 2674 SUBDIVISIONNAME DIV #1 ST PAUL PARK

Prior Year Value Information

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GIS Map Information
Parcel Number: 02.027.22.44.0003
Property Address: ST. PAUL PARK, MAPS
Class: C&I
Legal Description:
BLOCK 38, DIVISION NO. 1 ST PAUL PARK, TOGETHER WITH NORTH HALF OF VACATED BROADWAY AVENUE ADJACENT TO THE SOUTH SIDE AND THE WEST HALF OF VACATED FRONT STREET ADJACENT TO THE EAST SIDE AND THE SOUTH HALF OF VACATED FIFTH AVENUE ADJACENT TO THE NORTH SIDE AND ALSO THAT PART OF THE SOUTH HALF OF VACATED BROADWAY AVENUE ADJACENT TO THE WESTLY 50 FEET OF BLOCK 52, DIVISION NO. 2 ST PAUL PARK AND ADJACENT TO VACATED FRONT STREET BETWEEN BLOCKS 52 & 53, DIVISION NO. 2 ST PAUL PARK AND ADJACENT TO THAT PART OF BLOCK 53, DIVISION NO. 2 ST PAUL PARK WHICH LIES EAST OF THE FOLLOWING DESCRIBED LINE: BEGINNING AT A POINT ON THE SOUTH LINE OF SAID BLOCK 53 WHICH IS Distant 167 FEET WEST OF SOUTHEAST CORNER AND THEN NORTHEASTERLY TO A POINT ON NORTH LINE OF SAID BLOCK 53 WHICH IS 95 FEET WEST OF NORTHEAST CORNER. BLOCK 38 SUBDIVISIONCD 2674 SUBDIVISIONNAME DIV #1 ST PAUL PARK

Prior Year Value Information

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GIS Map Information
ATTACHMENT C

ADJACENT PROPERTY OWNERS
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ATTACHMENT D

OVERALL REFINERY PLOT PLAN
ATTACHMENT E

CONTINUOUS FLARE GAS TREATMENT PLOT PLAN
St. Paul Park Refinery

CONTINUOUS FLARE GAS TREATMENT LOCATION AND EQUIPMENT.
ATTACHMENT F

3D MODEL SHOT
VIEW LOOKING NORTHWEST FROM SOUTHEAST CORNER OF CONTINUOUS FLARE GAS TREATMENT PROJECT AREA
VIEW LOOKING NORTHEAST FROM SOUTHWEST CORNER OF CONTINUOUS FLARE GAS TREATMENT PROJECT AREA

VESSEL EL. 30' A.G.

VESSEL EL. 22' A.G.

VESSEL EL. 18' A.G.
ATTACHMENT G

AERIAL VIEW