1. Call to Order

2. Roll Call for Attendance
   - Daniel Dingle, Chairperson
   - Douglas Pierro, Vice-Chairperson
   - OPEN
   - Jeff Fischer
   - Patrick Downs
   - Sandi Dingle, Council Liaison

3. Pledge of Allegiance

4. Approval of Minutes:
   A. Approval of the Monday, June 10, 2019 meeting minutes – waive reading of same.

5. Commission Actions:

   ADVISORY APPLICATION REVIEW
   A. Review of Ron Spies Planning Application for Appointment.

   PUBLIC HEARING
   A. Andy Hassebroek, 717 Portland Ave., St Paul Park MN 55071- Front Yard Setback Variance.

6. New Business:

7. Staff Reports:

8. Unfinished Business:
   A. Todd Alguire, 1000 Ashland Ave, St Paul Park MN 55071- Rezoning / Comprehensive Plan Amendment / Site Plan Review – Applicant withdrew his application.

Adjourn
Meeting called to order at 7:02 p.m. by Chair Dingle
Members present: Dan Dingle, Patrick Downs, Jeff Fischer, Doug Pierro,
Also present: Council Liaison Sandi Dingle

Pledge of Allegiance said by all.

Approval of Minutes:
Motion by Pierro second by Fischer to approve the minutes of the May 13, 2019 Planning Commission meeting. Motion carried 4-0.

Commission Actions:

RESIGNATION
Accept the resignation of Sharon Whitmore. Committee members accepted Planning Member Whitmore’s resignation letter.
Motion by Dingle, second by Fischer to recommend Council approval. Motion carried 4-0.

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.

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. Jones provided the Commissions additional drawings of the addition which they requested at the May 13, 2019 meeting.

Staff recommends the Commission approve the variance which meets all code and zoning requirements.

Motion by Downs, second by Fischer to recommend Council approve the variance at 831 3rd Street to allow a large addition to an existing garage for storage. Motion carried 4-0.

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. The flare has a 98% reduction rate of Sulphur dioxide going into the air with this new addition to the system.

Staff recommends that the commission approve the CUP to allow for the new treatment structure.
Motion by Downs, second by Pierro to recommend Council approve St. Paul Park Refining Company’s CUP to allow for a new treatment structure. Motion carried 4-0.

**REVIEW REQUEST**

A. Andy Hassebroek, 717 Portland Ave., St Paul Park MN 55071- Front Yard Setback Variance.

Consulting Planner Sparks advised the Commission that 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. The applicant request meets the variance guidelines and will not alter the character of the neighborhood.

Motion by Dingle, second by Pierro to recommend Council set public hearing dates for the Andy Hassebroek front yard setback variance for the Planning Commission July 8 and July 15 for City Council. Motion carried 4-0.

B. Todd Alguire, 1000 Ashland Ave, St Paul Park MN 55071- Rezoning / Comprehensive Plan Amendment / Site Plan Review.

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.

Consulting Planner Sparks informed the Commission in the Comprehensive Plan, the Commission chose to guide the property as a single family residential. This would allow for the continued use of the property as commercial with the apartments above until that time it would be redeveloped into single family. There were also compatibility concerns related to the multi-family use in this area.

After much discussion with the applicant, the Commission suggested that the applicant wait until fall to re-submit his application for re-zoning the property. This is because the Comprehensive Plan cannot be changed at this time as it needs to be approved by the Met Council first.

Motion by Dingle, second by Fischer, to table the discussion under the 60 day rule until the next meeting unless the application for the re-zone is withdrawn. Motion carried 4-0.

**COMPREHENSIVE PLAN**

Consulting Planner Sparks referred the Commission to the comments which were submitted by Dakota County, DNR, and Washington County. There were no comments made by Commission members, Staff Liaison Dingle asked that the verbiage on the Dakota County comment referring to the Red Rock Corridor reflect that we have local service, express service and were looking to increase it by establishing all day bus service by BRT.

**NEW BUSINESS**

The acceptance of Whitmore’s resignation will create a vacancy for the Commission, which will need to be filled.

**Staff Reports:** None

**Unfinished Business:** None

Meeting adjourned 7:50 p.m.
APPLICATION FOR APPOINTMENT TO AN ADVISORY COMMISSION

Date: 6/18/2019
Name: Ronald A. Spies
Address: 35 E. Pullman Avenue
Phone: 651-357-6117  Alt. Phone: 651-278-7056
Email: rspies1046@gmail.com  Years resident of St. Paul Park: 1 3/4

Please check the Commission(s) on which you would like to, or be willing to serve:
☐ Parks & Rec  ☒ Planning  ☐ Public Safety  ☐ Public Works

Are you eligible to vote in Minnesota:  ☒ Yes  ☐ No

Have you ever been convicted of a crime whereby your voting rights and privileges have been removed?
☐ Yes  ☒ No

Do you feel you have the ability to comprehend and interpret City Codes that may pertain to matters before the Commission?
☒ Yes  ☐ No

What prompted your interest in serving on a city commission?
I feel that being a community member, enjoying all the services and protections provided by that community, entails giving back. Serving on an advisory commission is the best way for me to do that.

Do you have any special qualifications that you feel would help you be particularly effective on a commission (i.e., work experience, education, volunteer work, hobbies, etc.)?
Nearly 40 years in local and state government positions; degrees in education and urban planning; service on volunteer church and community groups.

Office Use Only: Date Received: 6/19/19
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, July 8, 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, July 15, 2019, starting at 7:00 p.m. in the Council Chambers at 600 Portland Avenue, St. Paul Park, MN.

VARIANCE – 717 Portland Avenue. The City will conduct a hearing to consider a variance to the front yard setback at 717 Portland Avenue to allow for the property owner to place a porch on the front of the house that will encroach about 9 feet into the setback.

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 are available for review at City Hall by appointment.

- PUBLIC HEARING: Planning Commission Meeting – Monday, July 8, 2019 – 7:00 p.m.
- PUBLIC HEARING: City Council Meeting – Monday, July 15, 2019 – 7:00 p.m.

Dated this 19th day of June 2019.

Kevin Walsh
City Administrator
PLANNING MEMO

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

FROM: Nate Sparks

DATE: July 2, 2019

RE: Public Hearing – 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, which is thirty feet. This would place the house about 21 feet from the right-of-way.

The houses in the vicinity all are setback about 30 feet from the right-of-way or slightly further. This proposal would allow this house to project further towards the right-of-way than other houses in the block.

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 it meets the variance review criteria.

RECOMMENDED ACTION
The Planning Commission should forward a recommendation to the City Council.
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
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, + $2,000 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