

**MINUTES OF MEETING
SOUTH ST. PAUL PLANNING COMMISSION
JANUARY 8, 2025**

MEETING CALLED TO ORDER BY CHAIR FELTON AT 7:00 P.M.

Present: Tim Felton
 Tyler Fehrman
 James Hart
 Andrew Hoffman
 Ruth Krueger
 Brianne Miller
 Michael Healy, Planning Manager
 Monika Miller, Associate Planner

Absent: Geoff Fournier

- 1) APPROVAL OF AGENDA - Motion to approve as presented– Fehrman/ Miller, Hoffman (6-0).
- 2) APPROVAL OF MINUTES – November 6, 2024 – Motion to approve as presented– Hoffman/
Fehrman (6-0).

- 3) NEW BUSINESS

None

- 4) PUBLIC HEARINGS

A. Ordinance to Clarify Intent and Make Minor Adjustment to the Zoning Code

Ms. Miller presented the staff report. The City is requesting to make some minor adjustments to the zoning code that will improve its usability and clarify the intent of certain zoning provisions.

Change 1: Correcting responsibilities of the City Engineer. The City Code would be updated to distinguish the current responsibilities of the City Engineer from those of the Building Official and Zoning Administrator.

Change 2: Clarifying acceptable building materials. The list of allowable siding materials in Mixed Markets and Makers (MMM) District would be updated to include architectural metal siding. Additionally, resin would be added to the list of allowable materials for accessory structures that are 200 square feet in area or less. Finally, language would be added to clarify that only “unfinished” or “corrugated” galvanized metal roofing and siding is prohibited from being used for accessory structures.

Change 3: Removing outdated uses from the I, Industrial District. A use that expired in 2009 would be removed as well as language that references allowing metal buildings with a Conditional Use Permit despite that the architectural standards would not allow this.

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Change 4: Correcting list of districts that allow exterior storage. Section 118-240 would be corrected to state that the C-1 district does not allow exterior storage while the I-I district allows exterior storage with a conditional use permit.

Change 5: Changes to Sign Ordinance. Signage allowances would be added for the Railroad Transportation (RT) and Mobile Home (MH) districts. The RT district would get the same signage allowance as the I and I-I districts while the MH district would get the same signage allowance as the R-4 district. Illuminated awing and canopy signs would be allowed in all districts that allow illuminated wall signs. An error would be corrected to clarify the number of real estate signs that can be installed on a property at one time.

Change 6: Miscellaneous. Changes would be made to the definitions for garage and tavern. The term “zoning administrator” would be added as a new definition.

Staff recommended the Planning Commission recommend approval of the proposed ordinance. If approved by the Planning Commission, the first reading for the ordinance would be on January 21, 2025 and the second reading would be on February 3, 2025.

No questions were asked by the Commissioners.

Chair Felton opened the public hearing.

No correspondence had been received prior to the meeting and no one was in attendance to speak on the matter.

Chair Felton closed the public hearing.

Motion to recommend approval of an ordinance to clarify intent and make minor adjustments to the zoning code- Fehrman/Hoffman (6-0).

5) OTHER BUSINESS

A. Discussion On Ordinance Updating Parking Requirements for Residential Properties.

Mr. Healy presented the staff report. This ordinance was a continuation of the previous updates that had been made to the parking rules. The ordinance would effectively make the parking requirements for the MMM Mixed Markets and Makers District apply city-wide. Under the ordinance, single-family homes would require at least 2 off-street parking stalls. Two-family homes would require at least 3 off-street parking stalls and three-family homes would require at least 4 off-street parking stalls. Multifamily properties and mixed-use properties would require at least 1 off-street parking stall per unit for studio/one-bedroom units and at least 2 off-street parking stalls for larger units. There would also be special provisions to encourage mixed-use development in walkable commercial areas that are near transit lines and to keep the MMM district as an innovation district where there is additional parking flexibility to allow the market to shape development. The Planning Commission and City Council have frequently already been utilizing the proposed standards via variances and the PUD process. The change in parking standards would improve the City Code and make it possible to develop the Hardman Triangle without parking variances. Staff views the proposed ordinance as the minimum that is required to align the City Code with market forces. Mr. Healy welcomed questions and comments from the Commissioners.

Chair Felton asked the Commissioners if they have any questions or comments for staff

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Commissioner Fehrman shared his support for the proposal. Commissioner Fehrman noted that South St. Paul struggles with a lack of development so anything that can be done to cut red tape and attract businesses is a positive thing.

Commissioner Hoffman echoed the need to be business-friendly. He added that as a business owner, he would think about the high costs associated with a large parking lot such as plowing and the extra maintenance that is required.

Chair Felton asked the Commissioners if there were any other questions.

Mr. Healy stated he would bring the ordinance back to the next meeting for a public hearing.

6) STAFF UPDATES

None.

Commissioner Fehrman asked Chair Felton if he could share an update. Chair Felton gave Commissioner Fehrman the floor. Commissioner Fehrman shared that applications for boards and commissions were open and would be due on February 7th. Commissioner Fehrman shared his positive experience serving on the Planning Commission and stated that serving on a board or commission is a great way to get involved at the local level.

Commissioner Krueger echoed Commissioner Fehrman's sentiment and stated she had enjoyed serving for the last 10 years. Commissioner Krueger asked about the resignation process and if someone would be assigned to take her place. Mr. Healy states that once he had received Commissioner Krueger's resignation letter, the process to fill her position would start. Mr. Healy shared that someone would be appointed in March to serve out the rest of her term.

7) ADJOURNMENT

Motion to adjourn- Fehrman/ Miller (6-0).