



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

ENVIRONMENTAL COMMITTEE MEETING

SEPTEMBER 7, 2022 AT 6:00PM

CITY COUNCIL CHAMBERS

**Some members may be joining the meeting virtually*

1. Call To Order

2. Roll Call

3. New Business

3.A. Approve July 6, 2022 Minutes

Documents:

[07622 ENVIRONMENTAL COMMITTEE MINUTES.PDF](#)

3.B. Discuss Committee's Core Values

3.C. Committee Planning Calendar

3.D. Zoning Code Amendment Suggestions

Documents:

[ZONING CODE.PDF](#)

4. Old Business

4.A. Greenstep Cities Review

Documents:

[STEP 4_5 WORKSHEET 2022.PDF](#)

4.B. Committee Priority List

5. Updates

5.A. Subcommittee

5.B. City Council

5.C. Staff

5.D. Planning Commission

5.E. Park & Recreation Committee

6. Other

7. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA*

West St. Paul Environmental Committee
Meeting Minutes
6:00 pm, July 6, 2022
West St. Paul Municipal Center- City Council Chambers

1. Call to order

The meeting was called to order at 6:00 pm.

2. Roll Call

Committee members in attendance: Chair Jade Pennig, Nicholas Hager, Lauren Hazenson, Constance LaCombe, Ken Paulman, Elizabeth Pearson, Joshua Prybylski, Laura Zanmiller

Absent: Cindy Joanning

Non-voting members in attendance: Robyn Gulley, Dave Schletty, Emily Vergin

3. New Business-

a. Approve June 1, 2022 Minutes

The June 1, 2022 minutes were approved by the Committee with the following corrections.

- In Section 3C; second paragraph, line 5, “colleting” should be changed to “collecting”
- In Item D, second paragraph, line 1, “Evie” should be changed to “electric car”

b. Environmental Committee Goals and Objectives

The Committee brainstormed ideas to guide the direction of their work.

4. Old Business

a. Environmental Fair- West St. Paul Days

Schletty reported the City has decided to “scrap” the Environmental Fair for the year. Not enough vendors applied to participate in the event. The City is now working with the 11 vendors who did register, to take part in the City Open House.

5. Updates

a. Subcommittee

- i. **City Website and Environmental Initiatives**-Pennig will soon be working with City Staff on the website.

b. City Council-NA

c. Staff

- i. **City Hall Construction**-City Staff may be moving back into the City Hall the week of the July 18.
- ii. **Ice Arena**- The construction of the addition to the Ice Arena is on schedule. It should be completed by October.

d. Planning Commission-NA

- e. **Parks & Recreation Committee**- Vergin reported that the committee discussed new ideas and inclusivity. There is a big push to make sure that the parks are inclusive to everyone with fully accessible playgrounds. The skate park is still under discussion. The committee is also in the process of looking at the policy on naming parks, and specifically naming the pool park and the art park.

6. Other

- a. **Recycling Coordinator**- Schletty reported the Recycling Coordinator would be leaving the City this October to live with her family in Texas. The City is working with the cities of South St. Paul, Mendota Heights, Sun Fish Lake and Lilydale to rework the Recycling Coordinator’s job description. .

- b. **August meeting-** Schletty asked if Committee Members if they would like a worksession to replace the regular meeting. The worksession would be a non-televised meeting and could be done in conjunction with the Park and Recreation Committee. The Committee gave permission to proceed on the worksession. Schletty will ask Park and Recreation Committee members if they would like to meet for the worksession.

7. **Adjournment-**The Committee adjourned at 7:10 pm.

§ 153.032 SITE PLAN APPROVAL PROCEDURE AND DESIGN REQUESTS IN COMMERCIAL AND INDUSTRIAL DISTRICTS.

(A) *Generally; approval required.*

(1) *Approval required.* It is declared to be the policy of the city to preserve and promote attractive and stable business environments for its citizens through encouraging well conceived, high quality developments. To this end, imaginative site design concepts shall be employed in the development and redevelopment of respective sites. The following provisions shall apply to the site and building plan approval process, if it is related to the scope of the proposed construction. This provision applies to all properties in commercial, industrial and planned development districts that involves:

- (a) Construction of a new building;
- (b) Construction or reconstruction resulting in the enlargement of an existing building or any modification to the existing footprint or structural height of an existing building;
- (c) Construction or reconstruction involving modification or replacement of the exterior materials on the building; or
- (d) Construction or reconstruction involving modification or enlargement of the parking area.

(2) *Exceptions.* Notwithstanding the provision of division (A)(1) above, the following shall not require site plan approval:

(a) Any conformity, including the lawful use of or occupation of land or premises may be enlarged by less than 10% of its gross floor area, or 10,000 square feet, whichever is less, provided that:

1. There is no variance involved; and

2. The Community Development Department has conducted administrative review. If the site includes any nonconformity, including the lawful use or occupation of land or premises then, regardless of the size of the enlargement, a variance is necessary.

(b) Modification of existing exterior materials on the building that does not alter more than 25% of the building, provided that:

1. The modification complies with the construction design requirements of this chapter; and

2. The Community Development Department has conducted administrative review.

(c) Replacement of exterior materials on the building with same or similar materials in an attempt to retain the existing look of the building, provided that the Community Development Department has conducted administrative review.

(d) Any conformity, including the lawful use of or occupation of land or premises may enlarge its total parking area by less than 10%, provided that:

1. There is no variance involved; and

2. The Community Development Department has conducted administrative review.

(e) If the site includes any nonconformity, including the lawful use or occupation of land or premises then, regardless of the size of the enlargement, a variance is necessary.

(3) *Other provisions.* The following provisions shall govern the site and building plan approval process, as they relate to the scope of the proposed construction.

(B) *Application.*

(1) Prior to commencing any construction, a "site and building plan approval" application shall be initiated by the owner of subject property or by an authorized agent. The applicant shall submit a "site and building plan approval" application to the Zoning Administrator, copies of which are available at the municipal offices, together with a fee in an amount established by City Council resolution. A completed application shall be filed at least 25 days prior to the next regular meeting of the Planning Commission.

(2) The Zoning Administrator shall refer the matter to the Planning Commission by placing the application upon the agenda of the Commission's next regular meeting.

(C) *Exhibits.* In addition to the application, the following exhibits shall be required:

(1) A survey drawing by a registered engineer or land surveyor showing an inventory of all existing trees six-inch caliper and larger by species and size.

(a) Trees shall be identified on the drawing as quality or non-quality type trees.

(b) Quality trees shall be those types as stated in division (E)(2) below.

(c) The drawing will be accurately dimensioned survey drawing by a registered engineer or land surveyor showing pertinent existing conditions, accurately dimensioned.

(2) A complete set of preliminary drawings prepared by a registered civil engineer or landscape architect showing:

(a) An accurately scaled and dimensioned site plan indicating parking layout, including access provisions, location of structures, building elevations, landscaping, including trees and shrubbery with indication of species, planting, size and location;

(b) Fences, walls or other screening, including height and type of material;

(c) Lighting provisions, including type and location; and

(d) Curbs.

(3) Other documents as requested by the Zoning Administrator.

(D) *Drive aisle, building, parking and curbing standards.* Except for auto-related uses in § 153.382, all drive aisle, building, parking and curbing standards are as follows.

(1) All parking lots shall be curbed with B-6-12 concrete curbing.

(2) An equivalent of one curbed island at least eight feet by 20 feet in size must be placed at the end of every 20 parking spaces.

(3) In the B-1 and B-2 Zoning Districts, off-street parking, building and drive aisle setback standards are as follows:

B-1, B-2	Building	Parking
Front yard	10 to 40 feet	Not permitted
Rear yard	20 feet minimum	10 feet minimum
Side yard	0 feet	0 feet
Side adjacent to "R"	10 feet minimum	10 feet minimum
Side adjacent to street	*10 to 30 feet	*10 feet minimum

*On corner lots, traffic sight lines must be preserved and maintained to ensure safety. Buildings and parking lots must not be constructed within "sight triangles." A **SIGHT TRIANGLE** is defined as that portion of a corner lot being within a triangle, the apex of which is the intersecting point of the two street right-of-way lines, extended 25 feet from the apex along each right-of-way line. At driveway entrances, site obstructions will be reviewed for safety as part of the site plan review process.

(4) In the B-3, B-5, B-6 Zoning Districts, off-street parking, building and drive aisle setback standards are as follows:

B-3, B-5, B-6	Building	Parking
Front yard	10 to 40 feet	Not permitted
Rear yard	20 feet minimum	10 feet minimum
Side yard	0 feet	0 feet
Side adjacent to "R"	10 feet minimum	10 feet minimum
Side adjacent to street	*10 to 30 feet	*10 feet minimum

*On corner lots, traffic sight lines must be preserved and maintained to ensure safety. Buildings and parking lots must not be constructed within "sight triangles." A **SIGHT TRIANGLE** is defined as that portion of a corner lot being within a triangle, the apex of which is the intersecting point of the two street right-of-way lines, extended 25 feet from the apex along each right-of-way line. At driveway entrances, site obstructions will be reviewed for safety as part of the site plan review process.

(5) In the B-4 Zoning District, off-street parking, building and drive aisle setback standards are as follows:

B-4	Building	Parking
Front yard	10 to 40 feet	10 feet minimum
Rear yard	20 feet minimum	10 feet minimum
Side yard	10 feet minimum	0 feet
Side adjacent to "R"	20 feet minimum	10 feet minimum
Side adjacent to street	20 feet minimum	20 feet minimum

(6) In the I-1 and I-2 Zoning Districts, off-street parking, building and drive aisle setback standards are as follows:

I-1, I-2	Building	Parking
Front yard	20 to 90 feet	10 feet minimum
Rear yard	20 feet minimum	10 feet minimum
Side yard	10 feet minimum	0 feet
Side adjacent to "R"	20 feet minimum	10 feet minimum
Side adjacent to street	20 feet minimum	20 feet minimum

(7) Parking located in a front, side or rear yard must provide a wall, railing or fence that physically prohibits vehicles from extending over the property line

(E) *Landscape, lighting and sign standards.* Unless modified as part of a site and building plan approval process, the following requirements apply.

(1) The setback area shall be utilized as a protective buffer. The protective buffer shall not be used for parking, drive aisles, off-street loading or storage and shall be landscaped up to the building.

(2) Minimum landscape requirements in the protective buffer shall include the following "quality type trees," one two and one-half inch diameter at four feet above grade caliper deciduous tree, which shall be hardwood type trees such as maple, seedless green ash, locust or basswood, or six-foot conifer type trees, such as Colorado blue spruce, white pine, red pine or pyramidal arborvitae, or other approve types. The number of trees required is the equivalent of one for every 20 feet of lineal property line on the subject site or as approved through the site plan process. The protective buffer shall also contain grass, ground cover or shrubs and shall be irrigated to facilitate maintenance of landscaped areas. No impervious surfaces such as concrete or asphalt shall be placed in the protective buffer.

(3) Minimum landscape requirements for each curbed island shall include one two and one-half inch diameter at four feet above grade caliper deciduous tree all of which must be of "quality" types as listed in division (E)(2) above. The curbed island shall also contain grass, ground cover, mulch or shrubs and shall be irrigated by an underground irrigation system to facilitate maintenance of landscaped areas. No impervious surfaces such as concrete or asphalt shall be placed in the curbed island.

(4) When a commercial or industrial development is located adjacent to or across from any "R" use, screening must comply with § 153.381, except that for the portion adjacent to the residential properties, screening from the front building line to the rear property line and along the rear property line shall be six feet in height. Required screening will be at least 95% opaque throughout the year. One or a combination of the following will satisfy the required screening:

- (a) A decorative fence;
- (b) A masonry wall; and/or
- (c) Landscaping.

(5) Lighting levels must not exceed zero foot-candles at the abutting property line. No direct glare may extend onto the public street, public open space or neighboring properties.

(6) Regardless of the scope of the proposed construction, all signs must comply with the provisions of §§153.430 through 153.438 and §§ 150.105 through 150.110.

(7) When tree removal occurs, replacement trees shall constitute at least 30% of the total amount of the caliper inches of "quality trees" removed.

(8) All trees shall be placed around the site to promote the most efficient and effective use of the different types of trees installed.

(F) *Construction design requirements.*

(1) *Exterior building materials.* Exterior building materials are classified as primary or secondary. Primary materials must comprise at least 60% of the building facade. Secondary materials must comprise no more than 40% of the building facade.

(a) *Primary materials in the B-1, B-2, B-3, B-5 and B-6 Zoning Districts.* Primary exterior building materials in the B-1, B-2, B-3, B-5 and B-6 Districts include brick, stone, stucco or glass. Materials must be colored only by means of a pigment integral to the material, not applied to the surface.

(b) *Primary materials in the B-4, I-1 and I-2 Zoning Districts.* Primary exterior building materials in the B-4, I-1 and I-2 Districts include brick, stone, stucco or glass, concrete masonry units (CMU) which are textured, burnished or decorative. Materials must be colored only by means of a pigment integral to the material, not applied to the surface.

(c) *Secondary materials in the B-1, B-2, B-3, B-5 and B-6 Zoning Districts.* Secondary exterior building materials in the B-1, B-2, B-3, B-5 and B-6 Districts include, textured, burnished or decorative integrally colored block, or synthetic stucco

above eight feet. Materials must be colored only by means of a pigment integral to the material, not applied to the surface. Other secondary exterior building materials include wood or metal. Any metal surface must be coated or anodized with a non-reflective glare-free finish.

(d) *Secondary materials in the B-4, I-1 and I-2 Zoning Districts.* Secondary exterior building materials in the B-4, I-1 and I-2 Districts include synthetic stucco above eight feet, wood or metal. Any metal surface must be coated or anodized with a non-reflective glare-free finish.

(2) In the B-1, B-2, B-3, B-4, B-5 and B-6 Districts, all exterior vertical surfaces must be treated as a front and be equally attractive on all sides of the structure.

(3) Window coverage in B-1, B-2, B-3, B-5 and B-6 Zoning Districts, buildings containing office and retail uses must maintain at least 40% window coverage on each first floor front that faces a street, parking lot or open space.

(4) Building facades in B-1, B-2, B-3, B-4, B-5 and B-6 Zoning Districts, all exterior building walls adjacent to a street, parking lot or open space must not exceed 60 feet in length without visual relief of two or more of the following:

- (a) The facade is divided architecturally with different materials or textures;
- (b) There are horizontal offsets of at least two feet in depth;
- (c) There are vertical offsets in the roof line of at least two feet; and
- (d) The windows on the first floor are recessed horizontally at least one foot.

(5) *Mechanical protrusions.*

(a) All mechanical protrusions visible to the exterior will be screened so they are not visually obvious and are compatible with the surrounding development.

(b) Satisfaction of this requirement will be demonstrated by the screening of the equipment in such a manner so that it is not visible from a point six feet above any common property line or street right-of-way.

(c) Screening will consist of either a parapet wall along the roof's edge or by an opaque screen constructed of the same material as the building's primary vertically exposed exterior finish.

(d) The Zoning Administrator may determine that screening of the equipment may be satisfied by painting, which is compatible with the development or design of the building or that the equipment by designing the equipment to be compatible with the architectural treatment of the building.

(e) All mechanical protrusions shall be highlighted on the Site and Building Plan.

(6) *Trash enclosures.*

(a) Trash enclosures may not be located in the front or side yard adjacent to a street.

(b) All trash areas that are visible from any public right-of-way will be screened on all sides.

(c) Trash must not exceed the height of the screening.

(d) Required screening will be at least 95% opaque throughout the year, unless otherwise specified. Screening will be designed to be compatible with the architectural treatment of the principal building. All screening is subject to the regulations of § 153.381 governing fences.

(e) One or a combination of the following will satisfy the required screening:

1. A decorative fence;
2. A masonry wall; and
3. A hedge.

(G) *Public hearings.* The Planning Commission and the City Council shall each hold at least one public hearing on all applications for site and building plan approval. Notice of the public hearing shall be given not less than ten days nor more than 30 days prior to the date of the hearing by publication in the designated legal newspaper of the city. The notice shall contain the date, time and place of the hearing and a description of the application.

(H) *Denial.* The City Council may deny an application for site and building plan approval upon a written finding of legally sufficient reasons with a factual basis.

(I) *Lapse of commercial and industrial site plan.* An approved commercial or industrial site plan shall lapse and become null and void one year following the date on which the application was approved, unless prior to the expiration of one year, the Building Official issues a building permit and construction is commenced toward completion on the subject site. A commercial or industrial site plan may be extended once for a period of six months by the City Council. For any commercial use, failure to maintain the property may result in revocation of any extension.

(J) *Conditions and restrictions.*

(1) The Planning Commission may recommend and the City Council may impose conditions and restrictions as

deemed necessary to protect the public interest and to secure compliance with the requirements of the ordinance.

(2) The conditions may include the execution and submission of a development agreement with a supporting financial guarantee that the subject property will be constructed, developed and maintained in conformance with the plans, specifications and standards.

(Ord. 12-4, passed - -; Ord. 12-30, passed - -; Ord. passed 10-11-1963; Ord. 21-014, passed 11-8-2021)



Updated: Oct. 22, 2021

Steps 4 & 5 Metrics Worksheet

To be considered for Step 4 or 5, please complete the following metric information into the Step 4/5 Metric Reporting Tool that was emailed to the GreenStep Coordinator.
This is a WORKSHEET only.

The green boxes indicate metrics that are **eligible for Step 5** recognition if a city shows improvement between year 1 and year 2. Category A, B, and C communities should improve upon 3 eligible metrics.

The blue boxes indicate metrics that are used to calculate your **city operations greenhouse gas** inventory. Data entered into these boxes are automatically filled in the last tab of this workbook. The "Total City Operations" number is used for metric 17.5.

CORE metrics are identified in yellow. All metrics listed under a CORE section should be reported by all Step 4 & 5 communities, regardless of Category.

Optional metrics are not considered core and communities may choose to include information under these sections. Category A cities include 5 optional metrics of choice; Category B include 3; Category C do not need to include any additional metrics.

Tips to keep in mind:

- Use the "Notes" column to keep notes for next year
 - Include notes such as who you talked to to gather data, any calculations used, etc.
- There is no need to send us your worksheet - take all the notes you need!
- Use the "justification" box for notes that you want to share with us. Include the metric number/letter and explain if you are using a different unit, calculation, etc.
- Consider if there are metrics that volunteers can help gather OR if there are metrics that can be combined with neighboring communities to reduce work load.
- Need to change a metric that was reported in a previous year? No problem! Just leave a note in the justification box for us.

How to use Step 4 & 5 metrics:

- Ask GreenStep staff for your data evaluation and see which Step 5-eligible metrics you improved in.
- Share 21 of the key metrics with your commissions, council, and other staff using the Step 4 & 5 Metric Dashboard.
- Use the Climate Metric Tracker which integrates Step 4 & 5 metrics and other goals into a long-term tracking

- [See all Step 4&5 Guidance](#)
- [See the Data Collection Process Guide](#)
- [See CO2e City Operations Guidance](#)

[See the Volunteer & Neighboring Communities Guidance](#)

[See the Steps 4&5 Metric Dashboard](#)

[See the Climate Metric Tracker](#)