



CITY OF SOUTH ST. PAUL MEETING AGENDA

PLANNING COMMISSION

Council Chambers 125 3rd
Ave N South St. Paul, MN
55075

Wednesday, April 1, 2026
7:00 PM

- 1. ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. MINUTES**
 - A. March 4, 2026 Planning Commission Meeting Minutes
- 4. PUBLIC HEARINGS**
 - A. Conditional Use Permit for a Bingo Hall at the Southview Shopping Center
 - B. Sign Variance for Anytime Fitness at the Southview Shopping Center
 - C. Twin City Hide and Tanning PUD Extension
 - D. Ordinance Updating Zoning Requirements in the R-2 Single-and-Two Family Zoning District
- 5. NEW BUSINESS**
 - A. Planning Commission Officer Elections
- 6. OTHER BUSINESS**
- 7. STAFF UPDATES**
- 8. ADJOURNMENT**

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

CHAIR FEHRMAN CALLED THE MEETING TO ORDER AT 7:00 PM ON WEDNESDAY, MARCH 4TH, 2026.

1) ROLL CALL

Present:

- Tyler Fehrman
- Tim Felton
- Geoff Fournier
- Tracy Haye
- Brianne Miller
- Alex Wegehaupt

Absent:

- Andrew Hoffman

Staff Present:

- Michael Healy, Planning Manager

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

3) APPROVAL OF MINUTES – February 4, 2026 –Motion to approve the minutes as presented– Haye/Fournier (6-0).

4) PUBLIC HEARINGS

A. Ordinance Amendment Updating Lot Coverage and Landscaping Regulations in the Industrial Zoning Districts

Mr. Healy presented the staff report. The City is proposing a minor change to the landscaping regulations in the City's industrial zoning districts. Staff is bringing this ordinance forward at the request of the City's Economic Development Authority (EDA). The EDA has requested an ordinance amendment to eliminate the code provision that buildings in the I- Industrial District and I-1, Light Industrial District cannot have more than 40% lot coverage by building. The City has previously approved developments that have more than 40% lot coverage using the PUD process. The proposed ordinance would also remove the provision in the I-Industrial district and I-1, Light Industrial district codes that development projects with a value of less than \$1 million spend at least 2% of the value of the building on landscaping. This requirement is outdated and is regularly waived because the cost to construct an industrial or light industrial building in 2026 always exceeds \$1 million.

Commissioner Miller asked what landscaping requirements would still apply to industrial and light industrial properties if the 2% requirement was removed. Mr. Healy explained that there would still be a number of

landscaping requirements on the books including that 15% of an industrial or light industrial lot needs to be landscaped, that new developments must prepare a landscaping plan with overstory trees, understory trees, plants, and shrubs, and that the development must provide 1 overstory tree for each 70 feet of lot perimeter.

Commissioner Fournier asked staff to confirm that the ordinance is not reducing or removing any requirements about the amount of landscaping that must be provided but is eliminating a standard about the minimum amount of money that must be spent on landscaping. Mr. Healy confirmed that was the case and emphasized that the City has not been enforcing the code provision that requires a certain amount of money to be spent on landscaping. The requirement has been waived for all projects in recent memory.

Chair Fehrman opened the public hearing.

No one was present to comment on the ordinance. No correspondence was received prior to the meeting.

Chair Fehrman closed the public hearing.

Motion to recommend approval of an ordinance updating the lot cover and landscaping regulations in the industrial zoning district- Miller/Fournier (6-0).

5) NEW BUSINESS

A. Discussion on Zoning Regulations for Two-Family Homes in the R-2 -Single-and-Two Family Zoning District

Mr. Healy presented the staff report. The R-2 zoning district covers approximately 27.5% of the community and is the largest residential zoning district. While the R-2 zoning district allows both single family home and duplexes, there are minimum lot width and lot size standards that must be met for a property to be used as a duplex. There are no zoning requirements to convert a duplex home into a single-family home. For a single-family home to be converted into a duplex, it must meet certain lot size requirements, a building permit must be obtained, and at least 3 parking stalls must be provided. The lot size requirements for duplexes have been creating headaches for the rental licensing program because many of the duplexes are “grandfathered” to not meet the current lot size requirements. Many properties will switch between being a duplex and being a single-family home depending on what benefits the property owner most financially. Duplexes that do not meet the current lot size requirements lose their “grandfathered” rights to be a duplex if the property is used as a single-family home for more than 1 year. Many of these single-family homes that were constructed as duplexes are then purchased by a new owner and illegally rented as duplexes since they still contain two separate dwelling units with two separate kitchens. For several years, the Minnesota State Legislature has contemplated adopting zoning preemption bills that would automatically allow certain types of housing such as duplexes or accessory dwelling units in all zoning districts. Draft versions of the proposed Statute would allow cities to “opt out” of some of the zoning preemption rules if cities fix their own zoning codes and allow more housing. Staff requested the Planning Commission discuss and provide feedback on an ordinance that would clarify the existing zoning standards that are already in place for single family homes and duplexes with R-2 zoning, allow duplexes on 50-foot wide lots with R-2 zoning that do not have an alley, allow duplexes on 40-foot wide lots with access to an improved alley, require exterior staircases for duplexes to be in the side or rear yard, and establish a flat 5-foot- side yard setback for interior lots in the R-2 district.

Commissioner Miller asked Mr. Healy to explain the difference between a duplex and a twin home. Mr. Healy explained that a duplex is a home with two dwelling units that are usually stacked vertically. A twin home is a two dwelling unit building where the units are side by side. Commissioner Miller asked about the physical characteristics of a duplex. Mr. Healy explained that each unit of a duplex must have its own kitchen, bathroom, and bedroom with access to the outdoors either from a door just for that unit or through a shared hallway.

Commissioner Haye asked why the City had not considered this zoning reform earlier. Mr. Healy explained that until a few years ago, most of the City's zoning rules did not line up with South St. Paul's historic development pattern. In recent years, the Planning Commission and City Council have embraced South St. Paul's heritage as a traditional walkable town and have been updating the zoning code to align with the community's historic development pattern. Addressing all the zoning code issues at one time would have been an extremely large and complex project. Instead, the code amendments have been made over several years in smaller projects. Many cities are in the same boat and have started to shift back to zoning standards that legalize the community's existing development pattern. Another reason why City Staff has not prioritized updating the R-2 district is that the State Legislature has considered zoning preemption bills each year for the past several years with provisions that would address duplexes with new statewide standards. Staff has avoided spending time on this topic to avoid duplicating efforts.

Commissioner Felton shared his concerns about duplexes being inappropriate on 40-foot lots and the potential for more rental units because of the ordinance.

Commissioner Fournier commented that he was not concerned about allowing duplexes on 40-foot lots and shared that he previously owned a duplex on a 40-foot-lot.

Commissioner Haye asked why it is so difficult to convert a single-family home to a duplex. Mr. Healy explained that if an individual that owned a duplex on a 40-foot lot converts the property into a single-family home and the property is used as a single-family home for more than 1 year, that property loses its ability to be a duplex. The only way the property could be legally used as a duplex again would be with a lot size variance. When the City reviewed a variance request for this exact situation in 2020, the City Council denied the variance despite an approval recommendation from the Planning Commission. The City Council stated at the time that they were not inclined to approve lot size variances for duplexes on 40-foot lots and asked City Staff to actively discourage property owners from seeking this type of variance. There was a general feeling that it was not fair to use variances to allow just some property owners in the R-2 district to have duplexes on smaller lots.

Commissioner Wegehaue asked staff to confirm that a code amendment would be the only option to allow a duplex on a 40-foot lot without a variance. Mr. Healy confirmed it was.

Mr. Healy requested the Planning Commissioners provide feedback about whether they would like to see the ordinance come back for a public hearing. The majority of the commissioners indicated that they would.

6) OTHER BUSINESS

A. Planning Commission Rules of Order

Mr. Healy provided a brief overview of the updated rules of order.

Motion to recommend approval of the 2026 Planning Commission Rules of Order- Haye/Fournier (6-0).

7) STAFF UPDATES

None.

8) ADJOURNMENT

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



PLANNING COMMISSION AGENDA REPORT

DATE:

April 1, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

4.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for a Bingo Hall at the Southview Shopping Center

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of a conditional use permit for a bingo hall at 1209 Southview Boulevard.

OVERVIEW

Application

The Applicant, AMVETS Post 1, is a nonprofit veterans service organization which operates the West St. Paul Bingo Palace in a leased space at 1361 South Robert Street. They are looking to end their lease and wish to relocate the bingo hall to the vacant former Family Dollar space in the Southview Shopping Center. They are seeking a “conditional use permit for amusement or entertainment” to operate their bingo hall in the new location.

Review Timeline

Application Submittal: March 4, 2026

Planning Commission: April 1, 2026

Tentative City Council Meeting: April 20, 2026

60-Day Review Deadline: May 3, 2026

Background

The Southview Shopping Center is a multi-tenant facility constructed in 1958. It features two buildings with a total of approximately 55,914 square feet of leasable floor area. The two buildings are served by a shared 206-stall parking lot. The smaller of the two buildings was anchored by a Family Dollar until recently. The Family Dollar closed in 2025, leaving their roughly 9,295 square foot commercial suite vacant.

Overview of Proposed Business Operations

The Applicant has a tentative lease agreement with Felfam Limited Partnership, the owner of the Southview Shopping Center. They are proposing the following:

- They will pull a building permit to convert the roughly 9,295 square foot Family Dollar space into a bingo hall. This will involve the construction of new interior walls and new bathrooms. Part of the space will be the bingo hall itself with tables and chairs. Part of the space will be offices and storage for AMVETS Post 1's overall lawful gambling operation (they have pulltabs and other gambling that they operate at various bars around the metro).
- The bingo hall will offer bingo, pulltabs, and electronic pulltabs.
- The bingo hall would operate 7 days a week with a 2 PM matinee session (most days) and a 7 PM evening session (every day). Operations should end by 10 PM each night.
- The bingo hall will have 25 employees total, with 6 employees working each session.
- It is expected that each bingo session will have between 30–55 patrons playing bingo.
- Aside from vending machines, the bingo hall would not offer food or drink. They would have a relationship with Angelo's Italian Restaurant next door and patrons could order food from Angelo's which would be delivered to the bingo hall.

Relevant City Code

The following zoning code sections are relevant to this review:

- Section 118-126 of the City Code governs the C-1 Retail Business zoning district.
- Section 118-40 of the City Code governs Conditional Use Permits.
- Section 118-268 governs amusement or entertainment uses
- Sections 118-351 through 118-355 govern off-street parking and loading.

Zoning

The subject property is zoned “C-1 Retail Business” and guided “Commercial” in the 2040 Comprehensive Plan. In the C-1 zoning district, any “amusement or entertainment use” can be allowed by conditional use permit. Section 118-268 of the City Code states that amusement or entertainment uses include but are not limited to billiard parlors, pool halls, bowling alleys, and video game arcades. While bingo halls are not explicitly listed, they are in the same family of entertainment uses.

Southview Hill Small Area Plan and Comprehensive Plan Guidance

In 2014, the City hired a consultant team and undertook a zoning study to help revitalize the Southview Boulevard and Marie Avenue commercial area. The City Council approved the “Southview Hill Plan” on June 16, 2014. The small area plan inspired many of the goals and policies that were officially adopted when the City approved its 2040 Comprehensive Plan in October of 2020.

Per the small area plan, most residents want to see more businesses on Southview Boulevard and Marie Avenue, specifically more restaurants. The proposed bingo hall will be a boon to the restaurants that are located within the Southview Shopping Center as well as the restaurants that are within the general area. The bingo hall will not have its own kitchen, and it is expected that many bingo players will order takeout or delivery from nearby restaurants. The Applicant plans to have a relationship with Angelo’s Italian Restaurant next door.

Site Plan Review

The Applicant is not currently proposing to make any changes to the exterior of the building aside from putting up a new wall sign on the north façade of the building facing the parking lot. Their preference would be to relocate their existing “Bingo Palace” wall signage from their West St. Paul facility. Their existing sign (which is roughly 150 square feet) is too large and does not meet SSP’s sign code requirements, which do not allow an individual wall sign to be larger than 100 square feet.

City Staff has informed the Applicant that they would need to seek a variance to reuse their existing signage from West St. Paul. The Applicant has not yet decided whether to seek a variance and has not submitted any type of application related to signage.

Parking

Section 118-353(o) of the City Code states that shopping centers with over 30,000 square feet of floor area “shall provide parking on the basis of three spaces per 1,000 square feet of gross leasable or useable floor area.” The Southview Shopping Center has 55,914 square feet of leasable floor area and requires 168 parking stalls. The existing parking lot contains 206 striped stalls and exceeds the requirement.

The tenants in the Southview Shopping Center currently share the 206-stall parking lot and the

shopping center's landlord has not put up signage restricting parking stalls to specific tenants except for a few parking stalls next to Sam's Tobacco which have signage stating they are exclusively for tobacco store customers. There are also some parking areas near Knowlan's grocery store that have signage with length-of-time restrictions (i.e. 30-minute parking). The landlord is telling the Bingo Hall that they will have preferred access to 54 parking stalls and they provided an exhibit as part of their conditional use permit application (see ATTACHMENT 3).

The landlord has expressed to City Staff and the City Council that they want to be a good neighbor, and they believe that good times are ahead for the shopping center. They are filling the old Family Dollar tenant space with the bingo hall, and they are filling their long-vacant endcap space along Southview Boulevard with a new Anytime Fitness health club. They hope to eventually bring a new restaurant into the vacant suite that was occupied by the "Wishfull" restaurant which closed about 7 years ago. The landlord hopes that these new businesses will be so successful that the existing 206-stall parking lot will see much more activity than it does today. The landlord has shared that they are open to paving the grassy area in the southwest corner of the property in the future if the new businesses are so successful that daily parking demand starts to exceed the capacity of the existing parking lot. They may explore paving that area, regardless of parking demand, to provide premium parking with a reduced walking distance for patrons of the new bingo hall.

Staff would also note that it is likely that many bingo hall patrons will reach the site using means other than a private automobile. The Southview Shopping Center is in a walkable area that is nearby a lot of housing units, and the shopping center is served by a major Metro Transit bus route with frequent daily service. Additionally, seniors and people with disabilities living in supportive housing environments may arrive at the bingo hall using vans and minibuses that are driven by the staff of their facilities.

Licensing

Charitable gambling (also known as lawful gambling) is licensed by the State of Minnesota's Gambling Control Board, but they will not issue a license unless the City confirms that a charitable gambling operation complies with local ordinances. The Applicant's bingo hall proposal requires the City Council to approve a minor update to SSP's local lawful gambling ordinance. The lawful gambling ordinance is not part of the zoning code (it is not land-use related) and it is outside the purview of the Planning Commission.

The City Council discussed an amendment to the lawful gambling ordinance at their March 9th Worksession and were very supportive. They held a first reading for the ordinance amendment at their March 16th meeting, and they are tentatively planning to hold a second reading at the April 20th meeting. A link to the City Council memo for the 1st reading is included at the end of this staff memo in case any Planning Commissioners or members of the public would like to learn more about how charitable gambling is regulated in Minnesota.

Land Uses Surrounding Southern Building of Southview Shopping Center

Direction	Existing Use	Existing Zoning	Comp Plan Guidance
<i>West (across 13th Ave)</i>	Single Family Homes	C-1 Retail Business	Commercial
<i>North</i>	Southview Shopping Center's North Building	C-1 Retail Business	Commercial
<i>East (across 12th Avenue)</i>	Apartment Buildings	R-4 Multifamily Residential	High Density Residential
<i>South (across 3rd Street S)</i>	Single Family Homes	R-1 Single Family	Low Density Residential

CONDITIONAL USE PERMIT CRITERIA

Conditional Use Permits should be reviewed through the lens of the criteria outlined in the City Code:

- (1) That the conditional use, with such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.
- (2) If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.
- (3) That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.
- (4) That adequate utilities, access roads, streets, drainage, and other necessary facilities have been or will be provided.
- (5) That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.
- (6) *In Business districts.* Certain uses are considered, as a rule, unsuitable in commercial areas because of inherent characteristics (e.g., traffic hazards, noise, light glare), proximity to residential areas, the fact that they tend not to serve nearby residential areas, or may adversely affect nearby permitted business uses.

Section 118-268 of the City Code also has additional criteria that are in effect for “Amusement or Entertainment” uses:

- (1) The use is desirable to the public convenience and welfare;
- (2) The use is not detrimental or injurious to the public health, peace, or safety;
- (3) The use is not detrimental or injurious to the character or value of surrounding properties;
- (4) The use has adequate off-street parking facilities;
- (5) The use is served, or can be served, by adequate utility services;
- (6) The hours of operation of the proposed use will not be detrimental to nearby residential uses;
- (7) The use will not stimulate the gathering of large numbers of persons outside the building within which the use is located.

DISCUSSION

City Staff is supportive of the bingo hall proposal, and the Police Department has expressed that they do not have any public safety concerns about a bingo hall operating in the Southview Shopping Center. Bingo halls are very popular with senior citizens and are not known for drawing a rowdy crowd or generating nuisance impacts. The project will require a conditional use permit, and the City can attach “conditions of approval” related to noise and customer conduct to ensure that the bingo hall does not become a nuisance. The conditional use permit can be revoked if any conditions of approval are violated. Conditional Use Permits run with the land and are inherited by the new owner if the property changes hands.

Staff has a few observations to frame the discussion:

- The Applicant’s proposal is consistent with the goals of the Southview Hill plan, which calls for generally strengthening this commercial area and providing more dining options for residents. In addition to being an entertainment amenity for the community, the bingo hall could potentially make the restaurants around the shopping center stronger and more financially resilient if bingo customers are routinely ordering takeout meals to enjoy during gambling sessions.
- The former Family Dollar space is currently a “mercantile” use under the State Building Code and it is being changed to an "assembly" use where crowds of people will gather. The Applicant will need to hire a Minnesota-licensed architect to complete an architectural code analysis of the space to look at issues such as ADA compliance, number and location of exits, bathroom count, etc. They will need to pull a building permit for the change of use and the Building Official and Fire Marshal will need to approve the plans.
- Staff would recommend that several permanent operating conditions be placed on the bingo hall via the conditional use permit:

- Hours of operation should be regulated to establish clear operating parameters since there are residential areas nearby. City Staff's understanding is that the 7 PM bingo session typically concludes by 10 PM. City Staff would recommend setting the hours of operation at 8 AM- 11 PM, which will provide some wiggle-room if a session goes long. Most other bingo halls in the metro operate until 10 PM or 11 PM.
- The Applicant has stated that they do not plan to serve alcohol at the bingo hall (they do not qualify for a liquor license because they are not a restaurant) and they are not currently interested in seeking a "consumption and display" permit that would allow patrons to bring their own alcoholic beverages to enjoy during bingo sessions. Staff would like to make it clear in the "conditions of approval" that there cannot be any alcohol in the bingo hall unless a consumption and display permit is granted, or the alcohol is served by a licensed caterer with a permit to serve alcohol.
- The conditional use permit should require full compliance with all local ordinances and State Statutes that regulate lawful gambling.

STAFF RECOMMENDATION

Staff recommends approval of the conditional use permit with the following conditions:

1. **Approved Plans.** The conditions of this approval are based on the following plans:

a. Application (Jim Grob)	Dated March 4, 2026
b. Applicant's Narrative	Not dated
c. Draft Floor Plan (Horstmann Enterprises)	Not dated
d. Parking Exhibit (Horstmann Enterprises)	Not dated

2. **Building Permit Required.** The Applicant shall obtain a building permit for a change of use to convert the space from a retail storefront to a bingo hall. At the time of building permit, the Applicant will provide any materials required by the Building Official for processing this type of permit application. The Applicant shall pay any required sewer access charges.

3. **Architectural Code Analysis Required.** Prior to submitting their building permit for the

change of use, the Applicant shall have an architectural code analysis for the new use completed by a Minnesota-licensed architect. The architectural code analysis must establish a maximum occupancy for the bingo hall. The architectural code analysis must be submitted along with the building permit application, and it is subject to review and approval by the Building Official and Fire Marshal.

4. **Certificate of Occupancy Required Before Bingo Hall May Operate.** The Applicant may not host any lawful gambling sessions until the Building Official has issued a certificate of occupancy for the new use.
5. **Maximum Number of Attendees.** No lawful gambling session may have more attendees than the maximum occupancy of the building that has been established by a Minnesota-licensed architect, subject to review and approval by the Building Official. The maximum occupancy must be clearly posted inside the building.
6. **Compliance with Lawful Gambling Ordinance and State Statute.** All gambling taking place within the bingo hall must comply with State Statute, State licensing requirements, and any local ordinances that regulate gambling. A copy of the State license for lawful gambling must be provided to the Zoning Administrator upon request.
7. **Hours of Operation.** Lawful gambling sessions may not begin prior to 8 AM and must conclude by 11 PM.
8. **Compliance with Noise and Nuisance Ordinances.** Excessive violations of the noise ordinance may result in the revocation of the conditional use permit. The City Council, at their sole discretion, shall determine what constitutes excessive violations. In addition to complying with the noise ordinance, the Applicant must not in any way be a public nuisance.
9. **Alcohol Usage at Bingo Hall.** Alcoholic beverages may only be sold inside the bingo hall if they are served by a licensed caterer who holds the appropriate permits to sell alcohol. Bingo hall guests are not allowed to bring their own alcoholic beverages unless the City Council grants a consumption and display permit. The Applicant must comply with any conditions that are placed on the consumption and display permit.

10. **Termination of the Conditional Use Permit.** The Conditional Use Permit will terminate if improvements have not substantially begun within one year from the date of approval. The violation of any condition of approval in the conditional use permit may terminate the conditional use permit, following a hearing by the City Council.

Action Requested

The Planning Commission has the following actions available on the proposed application:

1. Approval. If the Planning Commission wishes to recommend approval of the conditional use permit, the following action should be taken:
 - Motion to recommend approval of a conditional use permit for a bingo hall at 1209 Southview Boulevard.
2. Denial. If the Planning Commission wishes to recommend denial of the conditional use permit, the following action should be taken:
 - Motion to recommend denial of a conditional use permit for a bingo hall at 1209 Southview Boulevard.

If the Planning Commission wants to recommend denial, it will require a finding that the conditional use permit request is not consistent with one of more parts of the conditional use permit criteria.

LINKS

[Southview Hill Plan \(Approved June 16, 2024\)](#)

[City Council Staff Memo for 1st Reading of Lawful Gambling Ordinance Update](#)

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Interior Photographs of West St. Paul Bingo Palace
3. Landlord's Parking Exhibit
4. Draft Floor Plan for Bingo Hall
5. Applicant's Narrative
6. Photograph of Proposed Bingo Hall Space
7. Public Comments

**ATTACHMENT 1
SITE LOCATION MAP**



Proposed Bingo Hall in Vacant Former Family Dollar Space (1209 Southview Boulevard)

ATTACHMENT 2
INTERIOR PHOTOGRAPHS OF WEST ST. PAUL BINGO PALACE



SOUTHVIEW BLVD. 9,800 VPD (2008)

12TH AVE. S. 3,160 VPD (2008)

13TH AVE. S. 3,200 VPD (2005)

PYLON

Anytime Fitness

Dreamers Vault

Sam's Tobacco

KNOWLAN'S SUPERMARKET

Metro PCS

HONG KONG BUFFET

DE PARIS NAILS

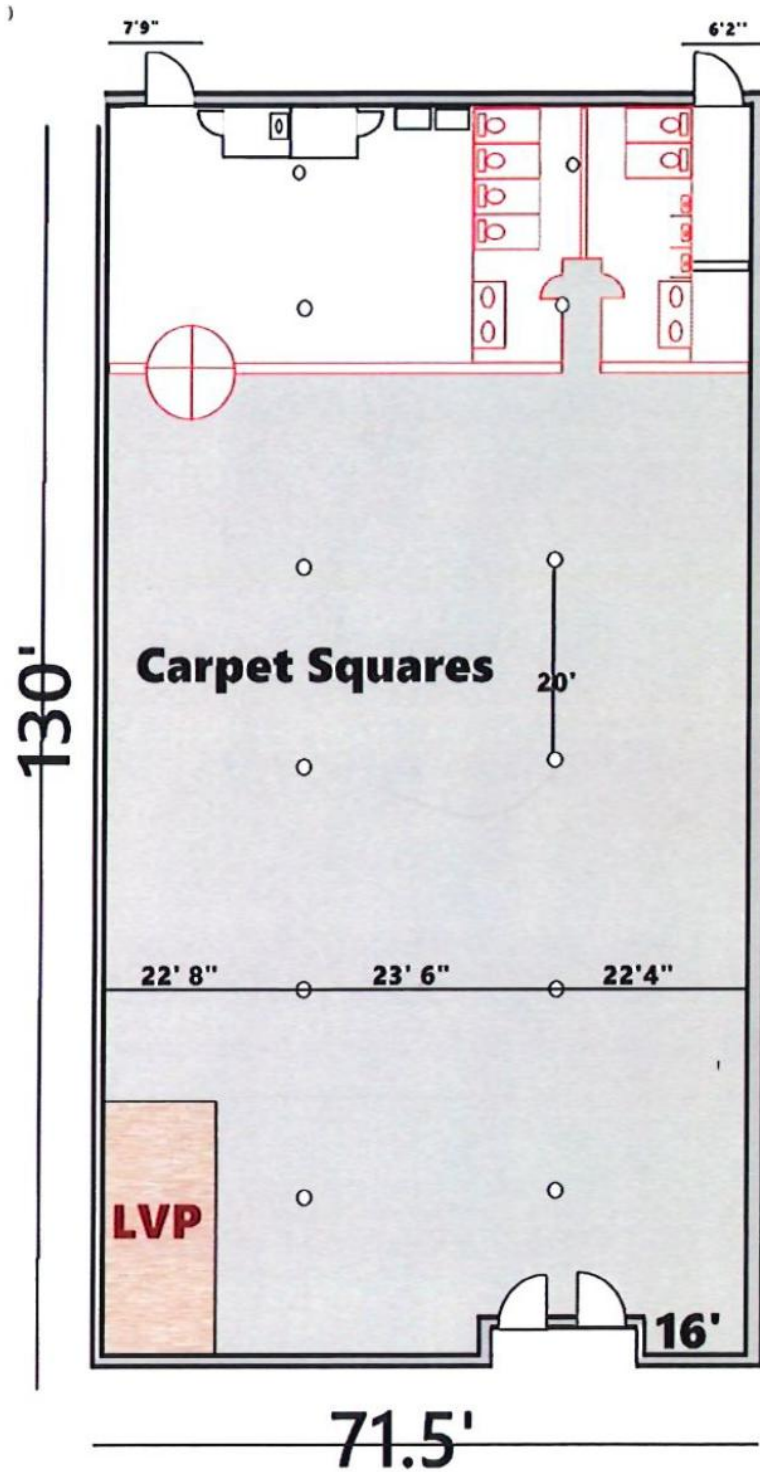
ANGELO'S PIZZA

Future Parking

Bingo Palace Parking

3RD ST. S.

ATTACHMENT 4
DRAFT FLOOR PLAN FOR BINGO HALL



ATTACHMENT 5

APPLICANT'S NARRATIVE

Subject: Request seeking a conditional use permit to operate Bingo Hall with Pulltabs and Electronic Tabs

On behalf of AMVets Post 1, we are writing to formally request a conditional use permit approval to operate a charitable gambling hall consisting of bingo, pulltabs, and electronic tabs.

AMVets Post 1 is a nonprofit veterans organization dedicated to supporting veterans, their families, and the surrounding community. The proceeds generated from our bingo operations directly benefit numerous charitable organizations throughout the year. One of our consistent community partners is Neighbors Inc., along with various other local causes and assistance programs.

Our proposed operations are as follows:

- Business Type: Charitable Bingo Hall with Pulltabs and Electronic Tabs
- Days of Operation: Seven (7) days per week
- Evening Session: Doors open at 6:00 PM, games begin at 7:00 PM
- Matinee Session (Tuesday–Sunday): Doors open at 1:00 PM, games begin at 2:00 PM
- Average Attendance:
 - Matinee: Approximately 30–35 patrons
 - Evening: Approximately 45–55 patrons
- Staffing: Six (6) employees per session
- Total Employment: 25 employees

Our operations provide stable employment for 25 individuals within the community. All gaming activities will be conducted in strict compliance with city ordinances, state gambling regulations, and applicable licensing requirements. We are committed to maintaining a safe, secure, and well-managed environment for our patrons and staff.

We respectfully request the City's approval of a conditional use permit and are prepared to complete all necessary applications, inspections, and permitting requirements. We welcome the opportunity to meet with city officials to discuss any questions or provide additional documentation as needed on March 9th

Thank you for your time and consideration of this request. We appreciate the City's continued support of community-based charitable initiatives.

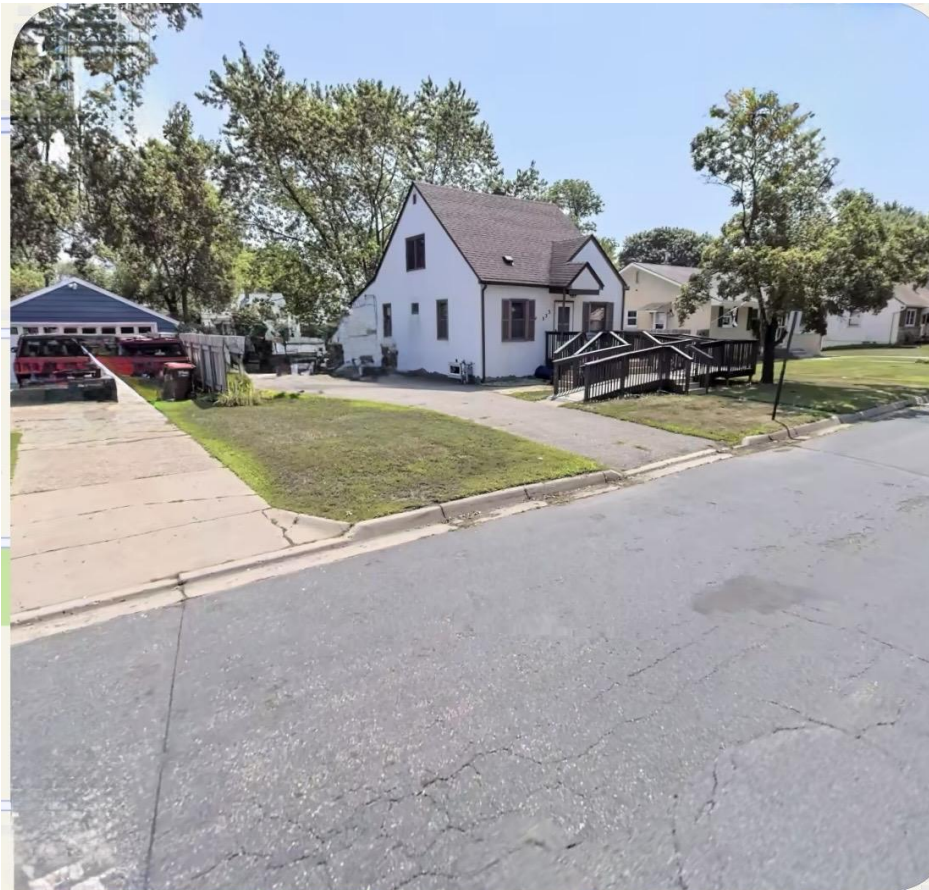
ATTACHMENT 6
PHOTOGRAPH OF PROPOSED BINGO HALL SPACE



ATTACHMENT 7 PUBLIC COMMENTS

Received via email on March 25th:

My name is Amanda Naumann address 325 13th Ave So. Project address is 1209 Southview Boulevard. Parking will be come an issue if there is dog training/ Show going on if they start to park down the block we have one spot THAT WILL HAVE TO HAVE A SIGN FOR NO PARKING TOW AWAY ZONE before they get into to the vacant spot. I have attached the pictures where the sign would have to be since this is NOT BIG ENOUGH TO BE A PARKING SPOT. They would be blocking Two DRIVEWAYS AND NOT JUST ONE driveway. Please take the parking into consideration that it can be a problem for the people that are also park on the street if they don't have enough space to park in the driveway or don't have a driveway to park.







PLANNING COMMISSION AGENDA REPORT

DATE: April 1, 2026
DEPARTMENT: Planning & Zoning
PREPARED BY: Monika Miller
AGENDA ITEM NUMBER: 4.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Sign Variance for Anytime Fitness at the Southview Shopping Center

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of a variance request to install additional signage at the Southview Shopping Center

OVERVIEW

Application

The Applicant, Tony Wind on behalf of Anytime Fitness, is seeking a variance to install two new 87-square-foot wall signs on the façades of the Southview Shopping Center. The amount of signage already at the Southview Shopping Center exceeds the amount of signage that a single property in the C-1 Retail Business zoning district is allowed to have, so a variance is needed to install additional signage at the site.

Review Timeline

Complete Application Submittal Date: March 9, 2026

Planning Commission: April 1, 2026

Tentative City Council Meeting: April 20, 2026

60-Day Review Deadline: May 8, 2026

Background

The Southview Shopping Center is a multi-tenant retail facility constructed in 1958. It features two buildings with a total of approximately 55,914 square feet of leasable floor area. The property was developed under a different set of zoning rules than exists today and has numerous lawful nonconformities (commonly called “grandfather rights”). The most visible lawful nonconformity is the enormous freestanding sign at the corner of Southview Boulevard and 13th Avenue South, which is much taller than the shopping center itself and includes advertising space for all the businesses in the shopping center. The City Code no longer allows this type of enormous sign structure and shopping centers are now limited to 12-foot-tall monument signs.

The Applicant will soon move an Anytime Fitness health club into the northernmost tenant space in the Southview Shopping Center's main building. The suite is addressed as 1205 Southview Boulevard. This tenant space was previously utilized as an Anytime Fitness health club from 2010 to 2021 but has been vacant for the last five years. When Anytime Fitness vacated the suite in 2021, they removed their wall signage entirely and left the walls bare in preparation for the next tenant. The suite sat vacant for several years and recently the Applicant made the decision to re-open an Anytime Fitness health club in the same suite.

As part of the process of preparing the space to re-open, the Applicant engaged with a sign contractor to prepare new wall signs. The Applicant would like to install two 87-square-foot wall signs for their business: one on the north façade of the building facing Southview Boulevard and another on the west façade which would face the parking lot. The signs would be in the same location as the previous 'Anytime Fitness' wall signs but would be slightly larger than the previous signs. The sign project cannot move forward without a variance for several reasons:

- Over the decades, the City has had several different regulatory frameworks for reviewing and approving business signage. Under the current framework that was adopted in 2009, each property receives a signage allowance that they can use for either freestanding signage or wall signage. The allowance is quite generous and works well for most properties, but it does not anticipate a shopping center where an enormous "grandfathered" freestanding sign eats up almost the entire signage allowance, as is the case with the Southview Shopping Center. The Southview Shopping Center's freestanding sign is so large (almost 400 square feet) that there is not enough signage left under the allowance system for each tenant space to have adequate wall signage.
- The total amount of existing signage at the Southview Shopping Center exceeds the maximum amount of signage that is allowed for a property with C-1 zoning. This means that the Shopping Center is not eligible to have any additional signage, even if they get additional tenants. State Law allows lawful nonconformities to be repaired, maintained, improved and replaced. This means that existing signs can be swapped out with new signs if the new signs are not any larger than what was there before.
- The old Anytime Fitness wall signs were lawful nonconforming ("grandfathered"), but they were taken down five years ago. Grandfather rights expire one calendar year after the lawful nonconformity is removed.

City Staff and the City Attorney believe there is enough wiggle-room in the City Code to allow the Applicant to put up one small wall sign on the west façade of the building because there is language in the City Code that suggests that each tenant in a multitenant building should be allowed at least one wall sign. The Applicant is seeking to put up two full-sized wall signs to properly advertise the endcap space, which cannot occur without some type of variance. The Applicant has requested, at a minimum, a one-off variance that would allow their specific sign project to move forward. City Staff believes that this is a prime opportunity to "fix" the zoning situation at the Southview Shopping Center and develop a signage plan that will work for this

tenant and future tenants of the shopping center. Without a long-term fix, the Planning Commission and City Council will need to constantly review sign variances for this property over the coming years, and it may be difficult for many of the signage projects to properly satisfy the City Code's variance criteria.

Existing Site Conditions

The Southview Shopping Center is one of the city's main multi-tenant retail facilities. The shopping center is easily identifiable by the large freestanding sign at the corner of Southview Boulevard and 13th Avenue South. The property has frontage on 4 different streets: Southview Boulevard, 3rd Street South, 12th Avenue South, and 13th Avenue South. Staple tenants of the shopping center including Knowlan's Fresh Food, Hong Kong Restaurant, and Angelo's Pizza.

The shopping center contains two buildings: a northern building with nine tenant suites (eight on the first floor and one in the basement) and a southern building with three tenant suites. The two buildings share a large 206-stall parking lot. Most of the tenant spaces have wall signs in addition to having signage on the freestanding sign. The exact square footage of signage at the shopping center is difficult to confirm because permits have not consistently been obtained as signs have been replaced over the years.

Zoning and Comprehensive Plan Summary

The Southview Shopping Center property is zoned C-1, retail business district. Health clubs are a permitted use in the C-1 district. The 2040 Comprehensive Plan guides the property for Commercial Use. The proposed use of the northernmost unit as a fitness center and the use of the property as a shopping center aligns with the future land use guidance for the property.

In all commercial and industrial zoning districts, the maximum allowable size for an individual sign is 100 square feet. Properties with C-1 zoning are eligible to have up to 150 square feet of signage or an amount of signage equal to one and one-half (1.5) times the lineal feet of the longest building frontage facing a public street, whatever is greater. Each tenant in a multi-tenant building is permitted to have at least one wall sign; however, the total square footage of the wall signs cannot exceed the maximum amount of signage that is allowed for a single property. The northern building of the Southview Shopping Center has approximately 356 feet of frontage along 12th Avenue South, giving that building a maximum signage allowance of 534 square feet. While the exact amount of signage at the site is unknown, the estimated square footage of the freestanding sign (~ 370 square feet) combined with the existing wall signs on both buildings easily exceeds the maximum amount of signage that is allowed at the property. A variance is required to add additional signage to the northern building.

Relevant Zoning Code Sections

- City Code Section 118-39 regulates Variances
- City Code Sections 118-64 through 118-66 regulate Lawful Nonconformities
- City Code Section 118-333 regulates On Premises Signage

- City Code Section 118-335 regulates signage based on the underlying zoning district
- City Code Section 118-336 lays out the process and procedures for a Master Sign Plan

Proposed Signage

The Applicant would like to install two wall signs on the exterior building façade of their tenant space. Both signs would be 87 square feet in size and would display the name of the business in channel letters as well as the company's logo and the services offered. The two signs would be placed in the same location as the previous Anytime Fitness signs that were removed in 2021 and would be internally illuminated. The size of each individual sign complies with the maximum allowable size requirement for an individual sign. However, as previously stated, the existing amount of signage at the Southview Shopping Center exceeds the maximum allowable amount of signage for a single property. A variance is needed to add the tenant's proposed signage to the property.

Options for Properties with Complex Signage Needs

Zoning rules for signage are written to automatically provide a standard commercial property with a single building a reasonable amount of signage. Certain land uses, such as gas stations, multi-tenant shopping facilities or properties with multiple principal buildings, have signage needs that realistically exceed the amount of signage that would work for a single retail building. Until a few years ago, the City Code did not acknowledge that these types of properties have special signage needs and treated all properties with a "one size fits all" approach that created the need for a sign variance anytime one of these properties wanted to install additional signage. Each time, the sign variances were approved unanimously. In 2022, the City adopted updated signage rules which attempted to offer additional solutions for these types of situations. The tools included additional sign allowances based on the length of the longest building frontage that faces a street and creating a new Master Sign Plan process.

The Master Sign Plan process was created specifically to address signage for gas stations, multi-tenant shopping facilities or properties with multiple principal buildings, as giving large buildings extra signage based on building length does not always address the signage needs of a property. A master sign plan is handled like a site plan review for signage and allows the property owner to propose a signage plan for their overall property and for each tenant space. With a master sign plan, a property can have up to two times the amount of signage that is allowed in the underlying zoning district without needing a variance. A variance would still be required if a property's signage needs are so complex that they need more than two times the standard signage allowance.

Staff initially encouraged the Applicant to ask the shopping center's landlord to apply for a master sign plan approval to address the signage needs for the site. This would have been a fairly heavy lift which would have required the landlord to sit down with all their existing tenants, calculate signage needs, and put together a cohesive plan for the property which may involve giving some tenants more rights than other tenants. The landlord expressed that they were not interested in taking this approach. Additionally, the Applicant wants to open their business this

spring, and they want to get some type of zoning approval as soon as possible so that they can begin fabrication of their new signs. City Staff acknowledges that the Master Sign Plan approach works best in situations where a multi-tenant retail building is being newly developed and does not have existing tenants with existing signage. With the Southview Shopping Center, City Staff believes that it is possible to accomplish many of the goals of the Master Sign Plan by approving a well-crafted and thoughtful variance that provides long-term guidance for signage at the shopping center.

Proposed Signage Framework for the Northern Building at the Southview Shopping Center

To address the Applicant's request and to avoid the need for constant sign variances at this property, Staff has drafted conditions of approval for the project that will function like a master sign plan. The scope of the conditions of approval would only address the northern building of the Southview Shopping Center. The conditions would remove the freestanding sign from the equation of the total allowable amount of signage on the subject property. Each main floor tenant would be given a 90-square-foot wall sign allowance for the western building wall and the basement tenant would be given a 60-square-foot allowance on the western building wall. The western wall faces the parking lot and is where most of the existing wall signage is located. Each end-cap suite would be given an additional 90-square-foot allowance, allowing the northernmost tenant to install a sign on the exterior wall that fronts Southview Boulevard and the southernmost tenant to install a wall sign facing the drive aisle. Additionally, each main floor tenant would be given a 30-square-foot allowance to install signage on the eastern building wall along 12th Avenue South to break up the monotonous and unattractive blank wall that is there today which faces Wakota Credit Union and the vacant lot where the Farmer's Market is located. The northern building would be allowed up to 1,200 square feet of wall signage under the proposed conditions of approval. Parameters about how to handle an increase in tenant space and the opportunity for the property owner to revert to the original signage allowance are included. Staff view this as the best solution to address the signage needs for this property.

Variance Criteria

The Planning Commission is asked to review the proposed variance using the criteria laid out in City Code Section 118-39. Staff have prepared an analysis the Planning Commission can use if they wish to recommend approval of the variance using City Staff's proposed approach which will cohesively "fix" the signage situation at the Southview Shopping Center:

1. That the variance is in harmony with the general purpose and intent of the ordinance.

The variance is in harmony with the general purpose and intent of the ordinance. The sign code is designed to provide adequate signage for businesses to promote commerce while preventing excessive signage that negatively impacts the aesthetics and character of a property. The Master Sign Plan process and the PUD process both allow for

deviations from the sign code for complex multi-tenant projects. The Southview Shopping Center is a complex site with many building facades that face multiple different public streets. The shopping center also features a large lawful nonconforming freestanding sign that strains the property's signage allowance in a way that imposes a unique practical difficulty. Using a variance to address the situation in a manner that is similar to a Master Sign Plan or PUD approval is consistent with the purpose and intent of the zoning ordinance.

2. That the terms of the variance are consistent with the Comprehensive Plan.

The variance is consistent with the comprehensive plan, which generally calls for creating a thriving walkable commercial area with good aesthetics and good urban design on the part of Southview Boulevard where the Southview Shopping Center is located. The property needs adequate signage to achieve its economic development potential. If the Applicant is not granted a variance, they will be unable to have wall signage along Southview Boulevard, and their business will be oriented solely towards the parking lot. The comprehensive plan calls for orienting businesses towards pedestrians, and this means having signage face the public right-of-way along Southview Boulevard.

3. That economic considerations are not the reasoning for the variance. Economic considerations are not the reason for the variance.

Economic considerations are not the reason for the variance. The Applicant is seeking to install signage for his corner suite that is consistent with the typical signage placement for an endcap space in a multi-tenant building.

4. That the Property Owner proposes to utilize the property in a reasonable manner.

The Applicant is proposing to use the property in a reasonable manner. The desire to install signage on the building facades that face the customer parking lot and the nearest street frontage is reasonable and logical. A variance that establishes a cohesive set of rules for signage at the Southview Shopping Center is reasonable and is what the City Code tries to accomplish with the Master Sign Plan and PUD process. All the proposed new signs are consistent with the maximum allowable size for an individual sign, and the variance would establish a reasonable framework for administering the many lawful nonconformities that are already present at the Southview Shopping Center.

5. That the plight of the property is due to a unique circumstance not created by the property owner.

The plight of the property is due to a unique circumstance not created by the property owner. The shopping center's current owner is not the original group that developed the property. Multi-tenant shopping facilities have unique signage needs that exceed those of a single retail facility. Beyond the need for additional signage for multi-tenant facilities, the property has a large lawful nonconforming freestanding sign that takes up most of the

signage allowance for the property. There are unique practical difficulties that make a variance a supportable tool for establishing a signage framework for the Southview Shopping Center instead of requiring the property owner to obtain a Master Sign Plan approval or PUD approval, which are the City Code's other vehicles for securing flexibility from sign code requirements.

6. That the variance will not alter the essential character of the neighborhood.

The variance will not alter the essential character of the neighborhood. Shopping centers commonly have signs for each tenant on the wall that faces the customer parking lot and additional signage on the closest street frontage for corner suites. The Applicant's proposed signage will be very similar to the previous wall signs for this suite. The proposed signage framework that will be established by the variance will work well in the context of the Southview Shopping Center's neighborhood.

Discussion

For many years, signage for commercial and industrial properties did not need permits and instead required discretionary approval by the Planning Commission and the City Council. In 1983, South St. Paul adopted more modern signage standards that regulated how large a single sign should be and the amount of signage a property could have based on its zoning. The Southview Shopping Center was constructed several decades before the City adopted formal signage rules and the signage at the site would have originally been approved at the discretion of the Planning Commission and the City Council, including the very large freestanding sign. Even with more modern zoning codes, multi-tenant properties tend to have complex signage needs due to the nature of having multiple businesses in one building on a property. Several of the recent sign code updates have attempted to reduce the barriers to signage for new tenants of multi-tenant buildings while reducing the number of sign variances the Planning Commission and City Council must review. While the updates have generally been successful, variances are still necessary from time to time. In this case, Staff would like to use the requested variance as an opportunity to establish a comprehensive signage framework for the shopping center's northern building, addressing its needs holistically while supporting business-friendly outcomes and minimizing the need for future variances for otherwise code-compliant wall signage.

Staff Recommendation

City Staff recommends approval of the sign variance, subject to the following conditions:

1. **Status of Existing Freestanding Sign.** The Southview Shopping Center has an existing freestanding pylon sign which is lawful nonconforming today. It will be administered as a lawful nonconformity in accordance with City Code and State Statute. The freestanding sign will not count towards the property's signage allowance so long as each building within the Southview Shopping Center complies with the terms of this variance, unless the variance is terminated as provided below.

2. **Wall Signage for the Northern Building.** The northern building of the Southview Shopping Center currently contains eight first floor tenant spaces and one basement tenant space. The northern building shall be governed by the following provisions related to wall signage:

- a. **Total Amount of Wall Signage.** The total amount of wall signage for the northern building shall not exceed 1,200 square feet. In addition to adhering to this total limit, the owner of the property must also adhere to the specific limits that govern each facade.
- b. **West Façade.** Each first-floor tenant may have up to 90 square feet of wall signage on the west façade. The basement tenant may have up to 60 square feet of wall signage on the west façade.
- c. **North Façade.** The endcap tenant may have up to 90 square feet of wall signage on the north facade in addition to any signage that they place on the west facade. The north facade shall not have more than 90 square feet of wall signage.
- d. **South Façade.** The endcap tenant may have up to 90 square feet of wall signage on the south facade in addition to any signage that they place on the west facade. The south facade shall not have more than 90 square feet of wall signage.
- e. **East Façade.** Each first-floor tenant may have up to 30 square feet of wall signage on the east facade in addition to any signage that they place on the other facades. The east facade shall not have more than 240 square feet of wall signage.

3. **Lawful Nonconforming Wall Signs on the West Façade of the Northern Building.** Any existing wall signage already on the west facade of the northern building at the time that this variance is approved shall be treated as lawful nonconforming if it exceeds the per-tenant allowance and will be administered as a lawful nonconformity in accordance with the City Code and State Statute.

4. **Handling an Increase in the Number of Tenant Spaces in the Northern Building.** If the property owner reconfigures the northern building in a way that results in more than eight first floor tenants or more than one basement tenant, they may re-apportion the wall signage for any façade so long as there is no more than 780 square feet of wall signage on the west façade, no more than 90 square feet of signage on the north façade, no more than 90 square feet of signage on the south façade, and no more than 240 square feet of signage on the east façade.

5. **Property Owner May Request a Reversion to Standard Sign Code Requirements.** The owner of the northern building of the Southview Shopping Center may revert to standard sign code requirements by filing a notarized statement with the Zoning Administrator surrendering this variance and requesting that standard sign code requirements for the underlying zoning district be placed back into effect.

6. **Wall Signage for the Southern Building.** The southern building of the Southview Shopping Center is not the subject of this variance. The southern building shall be treated as a separate “property” for the purposes of calculating its signage allowance. The wall signage shall continue to be administered in accordance with standard City Code requirements. However, any signage located on the Southview Shopping Center's lawful nonconforming pylon sign shall not be counted against the signage allowance for the southern building.
7. **Sign Permits Required.** The tenant or property owner shall obtain a sign permit prior to installing any new signage at the property that requires a permit.
8. **Termination.** This variance will terminate in the following situations:
 - The City Council may terminate the variance, following a hearing, if there is noncompliance with the conditions of approval.
 - The variance may be terminated by the Property Owner if the Property Owner obtains a Master Sign Plan approval that sets up a different approach for overall site signage.
 - The variance may be terminated by the Property Owner if the Property Owner of the northern building of the Southview Shopping Center files a notarized statement with the Zoning Administrator stating that they wish to terminate the variance and have the property revert to the standard zoning requirements of the underlying zoning district.

Required Action

The Planning Commission has the following actions available for the application:

Approval of Sign Variance As Presented

If the Planning Commission wishes to recommend approval of the variance to allow additional signage at the Southview Shopping Center, the following action should be taken:

- Motion to recommend approval of a sign variance for the Southview Shopping Center as presented, subject to the conditions listed in the staff report.

Denial of Sign Variance

If the Planning Commission wishes to recommend denial of the sign variance on the grounds that the request does not meet the variance criteria, the following action should be taken:

- Motion to recommend denial of a sign variance for the Southview Shopping Center. If the Planning Commission wishes to recommend denial of the variance, specific

findings would need to be adopted that the variance does not meet the variance approval criteria.

Alternative Approach: Approval of One-Off Variance for Anytime Fitness's Two Wall Signs

The Planning Commission also has the option of declining to support City Staff's proposed solution for "fixing" the signage situation at the shopping center but still supporting the Applicant's variance request. If the Planning Commission feels that a one-off variance to allow the two 87 square foot Anytime Fitness signs is supportable, the Planning Commission can adopt its own findings and approve a variance that is more limited in scope.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Site Location Map
2. Proposed Wall Sign- North Wall
3. Proposed Wall Sign- West Wall
4. Photos Of Previous "Anytime Fitness " Signs At Subject Property
5. Existing Building Facades
6. Variance Narrative

**ATTACHMENT 1
SITE LOCATION MAP**



1205 Southview Blvd
South St Paul, MN 55075

DESCRIPTION

- A CHANNEL LETTERS**
- 3" .040 Prefinished Blk/ Wht Aluminum Ltr Coil
 - 3/16" #7328 White Acrylic Ltr Faces **(CNC)**
 - 1" Black Trimcap **(STOCK)**
 - .040 Prefinished White Aluminum Ltr Backs **(CNC)**
- B CHANNEL LOGO**
- 3" .040 Prefinished Blk/ Wht Aluminum Ltr Coil
 - 3/16" #7328 White Acrylic Ltr Faces **(CNC)** w/ 1st Surface Applied Translucent Vinyl **(V2)**
 - 1" Black Trimcap **(STOCK)**
 - .040 Prefinished White Aluminum Ltr Backs **(CNC)**
- C MONIKER PANEL**
- 1/4" Aluminum Panels, Painted **(CNC)(P2)**
 - 1st Surface Applied Opaque Vinyl **(V3)**
 - Stud Mount Flush into Silicone Filled Holes
 - PANELS INSTALLED FLUSH TO EACH OTHER, NO GAPS**
- D ILLUMINATION**
- (105) Sloan Prism Synergy Mini 6500K White LEDs
 - Remote Power Supplies, (1) Superior 96W 24V 115-277 VAC - 60 HZ - 1.0A@115 VAC | 0.45A@277VAC
 - Timer Controller By Others
 - Primary Connection by Locally Licensed Electrician
- E INSTALL**
- Stud Mount Flush w/ Necessary Wall Anchors

Color Schedule

- P1** Matthews Paint, Standard Black **(Satin Finish)**
- V1** 3M 7125-22, Matte Black **(Opaque)**
- V2** 3M 3630-8912-48, CUSTOM AF Purple **(Translucent)**
- V3** 3M 7125-20, Matte White **(Opaque)**



Jenny Kruse | 952 641 9602
jennyk@archetypedesign.com

date: 12.10.25 designer: JB

Rev 1 – 2.13.26
Rev 2 –
Rev 3 –
Rev 4 –
Rev 5 –

approval

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2 PROPOSED ELEVATION | NORTH

SCALE: 3/16" = 1'-0"

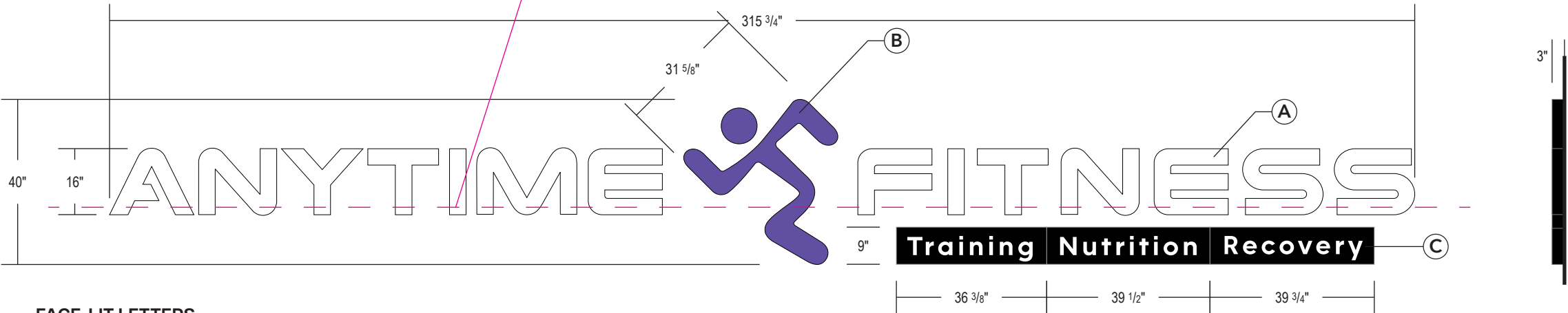
CITY CRITERIA
ZONE: C1 MAX OF 100 SQFT; LIMITED TO (1) SIGN PER BUSINESS
LANDLORD CRITERIA
SUBMIT FOR APPROVAL
ALLOWED: 100.00 SQFT (TOTAL) PROPOSED: 87.71 SQFT



3 PROPOSED NIGHT VIEW

SCALE: NOT TO SCALE

KEEP ELECTRICAL PENETRATIONS IN A LINE
AT THE BOTTOM OF ALL CHANNELS



1 FACE-LIT LETTERS

SCALE: 3/8" = 1'-0"

Anytime Fitness

1205 Southview Blvd
South St Paul, MN 55075

DESCRIPTION

- (A) CHANNEL LETTERS**
- 3" .040 Prefinished Blk/ Wht Aluminum Ltr Coil
 - 3/16" #7328 White Acrylic Ltr Faces **(CNC)**
 - 1" Black Trimcap **(STOCK)**
 - .040 Prefinished White Aluminum Ltr Backs **(CNC)**
- (B) CHANNEL LOGO**
- 3" .040 Prefinished Blk/ Wht Aluminum Ltr Coil
 - 3/16" #7328 White Acrylic Ltr Faces **(CNC)** w/ 1st Surface Applied Translucent Vinyl **(V2)**
 - 1" Black Trimcap **(STOCK)**
 - .040 Prefinished White Aluminum Ltr Backs **(CNC)**
- (C) MONIKER PANEL**
- 1/4" Aluminum Panels, Painted **(CNC)(P2)**
 - 1st Surface Applied Opaque Vinyl **(V3)**
 - Stud Mount Flush into Silicone Filled Holes
 - PANELS INSTALLED FLUSH TO EACH OTHER, NO GAPS**
- (D) ILLUMINATION**
- (105) Sloan Prism Synergy Mini 6500K White LEDs
 - Remote Power Supplies, (1) Superior 96W 24V 115-277 VAC - 60 HZ - 1.0A@115 VAC | 0.45A@277VAC
 - Timer Controller By Others
 - Primary Connection by Locally Licensed Electrician
- (E) INSTALL**
- Stud Mount Flush w/ Necessary Wall Anchors



2 PROPOSED ELEVATION

SCALE: 3/16" = 1'-0"

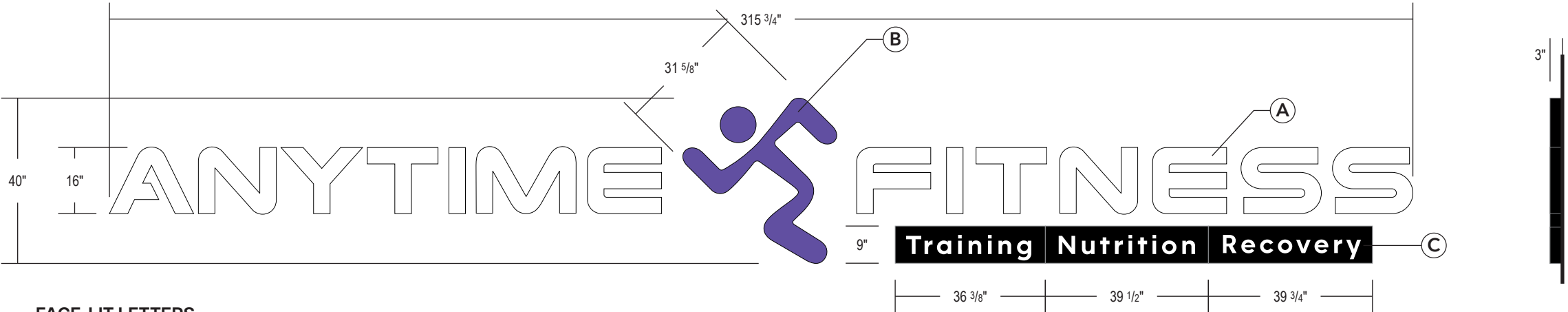
CITY CRITERIA
ZONE: C1 MAX OF 100 SQFT; LIMITED TO (1) SIGN PER BUSINESS
LANDLORD CRITERIA
SUBMIT FOR APPROVAL
ALLOWED: 100.00 SQFT (TOTAL) PROPOSED: 87.71 SQFT

CONCEPT DRAWING
THIS DRAWING IS FOR PRESENTATION PURPOSES ONLY
CONTINGENT ON FIELD SURVEY, CITY & LANDLORD APPROVAL



3 PROPOSED NIGHT VIEW

SCALE: NOT TO SCALE



1 FACE-LIT LETTERS

SCALE: 3/8" = 1'-0"

Color Schedule

P1	Matthews Paint, Standard Black (Satin Finish)
V1	3M 7125-22, Matte Black (Opaque)
V2	3M 3630-8912-48, CUSTOM AF Purple (Translucent)
V3	3M 7125-20, Matte White (Opaque)



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jennyk@archetypesign.com

date: 12.1.25 designer: JB

Rev 1 –
Rev 2 –
Rev 3 –
Rev 4 –
Rev 5 –

approval

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ATTACHMENT 4
PHOTOS OF PREVIOUS “ANYTIME FITNESS” SIGNS AT SUBJECT PROPERTY



Anytime Fitness Sign on North Façade (2015)



Anytime Fitness Sign on West Façade (2017)

ATTACHMENT 5
EXISTING BUILDING FAÇADES



Northern Façade of Southview Shopping Center

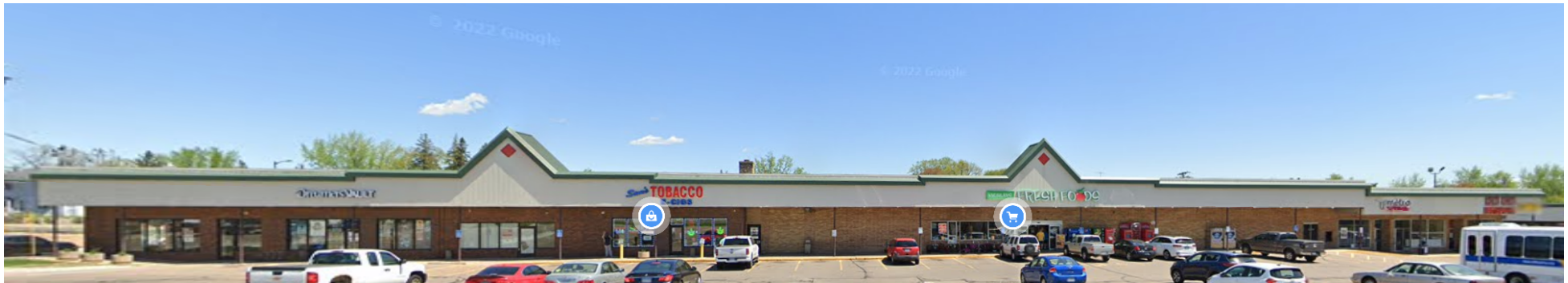


Eastern Façade of Southview Shopping Center

ATTACHMENT 5
EXISTING BUILDING FAÇADES



Southern Façade of Southview Shopping Center



Western Façade of Southview Shopping Center

ATTACHMENT 6 VARIANCE NARRATIVE

Variance Narrative

Applicant: Anytime Fitness

Property Address: 1205 Southview Blvd, South St. Paul, MN 55075

Zoning District: C-1 Retail Business

Request: Approval of a second wall sign on the side (Southview Blvd elevation) of an end-cap tenant space.

Background

Anytime Fitness is seeking to lease the end cap tenant space within the existing multi-tenant retail building located at **1205 Southview Blvd** in the C-1 Retail Business District. The property is a corner lot with frontage on two public streets.

The City's current sign regulations allow one wall sign per tenant unless otherwise approved through a Master Sign Plan. The applicant is requesting a variance to allow **one additional wall sign** to be located on the **West (Southview Boulevard)** elevation. Furthermore, the applicant seeks a variance regarding the total square footage of approximately 87.71 to accommodate modern branding requirements and ensure corridor legibility. We are requesting a variance to allow one additional wall sign to be located on the Southview Boulevard elevation of the building.

Site Characteristics

The subject property possesses several unique physical characteristics that necessitate additional signage:

- **Dual-Frontage Corner Lot:** The building functions as a "double-front" property.
- **End-Cap Position:** As the anchor of the building's western edge, the tenant space is the only suite with a wall directly abutting the primary thoroughfare.
- **Traffic Volume:** Southview Boulevard is a high-volume commercial corridor. The front (North) elevation faces a deep parking lot, whereas the West elevation sits in immediate proximity to passing motorists.
- **Existing Façade Condition:** The West wall is currently a large, blank brick expanse. Activating this wall improves the aesthetic rhythm of the corridor.
- A gas station and other commercial uses are located directly across Southview Boulevard.
- The front elevation faces a large parking field before reaching the secondary street.
- The site contains a monument/pylon sign serving the center, on which Anytime Fitness will also have panel space.

Because the tenant space functions as both front-facing and west side-facing commercial frontage, limiting signage to only one elevation creates a functional visibility limitation not experienced by interior tenants.

Variance Request

The applicant requests approval for:

1. **Primary Wall Sign (North/Front):** An 87.71 sq. ft. internally illuminated sign.
2. **Secondary Wall Sign (West/Southview Blvd):** An 87.71 sq. ft. internally illuminated sign.

Signage Details: The proposed 87 sq. ft. sign includes the updated Anytime Fitness branding: *"Anytime Fitness • Training • Nutrition • Recovery."* This comprehensive display is necessary to communicate the full scope of services to motorists traveling at corridor speeds. The sign will utilize **Prism Synergy Mini 6500K white LED modules** for clean, low-impact illumination that maintains architectural harmony.

Variance Criteria (City Code Section 118-39)

Harmony with General Purpose and Intent of the Ordinance

The intent of the sign ordinance is to prevent clutter while allowing for effective business identification.

Scale vs. Clutter: While the requested 87.71 sq. ft. exceeds the previous 35 sq. ft. standard, the massive scale of the West elevation's masonry wall easily absorbs this square footage without appearing crowded.

Brand Evolution: Modern fitness center branding requires secondary descriptors (Training, Nutrition, Recovery) to inform the public of the use.

Proportionality: The signage is scaled to the building's footprint and the speed of traffic on Southview Blvd, ensuring it is legible without being "distracting."

Consistence with the Comprehensive Plan

The C-1 District is intended to support neighborhood-serving commercial uses. This variance supports the Comprehensive Plan by:

- **Ensuring Economic Vitality:** Proper identification is critical for the success of a 24-hour service provider.

- **Enhancing the Streetscape:** Replacing a blank, "dead" wall with high-quality, LED-illuminated branding encourages a safer, more vibrant pedestrian and vehicular environment.

The proposal supports continued occupancy of an existing commercial space without expanding building footprint or altering land use.

Reasonable Use of Property

Anytime Fitness proposes reasonable retail/commercial use consistent with C-1 zoning. However, Strict adherence to the single-sign rule or the outdated 35 sq. ft. size limit creates a "functional invisibility." Because of the building's setback, a 35 sq. ft. sign would be undersized for the viewing distance of motorists on Southview Blvd, failing its primary purpose of identification.

Unique Circumstances Not Created by the Owner

The dual-frontage nature is a condition not shared by the interior tenants of the shopping center. The owner did not create the corner-lot geography or the high-speed traffic patterns of the adjacent boulevard.

Not Based Solely on Economic Considerations

Southview Boulevard carries steady commercial traffic and includes nearby turning movements associated with adjacent uses, including a gas station directly across the street. Motorists traveling at corridor speeds must be able to quickly and clearly identify commercial destinations without abrupt slowing or erratic turning movements.

Providing signage directly facing Southview Boulevard:

- Improves advanced identification
- Reduces sudden decision-making by drivers
- Supports orderly traffic flow
- Enhances overall corridor safety

Safety & Wayfinding: At 87.71 sq. ft., the sign provides the necessary "read time" for drivers to safely identify their destination and slow down for a turn. A smaller sign would require drivers to spend more time searching for the business, potentially leading to erratic driving or unnecessary U-turns in a busy corridor.

The Variance Will Not Alter the Essential Character of the Neighborhood

The surrounding area consists of:

- Retail and service commercial uses
- A gas station across Southview Boulevard
- Multi-tenant commercial buildings
- Existing wall signage on multiple façades within the corridor

The surrounding area is a robust commercial zone featuring a gas station and other multi-tenant retail.

Contextual Fit: The proposed signage is consistent with the commercial "texture" of Southview Blvd.

No Adverse Impact: The sign does not include flashing lights, moving parts, or digital displays that would negatively affect nearby properties.

In summary, the requested variances to allow two permanent wall signs, each measuring 87.71 **square feet**, are essential to the functional viability of the Anytime Fitness at 1205 Southview Blvd. This application does not seek to create sign clutter, but rather to address the unique dual-frontage challenges of a prominent corner end-cap. By moving beyond the outdated 35 square-foot standard, the city allows for a modern branding suite **Training, Nutrition, and Recovery** that is scaled appropriately for the building's massive masonry elevations and the high-speed traffic patterns of the Southview Boulevard corridor. These signs will provide the necessary "read time" to ensure safe motorist wayfinding while replacing a currently blank, inactive façade with high-quality, professional illumination. We believe this proposal represents a reasonable and architecturally harmonious solution that supports local economic vitality and enhances the overall commercial character of the C-1 Retail Business District.

Attachments below

Site location map

Street View of subject property

Applicant Sign plans

Relevant Sign Code

Applicant Sign Plans

Applicant's Narrative

Site location map



Previous Pylon monument sign



Applicant's Narrative

Along with this letter and the enclosed supporting materials, we are formally applying to the City of South St. Paul to allow for **two permanent wall signs** at the Anytime Fitness location **at 1205 Southview Blvd.** This multi-tenant retail building occupies a unique "endcap" position on a prominent corner lot, giving the tenant space two primary public-facing elevations: a North frontage facing the parking field and a West frontage sitting immediately adjacent to Southview Boulevard. While standard city code typically limits tenants to a single wall sign, the physical orientation of this building creates a "functional invisibility" for any business unable to identify itself with the high-volume traffic traveling along the Southview corridor. This dual frontage condition is a unique physical characteristic not shared by interior tenants, necessitating this variance to ensure the business is visible to its primary customer base from both public approaches.

The applicant is requesting approval to install **two identical 87-square-foot signs**: one on the North elevation and one on the West (Southview Blvd) elevation. While we understand the city has previously referenced an older code standard of 36 square feet for secondary signage, we are proposing 87 square feet for both elevations to accommodate the modern Anytime Fitness brand evolution. This updated display includes the essential service descriptors "**Training, Nutrition, and Recovery**" alongside the brand name. At corridor speeds, these additional words are vital for communicating the facility's full health-and-wellness utility to the community. Furthermore, the 87-square-foot scale is proportionally appropriate for the expansive, currently blank masonry surfaces of both façades; a smaller sign would appear diminutive and fail to meet the aesthetic or functional needs of such a large building profile.

The practical difficulty justifying this request is rooted in the site's specific geography and traffic patterns, which were not created by the owner or tenant. Southview Boulevard serves as a major east-west artery with steady commercial traffic and complex turning movements, including those from the gas station directly across the street. A 36-square-foot sign would simply fail to provide adequate "read time" for motorists, potentially leading to abrupt braking or erratic driving as customers search for the entrance. By allowing both signs to be 87 square feet, the city facilitates safer wayfinding and orderly traffic flow, ensuring that drivers can identify their destination from a distance that allows for safe deceleration into the shopping center regardless of which direction they are traveling.

Ultimately, this request is in harmony with the C-1 Retail Business District and the city's Comprehensive Plan. It supports the economic vitality of neighborhood use without introducing sign clutter. The use of **Prism Synergy Mini 6500K white LED modules** ensures the illumination is crisp, modern, and professional. By activating these currently dead walls with high-quality branding, this variance will enhance the commercial character of the Southview Boulevard corridor while providing Anytime Fitness with the reasonable visibility necessary to thrive at this unique corner location.

Thank you for your time and consideration to our variance proposal!

West Side (previous photo)



2 PROPOSED ELEVATION

SCALE: 3/16" = 1'-0"

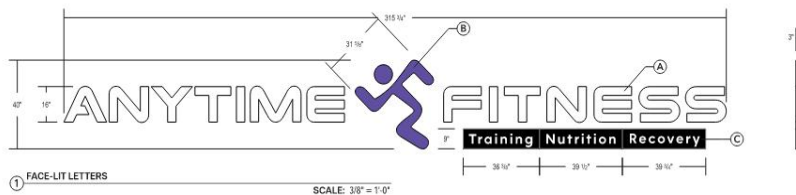
CITY CRITERIA
ZONE: C1
MAX. OF 100 SQFT; LIMITED TO (1) SIGN PER BUSINESS
LANDLORD CRITERIA
SUBMIT FOR APPROVAL
ALLOWED: 100.00 SQFT (TOTAL)
PROPOSED: 87.71 SQFT

CONCEPT DRAWING
THIS DRAWING IS FOR PRESENTATION PURPOSES ONLY.
CONTINGENT ON FIELD SURVEY, CITY & LANDLORD APPROVAL.



3 PROPOSED NIGHT VIEW

SCALE: NOT TO SCALE



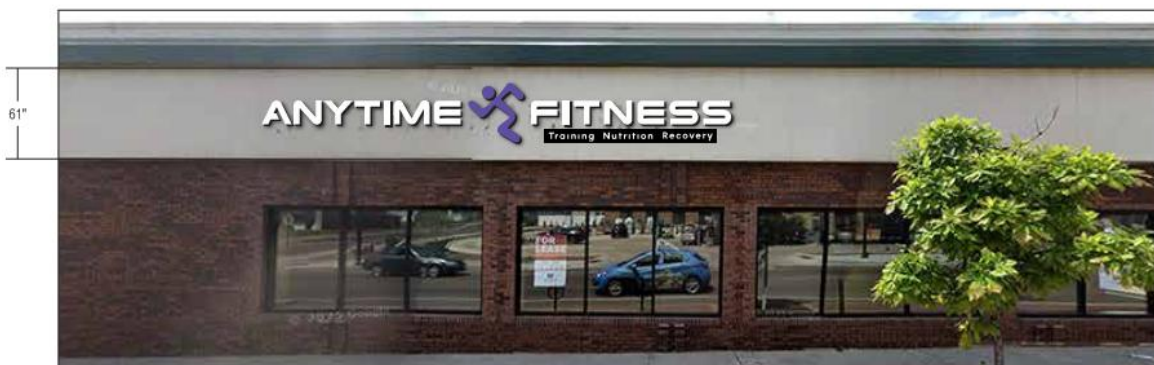
1 FACE-LIT LETTERS

SCALE: 3/8" = 1'-0"

Side street view



Proposed Signage Mockups



North Side – permit sign mockup 87 sq ft



Monument Sign mockup –
Parking Lot



PROPOSED CONDITIONS - SIDE A



PROPOSED CONDITIONS - SIDE B



PLANNING COMMISSION AGENDA REPORT

DATE:

April 1, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

4.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Twin City Hide and Tanning PUD Extension

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of an amendment extending Twin City Hide's conditional use permit for a planned unit development.

OVERVIEW

Application

The Applicant, Twin City Hide, is continuing to implement their multi-phase Planned Unit Development (PUD) at 491 Malden Street which was initially approved in 2017 and granted extensions in 2019 and 2023. Twin City Hide operates out of a campus with multiple buildings that is connected to the campus of their sister company, Twin City Tanning. The PUD governs both properties and allows the two companies to phase the demolition of existing buildings and the construction of replacement buildings. The PUD approval is a framework for the redevelopment project and each new building must be presented to the Planning Commission and City Council for a site plan review before it is eligible for a building permit.

Twin City Hide and Tanning have completed four of the five phases contemplated in their PUD Plan. Their approval currently requires them to obtain site plan approval and commence the construction of their final building (Phase 5) no later than May 31, 2026. They are requesting:

1. An amendment to their Conditional Use Permit for a Planned Unit Development to extend the deadline to finish implementing Phase 5 of their approved plan. They are requesting a 3- year extension.

Review Timeline

Complete Application Submittal: February 19, 2026

Planning Commission: April 1, 2026

Tentative City Council Meeting: April 20, 2026
60-Day Review Deadline: April 20, 2026

Background

Twin City Hide and Twin City Tanning are two interrelated businesses located on adjacent parcels at 491 Malden Street and 501 Malden Street. Twin City Hide cleans and preserves cow hides and Twin City Tanning turns cow hides into leather. Both businesses are owned by the same parent company, TCH Realty Inc. Twin City Tanning has frontage on two public streets while Twin City Hide is completely landlocked but has access to Malden Street through an easement across the Twin City Tanning property. The two companies obtained a Conditional Use Permit for a Planned Unit Development in 2017 that would allow them to phase in improvements to their properties. The “master plan” enshrined in the PUD contemplated redevelopment taking place in five (5) phases which were originally set to all take place prior to May 2020. The Applicant has obtained two PUD extensions and currently has until May of 2026 to commence the final phase.

- Phase 1 of the PUD plan, which was completed in 2017, was the construction of a new 30,000 square foot detached warehouse for wet hides.
- Phase 2, which was completed in 2019, was the demolition of an old 17,000 square foot attached warehouse that was located at the northern end of the site.
- Phase 3, which was completed in late 2024, was the construction of a new 45,817 square foot hide processing facility on the site of the old warehouse that was demolished.
- Phase 4, which was completed in late 2024, was the demolition of the old 35,247 square foot hide processing facility.
- Phase 5 will be the construction of a new roughly 35,645 square foot attached warehouse on the site of the old processing facility. The building will also include new offices and a break room for employees. This project has not yet received site plan approval and is still in the planning stages.

The Applicant is seeking to extend the terms of their PUD because their final phase will not commence prior to May 31, 2026, as is currently required.

Zoning and Comprehensive Plan Guidance

Both the Twin City Hide parcel and the Twin City Tanning parcel are zoned I-Industrial, which allows “manufacturing in an enclosed building with permanent walls and roof” as a permitted use. The I-Industrial district has a list of types of manufacturing uses that are prohibited, and it does not prohibit hide processing or hide tanning.

Both parcels are guided “Industrial” on the 2040 Comprehensive Plan’s future land use map:

“Industrial” includes anything that could go into a light industrial area, as well as some remaining general industrial uses such as the barge/bulk terminal, warehousing and storage, and some railroad uses. Some industrial areas may also allow animal processing uses as long as adequate controls are in place to prevent odor pollution and other nuisances. Industrial uses are generally located to the south of I-494 and east of Concord Street. The Metropolitan Council equivalent is part of “Industrial.”

The City Council approved the South Concord Corridor Small Area Plan in 2025. This plan calls for continuing to allow animal processing uses in the area just south of Interstate 494 where Twin City Hide and Tanning is located. In accordance with the small area plan, this area may be rezoned to a new “Industrial Flex” zoning district in the future, which will be the only zoning district where animal processing uses will still be allowed, subject to strict requirements for odor management.

Why was a PUD Approval Needed for the 5-Phase Plan?

The approved PUD plan was set up in 2017 to provide the redevelopment project with flexibility from zoning code requirements that would normally apply to a development project in the Industrial zoning district. The following flexibility was provided:

1. The PUD plan allowed greater lot coverage by buildings than the 40% that is generally allowed in the Industrial zoning district. *It allowed up to 44.6% lot coverage.*
2. The PUD plan allowed multiple principal structures on a single lot. *This requires either PUD approval or a conditional use permit.*
3. The PUD plan allowed the somewhat unusual arrangement of having buildings on two parcels with a 0-foot setback along common walls. *A minimum 20-foot property line setback is typically required for industrial buildings in the I-Industrial district.*

4. The subject properties are in the Flood Fringe area (the 100-year floodplain on FEMA flood maps). Development is allowed in this area but the only development approach that is automatically allowed is constructing buildings on raised fill to a specific elevation with the fill meeting specific design standards. Any alternative approach to floodproofing a building requires conditional use permits, variances, or a PUD plan.
5. The PUD plan allowed an odor-mitigation scrubber system to be installed in the new hide processing building that needed a conditional use permit to exceed 50 feet in height.
6. The PUD plan granted flexibility from the City Code's default minimum off-street parking requirements for industrial uses.
7. The PUD plan allowed a new employee parking lot to be constructed near Malden Street without meeting front yard setback requirements for parking lots.

Why Did the City Approve the Original PUD Plan in 2017?

Twin City Hide has operated a hide processing plant on the subject property since the 1970's. Many of the original buildings were functionally obsolete by 2017 and needed to be replaced or upgraded for the company to keep operating. The old buildings had numerous zoning nonconformities. The PUD plan was proposed as a win-win for the company and the City for the following reasons:

- The PUD “asks” were reasonable. Much of the PUD flexibility relates to the uniqueness of having two sister companies on adjacent parcels with intertwined operations.
- The new buildings are large and of high quality. They will add to the property tax base in a manner that is consistent with the goals of the I-Industrial zoning district and the comprehensive plan.
- The City has taken odor mitigation very seriously since the adoption of the 2030 Comprehensive Plan in 2011. The City adopted its first odor ordinance in 2014, and City Staff uses the Nasal Ranger® field olfactometer to investigate complaints about odor nuisances and issue citations to businesses that violate the odor ordinance. A “verified odor complaint” is any odor that generates a complaint where City Staff observes an odor

reading of “7” or higher on the Nasal Ranger® beyond the property lines of the entity causing the odor. The old buildings at Twin City Hide and Tanning were not designed to fully manage odors, although the Applicant did as much odor mitigation as they could with retrofits. The new buildings constructed under the PUD plan feature state-of-the-art odor management technologies. The Applicant’s overall approach to odor management has been a success and Twin City Hide and Twin City Tanning have not had a verified odor complaint since 2021.

- Twin City Hide has completely reworked their industrial processes and is focused on giving their employees a better quality of life, which will aid in employee attraction and retention. Their old hide processing plant required employees to manually wash manure-covered cow hides using a system of water-filled raceways (essentially an indoor lazy river full of dirty hides). The new hide processing plant features conveyor belts and enclosed drums which are essentially giant washing machines for cow hides. Employees charged with hide cleaning now use technology to get the job done and there is a reduced need for dirty and strenuous physical labor in the cleaning process.
- The PUD plan aims to address many longstanding zoning nonconformities and provides significantly expanded off-street parking for employees. Previously, most employees needed to park on public streets.

Why Does the Applicant Need an Extension?

The Applicant was granted a 3-year extension in 2023 because Phase 3, the construction of the new processing plant, was delayed due to COVID-19-related supply chain issues. That earlier extension gave the Applicant until May 31, 2026 to commence Phase 5, which is the construction of a new warehouse.

The Applicant's new extension request is driven by unexpected challenges that arose during the implementation of Phase 3 and Phase 4.

- Phase 3 Challenges: The new hide processing plant was mostly complete by Spring 2023, but it uses complex computerized technologies that did not initially perform as expected due to software problems. These software issues were time-consuming to address because specialists needed to be flown in from Europe. The new hide processing plant ultimately could not be brought fully online until Fall 2024, which meant that the Phase 4 demolition of the old hide processing plant was delayed until Winter 2024. The Applicant has continued to have software issues and stated that they recently hired a local vendor named Cyber Trol and are going to implement a new software system.

- **Phase 4 Challenges:** After the old hide processing plant was demolished, it was determined that the soil underneath was contaminated and needed to be replaced with clean soil before the Phase 5 building can be built (it will have roughly the same footprint as the old building). The Applicant says that the soil replacement requirement resulted in a \$1 million cost overrun.

The Applicant says that the challenges with fully implementing Phase 3 and Phase 4 have delayed their planning for Phase 5. The Applicant wants to coordinate with the Metropolitan Council and potentially implement water reclamation technologies that would lessen the company's impact on the regional sewer system, so there will be a somewhat lengthy planning process. The Applicant believes that a 3-year extension will give them enough time to finish planning Phase 5, go through a site plan review with the Planning Commission and City Council, and commence construction of the final building.

Status of Temporary Breakroom Facility

The Phase 4 demolition project removed the building that previously housed Twin City Hide's offices, employee locker room, and employee break room. Since 2022, the Applicant has been allowed to keep a temporary modular building on site to provide those facilities. The temporary building is governed by an Interim Use Permit (IUP). The IUP will expire on December 31, 2027, and the temporary building will need to be removed from the site within three (3) months of that date unless the City agrees to grant a new interim use permit.

The IUP's expiration will provide the City with another opportunity to check in with the Applicant regarding the status of Phase 5. The Applicant should have a more clearly defined project timeline by Fall of 2027 when the IUP is up for reconsideration.

CUP and PUD Review Criteria

The Applicant needs an amendment to their Conditional Use Permit for a Planned Unit Development (CUP/PUD) in order to complete the final phase of their redevelopment project. The Code states that a Conditional Use Permit should only be recommended for approval if the Planning Commission has made the following determinations:

1. *That the conditional use, with such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.*
2. *If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.*
3. *That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.*
4. *That adequate utilities, access roads, streets, drainage, and other necessary facilities have been or will be provided.*

5. *That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.*

In industrial districts, there is additional criteria to be considered:

Certain uses may be considered generally unsuitable in industrial districts because of conditions that would tend to discourage other industrial development in the vicinity; these conditions may include noise, vibrations, dust, glare, unsightliness, or similar nuisances. Certain other industrial land uses are considered generally inappropriate because they represent underutilization of land, which, in turn, means a low tax return from land that under fuller development would be contributing needed revenue to the city's tax base.

Additionally, the Planning Commission is asked to consider the following factors when evaluating a Planned Unit Development request:

1. *That the proposed use will not be detrimental to the health, safety, morals, or general welfare of the city.*
2. *That said use is fully consistent with the purposes of Chapter 118-132 PUD, Planned Unit Development and the comprehensive municipal plan.*

DISCUSSION

The City puts expiration dates in development approvals for two main reasons. The first reason is that it is logistically infeasible to have open-ended development approvals. It would be a nightmare for City Staff if a property owner came forward with a major development project that had been approved 60 years prior and demanded a building permit based on the old approval. Zoning requirements change periodically and the City needs to have the opportunity to review a project again after significant time has passed to verify that the project still meets code requirements. A second related reason for putting expiration dates in development approvals is that a City may change its vision for an area (i.e. an industrial area may be re-guided and rezoned for residential development). The City would not want a very old development approval to give a property owner the infinite right to expand a business in a manner that no longer aligns with the vision or the zoning. If an existing business is rezoned and becomes lawful nonconforming ("grandfathered"), the building can be repaired, maintained, improved, and replaced but not expanded.

The Applicant's request is reasonable and their explanation for why they need additional time makes sense. The area is zoned industrial and guided industrial, so the Applicant's PUD plan is consistent with the purpose and intent of the zoning code and the comprehensive plan. Furthermore, the City recently approved the South Concord Corridor Small Area Plan, which affirms that this is an area where animal processing uses should be allowed to take place as long as odor mitigation is addressed.

STAFF RECOMMENDATION

Staff recommends approval of the amendment to the conditional use permit for a planned unit development, subject to the following conditions:

1. **Revised Deadline for Remaining PUD Phase.** The Applicant must obtain a site plan approval and building permit for the Phase 5 building and commence the construction of the Phase 5 building by no later than May 31, 2029.
2. **Continued Compliance with Previous PUD Approvals.** Other than the revised deadline for the final phases of the PUD, the site shall continue to comply with all terms and conditions found in the Conditional Use Permit for a Planned Unit Development approved via City Council Resolutions #2017-102, #2017-129, #2017-146, #2019-187, #2020-35, and #2023-40.

ACTION NEEDED

The Planning Commission has the following actions available on the proposed application:

1. Approval. If the Planning Commission wishes to recommend approval of the amendment, the following action should be taken:

- Motion to recommend approval of an amendment to Twin City Hide's conditional use permit for a planned unit development granting a 3-year extension.

2. Denial. If the Planning Commission wishes to recommend denial of the amendment, the following action should be taken:

- Motion to recommend denial of an amendment to Twin City Hide's conditional use permit for a planned unit development.

If the recommendation is denial, the Planning Commission must explicitly lay out the rationale behind the denial recommendation. Specifically, they must state how the application fails to comply with Code criteria for a conditional use permit or a planned unit development.

LINKS

[South Concord Corridor Small Area Plan](#)

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Site Plan Showing Project Site Before PUD Project
3. Site Plan Showing PUD Project at Final Buildout
4. Original PUD Approval Resolution
5. Applicant's Narrative

ATTACHMENT 1 SITE LOCATION MAP



Map Showing Rough Footprint of Future “Phase 5” Building

SITE PLAN GENERAL NOTES

A) SITE INFORMATION HAS BEEN TAKEN FROM A SITE SURVEY PREPARED BY LOGGERS DATED 01/27/2018. GOING CONTRACTOR IS TO VERIFY ALL SITE INFORMATION BEFORE BEGINNING CONSTRUCTION AND, ANY ADJUST THE ARCHITECT IN WRITING OF ANY DISCREPANCIES.

B) REFER TO THE GENERAL NOTES FOR OTHER APPLICABLE INFORMATION.



NOT FOR CONSTRUCTION

04/03/2017
PUD SUBMITTAL

SITE PLAN - TCH
WAREHOUSE
RENOVATION

[illegible]

PHASE 3

Feature No. 37522-17027
 Inventor MHA
 Priority PH
 SHEET

ITE PLAN - TCH WAREHOUSE RENOVATION
 * = 40'-0"

ATTACHMENT 4
ORIGINAL PUD APPROVAL RESOLUTION

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2017-102

**A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT / CONDITIONAL
USE PERMIT FOR THE REDEVELOPMENT OF THE SITE AT 491-501 MALDEN
STREET**

WHEREAS, the City received an application from Gunderson Construction on behalf of Twin City Hide and TCH Realty, Inc. for a Planned Unit Development to allow a phased redevelopment of the hide processing operation on the site at 491-501 Malden Street and legally described as follows:

(See Attached Exhibit A)

WHEREAS, the Planning Commission held a public hearing on the application at their May 3, 2017 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission took action to recommend approval of the application at their May 3, 2017 meeting; and

WHEREAS, the City Council has considered the application, the recommendation of the Planning Commission and other evidence presented for consideration;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota as follows:

1. Facts. The facts found by the Planning Commission as stated in the Planner's report regarding this matter are hereby adopted and included herein by reference.
2. Findings. The City Council determines that the proposed Planned Unit Development will not be detrimental to the health, safety, or general welfare of the community, nor will it cause serious traffic congestion or hazards, nor will it seriously depreciate surrounding property values, and it is in harmony with the general purpose and intent of the Zoning Code. Additionally, the request is in harmony with the purpose and intent of the ordinance and the terms are consistent with the Comprehensive Plan.
3. Planned Unit Development /Conditional Use Permit. The proposed Planned Unit Development for the phased redevelopment of the site and Conditional Use Permit for development within the Flood Fringe area would include the development of a stand-alone 30,000 s.f. warehouse, demolition of existing facility, development of a new 46,000 s.f. processing facility, and development of an attached 35,000 s.f. warehouse

is hereby approved for the property at 491-501 Malden Street subject to the following conditions:

- A) **Compliance with Plan Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

- | | |
|---|-------------------------|
| a) Application / Narrative (Gunderson / TCH, Pope) | dated 04/03/2017 |
| b) Civil Plans (Loucks, Pope) | dated 04/03/2017 |
| c) Site / Architectural Plans (Pope) | dated 04/03/2017 |

- B) **Project Phasing.** The project consists of several phases of development including:

- 1) Phase 1 – construction of a 30,000 s.f. detached warehouse
- 2) Phase 2 – demolition of the existing 17,000 s.f. warehouse
- 3) Phase 3 – construction of a new 46,000 s.f. processing facility
- 4) Phase 4 – demolition of the existing 35,000 s.f. processing facility
- 5) Phase 5 – construction of a new 35,000 s.f. attached warehouse

All phases of the proposed development shall be completed within 3 years from the date of approval of this PUD by the City or the applicant must return to the City to amend the PUD.

- C) **Building Permits Required.** Building permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal.

- D) **Sign Permits Required.** The applicant shall file the necessary sign permit application and supplementary material as necessary and shall be subject to the review and approval of the City Planner.

- E) **Revised Plans.**

- a) Revised plans should be submitted for changes to the site plans and/or landscape plans. No architectural plans were submitted for any phase beyond the warehouse in Phase 1. Architectural plans, floor plans, civil plans, landscaping plans including a detailed planting schedule, fence/screening plans, and photometric plans shall be required at the time of Site Plan review. The applicant shall submit revised architectural plans noting materials, heights, and percentage of different materials.
- b) Plans shall include location of sidewalks and pedestrian ways. Provide sidewalk/pedestrian way through the site to provide pedestrian access to the Twin City Hide facility.
- c) The current plans show that utilities serving the Twin City Hide site do not follow existing easements. Easements or utility locations shall be corrected to ensure that access to these utilities is protected.
- d) The site does not show a sufficient number of parking spaces to comply with City Code. If a variation from the parking standards is requested through the Planned Unit Development, then the applicants must show how they will provide sufficient

parking to accommodate the facility. This analysis should demonstrate whether the gap in parking is present during normal shifts or just during periods where shifts may overlap. The applicants shall provide the City with revised plans demonstrating how the site will accommodate additional parking on site, a shared parking agreement to meet the parking requirements, or some combination of those elements.

- F) **Screening/Fencing.** Dumpsters shall be screened in accordance with City Code, such screening is subject to the review and approval of the City Planner. Any exterior storage (if approved through the application) shall be screened by landscaping or screening. Barbed wire security fence is prohibited.
- G) **Approvals from other agencies.** The applicant shall obtain all necessary approvals from other applicable agencies such as MnDNR, MnDOT, and Dakota County.
- H) **Flood Protection / Flood-Proofing.** As an industrial property in the Flood Fringe area the Flood plain regulations require that the buildings shall be protected from flooding by elevating the floor levels equal to the height of the regulatory flood protection, designed to flood internally and according to FP-1 or FP-2 standards from the Building Code or other means as allowed under the Floodplain ordinance.
- I) **Additional Odor Monitoring During Temporary Warehouse Use.** The applicant shall provide an escrow which would be used for the City to perform additional odor monitoring around the proposed facility during the temporary use of the 30,000 s.f. warehouse for wet hide storage. The amount of the escrow shall be established by the City in consultation with their Odor Consultant and shall be sufficient to cover the cost to the City for the additional odor monitoring of the warehouse during the temporary use. If during the odor monitoring the City determines that the facility is in violation of the odor ordinance, then the applicant will be required to install odor mitigation to bring the facility into compliance with the odor ordinance.
- J) **Odor Mitigation.** The applicant shall provide the City with an odor mitigation plan that shall be reviewed and approved by the City, the odor mitigation plan shall be required prior to issuance of building permits.
- K) **Stormwater Maintenance Agreement.** The applicant will need to maintain their stormwater system to ensure that it functions properly. A stormwater maintenance agreement will be required and an escrow for the stormwater maintenance improvements is required prior to issuance of building permits.
- L) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
- M) **Review of the Planned Unit Development / Conditional Use Permit.** The Planned Unit Development / Conditional Use Permit will be reviewed in approximately 1 year to determine compliance with the PUD / CUP.
- N) **Termination of the Planned Unit Development / Conditional Use Permit.** The Planned Unit Development / Conditional Use Permit will terminate if improvements have not

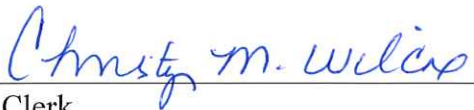
Resolution No. 2017-102

May 15, 2017

Page 4 of 6

substantially begun within 1-year from the date of approval of the PUD / CUP. The violation of a condition of approval shall terminate the PUD/CUP. The property must be continually operated for the use specified in the PUD/CUP to remain valid. If the property is not used for the use listed in this PUD/CUP for a period of 1-year then the PUD/CUP shall terminate.

Adopted this 15th day of May, 2017



City Clerk

Exhibit A
Legal Description

Parcel 1:

That part of the S½ of the SE¼ of the SE¼ of Section 27, Township 28 North, Range 22 West described as follows:

Commencing at a point on the South line thereof, said point being 99.45 feet West of the Southeast corner of said Section 27, said point also being 8.5 feet West of the centerline of a spur track in place; thence North, parallel with the East line of said Section 27, a distance of 48.78 feet to the point of beginning of the property to be described; thence continuing North along the last described course 149.92 feet; thence on a tangential curve concave to the East, radius 1154.78 feet, central angle 12 degrees 51 minutes, arc distance 258.9 feet (chord definition); thence tangent to said curve 15.3 feet; thence on a non-tangential curve concave to the West, radius 1424.19 feet, central angle 7 degrees 46 minutes 04 seconds, arc distance 192.96 feet (chord definition) to the North line of the S½ of SE¼ of the SE¼ of Section 27, said point being 36.2 feet West of the East line of said Section 27; thence West along said North line 55.4 feet to a point which is 20 feet Southeasterly of the centerline of a spur track in place, when measured at right angle to said centerline; thence Southwesterly along a curve concave to the Northwest which is parallel with and 20 feet distant from the centerline of said spur track, said curve having a radius of 498.34 feet, central angle of 31 degrees 34 minutes 43 seconds, arc distance 274.2 feet to a point which is 300 feet West of the East line of said Section 27; thence North and parallel with said East line 12.6 feet; thence Southwesterly, parallel with and 8.5 feet distant from the centerline of said spur track along a curve concave to the Northwest, radius 486.84 feet, central angle 5 degrees 19 minutes 45 seconds, arc distance 45.2 feet (chord definition) thence tangent to said curve Southwesterly 200 feet; thence deflect 89 degrees 45 minutes to the left 393.66 feet; thence deflect 71 degrees 01 minutes 45 seconds to the left 298.59 feet to the point of beginning, Dakota County, Minnesota.

Abstract Property

Parcel 1A:

Together with Easement for driveway purposes, created in Grant of Easement dated October 18, 1972, as Document No. 407909.

Articles of Agreement Pertaining to Easements dated December 27, 1972, filed June 12, 1973, as Document No. 410762.

Parcel 2:

That part of the S $\frac{1}{2}$ of the SE $\frac{1}{4}$ of SE $\frac{1}{4}$ of Section 27 and that part of the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 34, all in Township 28 North, Range 22 West, described as follows:

Beginning at a point on the South line of Section 27, said point being 99.45 feet West of the Southeast corner thereof; thence North and parallel with the East line of said Section 27 a distance of 48.78 feet; thence deflect 90 degrees 40 minutes 30 seconds to the left 298.59 feet; thence deflect 71 degrees 01 minute 45 seconds to the right 75.86 feet; thence deflect 90 degrees 16 minutes to the left 355.2 feet to a point on the South line of said Section 27, distant 658.06 feet West of the Southeast corner of said Section 27; thence West along said South line 107.53 feet to the Easterly right of way of a 50 foot road in place; thence deflect 109 degrees 20 minutes 47 seconds to the left 436.95 feet to the Northerly line of Malden St.; thence deflect 92 degrees 03 minutes left 304.51 feet along said Northerly line; thence deflect 21 degrees 27 minutes 16 seconds to the right along the Northerly line of Malden St., 335.38 feet to a point which is 99.45 feet West of the East line of Section 34; thence North and parallel with said East line 301.75 feet to the point of beginning, Dakota County, Minnesota.

Abstract Property.

ATTACHMENT 5

APPLICANT'S NARRATIVE

TWIN CITY HIDE'S REQUEST

We would respectfully request an extension to allow for the construction of Phase 5 of the previously approved PUD of May 15, 2017, amended on March 16, 2020, and further amended on March 20, 2023.

Twin City Hide and Twin City Tanning are two inter-related businesses located on adjacent parcels at 491 Malden Street and 501 Malden Street, respectfully. Both businesses are owned by the same parent company, TCH Reality, Inc. Twin City Hide is a processing facility which receives unprocessed hides and takes them through a cleaning/curing process. Their product includes warehousing these processed “wet hides” or “wet cured hides” in their space on the north side of their existing facility. The neighboring property to the south at 501 Malden Street is Twin City Tanning, which takes the processed hides through the next stage in the process all the way to a wet blue hide. The two businesses obtained a Planned Unit Development/Conditional Use Permit in 2017 that would allow them to phase in improvements to their properties. The “master plan” enshrined in the PUD contemplated redevelopment taking place in five (5) phases which were originally set to all take place prior to May 2020. The businesses obtained a PUD extension in 2019, 2023 and now has until 2026 to finish the improvements. When the City approved the original PUD in 2017, the decision was made to approve a fairly “bare bones” framework for the redevelopment. In 2017, the Applicant had not yet designed all of the buildings that they were going to construct but knew roughly how the site was going to be laid out. The original PUD approval stated that the Applicant would need to come in for a site plan review and approval prior to the construction of each building.

Phase I of the PUD plan, which was completed in 2017, was the construction of a 30,000 square foot detached warehouse for wet hides. Phase 2, which was completed in 2019, was the demolition of the 17,000 square foot attached warehouse to the processing facility which was located at the northern end of the site. Phase 3 was the construction of a 45,626 square foot processing facility on the site of the recently demolished warehouse. This processing facility was completed in October of 2024. Demolition of the old processing plant was completed in November, 2024.

The request for the extensions of the PUD is needed to finish Phase 5 which would be the design and construction of a new warehouse with refrigeration to speed the processing to Twin City Tanning, along with new offices and a break room for employees.

The reason for the past extension was due to delays caused by the pandemic and shipping crisis, as well as extensive design changes and extensive research with respect to equipment changes related to the processing of hides in “drums and conveyor systems” as opposed to open raceways. In addition, prior to completing the new processing facility (Phase 3), we were delayed due to new construction of Twin City Tanning (“TCT”) in conjunction with Twin City Hide (“TCH”) by adding a 63,000 square foot building addition to the southwest corner of TCT to allow for new business opportunities to take place with respect to collagen processing. We added a refrigerated space with airflow system, along with revamped scrubbers to the exhaust system in order to increase the efficiency and limit and reduce odors from the processing of wet blue hides at TCT. This was completed and is running and adding to our efficiency, as well as the increased reduction of odors from the processing of hides.

Based on new technology, Twin City Hide have replaced the fresh water raceways with a drum and conveyor system. Twin City Hide has placed ten drums at a cost of \$250,000 per drum

to now process the incoming hides. These drums are totally contained and thus reduce any odor that were emitted from the open raceways.

When the processing plant began operating, massive problems with the design and implementation of the software to control the conveyor system and drums occurred due to the software designs coming from Germany. Many attempts were made by the German company to fix the system until it was determined that we needed a new system with a local vendor. We have hired Cyber Trol and the agreement with their company has just been signed. This has delayed the planning of Phase 5. Along with drum size and the conveyor system, it was determined that installation of a water reclamation technology in conjunction with the Metropolitan Council would be a better fit with more space in Phase 5.

Due to new technology and water reclamation, Phase 5 of the new facility, which will contain refrigeration and a cleaner path to Twin City Tanning to finish processing the wet blue hides, is a work in progress. We have had many changes in the design, and it is much like our first Phase - it is a work in progress without final working documents.

When we demolished the old processing building, we had cost overruns of \$1 million needed for the replacement of the contaminated soil. We worked with the Minnesota Pollution Control Administration to excavate and replace the old soil with clean soil. The site is now building ready.

We are confident that the Twin City Hide today, with its new technology of the drums and the conveyor system has reduced tremendously the odors of the old processing facility. This technology is the state of the art in the industry and will contribute to less odor and less water usage. By completing our process with Phase 5, we will be able to store more hides in refrigeration

thus reducing odor within the plant. In addition, we will have the capacity to reduce the amount of discharge to the waste water treatment center.

Because of the cost overruns caused by Covid, the software malfunction and now the new tariffs, we anticipate a three-year extension would be needed to be on the safe side to complete Phase 5. We believe that we have significantly improved the processing of hides by Phases 1 through 4 and significantly reduced odor. We have complied with and will continue to follow our Order Management Plan. As per all our applications for the PUD, we would need to come in for a Site Plan Review and approval prior to the construction of the new building. We look forward to finally completing our process with the new building in Phase 5.



PLANNING COMMISSION AGENDA REPORT

DATE:

April 1, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

4.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Ordinance Updating Zoning Requirements in the R-2 Single-and-Two Family Zoning District

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of an ordinance amendment updating the zoning standards for single-family homes and two-family homes in the R-2 zoning district.

OVERVIEW

Application

The Applicant is the City of South St. Paul. The Applicant is proposing to update the R-2 Single-and-Two Family district's zoning requirements related to single-family homes and two-family homes.

The Planning Commission discussed the proposed ordinance at their March 4th meeting. There was a strong consensus (5-1) to bring the ordinance forward for a public hearing in April.

Background

The R-2 Single-and-Two Family zoning district covers 27.5% of the city (about 795 acres) and is South St. Paul's largest zoning district. Most of the land in the R-2 district was platted in the late 1800's with 40-foot-wide lots which are either 120 or 125 feet deep and either 4,800 or 5,000 square feet in total size. Property owners frequently create larger properties or differently shaped properties in the R-2 district by splitting and combining those original 40-foot lots.

Currently, the R-2 zoning district allows a single-family home to be constructed on any buildable lot that is at least 4,000 square feet in size and allows a duplex or twinhome to be constructed on any buildable lot that is at least 60 feet wide and at least 7,200 square feet in size. Anybody who owns a duplex is allowed to convert it into a single-family home at any time. Anybody who owns a single-family home that is on a lot that is at least 60 feet wide and at least 7,200 square feet in size can convert their building into a duplex by getting a building permit, renovating the building, and adding additional off-street parking if the property does not already have at least

three off-street parking spaces (the amount of off-street parking required for a duplex).

There are very few vacant lots in the R-2 district and almost all the residential buildings in the R-2 district were built either before SSP had any zoning rules (1948) or before SSP had lot size requirements for a duplex conversion (1969). Consequently, there are a fair number of “grandfathered” small apartment buildings throughout the R-2 district and there are many “grandfathered” duplexes that are on 40-foot lots. Most single-family homes in the R-2 district are on 40-foot lots. 40-foot lots were technically illegal between 1965-2024 and were only considered buildable without a variance if they met special code criteria.

Grandfather rights expire 180 days after a building is destroyed by a disaster in a way that takes away more than 50% of its value. From 1965-2024 there was a real danger that a fire or other disaster could wipe out a classic SSP neighborhood, and many houses in the neighborhood could not be easily rebuilt because insurance claims often take longer than 180 days and many parcels would lose their grandfather rights and would stop being buildable. In 2024, the Planning Commission and City Council overhauled the zoning code to re-legalize SSP’s historic approach to single-family housing and allow 40-foot wide home lots in the R-2 district on blocks that are served by an improved alley. The R-2 district also now allows 50-foot wide home lots on blocks without alleys.

The 2024 zoning update included design guidelines that affect duplexes and twinhomes, but the update was primarily aimed at fixing the zoning rules for single-family homes. It was always the City’s intention to revisit the rules for duplexes and multifamily buildings in the future, but that conversation has been repeatedly postponed. The main reason for the postponement is that many US states have passed new laws and now require all cities to allow duplexes on all single-family home lots and other types of small multifamily buildings on some single-family home lots. The Minnesota State Legislature came close to enacting this type of statewide zoning preemption legislation in 2024 and 2025 and a bipartisan group of legislators is making another attempt during the 2026 legislative session City Staff has been taking a “wait and see” approach to avoid wasting staff time on zoning updates that could quickly be rendered obsolete if the Minnesota State Legislature enacts new statewide zoning standards.

City Staff brought forward the March 4th discussion about the R-2 district at the request of City Clerk Deanna Werner who manages the City’s rental licensing program. There are many buildings throughout the R-2 district that were built as a duplex prior to 1969 but legally “converted” to a single-family home sometime in the past 57 years based on an inspection finding by the Dakota County Tax Assessor. The Tax Assessor periodically gets called out to a property to verify that a duplex has been converted to a single-family home, typically because the owner wants to pay less on their property taxes (single-family homes have a slightly lower taxable value than duplexes and can be fully homesteaded more easily). The “conversion” might be as simple as the owner removing the appliances and fixtures from their second kitchen, something that is easily reversible. This has caused major headaches for the rental licensing program because these duplex buildings often have their second kitchen re-installed later, but these buildings cannot qualify for zoning approval to be legally converted back to a duplex if they are not on a 60-foot lot. This means that it is unlawful for the 2nd unit to get a rental license. The owners of these buildings are strongly incentivized to either skip getting a rental license —

which is unsafe for the neighborhood and for the tenants — or to tell the City Clerk that they are going to rent the building out as a “single-family home with two kitchens” when everyone knows that they are actually renting out both units separately as a duplex without getting the proper license or paying the higher licensing fees that come with renting out a duplex.

One of the major reasons that the City historically did not want duplexes and twinhomes on smaller lots in the R-2 district is that some developers were building very unattractive 2-family homes which provided off-street parking by having the entire front of the building be an attached garage and having the entire front yard be a paved driveway. The Planning Commission and City Council have made updates to the zoning code in recent years to prevent that type of poor urban design:

- No more than 1/3 of a front yard can be paved for parking.
- No more than 60% of the front façade of a residential building can be garage doors.
- No attached garage can stick out more than 8 feet into the front yard.
- Except for corner lots and cul-de-sac lots, any lot which is less than 60 feet in width must use the alley for off-street parking access if an improved alley is available.

A Quick History Lesson

South St. Paul was founded in 1887 and most of its original neighborhoods and commercial areas were fully developed before the City adopted its first zoning code in 1948. The City’s early zoning rules were geared towards promoting the ongoing development of the community as a traditional walkable town that would have roughly the same character as the development that had already taken place. However, starting in the 1960’s, SSP pivoted towards trying to become more of a suburb (like West St. Paul, Maplewood, or Woodbury) instead of a traditional walkable town:

- In 1965, the City adopted suburban lot size requirements for new neighborhoods. No new residential lot could be created in any zoning district unless it was at least 75 feet wide and at least 9,000 square feet in size.
- In 1969, the City adopted an entirely new zoning code which embraced suburban zoning concepts. All new developments were required to have suburban density and site design instead of traditional walkable town density and site design. New buildings required large setbacks from property lines and new schools, churches, and businesses were no longer allowed to operate unless they had a large suburban-style parking lot that could accommodate all cars that might arrive during a “peak demand” event. It was also made unlawful to reuse an existing commercial building for a new use without constructing a large parking lot or navigating the politics of getting a parking variance.

- Between 1960 and 1970, the City used federal urban renewal funds to demolish most of the traditional downtown buildings along Concord Exchange (then known as Concord Street). The goal at the time was to redevelop this street with suburban design aesthetics and suburban-style parking facilities to better position the street for future success.

It is important to understand all these efforts in their historic context. City leaders were in a difficult position during the 1960s dealing with the collapse of the meatpacking industry and the nationwide “white flight” phenomenon where many affluent and largely white residents were leaving older cities to build large new single-family homes in suburban areas. Many cities across the country, including SSP, felt intense pressure to compete for those residents by making their communities more suburban and moving away from traditional walkable town design.

The suburban zoning rules that were put in place in the 1960’s were always an awkward fit for South St. Paul and never had full buy-in from the community. Many past Planning Commissions and City Councils pushed back on the suburban zoning rules by frequently granting major variances to allow development projects to move forward with traditional town design (i.e. parking lot size reductions, setback reductions, increased lot coverage, etc.). Additionally, unlike most suburbs, SSP never embraced single-family zoning as the only way to build a high-quality, low-density neighborhood. While SSP does have many R-1 single-family zoning areas, the majority of SSP’s neighborhoods have always allowed both single-family homes and duplexes.

Starting about 30 years ago, the Planning Commission and City Council started taking formal steps to move the zoning code back into alignment with the town’s original character:

- In 1995, the Planning Commission and City Council rejected an effort to make it harder to build a new duplex in the R-2 district to make it more of a single-family zoning area. Instead, they added new performance standards to the City Code to ensure that new duplexes are of high quality.
- In 2003, the City completed a zoning study of Concord Exchange and enacted new mixed-use zoning rules that allowed traditional architecture, pedestrian-oriented site design, and more reasonably sized parking lots.
- In 2004, the City rezoned North Concord to mixed-use with the goal of seeing traditional town development on this corridor as well.
- 2014, the City adopted the Southview Hill Plan which called for supporting a traditional, walkable, mixed-use neighborhood around the Southview Boulevard and Marie Avenue

business area.

- Following the adoption of the 2040 Comprehensive Plan in October 2020, SSP has undertaken an ambitious program of updating its zoning rules to support traditional walkable town design. All the mixed-use and commercial districts have been updated with new zoning standards except for the GB-General Business district, which is being updated as part of the implementation of the South Concord Corridor Small Area Plan. The City fixed the zoning rules for single-family housing in 2024. The City also updated its parking requirements to give individual property owners more discretion to right-size their parking facilities instead of having City Staff dictate parking lot size based on “peak demand” formulas that were designed for non-walkable suburban areas.

Comprehensive Plan Guidance for R-2 District

The neighborhoods with R-2 zoning are all guided “Low-Medium Density Residential” in the 2040 Comprehensive Plan. These neighborhoods are called out as areas that will have single-family homes, duplexes, and townhomes. The comprehensive plan calls for keeping the character of these neighborhoods intact and keeping the population density in these neighborhoods roughly consistent with their historic platted density of 8-15 units per acre. The comprehensive plan calls for focusing on urban design and walkability and generally states that new neighborhoods should be designed to have the same type of walkability as older neighborhoods.

Many parts of the 2040 Comprehensive Plan call for making it easier for property owners to invest in improving their properties to keep South St. Paul’s aging housing stock in good condition. It is expected that this will include renovations of existing buildings as well as some teardown-rebuild activity in situations where existing buildings are in poor condition, lack historic value, and cannot be easily salvaged. Goal 6.7 of the 2040 Plan is:

“Encourage different housing types, including more opportunities for life-cycle housing in order to provide housing that meets a variety of needs.”

Summary of Proposed Ordinance

City Staff and the City Attorney have prepared a proposed ordinance that would do the following:

1. Add existing zoning standards that are already “on the books” into the text of the R-2 Single-and-Two Family district ordinance for improved readability.

Today’s R-2 ordinance is missing many zoning standards and instead references zoning

standards that are in the City's R-1 Single Family district ordinance. It is confusing for property owners to have to page back and forth between different ordinances to understand their land rights.

2. Allow duplexes on 50-foot lots instead of requiring a 60-foot lot.

This is an appropriate change to make now that the City has design standards in place to ensure that new duplexes and duplex conversions will match the architectural character of low-density neighborhoods.

3. Allow duplexes on 40-foot lots and other small "lots of record" if they have access to an improved alley.

Duplexes require three (3) off-street parking stalls. This is easy to accomplish on a 40-foot-wide lot that is served by an alley without eating up the property's green space with pavement. 40-foot lots that do not have an alley are not good candidates for duplex conversions unless the Planning Commission and City Council decide to relax the off-street parking requirement in the future.

4. Require exterior staircases for duplex conversions to be in a side yard or rear yard.

This will prevent unsightly alterations to the front façade of a building as part of a duplex conversion. As with the other design standards that are already in the City Code, the goal is to preserve the architectural character of SSP's low-density neighborhoods.

5. Establish a flat 5-foot side yard setback for interior lots in the R-2 district. This change would apply to both single-family homes and duplexes.

Currently, the side setback requirement is 5 feet for most R-2 lots, but it jumps up to 9 feet if a lot is over 60 feet wide. There aren't many platted lots in the R-2 district that are wider than 60 feet, so this larger width is typically only found when a property owner has acquired multiple lots and completed a lot combination. The requirement that larger lots need a larger setback has created problems. It is common for people to purchase land from their neighbor and do a lot combination, and this may mean that their existing house with a 5-foot setback becomes "lawful nonconforming" because their larger lot now gives them an increased side yard setback requirement.

Sometimes a property owner buys two lots because they want to build a large home that needs more space. Other times, they buy two lots because they want to have a larger yard. It benefits

the City if property owners who have done a lot combination just for a larger yard keep all their improvements on one platted lot instead of centering the house to straddle both lots. If they keep the house on just one lot, it means that they could do a lot split in the future and another home could be built on the second lot (more tax base and a homeownership opportunity for a future resident).

Discussion

City Staff views the proposed ordinance amendment as a common-sense improvement that will continue the work that has been done over the past 5 years to implement the 2040 Comprehensive Plan and align SSP's zoning code with how property owners are already using their properties. Staff has a few final thoughts to share with the Planning Commission:

- The Planning Commission and City Council reviewed a variance in 2020 where a family owned a duplex on a 40-foot lot that had been “converted” to a single-family home in the 1960s but was clearly still a duplex and had two entirely separate dwelling units on separate floors that each had their own kitchen. The Planning Commission was supportive of granting a variance to allow the building to be legally turned back into a duplex and licensed as a duplex. The City Council denied the variance and stated that they were not supportive of granting variances to individual duplexes on 40-foot lots. Some on the Council shared that they would be open to revisiting the lot size requirement for duplexes in the future if the Planning Commission wanted to recommend changes, but it would need to be a code amendment and not variances for individual 40-foot lots.
- Single-family homes and duplexes are very similar in terms of how they function in a neighborhood and how they are regulated. Both housing types are often owner-occupied (in a duplex, the owner often lives in one unit). Both housing types work well when subject to a 35% lot coverage limit and 28-foot height limit (SSP's current R-2 rules) whereas triplexes and larger residential buildings usually need more lot coverage or height to have a functional floor plan. Finally, both single-family homes and duplexes are regulated under the Residential Building Code, which allows for cost-effective construction techniques. Triplexes and larger residential buildings are regulated under the State Building Code as commercial buildings and this drives up costs considerably and requires plans to be prepared by a licensed architect.
- There are many 60-foot lots in SSP with R-2 zoning that already qualify to be used as a duplex or twinhome and City Staff generally sees no more than one duplex or twinhome project each year. Many years have zero duplex or twinhome projects. Other cities in Minnesota that have relaxed their zoning requirements for duplexes have been surprised by just how few property owners want to convert their single-family home into a duplex. In SSP, most of the property owners who call City Hall and are interested in doing a duplex conversion are people who already essentially have a duplex but are blocked from

legally turning their building into a duplex, so they need to rent it out as a “single-family home with 2 kitchens.”

- Every year, City Staff speaks to residents who own a duplex in the R-2 district and are interested in converting it into a single-family home to better serve their family. Most of these property owners get cold feet after they learn that their duplex is “grandfathered” to exist on a 40-foot lot, and they will forfeit those grandfather rights if they do a conversion. They recognize correctly that they will be dramatically reducing the resale value of the home if they convert it to a single-family home and this will hurt them in the future when they are ready to sell the property to fund their retirement. Allowing both single-family homes and duplexes on more R-2 lots would allow property owners to toggle back and forth between housing types as their life circumstances change. The building could be used as a single-family home when their children are young and then turned back into a duplex later on if their children are adults and want to keep living on the property but with increased independence. Adding this type of flexibility to the City's housing stock would be consistent with the 2040 Comprehensive Plan's goal of promoting lifecycle housing and helping residents "age in place" with the help of their support network.
- South St. Paul does have many suburban neighborhoods which are characterized by larger lots, larger setbacks between houses, a lack of sidewalks on minor streets, a lack of boulevard trees, a lack of alleys, and car-oriented architecture (i.e. 2–3 stall attached garages on the front of most houses). Some of the residents of these neighborhoods prefer a more suburban lifestyle and choose to live in these parts of SSP deliberately. Most of these neighborhoods are zoned R-1 Single Family and that zoning district is not being modified and will continue to function as a suburban single-family zoning district.

Action Needed

The Planning Commission has the following actions available on the proposed application:

1. Approval. If the Planning Commission wishes to recommend approval of the ordinance amendment, the following action should be taken:

- Motion to recommend approval of an ordinance amendment updating the zoning standards for single-family homes and two-family homes in the R-2 zoning district.

2. Denial. If the Planning Commission wishes to recommend denial of the ordinance amendment, the following action should be taken:

- Motion to recommend denial of an ordinance amendment updating the zoning standards

for single-family homes and two-family homes in the R-2 zoning district.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Zoning Map
2. Examples of Residential Lot Widths in South St. Paul
3. Proposed Ordinance

City of South St Paul Zoning Map



City of South St Paul Planning Department
<https://www.southstpaul.org/>

ATTACHMENT 1 ZONING MAP

Zoning Designations

Residential		
R1 - Single Family	617.54	21.4%
R2 - Single and Two Family Residence District	795.46	27.5%
R3 - General Residence	31.88	1.1%
R4 - Multifamily Residential District	90.19	3.1%
Commercial		
C1 - Retail Business District	44.63	1.5%
GB - General Business District	145.71	5.0%
CGMU1 - Concord Gateway Mixed Use District 1	54.68	1.9%
CGMU2 - Concord Gateway Mixed Use District 2	11.09	.4%
MMM1 - Mixed Markets and Makers District 1	6.09	.2%
MMM2 - Mixed Markets and Makers District 2	27.54	1.0%
MMM3 - Mixed Markets and Makers District 3	6.39	.2%
MMM4 - Mixed Markets and Makers District 4	10.80	.4%
Industrial		
I - Industrial District	584.06	20.2%
I-1 - Light Industrial District	241.32	8.4%
Other		
NRDD - North Riverfront Development District	126.14	4.4%
MH - Mobile Home	3.43	.1%
RT- Rail Transportation District	91.28	3.2%
ROW - Right of Way		
WAT - Water		
MRCCA - Mississippi River Corridor Critical Area		
Airport Safety Zone A		
Airport Safety Zone B		
Airport Safety Zone C		
Primary Surface		
PUD - Planned Unit Development		
Shoreland District Overlay		

Acres	Percentage
617.54	21.4%
795.46	27.5%
31.88	1.1%
90.19	3.1%
44.63	1.5%
145.71	5.0%
54.68	1.9%
11.09	.4%
6.09	.2%
27.54	1.0%
6.39	.2%
10.80	.4%
584.06	20.2%
241.32	8.4%
126.14	4.4%
3.43	.1%
91.28	3.2%
Total	2888.21
	100%

This Zoning map is a representation of various maps and ordinances that make up the City of South St. Paul zoning code. Percentage of Acreage is calculated from county parcel data. Results are representational and not to be used for purposes other than zoning. For detail information pertaining to a specific property or zoning district, please contact the City of South St. Paul Planning Department at <http://www.southstpaul.org/>

MRCCA districts can be found on a separate PDF.

Print Date: Friday, January 17, 2025
Last Updated: September 8, 2023
Prepared by: South St Paul GIS

ATTACHMENT 2 EXAMPLES OF RESIDENTIAL LOT WIDTHS IN SOUTH ST. PAUL

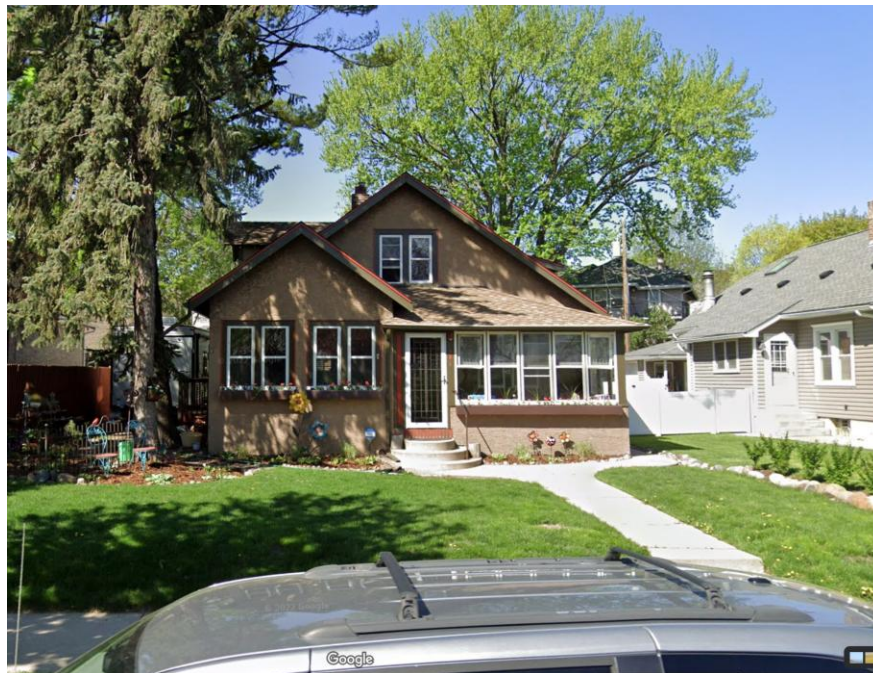
40-FOOT-WIDE LOTS

- Almost all of SSP's original neighborhoods were platted in the 1800's with lots that are 40 feet wide and either 120 or 125 feet deep. Most neighborhoods with R-2 zoning were platted with 40-foot-wide lots.
- The home shown below was built on a 40-foot-wide lot with an alley. This is by far the most common type of residential lot in South St. Paul.



50-FOOT-WIDE LOTS

- A few older neighborhoods were platted with lots that are 50 feet wide. It is also common for people to create 50-foot lots by doing lot splits and combinations.

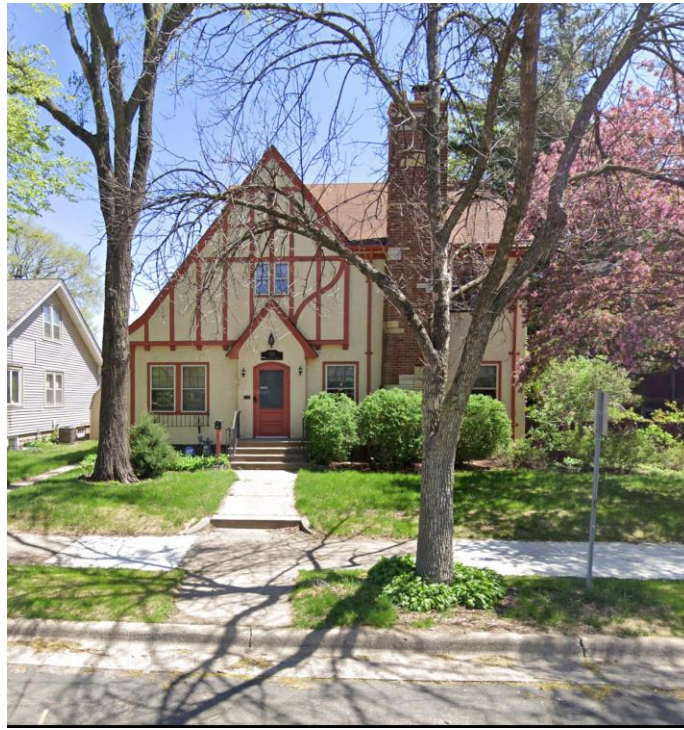


60-FOOT-WIDE LOTS

- Most of the neighborhoods created in the 1950's and 1960's were platted with 60-foot-wide lots including the R-2 neighborhoods near Fleming Field Municipal Airport.

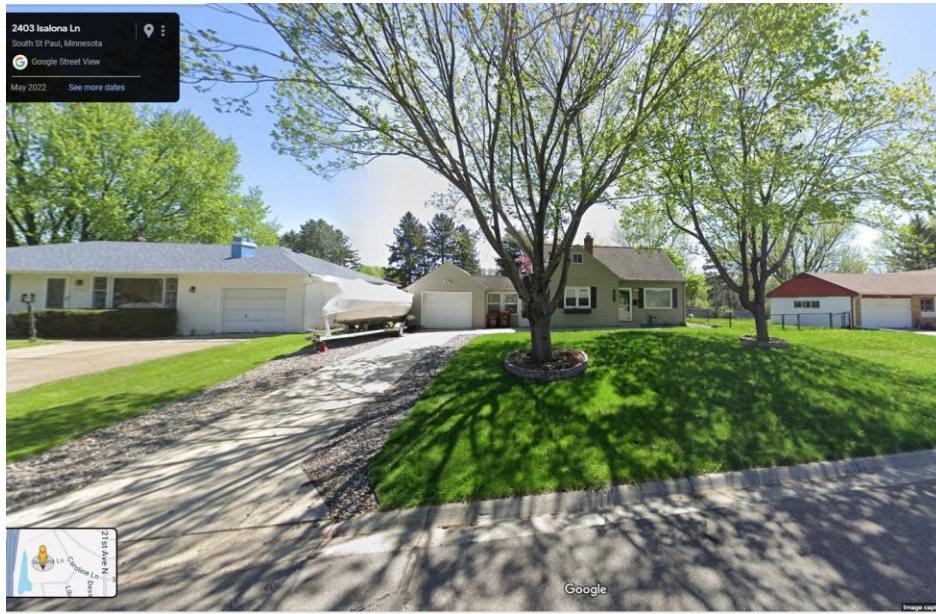


- 60-foot-wide single-family-home parcels can also be found all over SSP because it is very common for the owners of 40-foot-wide lots to purchase a vacant 40-foot-wide lot that sits between their properties and split it in half to share. The house shown below sits on a 60-foot-wide parcel in an R-2 neighborhood that consists of mostly 40-foot wide lots.

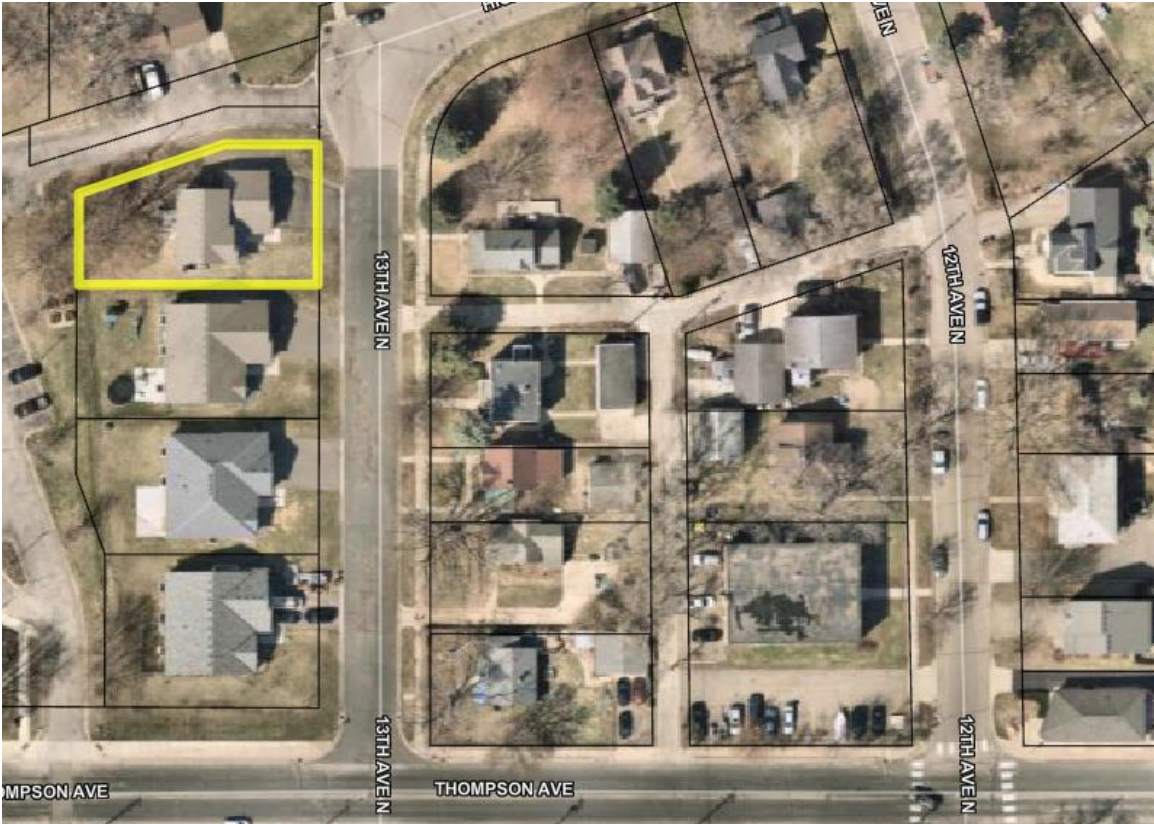


70-FOOT-WIDE LOTS

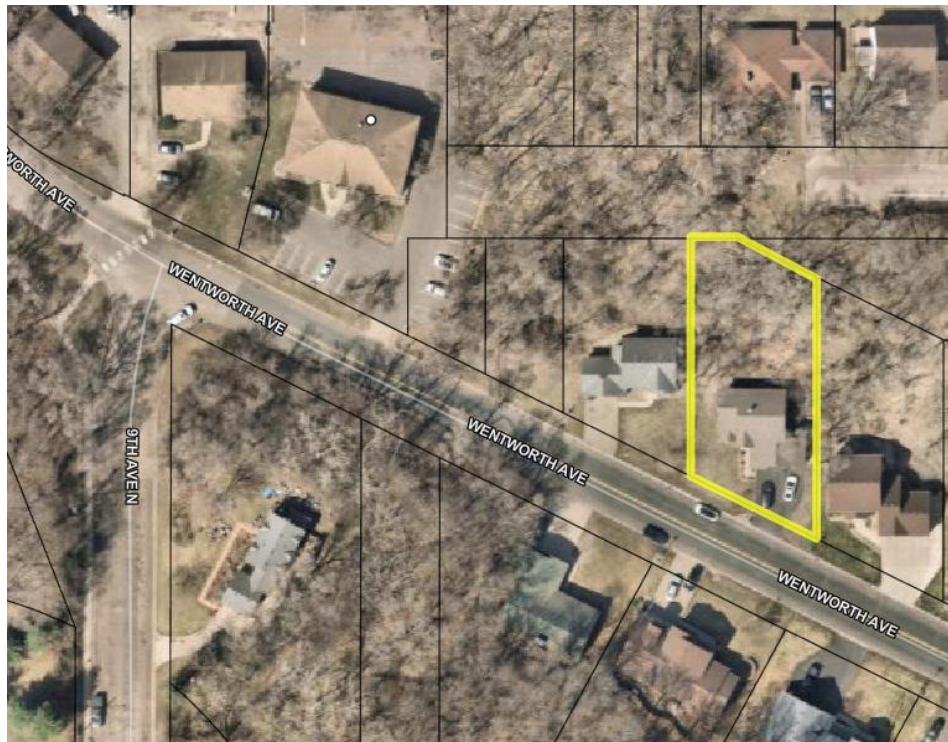
- The Oak Park neighborhood on the west side of town was platted with a variety of lot widths but most of the original platted lots are around 70 feet in width.



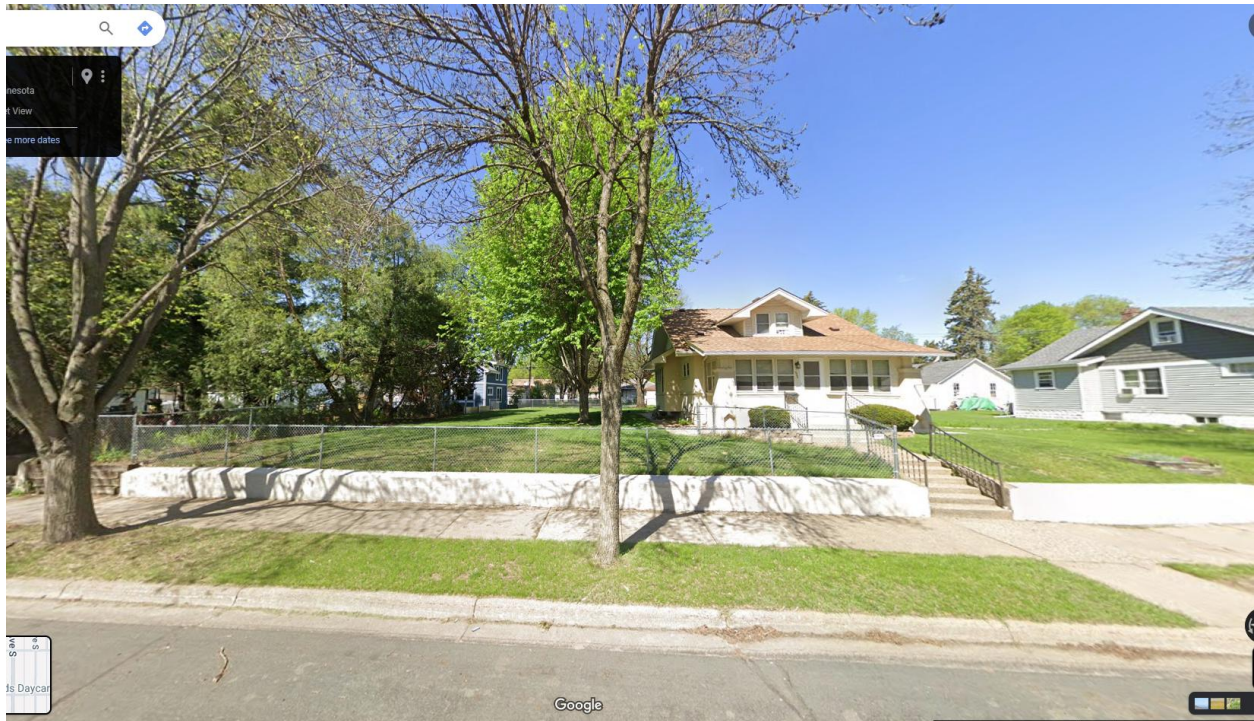
75 FOOT-WIDE LOTS AND OTHER LARGE LOTS



78-Foot-Wide Lot Platted in 2009 in the “Thompson Heights” Subdivision



89-Foot-Wide Lot Platted in 2000 in the "Wentworth Hollow" Subdivision



80-Foot-Wide “Double Lot” Created by Combining Two 40-Foot-Wide Lots From The Ravenscroft Park Subdivision which was Platted in 1887.

**ATTACHMENT 3
PROPOSED ORDINANCE**

**City of South St. Paul
Dakota County, Minnesota**

Ordinance No. 14XX

**AN ORDINANCE AMENDMENT UPDATING ZONING REQUIREMENTS IN THE R-2
SINGLE AND TWO FAMILY RESIDENCE DISTRICT**

The City Council of the City of South St. Paul does ordain:

SECTION 1. AMENDMENT. South St. Paul City Code Section 118-122 is hereby amended as follows:

Sec. 118-122. R-2, single- and two-family residence district.

(a) *Permitted uses.* Within the R-2 district, no structure or land shall be used except for one or more of the following uses, except as otherwise permitted by this chapter:

- (1) Principal and accessory uses permitted in the R-1 district;
- (2) Duplex or twin home ~~(see subsection (e) of this section)~~; and
- (3) A PWS antenna located entirely inside a building or structure.

(b) *Uses by conditional use permit.* Within the R-2 district, the following uses shall be by conditional use permit only:

- (1) All uses allowed by a conditional use permit in the R-1 district.

~~(c) *Building height, width, area, and architectural requirements.* Within the R-2 district, building height, width, area, and architecture for residential dwellings shall be as regulated in the R-1 district.~~

(c) *Building height, width, area, and architectural requirements.* Within the R-2 district, residential buildings must comply with the following:

- (1) Shall not exceed a height of three stories, or 28 feet above grade as defined in the Minnesota State Building Code;
- (2) Shall be a minimum of 24 feet wide; and
- (3) Shall have a minimum area footprint of 800 square feet.
- (4) Shall comply with the architectural requirements for residential structures contained in section 118-9.
- (5) For two-family dwellings, exterior stairs that provide access to a dwelling unit above the ground floor shall be enclosed or shall be located in the rear yard or a side yard.

(d) *Lot requirements.* Within the R-2 district, the following lot requirements shall apply:

- (1) Each single-family dwelling, together with its accessory buildings, shall be located on a lot having an area of not less than 6,000 square feet, width of not less than 50 feet, and depth of not less than 120 feet, except in the following circumstances:

 - a. A single-family dwelling may be erected on a lot platted prior to May 1, 1967 or a buildable lot of record that was lawfully established, having less than the foregoing area, width, and depth but having no less than 4,000 square feet of lot area. A lot platted prior to May 1, 1967 which has been combined with other lots may be restored to its original dimensions, subject to the provisions of section 114-5.
 - b. When an improved alley is provided along the rear or side property line, a new buildable lot may be created with an area of not less than 4,800 square feet, a width of not less than 40 feet, and a depth of not less than 120 feet.
 - (2) Each two-family dwelling, together with its accessory buildings, shall be located on a lot having an area of not less than 6,000 square feet, width of not less than 50 feet, and depth of not less than 120 feet, except in the following circumstances:

 - a. When an improved alley is provided along the rear or side property line, a two-family dwelling is allowed on any lot that is considered a buildable lot for a single-family dwelling.
- (c) Building Requirements. Within the R-2 district, the following building requirements shall apply:
- (1) Ingress and egress. All lots shall front on a public street or have adequate ingress and egress to a public street.
 - (2) Percent of land use. All dwellings and accessory buildings on any lot shall not cover more than 35 percent of the area of the lot.
 - (3) Front yard. No building shall be erected, reconstructed, altered or moved nearer to the front lot line than the average setback observed by residential buildings on the same side of the street and fronting thereon within the same block. Further, no part of the structure shall be closer than 25 feet to the street line on which it faces, except when the average setback is less than 25 feet.
 - (4) Side yard. There shall be a side yard of not less than five feet along each side of each building located on an interior lot. There shall be a side yard of not less than nine feet on the street side of any structure constructed on a corner lot. No attached garage shall be placed within ten feet of any dwelling unit on an adjacent lot. When an alley runs parallel to a side property line, a garage with an entrance facing said alley must be set back at least eight feet from the alley right-of-way line.
 - (5) Rear yard. Each lot shall have a rear yard of not less than 25 feet in depth.
 - (6) Access to units. Each unit of a two-family dwelling shall have a separate access to the outside of the dwelling or to a common hallway or entryway. Any exterior stairs to an above-ground floor shall comply with Section 118-122 (c)(5).

- (7) Separate bathroom, kitchen, sleeping area. Each dwelling unit in a two-family dwelling must have a separate bathroom, kitchen, and sleeping area.
- (8) Conditional use permit requirements. All uses by conditional use permit shall provide such setback in front, side, and rear yards as the city council shall determine, taking into account the proposed use, the character of the surrounding area, the density of the area, and other relevant factors.
- ~~(d) Lot requirements; single family dwellings.~~ Each one or two family dwelling, together with its accessory buildings, shall be located on a lot having an area of not less than 6,000 square feet, width of not less than 50 feet, and depth of not less than 120 feet, except in the following circumstances:
- ~~(1) A dwelling may be erected on a lot platted prior to May 1, 1967 or a buildable lot of record that was lawfully established, having less than the foregoing area, width, and depth but having no less than 4,000 square feet of lot area. A lot platted prior to May 1, 1967 which has been combined with other lots may be restored to its original dimensions, subject to the provisions of section 114-5.~~
- ~~(2) When an improved alley is provided along the rear or side property line, a new buildable lot may be created with an area of not less than 4,800 square feet, a width of not less than 40 feet, and a depth of not less than 120 feet.~~
- ~~(e) Lot requirements; two family dwellings.~~ The following minimum lot and building requirements shall apply to all two family dwellings in the R-2 district whether the two-family homes are newly constructed or are newly created by remodeling an existing structure which was previously not a two family dwelling:
- ~~(1) Lot area, width, and depth.~~ No two family dwelling shall be erected on a lot having less than 60 feet of frontage, and 7,200 square feet of area.
- ~~(2) Percent of land use.~~ The two family dwelling and accessory buildings on any lot shall not cover more than 35 percent of the area of the lot.
- ~~(3) Access to unit.~~ Each unit of the two family dwelling shall have a separate access to the outside of the dwelling or to a common hallway or entryway.
- ~~(4) Inspection and license.~~ Each rental unit within a two family dwelling shall be inspected in accordance with article VII of chapter 106 of this Code prior to occupancy.
- ~~(5) Separate bathroom, kitchen, sleeping area.~~ Each dwelling unit must have a separate bathroom, kitchen and sleeping area.
- ~~(6) Miscellaneous.~~ The requirements of sections 118-121(d)(2) and (d)(4) (6) shall apply to two family dwellings.
- (f) *Off-street parking, loading and unloading berths.* Within the R-2 district, the provisions of article VII of this chapter shall apply.
- (g) *Prohibited uses.* The following uses are prohibited because they are not compatible with the purposes of the R-2 residence district: PWS towers and antennas, except as permitted under

subsections (a) and (b) of this section and small wireless facilities located outside of the right-of-way.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The ordinance updates the zoning rules for two-family dwellings in the R-2 Single-and-two family zoning district.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

Deanna Werner, City Clerk



PLANNING COMMISSION AGENDA REPORT

DATE:

April 1, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Planning Commission Officer Elections

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

The Planning Commission will need to hold an election for Chair and Vice-Chair.

OVERVIEW

Background

The Planning Commission Rules of Order state that each year, the Planning Commission is to elect two officers, a Chair and a Vice-Chair. The Chair is responsible for leading each meeting and the Vice-Chair is responsible for filling in during the Chair's absence. If the Chair resigns or is removed, the Vice-Chair takes over as Chair and a new election is held to replace the Vice-Chair. The officers elected in 2026 will serve until after the next officer elections are held in 2027.

At the March 2026 meeting, the Planning Commission adopted new rules of order (Attachment 1) which established a new and improved process for officer elections:

- Officer elections are now held at the end of the April meeting and the new officers will start at the May meeting. *The shift to the April meeting was made to give new commissioners, who start in March, time to get acclimated and to get to know their new colleagues before officer elections are held.*
- The election will be held by ballot, but the ballots will not be secret or anonymous in order to comply with Open Meeting Laws. Prior to the election, the Planning Commission will accept nominations. A member of the commission must be nominated by another member and must accept the nomination in order to be eligible for an officer position. When balloting begins, each Planning Commissioner will write down their own name and the name of their top nominee for the officer position. City

Staff will collect the ballots and will read off each ballot into the record. If there is no majority during the first round of ballots, the Planning Commission can have additional discussion followed by another round of voting by ballot.

- As always, the Planning Commission may suspend any rule of order by a simple majority vote. If there is only one nominee for an officer position, the Planning Commission can suspend the rules of order and elect that position by a simple voice vote instead of using paper ballots. This has historically been the Planning Commission's approach when there is an uncontested election.

Sequence of Elections

The election for the position of Planning Commission Chair will be held first. After that election has concluded, the Planning Commission will hold an election for the Vice-Chair position.

How to Chair a Planning Commission Meeting

City Staff has put together a guide (Attachment 2) which demonstrates one potential approach to chairing a Planning Commission meeting. The guide document scripts out the flow of how a meeting might be handled. The Chair is not obligated to follow the script so long as they run the meeting in accordance with Robert's Rules of Order and follow the agenda that is approved at the beginning of each meeting.

Action Needed

The Planning Commission will need to hold an election for Chair and Vice-Chair.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Approved 2026 Rules of Order
2. South St. Paul Guide to Chairing a Planning Commission Meeting

ATTACHMENT 1

APPROVED 2026 RULES OF ORDER

South St. Paul Planning Commission Rules of Order

SECTION 1. PURPOSE.

The following rules of order for the Planning Commission (Commission) are adopted pursuant to Section 101-22 of the South St. Paul Code of Ordinances. Pursuant to Minn. Stat. § 462.354, the Commission is designated as the Planning Agency of the City. The Commission shall act in a purely advisory manner to the City Council on matters of planning and zoning, making its recommendations in all cases referred to it and transmitting its recommendations to the City Council for final action.

SECTION 2. MEMBERS

Membership of the Commission shall be governed by City Code Section 101-20.

SECTION 3. OFFICERS.

The officers of the Commission shall be the Chair, Vice-Chair, Secretary, and such other officers as it may deem necessary. The Chair presides at meetings, appoints committees, and performs other duties as may be ordered by the members. The Chair conducts meetings so as to keep them moving as efficiently as possible and reminds the members, witnesses, and applicants to discuss only the matter at hand. The Vice Chair shall preside at any meeting when the Chair is absent. The Secretary is a member of City staff and is responsible for recording the minutes, keeping records of actions, and providing clerical support to the Commission. The Secretary shall be assigned by the City Administrator.

Each April, the members of the Commission shall elect from its membership the Chair and Vice Chair for a term of one year. Members shall be nominated for an officer position by another member and will be voted on by ballot. The Secretary shall read each ballot aloud, identifying how each member voted. Election of the Chair will take place first, followed by the election of the Vice Chair. Each member shall cast a ballot for the open officer position. If no one receives a majority of votes, the balloting shall continue until one member receives majority support.

The Chair and Vice-Chair take office at the next meeting following the election and hold office until their successors are elected and assume office. The Commission may remove a Chair or Vice-Chair from office upon a three-fourths majority (6/7) vote. Should the Chair office become vacant due to resignation, ineligibility or

removal, the Vice-Chair becomes Chair. Should the Vice-Chair office become vacant due to resignation, ineligibility or removal, the Commission shall elect a successor for the unexpired term of office. If the Chair and Vice-Chair are absent from a meeting, the members shall elect a temporary Chair by majority vote.

SECTION 4. STAFF AND MEETING PACKET

The Planning Manager or designee shall approve all items placed on an agenda. The Planning Manager or designee shall prepare the final agenda and assemble the packet of material (“the Packet”) for the meetings. The Packet shall contain the application, the applicant’s narrative, staff reports and all other relevant information. The Packet shall be available for members of the Commission by no later than the Friday preceding the next meeting.

SECTION 5. MEETINGS

- A. Regular Meetings. Regular meetings shall be held on the first Wednesday of each month at 7:00 p.m.. Meetings shall be held in the Council Chambers at the South St. Paul City Hall, 125 Third Avenue North unless otherwise noted by Staff. Meetings may be held in other city facilities if the Council Chambers are inaccessible or online due to a public health emergency. When the regular meeting day falls on a legal holiday, the meeting shall be rescheduled to the following Wednesday.
- B. Special Meetings. Special meetings may be called by the Planning Manager or City Administrator. Each Commissioner shall be notified of the time, place, and purpose of any special meeting at least 3 days before the meeting.
- C. Public. All meetings and hearings, records, and minutes are open to the public.
- D. Quorum. Four members of the Commission shall constitute a quorum for the transaction of business. When a quorum is not present, no final or official action shall be taken.
- E. Vote. Voting may be by roll call vote or voice vote. Members shall vote on each issue, the results of which shall be recorded by the Secretary in the minutes. The two types of votes are as follows:
 - Roll call vote: The Secretary will call on each Commissioner and ask them for their vote.
 - Voice vote: Each of the commissioners will say “aye” or “nay” as a group, as prompted by the Chair.

All recommendations and actions shall be by a majority vote of members present.

F. Order of Business. The normal order of business for a regular Commission meeting shall be as follows:

1. Roll Call
2. Approval of Agenda.
3. Approval of Minutes.
4. Public Hearings.
5. New Business.
6. Other Business.
7. Staff Updates.
8. Adjournment.

SECTION 6. RULES OF PROCEDURE

The Chair shall be guided by Robert Rules of Order. The Commission may suspend the rules by majority vote of the members present.

The Chair shall ensure that each person addressing the Commission shall give his/her name and address for the record. All remarks should be addressed to the Commission as a body and not to any specific member. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Chair. No questions shall be asked a Commission member except through the Chair.

SECTION 7. MISCELLANEOUS

- A. Amendments. These Rules of Order may be amended at any regular or special meeting by a vote of five (5) Members.
- B. Annual Adoption. At the April meeting of each year, these Rules of Order shall be reviewed and adopted by the Commission.
- C. Orientation. All new Members shall receive an orientation by the appropriate City Staff Members. At that time, the new Members shall be given a copy of the South St Paul Zoning Ordinance, Subdivision Regulations, Comprehensive Plan, Zoning Map, the Rules of Order and any other relevant information necessary to carry out their duties and responsibilities.

ATTACHMENT 2

SOUTH ST. PAUL GUIDE TO CHAIRING A PLANNING COMMISSION MEETING



Duties of the Chair (or Vice-Chair if the Chair is not present) include:

- Calling the Planning Commission meetings to order.
- Introducing the approval of the agenda.
- Introducing the approval of the minutes from the previous Planning Commission meeting.
- Introducing any 'new business' items.
- Introducing any 'public hearing' items.
- Introducing any 'other business' items.
- Opening and closing any public hearing(s).
- Recognizing commissioners or members of the public that wish to speak on an item.
- Clarifying the motions that were made as well as who made and seconded each motion.
- Keeping order during meetings.
- Calling for the meeting to be adjourned.

Calling the Meeting to Order

- The Chair will call the meeting to order.

"Good evening. I will now call this meeting of the South St. Paul Planning Commission to order. Today is Wednesday, (Month Day, Year). This meeting will now come to order."

- The Chair will then direct a city staff member to call roll.

"Mr. /Mrs. /Ms. (staff's last name), would you please call the roll?"

- City staff will then call roll and state the number of Planning Commissioners that are present at the meeting.
- The Chair will then thank staff for calling roll.

"Thank you."

Approval of Agenda

- The Chair will introduce the agenda and ask staff if there are any additions or corrections to the agenda.

“The first item is the agenda. Are there any additions or corrections to the agenda?”

➤ IF THERE ARE NOT CHANGES TO THE AGENDA

- If no changes are made, the Chair will ask for a motion to approve the agenda as presented.

“Seeing that there are none, is there a motion to approve the agenda as presented?”

- A motion must be made and the motion must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

“Moved by Commissioner _____, seconded by Commissioner _____.”

- The commissioners will then vote on the item. The Chair will direct the commissioners to vote via a voice vote with those in favor of the motion voting ‘aye’ and those that are opposed to the motion voting ‘nay’.

“All in favor, say ‘Aye’.” “All opposed, say ‘Nay’.”

If the agenda is approved unanimously or by the majority, the chair will move on to the next item on the agenda. If there is not a consensus, the chair will request a roll-call vote and direct staff to call on each commissioner for their vote.

➤ IF THERE ARE CHANGES TO THE AGENDA

- If changes are made, the Chair will ask for a motion to approve the agenda as amended.

“Is there a motion to approve the agenda as amended?”

- A motion must be made and the motion must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

“Moved by Commissioner _____, seconded by Commissioner _____.”

- The commissioners will then vote on the item. The Chair will direct the commissioners to vote via a voice vote with those in favor of the motion voting ‘aye’ and those that are opposed to the motion voting ‘nay’.

“All in favor, say ‘Aye’.” “All opposed, say ‘Nay’.”

If the agenda is approved unanimously or by the majority, the Chair will move on to the next item on the agenda. If there is not a consensus, the Chair will request a roll-call vote and direct staff to call on each commissioner for their vote.

Approval of Minutes

- The Chair will introduce the review/approval of the minutes from the previous planning commission meeting.

“In front of you are the minutes from the (date of previous meeting) meeting. Do we have any additions or corrections to the minutes?”

➤ IF THERE ARE NO CORRECTIONS TO BE MADE

- The Chair will ask for a motion to approve the minutes as presented.

“If there are none, I will take a motion to approve the minutes as presented.”

- A motion must be made and the motion must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

“Moved by Commissioner _____, seconded by Commissioner _____.”

- The commissioners will then vote on the item. The Chair will direct the commissioners to vote via a voice vote with those in favor of the motion voting ‘aye’ and those that are opposed to the motion voting ‘nay’.

“All in favor, say ‘Aye’.” “All opposed, say ‘Nay’.”

If the minutes are approved unanimously or by the majority, the Chair will move on to the next item on the agenda. If there is not a consensus, the Chair will request a roll-call vote and direct staff to call on each commissioner for their vote.

➤ IF THERE ARE CORRECTIONS

- The Chair will ask for a motion to approve the minutes as amended.

“I will take a motion to approve the minutes as amended.”

- A motion must be made and the motion must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

“Moved by Commissioner _____, seconded by Commissioner _____.”

- The commissioners will then vote on the item. The Chair will direct the commissioners to vote via a voice vote with those in favor of the motion voting ‘aye’ and those that are opposed to the motion voting ‘nay’.

“All in favor, say ‘Aye’.” “All opposed, say ‘Nay’.”

If the minutes are approved unanimously or by the majority, the Chair will move on to the next item on the agenda. If there is not a consensus, the Chair will request a roll-call vote and direct staff to call on each commissioner for their vote.

New Business

➤ IF THERE ARE NO NEW BUSINESS ITEMS

- If there are no 'new business' items listed on the agenda, the Chair will acknowledge that there are no 'new business' items and move onto the public hearing.

"There is no new business at this time. We will now move onto the public hearing portion of the meeting."

➤ IF THERE ARE NEW BUSINESS ITEMS

- If there are 'new business' items listed on the agenda, the Chair will introduce each item and direct staff to provide background on the item.

"We have a 'new business' item this evening. Agenda Item 4.A is (state the name of the item as shown on the agenda). Staff, could you please provide us background on the item?"

- If a motion is required for the item, the Chair will ask for a motion.

"I am looking for a motion on the item."

- A motion must be made and the motion must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

"Moved by Commissioner _____, seconded by Commissioner _____."

- Once a motion has been made and seconded, the Chair will direct staff to call roll.

"Mr. /Mrs. /Ms. (staff's last name), will you please call the role?"

- Staff will call the roll for a roll-call vote and state the number of 'yeas' and 'nays.'
- After voting has concluded, the Chair will address any other 'new business' items on the agenda or will move on to the 'public hearing' items.

"The next new business item is Agenda Item 4.B"/ "Moving on to the 'Public Hearing' portion of the agenda."

Public Hearings

- The Chair will introduce the first public hearing item.

“The first public hearing is Item 5.A (state the name of the item as listed on the agenda). Staff, can you please give us background on this item?”

- Staff will step up to the podium and present.
- After staff have finished presenting the item, the commissioners can ask staff questions after being recognized by the Chair.

“Commissioners, any questions for staff?”

- The Chair must recognize a commissioner before they can ask staff a question or comment on the application.
- After the commissioners discuss any initial questions with city staff, the Chair will ask the Applicant to come forward to the podium. The chair will ask the Applicant to introduce themselves when they come forward.

“Is the Applicant present to speak on the item?” “Please come forward and introduce yourself.”

- The Chair will ask the commissioners if they have any questions for the Applicant. Commissioners must be recognized by the chair before they speak to the Applicant.

“Commissioners, any questions for the Applicant?”

- After the commissioners have had their questions answered or if there are no questions, the Chair will thank the Applicant and let them know that they should be seated.

“Thank you. You may be seated.”

- The Chair will then open the public hearing.

“I will now open the public hearing.”

- The Chair will then ask if anyone is present to speak on the item.

“Is there anyone present to speak on this item?”

➤ IF A MEMBER OF THE PUBLIC WANTS TO COMMENT ON THE APPLICATION

- If a member of the public comes forward to speak on the item, the Chair will direct the individual to state their name and address as they approach the podium.

“Please state your name and address.”

- Once the member(s) of the public have had the opportunity to speak to the application, the Chair will ask staff if they have received any correspondence on the item.

“Mr. /Mrs. /Ms. (staff’s last name), are you in receipt of any correspondence?”

- Staff will either share the correspondence they have received or state that they have not received any correspondence.
- The Chair will then close the public hearing.

“I will now close the public hearing.”

➤ **IF NO ONE COMES FORWARD TO COMMENT ON THE APPLICATION**

- If no one is present to speak on the item, the Chair will ask staff if they have received any correspondence on the item.

“Mr. /Mrs. /Ms. (staff’s last name), are you in receipt of any correspondence?”

- Staff will share the correspondence they received or state that they have not received any correspondence.
- The Chair will then close the public hearing.

“I will now close the public hearing.”

- The Chair will encourage further discussion on the item.

“Commissioners, any discussion?”

- If any commissioners have points for further discussion, they must be recognized by the Chair before they can speak.
- If no discussion follows, the Chair will move the commissioners to make a motion on the item.

“If there is no further discussion, I am looking for a motion.”

- A motion must be made and the motion must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

“Moved by Commissioner _____, seconded by Commissioner _____.”

- The Chair will direct staff to call the roll for a roll-call vote.

“Mr. /Mrs. /Ms. (Staff’s last name), will you please call the roll?”

- Staff will call the roll for a roll-call vote and state the number of ‘yeas’ and ‘nays.’
- The Chair will then state that the item has either been approved, denied or tabled.

- The Chair will let the Applicant know that the item will still need to be heard by the City Council at a specific date.

“The recommendation for this item is (approval/denial). We are an advisory body to the City Council who will make the final decision about your application. This item is tentatively scheduled to be reviewed by the City Council at their (state date of next meeting) meeting. You or a representative must be in attendance of this meeting.”

- If the motion is to table the item to the following meeting, the Chair will let the Applicant know the date of the next Planning Commission meeting.

“The recommendation is to table the item. We will review the item again at the (date of the next meeting) meeting.”

- The Chair will then move on to the next item listed under public hearing portion of the agenda if there are additional items. Otherwise, the Chair will move onto the other business items.

“The next Public Hearing item is Agenda Item 5.B”/ “Moving on to the ‘Other Business’ portion of the agenda.”

Other Business

➤ IF THERE ARE NO OTHER BUSINESS ITEMS

- The Chair will state that there is no other business and will confirm with staff that there is truly no other business to be addressed.

“There are no other business items listed on the agenda. Mr. /Mrs. / Ms. (Staff’s last name), is there any other business?”

- If Staff confirm that there are no other business items for the evening, the Chair will move on to staff updates.

➤ IF THERE ARE OTHER BUSINESS ITEMS

- If there are other business items listed on the agenda, the chair will introduce them..

“We have other business this evening. Agenda Item 6.A is (state the name of the item as shown on the agenda). Staff, is there any background on this item?”

- Staff will provide background on the item.
- If a motion is required for the item, the Chair will ask for a motion. Motions must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

“Moved by Commissioner _____, seconded by Commissioner _____.”

- The Chair will then direct staff to call on each commissioner for their vote.

“Mr. /Mrs. /Ms. (Staff’s last name), will you please call the role?”

- Staff will call the roll for a roll-call vote and state the number of ‘yeas’ and ‘nays.’
- The Chair will then move on to adjourn the meeting.

Staff Updates

➤ IF THERE ARE NO STAFF UPDATES LISTED

- The Chair will state that there are no staff updates listed and will confirm with staff that there are truly no staff updates.

“We are now on to staff updates. There are no staff updates listed. Staff, any updates?”

➤ IF THERE ARE STAFF UPDATES LISTED

- The Chair will introduce staff updates and let staff speak on the updates.

“We are now on to staff updates. Staff?”

Adjournment

- After each of the items on the agenda have been addressed, the Chair will ask for a motion to adjourn the meeting.

“Moving on to the meeting adjournment. I am looking for a motion to adjourn.”

- A motion must be made and the motion must be seconded by another commissioner. The Chair will confirm who made the motion and who seconded the motion.

“Moved by Commissioner _____, seconded by Commissioner _____.”

- The commissioners will then vote on the item. The Chair will direct the commissioners to vote via a voice vote with those in favor of the motion voting ‘aye’. The motion is non-debatable.

“All in favor, say ‘Aye’.”

- The Chair will adjourn the meeting.

“This meeting stands adjourned.”