CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD

CAAPB

BOARD MEETING

Monday, December 7, 2026

12:30 p.m. – 2:00 p.m.

Capitol Commons, 546 Rice Street, Saint Paul, MN 55103

Virtual – Livestream available at http://www.mn.gov/caapb

Board Packet – https://mn.gov/caapb/board-meetings/

Proposed AGENDA

12:30 p.m. Meeting Kick-Off

Item 1. Approve Minutes from July 15, 2026 (ACTION)

Item 2. Kai Shin Clinic Conditional Use Permit (ACTION)

Item 3. Gold Star / Blue Star Commemorative Work (ACTION)

Item 4. WWI Plaque Commemorative Work (ACTION)

Item 5. Capitol Mall Design Framework update and attachment to the Comprehensive Plan (ACTION)

Item 6. Capitol Area Vitality Program Update

Item 7. CAAPB Overview

Item 8. Appointment of Advisor (ACTION)

Item 9. Other Projects Update

2:00 p.m. Adjourn

Capitol Area Architectural and Planning Board

Capitol Area Architectural and Planning Board
Freeman Building
625 Robert St N
Saint Paul, MN 55155
651-757-1500
https://mn.gov/caapb/

Capitol Area Architectural and Planning Board Meeting

Wednesday, July 15, 2026, 10:00 a.m. – 11:30 a.m.

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Board Members

Present: Board Chair Lt. Gov. Flanagan, Board Vice Chair Michael Bjornberg, Ellen Anderson, Hannah Hills, James McClean, Melanie McMahon, Representative Isaac Schultz, Senator Sandra Pappas

Not Present: Dr. Kate Beane; James Garrett, Jr., Representative Klevorn, Senator Nelson

Quorum present? Yes.

Proceedings

Meeting Kick-Off

- Lt. Gov. calls the meeting to order at 10:13 a.m.
- Overview of Agenda
- Board member roll call

Meeting Kick-Off, Member Acknowledgements, and Approval of Agenda

Lt. Gov. Flanagan calls the meeting to order at Capitol Commons and welcomes CAAP Board members, partners, and guests. She notes that the meeting will focus on two significant Capitol Area efforts: the Capitol Area Vitality Program and the Rice Street reconstruction project.

Lt. Gov. Flanagan calls for the roll and then asks for approval of the agenda. Vice Chair Michael Bjornberg moves to approve the agenda, and Board member Melanie McMahon seconds the motion. Lt. Governor Flanagan calls for a voice vote, there are zero nays. The agenda is approved.

Item 1. Approve Minutes from June 4, 2026

Lt. Gov. Flanagan asks to approve the minutes from the June 4, 2026, CAAP Board Meeting. Vice Chair Bjornberg moves to approve the minutes, and Board member Melanie McMahon seconds the motion. Lt. Governor Flanagan calls for a voice vote, and there are zero nays. The agenda is approved.

Item 2. Introduction of Right Track Interns

Lt. Gov. Flanagan moves on to agenda item 2 – Introduction of Right Track Interns. She then hands the meeting over to Executive Secretary Cedarleaf Dahl.

Executive Secretary Erik Cedarleaf Dahl introduces CAAPB's two summer Right Track interns, Nko Hlici Yang and Daniela Lemus Hernandez. Right Track connects high school and university students with employment opportunities in the St. Paul area. The interns are supporting work at Capitol Commons and the Capitol Area Vitality Program.

Nko Hlici Yang shares that she is a University of Minnesota Twin Cities sophomore studying user experience and user interface design. Her internship has provided opportunities to apply design skills through social media content, posters, and flyers, while learning more about the community where she grew up.

Daniela Lemus Hernandez shares that she is entering her senior year at Highland Park Senior High. Her work has included supporting youth activities, including outdoor activities, video games, and arts and crafts, and connecting with the Ramsey County Sheriff's Office. She hopes to contribute event ideas and continue learning through the internship.

Executive Secretary Erik Cedarleaf Dahl thanks the Department of Administration for supporting the hiring, timekeeping, and payroll logistics. He expresses interest in hosting Right Track interns again next summer.

Lt. Gov. Flanagan thanks the interns for their work and recognizes the value of the program.

Item 3. Capitol Area Vitality Program Update

Lt. Gov. Flanagan moves on to agenda item 3 – the Capitol Area Vitality Program Update. She then hands the meeting over to Executive Secretary Cedarleaf Dahl.

Executive Secretary Erik Cedarleaf Dahl explains that the 2023 Legislature established the Capitol Area Vitality Account to support livability, safety, and economic health, guided by recommendations from the Community Vitality Task Force. The task force included board members, residents, business owners, and public partners. Its recommendations emphasized safety, beautification, family and youth programming, and community ambassador work. The Legislature appropriated $3 million for the program in 2025, and CAAPB and the Ramsey County Sheriff's Office (RCSO) began their joint work plan on July 1, 2025.

Executive Secretary Erik Cedarleaf Dahl also summarizes the St. Paul Port Authority's CORE grant program for Capitol Area businesses. The initial $1 million appropriation provided grants of $50,000 to $150,000 for equipment, facade improvements, and capital upgrades; an additional $630,000 was appropriated in 2026. The first application round received 14 applications requesting more than $1.6 million, with four applications funded. The second round was open through August 31, 2026.

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Applications were received from across the CAAPB area, with activity concentrated near Rice Street and St. Peter Street/Fitzgerald Park.

Executive Secretary Cedarleaf Dahl describes early program outcomes, including improved perceptions of safety, coordinated outreach, stronger public-private partnerships, and data-informed work with the Ramsey County Sheriff's Office. CAAPB is also conducting property-safety and zoning-code outreach with owners, coordinating livability concerns with the St. Paul Fire Department, supporting business repairs, and advancing murals and other beautification projects, including work with Friendly Grocery and St. Paul City School.

Inspector Darin McDonald reflects on the program's first year and the process of building a new collaborative model without a pre-existing roadmap. Early efforts included a movie night at Cass Gilbert Park, community engagement across the 66-block area, and Friday meals in response to concerns about food insecurity. The meals grew into a broader point of connection where people could also access clothing, support, and conversation.

Inspector McDonald explains that the team secured a three-year lease for 546 Rice Street and developed the site into Capitol Commons. After a February open house, activities, partner engagements, and community gatherings began in March and April. The space now has regular open hours and serves as a neighborhood resource hub. Friday meals serve approximately 200 people. The team is expanding youth and family programming, exploring the return of Karen community nights, developing a strong relationship with St. Paul Parks and Recreation, and seeking stronger connections with nearby older adults.

Inspector McDonald emphasizes that the program aims to make people feel safe seeking help and engaging with law enforcement, particularly amid broader concerns about law enforcement funding and Metro Surge. He credits relationship-building and collaboration for helping partners address community needs, while acknowledging that the program cannot solve every issue, including homelessness and opioid use.

Metro Transit Police Chief Joseph Dotseth describes Metro Transit's whole-community approach to public safety and its service-oriented policing model. He highlights the University Avenue Safe and Strong initiative, which brought together Metro Transit Police, St. Paul Police, and the Ramsey County Sheriff's Office. The effort combined focused enforcement with service connections and community partnerships. He says the Capitol Commons site provides a welcoming, accessible place for Metro Transit Police Department's Homeless Action Team (HAT) to connect people with resources.

Lieutenant Kadra Mohamed explains that this year's Safe and Strong work places officers across the transit system, and it encourages social work partners to be at the resource center so people can be directed to that facility. The Metro Transit Police Department has been working with the St. Paul Police Department, service providers, and courts to connect people with housing, addiction and mental-health services, benefits, and other supports.

Lt. Gov. Flanagan asks how the loop is closed after the Metro Transit Police Department refer folks to different services, and asks for an example of what that would look like.

Lieutenant Mohamed notes that with signed releases of information, partners can coordinate follow-up while protecting personal information. She shares an example of a young woman who was outside

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Capitol Commons. Inspector McDonald brought her to Metro Transit, she signed a release form, and then went to Youth Link in Minneapolis to get temporary shelter. However, there was still a gap where she couldn't find people outside of normal business hours. Metro Transit PD offers work until around 1:00 am, so they were able to connect her with resources in the middle of the night. In addition, a dedicated HAT sergeant and two officers are expected to strengthen ongoing, wraparound support.

Board Vice Chair Michael Bjornberg commends Metro Transit Police Chief Joseph Dotseth and Lieutenant Kadra Mohamed for their leadership and commitment.

Inspector Darin McDonald reports continued foot patrols, growing participation in the Fitzgerald Neighborhood Alliance and Capitol Heights Block Club, and cleanup and beautification work with residents and property owners. At 531 Rice Street, the team removed debris, filled two dumpsters, secured broken windows, and painted a mural on boarded areas. He reported that crime in the area was down 68% during the first four months of 2026, while cautioning that the program could not claim sole responsibility for the change. More than 2,500 people attended over 30 meal and outreach events from August 2025 through June 2026.

Inspector McDonald shares community feedback describing improved neighborhood conditions, increased comfort and safety, and appreciation for having consistent points of contact. He identifies key lessons: food, recreation, art, culture, and gatherings help build trust, and public safety and community vitality reinforce one another. He thanked the Ramsey County Sheriff's Office staff, CAAPB staff, CAAPB members and partners, legislative partners, and community collaborators.

Executive Secretary Cedarleaf Dahl also thanks Michelle Lichtig for her help connecting RCSO and CAAPB to the Fitzgerald neighborhood.

Board Member Ellen Anderson asks about broader public communications to share the program's results.

Executive Secretary Cedarleaf Dahl welcomes any assistance, noting that current outreach relies substantially on social media and partner networks.

Lt. Gov. Flanagan suggests National Night Out as a possible opportunity to highlight the work and encourages continued storytelling to support future investment.

Item 4. Rice Street Finalization Design

Lt. Gov. Flanagan moves on to agenda item 4 – the Rice Street Finalization Design. She then hands the meeting over to CAAPB Principal Planner and Zoning Administrator Peter Musty.

CAAPB Principal Planner and Zoning Administrator Peter Musty introduces the design update and explains that the Board is being asked to consider a set of design adjustments to the plan you authorized in June. Mr. Musty adds to the record three important project notes: (1) the team's design contract project management team is managed by Ramsey County and the City of St. Paul Public Works in partnership with CAAPB and includes collaboration with partners at Metro Transit on their work developing new BRT stations along Rice. (2) The multi- agency staff team are working with funds initially dispersed through the Department of Transportation to Ramsey County, but the entire project is made possible due to the Office of the Governor and Lieutenant Governor's support of the $25 million

provision created and passed by the 2023 Minnesota legislature. And (3) updates on the project have been and are available in past memos and on the CAAPB website and the Ramsey County project page, if you search for Capitol Rice Reconstruction.

Haila Maze, Consultant Team Lead, Bolton & Menk, reviews design adjustments developed through coordination with agencies and site owners. These included the John Ireland Bridge/12th Street/Rice Street intersection, where work must be coordinated with the bridge and City Bikeway projects; access enhancements at the MnDOT transportation building, coordinated with Admin and MnDOT; and access planning for the Sears site with the Rondo Community Land Trust, including removal of the Central Avenue median to improve site access and loading-dock operations.

Haila Maze describes a proposed relocation of the marked pedestrian crossing near Lot X to a location closer to Fuller, while retaining the existing crossing without a flashing beacon and providing a median. This reflects a better alignment with both design objectives from Metro Transit with a station area, this corridor and where the volumes of pedestrian traffic are greater. Other refinements include potentially having on-street parking spaces south of Aurora to support future commercial activity, and continued coordination on Aurora Avenue and access to the Good Neighbor Center at 441 Rice Street, with attention to safe access for children.

Ms. Maze explains that the baseline design will be basic in terms of pavement and streetscape, and enhanced design and amenities are possible with maintenance partnerships. A public pop-up at MnDOT drew nearly 100 attendees and generated detailed feedback on pedestrian, bicycle, and vehicle access. The project is approaching 90% design, with final design anticipated in fall and construction planned for spring 2027.

Anna Potter, City of St. Paul, says the design provides a strong foundation for future streetscape enhancements. The City's tree-ordinance guidance will be applied to the landscape plans. The ordinance may result in fewer trees, but each tree will have more soil and better conditions for long-term health and canopy growth. Areas expected to experience heavier pedestrian use may use concrete or pavers rather than planting materials to support durability and maintenance.

Senator Sandy Pappas asks whether the City's tree ordinance would affect the project and noted potential CAAPB tree funding.

Executive Secretary Cedarleaf Dahl says CAAPB will continue coordinating with the Department of Admin.

Board members also discussed tree symbols and hardscape areas shown in the design plans.

Executive Secretary Cedarleaf Dahl thanks Board Member Ellen Anderson for her help with the pop-up.

Board Member Ellen Anderson thanks the project team for holding the MnDOT pop-up and noted that further access questions and construction communications would need continued attention.

Board Member James McClean suggests holding future engagement during the legislative session to hear from a broader cross-section of building users and visitors.

Mr. Musty summarizes the resolution, which is two parts. The first is reference to direction and authorization of the items in attachment A. The second part is that the Board authorizes its Executive

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Secretary to approve, via letter of approval, all remaining changes or refinements to the design, prior to construction, administratively with instruction to return to the Board to review and seek approval where there are changes the Executive Secretary determines with the Chair to be substantive to the Board and/or merits their review.

Lt. Gov. Flanagan asks for a motion to approve the resolution. Vice Chair Bjornberg moves to approve. Senator Pappas seconds the motion. Lt. Governor Flanagan calls for a voice vote, and there are zero nays. The resolution is approved.

Mr. Musty thanks all the organizations involved in the Rice Street process and shares next steps.

Item 5. Cedar Bridge Study (over University)

Lt. Gov. Flanagan moves on to agenda item 5 – Cedar Bridge Study (over University). She hands the meeting over to Principal Planner and Zoning Administrator Peter Musty.

Mr. Musty introduces Ramsey County Bridge Engineer Daniel Flittie and notes that the study is at an early stage; no Board action is requested.

Ramsey County Bridge Engineer Daniel Flittie presents the condition and planning outlook for Bridge 9250, which was built in 1922 and carries Cedar Street over University Avenue and the Green Line. Cedar Street is owned by the City of St. Paul, University Avenue by Ramsey County, and the Green Line by Metro Transit. The bridge is rated in fair condition. It is not eligible for historical status.

Mr. Flittie stresses that planning cannot be delayed. The bridge is expected to move from fair to poor condition in the coming years, requiring substantial rehabilitation or replacement. Either option would require significant closures and planning. Rehabilitation would provide approximately 30 additional years of service, while a new bridge would have a minimum 75-year service life. The bridge is not an immediate failure risk.

Mr. Flittie outlines a six-year planning process. A feasibility study is underway and expected to conclude in October 2027. The county would then develop the project and coordinate with local agencies in 2027–28, assess funding and project placement in its transportation program in 2028–29, prepare preliminary plans in 2028–29 and final plans in 2029–30, advertise for construction, and proceed to construction in 2031–32. The preliminary project estimate is approximately $30 million.

Senator Sandy Pappas asks whether the $30 million estimate applied to rehabilitation or replacement.

Mr. Flittie says that either would cost about the same.

Senator Pappas asks if there is an estimate on how long the road and light rail would be shut down.

Mr. Flittie responds that Cedar Street and University Avenue could each be closed for at least a full construction season, if not more, while LRT impacts remain to be determined and could include a six-to-eight-week shutdown.

Lt. Gov. Flanagan thanks Mr. Flittie and says the Board looks forward to reviewing the feasibility study in October 2027.

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Item 6. Other Projects memo

Executive Secretary Erik Cedarleaf Dahl notes that the Other Projects memo is included in the Board packet and offers to discuss it with members after the meeting. He says he will send a memo update and invite Daniel Flittie to a future meeting to continue the Cedar Bridge discussion. The Board proceeds without further discussion of the memo.

Final Remarks

Lt. Gov. Flanagan thanks CAAPB, Ramsey County, and all partner organizations for their cross-jurisdictional work and willingness to take on new responsibilities. She describes the meeting as hopeful and praises the leadership and collaboration demonstrated across the vitality and infrastructure projects.

Adjourn

The meeting adjourns at 11:41 a.m.

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Capitol Area Architectural and Planning Board

Freeman Building
625 Robert Street North
Saint Paul, MN 55155
651-757-1500
https://mn.gov/caapb/

Date: December 7, 2026
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Peter Musty, Principal Planner and Administrator of Zoning & Design Rules (CAAPB)
Erik Cedarleaf Dahl, Executive Secretary (CAAPB)

Kai Shin Clinic - Conditional Use Permit

The applicant, Kai Shin, is seeking a Conditional Use Permit to reactivate current medical office space in Capitol Area's MXD district, located in the Fitzgerald Neighborhood. CEO Dr. Alana Sasaki will be present to introduce herself and answer any questions the Board may have related to Kai Shin or the proposed facility.



Photo from Applicant showing Gallery Block, with primary entrance from St Peter through shared Atrium.

Information about Kai Shin



Homepage https://kaishinclinic.com/home

About Us https://kaishinclinic.com/our-story

Mission **"**We support individuals with co-occurring mental health and substance use disorders through integrated, compassionate care—helping people regain stability, improve well-being, and build healthier futures."

What we do **"**Kai Shin Clinic and Treatment Program specializes in supporting individuals with co-occurring mental health and substance use disorders. Many people experience depression, anxiety, PTSD, or stress alongside substance use, making it essential to treat both together. Our expert team provides integrated care, addressing both mental health and addiction to help individuals regain stability, improve well-being, and build a healthier future."

Clinic "Addiction medicine, mental health & psychiatry, primary care"

Treatment "Assessments, addiction treatment, Intensive Outpatient Program (IOP), family education program"

Lab **"**Lab testing, UA screenings"

Contents of This Memo

Summary of Proposed Clinic Facility
Site and Building Information
Floor-by-Floor Program and Intent
The Community Needs and the Services Provided
Community Engagement
Health, Operational Licensing, and Certificate of Occupancy
Permitting Requirements
CUP Arguments by Applicant
Staff Evaluations and Recommendation
CUP Condition(s) Board May Consider
Agenda (Item #2) for Upcoming Board Meeting (~10-20 minutes)
Suggested Board Approval Language - Stipulates limited additional conditions

Attachments

A. **Memo: Community Engagement Update** (requested from applicant 11/17/2026)
B. **Applicant's Letter to CAAPB** (via Larkin Hoffman, June 2026) – includes:
    1) Project Description and Overview
    2) Proposed Detox Center Structure
    3) Conditional Use Permit (applicant arguments for meeting conditions)
    4) Community Engagement
C. **Memo: Clinic Licensing Status Update** (requested from DHS 11/17/2026)

These memos and additional letters may be furnished as they are received.



Site and Building Information

The information in the applicant's proposal materials is accurate and confirmed by staff, including *Attachment B: Applicant's Letter to CAAPB.*

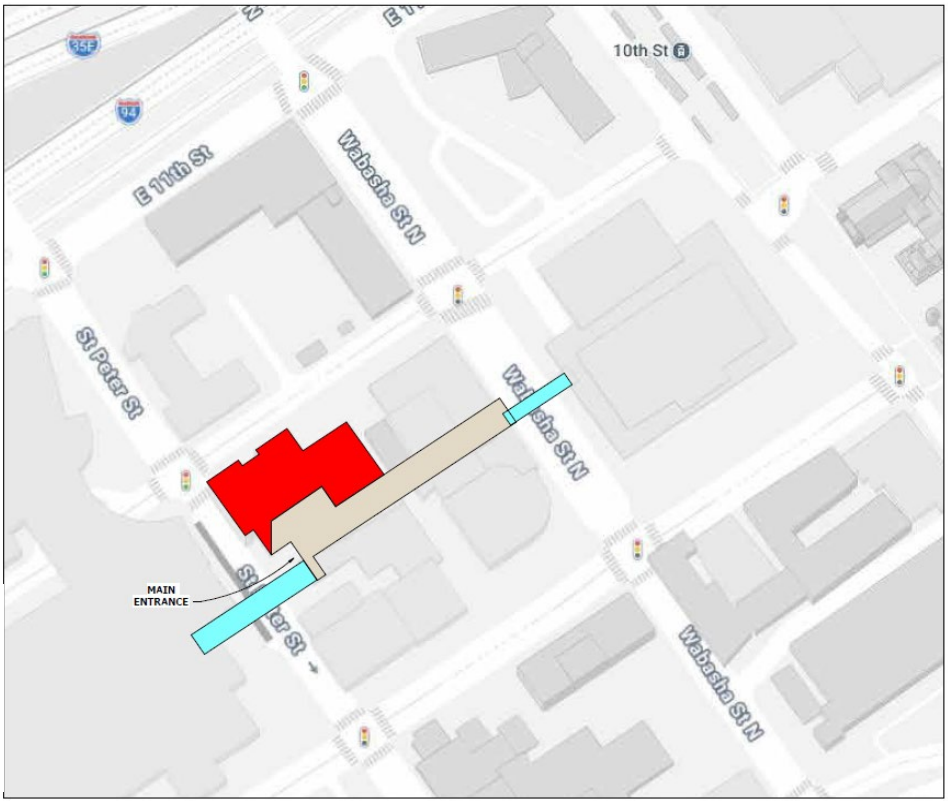
Owner/applicant	West 10th Street LLC / Dr. Alana Sasaki, CEO
Address	27 10th Street West, Saint Paul, MN 55102
Zoning Lot (Size)	0.52-acre parcel (~5,000 SF) – occupies two stories office space below Gallery Towers (condominiums)
Zoning District	MXD Mixed Downtown Zoning (Capitol Area zoning jurisdiction)
Building status	Vacant. The building consists of two floors of former medical office spaces.
Current Use	Expired, no authority to continue use without zoning permit.

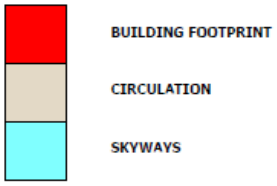
Proposed on Floor 1 13,735 SF (street level) ".../Clinic, medical or dental", and ".../Coffee shop, tea house"

Proposed on Floor 2 16,744 SF (skyway level) ".../Hospital" and ".../Clinic, medical or dental".

Program of Uses Medical office, coffee shop and detox/treatment facility.

CUP? Variance? Yes, conditional use permit (CUP) has been requested by applicant for detox facility in the 'hospital' land use classification. No Variances nec.





Site History "… Catholic Charities received the Building as a donation and, although it was used for office purposes during the pandemic, the organization no longer needed the space and sold it to West 10th Street LLC in early 2025. The Property is part of a complex that includes three distinct properties, built between 1977 and 1980, located at the following addresses: (1) 26 10th Street; (2) 17 West Exchange; and (3) 505 Wabasha …" **26 10th Street West** is a 20-story residential condominium complex (the "Residences"), built in conjunction with the St. Paul Housing and Redevelopment Authority (HRA) and occupies the air rights above the Property. **17 West Exchange** is a multi-story medical office building ("Gallery Medical"), and **505 Wabasha** is home to the Church of Scientology of Minnesota (the "Church")."

Parking, Atrium

*Applicant's Letter: "*These three properties, in addition to the Property, share parking owned and operated by the City of St. Paul, as well as a common atrium space that provides accessibility to all sites.

The atrium is managed by the Gallery Medical Building but has not been maintained for several years with the space locked due to public safety concerns …. Kai Shin has engaged with the City Planning and Economic Development Parking Manager regarding Municipal Ramp 7A, the underground parking that provides direct access to the second floor of the Property. The Property currently has two on-site parking spots and we are in the process of determining the parking needs and type of contract to secure for Municipal Ramp 7A."

MN Rules requires one space per two beds for hospital/clinic, which translates to about 20 spaces for a 34-bed clinic.

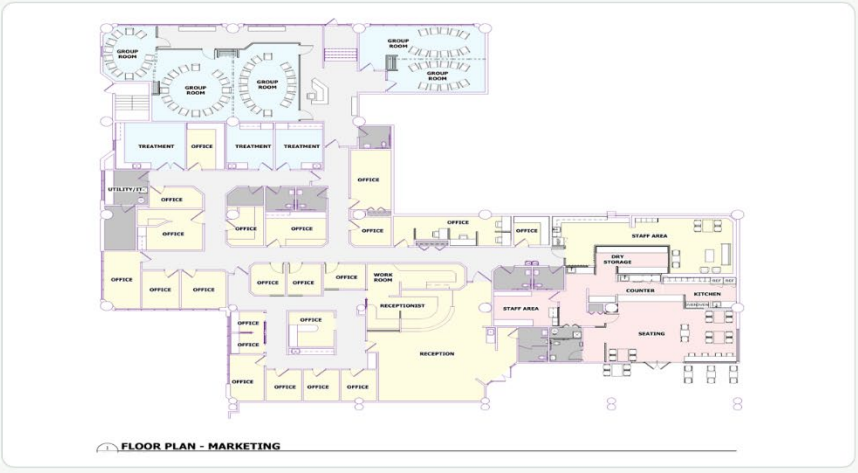
Gary Grabko, Parking Manager, City of Saint Paul PED shared via email on November 19, 2026, *"We have room at 7A ramp for the 20 monthly contracts and validations for short term use. All of these parking spaces are not reserved."*

MXD Zoning

"The Property is zoned Mixed Use Downtown District (MXD). The purpose of the MXD zoning district is to maintain the visual relationship to the Capitol while promoting a mix of uses that support both the Capital and downtown St. Paul. The Zoning & Design Rules for the Minnesota State Capitol Area (the "Code") allows a broad range of uses for the Building, including medical clinics, retail, and food sales, such as coffee shops."

Floor-by-Floor Program and Intent

A setting designed for outpatient care, counseling, group programming and coordinated support.



PLANNED SPACES

Group rooms

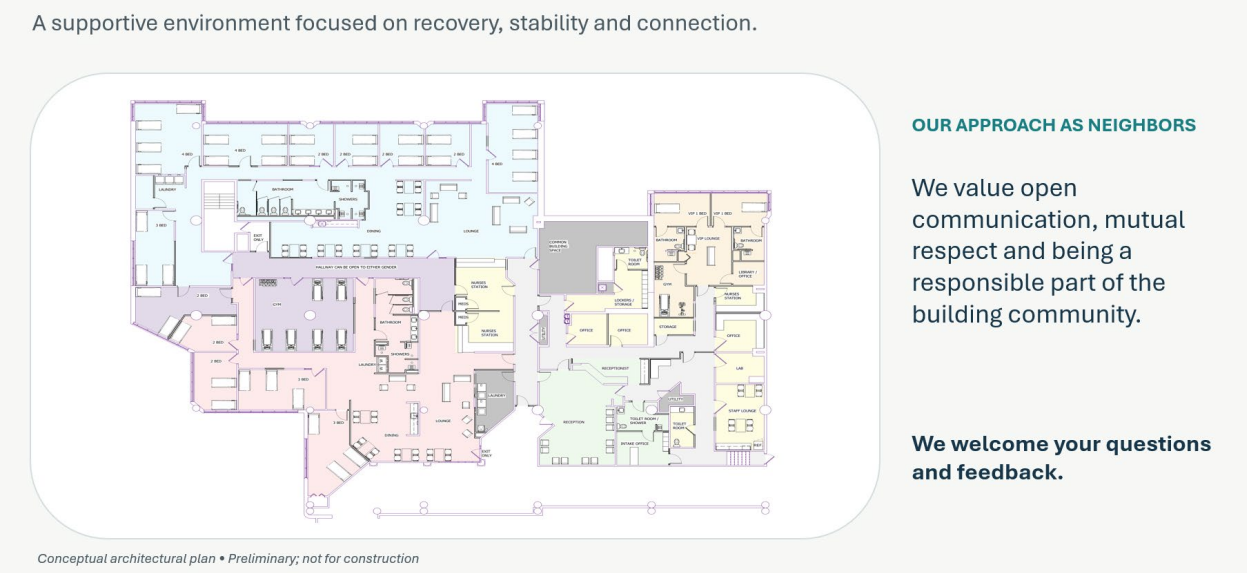
Private treatment rooms

Offices and reception

Staff and support areas

Conceptual architectural plan • Preliminary; not for construction

First Floor (Street): Proposed Recovery Space "…Kai Shin plans to revitalize the building by operating a medical office complemented by a coffee shop cafe on the first floor, and a medical detox facility on the second floor. …", **"**… Kai Skin plans to operate both floors …".



Second Floor (Skyway): Proposed Treatment Space (Detox Facility)
"Historically, the Second Floor has been used for multiple medical clinics with independent physician offices. The access easement passed through these units without interfering with access to the clinics, as all clinics had independent entrances and did not share facilities. For the proposed Facility, the Site Plan set submitted with our application illustrates the building orientation plan, existing space, and the proposed second floor suite buildout. Separate dining, bathroom, and dormitory facilities are provided for men and women receiving care. The Site Plan set illustrates the office space for staff and recreational space for patients requiring stays longer than 72 hours (under medically managed care). Our application also includes a Gallery Office Building site overview to provide context within the St. Paul downtown area. The Facility will comply with all relevant zoning and building code regulations, ensuring safety and accessibility for all patients and staff."

The Community Needs and the Services Provided

"Kai Shin's proposed use activates and repurposes vacant space in the Building, providing significant public health benefits for the area. The proposed medical detox facility (the "Facility") will provide stabilization for addiction patients managing their withdrawal symptoms, as well as acute non-emergent medical issues, any chronic issues of the patients while in care, and psychiatric needs.

Services provided will include initiation of maintenance medications, administration of medication-assisted treatment, and facilitation of access to substance use disorder treatment based on a comprehensive assessment. The duration of a patient's stay would vary, typically ranging from 24 hours to one week depending on the level of clinical needs. The Facility will offer 24-hour medical supervision, with an interdisciplinary team of nurses, counselors, social workers, addiction specialists, and technical staff under the guidance of a licensed physician.

Patients will be discharged to long-term treatment centers, residential facilities, sober homes, or may return home, based on their level of care. No residential treatment is proposed for the Property. The Facility will serve exclusively patients under medical supervision."

Community Engagement

See Attachment A: Update on Community Engagement (from Applicant)

The applicant and representatives have met with the community, including at two events organized by CAAPB staff in the Fall 2026. The following is the statement provided in June by applicant, and an update has been requested from the applicant. If provided in writing in advance, that update may be posted to Board Members prior to the meeting.

"… Kai Shin is committed to engaging with the community to explain anticipated public benefits and better understand any perceived negative effects or concerns. In recognition of the importance of input, Kai Shin aims to ensure that the concerns and suggestions of neighboring property owners, local businesses, community leaders, and residents are considered and addressed earnestly. Kai Shin is currently engaged with representatives from the Fitzgerald Neighborhood reviewing the use, discussing any concerns for the surrounding area, and complementing investments. Kai Shin plans to continue to partner with Fitzgerald Neighborhood on safety concerns and will be attending the next neighborhood meeting. As part of the connections to the Fitzgerald Neighborhood, Kai Shin is also in communication with the Church discussing safety and clean-up on the block and complementing uses.

Feedback and connection will continue through the project and after as we are introducing ourselves to the new owner of Gallery Medical and different representatives from the residential condominiums. Kai Shin will notify and solicit feedback from Saint Paul City Council President Rebecca Noecker as part of the overall community engagement process. Council Member Noecker is the representative of Ward 2, including the Downtown Neighborhood. Additional efforts will be made to notify and solicit feedback from other community stakeholders, such as the Church of the Assumption, Fairview Health Wellness Hub, and Catholic Charities."

Health, Operational Licensing, and Certificate of Occupancy

See Attachment C: Clinic Licensing Status Update

The proposed facility is gaining appropriate licensing from the State, County, and City. The applicant must upgrade the existing structure to meet all health, safety, access, and occupancy codes. No structural change is proposed to the envelope of the building or to the site.

Permitting Requirements

Permitting from CAAPB will require, with exception of a CUP, an administratively issued **Zoning Permit** that certifies compliance with MN Rules 2400 relative to a reuse of current first floor space as proposed – as a medical office with limited retail and no change to design or massing of a building.

After evaluation, due to preexisting use as medical offices and limited exterior site interventions, no need for variances can be found for either level.

No board vote would be necessary except a required **Conditional Use Permit** establishing the second-floor detox facility, determined by Zoning Administrator to be most closely associated in the broad category of 'hospital.'

There is concurrence by zoning administrator with applicant letter as to the second-floor detox facility being "Hospital," vs residential, vs living, vs congregate living. According to MN Rules 2400: "*.../Commercial Uses/Medical Facilities/Hospital"* requires Conditional Use Permit in MXD district. No additional standards could be found related to hospital use in "Supplemental Regulations."

Pending a successful board vote on the CUP, CAAPB will issue a Zoning Permit *including* Conditional Use Permit.

CUP Arguments by Applicant

From Attachment B: Applicants Letter to CAAPB

"Given the high level of medical care provided and the nature of the proposed use, we believe the Facility is appropriately characterized as a "hospital" under the Code, which requires a conditional use permit (CUP) within the MXD. Thus Kai Shin is seeking a CUP for its proposed use of the second floor of the Building as a medical detox facility. The proposed use meets the required findings under the CAAPB Administrative Rules part 2400.3155, subpart 1 for issuance of a CUP, as follows:

"1. The use will not materially adversely affect the general character of existing principal uses; …"

"We recognize that the Property works in tandem with other owners, including the owner of the Gallery Medical Building, the Church and the residential tower tenants. A critical aspect of development and build out of the Facility includes managing the access easement that allows residential owners and tenants access to the residential building elevator from the skyway level. Dr. Sasaki's proposal to repurpose the second floor for detox services necessitates coordination with residential tenants and must ensure that the proposed use will not materially adversely affect the general character of the residential use.

The services Kai Shin will provide include intensive medical supervision for patients experiencing withdrawal symptoms. As a result, patients are not permitted to come and go from the Facility freely, as the proposed use does not include residential treatment options. This fact will ensure the general character of existing principal uses in the surrounding area are not adversely affected. In addition, Kai Shin anticipates a positive community impact from the Facility, that will positively impact existing principal uses:

- **Addressing Public Health Needs:** The Facility will provide essential services to individuals struggling with substance abuse, thereby improving overall community health.
- **Reducing Crime Rates:** By offering treatment options for those struggling with substance abuse, the Facility aims to reduce substance-related crimes in the area. Providing care to those struggling with substance abuse will provide short term and long term benefits to the general character of the existing residential use.
- **Creating Employment Opportunities:** The Facility will create jobs for healthcare professionals and support staff, contributing to the local economy.

Based on the location of the Property, Kai Shin views this as a unique opportunity to provide expanded detox services within the central business district, while also providing a high level of clinical care and a place for the community to gather. Critical to note is that with the closure of Ramsey County Detox Center, there is no detox center in downtown St. Paul or the surrounding area. Furthermore, Kai Shin has established relationships with local care providers through Dr. Sasaki's previous leadership role in Mercy Hospital's addiction medicine program. This collaboration can help local hospitals and healthcare networks meet the growing demand for addiction treatment services in the area. As such, the Facility is designed to blend into the general character of existing principal uses, while mitigating any perceived negative effects."

"2. The use will not adversely affect the beauty, dignity, and architectural integrity of the Capital area; …"

"No exterior changes are proposed to the Building, and thus, the use will not impact the beauty or architectural integrity of the Capital area on its exterior. The Site Plan proposes interior improvements and upgrades that will revitalize and activate vacant space to provide expanded detox services to meet a public health need on the second floor, while also creating a place for the community to gather on the first floor. Moreover, the dignity of the Capital area will be improved through the expanded provision of detox services designed to get those struggling off the streets and into managed care provided by professionals."

"3. The use will be established under the conditions and requirements for the uses enumerated in this chapter and additional conditions and requirements as the Board may impose to ensure compliance with items [1 and 2]. …"

"The Facility will be established under the conditions and requirements for conditional uses, and Kai Shin is committed to ensuring that the Facility aligns with local planning goals and addresses any issues that may arise during the approval process. In fact, to ensure our use aligns with the goals of downtown St. Paul and the Capitol area, we have met with representatives of the St. Paul Port Authority and the City of St. Paul Planning Department to discuss the Property, proposed uses, and the future of the area. Kai Shin is a committed partner to ensuring it not only complements the general character of existing principal uses, but is a partner in supporting downtown and Capital area investment and community."

Staff Summary Evaluations and Recommendation

Requests for Conditional Use Permits are reviewed in accordance with Minnesota Rule Subpart 1. 2400.3155 CONDITIONAL USES, which outlines requirements for approval of Conditional Use Permits.

"A conditional use is permitted upon a finding by the board that the use is specifically enumerated as a conditional use for the district as that, if established, the use …"

A. **will not materially adversely affect the general character of existing principal uses;**
   - ✓ This criterion is met. Staff concur with applicant written argument.

B. **will not adversely affect the beauty, dignity, and architectural integrity of the Capitol area;**
   - ✓ This criterion is met. Staff concur with applicant written argument that the built form and character of the site is not being adversely affected.

C. **will be established under the conditions and requirements for the uses enumerated in this chapter and additional conditions and requirements as the board may impose to ensure compliance with items A and B.**
   See staff recommendation later in this memo.

✓ **The granting of the Conditional Use Permit is supported by CAAPB staff.**

CUP Condition(s) Board May Consider

The application is well structured, and nearly complete relative to CUP information, arguments, and criteria, with some changes. There is additional information necessary to review for the larger Zoning Permit and the CUP.

There are currently **no conditions itemized relative to the design or physical plant** that staff recommend the Board consider during approval of the CUP. Most building conditions relative to atrium or private shared spaces or circulation areas governed by private easements, so are not included at this time primarily due to jurisdictional issues regulating internal private spaces.

One clarifying condition is included in suggested Board action language below that further stipulate that approval is meant to be consistent with the stated intent of this memo, that the use be a detox facility specifically as outlined in this memo, that stays will be 24 hours to one week under 24-hour medical supervision.

Agenda (Item #2) for upcoming Board Meeting (~10-20 minutes)

Proposed by Staff and SUBJECT TO CHANGE at discretion of Chair:

- Brief Overview and Summary of Recommended Action (Staff)
- Introduction to Applicant Dr. Alana Sasaki, CEO of Kai Shin (Staff and Applicant)
    - Kai Shin Overview and Background
    - Need in Community for Services
- Statement Presented from Fitzgerald Neighborhood Alliance (may be in writing in advance)
- Statement Presented from City of St. Paul (may be in writing in advance)
- Time Permitting: Community Member Comments (Chair)
- Board Member Discussion and Questions of Staff and Attending Resources:
    - Alana Sasaki (Applicant)
    - Licensing Representative, Department of Human Services (confirming)

Suggested Board Language

"The Capitol Area Architectural and Planning Board (CAAPB) approves the granting of permitting by the Zoning Administrator of the Capitol Area Architectural and Planning Board to applicant Dr. Alana Sasaki which will include:

1. Granting of Conditional Use Permit (CUP) allowing for ***'Hospital'*** land use as defined in MN Rules 2400 *as* requested in the December 7, 2026, Board memo and the applicant's referenced submittal. The approval extends only the following clarifying conditions; that 1) the facility is to be used as a detox facility with stays lasting 24 hours to one week, and that 2) all necessary licensing from the State of Minnesota is obtained and maintained.

This approval of Conditional Use Permit does not constitute a rezoning of the property, is valid only for the project proposed by this zoning application and this CUP approval. The transfer, continuation and expiration of this Conditional Use Permit is governed by Minnesota Rule 2400.3155 and is not transferrable to any other property in the Capitol Area."

ATTACHMENT A - PLACEHOLDER

Larkin Hoffman
8300 Norman Center Drive
Suite 1000
Minneapolis, MN 55437-1060
General: 952-835-3800
Fax: 952-896-3333
www.larkinhoffman.com

June 18, 2026

Peter Musty
Principal Planner and Zoning Administrator
Capital Area Architectural and Planning Board
625 Robert St. N.
Saint Paul, MN 55155

Via Email
peter.musty@state.mn.us

Re: Conditional Use Permit Application – Gallery Office Building – the "Hyphen" Building

Dear Peter:

We represent Dr. Alana Sasaki and Sasaki Medical, LLC d/b/a Kai Shin Clinic ("Kai Shin"), together with West 10th Street LLC. Through West 10th Street LLC, Dr. Sasaki owns the property located at 27 10th Street West (see Attachment A for legal description), also known as the Gallery Office Building or the "Hyphen Building" (the "Property" or the "Building"). Kai Shin plans to revitalize the Building by operating a medical office complemented by a coffee shop cafe on the first floor, and a medical detox facility on the second floor. On behalf of Kai Shin, please accept the enclosed materials as application for a Conditional Use Permit (CUP).

1. Project Description and Overview

Catholic Charities received the Building as a donation and, although it was used for office purposes during the pandemic, the organization no longer needed the space and sold it to West 10th Street LLC in early 2025. The Property is part of a complex that includes three distinct properties, built between 1977 and 1980, located at the following addresses: (1) 26 10th Street; (2) 17 West Exchange; and (3) 505 Wabasha (the "Complex").

- **26 10th Street West** is a 20-story residential condominium complex (the "Residences"), built in conjunction with the St. Paul Housing and Redevelopment Authority (HRA) and occupies the air rights above the Property.
- **17 West Exchange** is a multi-story medical office building ("Gallery Medical"), and
- **505 Wabasha** is home to the Church of Scientology of Minnesota (the "Church")

These three properties, in addition to the Property, share parking owned and operated by the City of St. Paul, as well as a common atrium space that provides accessibility to all sites. The atrium is managed by the Gallery Medical Building, but has not been maintained for several years with the space locked due to public safety concerns.

The Building consists of two floors of medical office space: the First Floor, totaling 13,735 square feet, and the Second Floor, totaling 16,744 square feet. Kai Skin plans to operate both floors, with the First Floor remaining as medical office and a future coffee shop cafe, complemented by a coffee shop. The Second Floor is proposed to be converted into a medical detox facility.

The Property is zoned Mixed Use Downtown District (MXD). The purpose of the MXD zoning district is to maintain the visual relationship to the Capital while promoting a mix of uses that support both the Capital and downtown St. Paul. The Zoning & Design Rules for the Minnesota

State Capitol Area (the "Code") allows a broad range of uses for the Building, including medical clinics, retail, and food sales, such as coffee shops.

Kai Shin's proposed use activates and repurposes vacant space in the Building, providing significant public health benefits for the area. The proposed medical detox facility (the "Facility") will provide stabilization for addiction patients managing their withdrawal symptoms, as well as acute non-emergent medical issues, any chronic issues of the patients while in care, and psychiatric needs. Services provided will include initiation of maintenance medications, administration of medication-assisted treatment, and facilitation of access to substance use disorder treatment based on a comprehensive assessment. The duration of a patient's stay would vary, typically ranging from 24 hours to one week depending on the level of clinical needs. The Facility will offer 24-hour medical supervision, with an interdisciplinary team of nurses, counselors, social workers, addiction specialists, and technical staff under the guidance of a licensed physician. Patients will be discharged to long-term treatment centers, residential facilities, sober homes, or may return home, based on their level of care. No residential treatment is proposed for the Property. The Facility will serve exclusively patients under medical supervision.

2. Proposed Detox Center Structure

Historically, the Second Floor has been used for multiple medical clinics with independent physician offices. The access easement passed through these units without interfering with access to the clinics, as all clinics had independent entrances and did not share facilities. For the proposed Facility, the Site Plan set submitted with our application illustrates the building orientation plan, existing space, and the proposed second floor suite buildout. Separate dining, bathroom, and dormitory facilities are provided for men and women receiving care. The Site Plan set illustrates the office space for staff and recreational space for patients requiring stays longer than 72 hours (under medically managed care). Our application also includes a Gallery Office Building site overview to provide context within the St. Paul downtown area. The Facility will comply with all relevant zoning and building code regulations, ensuring safety and accessibility for all patients and staff.

3. Conditional Use Permit

Given the high level of medical care provided and the nature of the proposed use, we believe the Facility is appropriately characterized as a "hospital" under the Code, which requires a conditional use permit (CUP) within the MXD. Thus Kai Shin is seeking a CUP for its proposed use of the second floor of the Building as a medical detox facility. The proposed use meets the required findings under the CAAPB Administrative Rules part 2400.3155, subpart 1 for issuance of a CUP, as follows:

1. The use will not materially adversely affect the general character of existing principal uses;

We recognize that the Property works in tandem with other owners, including the owner of the Gallery Medical Building, the Church and the residential tower tenants. A critical aspect of development and build out of the Facility includes managing the access easement that allows residential owners and tenants access to the residential building elevator from the skyway level. Dr. Sasaki's proposal to repurpose the second floor for detox services necessitates coordination with residential tenants and must ensure that the proposed use will not materially adversely affect the general character of the residential use.

The services Kai Shin will provide include intensive medical supervision for patients experiencing withdrawal symptoms. As a result, patients are not permitted to come and go from the Facility freely, as the proposed use does not include residential treatment options. This fact will ensure the general character of existing principal uses in the surrounding area are not adversely affected. In addition, Kai Shin anticipates a positive community impact from the Facility, that will positively impact existing principal uses:

- **Addressing Public Health Needs:** The Facility will provide essential services to individuals struggling with substance abuse, thereby improving overall community health.

- **Reducing Crime Rates:** By offering treatment options for those struggling with substance abuse, the Facility aims to reduce substance-related crimes in the area. Providing care to those struggling with substance abuse will provide short term and long term benefits to the general character of the existing residential use.

- **Creating Employment Opportunities:** The Facility will create jobs for healthcare professionals and support staff, contributing to the local economy.

Based on the location of the Property, Kai Shin views this as a unique opportunity to provide expanded detox services within the central business district, while also providing a high level of clinical care and a place for the community to gather. Critical to note is that with the closure of Ramsey County Detox Center, there is no detox center in downtown St. Paul or the surrounding area. Furthermore, Kai Shin has established relationships with local care providers through Dr. Sasaki's previous leadership role in Mercy Hospital's addiction medicine program. This collaboration can help local hospitals and healthcare networks meet the growing demand for addiction treatment services in the area. As such, the Facility is designed to blend into the general character of existing principal uses, while mitigating any perceived negative effects.

2. The use will not adversely affect the beauty, dignity, and architectural integrity of the Capital area; and

No exterior changes are proposed to the Building, and thus, the use will not impact the beauty or architectural integrity of the Capital area on its exterior. The Site Plan proposes interior improvements and upgrades that will revitalize and activate vacant space to provide expanded detox services to meet a public health need on the second floor, while also creating a place for the community to gather on the first floor. Moreover, the dignity of the Capital area will be improved through the expanded provision of detox services designed to get those struggling off the streets and into managed care provided by professionals.

3. The use will be established under the conditions and requirements for the uses enumerated in this chapter and additional conditions and requirements as the Board may impose to ensure compliance with items [1 and 2].

The Facility will be established under the conditions and requirements for conditional uses, and Kai Shin is committed to ensuring that the Facility aligns with local planning goals and addresses any issues that may arise during the approval process. In fact, to ensure our use aligns with the goals of downtown St. Paul and the Capitol area, we have met with representatives of the St. Paul Port Authority and the City of St. Paul Planning Department to discuss the Property, proposed uses, and the future of the area. Kai Shin is a committed partner to ensuring it not only complements the general character of existing principal uses, but is a partner in supporting downtown and Capital area investment and community.

Moreover, while there are no specific parking requirements, Kai Shin is looking ahead to address any parking needs. Kai Shin has engaged with the City Planning and Economic Development Parking Manager regarding Municipal Ramp 7A, the underground parking that provides direct access to the second floor of the Property. The Property currently has two on-site parking spots and we are in the process of determining the additional parking needs and type of contract to secure for Municipal Ramp 7A.

4. Community Engagement

Although not explicitly required by the CAAPB's review and application procedures, Kai Shin is committed to engaging with the community to explain anticipated public benefits and better understand any perceived negative effects or concerns. In recognition of the importance of input, Kai Shin aims to ensure that the concerns and suggestions of neighboring property owners, local businesses, community leaders, and residents are considered and addressed earnestly.

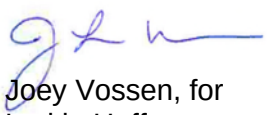
Kai Shin is currently engaged with representatives from the Fitzgerald Neighborhood reviewing the use, discussing any concerns for the surrounding area, and complementing investments. Kai Shin plans to continue to partner with Fitzgerald Neighborhood on safety concerns and will be attending the next neighborhood meeting. As a part the connections to the Fitzgerald Neighborhood, Kai Shin is also in communication with the Church discussing safety and clean-up on the block and complementing uses.

Feedback and connection will continue through the project and after as we are introducing ourselves to the new owner of Gallery Medical and different representatives from the residential condominiums. Kai Shin will notify and solicit feedback from Saint Paul City Council President Rebecca Noecker as part of the overall community engagement process. Council Member Noecker is the representative of Ward 2, including the Downtown Neighborhood. Additional efforts will be made to notify and solicit feedback from other community stakeholders, such as the Church of the Assumption, Fairview Health Wellness Hub, and Catholic Charities.

Conclusion

Kai Shin is a community investment, actively working with the City and its neighbors to provide a critical need and connection throughout the surrounding area. We respectfully request approval of this CUP application for the proposed use. Thank you for your consideration of this application. Please feel free to contact me with any questions or requests for additional information.

Sincerely,



Joey Vossen, for
Larkin Hoffman

Direct Dial: 952-896-3249
Direct Fax: 952-842-1750
Email: jvossen@larkinhoffman.com

cc: Dr. Alana Sasaki

Enclosures: Application and Site Plan

Exhibit A

Legal Description of the Property

Unit No. 1 and 2, Condominium No. 123, Gallery Commercial Condominium, Ramsey County, Minnesota.

4936-5800-3125, v. 2

ATTACHMENT C - PLACEHOLDER

Capitol Area Architectural and Planning Board

Freeman Building
625 Robert Street North
Saint Paul, MN 55155
651-757-1500
https://mn.gov/caapb/

Date: December 7, 2026
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Ellison Yahner, Planner Fellow, CAAPB
CC: Erik Cedarleaf Dahl, Executive Secretary, CAAPB

Commemorative Work Addition Request: Gold Star Blue Star Memorial Plaque

Introduction

CAAPB staff received an application to add a new commemorative plaque at the Court of Honor honoring Gold Star and Blue Families from Cole Trace, Legislative Liaison for the Minnesota Department of Veterans Affairs (MDVA) on October 7, 2025. CAAPB staff found the application complete three days later.

During the June 4, 2026, CAAP Board meeting, the Board affirmed the application's fulfillment of the "Conditions of Addition" outlined in Subpart 2 of the *Standards for Commemorative Artwork* (Minnesota Rule 2400.2703) and authorized staff to open a 30-day public comment period and hold a public hearing on the addition request.

CAAPB staff opened and completed the public comment period between June 22 and July 22, 2026, and a public hearing was held July 21, 2026, at Capitol Commons (546 Rice Street) from 4:00 – 5:00 pm. The hearing concerned the application's fulfillment of the conditions for addition outlined in Minnesota Rule 2400.2703, Subpart 2.

No public comments on the application were received during the public comment period, nor at the public hearing in regard to adding this new commemorative work.

More information on the Gold Star Blue Star application, as well as details regarding its public comment period and hearing, can be found on CAAPB's website.



Fig 1. Gold Star and Blue Star emblems

Description from the Application Submitted by Cole Trace, Legislative Liaison, Minnesota Department of Veterans Affairs

The artwork is a bronze plaque installed at the Court of Honor on the Minnesota State Capitol grounds. It will pay tribute to both Gold Star and Blue Star Families, who have endured loss, and shoulder uncertainty, in support of loved ones serving in the United States Armed Forces. Situating the plaque where Minnesota's history is celebrated and its future shaped, the state formally acknowledges the sacrifices made behind the uniform.

Located at the south end of the Minnesota State Capitol Mall, the Court of Honor is defined by curved walls on either side of the Minnesota WWII Veterans Memorial which display bronze plaques commemorating conflicts men and women who served and sacrificed in support of our state and nation. These plaques memorialize a wide range of conflicts and individuals, including the Spanish American War, World War Two, the Korean Conflict, a former Military Order of the Purple Heart Commander, the 194th Light Tank Battalion, among others. Being a 'Gold Star Family' is a title no family wants. Initiated during World War I, it distinguished a family who lost a loved one in military service. Today, immediate family members (parents, siblings, spouse, or child) receive a Gold Star from the Department of Defense to honor those who made the ultimate sacrifice.

After securing gubernatorial approval and legislative authorization, the Minnesota Department of Veterans Affairs (MDVA) plans to commission this plaque as a lasting testament to family members forever changed by military service. It extends the MDVA's existing Gold Star Family program—already providing benefits, resources, and community—for a public memorial that ensures every story is woven into the fabric of our Capitol grounds.

Defining Gold Star and Blue Star Families Gold Star Families

The term dates to World War I, when service flags displayed a blue star for each family member in uniform. The loss of a service member meant replacing the blue star with gold. Today, the Department of Defense issues Gold Star lapel pins to honor those who have fallen. This plaque promises that no family's grief will be forgotten and that a sacrificed life will remain engraved in our collective memory. Blue Star Families originating from the same service-flag tradition, a blue star represents an active duty, National Guard, Reserve, or transitioning service member. Behind every deployment are missed milestones, long nights, and steadfast hope. This memorial makes their quiet endurance visible, affirming that Minnesota stands beside them just as they hold the line at home.

Funding

Applicants are responsible for funding all commemorative works additions, removals, and modifications in the Capitol Area. Cole Trace notes in his application that the MDVA will fund the design, casting, and installation of the plaque from its existing discretionary budget, with an expectation that total project costs do not exceed $10,000. If project costs surpass this amount, the MDVA will partner with other organizations to raise supplementary funds.

Demonstrating availability of funding is not a condition for application.

Staff Completeness Check

On October 7, 2025, CAAPB staff received an application from Cole Trace, Legislative Liaison for the Minnesota Department of Veterans Affairs (MDVA), to add a new commemorative plaque to the Court of Honor honoring Gold Star and Blue Star families.

CAAPB staff reviewed the application within the required 10-day window and found it to be complete. The applicant was notified of this determination on October 10, 2025.

Application and Review Process

The CAAPB application and review process for commemorative work addition requests is outlined in Subpart 3 of the *Standards of Commemorative Artwork* (Minnesota Rule 2400.2703).

Broadly speaking, this process consists of:

1. a staff completeness check vis-à-vis the conditions for addition and summary of the request;
2. review of the memorial concept;
3. public comment on the memorial concept;
4. site selection; and
5. design review.

A graphic representation of the application and review process for modification requests is provided in Attachment B. Board authorization is required at many points through the process.

Staff Review under the "Conditions for Adding New Artwork"

CAAPB staff is required to analyze all commemorative work addition requests' fulfillment of the "*Conditions for adding new artwork*" found in Minnesota Rules 2400.2703, subpart 2 (listed below). It is CAAPB staff's assessment that the application meets these conditions.

Subpart. 2. Conditions for adding new artwork. […]

A. there has been documented public support of the artwork;
B. the artwork has lasting statewide significance for Minnesotans;

C. the artwork is respectful of the diversity of Minnesotans;
D. viewing the artwork provides a rich experience to broaden the understanding of Minnesota's shared history, heritage, and culture; and
E. if an individual is the subject of an artwork, the individual must […]

Regarding Item A, public support for the addition request is made evident through the proposed work's legislative success and gubernatorial approval. The plaque was authorized under Chapter 30, Article 2, Section 14 of the Minnesota legislature's 2025 Veterans and Military Affairs omnibus bill (SF 1959). This bill passed both State houses with strong margins and bipartisan support. See: Attachment C for the authorizing legislation.

It is furthermore staff's opinion that the application holds lasting statewide significance and demonstrates respect for the diversity of Minnesotans (Items B and C). As the applicant notes, veterans and their families are representative of a broad cross-section of the population. This population includes residents of both metropolitan areas and Greater Minnesota, people with disabilities, Native Americans, those from multiple generations, as well as Black and Latine/Latinx Minnesotans, African immigrants, Asian Americans and Pacific Islanders (AAPI), and people in the LGBTQIA2S+ communities. The memorial, in other words, brings to the fore the rich cultural and social diversity of Gold Star and Blue Star families across the state and elevates them in Minnesota's cultural memory.

Finally, it is staff's opinion that the application fulfills Item D by providing an important educational element on the Capitol grounds. Specifically, the memorial builds on the growth of monuments dedicated to civilian service on the Lower Mall, thereby elevating home-front contributions and sacrifices on the Mall. The memorial also serves as a permanent testament to MDVA's Gold Star Family program, which provides benefits, resources, and community to Gold Star families statewide.

Item E does not apply.

With CAAPB staff's determination that the application met the conditions for addition outlined in Minnesota Rules, part 2400.2703, subpart 2, requested and received CAAP Board approval on June 4, 2026, for staff to open a 30-day public comment period and host at least one public meeting to gather input from the public on the application for the Board's consideration. The public comment period was held between June 22 and July 22, 2026, and a public hearing was held July 21, 2026, at Capitol Commons (56 Rice Street) from 4:00 – 5:00 pm. The hearing fulfilled the conditions for addition of the application outlined in Minnesota Rule, part 2400.2703, subpart 2.

No public comments on the application were received during the public comment period, nor at the public hearing in regard to adding this new commemorative work. Staff prepared a written summary outlining no comments were received on July 28, 2026 (Attachments D and E).

For Board Consideration December 7, 2026

As outlined in Minnesota Rules, part 2400.2703, subpart 3, CAAPB staff is presenting a summary of the public comments (none received, see Attachment D).

With that, the original addition request, the staff report and recommendation, the Board is required to hold an additional public hearing.

Following the hearing, the Board will vote to accept or reject the application in order to direct staff to move forward in the process towards site selection.

Staff Recommendation and Suggested Board Resolution

CAAPB staff recommends the Board consider the following language.

"The Capitol Area Architectural and Planning Board ("Board") accepts the addition request for the Gold Star Blue Star memorial plaque, submitted by Cole Trace, Legislative Liaison at the Minnesota Department of Veterans Affairs (MDVA), and authorizes Board staff and the Board's Advisory Committee to move forward with conducting a site selection study with the applicant and for review with the Department of Administration. Board staff and the Board's Advisory Committee will then recommend a site for the proposed artwork to the Board based on the criteria in Subpart 4.

The Board specifically affirms that:

- After input from the public comment period and public hearings, the addition request continues to satisfy the conditions in Minnesota Rules, part 2400.2703, subpart 2.

The Board specifically authorizes the CAAP Board's Executive Secretary to:

- Notify the applicant and the Department of Administration within 14 calendar days of this approval, as required.
- Begin conducting a site selection study with staff, the Board's Advisory Committee, and the applicant, and review it with the Department of Administration.

The Board wishes to further make clear that approval of these intermediate steps in the Rules process does not communicate approval nor disapproval of any portion of the current proposal by the applicant, and approval of these steps does not equate to agreement or judgment as to the veracity of any claim or assertion within the received application."

Next Steps

If the Board votes to accept the application, as required and directed, CAAP staff will notify the applicant and the Department of Administration within 14 calendar days. Staff and the Board's Advisory Committee will then conduct a site selection study with the applicant and review with the Department of Administration. Given the Gold Star Blue Star plaque's focus on families of U.S. military service and the current plaque space available, the commemorative work site selection is likely to have a focus in the Court of Honor.

CAAP Board will then determine if the proposed location meets the criteria in Subpart 4 (below) and offer the opportunity for public comments at the Board meeting; after doing so, the Board will vote on the location.

Criteria for determining location of new artwork (Minnesota Rules, part 2400.2703, subpart 4.)

The board must use the following criteria to evaluate the proposed location for a commemorative artwork in the Capitol area:

A. The site of the proposed location must be visible to people nearby and accessible to all members of the public.

B. The scale of the artwork must fit the artwork's location, providing familiarity to the viewer while not being overpowering. The artwork's size must not detract from the Capitol. The board must consider the artwork's visual and spatial relationships to the artwork's surroundings.

C. The use of the site must not interfere with any existing artwork.

D. The use of the site must maintain and protect existing open space and the space's public use.

E. The location must follow all applicable zoning, environmental, code, and public safety rules and regulations.

F. The artwork must fit within the thematic organization of the Capitol grounds and comply with the design objectives of the Comprehensive Plan for the Minnesota Capitol Area, which is incorporated by reference in subpart 3, item J. The board must consider the site's relationship to other artwork and the Capitol.

If the Board votes to reject the application, staff will notify the applicant with reasons for the rejection.

Attachments

Attachment A: The full application as submitted by Cole Trace.

Attachment B: A graphic representation of the application and review process for adding a new commemorative work to the Capitol grounds.

Attachment C: Authorizing legislation.
https://www.revisor.mn.gov/bills/94/2025/0/SF/1959/versions/2/pdf/

Attachment D: Summary of Public Comments.

Application for Addition of a New Artwork on the Minnesota Capitol Grounds

Part 1 – Applicant Contact Information

a. Minnesota Department of Veterans Affairs (MDVA)
b. Cole Trace
c. cole.trace@state.mn.us
d. 651-285-7956
e. 20 W 12th St, St. Paul, MN 55105

Part 2 – Subject of the Artwork

2A – Narrative What is the subject of the proposed commemorative artwork? Please explain in detail including the historical background. A list of any sources used may be provided in part 2B

Subject of the Proposed Commemorative Artwork

The artwork is a bronze plaque installed at the Court of Honor on the Minnesota State Capitol grounds. It will pay tribute to both Gold Star and Blue Star Families, who have endured loss, and shoulder uncertainty, in support of loved ones serving in the United States Armed Forces. By situating the plaque where Minnesota's history is celebrated and its future shaped, the state formally acknowledges the sacrifices made behind the uniform.

Located at the south end of the Minnesota State Capitol Mall, the Court of Honor is defined by curved walls on either side of the Minnesota WWII Veterans Memorial which display bronze plaques commemorating conflicts men and women who served and sacrificed in support of our state and nation. These plaques memorialize a wide range of conflicts and individuals, including the Spanish American War, World War Two, the Korean Conflict, a former Military Order of the Purple Heart Commander, the 194th Light Tank Battalion, among others. Being a 'Gold Star Family' is a title no family wants. Initiated during World War I, it distinguished a family who lost a loved one in military service. Today, immediate family members (parents, sibling, spouse, or child) receive a Gold Star from the Department of Defense to honor those who made the ultimate sacrifice.

Historical Background and Detailed Explanation

After securing gubernatorial approval and legislative authorization, the Minnesota Department of Veterans Affairs (MDVA) plan to commission this plaque as a lasting testament to family members forever changed by military service. It extends the MDVA's existing Gold Star Family program—already providing benefits, resources, and

community—for a public memorial that ensures every story is woven into the fabric of our Capitol grounds.

Defining Gold Star and Blue Star Families Gold Star Families The term dates to World War I, when service flags displayed a blue star for each family member in uniform. The loss of a service member meant replacing the blue star with gold. Today, the Department of Defense issues Gold Star lapel pins to honor those who have fallen. This plaque promises that no family's grief will be forgotten and that a sacrificed life will remain engraved in our collective memory.

Blue Star Families originating from the same service-flag tradition, a blue star represents an active duty, National Guard, Reserve, or transitioning service member. Behind every deployment are missed milestones, long nights, and steadfast hope. This memorial makes their quiet endurance visible, affirming that Minnesota stands beside them just as they hold the line at home.

2B – Bibliography or Sources

Part 3 – Development of Design Guidelines

What are the general guidelines for design of the proposed commemorative artwork?

These ideas listed below are intended to guide the commemorative artwork's aesthetic language. Detailed sketches, scale studies, and material samples will be developed by the Design Review Group in the next phase.

Proposed Location

Positioned among the monuments of valor and service on historic Capitol grounds, the plaque will enhance the Court of Honor's existing objectives to commemorate: toss and love that accompany military service; the courage that binds families across generations, from the 1st Minnesota Infantry at Gettysburg to today's troops; and a shared promise that the state will stand with military families, just as they have upheld our freedoms.

Possible Dedication

To Gold Star Families: we honor your profound loss, your resilience, and the enduring legacy of your loved one.

To Blue Star Families: we see your sacrifice, your vigilance, and the quiet strength you provide.

To all who pass through this Court of Honor: may you depart with deeper gratitude and a fuller understanding of the sacrifices that sustain our union.

With unwavering respect and remembrance, Minnesota stands with you—always.

Note: If this exact dedication is not selected during the design phase, the inscription's wording should be crafted to (1) honor Gold Star Families' loss and Blue Star Families' enduring commitment and (2) recognizing sacrifice, strength, and state support. *Other design details:*

- A bronze plaque, which will correspond to existing markers around the Court of Honor by the Veterans Service Building regarding dimensions, finish, and mounting hardware, border design, and typography (ideally, serif fonts)
- Typography will use traditional serif fonts. In terms of layout, the plaque could be designed as three panels, with a central panel exhibiting the main inscription and a left and right panel featuring the Gold Star and Blue Star emblems, respectively.

Emblems

Gold Star emblem reference image:
https://www.reaganfoundation.org/cms/assets/1729849004-gold-star_web-image.jpg?auto=format&fit=crop&h=576&w=864

Blue Star emblem reference image:
https://bluestarfam.org/wp-content/uploads/2021/10/BSF_Logo_Classic_CMYK-600x230.png

Part 4 – Conditions and Criteria

How does the proposed artwork meet the Conditions and Criteria for the Addition of New Artwork?

1. How does the proposed commemoration introduce a new element of the state's varied history and people to the Capitol grounds relative to existing commemorative works? Describe the distinctiveness of the proposed commemoration compared to the existing works on the Capitol grounds.

The proposed plaque adds to the existing practice of the Capitol's memorial landscape of honoring the families behind Minnesota's service members—helping to further widen our collective understanding of the meaning of public service beyond a catalog of historic wars, battles, units, and individual heroes.

Like the Military Family Tribute and commemoration of civilian war efforts on the Court of Honor, this plaque will move beyond commemorating a campaign or a single person's valor. Specifically, the plaque highlights two interwoven traditions born in World War I:

- Gold Star Families, who replace a blue star with a gold one to mark the ultimate sacrifice of a loved one in uniform. Blue Star Families, who display a banner bearing a blue star to signify a family member's active-duty service.

The plaque will there for complement, and arguably complete, commemorative thread introduced with the existing Gold Star Table. By celebrating the quiet courage of spouses, parents, siblings, and children—those who wait, worry, and carry the weight of separation and loss—this memorial expands the Capitol's story. The proposed work will shift the focus from the battlefield to the home front, recognizing that the cost of service extends far beyond those who wear the uniform. In doing so, it will enrich Minnesotans' collective understanding of sacrifice and resilience, adding the voices of Gold Star and Blue Star Families to Minnesota's tapestry of history.

2. Impact on Historic, Architectural, and Artistic Integrity

How could the commemoration idea impact the historic, architectural, and artistic integrity of the Capitol building and grounds? (CAAPB is not interested in a specific design at this point just a general idea) The proposed plaque will occupy one of the dozen-plus blank plaques along the Court, which transform the Court of Honor into a space for meaningful recognition.

In doing so, the addition:

- Helps complete the visual rhythm already established with the Court of Honor, by helping to build on the historical narrative of service in process there.
- Complements the adjacent Military Family tribute to the east, reinforcing a unified theme of home-front service.

Finally, a plaque honoring Gold Star and Blue Star families on the Court of Honor accords well with existing public space strategies for the Capitol Mall: Not only does the proposed plaque accord well with the strategy of locating commemorative works dedicated to public service on the Lower Mall near the Veterans Service Building (described in CAAPB's 2024 *Capitol Mall Design Framework*) but the work, furthermore, reinforces and expands one of Cass Gilbert's original visions to have the approach to the Capitol building include a memorial to veterans on the southern portion of the Mall.

3. Has there has been documented and broad-based public support of the commemoration of this subject? Please describe and provide supporting documents where necessary.

Yes. In the 2025 session, the Minnesota Legislature gave overwhelming, bipartisan approval to SF 1959—the Veterans and Military Affairs omnibus bill—which explicitly authorizes creation of this commemorative plaque (Chapter 30, Article 2, Section 14). Introduced in Governor Walz's early 2025 budget recommendations, SF 1959 passed both houses with strong margins, signaling broad-based public and political support for honoring Gold Star and Blue Star Families. Reference: SF 1959 (Chapter 30), Article 2, Section 14: https://www.revisor.mn.gov/bills/bill.php?b=Senate&f=SF1959&ssn=0&y=20251www.revisor.mn.gov

4. How would the subject of commemoration depict lasting statewide historic significance for Minnesotans? The proposed plaque weaves the sacrifices of military households into its enduring story. This commemoration teaches respect, sacrifice, and patriotism to every visitor—young and old—by spotlighting the personal cost of service and the values it embodies. Publicly recognizing veterans' families elevates them as role models, inspiring future generations to embrace courage, commitment, and leadership. For the families themselves, parents, spouses, children, and grandchildren—seeing their loved ones' dedication immortalized on the Capitol grounds deepens their pride and cements their place in Minnesota's collective legacy. This memorial ensures that the home-front contributions which sustain our freedoms become as visible—and as celebrated—as any battlefield valor.

5. How would the commemoration respect or enhance the story of diversity of Minnesotans? Veterans, and their families, are representative of a broad cross section of the population, including residents of both metropolitan areas and Greater Minnesota (urban and rural), people with disabilities, Native Americans, those from multiple generations, as well as Black and Latine/Latinx Minnesotans, African immigrants, Asian Americans and Pacific Islanders (AAPI), and people in the LGBTQIA2S+ communities.

By honoring Gold Star and Blue Star Families, the plaque celebrates the full tapestry of Minnesota's communities. Although not designed to resolve broader inequities, this memorial amplifies the sacrifices of families from every background, reinforcing that service and loss know no demographic boundaries. In doing so, it weaves Minnesota's rich cultural and social diversity into the Capitol's story, ensuring all voices are seen, valued, and remembered.

6. How would the commemoration provide a rich experience to broaden the understanding of Minnesota's shared history, heritage, and culture? By placing a Gold Star and Blue Star Families plaque at the Capitol's Court of Honor, visitors encounter Minnesota's military legacy through the intimate lens of family sacrifice. This living memorial turns abstract lessons about duty and service into a tangible experience, inviting students, tourists, and residents alike to pause, reflect, and ask questions about the human stories behind our state's conflicts.

Anchored by personal narratives—of parents, spouses, and children who waited and worried—the plaque bridges past and present, connecting local landmarks and regional histories (from the Iron Range enlistments of World War I to today's National Guard deployments). As an educational and emotional focal point, it sparks conversations across generations and communities, fostering empathy, civic pride, and a deeper appreciation for the diverse threads that weave together Minnesota's collective identity.

Part 5 – Funding

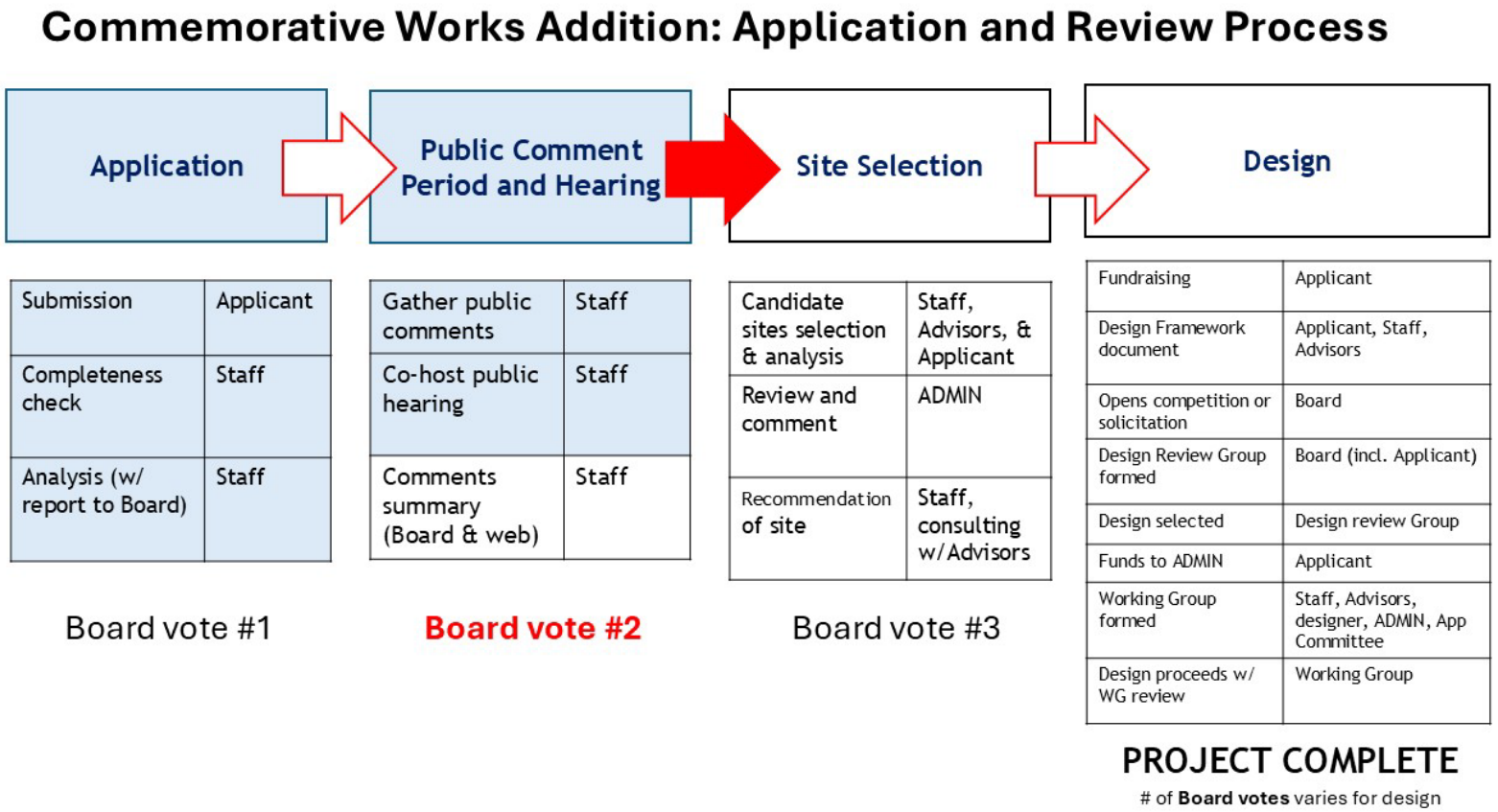
Is funding available to pay for the proposed addition and any related site work around it?

The Minnesota Department of Veterans Affairs will fund the design, casting, and installation of the plaque from its existing discretionary budget. The department expects the cost to be below $10,000.

If project costs exceed discretionary fund allocations, the Department will partner with the Commanders' Task Force and its Veterans Service Organizations—American Legion posts, Disabled American Veterans chapters, and Veterans of Foreign Wars posts—to raise supplementary funds and secure in-kind support.

Graphic Representation of the Application and Review Process

Gold Star Blue Star Memorial Plaque: Addition Request



CAAPB staff 11/18/2026

Authorizing Legislation

Chapter 30—S.F.No.1959, Article 2, Section 15.

Sec. 14. GOLD STAR AND BLUE STAR FAMILIES; MEMORIAL PLAQUE.

Subdivision 1. Purpose. The state of Minnesota wishes to honor and recognize the service and sacrifices of Gold Star and Blue Star families.

Subd. 2. Memorial plaque. The commissioner of administration shall place a memorial plaque in the court of honor on State Capitol grounds to recognize the service and sacrifices of Minnesota's Gold Star and Blue Star families. The process for determining design and location of the Gold Star and Blue Star memorial will follow the Capitol Area Architectural and Planning Board commemorative works rules under Minnesota Rules, part 2400.2703. The Capitol Area Architectural and Planning Board shall select a design from the submitted designs to use as a basis for final production. The Capitol Area Architectural and Planning Board must include the commissioner of veterans affairs on the design review committee established under Minnesota Rules, part 2400.2703. The memorial design must be furnished by the person or group who submit the design at no cost to the state.

Presented to the governor May 20, 2025.

Signed by the governor May 23, 2025, 10:52 a.m.

Summary of Public Comments

CAAPB staff

7/28/2026

CAAPB staff received 0 comments on the application submitted by Cole Trace (MDVA) to add a new commemorative work on the State Capitol Mall honoring Minnesota's Gold Star Blue Star families.

A public hearing was held on the application on July 21, 2026. The public comment period ran from June 22, 2026 to July 22, 2026. Both the hearing and the public comment period concerned the application's fulfillment of the "conditions of addition" as outlined in M.R. 2400.2703, Subpart 2.

Capitol Area Architectural and Planning Board

Freeman Building
625 Robert Street North
Saint Paul, MN 55155
651-757-1500
https://mn.gov/caapb/

Date: December 7, 2026
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Ellison Yahner, Planner Fellow, CAAPB
CC: Erik Cedarleaf Dahl, Executive Secretary, CAAPB

Commemorative Work Modification Request: World War I Plaque at the Court of Honor

Introduction

CAAPB staff received an application to modify the World War I commemorative plaque at the Court of Honor from Michael Maxa, adjutant for the American Legion, Department of Minnesota, on April 1, 2026. Staff found the application complete eight days later. Board staff reviewed the modification request and deemed it met one or more of the conditions and prepared a written report, along with posting it on the Board website.

At the July 15, 2026, CAAPB Board Meeting, the Board authorized staff to open a 30-day public comment period and a public hearing concerning the application's fulfillment of the “conditions of modification” as outlined in Minnesota Rules part 2400.2703, subpart 6. CAAPB staff opened and completed the public comment period between June 22 and July 22, 2026, and a public hearing was held July 21, 2026, from 5:00 – 6:00 pm at Capitol Commons (546 Rice Street). The public meeting was hosted, organized, and managed according to Minnesota Rules, part 2400.2703, subpart 10 “Public hearing and meeting requirements.”

CAAPB staff received no comments on the application during the public comment period, nor at the public hearing.
More details regarding the World War I Plaque Modification Request and commemorative work process can be found on the CAAPB website, here.

Application to Modify the World War I Plaque at the Court of Honor

Abridged project description from the application, as submitted by Michael Maxa, adjutant for the American Legion, Department of Minnesota.

Modification and re-installation of the World War I (WWI) commemorative plaque at the Court of Honor to better recognize the men and women who served during the War from the State of Minnesota. The plaque was removed temporarily shortly after the authorization to update the plaque. Replacement of the plaque was signed into law May 2019, considering public debate over the historical accuracy of the number of Minnesotan troops identified on the plaque.

The original plaque recognized 57,413 Minnesotans as having served in WWI. This figure accounts for the number of men and women who enlisted in the American Expeditionary Forces (AEF). The AEF were the troops that served in theater, or the war zone. The number did not include Minnesotans training and preparing to go to war in the United States of America. This is a discrepancy of 61,084 Minnesotans who are not given credit for answering the call to duty. A more accurate figure of the number of Minnesotans serving in World War I is 118,497. This figure was cited by Ruben Rosario in a Pioneer Press article he authored titled "All States WWI Vets Deserve to Be Honored - Including Those at Home," published March 12, 2014 (updated November 3, 2015). The columnist draws on identified 104,416 Minnesotan troops in the US Army, 11,236 in the Navy, and 2,845 in the Marines as serving during the War.

The plaque should be an inclusive memorial of all Minnesota WWI veterans, regardless of where they served, with AEF, stateside, or on ships. It took more than combat troops to manage the US mission in World War I. Troops deployed played an important role. So too did non-combat personnel who ensured combatants had the supplies, equipment, and manpower needed to carry out the nation's ongoing mission.



Figure 1. "Court of Honor," https://mn.gov/caapb/capitol-area/memorials-monuments/.

If these figures cannot be verified, the plaque language of the plaque could be modified to honor "all Minnesotans at home and abroad" who answered the call to serve in the "war to end all wars." The American Legion is confident on the number of Minnesotans who served.

Design guidelines outlined in the application called for conforming to the original plaque's design, with modified text. An image of the original plaque can be found in Attachment E.

Funding

Applicants are responsible for funding all commemorative works additions, removals, and modifications in the Capitol Area. Michael Maxa noted in his application that the design, fabrication, and installation of the plaque will be paid for by the Minnesota American Legion Foundation. Availability of funding is not a condition for applying but a criterion for modification the Board uses in evaluating a modification request.

Application and Review Process

CAAPB review of a request to modify an existing commemorative work on the Minnesota State Capitol grounds conforms to a specific review process outlined in Subpart 7 of the *Standards of Commemorative Artwork* (Minnesota Rules 2400.2703).

Broadly speaking, this review process consists of:

1. A staff completeness check vis-à-vis the conditions for modification and summary of the request;
2. public comment on the modification concept;
3. convening of Commemorative Artwork Review Committee (CARC) to assist with the evaluation of the modification request under the criteria for modification (Subpart 5) and criteria for design of a modified work (Subpart 8), to coordinate further public comment, and to formulate and vote on a recommendation;
4. further public comment, if determined advisable; and
5. final Board deliberation.

A graphic representation of the application and review process for modification requests is provided in Attachment C. Board authorization is required at many points across the process.

Staff Completeness Check

On April 1, 2026, CAAPB staff received an application from Michael Maxa, adjutant for the American Legion, Department of Minnesota, to modify the World War I plaque at the Minnesota State Capitol Court of Honor. CAAPB staff reviewed the application within the required 10-day window and found it to be complete. The applicant was notified of this determination on April 9, 2026.

Condition for Modification

For an application to modify an existing commemorative work on the Capitol grounds to be found complete, the modification request must meet the "Conditions for modifying an artwork" outlined in Minnesota Rules 2400.2703, subpart 6. These conditions are listed here:

Subpart 6 **Conditions for modification or removal of an existing artwork.** The Board must consider requests for the modification or removal of an existing commemorative artwork if one or more of the following conditions apply:

A. **there has been sustained, broad-based, and documented public objection to the artwork**;
B. the artwork conflicts with the guiding principles in subpart 1, item A;
C. the artwork has faults in construction or requires maintenance such that the Department of Administration is unable to properly care for or store the artwork;
D. the site for the artwork is no longer safely accessible to the public or is due to be demolished; or
E. significant changes in the use, character, or design of the site require a re-evaluation of the relationship of the artwork to the site.

CAAPB staff assessed that the application meets the condition for modification outlined in Item A. As the applicant highlights his modification request, the original plaque was the subject of public debate, given agreement over the original work's insufficient memorialization of Minnesotans serving during the First World War. This public objection resulted in the (1) authorization of State legislation (Minnesota Law Chapter 32—H.F.No.810, see Attachment D) to update the plaque's language to honor those troops who trained but never saw combat and (2) the plaque's physical removal from its place at the Court of Honor pending the wording's modification.

Criteria for Modification

It was also CAAPB staff's assessment that the modification request met several of the 14 total criteria for modification outlined in Minnesota Rules 2400.2703, subpart 8. These criteria serve as an important basis for Board evaluation of a modification request, beyond the application's fulfillment of the conditions for modification in Subpart 6. The criteria staff singled out for further evaluation include:

B. the proposed modification embraces historical facts and fosters a productive range of responses, conversations, and interpretations;
E. the proposed modification incorporates the views of all interested groups and individuals and considers the relationship of these groups' collective history, heritage, and values to the artwork;
F. the proposed modification creates an opportunity to increase public understanding of and dialogue about Minnesota's history;
G. the proposed modification enhances the artwork's function as a source of collective identity and belonging for all Minnesotans;

I. the proposed modification represents or commemorates a significant event, group, or individual in Minnesota's history;
L. the proposed modification acknowledges evolving social values and accounts for the views and needs of the contemporary community;

The full criteria for modification are listed in Attachment B, for Board reference.

With CAAPB staff's determination that the application met the conditions for modification outlined in Minnesota Rules 2400.2703, subpart 7, requested and received CAAP Board approval on June 4, 2026, for staff to open a 30-day public comment period and host at least one public meeting to gather input from the public on the application for the Board's consideration. The public comment period was held between June 22 and July 22, 2026, and a public hearing was held on July 21, 2026, at Capitol Commons (546 Rice Street) in accordance with Subpart 10.

No public comments on the application were received during the public comment period, nor at the public hearing in regards to modifying this commemorative work. Staff prepared a written summary outlining no comments were received on July 28, 2026 (Attachment F).

For Consideration of the Board on December 7, 2026

As outlined in Minnesota Rules, part 2400.2703, subpart 7, CAAPB staff is presenting a summary of the public comments (none received, see Attachment F).

The Board, with the modification request, the staff report and recommendation, and the public comments that the Board received, will then hold, per Minnesota Rules 2400.2703, subpart 7, item E, an additional required public hearing at the December 7th meeting.

Following the hearing, the Board shall vote on whether the modification request meets one or more of the conditions in subpart 6 and whether to direct convening a Commemorative Artwork Review Committee.

Per Minnesota Rules 2400.2703, subpart 7, item F, the Commemorative Artwork Review Committee must include:

(1) one board member;
(2) one architectural adviser;
(3) one person appointed by the commissioner of the Department of Administration to represent the agency;
(4) a representative from the Minnesota Historical Society;
(5) two professionals appointed by the board experienced in the fields of visual art, public art, art history, architecture, or history. One of the professionals must have knowledge of artwork conservation;

(6) two members of the public appointed by the board;
(7) up to five additional committee members appointed by the board as needed for professional expertise; and
(8) board staff that oversee and support the committee's work.

Staff Recommendation and Suggested Board Resolution

CAAPB staff recommends the Board consider the following language.

"The Capitol Area Architectural and Planning Board ("Board") accepts the application for the modification of the World War 1 plaque, submitted by Michael Maxa, adjutant for the American Legion, Department of Minnesota, and will proceed to the next step in the project review process to form a Commemorative Artwork Review Committee.

The Board specifically affirms that:

- Without any comments received from the public comment period and public hearing, the modification request continues to satisfy the conditions in Minnesota Rules 2400.2703, subpart 7 and has moved to a vote to move forward with forming a Commemorative Artwork Review Committee.

The Board specifically authorizes the CAAP Board's Executive Secretary to:

- Notify the applicant and the Department of Administration within 14 calendar days of the Board's vote.
- Assist with convening the Commemorative Artwork Review Committee to review the artwork modification and the applicant's proposed plan.

The Board wishes to further make clear that approval of these intermediate steps in the Rules process does not communicate approval nor disapproval of any portion of the current proposal by the applicant, and approval of these steps does not equate to agreement or judgment as to the veracity of any claim or assertion within the received application."

Next Steps

If the Board votes to accept that the application continues to meet one or more of the conditions in subpart 6, staff will notify the applicant and the Department of Administration. They will then convene a Commemorative Artwork Review Committee (CARC) to review the artwork and proposed plan for the modification.

If the Board rejects the application for failing to meet one or more of the conditions in Subpart 6, staff will notify the applicant with the reasons for the rejection.

Attachments

Attachment A: The full application as submitted by Michael Maxa.

Attachment B: Minnesota Rules 2400.2703, subpart 8 (Criteria for modification).

Attachment C: A graphic representation of the application and review process for modifying an existing commemorative work in the Capitol Area.

Attachment D: Authorizing legislation.

Attachment E: Original plaque design.

Attachment F: Summary of Public Comments.

CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD

CAAPB

Application for Modification of an Existing Artwork on the Minnesota Capitol Grounds

UPDATED MARCH 2025

Commemorative Works on the Minnesota Capitol Grounds

Each commemorative artwork on the Capitol grounds is part of a collection that tells the story of Minnesota and its people. Principle I of the *2040 Comprehensive Plan for the Minnesota State Capitol Area*, approved in 2021 by the Capitol Area Architectural and Planning Board, sets out the vision, roles and policy for the Capitol Area, as articulated in the excerpt below:

> *"[The Capitol area] is a place to honor individuals, groups and ideas that have shaped Minnesota and contributed to our place in the nation. This is a place to share our many stories and create new ones The Capitol Mall is known as Minnesota's Front Yard, where all are welcome."*

The intent of this Principle will guide the Capitol Area Architectural and Planning Board in all decisions about commemorative works on the Minnesota Capitol grounds.

Minnesota Administrative Rules on Commemorative Works

Commemorative artwork proposals are reviewed in accordance with administrative rules for commemorative artwork on the Capitol grounds. The full text of these rules is found in Minnesota Rule Chapter 2400.2703.

The rules define a **"Commemorative artwork"** as a monument, memorial, or other type of original piece in any style, expression, genre, or media that is the unique creative expression of an artist designed to memorialize cultural, social, and political aspects of Minnesota's history. A commemorative artwork expresses or reflects the collective memory of an individual person, group, or event. Commemorative artwork serves four primary functions:

A. to memorialize and remember;

B. to inform and inspire the viewer;

C. to have lasting historic and cultural significance; and

D. to accentuate and enhance the urban landscape.

Commemorative artwork may be event-based, temporary, or long-term.

Completing the Application

This document details the required components of an application to the Capitol Area Architectural and Planning Board to request that it consider the modification of an existing commemorative artwork on the Minnesota Capitol grounds. All parts of this application are to be completed as fully as possible.

Before completing this application, please submit an "Early Inquiry and Consultation Form" to CAAPB staff and meet to discuss elements of the application, how to complete them, and any questions.

If you have additional questions while completing the application, please contact CAAPB staff at CAAPB.input@state.mn.us or 651.757.1500.

Once the application is complete with the information identified in Parts 1 to 5 on the following pages, submit it as a PDF or Word document by email to CAAPB.input@state.mn.us or send by postal mail to CAAPB, Freeman Building, 625 Robert St N, Saint Paul, MN 55155.

Application Information

Part 1 – Applicant Contact Information

a. Full name of the Applicant (may be an individual or an organization)
The American Legion Department of Minnesota

b. First and last name of lead contact person for the application
Michael Maxa

c. Email for the lead contact person
mmaxa@mnlegion.org

d. Phone number for lead contact person
651.424.4613

e. Address for lead contact person
20 W 12th St Room-300A
St Paul, MN 55155-2000

Part 2 – Subject of the Artwork

What artwork is proposed for modification? Please explain in detail including the historical background. (5,000-character max)

Modification and re-installation of the World War I (WWI) commemorative plaque at the Court of Honor to better recognize the men and women who served during the War from the State of Minnesota. The plaque was removed temporarily shortly after the authorization to update the plaque. Replacement of the plaque was signed in to law May 2019, considering public debate over the historical accuracy of the number of Minnesotan troops identified on the plaque.

The original plaque recognized 57,413 Minnesotans as having served in WWI. This figure accounts for the number of men and women who enlisted in the American Expeditionary Forces (AEF). The AEF were the troops that served in theater, or the war zone. The number did not include Minnesotans training and preparing to go to war in the United States of America. This is a discrepancy of 61,084 Minnesotans who are not given credit for answering the call to duty. A more accurate figure of the number of Minnesotans serving in World War I is 118,497. This figure was cited by Ruben Rosario in a Pioneer Press article he authored titled "All States WWI Vets Deserve to Be Honored - Including Those at Home," published March 12, 2014 (updated November 3, 2015). The columnist draws on identified 104,416 Minnesotan troops in the US Army, 11,236 in the Navy, and 2,845 in Marines as serving during the War.

The plaque should be an inclusive memorial of all Minnesota WWI veterans, regardless of where they served, with AEF, stateside, or on ships. It took more than combat troops to manage the US mission in World War I. Troops deployed played an important role. So too did non-combat personnel who ensured combatants had the supplies, equipment, and manpower needed to carry out the nation's ongoing mission.

Part 3 – Modification Concept

What type of modification is proposed? Please describe. (5,000-character max)

A correction to the plaque to better honor all Minnesotans who served in World War I. Supporting this concept, I suggest keeping the plaque's original design but changing the figure of Minnesota veterans featured from 57,413 to 118,497.

Part 4 – Conditions and Criteria

How does the proposal meet the Conditions and Criteria for the Modification of Existing Artwork? Please answer the following questions as fully as possible. Supporting materials for the answers, such as reports, data, or articles, may be included or cited with a URL link.

1. Has there has been sustained, broad-based, and documented public objection to the artwork? Please describe and provide supporting documents where necessary. (5,000-character max)

There is documented sustained and broad-based objection to the World War I plaque as it is currently designed. Starting in 2014, Minnesota veterans' groups began an effort to modify the WWI commemorative plaque at the Court of Honor. Retired Navy Commander David A. Thompson, in conjunction with The American Legion Legislative chair Peggy Moon, led this effort. Both Thompson and Moon testified before State House "Veterans and Military Affairs Finance and Policy Division" and Senate "Veterans and Military Affairs Finance and Policy" committees to update the plaque. Following these efforts, Minnesota State Senator Greg Clausen sponsored a bill (SF 1940) advocating to modify the plaque. In May 2019, Clausen's bill passed the State legislature with unanimous bipartisan support. On May 17, 2019, MN Governor Walz signed HF 810 into law to correct the WWI commemorative plaque. The bill was filed with the Secretary of State on May 17, 2019 and became effective May 18, 2019.

This legislation "authorized the placement of a World War I Minnesota veterans' plaque… in Capitol grounds Court of Honor to honor all Minnesota veterans who served in the United States armed forces, both at home and abroad." The American Legion Department of Minnesota wants to honor all our Minnesota veterans who wore the uniform during WWI. We are an inclusive organization.

The passed language of SF1940:

The commissioner of administration shall place a memorial plaque in the court of honor on the Capitol grounds to recognize the valiant service of Minnesota veterans who have honorably and bravely served in the United States armed forces, both at home and abroad, during World War I. This plaque will replace the current plaque honoring veterans who served abroad during World War I.

2. How does the proposed modification to an existing commemorative artwork maintain or enhance how the Capitol grounds reflect the state's diverse history and people? (5,000-character max)

The WWI commemorative plaque was displayed on the Capitol grounds but since removed, as the plaque does not accurately reflect the number of Minnesota veterans who answered the call of duty during World War I. Updating the plaque would better represent Minnesotans of all backgrounds --gender, ethnicity, financial status, religion, and races --and their efforts in the War.

A simple google search for Minnesotans serving in WWI identifies a,

Total Served: Estimates range between 118,500 and 120,000, including those in the Army, Navy, and Marine Corps.

Approximately 118,500 to 120,000 Minnesotans served in the armed forces during World War I. Of this total, roughly 57,400 were deployed overseas to France, with over 3,600 Minnesotans dying in service during the conflict.

Casualties: 1,432 were killed in action, while a total of 3,607 died from all causes, including disease.

If these figures cannot be verified, the plaque language of the plaque could be modified to honor “all Minnesotans at home and abroad” who answered the call to serve in the “war to end all wars.” But, The American Legion is confident on the number of Minnesotans who served.

3. The following criteria will be considered to determine whether the work should be modified. How does the proposed modification meet the following criteria? (5,000-character max)

   A. Makes the artwork more welcoming and engaging to nearby and statewide communities.
   B. Embraces historical facts and fosters a productive range of responses, conversations, and interpretations.
   C. Considers the social and cultural conditions at the time of the artwork's addition.
   D. Prompts reflection, conversation, and awareness of the stories, perspectives, and experiences of historically marginalized or oppressed communities.
   E. Incorporates the views of all interested groups and individuals and considers the relationship of these groups' collective history, heritage, and values to the artwork.
   F. Creates an opportunity to increase public understanding of and dialogue about Minnesota's history.
   G. Enhances the artwork's function as a source of collective identity and belonging for all Minnesotans.
   H. Generates, contributes to, or enhances existing social activity in the surrounding public space.
   I. Represents or commemorates a significant event, group, or individual in Minnesota's history.
   J. Respects the contributions and perspectives of the artwork's creators and the group or individuals depicted in the artwork and the group's or individuals' communities.
   K. Seeks to achieve peace, reconciliation, truth, or justice for individuals, groups, and communities that are not represented or who are misrepresented in the artwork.
   L. Acknowledges evolving social values and accounts for the views and needs of the contemporary community.

The number of veterans who served in WWI from Minnesota should be as historically accurate as possible. We must not forget the unacknowledged veterans that served in World War I. Not only is it an injustice to the families and communities of these very veterans to have been excluded from the plaque, but the modification also promotes public awareness around Minnesotans shared history. For example, as students pay visit to our Capital grounds their teachers will be able to provide a more historically accurate number of Minnesotans who answered the call and explain how the service of so many vets once went unacknowledged. Updating the plaque would make commemorative work more historically accurate.

The plaque was once displayed and it should be displayed once again with the corrected number of veterans from Minnesota who went to war regardless of where they were stationed. The veterans who served came from all walks of life, male and female answering the call to duty to protect the citizens of the United States and or brothers and sisters abroad who were living in a world of tyranny and dictatorship.

We are asking for a simple fix and to correct a wrong and make it more historically accurate.

Part 5 – Funding

Is funding available to pay for the proposed modification and any related restoration of the site around it? (Please describe the expected funding sources and fundraising strategy.)

The Minnesota American Legion Foundation will fund the modification request, if successful. The Legion will use Fund 50, a dedicated fund for projects such as this one. The most recent up to date quote (Great River Granite Co. out of St Cloud MN) came to $5717.38 for the plaque's manufacture. The American Legion Foundation has committed to purchase the plaque and will address the installation when a quote is received.

Criteria for Modification from M. R. 2400.2703

Subp. 8. **Criteria for modification of an existing artwork.** The board must consider and apply the criteria in items A to N to evaluate a request for the modification of an existing commemorative artwork:

A. the proposed modification makes the artwork more welcoming and engaging to nearby and statewide communities;

B. the proposed modification embraces historical facts and fosters a productive range of responses, conversations, and interpretations;

C. the proposed modification considers the social and cultural conditions at the time of the artwork's addition;

D. the proposed modification prompts reflection, conversation, and awareness of the stories, perspectives, and experiences of historically marginalized or oppressed communities;

E. the proposed modification incorporates the views of all interested groups and individuals and considers the relationship of these groups' collective history, heritage, and values to the artwork;

F. the proposed modification creates an opportunity to increase public understanding of and dialogue about Minnesota's history;

G. the proposed modification enhances the artwork's function as a source of collective identity and belonging for all Minnesotans;

H. the proposed modification generates, contributes to, or enhances existing social activity in the surrounding public space;

I. the proposed modification represents or commemorates a significant event, group, or individual in Minnesota's history;

J. the proposed modification respects the contributions and perspectives of the artwork's creators and the group or individuals depicted in the artwork and the group's or individuals' communities;

K. the proposed modification seeks to achieve peace, reconciliation, truth, and justice for individuals, groups, and communities that are not represented or who are misrepresented in the historical record;

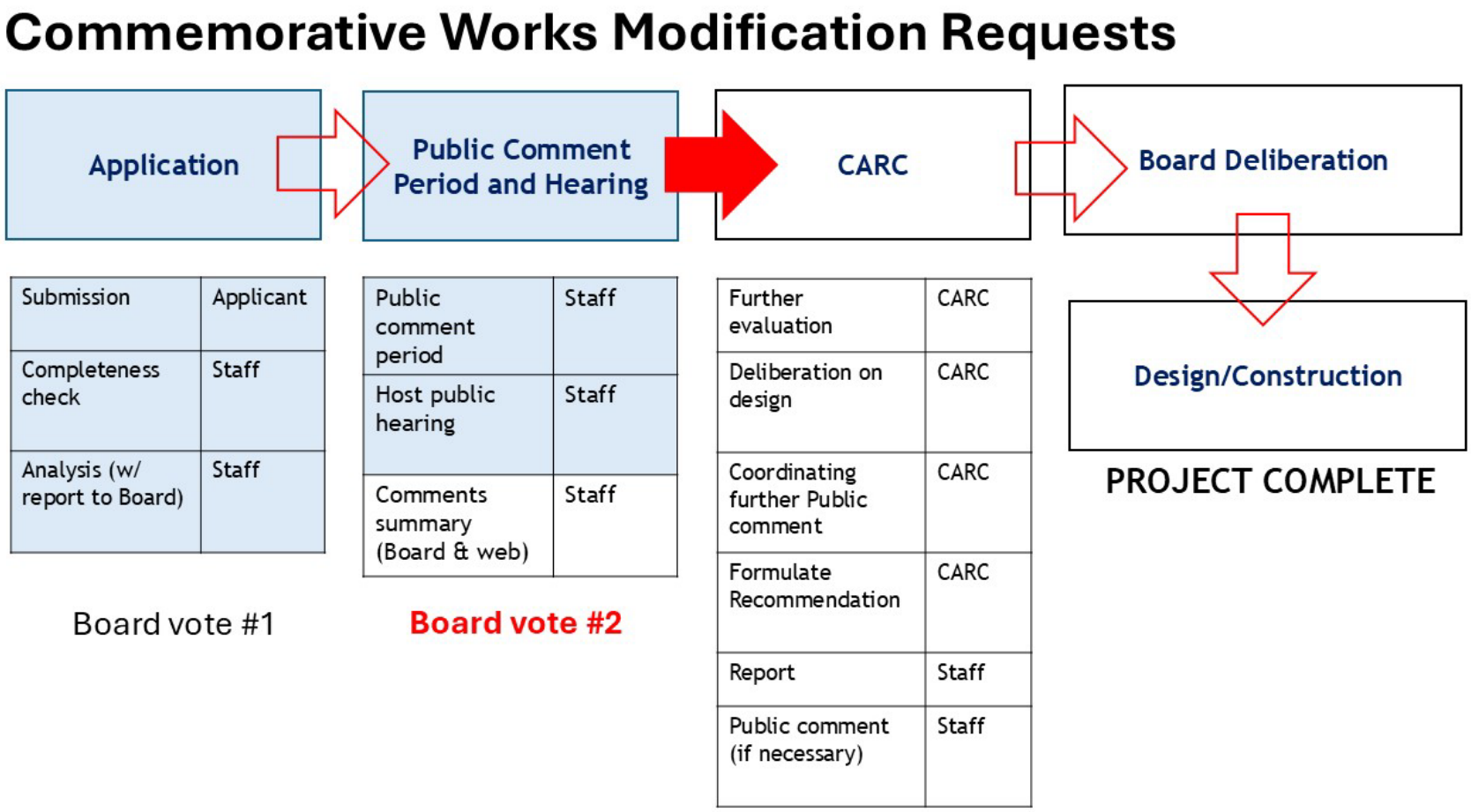
L. the proposed modification acknowledges evolving social values and accounts for the views and needs of the contemporary community;

M. the proposed modification meets the criteria of subpart 5; and

N. funding is available to pay for the proposed modification and any restoration of the modification site identified by the Department of Administration in subpart 7, item H, subitem (6).

Attachment C. Application and Review Process for Commemorative Works Modification Requests

World War 1 Commemorative Plaque Modification Status for December 7, 2026 CAAP Board Meeting



Authorizing Legislation

CHAPTER 32--H.F.No. 810

An act relating to veterans; authorizing the placement of a plaque in the court of honor on the Capitol grounds to honor all Minnesota veterans who served in the United States armed forces, both at home and abroad, during World War I.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. PURPOSE.

The state wishes to honor all Minnesota veterans who have honorably and bravely served in the United States armed forces, both at home and abroad, during World War I.

Sec. 2. REPLACEMENT PLAQUE AUTHORIZED.

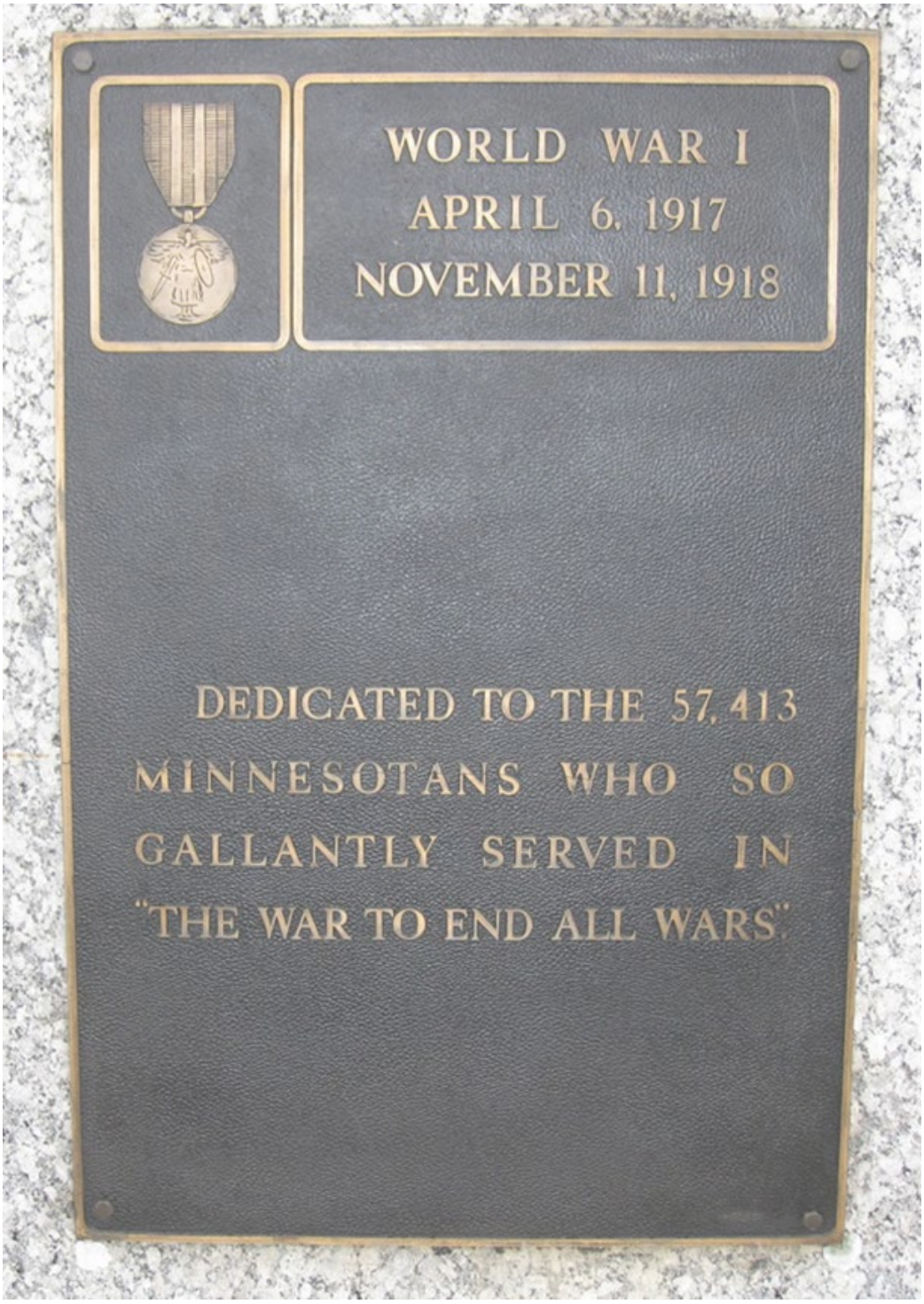
The commissioner of administration shall place a memorial plaque in the court of honor on the Capitol grounds to recognize the valiant service of Minnesota veterans who have honorably and bravely served in the United States armed forces, both at home and abroad, during World War I. This plaque will replace the current plaque honoring veterans who served abroad during World War I. The Capitol Area Architectural and Planning Board shall solicit design submissions from the public. Each design submission must include a commitment to furnish the plaque at no cost to the state. The Capitol Area Architectural and Planning Board shall select a design from those submitted to use as a basis for final production. The selected design must be approved by the commissioner of veterans affairs and must be furnished by the person or group who submitted the design at no cost to the state.

EFFECTIVE DATE. This section is effective the day following final enactment.

Presented to the governor May 17, 2019

Signed by the governor May 17, 2019, 5:51 p.m.

Image of Original Plaque at the Court of Honor



Summary of Public Comments

CAAPB staff

7/28/2026

CAAPB staff received 0 comments on Michael Maxa's application to modify the World War I plaque on the Minnesota State Capitol Mall's.

A public hearing was held on the application on July 21, 2026. The public comment period ran from June 22, 2026 to July 22, 2026. Both the hearing and the public comment period concerned the application's fulfillment of the "conditions of modification" as outlined in M.R. 2400.2703, Subpart 6.

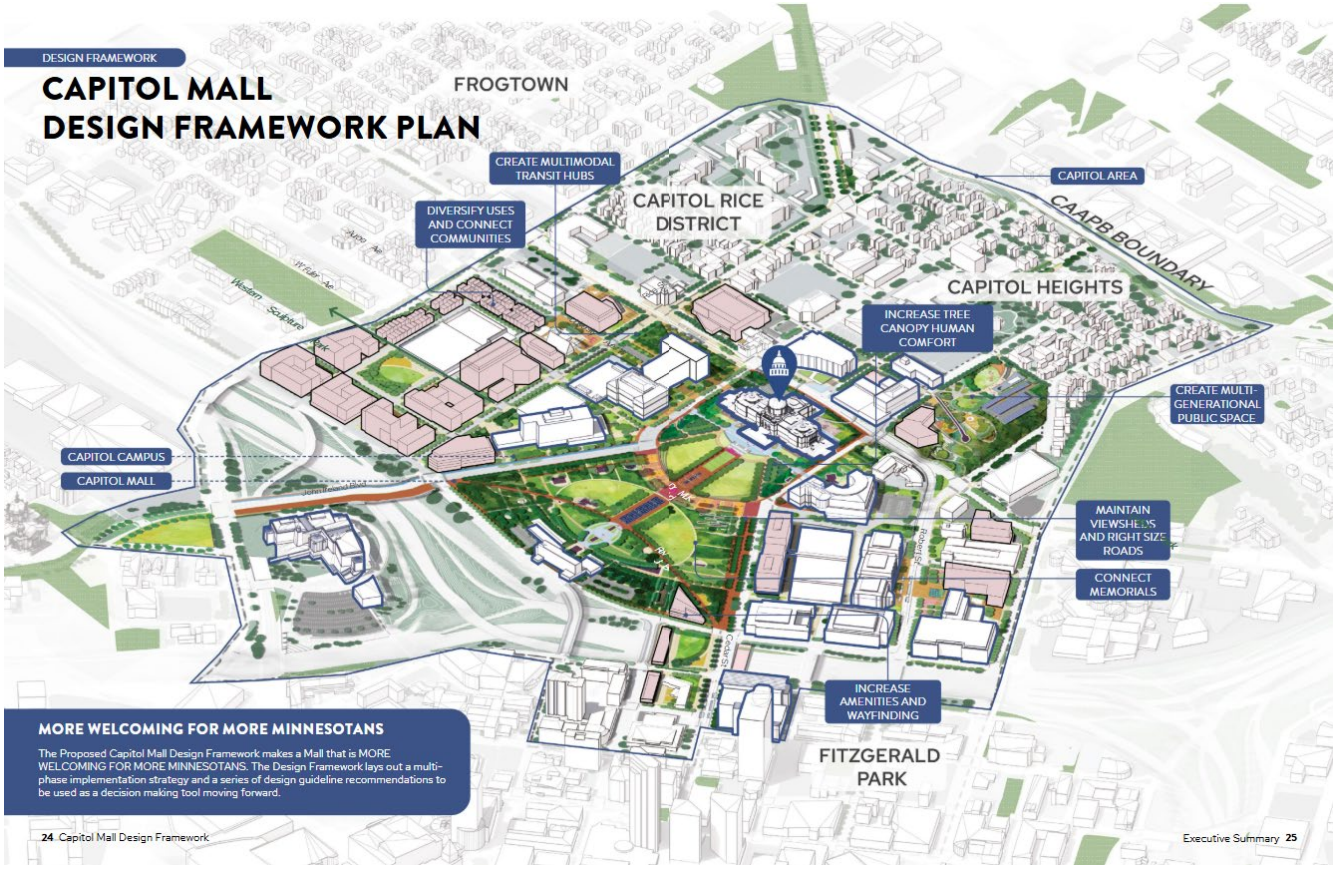
Capitol Area Architectural and Planning Board

Freeman Building
625 Robert Street North
Saint Paul, MN 55155
651-757-1500
https://mn.gov/caapb/

Date: December 7, 2026
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Erik Cedarleaf Dahl, Executive Secretary
Peter Musty, Principal Planner and Administrator of Zoning and Design Rules

Formal Attachment of the Capitol Mall Design Framework (Approved 2024) to the *2040 Comprehensive Plan for the Minnesota State Capitol Area*

The Capitol Mall Design Framework ("CMDF") was approved by the Capitol Area Architectural and Planning Board on September 15, 2024. It is the Board's latest binding policy guiding decisions – a document that will be used to guide the future of the Minnesota State Capitol Mall and its immediate urban context for years to come. The core motto of the plan is "*Making the Mall More Welcoming to More Minnesotans."*



The action before the Board is to formally attach the CMDF (dated 12/20/2024) by reference to the *2040 Comprehensive Plan for the Minnesota State Capitol Area* ("2040 Comp Plan"), amending it. It will exist as the second framework plan attached to the 2040 Comp Plan that serves to guide location-specific investments in the

Capitol Area. The CMDF outlines and illustrates board policy and aspirations for improvements from landscape design and plantings to wayfinding, stormwater management, public space design, commemorative works, public art, and landscape design. As an attachment by reference to the 2040 Comprehensive Plan, it will be referenced for compliance in future board approvals and will guide decisions about maintenance, memorials, ecological systems, and security improvements by the stewarding agencies of the State Capitol Campus.



Updates to the 2040 Comprehensive Plan require a Board vote subsequent to a comment period following Board Approval, exceeding 90 days, provided to the City of Saint Paul and Minnesota Department of Economic Development. The City of Saint Paul was involved throughout the plan process. Both partners provided no further comment following approval in 2024.

Background and Timeline

June 2021 **2040 Comp Plan approval.** Adoption of the 2040 Comprehensive Plan for the Minnesota State Capitol Area, including the Capitol Rice Development Framework, attached by reference in Chapter 7A.

June 2023 **Legislative provisions.** $37M in legislative provisions funding the Capitol Mall Design Framework and Phase One of CMDF Implementation, Rice Street redesign and reconstruction (with mobility hub), community vitality funding, and two new green spaces replacing portions at University and Rice (portions of State Lot AA and Lot C replacing green space lost in Leif Erickson Park).

Sept 2024 **CMDF approval with instructions.** The Board approved the CMDF and provided instructions to the Executive Secretary to proceed with documentation and publishing and return for later attachment to the 2024 Comprehensive Plan. See the September 15, 2024, memo for more details regarding the planning process and instructions provided to the Executive Secretary.

2024-2026 **CMDF Phase 1 implementation.** CAAPB has partnered with the Department of Administration to implement initial projects. The work has focused on increasing the tree canopy throughout the Capitol campus and mall, adding benches, and the implementation of the first arc of the new Lower Mall Commemorative Circle – the Tribal Flag Plaza.

Nov 2026 **CMDF returning for attachment by reference to the Comprehensive Plan.** CAAPB staff and advisors support attachment of the Plan as published and forward the suggested language below for Board consideration in alignment with the 2040 Comp Plan's Chapter 2, (policy 2.39, 2.40, 2.41, 2.42, and 2.43), and Chapter 7 (policy 7.4.d.)

CAPITOL MALL DESIGN FRAMEWORK

MORE WELCOMING FOR MORE MINNESOTANS

Attachment A

The Capitol Mall Design Framework

Published December 20, 2024

The full document currently published in its entirety at CAAPB website and PDF:
https://drive.google.com/file/d/1L3HbvvrhuJs4yscyai1WlzHdyuXWSYFt/view
CMDF Executive Summary:
https://drive.google.com/file/d/1yWxqb3WXxgZEMLI5IEOp2hIUbjHqiDyy/view

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Suggested Board Resolution

"The Capitol Area Architectural and Planning Board 'The Board', having previously approved the Capitol Mall Design Framework on September 15, 2024, hereby attaches by reference the entirety of the Capitol Mall Design Framework, dated December 20, 2024 (399 pages), to the *2040 Comprehensive Plan for the Minnesota State Capitol Area* (originally adopted June 2021 and now amended)."

Capitol Area Architectural and Planning Board
625 Robert Street North
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Date: December 7, 2026
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Erik Cedarleaf Dahl, Executive Secretary

Capitol Area Vitality Update

Staff will provide an update on the Capitol Area Vitality Program at the December 7, 2026, Board meeting. The update will highlight ongoing program development, coordination with partners and stakeholders, and emerging priorities and opportunities to strengthen the vitality, vibrancy, and overall experience of the Capitol Area. Staff will also share next steps and the program's continued development and implementation.

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From: Erik Cedarleaf Dahl, Executive Secretary

Overview of the Capitol Area Architectural and Planning Board

Purpose

This overview will provide Board members with a summary of the Capitol Area Architectural and Planning Board's (CAAPB) role, recent accomplishments, and key planning and implementation initiatives shaping the future of the Capitol Area.

Background

Over the past several years, CAAPB has continued to build on decades of planning, design, and regulatory leadership, moving from long-range vision toward implementation. The 2040 Comprehensive Plan, adopted in 2021, provides the overarching policy framework for creating a connected, accessible, vibrant, and welcoming Capitol Area that respects its historic and civic significance while responding to the needs of Minnesotans today and into the future.

Overview

The presentation will highlight several areas of CAAPB's work, including:

- **Planning and Design Frameworks:** Implementation of the 2040 Comprehensive Plan, Capitol Rice Development Framework, and Capitol Mall Design Framework.
- **Capitol Mall and Public Realm:** Advancing improvements to the Capitol Grounds, including the completed Tribal Flag Plaza, expanded tree canopy, accessibility, cultural representation, and opportunities for greater public use and activation.
- **Commemorative Works and Civic History:** Modernizing commemorative works policies and processes and advancing projects that recognize and interpret Minnesota's diverse history.
- **Capitol Area Community Vitality:** Supporting neighborhood livability, public safety, business development, community programming, and partnerships through the Capitol Area Community Vitality initiative.
- **Transportation and Redevelopment:** Coordinating major efforts such as Rice Street reconstruction, Capitol Rice District redevelopment, and improved connections between the Capitol, surrounding neighborhoods, and transit.
- **Ongoing Planning and Policy Initiatives:** Updating zoning and design rules, advancing East Campus planning, exploring new public spaces, and strengthening coordination with state agencies, local governments, and community partners.

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Date: December 7, 2026
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Erik Cedarleaf Dahl, Executive Secretary

Appointment of Jackie Knight as an Advisor to the CAAPB Advisory Committee on Architecture and Planning

Action Requested

Staff recommends appointing Jackie Knight to the Advisory Committee on Architecture and Planning (ACAP) as an Advisor to the Capitol Area Architectural and Planning Board (CAAPB), based on her professional expertise and experience in urban planning, real estate development, commercial property management, and community and neighborhood development.

Background

Jackie Knight is President of the Ackerberg Group, a Minneapolis-based real estate investment and development organization. In this role, she provides leadership and oversight of the organization's commercial services, including property management, maintenance, construction management, and administrative services. She also plays an active role in new development activity, serving as an operational liaison and directing the development and implementation of organizational programs and strategies.

Knight brings valuable, applied planning expertise through her extensive experience working at the intersection of real estate development, urban environments, neighborhood revitalization, and the public realm. Her work provides an understanding of how development, land use, building design, pedestrian environments, and surrounding public spaces contribute to the function, character, and vitality of urban places.

Her experience includes evaluating and advancing development opportunities, coordinating building and property improvements, and understanding the operational and long-term considerations that influence successful development. She also brings a strong understanding of the relationship between private investment, public infrastructure, pedestrian connectivity, and broader community planning objectives.

Prior to joining Ackerberg in 2011, Knight held positions with Madison Marquette Realty Services, Northmarq Real Estate Services, and Jones Lang LaSalle, gaining experience in property management, operations management, marketing, specialty leasing, and tenant coordination.

Knight holds several professional credentials relevant to planning, development, and the built environment, including:

- Certified Development Design and Construction Professional (CDP), International Council of Shopping Centers (ICSC).
- Certified Property Manager (CPM), Institute of Real Estate Management (IREM).
- LEED Green Associate (LEED GA), U.S. Green Building Council.

In addition to her professional experience, Knight has demonstrated significant civic and community leadership. She has served on the City of Minneapolis Pedestrian Advisory Committee, contributing to work focused on pedestrian safety, mobility, accessibility, and the quality of the pedestrian environment. She has also served in leadership roles with the Lake Street Council, including as Board President, helping guide community recovery, business reinvestment, and long-term neighborhood revitalization following the civil unrest of 2020. She also serves on the Uptown Special Service District Board.

Through these professional and civic roles, Knight has developed a broad perspective on urban planning and development, including the importance of integrating land use, transportation, public spaces, economic development, and neighborhood needs.

Staff Recommendation

Staff recommends appointing Jackie Knight as an Advisor to the CAAPB Advisory Committee on Architecture and Planning.

Knight brings a valuable combination of applied urban planning and development experience, commercial real estate expertise, knowledge of the built environment, and demonstrated community leadership. Her professional background provides practical insight into how planning and design principles translate into successful development, functional public spaces, accessible pedestrian environments, and vibrant urban districts.

Her experience working across the private, public, and nonprofit sectors would provide a valuable planning and development perspective to the CAAPB. In particular, her understanding of the relationship between buildings, development patterns, public spaces, pedestrian connectivity, neighborhood character, and long-term property operations would complement the expertise of other members of the Advisory Committee.

Staff believes Knight's professional qualifications, planning and development experience, and commitment to creating successful urban places make her a strong addition to the Advisory Committee and would help inform the Board's ongoing planning, design, and development initiatives throughout the Capitol Area.

Suggested Board Resolution

RESOLUTION APPOINTING JACKIE KNIGHT AS AN ADVISOR TO THE ADVISORY COMMITTEE ON ARCHITECTURE AND PLANNING

WHEREAS, the Capitol Area Architectural and Planning Board (CAAPB) benefits from the expertise and perspectives of qualified professionals in architecture, planning, urban development, and the built environment; and

WHEREAS, Jackie Knight brings extensive professional experience in urban planning and development, commercial real estate, property management, pedestrian environments, and community revitalization; and

WHEREAS, her professional qualifications, experience, and civic leadership will provide valuable expertise and perspective to the Advisory Committee on Architecture and Planning;

NOW, THEREFORE, BE IT RESOLVED, that the Capitol Area Architectural and Planning Board hereby appoints Jackie Knight as an Advisor to the Advisory Committee on Architecture and Planning.

Capitol Area Architectural and Planning Board

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Date: December 7, 2026
To: Members of the Capitol Area Architectural and Planning Board (CAAPB)
From: Erik Cedarleaf Dahl, Executive Secretary, CAAPB;
Peter Musty, Principal Planner and Administrator of the Rules for Zoning and Design, CAAPB;
Sophie Miller-Grande, Planning Fellow, CAAPB

Other Project Updates

Project Updates in this Memo:

- Commemorative Works Activities Fund: Public History Project
- Zoning Rulemaking
- Fitzgerald Neighborhood Alliance Event
- Capitol Rice Street Reconstruction

Commemorative Works Activities Fund: Public History Project

The Public History Project is a project focused on the history of commemorative works and social/environmental history in the Capitol Area. After a Request for Proposal (RFP) process took place in April 2026, two consultants were selected. Wayfinding, LLC and the 106 Group were contracted in August 2026 and have been significantly involved in their prospective research phases. The 106 Group submitted a preliminary draft narrative to staff for review and are making updates based on staff edits. Near-term next steps include the 106 Group writing a narrative outline with the perspective of the visitor experience, and Wayfinding will then start scripting self-guided tours for both a general audience and school-aged youth. The tours will showcase the Capitol Area as a civic and commemorative space.

The project is funded through legislative language in H.F. 1830, which appropriated $500,000 to the Capitol Area Architectural and Planning Board “to support commemorative artwork activities,” with funds available until June 30, 2027.

Zoning Rulemaking

Staff are continuing through the Administrative Procedure Act (APA) rulemaking process, including updating the Statement Of Need And Reasonableness (SONAR) and working closely with the Office of the Revisor of Statues to refine language within the Zoning and Design Rules, Chapter 2400 (Rules). The final draft of Rules, also known as the Complete Revisor Draft, is ready to be reviewed by the Administrative Law Judge. Notice of Intent to Adopt Rules will be announced soon.

Fitzgerald Neighborhood Alliance Event

On Monday, November 9, 2026, CAAPB staff facilitated a networking event co-hosted by the Fitzgerald Neighborhood Alliance (FNA). The event highlighted new projects and investments in St. Paul's Fitzgerald Neighborhood and spotlighted public-private collaboration for neighborhood growth and safety.

Through informational presentations, attendees received rapid-fire updates from key project leaders. Presenters represented the following organizations: CAAPB, City of Saint Paul Planning and Economic Development (PED) & Public Works, Ramsey County Sheriff's Office, Ramsey County Downtown Stronger Together, Metro Transit, Fairview and St. Paul Port Authority (St. Joe's Block), 17 Exchange, Kai Shin Clinic, and Assumption Church Improvements.

A networking social hour followed the presentations. The strong turnout underscored growing momentum and cooperative vitality within the Fitzgerald Neighborhood.

Capitol Rice Street Reconstruction

The Capitol Rice Reconstruction project is nearing the end of its design process. The 100% design plans are currently being reviewed by agency partners and will be finalized within the next few weeks. The project is expected to go out to bid in early 2027, with construction starting in Spring 2027, in coordination with Metro Transit's construction of METRO G Line station areas along the corridor. While there have been some modifications to the plans in response to comments since the 60% design update at the June 4, 2026, CAAP Board meeting, there have been no substantiative changes that would require further Board action. Additional project updates will be provided in early 2027 regarding construction phasing and impacts once a contractor is on board to deliver the project. Work on the University and Rice public space design, along with proposed stormwater improvements, is continuing in parallel and will be coordinated with project design and construction, albeit with its own timeline.