1. Call to Order

2. Roll Call for Attendance

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

3. Pledge of Allegiance

4. Approval of Minutes:
   A. Approval of the Monday, May 13, 2019 meeting minutes – waive reading of same.

5. Commission Actions:
   RESIGNATION
   A. Accept the resignation of Sharon Whitmore from the Planning Commission.

   PUBLIC HEARING
   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

   REVIEW REQUEST
   A. Andy Hassebroek, 717 Portland Ave., St Paul Park MN 55071- Front Yard Setback Variance.
   B. Todd Alguire, 1000 Ashland Ave, St Paul Park MN 55071- Rezoning / Comprehensive Plan Amendment / Site Plan Review

   COMPREHENSIVE PLAN
   A. Respond to comments and recommend forwarding plan to the Metropolitan Council.

6. New Business:

7. Staff Reports:

8. Unfinished Business:

Adjourn
PLANNING COMMISSION MINUTES
Monday, May 13, 2019

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

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

Pledge of Allegiance said by all.

Approval of Minutes:

Motion by Dingle second by Downs to approve the minutes of the April 8, 2019 Planning Commission meeting. Motion carried 3-0.

Commission Actions:

REVIEW REQUEST

A. Tim Jones, 831 3rd St, St Paul Park MN 55071 – Request for variance to allow for an addition onto an existing garage.

Consulting Planner Sparks informed the Commission that the proposed garage variance will allow for an addition to an existing detached garage. The applicant is proposing a 36’ x 32’ garage addition, which is 1,152 square feet. This will be a total of 1,728 square feet. The height of the garage will be the same as the existing garage, which is 24’. The addition will be attached to the existing house and create an additional 192 square feet to the house. The garage appears to meet all the setback requirements.

Chair Dingle requested a drawing of the elevation of the proposed garage and house be brought in for the Public Hearing. Jones agreed to deliver this before the June 10 meeting.

Motion by Downs, second by Pierro to recommend Council set Public Hearing dates for the Jones variance request to allow the garage addition on June 10 for the Planning Commission and June 17 for the City Council. Motion carried 3-0.

B. St. Paul Park Refining Company, 301 St Paul Park Road, St Paul Park MN 55071 - CUP Amendment to allow for a new treatment structure that filters gas prior to the existing flares.

Consulting Planner Sparks explained the refinery is seeking approval to a gas treatment structure that will filter the gas prior to venting at the flare. This device is structured and intended to improve the operation of the facility. The structure is similar in nature to what is in the surrounding area. The proposed installation of this structure should not increase any traffic to the site or create any additional impacts to the neighboring properties.

Downs had several concerns in regards how the structure will perform as far as the noise level and heat. Project Manager for the refinery, Mark Videtich, advised the Commission that this structure will be connected with the current and future structures. The belief is that filtering the gas before the venting flares is a more effective and efficient way for the gases to escape.

Motion by Pierro, second by Downs to recommend Council set Public Hearing dates for the St Paul Park Refining Company CUP request for a new structure that filters gas prior to the venting flares on June 10 for the Planning Commission and June 17 for the City Council. Motion carried 3-0.
NEW BUSINESS

There was no new business brought up by commission members.

Staff Reports:  None

Unfinished Business:  None

Meeting adjourned 7:22 p.m.
Sharon Ornquist

From: Kevin Walsh
Sent: Wednesday, May 15, 2019 2:19 PM
To: Sharon Ornquist
Subject: FW: Sharon' Resignation

Please add this item to Monday's council consent agenda.

From: Sandi Dingle
Sent: Wednesday, May 15, 2019 9:36 AM
To: Kevin Walsh
Subject: Sharon' Resignation

Hi Sandi,

I was trying to wait for the end of my term at the end of this year to resign from the planning commission but life gets in the way and I regretfully need to do it now.

My kids' lives are so busy and now with the grand baby I literally am busy every night of the week. Shelby's playing her last year of softball with Monday/Wednesday games and I not only don't want to miss her games, I am also the only babysitter available as her siblings are working. When softball is over Shelby starts night school and my son leaves for the National Guard so it'll be even crazier.

Please give my best to the rest of the board and thank you for the wonderful experience! It's been awesome!

Sincerely,
Sharon Whitmore

Get Outlook for Android
NOTICE OF HEARING
CITY OF ST. PAUL PARK, MINNESOTA

Notice is hereby given that the St. Paul Park Planning Commission will be holding a public hearing on the following variance request on Monday, June 10, 2019, starting at 7:00 p.m. in the Council Chambers at 600 Portland Avenue, St. Paul Park, MN.

Further notice is hereby given that the St. Paul Park City Council will be holding a public hearing on the same land use item on Monday, June 17, 2019, starting at 7:00 p.m. in the Council Chambers at 600 Portland Avenue, St. Paul Park, MN.

VARIANCE – 831 3rd Street. The City will conduct a hearing to consider a variance to the garage size limitations at 831 3rd Street.

The City of St. Paul Park considers your interest and input in this matter, as well as your neighbor’s input, an extremely important part of the City’s review process. If you are unable to attend the public hearing, but would like to provide input, written comments are welcome. Please contact City Staff at your earliest convenience so we may address your questions and advise you on submittal due dates. The materials related to the variance is available for review at City Hall by appointment.

- PUBLIC HEARING: Planning Commission Meeting – Monday, June 10, 2019 – 7:00 p.m.

- PUBLIC HEARING: City Council Meeting – Monday, June 17, 2019 – 7:00 p.m.

Dated this 22nd day of May 2019.

Kevin Walsh
City Administrator
PLANNING MEMO

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

FROM: Nate Sparks, City Planner

DATE: June 6, 2019

RE: Jones Variance Request – 831 3rd St – Public Hearing

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 replace an existing garage with an attached garage and an addition onto the 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.

The applicant is proposing a bonus room over the garage addition to provide additional living space.

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.

APPLICATION REVIEW
The Planning Commission and City Council will need to review the request and make findings on if it meets the variance review criteria.

The applicant has a lot of about 14,800 square feet in size, which is greater than the minimum size, and the garage proposes to have living space above it. These could be factors in the review.

REQUESTED ACTION
The Planning Commission should reviewed the request and forward a recommendation on to the City Council
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:

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 SUBDIVISION NAME DIV NO.2 ST PAUL PARK BLK B AND 46-96 LOT 9 BLOCK 66 SUBDIVISION CD 68442

Date Appearance is Requested:

Revise Application:
NOTICE OF HEARING
CITY OF ST. PAUL PARK, MINNESOTA

Notice is hereby given that the St. Paul Park Planning Commission will be holding a public hearing on the following conditional use permit request on Monday, June 10, 2019, starting at 7:00 p.m. in the Council Chambers at 600 Portland Avenue, St. Paul Park, MN.

Further notice is hereby given that the St. Paul Park City Council will be holding a public hearing on the same land use item on Monday, June 17, 2019, starting at 7:00 p.m. in the Council Chambers at 600 Portland Avenue, St. Paul Park, MN.

CONDITIONAL USE PERMIT – St. Paul Park Refining Co. LLC. The City will conduct a hearing to consider the addition of a gas treatment structure on the refinery site. The site is in the interior of the refinery complex on Blocks 37 and 38 of St. Paul Park Division No. 1.

The City of St. Paul Park considers your interest and input in this matter, as well as your neighbor’s input, an extremely important part of the City’s review process. If you are unable to attend the public hearing, but would like to provide input, written comments are welcome. Please contact City Staff at your earliest convenience so we may address your questions and advise you on submittal due dates. The materials related to the conditional use permit are available for review at City Hall by appointment.

- PUBLIC HEARING: Planning Commission Meeting – Monday, June 10, 2019 – 7:00 p.m.

- PUBLIC HEARING: City Council Meeting – Monday, June 17, 2019 – 7:00 p.m.

Dated this 22nd day of May 2019.

Kevin Walsh
City Administrator
PLANNING REPORT

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

FROM: Nate Sparks, City Planner

DATE: June 6, 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. The devices uses a filter instead of chemicals to remove sulfuric dioxide from the gas before entering the flare.

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
At the Planning Commission review, the Commission requested more information. The following questions and answers are provided:

1. Why add the filter now? The continuous flare gas treating project is intended to proactively reduce flare SO2 emissions by removing more H2S compared with the current refinery flare system. The flare
combustion converts the H2S to SO2. Marathon is electing to install the absorber in the near future to proactively reduce emissions from the flare and ensure continued compliance. This will be in addition to the existing flare treatment unit, the combination of both units will offer more efficient treatment capabilities with further reduced emissions.

2. Was this an internal decision, or required by some external party or authority? This is an internal decision to add a more proactive process for removing H2S from the flare.

3. Are there changes in the law, regulations or emission standards that are motivating the need to add the filters? There are no changes in the law, regulation or emission standards that requires these modifications.

4. Are there changes in production methods or processes that require the addition of the filter? There are no changes in production methods or processes that require the addition of the absorber.

5. Are there changes in the quantity, quality or type of fuels you are processing or handling at the plant that prompted the need for additional filtering? There are no changes in the quantity, quality or type of fuels Marathon St. Paul Park Refinery processes or handles at the plant that prompted the need for additional adsorbing.

6. What standard or measure will you be using to evaluate or judge the effectiveness of the filter? The refinery has an existing continuous emission monitor that will be utilized to evaluate the effectiveness of the absorber.

7. What would be the impact to the refinery operation if the CUP was not approved? There would be no impact to the refinery operation if the CUP was not approved. Marathon St. Paul Park Refinery considers this an opportunity to reduce SO2 emissions.

8. What alternatives have you explored to the proposed CUP and project? Marathon St. Paul Park Refinery considered several alternative treating technologies and selected the option that optimizes operations and maintenance attention along with personnel safety, while achieving the desired results of emissions reductions.

9. How long would you anticipate using the filter? This will be a permanent installation preferentially used instead of the existing treating equipment.

10. Do you have a contingency plan if the filter does not perform up to your anticipated expectations? Marathon St. Paul Park Refinery will have the ability to utilize the existing treating equipment in the event the absorber does not perform to our anticipated expectations.

11. What happens to the filters once they are no longer effective? The media within each of the absorber vessels requires periodic replacement in order to maintain effectiveness.

12. The Commission also wanted to know the difference in H2S readings now and what is anticipated by the filters. The overall reduction realized by the absorbers will be variable depending on conditions. Under normal refinery operations Marathon St. Paul Park Refinery may achieve up to a 98% reduction in SO2 emissions (approximately 4 tons / year) from the flare.

DNR COMMENTS
The DNR reviewed the plans and stated that they have no comments.

RECOMMENDED ACTION
The Planning Commission should consider whether this proposal meets the CUP review criteria and make a recommendation to the City Council.
MEMORANDUM

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 Videtich
Project Manager
Marathon-St. Paul Park Refinery
Phone: 651-458-6815
E-mail: MNVidetich@Marathonpetroleum.com

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

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

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
☐ 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).

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: __________________________
IV. 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, MAPS
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 SUBDIVISION CD 2674 SUBDIVISION NAME DIV #1 ST PAUL PARK

Prior Year Value Information

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More Years...

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GIS Map Information

Views
- Base Layer
- Imagery 2017
- Imagery Off
- Overlays
- Parcel Dimensions
- Water
- Roads
- Parcel Number
- Sales from 10/1/17 to 9/30/18
- Sales from 10/1/16 to 9/30/17
- Sales from 10/1/15 to 9/30/16
- Sales from 10/1/14 to 9/30/15
- Sales from 10/1/13 to 9/30/14

Search
Legend
Help
Tools
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 WESERTLY 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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More Years...

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GIS Map Information
ATTACHMENT D

OVERALL REFINERY PLOT PLAN
ATTACHMENT E

CONTINUOUS FLARE GAS TREATMENT PLOT PLAN
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

VESSEL EL. 30' A.G.
VESSEL EL. 22' A.G.
VESSEL EL. 18' A.G.
VIEW LOOKING NORTHEAST FROM SOUTHWEST CORNER OF CONTINUOUS FLARE GAS TREATMENT PROJECT AREA
ATTACHMENT G

AERIAL VIEW
Continuous Flare Gas Treatment Project

300'

750'

1500'

1350'

1500'

3500'
PLANNING MEMO

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

FROM: Nate Sparks

DATE: June 6, 2019

RE: Application Review – 717 Portland Ave – Front Yard Setback Variance

BACKGROUND / PROPOSED PROJECT
Andy Hassebroek has made an application for a front yard setback variance at 717 Portland Avenue. The applicant would like to add a porch onto the front of the house which would encroach into the front yard setback by about 9 feet. The existing house is built almost to the front yard setback.

VARIANCE REVIEW CRITERIA
The City will need to consider the request against the following criteria:

(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 Ordinance.

(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 Ordinance.

(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.

VARIANCE REVIEW
The Planning Commission should review the request and determine if any additional information is necessary prior to holding a public hearing.

RECOMMENDATION
The Planning Commission should review and discuss the request and then set a public hearing.
LAND USE APPLICATION

I. Property Owner Information

Name (please print): Andy Hassebrook
Site Address: 717 Portland Ave, St. Paul Park, MN 55071
Mailing Address: Same as above
Phone#: 651-955-4446
Alternate Phone#: 
Email: andy.has@msn.com

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).

.front yard variance for a porch addition

STREET ADDRESS FOR WHICH ABOVE ACTION IS REQUESTED:
717 Portland Ave, St. Paul Park, MN

Present Zoning: R1

PROPERTY ID & LEGAL DESCRIPTION (from deed or certificate of title):
12-027, 22.12, 0019 Lots 5 & 6, Block 241, Div. #3

Date Appearance is Requested:

Revise Application:
IV. 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] 5/24/19  
Date Submitted

Please complete this form and submit original to:

City of St. Paul Park  
600 Portland Avenue  
St. Paul Park MN 55071
PLANNING MEMO

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

FROM: Nate Sparks

DATE: June 6, 2019

RE: Application Review – 1000 Ashland Ave – Rezoning / Comprehensive Plan Amendment / Site Plan Review

BACKGROUND
Todd Alguire has submitted an application for a rezoning, comprehensive plan amendment, and site plan review for converting the commercial structure at 1000 Ashland Avenue to a multi-family structure.

PROPOSED PROJECT
The applicant is seeking to convert the old grocery store at 1000 Ashland Avenue into a multi-family building. There are currently six apartments on the upper level. The modification would allow for the placement of five apartments on the lower level.

STAFF COMMENTS
In the Comprehensive Plan update, the Commission chose to guide this property as single family residential. This would allow for the continued use of the property as a commercial structure with the apartments above until that time it would be redeveloped into single family. This was viewed as being more consistent with the neighborhood. This plan was just recently adopted therefore Staff would find it difficult to support a change, at this time. It is understood that the commercial use is unlikely to be successful due to the low-traffic residential character of the area. There are also compatibility concerns related to the multi-family use in this area.

RECOMMENDED ACTION
The Planning Commission should review the plan and supply comments and set the public hearing.
STAFF MEMO

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

FROM: Nate Sparks

DATE: June 5, 2019

RE: Comprehensive Plan

BACKGROUND
The Comprehensive Plan was submitted to adjacent and affected jurisdictions for comments. The comment period has closed. The comments received are summarized below.

COMMENTS RECEIVED
Not all jurisdictions submitted comments. Some acknowledged receipt but did not have comments. The table below itemizes the responses.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Responded</th>
<th>Comments (Requested Changes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cottage Grove</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Dakota County</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Department of Natural Resources</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Department of Transportation</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Grey Cloud Island Township</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>Inver Grove Heights</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>National Park Service</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>Newport</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>South Washington County Schools</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>South Washington Watershed District</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Washington County</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

RECOMMENDED ACTION
None of the comments received require substantial changes to the plan. City Staff can incorporate the required changes and forward the plan to the Metropolitan Council. If the Planning Commission concurs, a recommendation on that order should be made to the Council.
December 5, 2018

City of St. Paul Park
Attention: Nate Sparks
600 Portland Avenue
St. Paul Park, MN 55071

RE: City of St. Paul Park – Draft 2040 Comprehensive Plan

Dear Nate:

The City of St. Paul Park’s draft 2040 Comprehensive Plan was distributed to City of Cottage Grove departments for review and comment. To date, our office has not received any comments from those other departments.

Our office found the City of St. Paul Park’s draft 2040 Comprehensive Plan for that area adjoining the City of Cottage Grove’s municipal border compatible with the City of Cottage Grove’s 2040 Future Land Use Map. We will continue to work together in the future for potential connections with existing and planned trails, common transportation issues, and related infrastructure issues as future development is contemplated for those properties bordering along the St. Paul Park-Cottage Grove municipal boundary.

Thank you for the opportunity to review St. Paul Park’s 2040 Comprehensive Plan. Please contact me at 651-458-2874 or jmccool@cottagegrovemn.gov if you have any questions.

Sincerely,

John McCool, AICP
Senior Planner
Hello Nate,

Thank you for providing Dakota County the opportunity to review the draft St. Paul Park Comprehensive Plan. Staff here have reviewed the plan and have no formal comments.

Transportation staff at Dakota County noted that the St. Paul Park Comprehensive Plan Transportation chapter appears to be consistent with Dakota County’s plans, including the 2030 Dakota County Transportation Plan adopted in 2012 and the Transportation chapter of the Draft Dakota County 2040 Comprehensive Plan.

Staff identified a few minor technical suggestions on pages 32-34 of the Transit Section, for your consideration:

- Please consider revising text referring to “Washington County Transit Link” to “Transit Link.”
- Please consider providing a description of Metro Mobility service.
- For text describing the Red Rock Corridor, in the second to last sentence, please consider rephrasing to “...maintaining and increasing express service and establishing local service.”

Best regards,

Mary Jackson

Mary Jackson | Dakota County Office of Planning
14955 Galaxie Avenue, Apple Valley, MN 55124
(tel.) 952-891-7039
www.dakotacounty.us

Note: This email and its attachments may contain information protected by state or federal law or that may not otherwise be disclosed. If you received this in error, please notify the sender immediately and delete this email and its attachments from all devices.
Adjacent or Affected Jurisdiction Name: MN DNR

Please check the appropriate box:

☐ We have reviewed the proposed Plan Update, do not have any comments, and are therefore waiving further review.

☐ We have reviewed the proposed Plan Update and offer the following comments (attach additional sheets if necessary)

The mission of the Minnesota Department of Natural Resources is to work with citizens to conserve and manage the state’s natural resources, to provide outdoor recreation opportunities and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life. With these things in mind, we appreciate the opportunity to provide comments on St Paul Park’s draft 2040 comprehensive plan. We support the city’s goal to protect and enhance natural features and cultural resources within the city.

The following comments outline other ways to further these goals:

**Development / Transportation Policies to Protect Wildlife.** Consider adding policies that take wildlife into consideration as transportation and redevelopment projects occur. To enhance the health and diversity of wildlife populations, encourage private and public developers to include in their development plans ways to retain or restore natural areas, and to planted them with native species. One larger area is better than several small “islands” or patches; and connectivity of habitat is important.

Animals such as frogs and turtles need to travel between wetlands and uplands throughout their life cycle. Consult DNR’s Best Practices for protection of species and Roadways and Turtles Flyer for self-mitigating measures to incorporate into design and construction plans. Examples of more specific measures include:

- Preventing entrapment and death of small animals especially reptiles and amphibians, by specifying biodegradable erosion control netting (‘bio-netting’ or ‘natural netting’ types (category 3N or 4N)), and by specifically prohibiting plastic mesh netting. (p. 25)
- Providing wider culverts or other passageways under paths, driveways and roads while still considering impacts to the floodplain.
- Including a passage bench under bridge water crossings. (p. 17) because typical bridge riprap can be a barrier to animal movement along streambanks.
- Employ curb and storm water inlet designs that do not inadvertently direct small mammals and reptiles into the storm sewer. (p. 24). Installing “surmountable curbs” (Type D or S curbs) allows animals (e.g., turtles) to climb over and exit roadways. Traditional curbs/gutters tend to trap animals
on the roadway. Another option is to install/create curb breaks intermittently, e.g., every 100 feet (especially important near wetlands).

- Using "smart salting" practices to reduce impacts to downstream mussel beds, as well as to other species.
- Fencing could be installed near wetlands to help keep turtles off the road (fences that have a j-hook at each end are more effective than those that don’t).

MRCCA-specific comments are not included in this review -- The previous comments do not assess whether the draft comprehensive plan complies with the MRCCA plan minimum requirements. If you are interested in review of your MRCCA chapter for consistency with the MRCCA plan minimum requirements, please contact Matt Bauman at 651-259-5710 or matthew.bauman@state.mn.us.

Specific Comments/Corrections

P. 108. The last sentence of paragraph one needs modification. It should read “St Paul Park also contains a portion of land identified as part of the Mississippi River Critical Corridor Area (MRCCA) which is a joint state, regional and local program providing coordinated planning and management for the 72-mile stretch of the Mississippi River through the seven-county metropolitan area. The MRCCA shares a boundary with the Mississippi National River and Recreation Area (MNRRA), a unit of the National Park Service.”

More detailed information could include:

The MRCCA is cooperatively managed by:

- **Local Government** - Adopts, administers, and enforces plans and ordinances.
- **DNR** - Adopts rules, reviews and approves local plans and ordinances, and may review and comment on local actions requiring a public hearing.
- **Metropolitan Council** - Reviews plans for consistency with rules and MNRRA policies, and submits recommendations to the DNR; and provides assistance to local governments adopting or amending plans.
- **National Park Service** - Provides funding assistance to local, regional, and state agencies; encourages local governments to incorporate voluntary MNRRA policies into plans; and provides stewardship, education, and historical and cultural resource protection.

Vegetation, Rare and Endangered Species, and Significant Ecological Areas. The plan contains a good rare species description. There is an incorrect statement in the last paragraph in the vegetation description on page 119: “The Metropolitan Council and the Minnesota Department of Natural Resources have inventoried and assessed regionally important natural resources within the seven-county metropolitan area. The City of St. Paul Park does not have any of these areas within its boundaries.” There are regionally significant areas mapped in St. Paul Park, as shown on the vegetation map on p. 122. When describing ecologically-significant areas, we suggest focusing on the MBS Site of Biological Significance and DNR Native Plant communities. These areas roughly align with the regionally significant areas.
Community Forestry. As noted in your plan, tree canopy is a notable component of the community’s character. The loss of tree canopy due to threats such as emerald ash borer and oak wilt has negative impacts on the county’s health and environment, and a planned community forest can provide numerous community benefits. The first step to achieving a resilient community forest is conducting a tree inventory. The second step is developing a community forestry management plan that includes strategies for managing trees, especially ash, and encouraging a diverse tree canopy on private and public lands. It would be worth mentioning if St. Paul Park has developed a forestry management plan, along with plans for implementation, as part of a strategy to meet environmental goals and policies. If not, consider adding this component to your implementation plan, as part of your action item to create ordinances that protect the health of the canopy.

Native Species. Utilizing native plant materials is part of your parks policy. Consider adding that policy to land use and housing policies. Encourage private and public developments to be planted with native flowers, grasses, shrubs and tree species. Species such as monarchs rely on these plants, and it does not take many plants to attract butterflies, other beneficial pollinators as well as migrating and resident birds. Adding more native plants into landscaping, not only enhances the health and diversity of pollinators and wildlife populations, these plants can also help filter and store storm water – other goals in your plan.

For more information consult DNR’s pollinator page. Plant lists and suggestions for native plants can be incorporated into:
- Proposed landscape guidelines to improve the aesthetics in for commercial and industrial areas
- Street tree planting plans
- City gateway feature
- Along ponds and waterways.
- Small nature play areas in children’s parks.

Reviewer: Martha Vickery, regional coordinator, DNR Lands and Minerals Div., Region 3
Date: 12/7/18
Signature of Reviewer:
December 18, 2018

City of St. Paul Park
Attention: Nate Sparks
600 Portland Ave.
St. Paul Park, MN 55071

RE: Review of the draft St. Paul Park Comprehensive Plan

Dear Mr. Sparks,

Washington County appreciates the opportunity to review the draft St. Paul Park Comprehensive Plan. These comments are intended to be supportive and constructive in nature. The county recognizes the city’s authority to adopt its plan and commends the city on the work performed to date.

Staff from the Washington County departments of Administration, Public Health and Environment, and Public Works, and from the Washington County Community Development Agency have reviewed the draft plan. Comments are included as an attachment to this letter.

The comments provided are intended to identify opportunities to improve the draft plan, and provide additional information or context. The comments should be construed as suggestions for the city to consider as it works to finalize its comprehensive plan.

Again, we appreciate the opportunity to review the draft St. Paul Park Comprehensive Plan and look forward to working with the city to create a common vision for the future of the county.

Sincerely,

Commissioner Gary Kriesel
Washington County Board Chair
Washington County Comments
Draft St. Paul Park Comprehensive Plan

Housing
- Pages 45 & 150: Please change reference from Washington County Community Development Authority to Community Development Agency (CDA).
- Page 45: The county appreciates the inclusion of Tables 7 & 8 depicting resident use of CDA programs. Updated data is provided below for your consideration
  - Startup Loan Program loan: 2017-Sept 2018: 21
  - Homebuyer Counselees: 2017-Sept 2018: 2
  - Foreclosure Prevention Counselees: 2017-Sept 2018: 0
  - CDA rentals: No change
  - Rental Assistance Participants: Aug 2018 15
  - Septic Loans & Grants: 2017-Sept 2018: 1
  - Home Improvement Loans: No change
  - CDBG Grants: 2017 $79,500
  - HOME project grants: No change
- Page 46: The county values the detailed discussion about the value of a diverse housing supply and workforce housing.
- Page 47 first paragraph: Washington County CDA, not the county, hired Maxfield Research. Maxfield Research performed a comprehensive housing needs assessment in 2013 and again in 2017. The key trend about workers not being able to afford homes in the county was first identified in 2013 and reaffirmed in the 2017 study. Please consider revising this paragraph accordingly.
- Pages 49 & 50: The county supports the Goals, Policies, and Implementation Actions to revise the future land use plan to increase residential density and help accommodate the Allocation of Need for Affordable Units while promoting a more diverse housing supply.
- Page 50: Please consider the following edits to the Implementation Actions
  - Correct the reference to the LIHTC program being from the IRS, not HUD.
  - Consider adding the CDA’s GROW gap financing program as another program to incentivize affordable housing development.
  - Add that the CDBG, HOME, LIHTC, and GROW are all administered by the CDA.
- The CDA appreciates any city efforts to publicize the CDA’s Home Improvement Assistance program

Parks and Recreation
- Page 145: Please change Washington County Parkway to Central Greenway Regional Trail. Also, note the Central Greenway alignment does not run through St. Paul Park. Consider updating the language to reflect the correct alignment or possibly removing this information.
- Page 146: The Mississippi River Regional Trail search corridor runs through St. Paul Park. Consider adding this on the city parks and trails map.

Transportation
- Page 11 Table 1: Consider updating Planning-level Roadway Capacity table to match Table 1: Planning Level Roadway Capacities by Facility Type on page 5-13 of the draft 2040 Washington County Comprehensive Plan.
- Pages 16-18 Tables 3.1, 3.2, and 4: Consider adapting Table 6: Washington County Access Spacing Guidelines on page 5-41 of the draft 2040 Washington County Comprehensive Plan.
• Page 19 Section 2.4.1: Please consider updating the language under Washington County Transportation Plan to reflect the 2040 Washington County Comprehensive Plan available on the county website.
• Pages 32 & 33: Consider incorporating information from the recently completed Cottage Grove and St. Paul Park Small Area Plans to the transit section and attaching the final small area plan as an appendix to the city’s comprehensive plan to encourage transit-supportive changes along the Red Rock Corridor.

Surface Water Management
• Throughout document please consider changing the term Individual Sewage Treatment System (ISTS) to Subsurface Sewage Treatment System (SSTS).
• Washington County Department of Public Health and Environment administers County Ordinance #206 Subsurface Sewage Treatment System Regulations. In this capacity the department permits, inspects and regulates SSTS in the city.
• The county also administers a maintenance program for SSTS owners where they are notified every three years regarding pumping and necessary maintenance of their SSTS. SSTS maintenance information is collected by licensed private maintainers (septic pumpers) and provided to the county where it is recorded by address or location.

Healthy Communities
Please note: The city does not specifically include a Healthy Communities component in its draft comprehensive plan, but it is a component of the Resilience and Sustainability chapter of the draft Washington County Comprehensive Plan.
• The county is encouraged by the city recognizing healthy assets and opportunities within their community. These include:
  o Pages 139 & 140: The city’s commitment to ensuring the park systems will provide recreational opportunities for users of all ages to be physically active.
  o Residents have access to many city parks as well as county, regional and state parks.
  o Recognizing the need for affordable housing and partnering with the Washington County Development Agency (CDA).
• The city could consider addressing tobacco-free living for residents in housing, parks, and trail areas.

Resilience and Sustainability
Please note: The city does not specifically include a Resilience and Sustainability chapter in its draft comprehensive plan, but it is a chapter of the draft Washington County Comprehensive Plan.
• The county is encouraged by the city’s protection of solar access through zoning ordinances and the allowance of both roof mounted and ground mounted solar energy systems. The county looks forward to partnering with you where and when opportunities arise to create a more sustainable region.
• To align with the Washington County Waste Management Master Plan 2018-2036 strategy in creating away-from-home recycling opportunities in parks, athletic fields, arenas, and recreation centers consider collaborating with the county to add waste and recycling stations along city trails and in parks and other public spaces as applicable.