

**MINUTES OF MEETING
SOUTH ST. PAUL PLANNING COMMISSION
WEDNESDAY FEBRUARY 4, 2026**

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

1) ROLL CALL

Present: Tyler Fehrman
Tim Felton
Geoff Fournier
James Hart
Tracy Haye
Brienne Miller
Michael Healy, Planning Manager
Monika Miller, Associate Planner

Absent: Andrew Hoffman

2) APPROVAL OF AGENDA –Motion to approve the agenda as presented– Haye/Miller (6-0).

3) APPROVAL OF MINUTES – January 7, 2026 –Motion to approve the minutes as presented– Miller/Fournier (6-0).

4) PUBLIC HEARINGS

A. Jadian IOS Conditional Use Permit for Planned Unit Development at 1201 and 1301 Concord Street South

Mr. Healy presented the staff report. The Applicant is Jadian IOS who will be purchasing 1201 and 1301 Concord Street South. After purchasing the property, they would lease it out to a new tenant (Q3 Contracting) who would occupy the three existing buildings. A new building would also be constructed on site. The Applicant is seeking site plan approval for a new 7,255 sq. ft. office warehouse building, a Conditional Use Permit for a Planned Unit Development, and a Conditional Use Permit for a Contractor's Operation with Exterior Storage. The property is zoned GB, General Business district. A Planned Unit Development approval has been requested for the project to allow flexibility related to the size of the exterior storage yard, to allow gravel surfacing on the property, to waive the landscape island requirement, to deviate from the screening requirements, to allow setback flexibility, and to have multiple buildings on one property. Many of these points of flexibility would be allowed under the zoning changes that will be made when the zoning code is updated to implement the Concord Street South Small Area Plan. Staff recommend approval of the proposal with conditions of approval.

Commissioner Miller asked staff to confirm if the approval included a condition with hours of operation for the business. Mr. Healy confirmed it did.

Commissioner Hart asked if it was necessary to amend the condition governing the hours of operation for the business to specify that internal office work could occur outside of the hours of operation. Mr. Healy stated the

condition was written to only limit the hours of operation for the exterior storage yard. Office work would not be limited to these hours of operation.

Commissioner Hart asked if the grandfathered rights of the existing exterior storage yard would be preserved as part of the approval. Mr. Healy explained the existing exterior storage-related Conditional Use Permits would remain in effect until the new utility contractor moves onto the site or they occupy any of the buildings on site. Then, the existing conditional use permits would terminate.

Jacob Steen of Larkin Hoffman was present to represent the Application. Mr. Hoffman indicated that the project team was present in case there were questions.

Chair Fehrman opened the public hearing.

No one was present to comment on the Application and no correspondence had been received in advance of the meeting.

Chair Fehrman closed the public hearing.

Motion to recommend approval of a conditional use permit for a planned unit development for the Jadian IOS project at 1201 and 1301 Concord Street South- Fournier/Haye (6-0).

B. Wakota North 2nd Addition Preliminary and Final Plat

Ms. Miller presented the staff report. The Applicant is the City of South St. Paul. The City is proposing a preliminary and final plat to be known as Wakota North 2nd Addition. This plat would extend Verderosa Avenue south of the DNR Boat Launch site and then west out to Hardman Avenue South via Marley Danner Drive. The existing parcels the road would go through would be oriented to accommodate the new roadway. The plat is important for the city as it serves as a key step towards creating a new public works facility and meeting the city's economic development goals in the area. Staff recommend approval of the proposed preliminary and final plat.

Commissioner Miller asked why the city is not creating a buildable lot for the new public works building as part of the plat. Ms. Miller explained this would be premature as the city is still in the early stages of planning for the new public works site. Once the design, including the lot size, is finalized, then the City would be ready to bring forward a new plat for the site.

Chair Fehrman opened the public hearing.

No one was present to speak on the application.

Chair Fehrman closed the public hearing.

Motion to recommend approval of the preliminary and final plat for Wakota North 2nd Addition as presented. - Miller/Fournier (6-0).

5) NEW BUSINESS

A. Discuss Revised Planning Commission Rules of Order and Upcoming Officer Elections

Mr. Healy facilitated the discussion. Each year in March, the Planning Commission holds officer elections and adopts rules of order that govern the operation of the commission. In 2025, the City Attorney requested the rules of order be updated, which would have delayed officer elections and adopting rules of order. The Planning Commission opted to follow traditional timelines for these actions. This year, Staff and the City Attorney drafted new rules of order for the Planning Commission. These rules are being brought to the Commission ahead of time for discussion purposes. The recommendation is that the Planning Commission adopt the updated rules of order in March. Staff is also recommending that elections be moved to the end of the April meeting to avoid the awkwardness that can occur when a new commissioner joins the Planning Commission in March and is asked immediately to elect a chair and vice chair with no knowledge of their fellow commissioners. Staff requested feedback on the new timing for elections and the commissioners' preferred method of voting for elections. The Commissioners indicated their support for moving elections to April and holding elections by ballot.

6) OTHER BUSINESS

None.

7) STAFF UPDATES

None.

8) ADJOURNMENT

Motion to adjourn- Haye/Felton (6-0)